

Report Title:	2022/23 Programme of Meetings
Contains Confidential or Exempt Information	No - Part I
Lead Member:	Councillor Johnson, Leader of the Council
Meeting and Date:	Full Council - 25 January 2022
Responsible Officer(s):	Emma Duncan, Deputy Director of Law and Strategy & Monitoring Officer/ Karen Shepherd, Head of Governance
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

This report sets out the programme of meetings for the Council, Cabinet and the various panels, forums and other bodies administered by Democratic Services for the 2022/23 Municipal Year, for Council approval.

A comprehensive programme of meetings underpins the council's governance framework and decision-making processes which support the Corporate Plan 2021-26 objective 'a Council trusted to deliver its promises'.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That full Council notes the report and:

- i) Approves the programme of meetings for the 2022/23 Municipal Year, attached as Appendix A
- ii) Agrees the split of virtual meetings/in-person meetings agreed at full Council in September 2021 should continue for the 2022/23 municipal year.
- iii) Notes that a further review of in-person/virtual meetings would take place if and when legislation is enacted to allow decision making meetings to take place virtually.

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 2022/23 and associated split of virtual/in-person meetings This is the recommended option	It is considered that the proposed schedule best reflects the operation of the council from May 2022 onwards.
A number of variances to the 2022/23 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

Option	Comments
	reflects the operation of the council as detailed in the constitution.

- 2.1 The proposed council programme of meetings for 2022/23 (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 officers and 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 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.
- 2.5 In September 2021 full Council considered the appropriate split of virtual and in-person meetings for the remainder of the municipal year, in light of the benefits realised through virtual meetings held during the covid-19 pandemic. Despite the recent emergence of the Omicron variant, as yet the government has not announced any proposals to allow councils to again hold decision-making meetings in a virtual capacity. It is therefore proposed that the current split of in-person and virtual meetings continues for 2022/23. A further review would be undertaken if and when legislation is enacted to allow decision making meetings to take place virtually.

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	Programme of meetings not approved	Programme of meetings approved	n/a	n/a	Meetings to take place from 24 May 2021 onwards

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
2022/23 municipal year.					

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 and [published](#) to the council website; a full EQIA is not considered to be required.
- 7.2 Climate change/sustainability. Virtual meetings have reduced the need for Members, officers, and members of the public to travel to venues around the borough. The virtual format has also enabled increased use of electronic agenda, thereby reducing printing requirements and paper usage.
- 7.3 Data Protection/GDPR. The council undertook a Data Protection Impact Assessment and published a Privacy Notice in May 2020 when virtual meetings first took place; the principles still apply for meeting participants attending meetings in a virtual capacity, whether or not the meeting itself is held fully virtually, or in a hybrid format.

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
24 May 2022 onwards	Meetings to take place following Annual Council 24 May 2022

10. APPENDICES

10.1 This report is supported by two appendices:

- Appendix A – draft programme of meetings 2022/23
- Appendix B - EQIA

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
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	20/12/21	23/12/21
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	17/12/21	18/12/21
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	20/12/21	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	20/12/21	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	20/12/21	20/12/21
Andrew Durrant	Executive Director of Place	20/12/21	05/01/22
Kevin McDaniel	Executive Director of Children's Services	20/12/21	05/01/22
Hilary Hall	Executive Director of Adults, Health and Housing	20/12/21	20/12/21
<i>Heads of Service (where relevant)</i>			
Lynne Lidster	Head of Commissioning – People	20/12/21	20/12/21

Nikki Craig	Head of HR, Corporate Projects and IT	20/12/21	24/12/21
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	Leader of the Council; Cabinet Member for Corporate & Resident Services, Culture & Heritage and Windsor	Yes
---	---	-----

REPORT HISTORY

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

Report Author: Karen Shepherd, Head of Governance, 07766 778286

MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
Council (7.00pm)	24 (Annual)		19		27		22		24	21 (Budget)		25	23 (Annual)
Cabinet (7.00pm)	26	23	21	25	29	27	24	15	26	9 (Budget) and 23	30	27	25
Cabinet Transformation Sub Committee (7.00pm)				2			7			7		20	
Corporate Overview and Scrutiny Panel (7.00pm)*		22	25			4		14	30			3	
Adults, Children and Health Overview & Scrutiny Panel (7.00pm)*		16			20				19			17	
Infrastructure Overview & Scrutiny Panel (7.00pm)*		21			15				31			12	
Communities Overview & Scrutiny Panel (7.00pm)*		14			13				25			11	
Audit and Governance Committee (7.00pm)			28		22	20				16			
Windsor & Eton Development Management Committee (7.00pm)		1	6	3	7	5	2	7	4	1	1	5 & 26	
Maidenhead Development Management Committee (7.00pm)		15	20	17	21	19	16	21	18	15	15	19	
Licensing Panel (6.00pm)			5			25				13		4	
Berkshire Pension Fund Committee (4.00pm)			4		19			5			13		
Windsor Town Forum (6.30pm)			13		14		15		16		20		
Maidenhead Town Forum (6.30pm)			11		5		10		12		16		
Corporate Parenting Forum (5.30pm)		28			6	17		13		8		18	
School Improvement Forum (5.00pm)		9				13				6			
Health and Wellbeing Board (3.00pm) - 2023 dates tbc			12			18							

** 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 2022 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, Appeals Panel, Licensing and PSPO Sub Committee, Employment Appeals Sub Committee, Grants Panel, 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

