

**LONDON BOROUGH OF BRENT
ANNUAL COUNCIL MEETING 19 May 2003**

Report from the Democratic Services Manager

MUNICIPAL CALENDAR OF MEETINGS 2003/2004

FOR ACTION

ALL WARDS

1. Summary

- 1.1 This report presents a draft calendar of meetings for the municipal year 2003/2004 (Appendix 1). It reflects the structure contained in the Council's constitution.

2. Recommendation

- 2.1 That the dates for the municipal year 2003/2004, as attached in Appendix 1 be agreed.

3. Staffing Implications

- 3.1 There are none specific to this report.

4. Financial Implications

- 4.1 There are none specific to this report.

5. Detail

- 5.1 Members are asked to agree the dates, in the draft calendar of meetings for the municipal year 2003/2004, on which the Council, and its Committee/Sub-Committee meetings and meetings of the Executive should be held. The dates of meetings of the full Council are as follows:

28th July 2003

15th September 2003

20th October 2003

17th November 2003 (First reading of budget)

26th January 2004

1st March 2004 (Council Tax and Budget setting)

19th April 2004

12th May 2004 (Annual Meeting – Mayor Making)

17th May 2004 (Special meeting of Council – Constitution and Appointments)

- 5.2 The usual Religious Holidays have been included on the calendar and meetings have not been scheduled on those evenings where it is deemed inappropriate to hold meetings.
- 5.3 Extra-curricular events, including Budget and Service Planning Awaydays and Party Conferences, have been included in the draft calendar and meetings on these days have generally been avoided, or kept to a minimum.
- 5.4 Provision has been made for Member Development Training activities throughout the municipal year 2003/2004. A total of nine dates have been identified on the calendar until May 2004 and the specific training activities will be confirmed in due course. These events are likely to commence at 7pm.
- 5.5 An additional two meetings of the Highways Committee have been scheduled in 2003-2004 to take into account the increasing workload of the Committee. Consequently, six meetings have been scheduled over the course of the municipal year. These meetings will now commence at the earlier time of 7.00pm.
- 5.6 Meetings of the Trading Standards Joint Consortium have been calendared with three meetings scheduled for the year. The meetings will be held alternately in Brent and Harrow. The proposed dates are subject to confirmation by the London Borough of Harrow. Members will be advised of the confirmed dates once they are available.
- 5.7 Due to the incorporation of a wider brief in June 2002, the Brent Adoption and Permanency Placement Panel will continue to meet twice per month except in August when there are no scheduled meetings and in December and April when only one meeting is scheduled in each month.
- 5.8 The number of Council meetings have been reduced in the forthcoming municipal year with a total of nine meetings (six ordinary, two special and the Annual Meeting) scheduled to take place post May 2003.
- 5.9 Area Housing Board dates have been calendared quarterly in liaison with the Housing Service and officers from Brent Housing Partnership. Area Consultative Forums (ACFs) have been similarly calendared in liaison with the Consultation Team and the Chairs and Lead Managers of the forums. The meetings have been arranged so that residents and Councillors from the same areas are generally not being asked to attend two meetings on the same night.
- 5.10 Service User Consultative Forums (SUCFs) have been scheduled quarterly with the exception of the Children's SUCF which, owing to the nature of the users, will not be having formal meetings. One meeting of the Disabilities and Mental Health SUCF is scheduled on the calendar in May 2003 and Members will be notified as and when further meetings are arranged. The dates for all SUCFs have been arranged in liaison with the Consultation

Team and the Chairs and Lead Managers of the Service User Consultative Forums.

