



Annual Council
20 May 2015

**Report from the Chief Operating
Officer**

For Action

Wards Affected:
All

Municipal Calendar of Meetings 2015/2016

1. Summary

- 1.1 This report presents a calendar of meetings for the 2015/16 Municipal Year (Appendix 1). It reflects the structure proposed in the earlier report on 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 2015/2016, as attached in Appendix 1.
- 2.2 That Members agree that the Head of Executive and Member Services be authorised to make any alterations deemed necessary to the Municipal Calendar during the course of the municipal year having consulted the Leader of the Council; the Leader of the Principal Opposition Group and the Chair of the affected meeting.

3. Detail

- 3.1 Members are asked to agree the dates in the calendar of meetings for the 2015/16 municipal year, on which the council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies should be held.
- 3.2 In general, meetings of Full Council and the Cabinet take place on Mondays whilst most other meetings take place on Tuesdays and Wednesdays. With the exception of the Fostering Panel, Fridays are avoided entirely and Thursdays where 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 2014/2015. However, where memberships change it may be necessary to review the frequency of any clashes.
- 3.4 Religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.
- 3.5 For information purposes, the calendar will also list some events organised by other bodies such as the Brent Housing Partnership Board.
- 3.6 The dates of the meetings proposed for Full Council are as follows:
- 22 June 2015
7 September 2015
23 November 2015
18 January 2016
22 February 2016 (Council Tax and Budget Setting)
18 May 2016 (Annual meeting of Council and Mayor Making)
- 3.7 Meetings of the Cabinet and the Highways Committee are aligned with publication of the Forward Plan and call in dates to give a coherent pattern.
- Following the successful daytime Cabinet meetings, it is proposed to hold a number of Cabinet meetings at 2pm. It is intended that these meetings will take place across the Borough. Evening meetings of the Cabinet will take place in the Civic Centre.
- 3.8 Meetings of the Scrutiny Committee have been provisionally scheduled to take place in between Cabinet meetings to ensure that any key decisions of the Cabinet that are called in may be considered
- 3.9 Dates for the Health and Wellbeing Board have been included in the calendar; it will meet quarterly.
- 3.10 In general, there are no planned meetings in August.
- 3.11. Provisional dates for the Equalities Committee and Pensions Board have been identified and will be scheduled subject to confirmation by Full Council.
- 3.12 As was the case last year, the Employees' Joint Consultative Committee and the Teachers' Joint Consultative Committee are not calendared as they will meet on an ad hoc basis when required.
- 3.13 Tentative provision has been made for Member Learning and Development sessions throughout the municipal year.

- 3.14 Meetings of the Welsh Harp Joint Consultative Committee have to be agreed by Barnet Council.
- 3.15 The Trading Standards Joint Advisory Board meetings have been provisionally put in the calendar with three meetings scheduled for the year.
- 3.16 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.
- 3.17 The dates of the Brent Housing Partnership Talkback Forum for 2015/2016 are awaiting confirmation.

4. Financial Implications

- 4.1 There are none specific to this report.

5. Legal Implications

- 5.1 There are none specific to this report.

6. Diversity Implications

- 6.1 As outlined above, religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.

7. Background Information

- 7.1 London Borough of Brent Municipal Calendar 2014/15
Municipal Calendar of Meetings 2014 report
BBC Calendar of Religious Festivals
Time and date website
When is website

Thomas Cattermole
Head of Executive and Member Services

Lorraine Langham
Chief Operating Officer