

Report to Norwich Highways Agency committee

Item

19 January 2017

Report of Director of business services

Subject Committee schedule 2017-18

6

Purpose

To agree the meeting schedule for the 2017 to 2018 civic year.

Recommendation

That the committee agrees, subject to approval at the city council's annual council, the schedule of meetings for the civic year 2017-2018, all meetings to be at 10:00 and held at City Hall:

Thursday, 15 June 2017
Thursday, 20 July 2017
Thursday, 21 September 2017
Thursday, 23 November 2017
Thursday, 18 January 2018
Thursday, 22 March 2018

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 Stonard - Resources and business liaison

Contact officers

Jackie Rodger, senior committee officer

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Background documents

None

Report

1. The committee usually meets six times a year at 10:00 on either the fourth or third Thursday of the months of June, July, September, November, January and March of each year. This has the advantage of distributing committee meetings evenly throughout the year.
2. The dates proposed follow this pattern and take into account other meetings of the city and county councils, room availability and where possible try to avoid school holidays.
3. The city council agrees its schedule of meetings for the civic year at its annual council which will be held on 26 May 2016. 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.
4. Annual reports are usually considered at the meeting in July.

Schedule for 2017-18

5. 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”.
6. The chair and vice chair have the discretion to ask for a committee meeting not to be convened if there is insufficient business. In order to be as efficient and cost effective as possible, officers will monitor and where possible plan the amount of business to be considered for each meeting and advise the chair and vice chair accordingly if there are no substantive items requiring a decision. For instance the scheduled meetings in 2015-16 the November meeting was not convened and in 2016-17 the June meeting was not convened.
7. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings. Three of the proposed dates for the Norwich Highways Agency committee coincide with meetings of the county council as follows:

Thursday, 20 July 2017 - Health and overview scrutiny committee

Thursday, 18 January 2018 – Economic development subcommittee

Thursday, 22 March 2018 – Economic development subcommittee

Some duplication of meetings is inevitable and consideration has been made to amending the Norwich Highways Agency committee schedule. However, it would be impractical to move the meeting scheduled for 20 July 2017 to earlier in July as it would be too close to the June meeting and a week later would be within the school holidays. It is regrettable that the committee meetings coincide with meetings of the economic development subcommittee and it would be difficult to change the dates of the January and March meetings to avoid too long a gap between committee meetings. It was originally proposed to hold the March meeting of the Norwich Highways Agency committee a week earlier on 15 March 2018 but then it would coincide with the Road Casualty Reduction Partnership meeting. It is not possible to hold a meeting later in March 2018 because of purdah arrangements in advance of the city council elections.

8. The proposed schedule of meetings for 2017-18 is to hold meetings at 10:00 on at City Hall on:

Thursday, 15 June 2017

Thursday, 20 July 2017

Thursday, 21 September 2017

Thursday, 23 November 2017

Thursday, 18 January 2018

Thursday, 22 March 2018