

Report Title:	2019/20 Programme of Meetings
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Dudley, Leader of the Council
Meeting and Date:	Council 26 February 2019
Responsible Officer(s):	Duncan Sharkey, 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 2019/20 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 2019/20 Municipal Year, attached as Appendix A.

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

2.1 In June 2018 Full Council approved a revised constitution, to come into effect from May 2019, to align with the reduction in the number of Councillors following the Local Government Boundary Commission for England (LGBCE) Electoral Review.

2.2 The proposed council meetings programme for 2019/20 (attached as Appendix A) has been developed to align with the revised committee, panel and forum structure set out in the revised council constitution.

2.3 Development Management Panels have been scheduled in accordance with the terms of reference in the revised constitution (Part 6, paragraph B1.4):

Meetings will be arranged on a monthly cycle. Where possible meetings should be arranged as follows:

Windsor Area Development Management Panel – 1st Wednesday of each month

Borough-wide Development Management Panel – 2nd Wednesday of each month

Maidenhead Area Development Management Panel – 3rd Wednesday of each month

2.4 Overview and Scrutiny (O&S) Panels have been scheduled in accordance with the terms of reference in the revised constitution (Part 4, Paragraph A4.1):

Each Overview and Scrutiny Panel shall ordinarily meet four times a year and the first meeting being held within 30 days of the Annual Council meeting. Further meetings

will be called as determined in the Work Programme. In addition, extraordinary meetings may be called from time to time as and when appropriate.

- 2.5 An initial meeting of each of the four O&S Panels (Corporate, Infrastructure, Communities, and Adults, Children’s & Health) has therefore been scheduled in June 2019. At its initial meeting each Panel will consider a Work Programme for the municipal year, including proposed future meeting dates. Development of each Panel’s Work Programme will be supported by both the clerk to the Panel and officers from the relevant service area(s), to ensure meetings align with service area priorities and upcoming key issues. Panel Members will determine the final Work Programme for the Panel.
- 2.6 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.
- 2.7 In June 2018 Full Council agreed that forums that were not subcommittees of Council, would, from May 2019, no longer be recorded in the constitution. Officer support (from the relevant service area and Democratic Services) would continue, however, the Council’s involvement would be documented as an outside body instead. From May 2019, details of these forums will be included on the council’s [outside body](#) database. Proposed meeting dates for these bodies have been scheduled to ensure alignment with the corporate calendar. They are therefore included in Appendix A, but under a separate section.

Table 1: Options

Option	Comments
Approve the programme of meetings for 2019/20	It is considered that the proposed schedule best reflects the operation of the Council from May 2019 onwards.
Recommended option	
A number of variances to the 2019/20 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 operation of the council as detailed in the constitution in place from May 2019.

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 2019/20 municipal year.	<100%	100%	n/a	n/a	Meetings to take place from 21 May 2019 onwards

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The costs of holding the meetings detailed in Appendix A are contained within revenue 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 3: 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 Directors and Heads of Service have been consulted to ensure the programme aligns with the budget and policy framework. Partner organisations have been consulted where appropriate.

9 TIMETABLE FOR IMPLEMENTATION

Table 4: Implementation timetable

Date	Details
21 May 2019 onwards	Meetings to take place following Annual Council 21 May 2019

10 APPENDICES

- 10.1 This report is supported by one appendix:

- Appendix A – draft programme of meetings 2019/20

11 BACKGROUND DOCUMENTS

11.1 This report is supported by two background documents:

- Constitutional Review [report](#) to Full Council, June 2018, and [minutes](#).
- Constitutional Amendments – Planning [report](#) to Full Council, September 2018, and [minutes](#).

