

LONDON BOROUGH OF TOWER HAMLETS

COUNCIL MEETING

WEDNESDAY 26th MARCH 2014

CALENDAR OF MEETINGS 2014/15

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 2014/15 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.
- 3.3 The Council Procedure Rules provide that in a local election year such as 2014, the Council may revisit the calendar of meetings at the Annual Council Meeting immediately following the elections if necessary.

4. Points to note

- 4.1 Local Government Elections are due to be held on Thursday 22nd May 2014. The Annual Meeting of Council is therefore later than usual, to be held on Wednesday 11th June. The first Cabinet meeting will be held on Wednesday 25 June.
- 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 25th February 2015. This will allow time for a second Budget Council meeting to be arranged on 5th March if necessary. Additional Overview and Scrutiny Committee meetings have been scheduled for Monday 19th January and Tuesday 10th February specifically to scrutinise the budget proposals.
- As far as possible meetings have been minimised during other 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.
- Requests have been received from some Members to avoid holding Committee meetings on Thursdays due to their other commitments. The Pensions Committee and the Health and Wellbeing Board meetings have been moved to Tuesdays. However, due to the number of meetings it is not possible to entirely avoid Thursdays.
- The Tower Hamlets Health and Wellbeing Board dates are now set by Council and are included in this report for approval.
- There are ongoing discussions regarding altering the start time of the King George's Field Charity Board, but in the absence of a final decision the meetings times are still listed at 6:30pm in this report.
- 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. Legal Comments

8.1 There are no immediate 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
None.	

CALENDAR OF MEETINGS FOR THE 2014/2015 MUNICIPAL YEAR

Committee	Usual Meeting Day	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Audit Committee	7.00 pm Tuesday	30 (Mon)			16			16			17			
Cabinet	5.30 pm Wednesday	25	23		3	1	5	3	7	4	4	8	13	3*
Council	7.30 pm Wednesday	11	30		10		26		21	25	5 (Thu)%	15	20	
Development Committee	7.00 pm Wednesday	25	24 (Thu)	20	15 (Mon)	15	19	17	14	11	11	9 (Thu)	14 (Thu)	4 (Thu)*
Appeals / Appeals Sub Committee	6.30 pm Monday	30	14	11	15	13	17	15	12	16	16	13	11	
General Purposes Committee	7.00 pm Wednesday		2		9 (Tue)			10			25			
Health Scrutiny Panel	6.30 pm Tuesday		15		16		18		27		24			
Human Resources Committee	7.30 pm Wednesday		9			22			28		25			
King George's Field Charity Board	6.30 pm Wednesday		16			15			14		18			
Licensing Committee	7.00 pm Tuesday		15			14		9			10			

Committee	Usual Meeting Day	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Licensing Sub Committee	6.30 pm Tuesday	26 (Thu)	8 22	5 19	2 16 30	7 21	4 18	2 16	8 (Thu) 20	3 17	3 17 31	14 28	12 26*	9*
Overview & Scrutiny Committee	7.30 pm Tuesday	24	22		2 30		4	2	6 19 (Mon)^	3 10^	3	7	12	2*
Pensions Committee	7.30 pm Tuesday		16 (Wed)		17 (Wed)		19 (Wed)			24				
Standards (Advisory) Committee	7.30 pm Tuesday		15			21			13			14		
Strategic Development Committee	7.00 pm Thursday		3	14	25		6	18	29		12	23		4*
Tower Hamlets Health and Wellbeing Board	5.00 pm Tuesday		8		9		25		13		10			

Key to Symbols

* These dates are provisional after the 2015 Annual Meeting

^ 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 16 July 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 – 22nd May 2014. General Election 7th May 2015.
- RAMADAN provisional dates: 29th June – 28th July 2014 (to be confirmed) and 18th June – 17th July 2015 (to be confirmed)
- ROSH HASHANAH - 18th&19th September 2013; YOM KIPPUR – 26th September 2013
- EID-UL-ADHA provisional date: 4th October 2012, ASHURA: 3th November 2012
- EASTER 2015: Good Friday 3rd April 2015, Easter Monday 6th April 2015.