

---

# 2024/25 West Berkshire Council Timetable of Public Meetings

---

<b>Committee considering report:</b>	Council
<b>Date of Committee:</b>	26 March 2024
<b>Portfolio Member:</b>	Councillor Jeff Brooks
<b>Report Author:</b>	Stephen Chard
<b>Forward Plan Ref:</b>	C4445

---

## 1 Purpose of the Report

1.1 To recommend a timetable of meetings for the 2024/25 Municipal Year.

## 2 Recommendation

2.1 To approve the timetable of public meetings for the 2024/25 Municipal Year.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	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.
<b>Human Resource:</b>	None.
<b>Legal:</b>	None.
<b>Risk Management:</b>	None.
<b>Property:</b>	None.
<b>Policy:</b>	This report accords with the Council's policy of publishing its timetable of meetings.

2024/25 West Berkshire Council Timetable of Public Meetings

	Positive	Neutral	Negative	Commentary
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
<b>Environmental Impact:</b>		✓		
<b>Health Impact:</b>		✓		
<b>ICT Impact:</b>		✓		
<b>Digital Services Impact:</b>		✓		
<b>Council Strategy Priorities:</b>		✓		
<b>Core Business:</b>		✓		
<b>Data Impact:</b>		✓		
<b>Consultation and Engagement:</b>	Chief Executive, Executive Directors, Monitoring Officer			

## 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 2024/25 is attached to the report at Appendix A.

## 5 Supporting Information

### Introduction

5.1 The timetable of meetings for the Municipal Year 2024/25 is attached as Appendix A to the report and has been based on the following:

- Council meetings to be held in May, July, September, November, February and March. The Budget Council meeting is proposed for 27 February 2025;
- Executive meetings have been arranged to take cognisance of democratic requirements. Meetings of the Executive are proposed to commence at the later time of 6.00pm;
- Area Planning Committees (both Eastern and Western) to be held on a monthly cycle with provisional dates included for District Planning Committees on a bi-monthly 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;
- Five Scrutiny Commission meetings have been scheduled;
- Four Health Scrutiny Committees have been scheduled;
- Licensing Committee meetings have been set for July, November and January. Additional meetings will be arranged on an ad hoc basis;
- Health and Wellbeing Board meetings to be held in May, July, September, December and March;
- Governance 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 and January;
- Four Corporate Parenting Panels are scheduled (June, September, December and March);
- Two District/Parish Conferences are scheduled each year;
- Member Induction and Development sessions will be added into the timetable once dates have been confirmed. The document will then be redistributed and republished.
- Joint Public Protection Committees have provisionally been included on the timetable. These dates will be finalised in liaison with colleagues in Bracknell Forest Council.

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. 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 2024 to May 2025

---

### Background Papers:

None.

### Subject to Call-In:

Yes:  No:

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

**Wards affected:** All

### Officer details:

Name: Stephen Chard  
Job Title: Democratic Services Manager  
Tel No: (01635) 519462  
E-mail: [stephen.chard@westberks.gov.uk](mailto:stephen.chard@westberks.gov.uk)

---