

**Report to** Norwich Highways Agency committee

**Item**

21 March 2019

**Report of** Director of business services

**9**

**Subject** Committee schedule 2019-20

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### **Purpose**

To agree the meeting schedule for the 2019 to 2020 civic year.

### **Recommendation**

That the committee agrees, subject to approval at the city council's annual council, the schedule of meetings of the Norwich Highways Agency committee for the civic year 2019-20, with all meetings to be at 10:00 and held at City Hall, as follows:

Thursday, 20 June 2019  
Thursday, 19 September 2019  
Thursday, 19 December 2019  
Thursday, 19 March 2020

### **Corporate and service priorities**

The report helps to meet the corporate priority to provide value for money services and in accordance with the Norwich Highways Agency agreement.

### **Financial implications**

There are no direct financial implications arising from this report.

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

### **Contact officers**

Jackie Rodger, senior committee officer

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### **Background documents**

None

## Report

1. The committee schedule was reduced to four meetings in 2018-19. Officers had reviewed the number of schemes for decision at committee over the civic year and had recommended that the committee's schedule of meetings was rationalised to reduce the number from six to four, distributed evenly throughout the year and to reflect the workload of the committee.
2. The Norwich Highways Agency agreement between the city and county councils states that the committee "will meet at least six times per year (or such other minimum number as the Joint Committee may from time to time agree) and such dates and at such as it may determine" .
3. The chair and vice chair have the discretion to approve requests for a committee meeting not to be convened if there is insufficient business.
4. Meetings of the city and county councils, room availability and where possible the avoidance of school holidays has been taken into account. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings.
5. The city council approves its schedule of meetings for the civic year at its annual council which will be held on 21 May 2019. The city council elects the vice chair at annual council. The county council elects the chair at its annual council. Holding the first meeting of the civic year in June allows for this process to be completed.

### Schedule for 2019-20

6. In order to be as efficient and cost effective as possible, officers have monitored and where possible planned the amount of business to be considered for each scheduled meeting. Officers advise the chair and vice chair when there are no substantive items requiring a decision by the committee. All four of the scheduled meetings for 2018-19 were convened. No extra meetings were required to deal with the business of the committee.
7. It is therefore proposed to hold four committee meetings during 2019-20.
8. The December meeting will fall in the school holidays. All other meetings will be held in school term time.
9. There is provision to convene extraordinary meetings of the committee should it be required.
10. The proposed schedule of meetings for 2019-20 is to hold meetings at 10:00 on at City Hall on:

Thursday, 20 June 2019  
Thursday, 19 September 2019  
Thursday, 19 December 2019  
Thursday, 19 March 2020