



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

REPORT OF:	DIRECTOR OF FINANCE & ORGANISATION
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TO:	EXECUTIVE
DATE:	24 JANUARY 2019

WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2019-20
RECOMMENDATION: To approve the Schedule of Meetings for the 2019-20 Municipal Year, as set out in Annex 1.	
REASONS FOR RECOMMENDATION: To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming municipal year.	
EXECUTIVE SUMMARY The schedule of meetings for 2019-20 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 6 December 2018 and it had no comments to make. One change has been made to the schedule since its consideration by the Overview and Scrutiny Committee. This is to swap the scheduling of the meetings of the Overview and Scrutiny Committee and Executive in September, in order to support earlier consideration of the Quarter 1 Performance Reporting for 2019/20.	
The recommendation requires approval by full Council.	

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 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.
- One change has been made to the schedule since its consideration by the Overview and Scrutiny Committee. This is to swap the scheduling of the meetings of the Overview and Scrutiny Committee and Executive in September, in order to support earlier consideration of the Quarter 1 Performance Reporting for 2019/20.
- 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 to download to Members' personal devices.
- Scheduled meetings will be available to view on the Council's website.

CONSULTATION

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