

LONDON BOROUGH OF TOWER HAMLETS

COUNCIL MEETING

WEDNESDAY 17th APRIL 2013

CALENDAR OF MEETINGS 2013/14

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 2013/14 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, 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 service requirements.

4. Points to note

- 4.1 Local Government Elections are due to be held on Thursday 1 May 2014. However a consultation has been started by the government with a view to moving the election date to coincide with the European Elections due to take place a few weeks later (probably 22 May). Alternate Annual Council and related meetings have been provisionally arranged taking into account the two possible election dates. In either case the last regular meeting before the elections (with the exception of regulatory committees) will be Cabinet on 2 April 2014.
- 4.2 As in previous years, efforts have been made to avoid holding meetings during school holiday periods, with particular reference to August. However, it is necessary for a small number of meetings to be

held, particularly regulatory committees where time limits apply for the determination of applications.

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 26th February 2013. This will allow time for a second Budget Council meeting to be arranged on 6th March if necessary. An additional Overview and Scrutiny Committee meeting has been scheduled for Monday 20th January specifically to scrutinise the budget proposals.
- As far as possible meetings have been minimised during school holidays, major religious festivals and major political party national conferences. Where it is necessary to programme meetings during Ramadan, these are generally scheduled to begin at 5.30 p.m. to avoid continuing beyond Iftar.
- Appeals Committee has been programmed to meet on a monthly, basis.
- Reflecting the continuing high number of hearings, the Licensing Sub-Committee will continue to be scheduled fortnightly.
- The Appointments Sub-Committee will be convened on an ad hoc basis.

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 Advisory and General Purposes 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 on the same day as 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.

LOCAL GOVERNMENT ACT 1972 (SECTION 100D)

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.

CALENDAR OF MEETINGS FOR THE 2013/2014 MUNICIPAL YEAR

| | USUAL MEETING DAY | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL |
|--|----------------------|----------|-------------|-----------------|-----|-------------|-----|-------------|-----|-----|-----|-------------------|-----|------------------|------------------|-----|
| Audit Committee | 7.00 pm Tuesday | | 25 | | | 17 | | | 17 | | | 18 | | | | |
| Cabinet | 5.30 pm Wednesday | 8 | 5 | 3 24 | | 11 | 2 | 6 | 4 | 8 | 5 | 5 | 2 | 28* | 25* | |
| Council | 7.30 pm Wednesday | 22 | 26 | | | 18 | | 27 | | 22 | 26 | 6 (Thu)% 26 | | 14 (AGM) * | 11 (AGM) * | |
| Development Committee | 7.00 pm Wednesday | 15 | 19 | 17 (5.30 pm) | 14 | 12 (Thu) | 9 | 14 (Thu) | 11 | 15 | 12 | 12 | 9 | 7 | 4 | |
| Appeals/Sub Committee | 6.30 pm Monday | 14 (Tue) | 10, 24 | 22 | 19 | 23 | 14 | 18 | 16 | 20 | 17 | 24 | 28 | 12 | 16 | |
| General Purposes Committee | 7.00 pm Wednesday | | 17 (Mon) | | | 26 (Thu) | | | 18 | | | 19 | | | | |
| Health Scrutiny Panel | 6.30 pm Tuesday | | 11 | | | 3 | | 19 | | 28 | | 11 | | | | |
| Human Resources Committee | 7.30 pm Wednesday | | | 4 (Thu) | | | 30 | | | 29 | | 12 | | | | |
| King George's Field Charity Board | 6.30 pm Wednesday | | 12 | | | | 16 | | | 29 | | 19 | | | | |
| Licensing Committee | 7.00 pm Tuesday | | 4 | | | | 8 | | 10 | | | 11 | | | | |

| | USUAL MEETING DAY | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL |
|--|-----------------------------|---------------------------------|-------------|----------------------|---------|-------------|------------------------------|----------|----------------------------|-----------------------|----------|-------------------|------------------|------------------|---------|-----|
| Licensing Sub Committee | 6.30 pm Tuesday or Thursday | 2 (Thu) 16 (Thu) 30 (Thu) | 11 25 | 16 25 (Thu) | 6 20 | 3 17 | 3 (Thu) 17 (Thu) 29 | 12 26 | 12 (Thu) 19 (Thu) | 14 28 | 11 25 | 13 (Thu) 25 | 8 24 (Thu) | 8 (Thu) 20 | 3 17 | 1 |
| Overview & Scrutiny Committee | 7.30 pm Tuesday | 7 | 4 | 2 23 (5.30 pm) | | 10 | 1 | 5 | 3 | 7 20 (Mon) ^ | 4 | 4 | 1 | 27* | 24* | |
| Pensions Committee | 6.30 pm Thursday | | 13 | | | 19 | | 14 | | | 27 | | | | | |
| Standards (Advisory) Committee | 7.30 pm Tuesday | | 18 | | | | 24 (Thu) | | | 14 | | 18 | | | | |
| Strategic Development Committee | 7.00 pm Thursday | | 6 | 18 (5.30 pm) | 29 | | 10 | 21 | | 9 | 27 | | 3 | 15 | | 3 |
| Tower Hamlets Health and Wellbeing Board | Dates set by the Board | | 20 (Thu) | | | 30 (Mon) | | | 19 (Thu) | | | | | | | |

Key to Symbols

* These dates are dependent on the date of the 2014 local elections

^ Additional Overview and Scrutiny Meeting specifically to consider the draft budget proposals

% Provisional second budget Council date if budget not agreed at first meeting

NOTES:

- OTHER MEETINGS including Appointments Sub-Committee arranged on an ad hoc basis as required. Investment Panel meetings will be scheduled on the same day as Pensions Committee (after Pensions Committee on 13 June and before it on the other dates)
- BUDGET & COUNCIL TAX SETTING: Statutory deadline 10th March. Date of meeting set to enable receipt of GLA precept information.
- ELECTIONS: Local Government Elections – 1st May 2014 or combined with European Elections (likely 22nd May 2014)
- RAMADAN provisional dates: 9th July 2013 – 8th August 2013 (to be confirmed) and 18th June – 17th July 2014 (to be confirmed)
- ROSH HASHANAH - 5th & 6th September 2013; YOM KIPPUR – 14th September 2013
- EID-UL-ADHA provisional date: 15th October 2012, ASHURA: 13th November 2012
- EASTER 2013: Good Friday 18th April 2014, Easter Monday 21st April 2014.