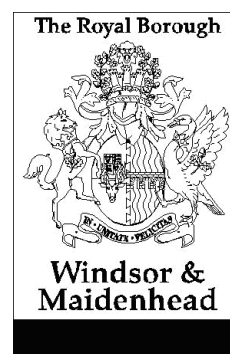


Report for: ACTION



Contains Confidential or Exempt Information	NO - Part I
Title	2016/17 Programme of Meetings
Responsible Officer(s)	Russell O'Keefe, Strategic Director Corporate and Community Services
Contact officer, job title and phone number	David Scott, Head of Governance, Partnerships, Performance and Policy (01628 796748)
Member reporting	Councillor Burbage
For Consideration By	Council
Date to be Considered	23 February 2016
Implementation Date if Not Called In	n/a
Affected Wards	None

REPORT SUMMARY

1. The purpose of this report is to approve a programme of meetings for the Council, Cabinet and the various Panels, Forums etc for the 2016/17 Municipal Year.

If recommendations are adopted, how will residents benefit?

Benefits to residents and reasons why they will benefit	Dates by which residents can expect to notice a difference
1. A comprehensive programme of meetings will help the democratic process to run efficiently and effectively.	Ongoing from May 2016

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That the Programme of Meetings for the 2016/17 Municipal Year, attached as Appendix A, be approved.

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 1.1 The attached programme of meetings has been drawn up to reflect the operation of the Council's Constitution; the dates of the Council meetings have been scheduled to take into account those matters within the budget and policy framework that the Council is required to determine at specific times throughout the year.

- 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.
- 1.3 The Chairman of the Berkshire Pension Fund Panel has requested additional meetings of the Panel be scheduled in to ensure the work of the Panel can be accommodated. Seven meetings have therefore been included in the schedule for 2016-17, as detailed in Appendix A.

Option	Comments
Approve the Programme of Meetings	This is the recommended option
A number of variances to the 2016/17 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.

2. KEY IMPLICATIONS

3.1

Defined Outcomes	Unmet	Met	Exceeded	Significantly Exceeded	Date they should be delivered by
Full programme of Council meetings is approved for those meetings scheduled at the start of the municipal year	<100%	100%	n/a	n/a	Meetings to take place from May 2016 onwards

4. FINANCIAL DETAILS

Financial impact on the budget

- 4.1 The cost of holding the meetings detailed in appendix A can be contained within existing budgets. Approximately 350 council meetings per municipal year are supported by the Democratic Services team (five panel clerks). The team also covers a range of statutory panels such as education and exclusion appeals.

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 and the Local Government Act 2000.

6. VALUE FOR MONEY

6.1 The cost of hiring external venues is monitored to ensure value for money.

7. SUSTAINABILITY IMPACT APPRAISAL

7.1 The use of Council meeting rooms will require heating and lighting, and the associated energy costs.

8. RISK MANAGEMENT

8.1

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

9. LINKS TO STRATEGIC OBJECTIVES

9.1 Residents First

- Support Children and Young People
- Work for safer and stronger communities

Delivering Together

- Enhanced Customer Services
- Deliver Effective Services
- Strengthen Partnerships

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 No EQIA has been carried out for the purposes of this report

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 The proposed programme will require the use of Council meeting rooms and the attendance of officers from departments across the council as necessary.

12. PROPERTY AND ASSETS

12.1 None.

13. ANY OTHER IMPLICATIONS

13.1 N/A

14. CONSULTATION

14.1 N/A.

15. TIMETABLE FOR IMPLEMENTATION

15.1

Date	Details
23 May 2016 onwards	Meetings to take place following Annual Council May 2016

16. APPENDICES

16.1 Appendix A – draft programme of meetings 2016/17

17. BACKGROUND INFORMATION

17.1 None.

18. CONSULTATION (MANDATORY)

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
Internal				
Cllr Burbage	Leader of the Council	1/2/16		
Alison Alexander	Managing Director, Strategic Director Adult, Children & Health Services	28/1/16	29/1/16	
Simon Fletcher	Strategic Director Operations and Customer services	28/1/16		
Chris Targowski	Cabinet Policy Manager	29/1/16	29/1/16	
Russell O'Keefe	Strategic Director Corporate and Community	26/1/16	28/1/16	

