

	Annual Meeting of the Council 29 April 2021
	Report from the Assistant Chief Executive
Municipal Calendar of Meetings 2021/2022	

Wards Affected:	All
Key or Non-Key Decision:	N/A
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: Please note this has been attached as part of the republished Council agenda on 29 April 21. Appendix A: Annual Calendar of Meetings 2021/22
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	James Kinsella Governance Manager Tel: 020 8937 2063 Email: james.kinsella@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report presents a final calendar of meetings for the 2021/2022 Municipal Year (Appendix 1 – to be circulated in advance of the meeting as a “To Follow” paper).

2.0 Recommendations

- 2.1 That Members approve the dates for Full Council and other meetings to take place during the 2021/22 Municipal Year, as attached in Appendix 1.
- 2.2 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 draft calendar of meetings prepared for the 2021/2022 Municipal Year, which lists the dates proposed for Council, and its committee/sub-

committee meetings, meetings of the Cabinet and other bodies. These will continue to be kept under review as the Municipal Year progresses.

- 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 since April 2020 has been hosting meetings of its various Committees and Sub-Committees (including Full Council & Cabinet meetings) virtually. These regulations will expire on 6 May 2021 and it is the government's current view that meetings after that date cannot be held on that basis. At this stage that will mean all statutory formal meetings, with effect from 7 May 2021, having to be held on a socially distanced physical basis.
- 3.3 Legal proceedings have, however, been launched by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) (along with Hertfordshire County Council) seeking a declaration from the High Court that primary legislation contained in the 1972 Local Government Act does not prevent remote meetings from taking place. The High Court hearing to determine this issue is due to take place on 21 April 2021, with a judgement expected in advance of the current regulations expiring in May 2021. At this stage, plans are therefore being made for a return to face to face physical meetings for those statutory meetings where these will be required, including the necessary equalities assessment. Once the outcome of the High Court judgement is known a further assessment will then be undertaken on the detailed arrangements, moving forward.
- 3.4 As a basis for compiling the calendar, attempts will be made, wherever possible, to avoid clashes of meetings for Members, based on a review of committee membership.
- 3.5 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.
- 3.6 For information purposes, the calendar also includes principal civic events and has been designed to take account of the Local Borough elections in May 2022.
- 3.7 The dates of the Full Council meetings for the 2021/22 Municipal year are scheduled as follows:
 - Monday 12 July 2021
 - Monday 20 September 2021
 - Monday 22 November 2021
 - Thursday 24 February 2022 (Council Tax and Budget Setting)
 - Wednesday 25 May 2022 (Annual Council Meeting and Mayor Making)
- 3.8 Provision has also been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.9 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)

3.10 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 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, unless they meet the criteria for the waiver agreed in relation to non-attendance due to Covid-19 agreed at the Council meeting on 13 July 2020. 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 In accordance with s 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment and victimisation;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

6.2 The s149 Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.3 The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances

6.4 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.

6.5 An Equality Analysis is being prepared to assess the impact of moving back to face to face meetings.

7.0 Consultation with Ward Members and Stakeholders

7.1 The draft Annual Calendar of Meetings has been subject to consultation with officers and both political Groups.

Report sign off:

Shazia Hussain

Assistant Chief Executive