



Reigate & Banstead
BOROUGH COUNCIL
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REPORT OF:	HEAD OF CORPORATE POLICY
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TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	7 DECEMBER 2017

WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2018-19
RECOMMENDATION: The Overview and Scrutiny Committee is invited to comment on the draft schedule of meetings for 2018-19.	
SUMMARY	
<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 11 January 2018.</p> <p>The proposed Annual Schedule of Meetings will then be considered by full Council at its meeting on 8 February 2018.</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.
 - The deadline for the External Auditors to issue the ISA 260 audit report on the Council's annual Statement of Accounts has been brought forward. The Executive meeting has therefore had to be set for 19 July to accommodate this.
 - The audit report then has to be presented to Council for approval. The options for setting the Council date are therefore the end of July or the beginning of August. As Members have expressed a desire not to have meetings in August the implications of holding the meeting in July are set out below:
 - Thursday 26 July, in which case the Executive recommendations (in relation to the Statement of Accounts and any other matters requiring Council approval) would not be ready to go out with the Council agenda and would have to be marked as 'to follow'; or

- Thursday 2 August, which would allow adequate time for the papers to be circulated with the agenda.
- Members are invited to consider these two options and to decide which date is preferable for recommendation to the Executive.
- A meeting of the Planning Committee is scheduled for Wednesday 1 August in order to avoid having a six week gap between meetings, which would be the case if it were to be set for the previous week.
- As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees, as well as those of the Executive Sub Committees, have not been scheduled except for the initial meeting to make appointments to the chair.
- 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.
- Following conclusion of the Boundary Commission Review, there will be all-out elections in 2019, and meetings have therefore been avoided in the run-up to allow members to concentrate on canvassing and other activities associated with the election.
- 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 11 January 2018.

Background papers	Schedule of Meetings 2017-18
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Mon			Mon	9 Jul	
Tue	1 May		Tue	10 Jul	
Wed	2 May		Wed	11 Jul	
Thu	3 May	ELECTIONS	Thu	12 Jul	
Mon	7 May	BANK HOLIDAY	Mon	16 Jul	
Tue	8 May		Tue	17 Jul	
Wed	9 May		Wed	18 Jul	
Thu	10 May		Thu	19 Jul	EXECUTIVE
Mon	14 May		Mon	23 Jul	
Tue	15 May		Tue	24 Jul	
Wed	16 May	PLANNING COMMITTEE	Wed	25 Jul	
Thu	17 May		Thu	26 Jul	COUNCIL (or 2 Aug)
Mon	21 May	<i>Planning training</i>	Mon	30 Jul	
Tue	22 May		Tue	31 Jul	
Wed	23 May		Wed	1 Aug	PLANNING COMMITTEE
Thu	24 May	ANNUAL COUNCIL	Thu	2 Aug	COUNCIL (or 26 July)
Mon	28 May	BANK HOLIDAY	Mon	6 Aug	
Tue	29 May		Tue	7 Aug	
Wed	30 May	Lic & Reg Meeting + training	Wed	8 Aug	
Thu	31 May	EXECUTIVE	Thu	9 Aug	
Mon	4 Jun		Mon	13 Aug	
Tue	5 Jun		Tue	14 Aug	
Wed	6 Jun	PLANNING COMMITTEE	Wed	15 Aug	
Thu	7 Jun		Thu	16 Aug	
Mon	11 Jun		Mon	20 Aug	
Tue	12 Jun	OVERVIEW & SCRUTINY	Tue	21 Aug	
Wed	13 Jun		Wed	22 Aug	
Thu	14 Jun		Thu	23 Aug	
Mon	18 Jun	<i>Executive Sub Ctte (Health) – 4 pm</i>	Mon	27 Aug	BANK HOLIDAY
Tue	19 Jun		Tue	28 Aug	
Wed	20 Jun		Wed	29 Aug	
Thu	21 Jun	EXECUTIVE *	Thu	30 Aug	
Mon	25 Jun	<i>Executive Sub Ctte (Property) - 4 pm</i>	Mon	3 Sep	
Tue	26 Jun		Tue	4 Sep	
Wed	27 Jun		Wed	5 Sep	PLANNING COMMITTEE
Thu	28 Jun		Thu	6 Sep	OVERVIEW & SCRUTINY
Mon	2 Jul		Mon	10 Sep	
Tue	3 Jul		Tue	11 Sep	
Wed	4 Jul	PLANNING COMMITTEE	Wed	12 Sep	
Thu	5 Jul		Thu	13 Sep	EXECUTIVE *

Mon	17 Sep		Mon	26 Nov	
Tue	18 Sep		Tue	27 Nov	
Wed	19 Sep		Wed	28 Nov	PLANNING COMMITTEE
Thu	20 Sep		Thu	29 Nov	EXECUTIVE *
Mon	24 Sep		Mon	3 Dec	
Tue	25 Sep		Tue	4 Dec	
Wed	26 Sep		Wed	5 Dec	
Thu	27 Sep	COUNCIL	Thu	6 Dec	OVERVIEW & SCRUTINY
Mon	1 Oct		Mon	10 Dec	
Tue	2 Oct		Tue	11 Dec	
Wed	3 Oct	PLANNING COMMITTEE	Wed	12 Dec	
Thu	4 Oct		Thu	13 Dec	COUNCIL
Mon	8 Oct		Mon	17 Dec	
Tue	9 Oct		Tue	18 Dec	
Wed	10 Oct		Wed	19 Dec	PLANNING COMMITTEE
Thu	11 Oct	OVERVIEW & SCRUTINY	Thu	20 Dec	
Mon	15 Oct		Mon	24 Dec	
Tue	16 Oct		Tue	25 Dec	XMAS HOLIDAY
Wed	17 Oct		Wed	26 Dec	XMAS HOLIDAY
Thu	18 Oct	EXECUTIVE	Thu	27 Dec	
					2019
Mon	22 Oct		Mon	31 Dec	
Tue	23 Oct		Tue	1 Jan	NEW YEAR HOLIDAY
Wed	24 Oct		Wed	2 Jan	
Thu	25 Oct		Thu	3 Jan	
Mon	29 Oct		Mon	7 Jan	
Tue	30 Oct		Tue	8 Jan	
Wed	31 Oct	PLANNING COMMITTEE	Wed	9 Jan	
Thu	1 Nov	COUNCIL	Thu	10 Jan	EXECUTIVE
Mon	5 Nov		Mon	14 Jan	
Tue	6 Nov		Tue	15 Jan	
Wed	7 Nov		Wed	16 Jan	
Thu	8 Nov	EXECUTIVE	Thu	17 Jan	OVERVIEW & SCRUTINY
Mon	12 Nov		Mon	21 Jan	
Tue	13 Nov		Tue	22 Jan	
Wed	14 Nov		Wed	23 Jan	PLANNING COMMITTEE
Thu	15 Nov		Thu	24 Jan	EXECUTIVE
Mon	19 Nov		Mon	28 Jan	
Tue	20 Nov		Tue	29 Jan	
Wed	21 Nov		Wed	30 Jan	
Thu	22 Nov	<i>Budget Scrutiny Panel 6.30pm</i>	Thu	31 Jan	

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