



**Annual Council**  
18 May 2016

Report from the Director of  
Performance, Policy and Partnerships

For decision

Wards Affected:  
All

**Municipal Calendar of Meetings 2016/17**

**1. Summary**

- 1.1 This report presents a calendar of meetings for the 2016/17 Municipal Year (Appendix 1).

**2. Recommendations**

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the municipal year 2016/2017, 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 2016/17 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 2015/6. 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:  
  
(18 May 2016 – Annual Council)  
11 July 2016  
13 September 2016  
21 November 2016  
23 January 2017  
27 February 2017 (Council Tax and Budget Setting)  
17 May 2017 (Annual meeting of Council and Mayor Making)
- 3.7 Following the successful daytime Cabinet meetings, it is proposed to hold a number of Cabinet meetings at 2pm (dates tbc). 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 In February 2016, Full Council approved the adoption of a new model for the Council's statutory scrutiny function and associated activities. From May 2016, the council will move to a model of two scrutiny committees. Across the new structure there will be a total of 12 scrutiny meetings held during the municipal year, six per committee.
- 3.9 Tentative provision has been made for Member Learning and Development sessions throughout the municipal year.
- 3.10 Meetings of the Welsh Harp Joint Consultative Committee have been agreed by Barnet Council.
- 3.11 The Trading Standards Joint Advisory Board meetings have been agreed with three meetings scheduled for the year.
- 3.12 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.

#### **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 2016/17  
Municipal Calendar of Meetings 2015 report  
BBC and other time and date websites

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