

LONDON BOROUGH OF TOWER HAMLETS

COUNCIL MEETING

WEDNESDAY 13th APRIL 2011

CALENDAR OF MEETINGS 2011/12

REPORT OF THE SERVICE HEAD, DEMOCRATIC SERVICES

1. Summary

- 1.1 This report requests the Council to agree the programme of Council, Committee and other meetings for the forthcoming municipal year.

2. Recommendation

- 2.1 That the Council approve the proposed calendar of meetings for the municipal year 2011/12 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. This is traditionally agreed at the final Council meeting prior to the start of the municipal year to enable efficient agenda planning. A draft schedule of Council, Cabinet, main committee and panel meetings is therefore proposed for adoption at Appendix A.

- 3.2 The draft programme attached 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 2011/12 include:-

- Full Council meetings have been scheduled taking into account the reporting timetable for Budget and Policy Framework items. There is no longer a requirement to produce a Best Value Performance Plan before 30th June so the first ordinary Council meeting has been scheduled for 13th July 2011 to achieve a more even distribution of meetings through the year.
- The Budget Council Meeting is programmed for 22nd February 2011. As in the current year, an additional Council Meeting is scheduled (in late January) 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 1st August to 31st August 2011. 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 fortnightly 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, Audit and 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.

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.

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.