
2021/22 West Berkshire Council Timetable of Public Meetings

Committee considering report:	Council
Date of Committee:	3 December 2020
Portfolio Member:	Councillor Lynne Doherty
Date Portfolio Member agreed report:	22 November 2020
Report Author:	Moira Fraser
Forward Plan Ref:	C3990

1 Purpose of the Report

- 1.1 To recommend a timetable of meetings for the 2021/22 Municipal Year.

2 Recommendation

- 2.1 To approve the timetable of public meetings for the 2021/22 Municipal Year.

3 Implications and Impact Assessment

Implication	Commentary
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.
Human Resource:	None.
Legal:	None.
Risk Management:	None.
Property:	None.

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Policy:	This report accords with the Council's policy of publishing its timetable of meetings.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
Environmental Impact:		✓		
Health Impact:		✓		
ICT Impact:		✓		
Digital Services Impact:		✓		
Council Strategy Priorities:		✓		
Core Business:		✓		
Data Impact:		✓		

Consultation and Engagement:	Chief Executive, Executive Directors
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4 Executive Summary

4.1 West Berkshire Council is required to publish its timetable of meetings for each Municipal Year following approval by Council. The timetable for 2021/22 is attached to the report at Appendix A.

5 Supporting Information

Introduction

5.1 The timetable of meetings for the Municipal Year 2021/22 is attached as Appendix A 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 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 on a six weekly cycle. 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 Management Commission meetings have been scheduled;
- Licensing Committee meetings have been set for June, November and February and additional meetings will be arranged on an ad hoc basis;
- Health and Wellbeing Board meetings are held in May, July, September, December, February and May. 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 will be held in July, November, February and April;
- 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 normally scheduled in the timetable. The Member Induction and Development Sessions are due to be agreed at Council in March 2021 following which those sessions will be included on the timetable of meetings and republished.
- 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.

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 Other options considered

6.1 None.

7 Conclusion

7.1 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.

8 Appendices

8.1 Appendix A – Timetable of meetings May 2021 to May 2022

Background Papers:

None.

Subject to Call-In:

Yes: No:

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



Wards affected: All

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