


Non-Executive Report of the: Council 18 May 2016	 TOWER HAMLETS
Report of: Melanie Clay, Corporate Director, Law, Probity and Governance	Classification: Unrestricted
Updated Committee Calendar 2016/17	

Originating Officer(s)	Matthew Mannion, Committee Services Manager
Wards affected	All wards

Summary

This report proposes amendments to the calendar of Council, committee and other meetings for the forthcoming municipal year 2016/17 that was approved at the last Council meeting on 23rd March 2016. As a number of changes are proposed to take place in relation to the Committees of the Council, related changes to Committee meeting dates are set out in this report alongside any consequential changes to other Committee dates. The amended calendar of meetings is presented in Appendix A to this report.

Recommendations:

The Council is recommended to:

1. Approve the following proposed amendments to the calendar of meetings for the municipal year 2016/17 as set out in Appendix A, including, amongst others, changes to –
 - a. Housing Scrutiny Sub-Committee (New);
 - b. Grants Scrutiny Sub-Committee (New);
 - c. General Purposes Committee (New) (combined with the former Human Resources Committee and Appeals Committee)
2. To delegate to the Corporate Director, Law, Probity and Governance the authority to agree meeting dates for any new Committees or Sub-Committees that are set up subsequent to this report being presented to Council, subject to appropriate consultation with Members.

1. REASONS FOR THE DECISIONS

- 1.1 The Council Procedure Rules provide for the Council to agree a programme of meetings for each municipal year. This is normally done at the last ordinary meeting of the Council in each municipal year and there is provision for the calendar to be revised subsequently at the Annual meeting if necessary.

2. ALTERNATIVE OPTIONS

- 2.1 There are no alternative options.

3. DETAILS OF REPORT

- 3.1 The proposed amended calendar presented at Appendix A to the report follows the same pattern of meetings set in previous years in terms of frequency of meetings, start times and meeting days, adapted to address issues that have arisen during the year or during consultation.
- 3.2 As in previous years efforts have been made to avoid holding meetings during school holidays, with particular reference to August. However, it is necessary for some meetings to be held especially in relation to regulatory matters.
- 3.3 Following the original proposals for 2015/16, one fewer Cabinet meeting has been scheduled for May-July resulting in 11 for the year. However, there will continue to be 12 Overview and Scrutiny Committee (OSC) meetings with 12 shadowing Cabinet and two arranged separately (Budget Scrutiny). The OSC meetings will now be held the week before Cabinet as opposed to the night before Cabinet to allow more time to respond to pre-decision scrutiny questions and call-in reports.
- 3.4 It is proposed that the week of 23 May will be kept free of meetings to enable all Committee-related Member Development Training to take place that week. Members will be provided with a full timetable of training sessions due to take place that week to help plan their attendance. Regular Member Development Training Dates have also been scheduled throughout the year.
- 3.5 As Members will be aware, any subsequent requests to change dates of meetings of Committees following approval of the Committee Calendar by Council, or to set up Special Meetings of the Committees, are subject to consultation with the Chair(s) of the Committees and the relevant members.

Changes to the Committee Structure

- 3.6 On the agenda for the Council Annual General Meeting are proposals to alter the Council's Committee structure resulting in the merger of three Non-Executive Committees (General Purposes, Human Resources and Appeals Committees) and the Overview and Scrutiny Committee has recently agreed to set up two new Scrutiny Sub-Committees relating to Housing and Grants. These changes have necessitated alterations to the Council Calendar of Committee meetings and the changes are presented here.
- 3.7 In addition there are minor additions/changes to dates for the Commissioner Decision Making Committee and Best Value Programme Board meetings and Council are asked to note these changes.

- 3.8 It is also proposed to provide delegated authority to the Corporate Director, Law, Probity and Governance to agree any new meeting dates should that be required.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

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

5. LEGAL COMMENTS

- 5.1 There are no immediate legal implications arising from this report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 In collating this proposed amended 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. BEST VALUE (BV) IMPLICATIONS

- 7.1 No implications arising from this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 No implications arising from this report.

9. RISK MANAGEMENT IMPLICATIONS

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

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 No implications arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix A – Proposed Amended Calendar of Committee Meeting dates

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None

Officer contact details for documents:

- Matthew Mannion, Committee Services Manager x4651