

Non-Executive Report of the: Council 22 March 2017	 TOWER HAMLETS
Report of: Graham White, Acting Corporate Director for Governance and Interim Monitoring Officer	Classification: Unrestricted
Committee Calendar 2017/18	

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

Summary

This report proposes a calendar of Council, committee and other meetings for the forthcoming municipal year 2017/18. A period of consultation has taken place with Members and officers and Council are now asked to confirm the proposed meeting dates. The calendar of meetings is presented in Appendix One to this report.

Recommendations:

The Council is recommended to:

1. Approve the proposed calendar of meetings for the municipal year 2017/18 as set out in Appendix A.
2. To delegate to the Corporate Director for Governance the authority to agree meeting dates for any new Committees or Panels 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 draft 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. Wherever possible we have also sought to minimise the impact of meetings on members where these clash with certain religious holidays and party conferences. Committee meetings are listed at 5.30pm during Ramadan according to Council custom.
- 3.3 This year, it is proposed to hold Cabinet meetings at the end of the month as this will offer the following advantages:
- Better fit into the financial reporting cycle will enable monitoring reports to be made in a more timely manner.
 - There will be no need to schedule two Cabinet meetings in July as Cabinet will be able to discharge a full month's business at its July meeting. This will enable August recess to be better observed.
- 3.4 Overview and Scrutiny Committee (OSC) will continue to shadow the pattern of Cabinet meetings. Their meetings will take place on the Wednesday of the week before Cabinet except where this would clash with the date of a meeting of Full Council to allow more time to respond to pre-decision scrutiny questions and call-in reports. An additional meeting will be held in January (and potentially February) to scrutinise budget proposals.
- 3.5 It is intended that four Member Development sessions will take place following the Annual Council meeting. The dates reserved for this purpose are 18th and 18th May and 23rd and 24th May 2017. Because of the meetings cycles it has not been possible to avoid overlap of committee meetings and Member Development sessions but it is intended that the two meetings affected will involve an element of committee-related training as part of their proceedings.

Regular Member Development Dates have also been scheduled each month throughout the year except during August recess.

- 3.6 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, relevant members and the Chief Executive.
- 3.7 Each year changes to the Committee structure may be necessary to enable the Council to discharge its responsibilities. Should it be necessary to revise the meeting structure further the Calendar of Meetings will be adjusted and a new Calendar will be presented at the AGM if required but it is also proposed to provide delegated authority to the Coproate Director for Governance to agree any new meeting dates should that be required.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The timely consideration of budget monitoring information is critical to ensuring sound financial management and oversight and informed decision making. However, there are no direct financial implications arising from the recommendations within this report.

5. LEGAL COMMENTS

- 5.1 There are no specific legal comments arising from this report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 In collating 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

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 There are no implications arising from this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 There are no implications arising from this report.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 There are no implications arising from this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 There are no implications arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix A – Proposed 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.

- These must be sent to Democratic Services with the report
- State NONE if none.

Officer contact details for documents:

- Matthew Mannion, Committee Services Manager x4651