

<b>Title of Report:</b>	<b>2011/12 West Berkshire Timetable of Public Meetings</b>
<b>Report to be considered by:</b>	Council
<b>Date of Meeting:</b>	09 December 2010
<b>Forward Plan Ref:</b>	C1982

**Purpose of Report:** To recommend a timetable of meetings for 2011/12.

**Recommended Action:** To approve the revised timetable of meetings for January to April of 2011 and the timetable of public meetings for the 2011/12 Municipal Year.

**Reason for decision to be taken:** To ensure that a timetable of meetings for 2011/12 is published.

**Other options considered:** None

**Key background documentation:** None

The proposals will also help achieve the following Council Plan Theme:

**CPT15 - Putting Customers First**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by providing advance warning of the Council's Timetable of meetings.

<b>Portfolio Member Details</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Graham Jones
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<b>Date Portfolio Member agreed report:</b>	12 October 2010

<b>Contact Officer Details</b>	
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## Implications

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- Policy:** This report accords with the Council's policy of publishing a timetable of meetings.
- Financial:** There are no financial implications associated with this report. Costs associated with holding meetings, printing agendas and Members' attendance will be met from within existing budgets.
- Personnel:** The administration of meetings will be undertaken from within existing resources.
- Legal/Procurement:** None
- Property:** None
- Risk Management:** None
- Equalities Impact Assessment:** Stage 1 completed, not required to progress further.

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
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 Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>

# Executive Summary

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## 1. Introduction

1.1 The Timetable of Meetings for the Municipal Year 2011/12 is attached as Appendix B and has been based on the following principles:

- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods (between six and eight weekly);
- Overview and Scrutiny Management Commission to meet two weeks after the Executive meeting;
- Area Planning Committees to be held three weekly;
- Council meetings to be held in May, September, December and March;
- Select Committees to meet four times a year (additional meetings to be arranged if required);
- Provisional dates have been included for District Planning Meetings. These dates will only be used if the meetings are required and additional meetings may be arranged to ensure that the Planning timescales are adhered to;
- Provisional dates have also been included for Assessment Sub-Committee meetings of the Standards Committee which will only be used if they are required; the need to hold these meetings is dependent on the content of the Localism Bill;
- Four Licensing Committee dates (in June, September, December and March) have also been included on the timetable for the first time;
- Two District/Parishes Conference meetings to be scheduled each year.

1.2 Members are asked to note that the dates of some of the meetings scheduled for January through to May 2011 and published on the 2010/11 timetable have been moved. The timetable attached at Appendix A will therefore supersede the previously agreed dates.

1.3 At the 23 September 2010 Full Council meeting two motions relating to the Committee System were put forward. It was agreed that these motions would be put to the Governance and Audit Committee to take forward. Pending the introduction of the necessary legislation and the outcome of the Governance and Audit discussions it might be necessary to amend the Council's Governance Structure and subsequently the timetable of meetings.

1.4 The timetable of meetings might also need to be amended once the Medium Term Financial Strategy for 2011/12 is agreed in March 2011.

1.5 The following amendments have been made to the Timetable of Meetings for 2010/11 (Appendix A):

- Following discussion with the Chairman of the Committee it has been agreed that the Eastern Area Planning meeting scheduled for the 12 January 2011 will be cancelled.
- Following discussion with the Chairman of the Committee it has been agreed that the Western Area Planning meeting scheduled for the 29 December 2010 will be cancelled.

- At the request of the Leader the District Parish Conference meeting scheduled for the 26 January 2011 has been moved to the 03 February 2011.
- The Standards Committee Meeting previously scheduled for the 08 November 2010 has been moved to the 24 January 2011.

## **2. Proposals**

- 2.1 It is recommended that the schedule for the 2011/12 Municipal Year and the amendments to the 2010/11 schedule be approved.

## **3. Conclusion**

- 3.1 The schedule has been widely consulted on and is recommended for approval.

## **Appendices**

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Appendix A – Revised 2010/11 Municipal Year Timetable of Meetings (January to April 2011)

Appendix B - 2011/12 Municipal Year Timetable of Meetings

## **Consultees**

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**Local Stakeholders:** Not consulted

**Officers Consulted:** Licensing Officers, Planning Officers, Monitoring Officer, Heads of Service, Policy and Communication including the Group Executives, Accountants, Health and Safety Team, Corporate Board

**Trade Union:** N/A