

**LONDON BOROUGH OF TOWER HAMLETS**  
**ANNUAL COUNCIL MEETING**  
**WEDNESDAY, 26 MAY 2010**  
**PROGRAMME OF MEETINGS 2010/11**  
**REPORT OF THE SERVICE HEAD, DEMOCRATIC SERVICES**

**1. Summary**

- 1.1 This report requests the Council to confirm the programme of Council, committee and other meetings for the forthcoming municipal year.
- 1.2 The programme of meetings was provisionally agreed for forward planning purposes at the final meeting of the previous Council in March 2010; and is now submitted to the new Council for confirmation. A small number of amendments have been made as set out at paragraph 3.4 overleaf to minimise clashes with other Member commitments.

**2. Recommendation**

- 2.1 That the Council approve the revised programme of meetings for the municipal year 2010/11 as set out at Appendix A.

**3. Background**

- 3.1 The Council Procedure Rules provide for the Council to agree a programme of meetings for each municipal year. A draft programme of meetings for 2010/11 was agreed at the final Council meeting prior to the elections to enable efficient agenda planning. Council Procedure Rule 1.1.11 provides that 'in an election year the schedule of meetings may be reviewed at the Annual General Meeting if it has already been agreed at Council prior to the first meeting in May'.
- 3.2 The schedule of Council, Cabinet, main committee and panel meetings is therefore submitted for confirmation by the Council. The draft programme is attached at Appendix A and follows the pattern established in previous years in terms of frequency of meetings, start times and meeting days for the various committees, adapted to address any issues that have arisen during the year and taking into account officer advice on service requirements.
- 3.3 Key points to note in relation to 2010/11 include:-
- Council meetings have been scheduled taking into account the timetable for Budget and Policy Framework items. There is no longer a requirement to

produce a Best Value Performance Plan before 30<sup>th</sup> June so the first ordinary Council meeting has been scheduled for 14<sup>th</sup> July (in the last full week of the school term) to achieve a more even distribution of meetings through the year.

- The Budget Council Meeting is programmed for 2<sup>nd</sup> March 2011. As in the current year, an additional Council Meeting is scheduled (in early February) to conduct 'ordinary' business.
- As far as possible meetings are avoided during the school summer holidays and the major political party conferences. Ramadan falls from approximately 12<sup>th</sup> August to 10<sup>th</sup> September 2010. Meetings during Ramadan are minimised and where they are necessary a 5.30 p.m. start time is proposed to enable them to end before Iftar.
- The Licensing Sub-Committee and Appeals Committee have each been programmed to meet on a two- to three-weekly basis to avoid the need for numerous extraordinary meetings, and on various days of the week to accommodate Member availability. These committees and the Development/ Strategic Development committees, will continue to meet during August to avoid delay to the regulatory work of the authority.
- In accordance with Procedure Rule 5.1 the start time for most main committees has been standardised at 7.30 pm (7.00 pm in the case of the Overview & Scrutiny, Appeals and Strategic Development committees where meetings are often of relatively longer duration). Most sub-committees and panels are scheduled for 6.30 pm. The Procedure Rule provides for start times to be reviewed by the relevant Chair as necessary.
- Investment Panel meetings are held immediately before the Pensions Committee to facilitate Member attendance.
- Quarterly meetings have been scheduled of the King George's Field Charity Board.

3.4 A small number of amendments have been made to the provisional calendar that was agreed in March, to improve efficiency and minimise clashes with other Member commitments. These include the proposed dates for the Strategic Development Committee in August and October 2010 and March 2011; and for the Licensing Sub-Committee in July and November 2011 and January 2011, moving from Thursday evenings to Monday/Wednesdays and Tuesdays respectively. In addition the Grants Panel, which comprises of Cabinet Members, is now scheduled to meet on Wednesday evenings.

#### **4. Observations of the Chief Financial Officer**

4.1 There are no specific financial comments arising from this report.

#### **5. Concurrent Report of the Assistant Chief Executive (Legal)**

5.1 There are no specific legal implications arising from this report.

**6. Implications for One Tower Hamlets**

- 6.1 In drawing up this schedule of meetings, consideration has been given where possible to avoiding school holidays, known religious holidays and other dates which could inhibit attendance or participation by one or more section(s) of the borough's community.

**7. Anti-Poverty Implications**

- 7.1 There are no anti-poverty implications arising from the proposals in this report.

**8. Risk Management Implications**

- 8.1 The Council needs to have in place a programme of meetings to ensure effective and efficient decision-making arrangements.

**9. Strategic Action for a Greener Environment**

- 9.1 No implications arising from this report.

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**LOCAL GOVERNMENT ACT, 2000 (SECTION 97)  
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

Brief description of "background paper"	Name and telephone number of holder and address where open to inspection
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None.