

	<p style="text-align: center;"><b>Annual Council</b> 1 May 2019</p>
	<p style="text-align: center;"><b>Report from the Chief Executive</b></p>
<p><b>Municipal Calendar of Meetings 2019/2020</b></p>	

<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 1 - Draft Annual Calendar of Meetings 2019/20
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	James Kinsella, Governance Manager, Executive & Member Services 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 proposes a calendar of meetings for the 2019/2020 Municipal Year (Appendix 1).

## 2.0 Recommendations

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the 2019/2020 Municipal Year, as attached in Appendix 1.
- 2.2 That Members agree 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 the draft calendar of meetings prepared for the 2019/2020 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 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 current committee membership.
- 3.3 Religious holidays have been included in 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.
- 3.4 For information purposes, the calendar now also includes principal civic events and the 2019-20 pre-election period in advance of the Greater London Assembly (GLA) and Mayor for London elections to take place on 7 May 2020. In addition, major dates relating to the London Borough of Culture will be included as they are confirmed.
- 3.6 The dates of the meetings proposed for Full Council are as follows:

***Monday 8 July 2019***

***Monday 16 September 2019***

***Monday 25 November 2019***

***Wednesday 19 February 2020 (Council Tax and Budget Setting)\*\****

***Wednesday 27 May 2020 (Annual Meeting of Council and Mayor Making)***

\*\* The date identified for this meeting has been based around maximising the time available to complete the year end processing and production/issue of Council Tax bills for 2020/21.

- 3.7 The meetings of Full Council, the Planning Committee, the Scrutiny Committees, the Standards and Audit Advisory Committee and the majority of the remaining Committees will continue to take place at 6:00 pm. Brent Connects meetings, Joint Committees and meetings of other bodies will continue to take place at 7:00 pm, unless otherwise indicated.
- 3.8 As previously, all Members will receive Outlook diary invitations once the Calendar of Meetings and committee appointments are agreed.
- 3.9 Provision has been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.10 The dates of 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 - Harrow Council;
  - Joint Committee of the London Boroughs of Brent Lewisham and Southwark - London Boroughs of Lewisham and Southwark;
  - West London Prosperity Board - West London Alliance and the London Borough of Ealing which is hosting the Board throughout the 2019/2020 Municipal Year.
- 3.14 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.

3.15 Following the decision taken by Full Council at its meeting held on 11 July 2016, each individual 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, at [thomas.cattermole@brent.gov.uk](mailto:thomas.cattermole@brent.gov.uk) 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.

#### **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 held on Thursday 18 April 2019 and has been subject to consultation with CMT, other relevant officers and both Political Groups.

**Report sign off:**

**PETER GADSDON**

Director of Performance, Policy and Partnerships