

**TO: COUNCIL
27 NOVEMBER 2013**

**SCHEDULE OF MEETINGS 2014/15
Director of Corporate Services**

1 PURPOSE OF THE REPORT

1.1 To seek approval to the proposed Schedule of Meetings 2014/15.

2 RECOMMENDATION

2.1 **That the schedule of meetings 2014/15 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 a 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 as far as possible 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.
- Scheduling the Local Joint Committee at least 15 days before each meeting of the Employment Committee.
- 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 With the elections in May 2015, April will fall within the purdah period, so the majority of meetings which would normally be held in April, have been moved forward to March.
- 5.3 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.
- 5.4 Council is accordingly invited to approve the schedule set out in the annex to this report.

Background Papers

None

Contact for further information

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SCHEDULE OF MEETINGS – 2014-15

| | Day | Start Time | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | JAN 2015 | FEB | MAR | APR | MAY |
|--|------|---------------|--|------------|-----|-----|---------------|-------|-------|-----|--------------|-----|------|-----|-----|
| COUNCIL | Wed | 7.30 | 14(A) | | 16 | | 17 | | 26 | | 21 | 25 | | 29 | 20 |
| Portfolio Review Groups (Closed) | - | 6.30/ 8.00 | | 2/3/ 30 | 1 | | 1/2/ 29/30 | 27/28 | 24/25 | | 5/6 19/20 | | 9/10 | | |
| Executive Briefing (closed) | Tue | 5.00 | 6 | 10 | 2 | | 9 | 7 | 4 | 2 | 13 | | 17 | | |
| EXECUTIVE | Tue | 5.00 | 20 | 24 | 22 | | 23 | 21 | 18 | 16 | 27 | 10 | 31 | | |
| Bracknell Town Centre Regeneration Committee | Mon | 5.30 | 19 | | 7 | | 8 | | 3 | | 5 | | 16 | | |
| School & Children's Centre Performance Advisory Panel | Thu | 5.00 | | 12 | | | 11 | | | 4 | | | 5 | | |
| Corporate Parenting Advisory Panel | Wed | 5.00 | | 25 | | | 24 | | | 10 | | | 25 | | |
| OVERVIEW & SCRUTINY COMMISSION | Thu | 7.30 | 1/14(A) | | 10 | | 4 | | 20 | | 29 | | 19 | | |
| Adult Social Care Overview & Scrutiny Panel | Tue | 7.30 | | 17 | | | 16 | | | | 20 | | 24 | | |
| Environment, Culture and Communities Overview & Scrutiny Panel | Tue | 7.30 | | 24 | | | 23 | | | | 13 | | 17 | | |
| Children, Young People and Learning Overview & Scrutiny Panel | Wed | 7.30 | | 11 | | | 10 | | | | 14 | | 4 | | |
| Health Overview & Scrutiny Panel | Thur | 7.30 | | | 3 | | | 2 | | | 15 | | 12 | | |
| Planning Committee | Thu | 7.30 | 29 | 19 | 17 | 21 | 18 | 16 | 13 | 18 | 22 | 26 | 26 | 23 | 28 |
| Licensing & Safety Committee | Thu | 7.30 | | 12 | | | | 9 | | | 8 | | | | |
| Licensing Panels | Wed | AM/PM | To be arranged on Wednesday (normally afternoons) when required. | | | | | | | | | | | | |
| Employment Committee | Wed | 7.30 | | 18 | | | | 8 | | 17 | | | 18 | | |
| Education Employment Sub | Tue | 5.30 | | | 15 | | | 14 | | | | 3 | | | |
| Local Joint Committee | Tue | 4.00 | | 3 | | | 16 | | 25 | | | | 3 | | |
| Health and Safety Panel | Wed | 3.30 | 21 | | | | | | 12 | | | | | | |
| Appeals Committee | Mon | 9.00 am | | 9 | 14 | | 1 | 6 | 10 | 8 | 12 | | 23 | | |
| Governance & Audit Committee | Wed | 7.30 | | 25 | | | 24 | | | | 28 | | 25 | | |
| Education Governor Appointments Committee | Mon | 6.30 | | 16 | | | | | 17 | | | | 2 | | |
| Standards Committee | Mon | 6.00 | | 23 | | | | | | | 19 | | | | |
| Health & Wellbeing Board | Thu | 2.00 | | 5 | | | 4 | | | 11 | | | 5 | | |
| Bracknell Forest Access Group | Wed | 7.30 | | | 2 | | | 1 | | | | 4 | | 22 | |
| Parish & Town Councils' Liaison Group | Wed | 7.30 | | | 9 | | | 15 | | | 7 | | 11 | | |