- 5.11 Following the establishment of the Brent Housing Partnership, the Public Sector Management Board has been replaced by the Brent Housing Partnership Residents' Advisory Committee. Quarterly meetings of the Committee are scheduled throughout the forthcoming municipal year and have been arranged in liaison with officers from the Housing Service and Brent Housing Partnership.
- 5.12 The introduction of a new Scrutiny structure in May 2003 has resulted in the need to schedule meetings for the Scrutiny Committee, the Forward Plan Select Committee, the Finance and Performance Select Committee and the Management Board. The Scrutiny Committee has been calendared to meet twice during the year in June 2003 and April 2004. Meetings of the Forward Plan Select Committee have been included throughout the forthcoming municipal year and represent the call-in deadlines following meetings of the Executive. Meetings of the Finance and Performance Select Committee have been scheduled to take into account the publication of the Quarterly Performance Digest Reports. Quarterly meetings of the Life Long Learning Panel, the Quality of Life Panel and the Social Care Panel will be scheduled in due course.
- 5.13 The Overview Committee has been calendared to meet five times in the forthcoming municipal year, including a meeting to consider the budget in January 2004. Additional work is anticipated to be managed by Overview Task Groups and Panels such as the Health Overview Panel, meetings of which will be scheduled in due course. No provision for these have yet been made and this will be subject to further discussion on the work programmes and the resources available to support them.
- 5.14 Monthly meetings of the Executive will take place throughout the municipal year apart from August when there will be no meeting and in March 2004 when two meetings will be held.
- 5.15 Meetings of the Welsh Harp Joint Consultative Committee have been calendared for the municipal year in liaison with the London Borough of Barnet, although these dates remain subject to confirmation. Members of the Consultative Committee will be notified of the confirmed dates once these are available.
- 5.16 Three meetings of the Leadership Group and CRE Representatives have been included in the Calendar for the next Municipal year. These dates have been agreed with the CRE.
- 5.17 The Refugees into Jobs Board, formerly known as the North West London Refugee Employment and Training Partnership, held its first meeting on the 1st April 2003. Quarterly meetings have been scheduled in July, October, January and April. These meetings will commence at the earlier time of 6.30pm.

- 5.18 Meetings of the (New Commitment to Kilburn SRB) Kilburn Regeneration Board have been scheduled every other month on the calendar following consultation with the Chair, Board Members and senior officers.
- 5.19 August 2003 is completely clear of meetings with the exception of one meeting of the Forward Plan Select Committee, one Planning Committee and a meeting of the Brent Housing Partnership Board. The first two weeks of January have largely been avoided with meetings commencing fully on the 12th January 2004.
- 5.20 The Building a Future for North West London and Changing Practices Board has ceased to operate. The Changing Practices Board will now meet three times per year, although these meetings have not been highlighted on the calendar as there are no Brent Members on this Board.
- 5.21 The Brent Local Strategic Partnership will, in the new municipal year, be known as Partners for Brent. Meetings have been scheduled on the calendar until December 2003 following consultation with officers.
- 5.22 It is anticipated that a new Black and Minority Ethnic Service User Consultative Forum will commence in July 2003, with an initial conference likely to take place in the week commencing the 14th July 2003. Members will be notified once a date has been identified.
- 5.23 Monthly meetings of the Brent Housing Partnership Board have been scheduled until March 2004.
- 5.24 The Staff Awards Ceremony is scheduled to take place on the 20th November 2003. The ceremony is expected to commence at 6.45pm although Members will receive confirmation in due course.
- 5.25 A Wembley Review Group is expected to meet three times over the course of the forthcoming municipal year with the first meeting likely to be held in July 2003. Members will be notified once the proposed dates are available.
- 5.26 Meetings of the Planning Committee have been scheduled on a four-five week cycle. Monthly meetings will take place except in July and March when two meetings have been calendared per month. Four additional meetings will be scheduled in due course, to enable Members to consider policy proposals separate from dealing with planning applications. Members will be notified of the additional dates once they are available.
- 5.27 Provisional dates have been allocated for some key meetings in June and early July 2004, to enable a smooth transition into the municipal year 2004-2005.
- 5.28 The calendar has been subject to wide consultation with senior officers and lead Members.

6. **Background Information**

London Borough of Brent Municipal Calendar 2002/2003
Report No. /01 Municipal Calendar of Meetings 22 May 2002
SHAP Calendar of Religious Festivals (August 2001-December 2002)
Table of Jewish Holy Days 1996-2006

www.holidayfestivals.com

www.allaboutsikhs.com

www.hinduism.co.uk

www.moonsighting.com

Anyone wishing to inspect the above documents should contact:
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