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Service Lead - Democratic Services: Karen Shepherd - Direct line: (01628) 796529

TO: EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Desborough Suite - Town Hall** on **Tuesday, 22 May 2018 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 14 May 2018



Managing Director

Rev Stileman will say prayers for the meeting.
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A G E N D A

PART 1

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. DECLARATIONS OF INTEREST

To receive any declarations of interest
(Pages 5 - 6)

3. ELECTION OF MAYOR FOR 2018/19

For details of the Order of Proceedings please see page 7

4. ELECTION OF DEPUTY MAYOR FOR 2018/19

For details of the Order of Proceedings please see page 7

5. APPOINTMENT OF PANELS, CHAIRMEN/VICE CHAIRMEN OF PANELS 2018/19

To consider the structure and appointment of Committees and Panels etc as the Council considers appropriate to deal with matters which are neither reserved to

the Council nor part executive functions. Council is required also to appoint the Chairmen and Vice-Chairmen to each body appointed under this item with the exception of the Appeals Panel, which shall select a Chairman from the Panel membership at the start of each Panel meeting for the duration of that meeting, and the Overview and Scrutiny Panels which shall elect Chairmen from their membership.

(Pages 9 - 14)

6. 2018/19 PROGRAMME OF MEETINGS

To consider the above report

(Pages 15 - 18)

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Secunder has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
- Amendment must be seconded BEFORE any debate can take place on it
(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
- Amendment debated (if required)
- Vote taken on Amendment
- If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
- If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).

- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
- At conclusion of debate on Motion, the Mayor shall call for a vote. Unless the vote is unanimous, a named vote will be undertaken, the results of which will be announced in the meeting, and recorded in the Minutes of the meeting.

(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Royal Borough of Windsor and Maidenhead

Annual Council Meeting - 22 May 2018

Order of Proceedings

7.25 pm

1. Led by the Mace Bearer, the Deputy Mayor, Members and Directors will enter the Desborough Suite and take their places.

7.30 pm

2. Led by the Mace Bearer, the Mayoral Party will enter the Desborough Suite. All present are requested to remain standing.
3. Prayers will be said by Reverend Will Stileman.
4. The Mayor, Councillor Lenton, will announce apologies for absence and invite Members to declare any interests on items to be considered at the meeting.
5. The Mayor will address the meeting.
6. The Mayor will invite nominations for the office of Mayor for the ensuing year.
7. Councillor Quick will propose and Councillor Carroll will second the motion that Councillor Paul Lion be elected Mayor.
8. In the absence of any other nominations, the Mayor will put the motion to the Council and Members will vote.
9. The Managing Director will declare the successful nominee duly elected.
10. Led by the Mace Bearer, the new Mayor and Mayoress, accompanied by the Immediate Past Mayor, the Immediate Past Mayoress and the Managing Director will retire and the new Mayor will put on the apparel and Chain of Office of Mayor.
11. The party will return and the new Mayor will make the Declaration of Acceptance of Office duly witnessed by Councillors Quick and Carroll.
12. Councillor Lenton will hand to the new Mayor the Mace and will pass to him the Borough Seal and keys to the Mayor's Parlour.
13. The Mayor will address the meeting, following which he will present to Councillor Lenton and Mrs Margaret Lenton their Past Mayor's badge and Past Mayoress' badge respectively.
14. The Mayor will then invite nominations for the office of Deputy Mayor for the ensuing year.

15. Councillor D Evans will propose and Councillor L Evans will second the motion that Councillor Colin Rayner be appointed Deputy Mayor.
16. In the absence of any other nominations, the Mayor will put the motion to the Council and Members will vote.
17. The Managing Director will declare the successful nominee duly appointed Deputy Mayor for the ensuing year.
18. Accompanied by the Mayor and the Mayoress, the new Deputy Mayor will retire and the new Deputy Mayor will put on the apparel and Chain of office. The Party will return to the Desborough Suite stage.
19. Witnessed by Councillors D Evans and L Evans, the Deputy Mayor will make the Declaration of Acceptance of Office.
20. The Deputy Mayor will address the meeting.
21. The Deputy Mayor will present Councillor Quick and Rev Quick with their Past Deputy Mayor's and Past Deputy Mayor's Consort's badges respectively.
22. The Mayor will then conduct the remainder of the agenda as follows.
23. The Mayor will invite Members to approve the membership and chairmanship of the various Council committees and panels.
24. The Mayor will invite Members to approve the annual programme of meetings.
25. The Mayor will close the meeting and invite those present to take refreshments in the room adjacent to the Desborough Suite.

