

REPORT FOR: **CABINET**

Date of Meeting:	19 February 2015
Subject:	Calendar of Meetings 2015/16
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor David Perry, Leader of the Council and Portfolio Holder for Strategy, Partnerships and Corporate Leadership
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	None
Enclosures:	None

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2015/16.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2015/16.

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

- 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 2015/16 follows the pattern established for 2014/15 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.
- 2.4** As a result of the budget savings, it is proposed to reduce the number of meetings of the Overview and Scrutiny Committee and its Sub-Committees. The Member Development Panel will become a Working Group.
- 2.5** In addition Council at its meeting on 13 November 2014 resolved to establish a Pension Board in accordance with the provisions of the Public Services Pension Act 2013 and to have twice yearly meetings. The meetings of the Board have been incorporated into the draft Calendar.
- 2.6** 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: 27 - 30 September 2015
 - (ii) Conservative Party Conference: 4 - 7 October 2015
 - (iii) Liberal Democrat Party Conference: 19 - 23 September 2015
- 2.7** A draft of the proposed Calendar for the Municipal Year 2015/16 was provided to the Labour 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.

Performance Issues

There are no performance implications associated with this report.

Environmental Implications

There are no environmental impacts associated with this report.

Risk Management Implications

To ensure that meetings are held so that a decision making process is in place. This not included on the Directorate or any other separate risk register that might be in place.

Legal Implications

There are no legal implications associated with this report.

Financial Implications

There are no financial implications associated with this report.

Equalities implications / Public Sector Equality Duty

No equalities impact assessment has been carried out. However, the Calendar takes account of religious days and, where possible, no meetings are held on those days and all Members were consulted on their observance of religious festivals.

Council Priorities

The publication of a transparent Calendar of Meetings in relation to decision making at committees contributes the administration's priorities of making a difference for the vulnerable, communities, local businesses and families by providing clear information on opportunities that are available to attend and listen to debates and to participate through the avenues of Petitions, Public Questions and Deputations.

Section 3 - Statutory Officer Clearance

Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 10 February 2015		
Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 23 January 2015		

Ward Councillors notified:	NO.
EqIA carried out:	NO
EqIA cleared by:	N/A

Section 4 - Contact Details and Background Papers

Contact: 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 <i>[Call-in applies]</i>
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