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**REPORT FOR: CABINET**

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<b>Date of Meeting:</b>	17 January 2019
<b>Subject:</b>	Calendar of Meetings
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal and Governance Services
<b>Portfolio Holder:</b>	Councillor Graham Henson, Leader of the Council
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Wards affected:</b>	None
<b>Enclosures:</b>	Appendix - Draft Calendar of Meetings 2019/20

## **Section 1 – Summary and Recommendations**

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2019/20.

**Recommendations:**

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2019/20.

**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 2019/20 follows the pattern established for 2018/19 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 2019 as indicated on the Calendar are:
- (i) Labour Party Conference: 22<sup>nd</sup> to 25 September 2019
  - (ii) Conservative Party Conference: 29<sup>th</sup> September to 2<sup>nd</sup> October 2019
- 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 2019/20 and comments received from Members have been incorporated.
- 2.6 A draft of the proposed Calendar for the Municipal Year 2019/20 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.

## **Procurement Implications**

There are no procurement 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**

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



on behalf of the  
Chief Financial Officer

Date: 7 January 2019

Name: Noopur Talwar

on behalf of the  
Monitoring Officer

Date: 7 January 2019

### **Section 3 - Procurement Officer Clearance**

Name: Nimesh Mehta

Head of Procurement

Date: 8 January 2019

**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**

**NO – CALL IN APPLIES**