



## **Report for: Council**

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<b>Date of Meeting:</b>	22 February 2024
<b>Subject:</b>	Calendar of Meetings 2024/25
<b>Responsible Officer:</b>	Jessica Farmer, Interim Director of Legal & Governance Services
<b>Exempt:</b>	No
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix 1 – Calendar of Meetings and Summary

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

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This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2024/25.

### **Recommendations:**

Council is requested to approve the Calendar of Meetings for the Municipal Year 2024/25.

## **Section 2 – Report**

### **Introduction**

The Calendar of Meetings provides the framework for the Council's democratic processes.

The draft Calendar for 2024/25 follows the pattern established for 2023/24 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.

The Calendar makes no specific allowance for Members' commitments at the annual national party conferences or the Local Government Association General Assembly and Conference.

A draft of the proposed Calendar for the Municipal Year 2024/25 was provided to all Groups in advance of this meeting.

### **Options**

No other options were considered as it is considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

## **Legal Implications**

The functions which are the subject of this report are matters for Council to determine.

## **Financial Implications**

There are no financial 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 attached/summarised below.  
**N/A**

The following key risks should be taken into 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 and governance requirements of the Council	Consultation with the Leader, Unions and Officers  Special Meetings can be arranged in accordance with the Constitution	Green

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out?

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 by the Chief Financial Officer

**Date: 15 February 2024**

**Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 15 February 2024**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Vishal Seegoolam, Democratic, Electoral & Registration Services Manager [vishal.seegoolam@harrow.gov.uk](mailto:vishal.seegoolam@harrow.gov.uk)