Name of consultee	Post held and Department	Date sent	Date received	See comments in paragraph:
	Services			
Andrew Brooker	Head of Finance	26/1/16	26/1/16	
Mary Severin	Shared Legal Services	26/1/16	28/1/16	

REPORT HISTORY

Decision type:	Urgency item?
Non-Key	No

Full name of report author	Job title	Full contact no:
Karen Shepherd	Democratic Services Manager	01628 796529

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2016/2017

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

MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
COUNCIL (7.30pm)	24 (A)(M)	21 (M)	26 (W)		27 (M)			13 (W)		21 (M) (Budget)		25 (W)	23 (A)(M)
CABINET (7.30pm)	26 (M)	23 (W)	28 (M)	25 (W)	29 (M)	27 (W)	24 (M)	15 (W)	26 (M)	9 (M) (Budget) & 23 (W)	23 (M)	27 (W)	25 (M)
Cabinet Participatory Budget Sub Cttee (5.00pm)		16		17		20		19		15		20	
Cabinet LA Governors Appointments Sub Committee (5.00pm)	26		28		29		24		26		23		25
Corporate Services Overview and Scrutiny Panel (6.30pm)		22		23		25		6		2 (Budget)		18	
Children's Services Overview & Scrutiny Panel (6.30pm)		16	19		22	20	16		25 (Budget)		22	20	
Highways, Transport and Environment Overview & Scrutiny Panel (6.30pm)	18		18		19		22		31 (Budget)		14		18
Planning and Housing Overview & Scrutiny Panel (7.00pm)		13		18		18	17		23 (Budget)			19	
Adult Services and Health Overview & Scrutiny Panel (7.00pm)	19		21		20		23			1 (Budget)	16		17
Culture and Communities Overview & Scrutiny Panel (6.30pm)	17			16		19	15		24 (Budget)		21		16
Crime & Disorder Overview & Scrutiny Panel (6.15pm)			19		15		14		30 (Budget)			20	
Audit and Performance Review Panel (7.00pm)		28			14 & 28	26	15	14		16		11	
Employment Panel (6.00pm)	18	15	18	18	21	18	14	8	19	13	14	19	15
Maidenhead DC Panel (7.00pm)	11	8	6	3 & 31	28	26	23	19	18	15	15	12	10
Windsor Rural DC Panel (7.00pm)	4	1 & 29	27	24	21	19	16	14	11	8	8	5	3 & 31
Windsor Urban DC Panel (7.00pm)	25	22	20	17	14	12	9	7	4	1	1 & 29	26	24
Licensing Panel (6.00pm)			13			11			16			4	
Berkshire Pension Fund Panel & Advisory Panel (4.00pm)		6	11		12		7		16		13		15
Rights of Way and Highway Licensing Panel (6.30pm)			27		13			8			7		
Grants Panel (10.00am)	24			18			21		10 (A)	27			22
Big Society Member Panel (7.00pm)	31		21		20		28		25		27		30
Policy Committee (7.00pm)		7	11		6	10	7	7	23	27		10	
Sustainability Panel (7.30pm)	16		12			3	29		19		6		9
Parish Conference (7.00pm)		28				6				22			
Windsor Town Forum (6.30pm)		2				4				13			
Maidenhead Town Forum (6.30pm)			4			31				28			
Aviation Forum (7.00pm)	10			9			3			27			8
Rural Forum (5.30pm)		27 (Walk)					2				2		
SACRE (6.00pm)		6					7				13		
Local Access Forum (6.30pm)		29					8						
Visitor Management Forum (6.30pm)		30			22			5			30		
Cycle Forum (6.30pm)			7			5			24			6	
Access Advisory Forum (11.00am)		13			26			12			20		
Corporate Parenting Forum (6.30pm)			20		19		22		17		28		4
Health and Wellbeing Board (time tbc)		8		31			30			15			
Schools Forum (2.30pm)			5			11		13	17		21		23
Flood Group (6.00pm)			12			17			17			3	
School Improvement Forum (4.00pm)		14				6				14			
Maidenhead Town Partnership Board (8.00am)	17			16			15						

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