



**Reigate & Banstead**  
BOROUGH COUNCIL  
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<b>REPORT OF:</b>	CORPORATE POLICY AND GOVERNANCE MANAGER
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<b>TO:</b>	OVERVIEW AND SCRUTINY COMMITTEE
<b>DATE:</b>	11 DECEMBER 2014

<b>WARD(S) AFFECTED:</b>	N/A
<b>SUBJECT:</b>	<b>SCHEDULE OF MEETINGS 2015-16</b>
<b>RECOMMENDATION:</b> The Overview and Scrutiny Committee is invited to comment on the draft schedule of meetings for 2014-2015.	
<b>SUMMARY</b>	
<p>The purpose of the Schedule of Meetings is to set a suitable timetable for the efficient and effective conduct of Council business during the municipal year.</p> <p>The comments of the Overview and Scrutiny Committee will be reported to the meeting of the Executive on 8 January 2015.</p> <p>The proposed Annual Schedule of Meetings will then be considered by full Council at its meeting on 12 February 2015.</p>	

## 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 has been refined over previous municipal years. In particular:
    - meetings have been avoided during the summer recess and over Christmas and the New Year break;
    - a meeting of the Licensing Committee is proposed as soon as possible after Annual Council so that sub-committee chairmen can be appointed to deal with any applications speedily;
    - no other meetings of the full Licensing Committee have been scheduled in and these will only be convened if and when required;
    - Executive meetings are scheduled two weeks before Council meetings to allow time for any recommendations to be published with the Council agenda; and

- a meeting of the Budget Scrutiny Panel is proposed for November to ensure that the the annual budget-setting process meets its strict timescales.
- 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.

## **CONSULTATION**

Any comments by the Overview and Scrutiny Committee will be reported to the Executive at its meeting on 8 January 2015.

Background papers	Schedule of Meetings 2014-15.
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**ANNEX 1**

Mon	4 May	<b>BANK HOLIDAY</b>	Mon	13 Jul	
Tue	5 May		Tue	14 Jul	
Wed	6 May		Wed	15 Jul	
Thu	7 May	<b>ELECTIONS</b>	Thu	16 Jul	<b>EXECUTIVE</b>
Mon	11 May		Mon	20 Jul	
Tue	12 May		Tue	21 Jul	
Wed	13 May		Wed	22 Jul	<b>REGULATORY COMMITTEE</b>
Thu	14 May		Thu	23 Jul	<b>COUNCIL</b>
Mon	18 May		Mon	27 Jul	
Tue	19 May		Tue	28 Jul	
Wed	20 May		Wed	29 Jul	<b>PLANNING COMMITTEE</b>
Thu	21 May		Thu	30 Jul	
Mon	25 May	<b>BANK HOLIDAY</b>	Mon	3 Aug	
Tue	26 May		Tue	4 Aug	
Wed	27 May		Wed	5 Aug	
Thu	28 May	<b>ANNUAL COUNCIL</b>	Thu	6 Aug	
Mon	1 Jun	<i>Planning training</i>	Mon	10 Aug	
Tue	2 Jun	<b>LICENSING + training</b>	Tue	11 Aug	
Wed	3 Jun	<b>PLANNING COMMITTEE</b>	Wed	12 Aug	
Thu	4 Jun	<b>EXECUTIVE</b>	Thu	13 Aug	
Mon	8 Jun		Mon	17 Aug	
Tue	9 Jun		Tue	18 Aug	
Wed	10 Jun	<b>REGULATORY + training</b>	Wed	19 Aug	
Thu	11 Jun		Thu	20 Aug	
Mon	15 Jun		Mon	24 Aug	
Tue	16 Jun		Tue	25 Aug	
Wed	17 Jun	<b>STANDARDS COMMITTEE</b>	Wed	26 Aug	
Thu	18 Jun	<b>OVERVIEW &amp; SCRUTINY</b>	Thu	27 Aug	
Mon	22 Jun		Mon	31 Aug	<b>BANK HOLIDAY</b>
Tue	23 Jun		Tue	1 Sep	
Wed	24 Jun		Wed	2 Sep	<b>PLANNING COMMITTEE</b>
Thu	25 Jun	<b>EXECUTIVE</b>	Thu	3 Sep	
Mon	29 Jun		Mon	7 Sep	
Tue	30 Jun		Tue	8 Sep	
Wed	1 Jul	<b>PLANNING COMMITTEE</b>	Wed	9 Sep	
Thu	2 Jul		Thu	10 Sep	<b>EXECUTIVE</b>
Mon	6 Jul		Mon	14 Sep	
Tue	7 Jul		Tue	15 Sep	
Wed	8 Jul		Wed	16 Sep	<b>REGULATORY COMMITTEE</b>
Thu	9 Jul		Thu	17 Sep	<b>OVERVIEW &amp; SCRUTINY</b>

**ANNEX 1**

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

**ANNEX 1**

Mon	8 Feb		Mon	4 Apr	
Tue	9 Feb		Tue	5 Apr	
Wed	10 Feb	<b>PLANNING COMMITTEE</b>	Wed	6 Apr	<b>PLANNING COMMITTEE</b>
Thu	11 Feb	<b>COUNCIL</b>	Thu	7 Apr	<b>STANDARDS COMMITTEE</b>
Mon	15 Feb		Mon	11 Apr	
Tue	16 Feb		Tue	12 Apr	
Wed	17 Feb	<b>REGULATORY COMMITTEE</b>	Wed	13 Apr	<b>OVERVIEW &amp; SCRUTINY</b>
Thu	18 Feb	<b>OVERVIEW &amp; SCRUTINY</b>	Thu	14 Apr	<b>COUNCIL</b>
Mon	22 Feb		Mon	18 Apr	
Tue	23 Feb		Tue	19 Apr	
Wed	24 Feb		Wed	20 Apr	<b>REGULATORY COMMITTEE</b>
Thu	25 Feb	<b>EXECUTIVE</b>	Thu	21 Apr	<b>EXECUTIVE</b>
Mon	29Feb		Mon	25 Apr	
Tue	1 Mar		Tue	26 Apr	
Wed	2 Mar		Wed	27 Apr	<b>PLANNING COMMITTEE</b>
Thu	3 Mar		Thu	28 Apr	
Mon	7 Mar		Mon	2 May	<b>BANK HOLIDAY MONDAY</b>
Tue	8 Mar		Tue	3 May	
Wed	9 Mar	<b>PLANNING COMMITTEE</b>	Wed	4 May	
Thu	10 Mar		Thu	5 May	<b>ELECTIONS</b>
Mon	14 Mar		Mon	9 May	
Tue	15 Mar		Tue	10 May	
Wed	16 Mar		Wed	11 May	
Thu	17 Mar	<b>OVERVIEW &amp; SCRUTINY</b>	Thu	12 May	
Mon	21 Mar		Mon	16 May	
Tue	22 Mar		Tue	17 May	
Wed	23 Mar		Wed	18 May	
Thu	24 Mar		Thu	19 May	
Mon	28 Mar	<b>EASTER MONDAY</b>	Mon	23 May	
Tue	29 Mar		Tue	24 May	
Wed	30 Mar		Wed	25 May	
Thu	31 Mar	<b>EXECUTIVE</b>	Thu	26 May	<b>ANNUAL COUNCIL</b>