

**TO: COUNCIL  
25 NOVEMBER 2015**

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**SCHEDULE OF MEETINGS 2016/17  
Director of Corporate Services**

**1 PURPOSE OF THE REPORT**

1.1 To seek approval to the proposed Schedule of Meetings 2016/17.

**2 RECOMMENDATION**

2.1 **That the schedule of meetings 2016/17 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 2015/16 schedule shows portfolio review groups on 16/17 May 2016. These have been rescheduled to 23/24 as the Executive in June 2016 has been scheduled later in the month to avoid issues around school holidays and the bank holiday at the end of May. Bracknell Town Council has also asked if the portfolio review groups (PRG) on 28 June 2016 could be rescheduled to avoid a clash with their Council meeting given the number of members expected at both. Doing this is complicated by the relationship between the PRGs and the Executive Briefing and Executive. The best way to accommodate the Town Council, would be to start the PRGs earlier at 4pm on the 28<sup>th</sup>. This ought to ensure that the meetings should be finished before 7pm that evening. Even this could mean some members may arrive late at the Town Council meeting, but with careful management of the agendas and meetings on this occasion, it ought to be possible to minimise the delay. Anything else would require major changes to the timetable to ensure the gaps between related meetings are maintained.
- 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. 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.
- 5.4 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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