
2026/27 West Berkshire Council Timetable of Public Meetings

Committee considering report:	Council
Date of Committee:	27 November 2025
Portfolio Member:	Councillor Jeff Brooks
Date Portfolio Member agreed report:	13 November 2025
Report Author:	Stephen Chard
Forward Plan Ref:	C4753

1 Purpose of the Report

To recommend a timetable of public meetings for the 2026/27 Municipal Year. The timetable is proposed for approval and then publication to give advance notice of public meetings at which the Council's key decision making takes place to help meet its wide range of business demands. The approval of the timetable will also assist with making administrative arrangements for the meetings.

2 Recommendation

2.1 To approve the timetable of public meetings for the 2026/27 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

2026/27 West Berkshire Council Timetable of Public Meetings

Property:	None			
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:	✓			The timetable gives advance notice of public meetings at which the Council's key decision making takes place to help meet its wide range of business demands.

2026/27 West Berkshire Council Timetable of Public Meetings

Core Business:	✓			The timetable gives advance notice of public meetings at which the Council's key decision making takes place to help meet its wide range of business demands.
Data Impact:		✓		
Consultation and Engagement:	Chief Executive, Executive Directors, Monitoring Officer, Democratic Services Team			

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 2026/27 is attached to the report at Appendix A.

5 Supporting Information

5.1 The timetable of meetings for the Municipal Year 2026/27 is attached as Appendix A to the report and has been based on the following:

- Council meetings to be held in May, July, October, November, February and March. The Budget Council meeting is proposed for 25 February 2027;
- Executive meetings have been arranged to take cognisance of democratic requirements;
- 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 meetings of the Resources and Place Scrutiny Committee have been scheduled, with the meeting proposed for 9 February 2027 to focus on the 2027/28 Budget;
- Four meetings have been scheduled of both the Children and Young People Scrutiny Committee and the Health and Adult Social Care Scrutiny Committee;
- Licensing Committee meetings have been set for July, November and January. Additional meetings will be arranged on an ad hoc basis;
- The number of Health and Wellbeing Board meetings has been reduced to three, meetings to be held in May, September and January;
- 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;

2026/27 West Berkshire Council Timetable of Public Meetings

- Joint Public Protection Committees have provisionally been included on the timetable. These dates will be finalised in liaison with colleagues in Bracknell Forest Council and Wokingham Borough Council.
- Member Induction and Development sessions will be added into the timetable once dates have been confirmed.

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 2026 to May 2027

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
