

REPORT FOR: CABINET

Date of Meeting:	18 November 2010
Subject:	Calendar of Meetings 2011/12
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Bill Stephenson, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Draft Calendar of Meetings 2011/12

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2011/12.

Recommendations:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2011/12.

Reason: (For recommendation)

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 allow the room booking arrangements to be put in place at the earliest opportunity.

Section 2 – Report**Introductory paragraph**

- 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. A specific variation to meetings in April 2012 in the proposed Calendar is due to the Easter Holiday and the GLA Election on 3 May 2012.
- 2.3** The draft Calendar for 2011/12 follows the pattern established for 2010/11 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 2011 as indicated on the Calendar are:
- (i) Liberal Democrat Party Conference 17 – 21 September 2011
 - (ii) Labour Party Conference 25 – 29 September 2011
 - (iii) Conservative Party Conference 2 – 6 October 2011
- 2.5** A draft of the proposed Calendar for the Municipal Year 2011/12 was provided to key Members of the Conservative Group in advance of this meeting. Some of the comments received from Members have been incorporated. Prior to that, all Members of Council were consulted on their observance of religious festivals in order that allowance could be made for such commitments through 2011/12.

Unison and GMB have also been provided with the draft dates for meetings of the Employees' Consultative Forum.

The Independent Chairman of Standards Committee has also been consulted on the dates of that Committee.

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.

Legal and Financial Implications

There are no legal or financial implications associated with this report.

Performance Issues and Environmental Impact

There are no performance implications or environmental impacts associated with this report.

Risk Management Implications

To ensure that meetings are held so that a decision making process is in place.

Equalities implications

The Calendar takes account of religious days and, where possible, no meetings are held on those days. All Members were consulted on their observance of religious festivals.

Corporate Priorities

Building Stronger Communities.

Section 3 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 19 October 2010		
Name: Matthew Adams	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 21 October 2010		

Section 4 – Performance Officer Clearance

Name: Alex Dewsnap



Divisional Director
Partnership,
Development and
Performance

Date: 19 October 2010

Section 5 – Environmental Impact Officer Clearance

Name: John Edwards



Divisional Director
(Environmental
Services)

Date: 19 October 2010

Section 6 - Contact Details and Background Papers

Contact: Daksha Ghelani, Acting Senior Professional, Democratic Services.

Tel: 020 8424 1881 E-mail: daksha.ghelani@harrow.gov.uk

Background Papers:

Calendar of Meetings 2010/11, Information on School Term dates and religious festivals 2010/11.

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

NOT APPLICABLE