
REPORT FOR: CABINET

Date of Meeting:	18 January 2018
Subject:	Calendar of Meetings
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Sachin Shah, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	None
Enclosures:	Draft Calendar of Meetings 2018/19

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2018/19.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2018/19.

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 also 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 2018/19 follows the pattern established for 2017/18 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 2018 as indicated on the Calendar are:
- (i) Labour Party Conference: 23rd to 26th September 2018
 - (ii) Conservative Party Conference: 30th September to 3rd October 2018
 - (iii) Liberal Democrat Party Conference: 15th to 19th September 2018
- 2.5** All Members of Council were consulted on their observance of religious festivals in order that allowance could be made for such commitments through 2018/19 and comments received from Members have been incorporated.
- 2.6** A draft of the proposed Calendar for the Municipal Year 2018/19 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.

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 Council's vision:

Working Together to Make a Difference for Harrow

Please identify how the report incorporates the administration's priorities.

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families

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: Sharon Daniels	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 2 January 2018		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 14 December 2017		

Ward Councillors notified:	NO
EqIA carried out:	NO
EqIA cleared by:	An EqIA is not required as there is no change to the service provided.

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic Electoral & Registration 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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