

REPORT FOR: CABINET

Date of Meeting:	15 December 2011
Subject:	Calendar of Meetings 2012/13
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 2012/13

Section 1 – Summary and Recommendations

This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2012/13.

Recommendation:

Cabinet is requested to approve the Calendar of Meetings for the Municipal Year 2012/13.

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.
- 2.3 The draft Calendar for 2012/13 follows the pattern established for 2011/12 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 2012 as indicated on the Calendar are:
 - (i) Liberal Democrat Party Conference: 22 – 26 September 2012
 - (ii) Labour Party Conference: 30 September – 4 October 2012
 - (iii) Conservative Party Conference: 8 - 12 October 2012
- 2.5 The Calendar also identifies to assist Members dates proposed for Political Group meetings and Member Development events, although these are not open to the public and do not constitute a formal part of the committee programme.
- 2.6 A draft of the proposed Calendar for the Municipal Year 2012/13 was provided to the Conservative Group in advance of this meeting.

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.

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

The publication of a transparent Calendar of Meetings in relation to decision making at committees will assist in meeting the Council's aspirations for "United and Involved Communities: A Council that listens and leads" by providing clear information on the opportunities for the public to attend and listen to debate and to participate through the avenues of Petitions, Public Questions and Deputations.

Section 3 - Statutory Officer Clearance

Name: Julie Alderson	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 8 December 2011		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 12 December 2011		

Section 4 – Performance Officer Clearance

Name: Martin Randall	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Partnership, Development and Performance
Date: 12 December 2011		

Section 5 – Environmental Impact Officer Clearance

Name: John Edwards



Divisional Director
(Environmental
Services)

Date: 9 December 2011

Section 5 - Contact Details and Background Papers

Contact: Pauline Ferris, Democratic & Electoral Services Manager.
Tel: 020 8424 1269 E-mail: pauline.ferris@harrow.gov.uk

Background Papers:

Calendar of Meetings 2011/12

Information on School Term dates and religious festivals 2011/12.

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

NOT APPLICABLE

[Call-in applies]