Agenda Item 5

APPOINTMENT OF PANELS, CHAIRMEN/VICE-CHAIRMEN OF PANELS 2018/19

To consider the appointment of Committees, Panels Forums etc as the Council considers appropriate to deal with matters which are neither reserved to the Council nor part executive functions. Council is required also to appoint the Chairmen and Vice-Chairmen to each body appointed under this item with the exception of the Appeals Panel, which shall select a Chairman from the Panel membership at the start of each Panel meeting for the duration of that meeting, and the Overview and Scrutiny Panels which shall elect Chairmen from their membership.

The recommendations below are in accordance with Section 15 of the Local Government and Housing Act 1989, relating to the political balance of council committees.

RECOMMENDATION: That:

- a) **The membership of the Committees, Panels, Forums for the ensuing Municipal Year be approved as detailed in Table 1.**
- b) **The Chairman and Vice-Chairman as indicated below be appointed for the ensuing Municipal Year.**
- c) **Authority to amend/make further appointments on the nomination of the relevant Group Leader be delegated to the Service Lead - Democratic Services.**
- d) **Authority to amend the Constitution as appropriate in light of any amendments to the structure of Panels, Committees and Forums as detailed in Table 1 be delegated to the Monitoring Officer.**

Table 1

COMMITTEE/PANEL/FORUM	Membership 2018/2019
Appeals (3 or 5 Members called on an 'as required' basis)	
Audit and Performance Review Panel (8 Members) (7C, 1NTA)	Chairman: Cllr Luxton Vice Chairman: Cllr Smith Cllrs Alexander, Dr L Evans, Richards, D Wilson and E Wilson (C), Brimacombe (NTA) Subs: Cllrs D Evans, Kellaway, McWilliams, Quick, C Rayner, Story and Grey (C) Jones (NTA)
Berkshire Pension Fund Panel (5 Members) (4C, 1NTA)	Chairman: Cllr Lenton Vice Chairman: Cllr Hilton Cllr Kellaway and Alexander (C) & 1 vacancy (NTA) Subs: Cllrs L. Evans, Quick, Sharpe, Story (C) and 1 vacancy (NTA)
Constitution Sub-Committee (4 Members) (3C, 1 NTA)	Chairman: Cllr Targowska Vice-Chairman: Cllr Bicknell Story (C), Jones (NTA) Subs: Cllrs Coppinger, Dudley, Kellaway (C), Stretton (NTA)

