
REPORT FOR: CABINET

Date of Meeting:	9 January 2020
Subject:	Calendar of Meetings
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	None
Enclosures:	Draft Calendar of Meetings 2020/21

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2020/21.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2020/21.

Reason: (For recommendations)

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 2020/21 follows the pattern established for 2019/20 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 2020 as indicated on the Calendar are:
- (i) Labour Party Conference: 22nd to 25 September 2020
 - (ii) Conservative Party Conference: 29th September to 2nd October 2020
- 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 2020/21 and comments received from Members have been incorporated.
- 2.6** A draft of the proposed Calendar for the Municipal Year 2020/21 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.

Data Protection Implications

There are no data protection implications 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.

Procurement Implications

There are no procurement implications associated with this report.

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 to building a strong and resourceful community by providing clear information on opportunities that are available to attend and listen to debates and to participate through the avenues of Petitions, Public Question and Deputations.

Section 3 - Statutory Officer Clearance

Name: Sharon Daniels	<input checked="" type="checkbox"/>	on behalf of the * Chief Financial Officer
Date: 17 December 2019		

Name: Chris Cuckney	<input checked="" type="checkbox"/>	on behalf of the * Monitoring Officer
Date: 16 December 2019		

Name: Nimesh Mehta	<input checked="" type="checkbox"/>	Head of Procurement
Date: 17 December 2019		

Name: Charlie Stewart	<input checked="" type="checkbox"/>	Corporate Director
Date: 18 December 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 provide.

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic, Electoral & Registration Services Manager

Tel: 020 8424 1097 Email: elaine.mceachron@harrow.gov.uk

Background Papers None

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

NO

[Call-in applies]