



Annual Council
16 May 2012

**Report from the
Democratic Services Manager**

For Action

Wards Affected:
All

Municipal Calendar of Meetings 2012/2013

1. Summary

- 1.1 This report presents a draft calendar of meetings for the Municipal Year 2012/2013 (Appendix 1). It reflects the structure currently contained in the Council's constitution.

2. Recommendations

- 2.1 That Members agree in principle the dates for Full Council and other meetings to take place during the Municipal Year 2012/2013, as attached in Appendix 1.
- 2.2 That the Democratic Services Manager be authorised to make any subsequent alterations deemed necessary to the calendar during the course of the municipal year, subject to the usual consultation.

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 2012/2013, on which the Council, and its committee/sub-committee meetings, meetings of the Executive and other bodies should be held.

- 5.2 In general, meetings of Council and the Executive are on Mondays whilst most other meetings are on Tuesdays and Wednesdays. With the exception of the Fostering Panel, Fridays are avoided entirely and Thursdays if possible.
- 5.3 As a basis for putting together the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2011/2012. However, if any memberships change it may in some cases be necessary to review the frequency of any clashes.
- 5.4 The usual religious holidays have been included on the calendar and meetings have not been arranged on those evenings where it has been deemed inappropriate to hold meetings.
- 5.5 For information purposes the calendar also lists some events organised by other bodies such as the Brent Housing Partnership Board.
- 5.6 The dates of the meetings of the full Council are as follows:
9th July 2012
10th September 2012
19th November 2012
21st January 2013
25th February 2013 (Council Tax and Budget Setting)
15th May 2013 (Annual meeting of Council and Mayor Making)
- 5.7 Meetings of the Executive and the Highways Committee are aligned with publication of the Forward Plan and call-in dates to give a coherent pattern. Meetings of the Call in Overview and Scrutiny Committee have been provisionally scheduled to fall in between Executive meetings but will only take place if decisions of the Executive are called-in.
- 5.8 In general, August has been left clear of meetings, except for meetings of the Adoption and Permanency Panel, the Fostering Panel and one meeting of the Executive that has been scheduled for the 20th August 2012, the Planning Committee on 22nd August 2012 and the Call In Overview and Scrutiny Committee on 2nd August 2012.
- 5.9 Provision has been made for Member Development activities throughout the municipal year. These events generally commence at 7.00pm.
- 5.10 An Overview and Scrutiny programme has been scheduled, including six meetings each of the One Council Overview and Scrutiny Committee, Children and Young People Overview and Scrutiny Committee, Health Partnerships Overview and Scrutiny Committee and Partnership and Place Overview and Scrutiny Committee. Seven meetings of the Budget and Finance Overview and Scrutiny Committee have also been scheduled.
- 5.11 Meetings of the Welsh Harp Joint Consultative Committee will be held in Barnet in 2012/13. The dates shown for these meetings also have to be agreed by Barnet Council.

- 5.12 Meetings of the Trading Standards Joint Consortium have been provisionally calendared with three meetings scheduled for the year. The meetings will be held alternatively in Brent and Harrow with the first meeting of the 2012/2013 year scheduled to take place in Brent. The dates shown for these meetings also have to be agreed by Harrow Council.
- 5.13 There are four meetings of the Private Sector Housing Service User Forum, however the date of the fourth meeting is yet to be confirmed.
- 5.14 The Area Housing Board meetings have been replaced by the Brent Housing Partnership Talkback Forum which will meet four times this municipal year. The first meeting will take place on 3 July 2012, whilst the dates of the other three meetings are yet to be confirmed.

6. Background Information

London Borough of Brent Municipal Calendar 2011/2012
Report No. /01 Municipal Calendar of Meetings 11th May 2011
BBC Calendar of Religious Festivals

Anyone wishing to inspect the above documents should contact:
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