	REPORT OF:	HEAD OF CORPORATE POLICY
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	TO:	EXECUTIVE
	DATE:	7 JANUARY 2016
	Executive Member	COUNCILLOR V.W. BROAD

Key Decision	NO
WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2016-17

RECOMMENDATIONS:

1. **To approve the Schedule of Meetings for the 2016-17 Municipal Year, as set out in Annex 1 to this report, including the addition of a further meeting of the Executive on 30 June 2016 as recommended by the Overview and Scrutiny Committee.**

2. **Delegate the Monitoring Officer authority to review the Constitution and to make any necessary changes to facilitate the proposed new committee structure.**

3. **To support the Overview and Scrutiny Committee's comments in relation to the proposed new Licensing and Regulatory Committee and that the proposal in relation to the Planning Committee be not supported.**

REASONS FOR RECOMMENDATION:

To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming municipal year.

EXECUTIVE SUMMARY

The schedule of meetings for 2016-17 draws upon past experience and has regard to comments from both Members and Officers.

The schedule was considered by the Overview and Scrutiny Committee at its meeting on 10 December 2015 and its comments are noted below.

This recommendation requires approval by Full Council.

BACKGROUND

1. Under the Constitution it is for the Council to approve a Schedule of Meetings for the forthcoming Municipal Year.

2. A draft Schedule is attached to this report at Annex 1.

FACTORS FOR CONSIDERATION

3.   The following points might be helpful to Members in considering the draft Schedule:

- The proposed Schedule builds upon past experience and is designed to ensure that all business is accomplished as efficiently as possible.

- It is proposed to combine the Council's Regulatory and Licensing Committees into a single committee, in order to improve governance and efficiency as well as to allow Members on the new committee to develop an expertise across all areas of licensing law. If this is agreed in principle, it is proposed that the detailed operating model be developed in discussion with Spelthorne Borough Council, who already operate a combined committee.

- Amendments may be made, in the course of the year, in the case of unforeseen circumstances. Any changes will be publicly notified as and when they occur.

- All scheduled meetings are listed in the Centralised Diary, which can be viewed by both officers and members to avoid meeting clashes.

- An electronic schedule of meeting dates is available to download to Members' personal devices.

4.   At its meeting on 10 December, the Overview and Scrutiny Committee:

a. **supported** the proposal to combine the Council's Licensing & Regulatory Committees into one committee;

b. **recommended** the addition of a further Executive meeting on 30 June 2016 to allow for the Statement of Accounts to be considered before the statutory deadline; and

c. **suggested** that consideration be given to deferring the Planning Committee meeting on 31 August 2016 by one week.

5.   The recommendation of adding a further Executive meeting on 30 June 2016 is supported and has been added into the attached Schedule for consideration. The timetable for the preparation of the Statement of Accounts and the legal requirement for it to be approved by 1 July does not allow sufficient time for it to be considered at either the earlier meeting in June or the next meeting in July.

6.   The suggestion of moving the Planning Committee in August 2016 forward by one week is not supported as this would impact on the regular 4 weekly cycle of business that is in place for these meetings. It is accepted that it is on 31 August and that on the whole August is avoided for meetings, however it is felt that the benefits of retaining the regular pattern of business outweigh the disadvantage of having a meeting on the last day of August.

CONSULTATION

7.   Officers, Group Leaders and the Overview and Scrutiny Committee have been consulted on the proposed schedule.

Background papers	Schedule of Meetings 2015-16.

Day	Date	Event	Day	Date	Event
Mon	2 May	BANK HOLIDAY	Mon	11 Jul	
Tue	3 May		Tue	12 Jul	
Wed	4 May		Wed	13 Jul	
Thu	5 May	ELECTIONS	Thu	14 Jul	EXECUTIVE
Mon	9 May		Mon	18 Jul	
Tue	10 May		Tue	19 Jul	
Wed	11 May		Wed	20 Jul	
Thu	12 May		Thu	21 Jul	
Mon	16 May		Mon	25 Jul	
Tue	17 May		Tue	26 Jul	
Wed	18 May		Wed	27 Jul	PLANNING COMMITTEE
Thu	19 May		Thu	28 Jul	COUNCIL
Mon	23 May		Mon	1 Aug	
Tue	24 May		Tue	2 Aug	
Wed	25 May		Wed	3 Aug	
Thu	26 May	ANNUAL COUNCIL	Thu	4 Aug	
Mon	30 May	BANK HOLIDAY	Mon	8 Aug	
Tue	31 May		Tue	9 Aug	
Wed	1 Jun	PLANNING COMMITTEE	Wed	10 Aug	
Thu	2 Jun		Thu	1 Aug	
Mon	6 Jun		Mon	15 Aug	
Tue	7 Jun		Tue	16 Aug	
Wed	8 Jun	LICENSING COMMITTEE	Wed	17 Aug	
Thu	9 Jun	EXECUTIVE	Thu	18 Aug	
Mon	13 Jun		Mon	22 Aug	
Tue	14 Jun		Tue	23 Aug	
Wed	15 Jun		Wed	24 Aug	
Thu	16 Jun	STANDARDS COMMITTEE	Thu	25 Aug	
Mon	20 Jun		Mon	29 Aug	BANK HOLIDAY
Tue	21 Jun		Tue	30 Aug	
Wed	22 Jun		Wed	31 Aug	PLANNING COMMITTEE
Thu	23 Jun	OVERVIEW & SCRUTINY	Thu	1 Sep	
Mon	27 Jun		Mon	5 Sep	
Tue	28 Jun		Tue	6 Sep	
Wed	29 Jun	PLANNING COMMITTEE	Wed	7 Sep	
Thu	30 Jun	EXECUTIVE	Thu	8 Sep	OVERVIEW & SCRUTINY
Mon	4 Jul		Mon	12 Sep	
Tue	5 Jul		Tue	13 Sep	
Wed	6 Jul		Wed	14 Sep	
Thu	7 Jul		Thu	15 Sep	EXECUTIVE

