

	Annual Council Meeting 14 May 2018
	Report from the Chief Executive
Calendar of Council Meetings 2018/2019 Municipal Year	

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One: Annual Calendar of Meetings 2018/19
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Devbai Bhanji Governance Assistant Tel: 020 8937 4011 Email: devbai.bhanji@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report presents a calendar of meetings for the 2018/2019 Municipal Year (Appendix 1). This Calendar reflects the proposed changes to the committee structure detailed within the Changes to the Constitution report (Item 6 on the Annual Council Meeting Summons) and associated governance schemes.

2.0 Recommendations

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the 2018/2019 Municipal Year, 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 Opposition Group and the Chair of the affected meeting.

3.0 Detail

- 3.1 Attached as Appendix 1 is the calendar of meetings prepared for the 2018/2019 Municipal Year, which lists the dates proposed for Council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies.

- 3.2 In general, meetings of Full Council and the Cabinet take place on Mondays whilst most other meetings take place on Tuesdays, Wednesdays and Thursdays. With the exception of the Fostering Panel and some meetings of the Alcohol and Entertainment Licensing Sub-Committee, Fridays are avoided whenever possible.
- 3.3 As a basis for compiling the calendar, attempts have been made, wherever possible, to avoid clashes of appointments for Members.
- 3.4 Religious holidays have also been included on the calendar and meetings have been avoided as far as possible on these dates.
- 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:
- (Monday 14 May 2018 – Annual Meeting of Council and Mayor Making)
Monday 9 July 2018
Monday 17 September 2018
Monday 26 November 2018
Monday 25 February 2019 (Council Tax and Budget Setting)
Wednesday 1 May 2019 (Annual Meeting of Council and Mayor Making)
- 3.7 The meetings of Full Council, the Planning Committee, the Scrutiny Committees, the Audit and Standards Advisory Committee and the majority of the remaining Committees will take place at 6:00 pm. Meetings of Cabinet will start at 4pm with Brent Connects meetings, Joint Committees and other bodies continuing to take place at 7:00 pm, unless otherwise indicated.
- 3.8 As previously, all Members will receive Outlook diary invitations once the Calendar of Meetings and committee appointments are agreed.
- 3.9 Provision has also been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.10 Members are asked to note that the dates and times for meetings of the following bodies have been agreed jointly with the other authorities listed:
- Welsh Harp Joint Consultative Committee – London Borough of Barnet
 - Trading Standards Joint Advisory Board – London Borough of Harrow
 - Joint Committee of the London Boroughs of Brent Lewisham and Southwark - London Boroughs of Lewisham and Southwark
 - West London Prosperity Board - West London Alliance and the London Borough of Ealing which is hosting the Board throughout the 2018/2019 Municipal Year.
- 3.14 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.
- 3.15 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 in good time and in any event, before the commencement of the meeting in question. If such notification is not received, the Member(s) apologies will not be recorded in the resulting minutes of the meeting.

4.0 Financial Implications

4.1 There are none specific to this report.

5.0 Legal Implications

5.1 There are none specific to this report.

6.0 Equality 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.

7.0 Consultation with Ward Members and Stakeholders

7.1 The draft Annual Calendar of Meetings was discussed by the Constitutional Working Group at its meeting held on Tuesday 8 May 2018.

7.2 Senior officers across the Council have been consulted on the draft Annual Calendar of Meetings.

Report sign off:

PETER GADSDON

Director of Performance, Policy and Partnerships