



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

REPORT OF:	DIRECTOR OF FINANCE & ORGANISATION
AUTHOR:	TOM BORER
TELEPHONE:	01737 276717
E-MAIL:	tom.borer@reigate-banstead.gov.uk
TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	6 DECEMBER 2018

WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2019-20
RECOMMENDATION: The Overview and Scrutiny Committee is invited to comment on the draft schedule of meetings for 2019-20.	
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 24 January 2019.</p> <p>The proposed Annual Schedule of Meetings will then be considered by full Council at its meeting on 7 February 2019.</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 draft schedule includes indicative dates for meetings at the start of the 2020-21 municipal year to assist with planning for future business. These dates will be confirmed as part of the Schedule of Meetings for 2020-21, subject to any revisions.
 - The deadline for the publication of the Council's annual Statement of Accounts and the opinion of the External Auditors is 31 July. The Executive meeting has therefore been set for 18 July to accommodate this.
 - In order to accommodate the August break for Members, the following Council meeting is scheduled for 25 July. Any resulting Executive recommendations for this meeting will therefore need to be circulated as a following addendum to the main agenda papers.

- As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees, Standards Committee, Employment Committee and Executive Sub Committees have not been scheduled, except for the initial meeting to make appointments to the chair.
- The initial meetings of the Standards Committee and Employment Committee are expected to be brief, and have therefore been scheduled on dates coinciding with other Committee meetings in order to reduce unnecessary travel requirements for Members.
- An additional meeting of the Overview & Scrutiny Committee has been incorporated into the schedule to allow for any additional scrutiny activities identified in the Committee's work programme, or as may arise.
- 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 May 2019. These elections will elect 45 Members of the Council, reduced from a previous number of 51.
- In line with the reduction in the total number of Members, changes may be agreed to the number of Members forming the Council's committees. Any such changes will be considered in line with the Council's constitution and are not expected to affect scheduling requirements.
- 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 for Members to access via personal devices.
- Scheduled meetings will be available to view on the Council's website.

CONSULTATION

Any comments by the Overview and Scrutiny Committee will be reported to the Executive at its meeting on 24 January 2019.

2019					
Mon	29 April		Mon	8 Jul	
Tue	30 April		Tue	9 Jul	
Wed	1 May		Wed	10 Jul	
Thu	2 May	ELECTIONS	Thu	11 Jul	OVERVIEW & SCRUTINY
Mon	6 May	BANK HOLIDAY	Mon	15 Jul	
Tue	7 May		Tue	16 Jul	
Wed	8 May		Wed	17 Jul	
Thu	9 May		Thu	18 Jul	EXECUTIVE
Mon	13 May		Mon	22 Jul	
Tue	14 May		Tue	23 Jul	
Wed	15 May	PLANNING	Wed	24 Jul	
Thu	16 May		Thu	25 Jul	COUNCIL
Mon	20 May	Planning Training	Mon	29 Jul	
Tue	21 May		Tue	30 Jul	
Wed	22 May		Wed	31 Jul	PLANNING
Thu	23 May	ANNUAL COUNCIL	Thu	1 Aug	
Mon	27 May	BANK HOLIDAY	Mon	5 Aug	
Tue	28 May		Tue	6 Aug	
Wed	29 May	LIC. & REG. (Meeting & Training)	Wed	7 Aug	
Thu	30 May	EXECUTIVE	Thu	8 Aug	
Mon	3 Jun		Mon	12 Aug	
Tue	4 Jun		Tue	13 Aug	
Wed	5 Jun		Wed	14 Aug	
Thu	6 Jun	STANDARDS (19 :00)	Thu	15 Aug	
		OVERVIEW & SCRUTINY			
Mon	10 Jun		Mon	19 Aug	
Tue	11 Jun		Tue	20 Aug	
Wed	12 Jun	PLANNING	Wed	21 Aug	
Thu	13 Jun		Thu	22 Aug	
Mon	17 Jun		Mon	26 Aug	BANK HOLIDAY
Tue	18 Jun		Tue	27 Aug	
Wed	19 Jun		Wed	28 Aug	
Thu	20 Jun	EMPLOYMENT (19:00)	Thu	29 Aug	
		EXECUTIVE			
Mon	24 Jun		Mon	2 Sep	
Tue	25 Jun		Tue	3 Sep	
Wed	26 Jun		Wed	4 Sep	PLANNING
Thu	27 Jun		Thu	5 Sep	
Mon	1 Jul		Mon	9 Sep	
Tue	2 Jul		Tue	10 Sep	
Wed	3 Jul	PLANNING	Wed	11 Sep	
Thu	4 Jul		Thu	12 Sep	EXECUTIVE

All formal meetings begin at 19:30 unless otherwise stated.