MEETING	May	June	July	August	September	October	November	December	January	February	March	April	May
One Borough (11.00am) - 2023 dates TBC		14			13			6					
Rural Forum (5.30pm)							29				7		
Flood Liaison Group (6.00pm)		29				26			11			13	
Standing Advisory Council on Religious Education (6.00pm)		13			12			8			6		
Local Access Forum (6.30pm)			7					6					
Schools Forum (2.00pm)			14				17	15	19				
Disability and Inclusion Forum (11.00am)		20			19			12			13		

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Essential information

Items to be assessed: (please mark 'x')

Strategy		Plan		Project		Service procedure	X
----------	--	------	--	---------	--	-------------------	---

Responsible officer	Karen Shepherd, Head of Governance	Service area	Governance	Directorate	Law & Strategy
---------------------	------------------------------------	--------------	------------	-------------	----------------

Stage 1: EqlA Screening (mandatory)	Date created: 15/12/21	Stage 2 : Full assessment (if applicable)	Date created : N/A
-------------------------------------	------------------------	---	--------------------

Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): *K. Shepherd*

Dated: 15/12/21

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : Council meeting arrangements

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The overall aim of the proposal is to set the council's programme of meetings for the 22/23 municipal year and to determine which council meetings should be held in-person and which in a virtual format.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Protected characteristics	Relevance	Level	Positive/negative	Evidence
---------------------------	-----------	-------	-------------------	----------

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Age	Relevant	Low – Negative Low - Positive	Negative and Positive	<p>The setting of the programme of meetings does not affect persons with this protected characteristic, but in determining meeting venues issues of accessibility will be taken into account.</p> <p>People with this protected characteristic may experience difficulties using technology to access fully virtual meetings, although use of online meetings has increased across all age groups as a result of the pandemic.</p> <p>The ability to attend virtually or watch online both in-person and virtual meetings is a positive impact for those who may experience difficulties travelling to formal meeting venues.</p> <p>The virtual meeting technology used by the council (Zoom) allows individuals to join the meeting via a telephone line rather than requiring a computer. The democratic right of residents to ask any questions/address Councillors is therefore maintained. Ensuring each speaker identifies themselves before speaking will help those joining by audio only.</p> <p>If an individual is not able to access either a computer or telephone they would be permitted to nominate a spokesperson to speak on their behalf or submit a question or statement to Democratic Services in advance to be read out at the meeting.</p> <p>Those unable to access technology to enable them to watch a meeting at home would be able to use borough libraries to view the livestream or video after the meeting date.</p> <p>Minutes summarising the debate and setting out any decisions will be drafted after the meeting and can be provided, upon request, to anyone without a facility to watch the live broadcast or view the minutes on the council website.</p>
-----	----------	----------------------------------	--------------------------	---

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

				<p>There may be some positive impact for younger people or working age people who find it harder to attend committee meetings (particularly those held during the day) due to work, education or caring commitments but they will be able to observe the meetings live or via recordings.</p> <p>Positive for all age groups who would have previously had to travel to council offices in order to attend meetings particularly if they did not drive, have access to a car or had to rely on public transport.</p>
--	--	--	--	--

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Disability	Relevant	Low – Negative Low - Positive	Negative and Positive	<p>The setting of the programme of meetings does not affect persons with this protected characteristic, but in determining meeting venues issues of accessibility will be taken into account.</p> <p>People with this protected characteristic may find it more difficult to access fully virtual meetings.</p> <p>The virtual meeting technology used by the council (Zoom) allows individuals to join the meeting via a telephone line rather than requiring a computer. The democratic right of residents to ask any questions/address Councillors is therefore maintained. Ensuring each speaker identifies themselves before speaking will help those with a visual impairment of joining by audio only.</p> <p>If an individual is not able to access either a computer or telephone they would be permitted to nominate a spokesperson to speak on their behalf or submit a question or statement to Democratic Services in advance to be read out at the meeting.</p> <p>Those unable to access technology to enable them to watch a meeting at home would be able to use borough libraries to view the livestream or video after the meeting date.</p> <p>Minutes summarising the debate and setting out any decisions will be drafted after the meeting and can be provided, upon request, to anyone without a facility to watch the live broadcast or view the minutes on the council website.</p> <p>However, some users have found that audio and picture quality has improved in fully virtual meetings, having a positive impact.</p>
-------------------	----------	----------------------------------	--------------------------	--

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : Council meeting arrangements

				<p>The ability to attend virtually or watch online both in person and virtual meetings is a positive impact for those who may experience difficulties travelling to formal meeting venues.</p> <p>For meetings that are not formal council committees, such as the Disability and Inclusion Forum, the views of non-Councillor Members on the split between virtual and in-person meetings have been taken into consideration.</p> <p>Audio and picture quality for hybrid meetings may have a negative impact this is being considered by officers who are currently looking at options to improve AV equipment used for council meetings.</p>
Gender re-assignment	Not relevant			The proposals do not affect persons with this protected characteristic
Marriage/civil partnership	Not relevant			The proposals do not affect persons with this protected characteristic
Pregnancy and maternity	Relevant	Low	Positive	<p>People with this protected characteristic may find it more difficult to access in-person meetings.</p> <p>The ability to attend virtually or watch online both in person and virtual meetings is a positive impact for those who may experience difficulties travelling to formal meeting venues.</p>
Race	Not relevant			The proposals do not affect persons with this protected characteristic
Religion and belief	Not relevant			The proposals do not affect persons with this protected characteristic
Sex	Not relevant			The proposals do not affect persons with this protected characteristic
Sexual orientation	Not relevant			The proposals do not affect persons with this protected characteristic

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Council meeting arrangements

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	Officers to consider the needs of users with protected characteristics specified above when looking at options for improving AV equipment used to stream council meetings.	Karen Shepherd	Early 2022 (dependent on procurement process)
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered "No" or "Not at this Stage" to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).