

## LONDON BOROUGH OF HARROW

<b>Meeting:</b>	<b>CABINET</b>
<b>Date:</b>	<b>11 NOVEMBER 2003</b>
<b>Subject:</b>	<b>THE COUNCIL'S CALENDAR OF MEETINGS 2004/05</b>
<b>Key decision:</b>	<b>No</b>
<b>Responsible Chief Officer:</b>	<b>BOROUGH SOLICITOR</b>
<b>Relevant Portfolio Holder:</b>	<b>Strategy and External Affairs</b>
<b>Status:</b>	<b>Part 1</b>
<b>Ward:</b>	<b>N/A</b>
<b>Enclosures:</b>	<b>Calendar of Meetings 2004/05</b>

### 1. Summary/Reason for urgency (if applicable)

- 1.1. This report provides a proposed Calendar of the Authority's meetings for 2004-05 for approval. Its agreement now will allow Members and officers to identify forward commitments.

### 2. Recommendations (for decision by Cabinet)

- 2.1 To approve the Calendar of Meetings for the Authority for the Municipal Year 2004/05.

**REASON:** To provide a framework for the Council's democratic processes (Member level meetings) and to give due notice of the dates.

### 3. Consultation with Ward Councillors

- 3.1 N/A

### 4. Policy Context (including Relevant Previous Decisions)

- 4.1 N/A

### 5. Relevance to Corporate Priorities

- 5.1 N/A

## **6. Background Information and Options Considered**

- 6.1 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 approximately this time.
- 6.2 At the request of the Leader of the Council Cabinet meetings have been re-scheduled from Tuesdays to Thursdays. This has had consequences for the pattern of meetings compared with previous years. The implications for effective budget timescales in February need to be borne in mind: the gap between Cabinet and the Council (Council Tax) meetings having been reduced.
- 6.3 Provision for fixed meetings of the Standards Committee has been limited to an annual meeting in June, with the arrangements for the balance of the year on an ad hoc basis to reflect the nature of the work which would be referred to the Committee as it may arise.
- 6.4 For the purposes of approving the Calendar at this time provision for a General Purposes and Licensing Committee and Licensing Panel has been retained, subject to the caveat note relating to the Licensing Act 2003. Relevant Regulations are still awaited. The Council will determine in due course the arrangements for a Licensing Committee (which will be statutory), a possible additional 'Licensing Panel' and whether there require to be separate Committee arrangements for residual General Purposes functions. None of those complexities is specifically anticipated but the retained General Purposes and Licensing dates may be of benefit.
- 6.5 Other changes in the detailed location of meetings has been occasioned primarily by the actual incidence in 2004-05 of public holidays, school terms and religious festivals.
- 6.6 Currently the draft Calendar makes no allowance for Members' commitments at national Party Conferences or the Local Government Association General Assembly and Conference. The relevant dates in 2004 as indicated in the Calendar are:-
- (i) Local Government General Assembly/Conference - 6 July and 15 December
  - (ii) Liberal Democrats Party Conference - 19 - 23 September
  - (iii) Labour Party Conference - 26 - 30 September
  - (iv) Conservative Party Conference - 4 - 7 October

By reference to the actual meetings indicated for those dates, Cabinet may wish to consider whether any of these are to be amended. The Conference dates do not clash with Council, Cabinet or Group Meetings.

## **7. Consultation**

- 7.1 A draft of the proposed Calendar for the Municipal Year 2004-05 was provided to the political Groups in advance of this meeting by way of consultation. Prior to that, all Members of Council have been consulted on their observance of religious festivals in order that allowance could be made for such commitments through 2004-05.
- 7.2 In that consultation Members were advised of the intention to hold special Committee meetings on the evening of the first available Group Meetings in May, rather than at the rising of Annual Council. Those special meetings are for the purpose of establishing subsidiary body memberships only. No comments were received on the proposal. Accordingly, the revised arrangement is now reflected in the draft Calendar.
- 7.3 The Environment and Transport Portfolio Holder has requested that his general comment on the Calendar be submitted for consideration: which is to the effect that whilst the relative spacings between meetings of any given body are accepted, he would like to see some variation in the day of the week on which they occur each month e.g. for Cabinet and Group Meetings.

**8. Finance Observations**

8.1 N/A

**9. Legal Observations**

9.1 N/A

**10. Conclusion**

10.1 The Cabinet is requested to consider and approve the draft Calendar now submitted for adoption as the Authority's Calendar of Meetings for the Municipal Year 2003-04.

**11. Background Papers**

11.1 Calendar of Meetings 2003-04, information on School Term dates and religious festivals 2004-05, together with responses from Members on the latter.

**12. Author**

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