



**Annual Meeting of the Council**  
17 May 2016

**Report from the Director of  
Performance, Policy and  
Partnerships**

For decision

Wards Affected:

All

**Municipal Calendar of Meetings 2017/2018**

**1. Summary**

- 1.1 This report presents a calendar of meetings for the 2017/18 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 2017/2018, 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 2017/2018 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.

- 3.3 As a basis for compiling the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2016/2017. 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 now lists principal civic events.
- 3.6 The dates of the meetings proposed for Full Council are as follows:  
(17 May 2017 – Annual Meeting of Council and Mayor Making)  
10 July 2017  
18 September 2017  
22 January 2018  
26 February 2018 (Council Tax and Budget Setting)  
14 May 2018 (Annual Meeting of Council and Mayor Making)
- 3.7 The meetings of Full Council, the Planning Committee, the Scrutiny Committees and Brent Connects meets will continue to take place at 7:00 pm, unless otherwise indicated. Cabinet will meet at 6:00 pm as well as General Purposes, Highways, Equalities and the Barham Park Trust Committee.
- 3.8 As previously, all Members will receive Outlook diary invitations once the Calendar of Meetings and committee appointments are agreed.
- 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.
- 3.13 Following the decision taken by Full Council at its meeting held on 11 July 2016, each Member is responsible for submitting his or her apologies for absence from meetings for Full Council. Such notifications shall be in writing and sent to the Head of Executive and Member Services, at [thomas.cattermole@brent.gov.uk](mailto:thomas.cattermole@brent.gov.uk) in good time and in any event, before the commencement of the meeting in question. If such notification is not received, the Member(s) concerned will not be recorded as absent in the resulting minutes of the meeting.

#### **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 2016 report  
BBC and other time and date websites

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