

Report for: **Cabinet**

Date of Meeting:	24 January 2022
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 2022/23; Draft Calendar of Meetings Summary 2022/23;

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2022/23.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2022/23.

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 bookings and IT 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 2022/23 follows the pattern established for 2021/22 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 2022 as indicated on the Calendar are:
- (i) Labour Party Conference: 24 – 28 September 2022
 - (ii) Conservative Party Conference: 2 – 5 October 2022
- 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 2022/23 and comments received from Members have been incorporated.
- 2.6** A draft of the proposed Calendar for the Municipal Year 2022/23 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

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:

Risk Description	Mitigations	RAG Status
Meetings not arranged to meet the business and governance 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 publication of a transparent Calendar of Meetings in relation to decision making at committees provides 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: 13 January 2022

Statutory Officer: Jessica Farmer

Signed on behalf of the Monitoring Officer

Date: 12 January 2022

Chief Officer: Hugh Peart

Signed on behalf of the Corporate Director

Date: 12 January 2022

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 12 January 2022

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 6 January 2022

Mandatory Checks

Ward Councillors notified: NO

EqIA carried out: NO

An Equalities Impact Assessment (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, email: elaine.mceachron@harrow.gov.uk, tel: 0208 424 1097

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee - NO