

**TO: COUNCIL
29 NOVEMBER 2017**

**SCHEDULE OF MEETINGS 2018/19
Director of Corporate Services**

1 PURPOSE OF THE REPORT

1.1 To seek approval to the proposed Schedule of Meetings 2018/19.

2 RECOMMENDATION

2.1 **That the schedule of meetings 2018/19 as set out in the annex to this report be approved.**

3 REASONS FOR THE RECOMMENDATION

3.1 To enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 An extensive consultation took place with Directors, Chief Officers and other key officers regarding the timetable to ensure as far as possible that the schedule provides for meetings when decisions are required so that all matters are dealt with on a timely basis. Adjustments could be made to the timetable but adjusting one meeting date is likely to have an impact on a number of others given the inter-relationship between meetings and the limited number of dates available throughout the year.

5 SUPPORTING INFORMATION

5.1 The timetable has been drawn up having regard to the usual limitations:

- Avoiding meetings during the school holidays as far as possible.
- Leaving a gap of at least 8 days between meetings of the Executive and Council to allow time for the Executive report (and any recommendations) to be published either with the Council agenda or the next day.
- Avoiding 7.30 meetings on Fridays.
- Scheduling each committee's meetings on the same day of the week throughout the year.
- Avoiding a gap of more than 5 weeks between meetings of the Planning Committee.

- 5.2 If the schedule is agreed, it is hoped that members will only seek to change these dates in exceptional circumstances as to do so inevitably causes problems for some people. With a significant number of twin-hatted members, concerns have been expressed about clashes with parish and town council meetings. By setting the dates for this Council's meetings now, the parish and town councils have the opportunity to plan around our meetings. It is therefore all the more important to avoid in-year changes unless absolutely necessary so that potential clashes can be avoided.
- 5.3 Council is accordingly invited to approve the schedule set out in the annex to this report.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Not sought.

Borough Treasurer

- 6.2 Not sought.

Equalities Impact Assessment

- 6.3 Not applicable.

Strategic Risk Management Issues

- 6.4 Not applicable.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Corporate Management Team (CMT).

Method of Consultation

- 7.2 A report on the proposed schedule was presented to CMT.

Representations Received

- 7.3 CMT has endorsed the schedule of meetings as submitted.

Background Papers

None

Contact for further information

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SCHEDULE OF MEETINGS – 2018-19

	Day	Start Time	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY
COUNCIL	Wed	7.30	23A)		11		12		28		16	27		24	22
Portfolio Review Groups (Closed)	-	6.30/8.00	21/22	25/26			3/4 24/25	29/30	26/27		21/22	11/12	18/19		
Executive Briefing (closed)	Tue	5.00	29	27			11/26	31		4	29	26	26		
EXECUTIVE	Tue	5.00	8	12	17		25	16	13	18		12	12	9	
Bracknell Town Centre Regeneration Committee	Mon	5.30		18			10			10			11		
School Improvement Accountability Board	Thu	5.00	24		12		27		22		31		28		
Corporate Parenting Advisory Panel	Fri	11.00		22			21			14			22		
OVERVIEW & SCRUTINY COMMISSION	Thu	7.30	10/23(A)		5		20		15		24			4	
Adult Social Care & Housing Overview & Scrutiny Panel	Tue	7.30		5			11				15		26		
Environment, Culture and Communities Overview & Scrutiny Panel	Tue	7.30		19			18				8		5		
Children, Young People and Learning Overview & Scrutiny Panel	Wed	7.30		13			26				9		20		
Health Overview & Scrutiny Panel	Thu	7.30		28				4			10		14		
Planning Committee	Thu	7.30	17/23(A)	21	19	16	13	11	8	13	17	14	21	17	23
Licensing & Safety Committee	Thu	7.30	23(A)	7				18				7			
Employment Committee	Wed	7.30	23(A)		18			17		12		13			
Education Employment Sub	Tue	5.30		26			18		20			5			
Local Joint Committee	Tue	4.00			18			17		12		13			
Appeals Committee	Mon	9.00 am	23(A)	4	9		10	1	5	3	7		18		
Governance & Audit Committee	Wed	7.30	23(A)	27			19				30		27		
Health & Wellbeing Board	Thu	2.00	23(A)	14			13			6		28			
Bracknell Forest Access Group	Wed	7.30		20				10					6		
Parish & Town Councils' Liaison Group	Wed	7.30			4					5		6			

Executive (Tuesdays 5pm)	Finance Portfolio Review Group (Mondays)	Environment Portfolio Review Group (Mondays)	Community Portfolio Review Group (Tuesdays)	Care Portfolio Review Group (Tuesdays)	Executive Briefing (Tuesdays)
12 June 2018	21 May 2018 (8)	21 May 2018 (6.30)	22 May 2018 (8)	22 May 2018 (6.30)	29 May 2018
17 July 2018	25 June 2018 (6.30)	25 June 2018 (8)	26 June 2018 (6.30)	26 June 2018 (8)	27 June 2018
25 September 2018	3 September 2018 (8)	3 September 2018 (6.30)	4 September (8)	4 September 2018 (6.30)	11 September 2018
16 October 2018	24 September 2018 (6.30)	24 September 2018 (8)	25 September 2018 (6.30)	25 September 2018 (8)	26 September 2018
13 November 2018	29 October 2018 (8)	29 October 2018 (6.30)	30 October 2018 (8)	30 October 2018 (6.30)	31 October 2018
18 December 2018	26 November 2018 (6.30)	26 November 2018 (8)	27 November 2018 (6.30)	27 November 2018 (8)	4 December 2018
12 February 2019	21 January 2019 (6.30)	21 January 2019 (8)	22 January 2019 (6.30)	22 January 2019 (8)	29 January 2019
12 March 2019	11 February 2019 (8)	11 February 2019 (6.30)	12 February 2019 (8)	12 February 2019 (6.30)	26 February 2019
9 April 2019	18 March 2019 (6.30)	18 March 2019 (8)	19 March 2019 (6.30)	19 March 2019 (8)	26 March 2019