

LONDON BOROUGH OF TOWER HAMLETS

COUNCIL MEETING

WEDNESDAY 15th APRIL 2015

CALENDAR OF MEETINGS 2015/16

REPORT OF THE SERVICE HEAD, DEMOCRATIC SERVICES

1. Summary

- 1.1 This report requests the Council to confirm the calendar 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 2015/16 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.
- 3.2 The schedule of Council, committee and other meetings is therefore submitted for confirmation by the Council. The draft calendar is attached at Appendix 'A' and follows the pattern set 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 service requirements.

4. Points to note

- 4.1 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.
- 4.2 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 last Ordinary Council meeting of the year has been moved to late March due to a number of items now requiring sign off before April each year.
 - The Budget Council meeting is programmed for 24th February 2016. This will allow time for a second Budget Council meeting to be arranged on 3rd March if necessary. Additional Overview and Scrutiny Committee meetings have been

scheduled for Monday 18th January and Monday 8th February specifically to scrutinise the budget proposals.

- One fewer Cabinet meetings have been scheduled in the May to July period as having two meetings in July (to avoid an August meeting) was proving to be more than required. There will continue to be 12 Ordinary Overview and Scrutiny Committee meetings. Eleven will shadow Cabinet meeting dates as usual and discussions will take place with the Chair to agree to the date of the 'spare' meeting.
- 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.
- A number of Appointment Sub-Committee meetings have been scheduled. However, depending on workload, these meetings may be cancelled or additional meetings arranged.
- The Investment Panel was wound up during this last municipal year, however, the new Pensions Board will take its place in the calendar, meeting on the same evening (but just before) the Pensions Committee meetings.
- The Health Scrutiny Panel meetings are to be moved to a Wednesday with the Pensions Board and Committee meeting on Thursdays.
- 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.
- Officers are looking to keep the week of 25th May free of Committee meetings to allow space for all the mandatory member training sessions in relation to Committee memberships to be run in that week. Members will be provided with advance notice of the days that week where the different training sessions will be run. Provisional regular Member Development Training Dates have also been scheduled throughout the year.

5. Start times of meetings

- 5.1 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.
- 5.2 In relation to other committees and sub-committees, a range of different arrangements have developed over recent years and the arrangements reflect the differing requirements of particular meetings and are therefore included unchanged in the draft calendar.

6. Observations of the Chief Financial Officer

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

7. Legal Comments

7.1 There are no immediate legal implications arising from this report.

8. Implications for One Tower Hamlets

8.1 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.

9. Anti-Poverty Implications

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

10. Risk Management Implications

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

11. Strategic Action for a Greener Environment

11.1 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.	