



**Council**  
13 July 2020

**Report from the Assistant Chief  
Executive**

## **Municipal Calendar of Meetings 2020/2021**

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Non-Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	One: Appendix A: Annual Calendar of Meetings 2020/21
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	James Kinsella Governance Manager Tel: 020 8937 2063 Email: <a href="mailto:james.kinsella@brent.gov.uk">james.kinsella@brent.gov.uk</a>

### **1.0 Purpose of the Report**

- 1.1 This report presents a calendar of meetings for the 2020/2021 Municipal Year (Appendix 1). Given the delay in being able to hold the Annual Council meeting as a result of the restrictions in place relating to Covid-19, the Chief Executive has used her emergency decision making power to provisionally agree the calendar in order to allow the initial programme of meetings to proceed in advance of the final calendar being presented to this Council meeting for formal confirmation.

### **2.0 Recommendations**

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the remainder of 2020/2021, as attached in Appendix 1.
- 2.2 That 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 2020/2021 Municipal Year, which lists the dates proposed for Council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies. Given the delay in being able to hold the Annual Council meeting due to the restrictions in place relating to Covid-19, arrangements have been made (under the Chief Executive's emergency decision making powers) for the meeting dates within the calendar to proceed as scheduled, in advance of the final calendar being presented to this Council meeting for formal confirmation.
- 3.2 In line with the powers contained within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meeting) (England and Wales) Regulations 2020 introduced as a result of the Covid-19 restrictions, the Council is currently undertaking meetings of the Council and its various Committees and Sub-Committees (including Cabinet meetings) as online virtual meetings. This involves use of zoom with all public meetings being livestreamed on the Council's website. Previously only Full Council and Planning meetings were available on the webcast. The Regulations remain effective until May 2021, although these arrangements will continue to be kept under review as the Municipal Year progresses.
- 3.3 As a basis for compiling the calendar, attempts have been made, wherever possible, to avoid clashes of meetings for Members, based on a review of committee membership.
- 3.4 Religious holidays have been included on the calendar and meetings have been avoided on dates where it has been deemed inappropriate to hold them due to the importance associated with any particular religious holiday.
- 3.5 For information purposes, the calendar now also includes principal civic events and has been designed to take account of the potential rearranged Greater London Assembly (GLA) and Mayor for London elections on 6 May 2021.
- 3.6 The dates of the meetings proposed for Full Council for the remainder of the year are as follows:
- Monday 14 September 2020
  - Monday 23 November 2020
  - Monday 22 February 2021 (Council Tax and Budget Setting)
  - Wednesday 19 May 2021 (Annual Council Meeting and Mayor Making)
- 3.7 Provision has also been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.8 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)

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 or their representative 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 Section 85 (1) of the Local Government Act 1972 requires Members of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. The calendar of meetings has been developed to ensure that membership clashes between meetings are avoided but members will still be responsible for managing their attendance in order to comply with this requirement.

5.2 There are no other legal implications relating 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.

6.2 An Equality Analysis has been prepared to assess the equality impacts of moving to remote meetings.

#### **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 on Wednesday 17 June 2020 and has been subject to consultation with officers and both political Groups.

**Report sign off:**

**SHAZIA HUSSAIN**  
Assistant Chief Executive