COMMITTEE/PANEL/FORUM	Membership 2018/2019
<p>Employment Panel (8 Members) (7C, 1NTA)</p>	<p>Chairman: Cllr Targowska Vice Chairman: Cllr Quick Cllrs Bateson, Bicknell, Carroll, Dr L Evans, Saunders (C) Brimacombe (NTA)</p> <p>Subs: Cllrs Dudley, Hilton, Kellaway, Rankin, Story, E Wilson and S Rayner (C), Jones (NTA)</p>
<p>Licensing Panel (15 Members) (13C, 2NTA)</p>	<p>Chairman: Cllr Cox Vice Chairman: Cllr Burbage Cllrs Alexander, Bhatti, Bicknell, Bowden, Hilton, Hunt, Richards, Sharp, Sharpe, D. Wilson and Luxton (C) Hill and Majeed (NTA).</p> <p>Sub: Cllrs N. Airey, Bateson, Dr L Evans, Kellaway, Lenton, Mills, Muir, Pryer, S Rayner, Sharma, Shelim, Story, Yong (C), Da Costa and Hollingsworth (NTA).</p>
<p>Maidenhead Development Management Panel (9 Members) (8C, 1NTA)</p>	<p>Chairman: Cllr D. Wilson Vice Chairman: Cllr Walters Cllrs Bullock, Hunt, Kellaway, Love, Sharp, Smith (C) and Stretton (NTA).</p> <p>Subs: Cllrs Clark, Cox, Diment, Ilyas, Mills, Saunders, Sharma and Targowska (C) Hill (NTA)</p>
<p>Rights of Way and Highway Licensing Panel (8 Members) (7C, 1NTA)</p>	<p>Chairman: Cllr Hunt Vice Chairman: Cllr Yong Cllrs Bullock, Diment, Ilyas, Muir, S Rayner (C), Werner (NTA)</p> <p>Subs: Cllrs Gilmore, Grey, Hilton, Story, Pryer, Sharpe and D. Wilson (C), Hollingsworth (NTA).</p>
<p>Sustainability Panel (6 Members) (5C, 1NTA)</p>	<p>Chairman: Cllr Mills Vice-Chairman: Cllr Coppinger Cllrs Pryer, Sharp, Yong (C), Werner (NTA)</p> <p>Subs: Cllrs M Airey, Clark, Love, Rankin, E Wilson (C), Hollingsworth (NTA)</p>
<p>Windsor Urban Development Management Panel (9 Members) (8C, 1NTA)</p>	<p>Chairman: Cllr Alexander Vice Chairman: Cllr Bicknell Cllrs M Airey, Bowden, Grey, Quick, S Rayner and Shelim (C), Da Costa (NTA).</p> <p>Subs: Cllrs N Airey, Bateson, Bhatti, Muir, Pryer, Rankin, Richards, E Wilson (C) Beer (NTA)</p>
<p>Windsor Rural Development Management Panel (9 Members) (8C, 1NTA)</p>	<p>Chairman: Cllr Dr L. Evans Vice Chairman: Cllr C. Rayner Cllrs M. Airey, Bateson, Hilton, Lenton, Sharpe and Yong (C), Beer (NTA)</p> <p>Subs: Cllrs Bowden, Luxton, Pryer, Quick, Rankin, Richards, S. Rayner, Story (C), Jones (NTA)</p>

COMMITTEE/PANEL/FORUM	Membership 2018/2019
<p>Borough-wide Development Management Panel (15 Members)</p> <p>(13C, 2NTA)</p>	<p>Chairman: Cllr Burbage Vice Chairman: Cllr Alexander Cllrs Bateson, Bicknell, L Evans, Grey, Hilton, Hunt, Kellaway, C Rayner, Saunders, D Wilson and Walters (C) Beer and Hill (NTA)</p> <p>Subs: M. Airey, Bowden, Clark, Diment, Ilyas, Lion, Quick, Mills, Rankin, Sharpe, Shelim, Story, Smith (C) Stretton and Majeed (NTA)</p>
<p>Local Plans Working Group (10 Members)</p> <p>(8C, 2NTA)</p>	<p>Chairman: Cllr Bateson Vice Chairman: Cllr Saunders Cllrs Alexander, Bicknell, Coppinger, Dr L. Evans, Hilton, Walters (C), Beer and Stretton (NTA)</p> <p>Subs: Bowden, Clark, Ilyas, Kellaway, Quick, Sharpe, Smith, and E. Wilson (C), Jones and Hill (NTA)</p>
<p>Adult Services and Health Overview & Scrutiny Panel (6 Members)</p> <p>(5C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Diment, Ilyas, Lenton, Mills and Yong (C), Majeed (NTA)</p> <p>Subs: Cllrs Clark, Dr L Evans, Pryer, Quick and Sharpe (C), Hollingsworth (NTA)</p>
<p>Children's Services Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllr Luxton, Mills, Pryer, Quick, Richards, E Wilson (C), Hollingsworth (NTA)</p> <p>Subs: Cllrs Bhatti, Clark, Hunt, Ilyas, Sharma, Story (C), Jones (NTA)</p>
<p>Corporate Services Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Burbage, Dr L Evans, Clark, Ilyas, Quick and C Rayner (C), Brimacombe (NTA)</p> <p>Subs: Cllrs Cox, Diment, Kellaway, Lenton, Story and D. Wilson (C), Jones (NTA)</p>
<p>Crime and Disorder Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Bhatti, Mills, Sharma, Sharp, Story and Quick (C), Werner (NTA)</p> <p>Subs: Cllrs Bullock, Muir, Ilyas, Pryer, Sharpe and Shelim (C), Beer (NTA)</p>
<p>Highways, Transport & Environment Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Hunt, Lion, Quick, Sharma, Sharpe and Shelim (C), Da Costa (NTA)</p> <p>Subs: Cllrs Ilyas, Muir, Story, Sharp, Richards and Yong (C), Hill (NTA)</p>

