

**TO: COUNCIL
26 NOVEMBER 2014**

**SCHEDULE OF MEETINGS 2015/16
Director of Corporate Services**

1 PURPOSE OF THE REPORT

1.1 To seek approval to the proposed Schedule of Meetings 2015/16.

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 The annual Council meeting in 2015 was originally scheduled to take place on 20 May 2015. However, as the agenda would have to be published on 12 May 2015, just 5 days after the elections on 7 May, this date has been put back to 27 May 2015.
- 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 – 2015-16

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