2019					
Mon	16 Sep		Mon	25 Nov	
Tue	17 Sep		Tue	26 Nov	
Wed	18 Sep		Wed	27 Nov	PLANNING
Thu	19 Sep	OVERVIEW & SCRUTINY	Thu	28 Nov	
Mon	23 Sep		Mon	2 Dec	
Tue	24 Sep		Tue	3 Dec	
Wed	25 Sep		Wed	4 Dec	
Thu	26 Sep	COUNCIL	Thu	5 Dec	EXECUTIVE
Mon	30 Sept		Mon	9 Dec	
Tue	1 Oct		Tue	10 Dec	
Wed	2 Oct	PLANNING	Wed	11 Dec	OVERVIEW & SCRUTINY
Thu	3 Oct		Thu	12 Dec	COUNCIL
Mon	7 Oct		Mon	16 Dec	
Tue	8 Oct		Tue	17 Dec	
Wed	9 Oct		Wed	18 Dec	PLANNING
Thu	10 Oct	EXECUTIVE	Thu	19 Dec	
Mon	14 Oct		Mon	23 Dec	
Tue	15 Oct		Tue	24 Dec	
Wed	16 Oct		Wed	25 Dec	XMAS HOLIDAY
Thu	17 Oct	OVERVIEW & SCRUTINY	Thu	26 Dec	XMAS HOLIDAY
					2020
Mon	21 Oct		Mon	30 Dec	
Tue	22 Oct		Tue	31 Dec	
Wed	23 Oct		Wed	1 Jan	NEW YEAR HOLIDAY
Thu	24 Oct		Thu	2 Jan	
Mon	28 Oct		Mon	6 Jan	
Tue	29 Oct		Tue	7 Jan	
Wed	30 Oct	PLANNING	Wed	8 Jan	
Thu	31 Oct	COUNCIL	Thu	9 Jan	
Mon	4 Nov		Mon	13 Jan	
Tue	5 Nov		Tue	14 Jan	
Wed	6 Nov		Wed	15 Jan	
Thu	7 Nov	EXECUTIVE	Thu	16 Jan	EXECUTIVE
Mon	11 Nov		Mon	20 Jan	
Tue	12 Nov		Tue	21 Jan	
Wed	13 Nov		Wed	22 Jan	PLANNING
Thu	14 Nov		Thu	23 Jan	OVERVIEW & SCRUTINY
Mon	18 Nov		Mon	27 Jan	
Tue	19 Nov		Tue	28 Jan	
Wed	20 Nov		Wed	29 Jan	
Thu	21 Nov	<i>Budget Scrutiny Panel 6.30pm</i>	Thu	30 Jan	EXECUTIVE

All formal meetings begin at 19:30 unless otherwise stated.

2020					
Mon	3 Feb		Mon	13 Apr	EASTER MONDAY
Tue	4 Feb		Tue	14 Apr	
Wed	5 Feb		Wed	15 Apr	PLANNING
Thu	6 Feb		Thu	16 Apr	OVERVIEW & SCRUTINY
Mon	10 Feb		Mon	20 Apr	
Tue	11 Feb		Tue	21 Apr	
Wed	12 Feb		Wed	22 Apr	
Thu	13 Feb	COUNCIL	Thu	23 Apr	EXECUTIVE
Mon	17 Feb		Mon	27 Apr	
Tue	18 Feb		Tue	28 Apr	
Wed	19 Feb	PLANNING	Wed	29 Apr	
Thu	20 Feb	OVERVIEW & SCRUTINY	Thu	30 Apr	
Mon	24 Feb		Mon	4 May	BANK HOLIDAY
Tue	25 Feb		Tue	5 May	
Wed	26 Feb		Wed	6 May	
Thu	27 Feb	EXECUTIVE	Thu	7 May	ELECTIONS
Mon	2 Mar		Mon	11 May	
Tue	3 Mar		Tue	12 May	
Wed	4 Mar		Wed	13 May	
Thu	5 Mar		Thu	14 May	
Mon	9 Mar		Mon	18 May	
Tue	10 Mar		Tue	19 May	
Wed	11 Mar		Wed	20 May	PLANNING
Thu	12 Mar		Thu	21 May	
Mon	16 Mar		Mon	25 May	BANK HOLIDAY
Tue	17 Mar		Tue	26 May	Planning Training
Wed	18 Mar	PLANNING	Wed	27 May	
Thu	19 Mar	OVERVIEW & SCRUTINY	Thu	28 May	ANNUAL COUNCIL
Mon	23 Mar		Mon	1 Jun	
Tue	24 Mar		Tue	2 Jun	
Wed	25 Mar		Wed	3 Jun	LIC. & REG. (Meeting & Training)
Thu	26 Mar	EXECUTIVE	Thu	4 Jun	EXECUTIVE
Mon	30 Mar		Mon	8 Jun	
Tue	31 Mar		Tue	9 Jun	
Wed	1 Apr		Wed	10 Jun	PLANNING
Thu	2 Apr		Thu	11 Jun	STANDARDS (19 :00)
					OVERVIEW & SCRUTINY
Mon	6 Apr		Mon	15 Jun	
Tue	7 Apr		Tue	16 Jun	
Wed	8 Apr		Wed	17 Jun	
Thu	9 Apr	COUNCIL	Thu	18 Jun	

All formal meetings begin at 19:30 unless otherwise stated.

2020					
Mon	22 Jun		Mon	24 Aug	
Tue	23 Jun		Tue	25 Aug	
Wed	24 Jun		Wed	26 Aug	
Thu	25 Jun	EMPLOYMENT (19:00)	Thu	27 Aug	
		EXECUTIVE			
Mon	29 Jun		Mon	31 Aug	
Tue	30 Jun		Tue	1 Sep	
Wed	1 Jul		Wed	2 Sep	
Thu	2 Jul	OVERVIEW & SCRUTINY	Thu	3 Sep	
Mon	6 Jul				
Tue	7 Jul				
Wed	8 Jul	PLANNING			
Thu	9 Jul				
Mon	13 Jul				
Tue	14 Jul				
Wed	15 Jul				
Thu	16 Jul				
Mon	20 Jul				
Tue	21 Jul				
Wed	22 Jul				
Thu	23 Jul	EXECUTIVE			
Mon	27 Jul				
Tue	28 Jul				
Wed	29 Jul	PLANNING			
Thu	30 Jul	COUNCIL			
Mon	3 Aug				
Tue	4 Aug				
Wed	5 Aug				
Thu	6 Aug				
Mon	10 Aug				
Tue	11 Aug				
Wed	12 Aug				
Thu	13 Aug				
Mon	17 Aug				
Tue	18 Aug				
Wed	19 Aug				
Thu	20 Aug				