COMMITTEE/PANEL/FORUM	Membership 2018/2019
<p>Culture and Communities Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Clark, Cox, Diment, Sharpe, Shelim and Luxton (C), Stretton (NTA)</p> <p>Subs: Cllrs Bhatti, Ilyas, Lenton, Mills, Muir and Story (C), Majeed (NTA)</p>
<p>Planning and Housing Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1NTA)</p>	<p>Chairman: Vice Chairman: Cllrs Clark, L. Evans, Hunt, Kellaway, Sharpe and Walters (C), Beer (NTA)</p> <p>Subs: Cllrs Bullock, Luxton, Quick, Smith, Story and Yong (C), Stretton (NTA)</p>
<p>Maidenhead Town Forum (7 Members)</p> <p>(6C, 1NTA)</p>	<p>Chairman: Cllr Love Vice Chairman: Cllr Sharma Cllrs Gilmore, Mills, Sharp and D Wilson (C), Hill (NTA).</p> <p>Subs: Cllrs Diment, Dudley, Ilyas, Lion, Smith and Targowska (C), Werner (NTA)</p>
<p>Windsor Town Forum (7 Members)</p> <p>(6C, 1NTA)</p>	<p>Chairman: Cllr Rankin Vice Chairman: Cllr Alexander Cllrs Bowden, Bhatti, Quick, S Rayner (C) Da Costa (NTA)</p> <p>Subs: Cllrs M Airey, Bicknell, Pryer, C Rayner, Richards and E. Wilson (C) Beer (NTA).</p>
<p>Access Advisory Forum (2 Members)</p> <p>(1C, 1NTA)</p>	<p>Cllrs Love (C) Hollingsworth (NTA)</p> <p>Subs: Cllrs Luxton (C) & Da Costa (NTA)</p>
<p>Aviation Forum (5 Members)</p> <p>(4C 1NTA)</p>	<p>Chairman: Cllr Bowden Cllrs Hilton, Lenton and D. Wilson (C), Beer (NTA)</p> <p>Subs: Cllrs M. Airey, Grey, Dr L Evans and Cox (C), Da Costa (NTA)</p>
<p>Corporate Parenting Forum (5 Members)</p> <p>(4C, 1NTA)</p>	<p>Chairman: Cllr Luxton Vice Chairman: Cllr Clark Cllrs Mills, Quick and E. Wilson (C), Hollingsworth (NTA)</p> <p>Subs: Cllrs Bicknell, Cox, Grey and Yong (C), Jones (NTA)</p>
<p>Cycle Forum (4 Members)</p> <p>(3C, 1NTA)</p>	<p>Chairman: Cllr D Wilson Vice-Chairman: Cllr Yong Cllr Lion (C), Beer (NTA)</p> <p>Subs: Cllrs Luxton, Mills and Sharpe (C), Da Costa (NTA)</p>

