

Report Title:	2017/18 Programme of Meetings
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council
Meeting and Date:	Council 21 February 2017
Responsible Officer(s):	Russell O'Keefe, Strategic Director Corporate and Community Services / David Scott, Head of Governance, Partnerships, Performance and Policy
Wards affected:	All

REPORT SUMMARY

This report sets out the programme of meetings for the Council, Cabinet and the various Panels, Forums etc for the 2017/18 Municipal Year for Council approval.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- i) Approves the programme of meetings for the 2017/18 Municipal Year, attached as Appendix A.

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

- 1.1 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.
- 1.2 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	
The recommended option	
A number of variances to the 2017/18 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: Outcomes

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Full programme of council meetings approved prior to the start of the 2017/18 municipal year.	<100%	100%	n/a	n/a	Meetings to take place from May 2017 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: Risks

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: Timetable

Date	Details
23 May 2017	Meetings to take place following Annual Council May

Date	Details
onwards	2017

9.2 Implementation date if not called in: N/A

10. APPENDICES

10.1 Appendix A – draft programme of meetings 2017/18

11. BACKGROUND DOCUMENTS

11.1 None

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Dudley	Leader of the Council	1/2/17	1/2/17
Alison Alexander	Managing Director / Strategic Director Adults, Children and Health	24/1/17	30/01/17
Russell O'Keefe	Strategic Director Corporate and Community Services	24/1/17	30/1/17
Andy Jeffs	Interim Strategic Director Operations and Customer Services	24/1/17	
Rob Stubbs	Section 151 Officer	24/1/17	30/1/17
David Scott	Head of Governance, Partnerships, Performance and Policy	17/1/17	24/1/17

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No
Report Author: Karen shepherd, Democratic Services Manager, 01628 796529	

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2017/2018

A= Annual, M = Maidenhead, W = Windsor.

MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
COUNCIL (7.30pm)	23 (A)(M)	27 (M)	25 (W)		26 (M)			12 (W)		20 (M) (Budget)		24 (W)	22 (A)(M)
CABINET (7.30pm)	25 (M)	29 (W)	27 (M)	24 (W)	28 (M)	26 (W)	23 (M)	14 (W)	25 (M)	8 (M) (Budget) & 22 (W)	22 (M)	26 (W)	24 (M)
Cabinet Regeneration Sub Committee (6.00pm/6.30pm)		27		22		30		12		20		24	
Cabinet LA Governors Appointments Sub Committee (5.00pm)	25		27		28		23		25		22		24
Corporate Services Overview and Scrutiny Panel (6.30pm)		22		17		24	16			6 (Budget) & 15			15
Children's Services Overview & Scrutiny Panel (6.30pm)		20	18		20	17		13	23 (Budget)		15	17	
Highways, Transport and Environment Overview & Scrutiny Panel (6.30pm)	18		20		21		16		26 (Budget)		21		17
Planning and Housing Overview & Scrutiny Panel (7.00pm)		19		15		19		7		1 (Budget)		18	
Adult Services and Health Overview & Scrutiny Panel (7.00pm)	17		20		27		14		30 (Budget)		13		17
Culture and Communities Overview & Scrutiny Panel (6.30pm)	16			14			15		24 (Budget)	21	20		16
Crime & Disorder Overview & Scrutiny Panel (7.00pm)		28		23		5	21			7 (Budget)		16	
Audit and Performance Review Panel (7.00pm)		14			6 & 21	12	8	18		26		12	
Employment Panel (6.30pm)	15	19	17	14	19	16	13	7	16	13	12	16	14
Maidenhead DM Panel (7.00pm)	10	7	5	2 & 30	27	25	22	20	17	14	14	11	9
Windsor Rural DM Panel (7.00pm)	3 & 31	28	26	23	20	18	15	13	10	7	7	4	2 & 30
Windsor Urban DM Panel (7.00pm)	24	21	19	16	13	11	8	6	3 & 31	28	28	25	23
Licensing Panel (6.00pm)			11			10			23			10	
Berkshire Pension Fund Panel & Advisory Panel (4.00pm)	15		10		11		13		15		12		14
Rights of Way and Highway Licensing Panel (6.30pm)			12		14			4			5		
Grants Panel (10.00am)					26				9 (A)				
Sustainability Panel (7.00pm)	9		3		18		27		30		8		10
Parish Conference (7.00pm)		13				9				15			
Windsor Town Forum (6.30pm)		1				31				14			
Maidenhead Town Forum (6.30pm)		5				12				13			
Aviation Forum (7.00pm)	8			7			9			12			1
Rural Forum (5.30pm)		12 (walk)					6				6		
SACRE (6.00pm)		6					28				27		
Local Access Forum (6.30pm)		14					1						
Tourism Development Forum (6.30pm)		15			12		30				13		
Cycle Forum (6.30pm)			13			4			24			9	
Access Advisory Forum (11.00am)		19			18			11			19		
Corporate Parenting Forum (6.30pm)	11		4		5		7		18		26		8
Health and Wellbeing Board (3.00pm)				8			7				13		
Schools Forum (2.30pm)	23		11			10		12	16		20		22
Flood Group (6.00pm)			4			2			18			3	
School Improvement Forum (5.00pm)		13				9				27			
Staff Forum (start time varies)			17			16							
One Borough (10.00am)		14			13			6					
Maidenhead Town Partnership Board (8.00am)		20		22		24		12					

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