

Report Title:	2021/22 Programme of Meetings
Contains Confidential or Exempt Information	No - Part I
Lead Member:	Councillor Johnson, Leader of the Council
Meeting and Date:	Extraordinary Full Council 2 March 2021
Responsible Officer(s):	Emma Duncan, Deputy Director of Law and Strategy & Monitoring Officer/ Karen Shepherd, Head of Governance
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 and other bodies for the 2021/22 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 2021/22 Municipal Year, attached as Appendix A

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

Options

Table 1: Options arising from this report

Option	Comments
Approve the programme of meetings for 2021/22 This is the recommended option	It is considered that the proposed schedule best reflects the operation of the council from May 2021 onwards.
A number of variances to the 2021/22 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.

- 2.1 The proposed council programme of meetings for 2021/22 (attached as Appendix A) has been developed to align with the committee, panel and forum structure set out in the council constitution

- 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
- 2.3 Meeting dates for a number of forums considered as outside or associated bodies but administered by Democratic Services and supported by council officers from the relevant service area have been included in the schedule to ensure alignment with the corporate calendar. They are therefore included in Appendix A, but under a separate section.
- 2.4 The programme includes dates for the Royal Borough Development Management Panel, the only Development Management Panel currently in the council's meeting structure. A Working Group is currently reviewing the structure in relation to Development Management Panels. The programme has been designed to ensure regular meeting slots would be available if, as a result of the review currently underway, a second Development Panel is established
- 2.5 The terms of reference for the four Overview and Scrutiny Panels state 'Each Overview and Scrutiny Panel shall ordinarily meet four times a year and the first meeting being held within 30 days of Annual Council meeting'. The programme therefore includes four scheduled meetings for each Overview and Scrutiny Panel. Each Overview and Scrutiny Panel can agree to call additional meetings to enable it to undertake its Work Programme. A further two meetings have been proposed for the Corporate Overview and Scrutiny Panel, to enable it to undertake budget monitoring on a regular basis.

3. KEY IMPLICATIONS

3.1

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Full programme of council meetings approved for the start of the 2021/22 municipal year.	Programme of meetings not approved	Programme of meetings approved	n/a	n/a	Meetings to take place from 25 May 2021 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

6.1

Table 3: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Council business not transacted in a timely manner	Medium	Agreed programme of meetings in place	Low

7. POTENTIAL IMPACTS

7.1 Equalities. An EQIA screening has been undertaken; a full EQIA is not considered to be required.

7.2 Climate change/sustainability. None identified.

7.3 Data Protection/GDPR. None identified.

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

9.1 The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
25 May 2021 onwards	Meetings to take place following Annual Council 25 May 2021

10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A – draft programme of meetings 2021/22

11. BACKGROUND DOCUMENTS

11.1 This report is supported by one background document:

- The [council constitution](#)

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Johnson	Leader of the Council	10/2/21	17/2/21
Cllr Rayner	Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor	10/2/21	11/2/21
Duncan Sharkey	Managing Director	2/2/21	9/2/21
Adele Taylor	Director of Resources/S151 Officer	21/1/21	29/1/21
Kevin McDaniel	Director of Children's Services	2/2/21	9/2/21
Hilary Hall	Director of Adults, Health and Commissioning	2/2/21	2/2/21
Andrew Vallance	Head of Finance	21/1/21	29/1/21
Elaine Browne	Head of Law	2/2/21	9/2/21
Nikki Craig	Head of HR, Corporate Projects and IT	2/2/21	8/2/21

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Council decision	No	No

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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2021/2022													
MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
Council (6.15pm)	25 (Annual)		20		28		23		25	22 (Budget)		26	24 (Annual)
Cabinet (6.15pm)	27	24	22	26	30	28	25	16	27	10 (Budget) & 24	30	28	26
Corporate Overview and Scrutiny Panel (6.15pm)*		23	26			4	29		26 (Budget)			4	
Adults, Children and Health Overview & Scrutiny Panel (6.15pm)*		9			22				20 (Budget)			27	
Infrastructure Overview & Scrutiny Panel (6.15pm)*		8			21				18 (Budget)			13	
Communities Overview & Scrutiny Panel (6.15pm)*		15				7			17 (Budget)			12	
Audit and Governance Committee (6.15pm)			29		23	21				17			19
Royal Borough Development Management Panel (6.15pm)		16	21	18	15	20	17	15	19	16	16	20	18
Licensing Panel (6.15pm)			6			12				1		19	
Berkshire Pension Fund Committee (4.00pm)		14			20			6			7		
Grants Panel (10.00am)									12				
Windsor Town Forum (6.15pm)	26		13		2		16		13		8		17
Maidenhead Town Forum (6.15pm)			8		6		11		11		17		12
Corporate Parenting Forum (5.30pm)		30			7	19		8		9		5	
School Improvement Forum (5.00pm)		7				14				7			
* Overview and Scrutiny Panels set their own work programme and confirm the schedule of meetings at their first meeting of the municipal year, held within 30 days of Annual Council. Meeting dates other than June 2021 may therefore be amended or added to. Additional Corporate O&S Panel dates have been scheduled to align with the council's budget monitoring process.													
N.B. Council meetings programmed on an ad hoc basis: Aviation Forum, Constitution Sub Committee, Health & Wellbeing Board, Appeals Panel, Licensing and PSPO Sub Committee, Employment Appeals Sub Committee, Member Standards Panel and Sub Committee, Appointment Committee, Rights of Way and Highway Licensing Panel, Independent Remuneration Panel, Statutory Officer Panel													
OUTSIDE/ASSOCIATED BODY ADMINISTERED BY RBWM													
One Borough (11.00am) - 2022 dates tbc		22			14			7					
Rural Forum (5.30pm)							24				23		
Flood Liaison Group (6.15pm)			27			13			31			21	
Standing Advisory Council on Religious Education (6.15pm)		17			13			9			24		
Local Access Forum (6.15pm)			5					2					
Schools Forum (2.00pm)			15		16		18	16	20			28	
Disability and Inclusion Forum (11.00am)		21			13			13			14		