COMMITTEE/PANEL/FORUM	Membership 2018/2019
Grants Panel (5 Members) (4C, 1NTA)	Chairman: Cllr Saunders Vice Chairman: Cllr Bateson Cllrs Bowden, Bullock (C), and Hollingsworth (NTA) Subs: Cllrs Dudley, Hilton, D Wilson and Sharpe (C) Jones (NTA).
Maidenhead Town Partnership Board (4 Members) (3C, 1 NTA)	Cllrs Kellaway, Love, D. Wilson (C), Werner (NTA). Subs: Cllrs Burbage, Diment, and Saunders (C), Stretton (NTA).
Rural Forum (6 Members) (5C, 1NTA)	Chairman: Cllr Bateson Vice-Chairman: Cllr D Evans Cllrs Coppinger, Kellaway, C Rayner (C) and Beer (NTA). Subs: Cllrs Clark, Dr L Evans, Grey, Hunt, Lenton (C), and Werner (NTA).
School Improvement Forum (3 Members) (2C, 1NTA)	Chairman: Cllr D. Evans (C) Vice-Chairman: Cllr N. Airey (C) Councillor Jones (NTA) Subs: Cllrs Hilton, Lion (C) and Cllr Hollingsworth (NTA)
Independent Remuneration Panel	Mr Karnail Pannu, Mr Chris Stevens and Mr Andrew Vallance (Chairman)
Tourism Development Forum (6 Members) (5C, 1NTA)	Chairman: Cllr C Rayner Vice Chairman: Cllr Pryer Cllrs Clark, Grey and Shelim (C), and Majeed (NTA). Subs: Cllrs M Airey, Bateson, Diment, Lion, Quick (C) and Da Costa (NTA)
Windsor, Eton and Ascot Town Partnership Board (5 Members) (4C, 1NTA)	Chairman: Cllr Bowden Vice Chairman: Cllr Dr L. Evans Cllrs Alexander, Shelim (C) and Da Costa (NTA). Subs: Cllrs Bateson, Bicknell, Quick, Richards (C), and Jones (NTA)

C - Conservative

NTA - Not the Administration

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Report Title:	2018/19 Programme of Meetings
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council
Meeting and Date:	Council 22 May 2018
Responsible Officer(s):	Alison Alexander, Managing Director
Wards affected:	All

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REPORT SUMMARY

This report sets out the programme of meetings for the Council, Cabinet and the various panels, forums etc for the 2018/19 Municipal Year, for Council approval.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Full Council notes the report and:

- i) Approves the programme of meetings for the 2018/19 Municipal Year, attached as Appendix A.

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The meetings programme accords with the council's constitution. The Council meetings are scheduled to take account of matters within the budget and policy framework.
- 2.2 A number of Panels, Sub Committees and Forums meet on an ad hoc basis. Dates for such meetings will be publicised as and when arranged, in consultation with the relevant Chairman.

Table 1: Options

Option	Comments
Approve the programme of meetings	It is considered that the proposed schedule best reflects the current operation of the Council.
The recommended option A number of variances to the 2018/19 meeting dates could be developed if Council wishes.	Although a number of variances to the meeting dates could be developed, it is considered that the proposed schedule best reflects the current operation of the Council.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Full programme of council meetings approved for the start of the 2018/19 municipal year.	<100%	100%	n/a	n/a	Meetings to take place from 22 May 2018 onwards

4 FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The cost of holding the meetings detailed in appendix A are within budgets.

5 LEGAL IMPLICATIONS

5.1 There are a number of Acts of Parliament, Regulations, Statutory Instruments and guidance which govern meetings of the Council; the principal ones being the Local Government Act 1972, the Local Government Act 2000 and the Localism Act 2011.

6 RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Council business not transacted in a timely manner	Medium	Agreed programme of meetings in place	Low

7 POTENTIAL IMPACTS

7.1 The proposed programme will require the use of council meeting rooms and the attendance of officers from departments across the council as necessary. The cost of hiring external venues is monitored to ensure value for money.