Mon	19 Sep		Mon	28 Nov	
Tue	20 Sep		Tue	29 Nov	
Wed	21 Sep		Wed	30 Nov	
Thu	22 Sep		Thu	1 Dec	**EXECUTIVE**
Mon	26 Sep		Mon	5 Dec	
Tue	27 Sep		Tue	6 Dec	
Wed	28 Sep	**PLANNING COMMITTEE**	Wed	7 Dec	
Thu	29 Sep	*COUNCIL*	Thu	8 Dec	**OVERVIEW & SCRUTINY**
Mon	3 Oct		Mon	12 Dec	
Tue	6 Oct		Tue	13 Dec	
Wed	7 Oct		Wed	14 Dec	**PLANNING COMMITTEE**
Thu	8 Oct		Thu	15 Dec	*COUNCIL*
Mon	10 Oct		Mon	19 Dec	
Tue	11 Oct		Tue	20 Dec	
Wed	12 Oct		Wed	21 Dec	
Thu	13 Oct	**EXECUTIVE**	Thu	22 Dec	
Mon	17 Oct		Mon	26 Dec	**XMAS HOLIDAY**
Tue	18 Oct		Tue	27 Dec	**XMAS HOLIDAY**
Wed	19 Oct		Wed	28 Dec	
Thu	20 Oct	**OVERVIEW & SCRUTINY**	Thu	29 Dec	
Mon	24 Oct		Mon	2 Jan	**NEW YEAR HOLIDAY**
Tue	25 Oct		Tue	3 Jan	
Wed	26 Oct	**PLANNING COMMITTEE**	Wed	4 Jan	
Thu	27 Oct		Thu	5 Jan	**EXECUTIVE**
Mon	31 Oct		Mon	9 Jan	
Tue	1 Nov		Tue	10 Jan	
Wed	2 Nov		Wed	11 Jan	
Thu	3 Nov	*COUNCIL*	Thu	12 Jan	
Mon	7 Nov		Mon	16 Jan	
Tue	8 Nov		Tue	17 Jan	
Wed	9 Nov		Wed	18 Jan	**PLANNING COMMITTEE**
Thu	10 Nov	**EXECUTIVE**	Thu	19 Jan	**OVERVIEW & SCRUTINY**
Mon	14 Nov		Mon	23 Jan	
Tue	15 Nov		Tue	24 Jan	
Wed	16 Nov		Wed	25 Jan	
Thu	17 Nov		Thu	26 Jan	**EXECUTIVE**
Mon	21 Nov		Mon	31 Jan	
Tue	22 Nov		Tue	1 Feb	
Wed	23 Nov	**PLANNING COMMITTEE**	Wed	2 Feb	
Thu	24 Nov	*Budget Scrutiny Panel 6.30pm*	Thu	3 Feb	

Mon	6 Feb		Mon	3 Apr	
Tue	7 Feb		Tue	4 Apr	
Wed	8 Feb		Wed	5 Apr	
Thu	9 Feb	*COUNCIL*	Thu	6 Apr	
Mon	13 Feb		Mon	10 Apr	
Tue	14 Feb		Tue	11 Apr	
Wed	15 Feb	**PLANNING COMMITTEE**	Wed	12 Apr	**PLANNING COMMITTEE**
Thu	16 Feb	**OVERVIEW & SCRUTINY**	Thu	13 Apr	*COUNCIL*
Mon	20 Feb		Mon	17 Apr	**EASTER MONDAY**
Tue	21 Feb		Tue	18 Apr	
Wed	22 Feb		Wed	19 Apr	
Thu	23 Feb	**EXECUTIVE**	Thu	20 Apr	**EXECUTIVE**
Mon	27 Feb		Mon	24 Apr	
Tue	28 Feb		Tue	25 Apr	
Wed	1 Mar		Wed	26 Apr	**OVERVIEW & SCRUTINY**
Thu	2 Mar		Thu	27 Apr	
Mon	6 Mar		Mon	1 May	**BANK HOLIDAY**
Tue	7 Mar		Tue	2 May	
Wed	8 Mar		Wed	3 May	
Thu	9 Mar		Thu	4 May	**ELECTIONS**
Mon	13 Mar		Mon	8 May	
Tue	14 Mar		Tue	9 May	
Wed	15 Mar	**PLANNING COMMITTEE**	Wed	10 May	
Thu	16 Mar	**OVERVIEW & SCRUTINY**	Thu	11 May	
Mon	20 Mar		Mon	15 May	
Tue	21 Mar		Tue	16 May	
Wed	22 Mar		Wed	17 May	**PLANNING COMMITTEE**
Thu	23 Mar	**EXECUTIVE**	Thu	18 May	**EXECUTIVE**
Mon	27 Mar		Mon	22 May	
Tue	28 Mar		Tue	23 May	
Wed	29 Mar		Wed	24 May	
Thu	30 Mar		Thu	25 May	**ANNUAL COUNCIL**