



**Reigate & Banstead**  
BOROUGH COUNCIL  
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<b>REPORT OF:</b>	HEAD OF CORPORATE POLICY, PERFORMANCE AND PARKING
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<b>TO:</b>	EXECUTIVE
<b>DATE:</b>	5 JANUARY 2017

<b>WARD(S) AFFECTED:</b>	N/A
<b>SUBJECT:</b>	<b>SCHEDULE OF MEETINGS 2017-18</b>
<b>RECOMMENDATION:</b>	
To approve the Schedule of Meetings for the 2017-18 Municipal Year, as set out in Annex 1.	
<b>REASONS FOR RECOMMENDATION:</b>	
To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming municipal year.	
<b>EXECUTIVE SUMMARY</b>	
The schedule of meetings for 2017-18 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 8 December 2016 and it had no comments to make.	
<b>The recommendation requires approval by full Council.</b>	

## BACKGROUND

- Under the Constitution it is for the Council to approve a Schedule of Meetings for the forthcoming Municipal Year.
- A draft schedule is attached to this report at Annex 1.

## FACTORS FOR CONSIDERATION

- 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.
  - With this in mind, meetings of the Licensing & Regulatory Committee and its sub-committees have not been scheduled except for the initial meeting to make appointments to the chair. The main business of the committee and its sub

committees is to determine licensing applications and it is more expedient - and better suited to applicants' needs - to call meetings as and when required.

- It is proposed to take the same approach with meetings of the newly formed Executive Sub Committees, calling these as and when required, with the caveat that public notice of any such meetings must be given at least 28 days in advance.
- Amendments to the schedule may be made at any time in the course of the year, in the case of unforeseen circumstances. Any changes will be publicly notified as and when they occur.
- There are no Borough local elections in 2017 to take into account or affect the flow of meetings.
- All scheduled meetings will start at 7.30 pm, unless otherwise stated, and will be listed in the Centralised Diary, which can be viewed by both officers and members, to avoid meeting clashes.
- An electronic schedule of meeting dates will be available to download to Members' personal devices.

## CONSULTATION

4. Group Leaders and the Overview and Scrutiny Committee have been consulted and they had no comments to make.

Background papers	Schedule of Meetings 2016-17.
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Mon	1 May	<b>BANK HOLIDAY</b>	Mon	10 Jul	
Tue	2 May		Tue	11 Jul	
Wed	3 May		Wed	12 Jul	
Thu	4 May	<b>ELECTIONS</b>	Thu	13 Jul	<b>EXECUTIVE</b>
Mon	8 May		Mon	17 Jul	
Tue	9 May		Tue	18 Jul	
Wed	10 May		Wed	19 Jul	
Thu	11 May		Thu	20 Jul	
Mon	15 May		Mon	24 Jul	
Tue	16 May		Tue	25 Jul	
Wed	17 May	<b>PLANNING COMMITTEE</b>	Wed	26 Jul	<b>PLANNING COMMITTEE</b>
Thu	18 May	<b>EXECUTIVE</b>	Thu	27 Jul	<b>COUNCIL</b>
Mon	22 May		Mon	31 Jul	
Tue	23 May		Tue	1 Aug	
Wed	24 May		Wed	2 Aug	
Thu	25 May	<b>ANNUAL COUNCIL</b>	Thu	3 Aug	
Mon	29 May	<b>BANK HOLIDAY</b>	Mon	7 Aug	
Tue	30 May		Tue	8 Aug	
Wed	31 May		Wed	9 Aug	
Thu	1 Jun	<b>LICENSING &amp; REGULATORY COMMITTEE</b>	Thu	10 Aug	
Mon	5 Jun		Mon	14 Aug	
Tue	6 Jun		Tue	15 Aug	
Wed	7 Jun		Wed	16 Aug	
Thu	8 Jun	<b>OVERVIEW &amp; SCRUTINY</b>	Thu	17 Aug	
Mon	12 Jun		Mon	21 Aug	
Tue	13 Jun		Tue	22 Aug	
Wed	14 Jun	<b>PLANNING COMMITTEE</b>	Wed	23 Aug	
Thu	15 Jun	<i>Executive Sub Ctte - Health</i>	Thu	24 Aug	
Mon	19 Jun		Mon	28 Aug	<b>BANK HOLIDAY</b>
Tue	20 Jun		Tue	29 Aug	
Wed	21 Jun		Wed	30 Aug	
Thu	22 Jun	<b>EXECUTIVE</b>	Thu	31 Aug	
Mon	26 Jun		Mon	4 Sep	
Tue	27 Jun		Tue	5 Sep	
Wed	28 Jun		Wed	6 Sep	<b>PLANNING COMMITTEE</b>
Thu	29 Jun	<i>Executive Sub Ctte - Property</i>	Thu	7 Sep	<b>OVERVIEW &amp; SCRUTINY</b>
Mon	3 Jul		Mon	11 Sep	
Tue	4 Jul		Tue	12 Sep	
Wed	5 Jul	<b>PLANNING COMMITTEE</b>	Wed	13 Sep	
Thu	6 Jul		Thu	14 Sep	<b>EXECUTIVE</b>

