

Title of Report:	2015/16 West Berkshire Council Timetable of Public Meetings
Report to be considered by:	Council
Date of Meeting:	11 December 2014
Forward Plan Ref:	C2926

Purpose of Report: To recommend a timetable of meetings for 2015/16.

Recommended Action: To approve the timetable of public meetings for the 2015/16 Municipal Year.

Reason for decision to be taken: To ensure that a timetable of meetings for 2015/16 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.

Portfolio Member Details	
Name & Telephone No.:	Councillor Gordon Lundie
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Date Portfolio Member agreed report:	20 November 2014

Contact Officer Details	
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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

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
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"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this item subject to call-in?	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

1. Introduction

1.1 The Timetable of Meetings for the Municipal Year 2015/16 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, 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;
- Four Corporate Parenting Panels have been set up (June, September, December and January)
- Two District/Parishes Conference meetings to be scheduled each year.

2. Proposals

It is recommended that the schedule for the 2015/16 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

Appendix A - Timetable of meetings May 2015 – May 2016

Consultees

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, Ann Buckley, Bryan Lyttle. Nick Carter, Rachael Wardell, John Ashworth, Gary Lugg. Liz Alexander, Lesley Wyman, Tandra Forster and Corporate Board

Trade Union: Not consulted