

<b>Title of Report:</b>	<b>2014/15 West Berkshire Council Timetable of Public Meetings</b>
<b>Report to be considered by:</b>	Council
<b>Date of Meeting:</b>	12 December 2013
<b>Forward Plan Ref:</b>	C2594

**Purpose of Report:** To recommend a timetable of meetings for 2014/15.

**Recommended Action:** To approve the timetable of public meetings for the 52014/14 Municipal Year.

**Reason for decision to be taken:** To ensure that a timetable of meetings for 2014/15 is published.

**Other options considered:** None

**Key background documentation:** None

The proposals contained in this report will help to achieve all the Council Strategy priorities and principles by: ensuring that a robust decision making framework is in place.

<b>Portfolio Member Details</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Gordon Lundie
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<b>Date Portfolio Member agreed report:</b>	12 November 2013

<b>Contact Officer Details</b>	
<b>Name:</b>	Moira Fraser
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### **Implications**

**Policy:** This report accords with the council's policy of publishing its timetable of meetings

**Financial:** There are no financial implications associated with the publication of this report. The costs associated with holding meetings, Members' attendance and the publication of agendas will be from within existing budgets.

**Personnel:** None

**Legal/Procurement:** None

**Property:** None

**Risk Management:** None

<b>Is this item relevant to equality?</b>	Please tick relevant boxes	<b>Yes</b>	<b>No</b>
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

<b>Is this item subject to call-in?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

# Executive Summary and Report

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## 1. Introduction

1.1 The Timetable of Meetings for the Municipal Year 2014/15 is attached as Appendix A and has been based on the following principles:

- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods (meetings to take place between five and eight weeks apart);
- Overview and Scrutiny Management Commission to meet two weeks after the Executive meeting (to allow called in items to be considered expediently);
- Council meetings to be held in May, July (additional meeting arranged for determining planning papers), September, December and March;
- Area Planning Committees to be held three weekly;
- Provisional dates have been included for District Planning Meetings. These dates will only be used if the meetings are required and additional meetings may be arranged to ensure that the Planning timescales are adhered to;
- Four Licensing Committee dates (in June, September, December and March) have also been included on the timetable;
- Health and Wellbeing Board meetings have been included on a bi-monthly basis;
- Quarterly Standards Committee meetings have been arranged in accordance with the requirements of the Localism Act 2011;
- Governance and Audit meetings have been arranged in order to meet deadlines for Council meetings and to facilitate the signing off of the Council's financial accounts;
- Two District/Parishes Conference meetings to be scheduled each year.

## 2. Proposals

It is recommended that the schedule for the 2014/15 Municipal Year be approved.

## 3. Equalities Impact Assessment Outcomes

3.1 It is not envisaged that agreeing the dates of meetings in advance of the Municipal Year in which they will take place will adversely affect the majority of individuals who would wish to attend the meetings. Care is taken to ensure that meetings are held in venues with disabled access. It is noted that most of the Council's public meetings do take place in the evenings which might impact on the ability of some residents to attend the meetings. Advertising meeting dates in advance should assist with mitigating this issue as those wishing to attend the meetings would have advance warning as to when they should take place.

## 4. Conclusion

4.1 The schedule has been widely consulted on and is recommended for approval.

## **Appendices**

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### Appendix A – Timetable of meetings May 2014 – May 2015

#### **Consultees**

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**Local Stakeholders:** Not consulted

**Officers Consulted:** Melanie Ellis, Andy Walker, Ian Priestley, Gary Rayner, David Pearson, Derek Carnegie, Paul Anstey, Brian Leahy, Strategic Support Team (including Group Executives), David Holling, Sarah Clarke and Corporate Board

**Trade Union:** Not consulted