

	<p align="center">Annual Council Meeting 22 May 2024</p>
	<p align="center">Report from the Corporate Director Law & Governance</p>

Municipal Calendar of Meetings 2024 - 2025

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: Appendix A: Annual Calendar of Meetings 2023 - 2024
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Amira Nassr, Deputy Director Democratic Services Tel: 0208 937 5436 amira.nassr@brent.gov.uk James Kinsella, Governance & Scrutiny Manager, Democratic Services Tel: 020 8937 2063 james.kinsella@brent.gov.uk

1.0 Purpose of the Report

1.1 This report presents the final calendar of council meetings for the 2024 - 2025 Municipal Year.

2.0 Recommendations

2.1 That Members approve the dates for Full Council and other meetings to take place during the 2024 – 2025 Municipal Year, as set out in Appendix 1.

2.2 That the Deputy Director Democratic 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 **Contribution to Borough Plan Priorities & Strategic Context**

3.1.1 The advance scheduling of meetings supports delivery of the borough plan by enabling the Council's decision making bodies to operate transparently and effectively whilst also supporting and promoting confidence in the good governance of the council.

3.2 **Background**

3.2.1 Attached as Appendix 1 is the proposed calendar of meetings prepared for the 2024 - 2025 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.

3.2.2 In the absence of any change in legislation relating to online meetings, 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.

3.2.3 Attempts will be made, wherever possible, to avoid clashes of meetings for Members, based on a review of committee membership.

3.2.4 Religious festivals have been included on the calendar and meetings will be avoided (as far as possible) on dates where it has been deemed inappropriate to hold them due to the importance associated with any particular religious event.

3.2.5 For information purposes, the calendar also includes principal civic events as well as school holidays.

3.2.6 The dates of the Full Council meetings for the 2024 - 2025 Municipal year have been scheduled as follows:

- Monday 8 July 2024 – 6pm
- Thursday 19 September 2024 – 6pm
- Monday 18 November 2024 – 6pm
- Thursday 27 February 2025 (Council Tax and Budget Setting) – 6pm
- Wednesday 14 May 2025 (Annual Council Meeting and Mayor Making) – 6pm

3.2.7 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)

3.2.8 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 Deputy Director Democratic 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. Stakeholder and ward member consultation and engagement

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

5.0 Financial Considerations

5.2 There are no financial considerations arising directly from this report.

6.0 Legal Considerations

6.1 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.

6.2 There are no other legal considerations relating to this report.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

7.1 Under Section 149 of the Equality Act 2010, the Council has a duty when exercising their functions to have 'due regard' to the need:

- a) To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
- b) Advance equality of opportunity; and
- c) Foster good relations between those who share a "protected characteristic" and those who do not.

7.2 This is the Public Sector Equality Duty (PSED). The 'protected characteristics' are: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

7.3 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.

7.4 As outlined above, school holidays and religious festivals have been included within the calendar. As far as practicable meetings have been avoided on evenings where it has been deemed inappropriate to hold them due to the importance associated with a particular religious festival with the arrangement of meetings also limited during school holidays.

8.0 Climate Change and Environmental Considerations

8.1 None directly arising from this report.

9.0 Human Resources/Property Considerations (if appropriate)

9.1 None directly arising from this report.

10.0 Communication Considerations

10.1 None directly arising from this report.

Report sign off:

Debra Norman

Corporate Director Law & Governance