



Annual Council
15 May 2013

**Report from the Director of
Legal and Procurement**

For Action

Wards Affected:
All

Municipal Calendar of Meetings 2013/2014

1. Summary

- 1.1 This report presents a draft calendar of meetings for the Municipal Year 2013/2014 (Appendix 1). It reflects the structure currently contained in the Council's constitution.

2. Recommendations

- 2.1 That Members agree in principle the dates for Full Council and other meetings to take place during the Municipal Year 2013/2014, as attached in Appendix 1.
- 2.2 That the Democratic Services Manager be authorised to make any subsequent alterations deemed necessary to the calendar during the course of the municipal year, subject to the usual consultation.
- 2.3 That a meeting of Full Council take place on 4 April 2014 only if there is sufficient business to require it and that authority be delegated to the Democratic Services Manager to decide whether this meeting is necessary following consultation with the Group Leaders.

3. Detail

- 3.1 Members are asked to agree the dates in the draft calendar of meetings for the municipal year 2013/2014, on which the Council, and its committee/sub-committee meetings, meetings of the Executive and other bodies should be held.
- 3.2 In general, meetings of Council and the Executive are on Mondays whilst most other meetings are on Tuesdays and Wednesdays. With the

exception of the Fostering Panel, Fridays are avoided entirely and Thursdays if possible.

- 3.3 As a basis for putting together the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2012/2013. However, if any memberships change it may in some cases be necessary to review the frequency of any clashes.
- 3.4 The usual religious holidays have been included on the calendar and meetings have not been arranged on those evenings where it has been deemed inappropriate to hold meetings.
- 3.5 For information purposes the calendar also lists some events organised by other bodies such as the Brent Housing Partnership Board.
- 3.6 The dates of the meetings of the full Council are as follows:
 - 24 June 2013
 - 9 September 2013
 - 18 November 2013
 - 20 January 2014
 - 3 March 2014 (Council Tax and Budget Setting)
 - 14 April 2014 (if business necessitates)
 - 4 June 2014 (Annual meeting of Council and Mayor Making)

An additional Council meeting has been scheduled for 4 April 2014 because of the gap between the 3 March 2014 meeting and the Annual meeting on 4 June. The April 2014 meeting will only take place if there is a need for any business to be considered and at the discretion of the Democratic Services Manager, following consultation with the Group Leaders as set out in recommendation 2.3. The reason why the Annual Council for 2014/15 is scheduled to take place three weeks later than usual is because it is anticipated that the Local Government Elections will be taking place on 22 May 2014.

- 3.7 Meetings of the Executive and the Highways Committee are aligned with publication of the Forward Plan and call-in dates to give a coherent pattern. Meetings of the Call in Overview and Scrutiny Committee have been provisionally scheduled to fall in between Executive meetings but will only take place if decisions of the Executive are called-in.
- 3.8 Dates for the Health and Wellbeing Board have been included in the calendar and will follow this schedule once the Health and Wellbeing Board has been established.
- 3.9 In general, August has been left clear of meetings, except for meetings of the Adoption Panel, the Fostering Panel and one meeting of the Executive that has been scheduled for 19 August 2013, the Planning Committee on 21 August 2013 and the Call In Overview and Scrutiny Committee on 1 August 2013.

- 3.10 Provision has been made for Member Development activities throughout the municipal year. These events generally commence at 7.00pm, although there will be a few sessions taking place during the daytime, particularly in the early part of 2013/14.
- 3.11 An Overview and Scrutiny programme has been scheduled, including six meetings each of the One Council Overview and Scrutiny Committee, Children and Young People Overview and Scrutiny Committee, Health Partnerships Overview and Scrutiny Committee and Partnership and Place Overview and Scrutiny Committee. Seven meetings of the Budget and Finance Overview and Scrutiny Committee have also been scheduled.
- 3.12 Meetings of the Welsh Harp Joint Consultative Committee will be held in Brent in 2013/14. The dates shown for these meetings also have to be agreed by Barnet Council.
- 3.13 Meetings of the Trading Standards Joint Consortium have been provisionally calendared with three meetings scheduled for the year. The meetings will be alternatively hosted by Brent Council and Harrow Council with the first meeting of the 2013/2014 year scheduled to take place in Harrow. The dates for the meetings taking place in Harrow have yet to be confirmed.
- 3.14 There will be three meetings of Brent Connects – Private Sector Housing, however the date of the third meeting is yet to be confirmed.
- 3.15 The Brent Housing Partnership Talkback Forum will meet four times this municipal year.

4. Financial/Legal/ Implications

- 4.1 There are none specific to this report.

5. Diversity Implications

- 5.1 As set out in paragraph 3.4 above.

7. Background Information

London Borough of Brent Municipal Calendar 2012/2013
Report No. /01 Municipal Calendar of Meetings 15 May 2012
BBC Calendar of Religious Festivals

Anyone wishing to inspect the above documents should contact:
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