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# 2017/18 West Berkshire Council Timetable of Public Meetings

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<b>Committee considering report:</b>	Council on 8 December 2016
<b>Portfolio Member:</b>	Councillor Roger Croft
<b>Date Portfolio Member agreed report:</b>	10 November 2016
<b>Report Author:</b>	Moira Fraser, Democratic and Electoral Services Manager
<b>Forward Plan Ref:</b>	C3197

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## 1. Purpose of the Report

1.1 To recommend a timetable of meetings for the 2017/18 Municipal Year.

## 2. Recommendation

2.1 To approve the timetable of public meetings for the 2017/18 Municipal Year.

## 3. Implications

- 3.1 **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 met from existing budgets.
- 3.2 **Policy:** This report accords with the Council's policy of publishing its timetable of meetings.
- 3.3 **Personnel:** None.
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** None.
- 3.7 **Other:** n/a.

## 4. Other options considered

4.1 None

## 5. Executive Summary

5.1 The timetable of meetings for the Municipal Year 2017/18 is attached as Appendix B to the report and has been based on the following:

- Council meetings to be held in May, July, September, December and March;
- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods;
- Two Overview and Scrutiny Management Commission meetings are scheduled (May and December). Further meetings and Select Committee meetings will be convened as and when required;
- Area Planning Committees (both Western and Eastern) to be held on a three weekly cycle with provisional dates included for District Planning Committees. District Planning Committees will only be held if the meetings are required and additional meetings may be arranged to ensure that Planning timescales are adhered to.
- Licensing Committee meetings are arranged on an ad hoc basis;
- Health and Wellbeing Board meetings have been included on a bi-monthly basis.
- Governance and Ethics Committees have been arranged to perform the roles previously undertaken by both the Standards Committee, i.e. to promote and maintain high standards of conduct by Councillors/co-opted Members and by the Governance and Audit Committee, i.e. to meet deadlines for Council meetings and to facilitate the signing off of the Council's financial accounts;
- Personnel Committee meetings are arranged on an ad hoc basis;
- Four Corporate Parenting Panels are scheduled (June, September, December and March);
- Two District/Parish Conferences are scheduled each year (at the request of parishes these will be held on two different days of the week);
- Member Development sessions are scheduled in the timetable. Members are currently being consulted on a proposal to reschedule sessions at the conclusion of early evening meetings. These proposed dates will be finalised at the Member Development Group on 23 November 2016 and will be agreed at the December 2016 Council meeting.

5.2 In addition the timetable, once agreed, is also shared with Town and Parish Councils and the Fire Authority so that it can be taken into consideration when their schedules of meetings are agreed.

## 6. Conclusion

6.1 The schedule has been drafted to ensure that the number of meetings takes into account the volume of business demands. Early adoption will allow time for Members to put meetings into their diaries prior to the commencement of the Municipal Year. The timetable will also form the basis of a committee programme for administrative purposes.

## 7. Recommendation

7.1 It is recommended that the schedule for the 2017/18 Municipal Year be approved.

**Subject to Call-In:**

Yes:  No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

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**Wards affected:** n/a

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

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## 8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Timetable of meetings May 2017 – May 2018

## Appendix A

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

<b>Name of policy, strategy or function:</b>	Timetable of public meetings
<b>Version and release date of item (if applicable):</b>	Proposed timetable due for publication on 30 November 2016
<b>Owner of item being assessed:</b>	Moira Fraser
<b>Name of assessor:</b>	Stephen Chard
<b>Date of assessment:</b>	1 October 2015

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	Yes	Is changing	Yes
Service	No		

<b>1 What are the main aims, objectives and intended outcomes of the policy, strategy, function or service and who is likely to benefit from it?</b>	
<b>Aims:</b>	To agree a timetable of public meetings for publication.
<b>Objectives:</b>	
<b>Outcomes:</b>	
<b>Benefits:</b>	Agreeing and publishing the timetable in advance of the Municipal Year gives advanced notice of forthcoming public meetings.

<b>2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b>
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

<b>Comments relating to the item:</b>
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.

<b>3 Result</b>	
<b>Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> Please see comments above.	
<b>Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No.
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	
<b>Stage Two not required:</b>	

Name: Stephen Chard

Date: 1 October 2015

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.