



REPORT OF:	HEAD OF CORPORATE POLICY
AUTHOR:	DONNA COULON
TELEPHONE:	01737 276025
E-MAIL:	donna.coulon@reigate-banstead.gov.uk
TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	8 DECEMBER 2016

WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2017-18
RECOMMENDATION: The Overview and Scrutiny Committee is invited to comment on the draft schedule of meetings for 2016-17.	
<p>SUMMARY</p> <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 5 January 2017.</p> <p>The proposed Annual Schedule of Meetings will then be considered by full Council at its meeting on 9 February 2017.</p>	

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 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

Any comments by the Overview and Scrutiny Committee will be reported to the Executive at its meeting on 5 January 2017.

Background papers	Schedule of Meetings 2016-17.
-------------------	-------------------------------

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

Mon	18 Sep		Mon	27 Nov	
Tue	19 Sep		Tue	28 Nov	
Wed	20 Sep		Wed	29 Nov	PLANNING COMMITTEE
Thu	21 Sep		Thu	30 Nov	EXECUTIVE
Mon	25 Sep		Mon	4 Dec	
Tue	26 Sep		Tue	5 Dec	
Wed	27 Sep		Wed	6 Dec	
Thu	28 Sep	COUNCIL	Thu	7 Dec	OVERVIEW & SCRUTINY
Mon	2 Oct		Mon	11 Dec	
Tue	3 Oct		Tue	12 Dec	
Wed	4 Oct	PLANNING COMMITTEE	Wed	13 Dec	
Thu	5 Oct		Thu	14 Dec	COUNCIL
Mon	9 Oct		Mon	18 Dec	
Tue	10 Oct		Tue	19 Dec	
Wed	11 Oct		Wed	20 Dec	PLANNING COMMITTEE
Thu	12 Oct	OVERVIEW & SCRUTINY	Thu	21 Dec	
Mon	16 Oct		Mon	25 Dec	XMAS HOLIDAY
Tue	17 Oct		Tue	26 Dec	XMAS HOLIDAY
Wed	18 Oct		Wed	27 Dec	
Thu	19 Oct	EXECUTIVE	Thu	28 Dec	
					2018
Mon	23 Oct		Mon	1 Jan	NEW YEAR HOLIDAY
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	PLANNING COMMITTEE	Wed	10 Jan	
Thu	2 Nov	COUNCIL	Thu	11 Jan	EXECUTIVE
Mon	6 Nov		Mon	15 Jan	
Tue	7 Nov		Tue	16 Jan	
Wed	8 Nov		Wed	17 Jan	
Thu	9 Nov	EXECUTIVE	Thu	18 Jan	OVERVIEW & SCRUTINY
Mon	13 Nov		Mon	22 Jan	
Tue	14 Nov		Tue	23 Jan	
Wed	15 Nov		Wed	24 Jan	PLANNING COMMITTEE
Thu	16 Nov		Thu	25 Jan	EXECUTIVE
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	EASTER MONDAY
Tue	6 Feb		Tue	3 Apr	
Wed	7 Feb		Wed	4 Apr	
Thu	8 Feb	COUNCIL	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	COUNCIL
Mon	19 Feb		Mon	16 Apr	
Tue	20 Feb		Tue	17 Apr	
Wed	21 Feb	PLANNING COMMITTEE	Wed	18 Apr	PLANNING COMMITTEE
Thu	22 Feb	EXECUTIVE	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	EXECUTIVE
Mon	5 Mar		Mon	30 Apr	
Tue	6 Mar		Tue	1 May	
Wed	7 Mar		Wed	2 May	
Thu	8 Mar		Thu	3 May	ELECTIONS
Mon	12 Mar		Mon	7 May	BANK HOLIDAY
Tue	13 Mar		Tue	8 May	
Wed	14 Mar		Wed	9 May	
Thu	15 Mar	OVERVIEW & SCRUTINY	Thu	10 May	
Mon	19 Mar		Mon	14 May	
Tue	20 Mar		Tue	15 May	
Wed	21 Mar	PLANNING COMMITTEE	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	EXECUTIVE	Thu	24 May	ANNUAL COUNCIL