8 CONSULTATION

8.1 N/A

9 TIMETABLE FOR IMPLEMENTATION

Table 5: Implementation timetable

Date	Details
22 May 2018 onwards	Meetings to take place following Annual Council May 2018

10 APPENDICES

10.1 The appendices to the report are as follows:

- Appendix A – draft programme of meetings 2018/19

11 BACKGROUND DOCUMENTS

11.1 None.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Councillor Dudley	Leader of the Council	9/5/18	9/5/18
Alison Alexander	Managing Director	3/5/18	7/5/18
Russell O'Keefe	Executive Director	3/5/18	
Andy Jeffs	Executive Director	3/5/18	
Rob Stubbs	Section 151 Officer	3/5/18	8/5/18
Elaine Browne	Head of Law and Governance	3/5/18	8/5/18
Nikki Craig	Head of HR and Corporate Projects	3/5/18	7/5/18
Louisa Dean	Communications	3/5/18	4/5/18

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
N/A	No	No
Report Author: Karen Shepherd, Service Lead – Information Governance and Democratic Services, 01628 796529		

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2018/2019

MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
COUNCIL (7.30pm)	22	26	19		25			11		26 (budget)		23	21
CABINET (7.30pm)	24	28	10 & 26	30	27	25	22	13	31	7 (Budget) & 28	28	25	
Corporate Services Overview and Scrutiny Panel (6.30pm)		21	5	23		23	20			5 (Budget) & 21			
Children's Services Overview & Scrutiny Panel (6.30pm)		27	17		26	16		6	29 (Budget)		21		
Highways, Transport and Environment Overview & Scrutiny Panel (6.30pm)		14	24		17		15			4 (Budget)	26		
Planning and Housing Overview & Scrutiny Panel (7.00pm)		18		21		18		4	29 (Budget)			16	
Adult Services and Health Overview & Scrutiny Panel (7.00pm)		20	18		20		21		30 (Budget)		27		
Culture and Communities Overview & Scrutiny Panel (6.30pm)		19		20			13		28 (Budget)	19		15	
Crime & Disorder Overview & Scrutiny Panel (7.00pm)			25	22	6			12		6 (Budget)		16	
Audit and Performance Review Panel (7.00pm)		12	12 & 30		20		6	18		12		9	
Employment Panel (6.30pm)		19	16		18		13		22		19		
Maidenhead DM Panel (7.00pm)		6	4	1 & 29	26	24	21	19	16	13	13	10	
Windsor Rural DM Panel (7.00pm)	30	27	25	22	19	17	14	12	9	6	6	3 & 29	
Windsor Urban DM Panel (7.00pm)	23	20	18	15	12	11	7	5	7 & 30	27	27	24	
Borough-wide Development Management Panel (7.00pm)		13	11	8	5	3 & 31	28	17	23	20	20	17	
Licensing Panel (6.00pm)			3			2			8			2	
Berkshire Pension Fund Panel & Advisory Panel (4.00pm)			16		17		12		14		11		
Rights of Way and Highway Licensing Panel (6.30pm)			9		10			3			4		
AfC Joint Committee (11.00am)			11				14				13		
Grants Panel (10.00am)					18				7				
Sustainability Panel (7.00pm)	31		12		18		8		22		19		
Parish Conference (7.00pm)		14				30				11			
Windsor Town Forum (6.30pm)			2			29					12		
Maidenhead Town Forum (6.30pm)		21				23				19			
Aviation Forum (7.00pm)				16			29			14			
Rural Forum (time tbc)		tbc (walk)					7				4		
SACRE (6.00pm)		6					8				5		
Local Access Forum (6.30pm)		11					6						
Tourism Development Forum (6.30pm)			4		13		26				11		
Cycle Forum (6.30pm)			2			1			14			15	
Access Advisory Forum (11.00am)		11			10		26				25		
Corporate Parenting Forum (6.30pm)		4		6		8	29			18		8	
Health and Wellbeing Board (3.00pm)			17			16			15			9	
Flood Group (6.00pm)			3			2			24			2	
School Improvement Forum (5.00pm)		18				18				12			
One Borough (10.00am) all dates tbc													
Maidenhead Town Partnership Board (8.00am) - all dates tbc													

N.B. Meetings programmed on an ad hoc basis: Constitution Sub Committee, Public Space Protection Order Panel, Appeals Panel, Licensing Panel Sub Committee, Employment Appeals Panel, Independent Remuneration Panel