Mon	18 Sep		Mon	27 Nov	
Tue	19 Sep		Tue	28 Nov	
Wed	20 Sep		Wed	29 Nov	<b>PLANNING COMMITTEE</b>
Thu	21 Sep		Thu	30 Nov	<b>EXECUTIVE</b>
Mon	25 Sep		Mon	4 Dec	
Tue	26 Sep		Tue	5 Dec	
Wed	27 Sep		Wed	6 Dec	
Thu	28 Sep	<b>COUNCIL</b>	Thu	7 Dec	<b>OVERVIEW &amp; SCRUTINY</b>
Mon	2 Oct		Mon	11 Dec	
Tue	3 Oct		Tue	12 Dec	
Wed	4 Oct	<b>PLANNING COMMITTEE</b>	Wed	13 Dec	
Thu	5 Oct		Thu	14 Dec	<b>COUNCIL</b>
Mon	9 Oct		Mon	18 Dec	
Tue	10 Oct		Tue	19 Dec	
Wed	11 Oct		Wed	20 Dec	<b>PLANNING COMMITTEE</b>
Thu	12 Oct	<b>OVERVIEW &amp; SCRUTINY</b>	Thu	21 Dec	
Mon	16 Oct		Mon	25 Dec	<b>XMAS HOLIDAY</b>
Tue	17 Oct		Tue	26 Dec	<b>XMAS HOLIDAY</b>
Wed	18 Oct		Wed	27 Dec	
Thu	19 Oct	<b>EXECUTIVE</b>	Thu	28 Dec	
					<b>2018</b>
Mon	23 Oct		Mon	1 Jan	<b>NEW YEAR HOLIDAY</b>
Tue	24 Oct		Tue	2 Jan	
Wed	25 Oct		Wed	3 Jan	
Thu	26 Oct		Thu	4 Jan	
Mon	30 Oct		Mon	8 Jan	
Tue	31 Oct		Tue	9 Jan	
Wed	1 Nov	<b>PLANNING COMMITTEE</b>	Wed	10 Jan	
Thu	2 Nov	<b>COUNCIL</b>	Thu	11 Jan	<b>EXECUTIVE</b>
Mon	6 Nov		Mon	15 Jan	
Tue	7 Nov		Tue	16 Jan	
Wed	8 Nov		Wed	17 Jan	
Thu	9 Nov	<b>EXECUTIVE</b>	Thu	18 Jan	<b>OVERVIEW &amp; SCRUTINY</b>
Mon	13 Nov		Mon	22 Jan	
Tue	14 Nov		Tue	23 Jan	
Wed	15 Nov		Wed	24 Jan	<b>PLANNING COMMITTEE</b>
Thu	16 Nov		Thu	25 Jan	<b>EXECUTIVE</b>
Mon	20 Nov		Mon	29 Jan	
Tue	21 Nov		Tue	30 Jan	
Wed	22 Nov		Wed	31 Jan	
Thu	23 Nov	<i>Budget Scrutiny Panel 6.30pm</i>	Thu	1 Feb	

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