

**LONDON BOROUGH OF TOWER HAMLETS**

**ANNUAL COUNCIL MEETING**

**WEDNESDAY 16<sup>th</sup> MAY 2012**

**CALENDAR OF MEETINGS 2012/13**

**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 2012/13 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 schedule of Council, Cabinet, main committee and panel meetings is proposed for adoption at Appendix A.
- 3.2 The draft calendar follows the pattern set in previous years in respect of frequency of meetings/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.

**4. Olympic/Paralympic Games and other points to note**

- 4.1 The main distinctive feature of the draft calendar for the coming year is that as far as possible meetings are avoided during the period of the Olympics and Paralympics, when the transport and other infrastructure is likely to be under most pressure. This period (27<sup>th</sup> July to 9<sup>th</sup> September 2012) overlaps fully or partially with the summer school holidays and with Ramadan and these are both periods during which the Council in any case tries to minimise meetings.
- 4.2 It is necessary for a small number of meetings to continue during the summer period but these are limited to the Cabinet and Overview & Scrutiny Committee; and the regulatory committees where time limits apply for the determination of applications. Where it is necessary to

programme meetings during Ramadan, these are scheduled to begin at 5.30 p.m. to avoid continuing beyond Iftar.

4.3 Other key points to note in relation to the proposed calendar are:

- Full Council Meetings have been scheduled taking into account the reporting timetable for Budget and Policy Framework items.
- The Budget Council meeting is programmed for 20<sup>th</sup> February 2013. This will allow time for a second Budget Council meeting to be arranged on 6<sup>th</sup> March if necessary.
- As far as possible meetings have been minimised during school holidays, major religious festivals and major political party national conferences.
- Appeals Committee has been programmed to meet on a fortnightly basis as in the previous year to ensure that a backlog does not occur.
- Reflecting the continuing high number of hearings, the Licensing Sub-Committee has also been scheduled fortnightly.
- The Appointments Sub-Committee will be convened on an ad hoc basis.

**5. Standards Committee**

- 5.1 A report is included elsewhere on the Council agenda in relation to the changes made by the Localism Act 2011 to the Standards regime for local authorities with effect from 1<sup>st</sup> July 2012. Among a range of provisions, the Act deletes the requirement to appoint a Standards Committee. The report therefore proposes that the existing statutory Standards Committee is abolished with effect from 30<sup>th</sup> June 2012 and a new Standards Advisory Committee is established from 1<sup>st</sup> July.
- 5.2 The attached draft calendar reflects these proposals, and includes two meetings of the existing Standards Committee, in May and June 2012, to complete outstanding business before the start of the new regime.

**6. Start times of meetings**

- 6.1 In accordance with Members' wishes, Cabinet meetings continue to be programmed for a 5.30 p.m. start. Full Council Meetings are scheduled for 7.30 p.m.
- 6.2 In relation to other committees and sub-committees, a range of different arrangements have developed over recent years (for example Licensing Sub-Committees and Health Scrutiny Panel start at 6.30 p.m.; Overview and Scrutiny Committee, Strategic Development and

Development at 7.00 p.m.; and Standards and GP Committees amongst others at 7.30 p.m.). Although this does not promote consistency, the arrangements do reflect the differing requirements of particular meetings and are therefore included unchanged in the draft calendar.

- 6.3 Investment Panel meetings are scheduled to take place immediately before the Pensions Committee to facilitate Member attendance.

**7. Observations of the Chief Financial Officer**

- 7.1 There are no specific financial comments arising from this report.

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

- 8.1 There are no specific legal implications arising from this report.

**9. Implications for One Tower Hamlets**

- 9.1 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.

**10. Anti-Poverty Implications**

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

**11. Risk Management Implications**

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

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

- 12.1 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
None.	