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Councillor Dudley	Leader of the Council	28/1/19	28/1/19
Councillor Targowska	Lead Member for HR, Legal and IT	28/1/19	31/1/19
Duncan Sharkey	Managing Director	05/2/19	13/2/19
Russell O’Keefe	Executive Director	22/1/19	28/1/19
Andy Jeffs	Executive Director	22/1/19	23/1/19
Rob Stubbs	Section 151 Officer	22/1/19	23/1/19
Kevin McDaniel	Director of Children’s Services	22/1/19	23/1/19
Angela Morris	Director of Adult Services	22/1/19	23/1/19
Elaine Browne	Interim Head of Law and Governance	16/1/19	24/1/19
Sean O’Connor	Shared Legal Services	16/1/19	21/1/19
Mary Severin	Monitoring Officer	16/1/19	21/1/19
Hilary Hall	Deputy Director of Commissioning and Strategy	22/1/19	23/1/19
David Scott	Head of Communities, Enforcement & Partnerships	22/1/19	23/1/19
Nikki Craig	Head of HR and Corporate Projects	22/1/19	23/1/19
Jennifer Jackson	Head of Planning	22/1/19	23/1/19
Louisa Dean	Communications	22/1/19	24/1/19

REPORT HISTORY

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2019/2020													
MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
Council (7.30pm)	21 (Annual)	25	23		24			17		25		28	26 (Annual)
Cabinet (7.30pm)	30	27	25	29	26	31	28	19	30	6 (Budget) & 27	26	30	28
Corporate Overview and Scrutiny Panel (6.30pm)*		13*											
Adults, Children and Health Overview & Scrutiny Panel (6.30pm)*		20*											
Infrastructure Overview & Scrutiny Panel (6.30pm)*		18*											
Communities Overview & Scrutiny Panel (6.30pm)*		10*											
Maidenhead Area Development Management Panel (7.00pm)	22	19	17	21	18	16	20	18	22	19	18	15	20
Windsor Area Development Management Panel (7.00pm)		5	3	7	4	2	6	4	8	5	4	1	6
Borough-wide Development Management Panel (7.00pm)		12	10	14	11	9	13	11	15	12	11	8	13
Licensing Panel (6.00pm)			2			8			21			21	
Employment and Member Standards Panel (6.30pm)			9		10		12		14		10		5
Berkshire Pension Fund Panel & Advisory Panel (4.00pm)		17			9			9			16		
Grants Panel (10.00am)					23				6				
Windsor Town Forum (6.30pm)			18				27				19		
Maidenhead Town Forum (6.30pm)			24				5				25		
Aviation Forum (7.00pm)				22			14			13			14
Corporate Parenting Forum (6.30pm)		4		6		3		5		11		2	
School Improvement Forum (5.00pm)		26				24				26			
Achieving for Children Joint Committee (11.00am) 2020 dates tbc		11			10			12					
Health and Wellbeing Board (3.00pm) 2020 dates tbc			2			15			14				
* Overview and Scrutiny Panels set their own work programme and schedule of meetings at their first meeting of the municipal year, held within 30 days of Annual Council													
N.B. Council meetings programmed on an ad hoc basis: Constitution Sub Committee, Public Space Protection Order Panel, Appeals Panel, Licensing and PSPO Sub Committee, Employment Appeals Sub Committee, Member Standards Sub Committee, Rights of Way and Highway Licensing Panel, Independent Remuneration Panel, Statutory Officer Panel, Berkshire Pension Fund Panel Sub Committee.													
OUTSIDE/ASSOCIATED BODY ADMINISTERED BY RBWM													
Parish Conference (7.00pm)			11			22				10			
One Borough (10.00am) 2020 dates tbc		12			11			11					
Rural Forum (time tbc)**							11				12		
Flood Liaison Group (6.00pm)			31			29			23			29	
Standing Advisory Council on Religious Education (6.00pm)**			16				19				17		
Local Access Forum (6.30pm)**			8				26						
Schools Forum (2.00pm)**			16		26	17	21		16			23	
Access Advisory Forum (11.00am)**			8		9			9			16		
** Terms of reference not included in the council constitution from May 2019, as agreed following the constitution review 2018													