

	<p align="center">Annual Council Meeting 17 May 2023</p>
	<p align="center">Report from the Corporate Director of Governance</p>
<p align="center">Municipal Calendar of Meetings 2023 - 2024</p>	

Wards Affected:	All
Key or Non-Key Decision:	Council
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: Appendix 1: Annual Calendar of Meetings 2023 - 2024
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 the final calendar of council meetings for the 2023 - 2024 Municipal Year.

2.0 Recommendations

- 2.1 That Members approve the dates for Full Council and other meetings to take place during the 2023 – 2024 Municipal Year, as set out 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 Leaders of the Opposition Groups; and the Chair of the affected meeting.

3.0 Detail

- 3.1 Attached as Appendix 1 is the proposed calendar of meetings prepared for the 2023 - 2024 Municipal Year, which lists the dates for Full 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 As a result of the powers available to hold the majority of statutory meetings remotely no longer applying, the Council has returned to holding its main statutory meetings in person although it remains possible for members of the public and other stakeholders to still participate online, using the available hybrid meeting technology. In the absence of any change in legislation, it is therefore proposed to continue with these arrangements during the coming Municipal Year.
- 3.3 Attempts will be 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 also includes principal civic events.
- 3.6 The dates of the Full Council meetings for the 2023 - 2024 Municipal year have been scheduled as follows:
- Monday 10 July 2023
 - Monday 18 September 2023
 - Monday 20 November 2023
 - Thursday 29 February 2024 (Council Tax and Budget Setting)
 - Wednesday 22 May 2024 (Annual Council Meeting and Mayor Making)
- 3.7 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)
- 3.8 In terms of attendance, each Member is responsible for submitting his or her apologies for absence in terms of the bodies they are members on. Such notifications shall be in writing and sent to the Head of Executive and Member Services or her 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. 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.

7.0 Consultation with Ward Members and Stakeholders

7.1 The Annual Calendar of Meetings has been subject to consultation with officers and each political group.

Report sign off:

Debra Norman
Corporate Director Governance