## CALENDAR OF MEETINGS FOR THE 2012/2013 MUNICIPAL YEAR

	USUAL MEETING DAY	MAY '12	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY' 13
COUNCIL	WEDNESDAY (7.30pm)	16 (7.00 AGM and 7.45 Ord)		11		19		28		23	20 (budget)	6 (Prov 2 <sup>nd</sup> budget)	17	22 (AGM)
CABINET	WEDNESDAY (5.30 pm)	9	20	4 and 25		5	3	7	5	9	6	13	10	8
OVERVIEW & SCRUTINY COMMITTEE	TUESDAY (7.00pm)	8	19	3 and 24 (5.30)		4	2	6	4	8	5	12	9	7
HEALTH SCRUTINY PANEL	TUESDAY (6.30pm)		26			11		13		22			23	
STRATEGIC DEVELOPMENT COMMITTEE	THURSDAY (7.00pm)	31		5	16 (5.30)	27		8	13	24		7	18	(7 June)
DEVELOPMENT COMMITTEE	WEDNESDAY (7.00pm)	9	6	10 (Tues)	15 (5.30)	12	10	14	12	16	13	13	11 (Thurs)	15
LICENSING COMMITTEE	TUESDAY (7.00pm)	29				11			18			19		
LICENSING SUB COMMITTEE	TUESDAY OR THURSDAY (6.30pm)	15	7, 19	5, 19, 24 (5.30)	14 (5.30), 23	13, 25	9, 25	8, 20	6, 18	10, 22	7, 19	7, 19	4, 16	2, 16
STANDARDS COMMITTEE (STANDARDS ADVISORY COMMITTEE from 1.7.12)	TUESDAY (7.30pm)	10 and *29	*27 (Weds)	17			9			15			16	

	USUAL MEETING DAY	MAY '12	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY' 13
APPEALS COMMITTEE	MONDAY OR TUESDAY (7.00pm)	14, 28	12, 25	9, 23 (5.30)	14 (5.30), 28	10, 24	8, 23	5, 19	3, 17	7, 21	4, 18	5, 18	8, 22	14
GENERAL PURPOSES COMMITTEE	WEDNESDAY (7.30pm)		13			13 (Thurs)			19			27		
AUDIT COMMITTEE	TUESDAY (7.00pm)		26			25			11			26		
HUMAN RESOURCES COMMITTEE	WEDNESDAY (7.30pm)			18			24			17 (Thurs)			24	
PENSIONS COMMITTEE	THURSDAY (7.30pm)		14			20		15			21			
INVESTMENT PANEL	THURSDAY (5.30pm)		14			20		15			21			
KING GEORGE'S FIELD CHARITY BOARD	WEDNESDAY (6.30pm)	8 (Tues)		18				21			13			

**NOTES:**

- OTHER MEETINGS including Appointments Sub-Committee arranged on an ad hoc basis as required.
- BUDGET & COUNCIL TAX SETTING: Statutory deadline 11<sup>th</sup> March. Date of meeting set to enable receipt of GLA precept information.
- ELECTIONS: GLA Elections – 3<sup>rd</sup> May 2012
- Diamond Jubilee of Queen Elizabeth II – Tuesday 5<sup>th</sup> June 2012 (and Spring Bank Holiday for 28<sup>th</sup> May 2012 moved to Monday 4<sup>th</sup> June 2012)
- RAMADAN provisional dates: 20<sup>th</sup> July 2012 – 18<sup>th</sup> August 2012 (to be confirmed)
- Olympics – 27<sup>th</sup> July 2012 – 12<sup>th</sup> August 2012; Paralympics – 29<sup>th</sup> August 2012 – 9<sup>th</sup> September 2012
- ROSH HASHANAH - 17<sup>th</sup> & 18<sup>th</sup> September 2012; YOM KIPPUR – 26<sup>th</sup> September 2012
- EID-UL-ADHA provisional date: 26<sup>th</sup> – 29<sup>th</sup> October 2012 , ASHURA: 24<sup>th</sup> November 2012
- EASTER 2013: Good Friday 29<sup>th</sup> March 2013, Easter Monday 1<sup>st</sup> April 2013.

\* Additional meetings scheduled for existing Standards Committee in May/June 2012 to conclude outstanding business before the new standards regime comes into effect in July. Remaining dates subject to Council agreeing the establishment of new Standards Advisory Committee.