

REPORT FOR: **CABINET**

Date of Meeting:	13 February 2014
Subject:	Calendar of Meetings 2014/15
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Susan Hall, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Draft Calendar of Meetings 2014/15

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2014/15.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2014/15.

Reason: (For recommendation)

The Calendar of Meetings is approved on an annual basis at this time of the year for the succeeding Municipal Year. Advance approval of the Calendar facilitates the planning and forward commitments of both Members and officers. It will allow the room booking arrangements to be put in place at the earliest opportunity.

Section 2 – Report

Introductory paragraph

- 2.1** The Calendar of Meetings provides the framework for the Council's democratic processes.
- 2.2** It is established practice for the Authority's Calendar of Meetings for the succeeding Municipal Year to be the subject of consideration and agreement at this time of the year.
- 2.3** The draft Calendar for 2014/15 follows the pattern established for 2013/14 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.
- 2.4** The Calendar makes no specific allowance for Members' commitments at the annual national party conferences or the Local Government Association General Assembly and Conference. However, as in previous years, the relevant dates in 2014 as indicated on the Calendar are:
 - (i) Labour Party Conference: 21 – 24 September 2014
 - (ii) Conservative Party Conference: 28 September – 2 October 2014
 - (iii) Liberal Democrat Party Conference: 4 – 8 October 2014
- 2.5** A draft of the proposed Calendar for the Municipal Year 2014/15 was provided to the Conservative Group in advance of this meeting.

In addition, Unison and GMB have also been provided with the draft dates for meetings of the Employees' Consultative Forum.

Options considered

None other than it was considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

Legal and Financial Implications

There are no legal or financial implications associated with this report.

Performance Issues and Environmental Impact

There are no performance implications or environmental impacts associated with this report.

Risk Management Implications

To ensure that meetings are held so that a decision making process is in place.

Equalities implications

The Calendar takes account of religious days and, where possible, no meetings are held on those days. All Members were consulted on their observance of religious festivals.

Priorities

The publication of a transparent Calendar of Meetings in relation to decision making at committees contributes the fairer Harrow priority of the Administration. A Council that listens and leads by providing clear information on the opportunities for the public to attend and listen to debate and to participate through the avenues of Petitions, Public Questions and Deputations.

Section 3 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 24 January 2014		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 24 January 2014		

Section 4 – Performance Officer Clearance

Name: Martin Randall

on behalf of the
Divisional Director
Strategic Commissioning

Date: 3 February 2014

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker

On behalf of the
Corporate Director
(Environment & Enterprise)

Date: 24 January 2014

Section 6 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic & Electoral Services Manager.

Tel: 020 8424 1097 E-mail: elaine.mceachron@harrow.gov.uk

Background Papers: None.

**Call-In Waived by the
Chairman of Overview
and Scrutiny
Committee**

NOT APPLICABLE

[Call-in applies]