
2020/21 West Berkshire Council Timetable of Public Meetings – Summary Report

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| Committee considering report: | Council on 9 January 2020 |
| Portfolio Member: | Councillor Lynne Doherty |
| Date Portfolio Member agreed report: | 07 November 2019 |
| Report Author: | Moira Fraser, Democratic and Electoral Services Manager |
| Forward Plan Ref: | C3845 |

1. Purpose of the Report

1.1 To recommend a timetable of meetings for the 2020/21 Municipal Year.

2. Recommendation

2.1 To approve the timetable of public meetings for the 2020/21 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

Executive Summary

4.2 The timetable of meetings for the Municipal Year 2020/21 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; the July 2020 meeting has been moved back a week this year to accommodate the LGA Conference.
- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods but are usually held approximately every six weeks;
- 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;
- Four Overview and Scrutiny Commission meetings have been scheduled;
- Licensing Committee meetings have been set for June and November 2020 and February 2021 and additional meetings will be arranged on an ad hoc basis;
- Health and Wellbeing Board meetings are held in May, September and November 2020 and January and May 2021. Additional development sessions are also included on the timetable;
- Governance and Ethics Committees have been arranged 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 Induction and Development sessions are scheduled in the timetable. Any changes to the Programme, which will be agreed at this meeting, will be included on this timetable.
- Joint Public Protection Committees have provisionally been included on the timetable but may be subject to change following discussions with colleagues in Bracknell Forest and Wokingham Borough Councils.

4.3 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.

5. Conclusion

5.1 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.

6. Recommendation

6.1 It is recommended that the schedule for the 2020/21 Municipal Year be approved.

Subject to Call-In:

Yes: No:

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|---|-------------------------------------|
| 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"/> |

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.

Officer details:

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7. Appendices

- 7.1 Appendix A – Equalities Impact Assessment
- 7.2 Appendix B – Timetable of meetings May 2020 – May 2021

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.

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| Name of policy, strategy or function: | Timetable of public meetings |
| Version and release date of item (if applicable): | Proposed timetable due for publication on 27 November 2019 |
| Owner of item being assessed: | Moira Fraser |
| Name of assessor: | Linda Pye |
| Date of assessment: | 16 October 2019 |

| 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 | | |

| | |
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| 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? | |
| Aims: | To agree a timetable of public meetings for publication. |
| Objectives: | |
| Outcomes: | |
| Benefits: | Agreeing and publishing the timetable in advance of the Municipal Year gives advanced notice of forthcoming public meetings. |

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| 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. |
| (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.) |

Comments relating to the item:

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.

3 Result

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| Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality? | No |
|--|-----------|

Please provide an explanation for your answer: Please see comments above.

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| Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users? | No |
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Please provide an explanation for your answer:

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.

4 Identify next steps as appropriate:

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| Stage Two required | No. |
| Owner of Stage Two assessment: | |
| Timescale for Stage Two assessment: | |
| Stage Two not required: | |

Name: Linda Pye

Date: 16 October 2019

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