

## Report for: **Cabinet**

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<b>Date of Meeting:</b>	21 January 2021
<b>Subject:</b>	Calendar of Meetings 2021/22
<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>	Draft Calendar of Meetings 2021/22 Calendar Summary 2021/22

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

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2021/22.

**Recommendations:**

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2021/22.

**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 2021/22 follows the pattern established for 2020/21 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: 19 – 22 September 2021
  - (ii) Conservative Party Conference: 26 – 29 September 2021
- 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 2021/22 and comments received from Members have been incorporated.
- 2.6 A draft of the proposed Calendar for the Municipal Year 2021/22 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 implications associated with this report.

### **Data Protection Implications**

There are no data protection implications associated with this report.

## **Risk Management Implications**

The likelihood of committee meetings not being arranged to ensure that they are conducive to good governance and the business of the Council.

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are summarised below. **N/A**

The following key risks should be taken onto account when agreeing the recommendations in this report:

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
Meetings not arranged to meet the business requirements of the Council`	Consultation with the Leader, Unions and Officers  Special Meetings can be arranged in accordance with the Constitution	Green

## **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 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 the 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**

**Statutory Officer:** Sharon Daniels  
Signed on behalf of the Chief Financial Officer  
**Date:** 23 December 2020

**Statutory Officer:** Caroline Eccles  
Signed on behalf of the Monitoring Officer  
**Date:** 5 January 2021

**Chief Officer:** Charlie Stewart  
Signed by the Corporate Director  
**Date:** 11 January 2021

**Head of Procurement:** Nimesh Mehta  
Signed by the Head of Procurement  
**Date:** 11 January 2021

**Head of Internal Audit:** Susan Dixson  
Signed by the Head of Internal Audit  
**Date:** 8 January 2021

## **Mandatory Checks**

**Ward Councillors notified:** NO

**EqIA carried out:** NO

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**

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**Background Papers:** None

**Call-in waived by the Chair of Overview and Scrutiny Committee - NOT APPLICABLE (Call in applies)**