

Non-Executive Report of the:  <b>COUNCIL</b>  23 May 2018	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Asmat Hussain, Corporate Director, Governance and Monitoring Officer	<b>Classification:</b> Unrestricted
<b>Committee Calendar 2018/19</b>	

<b>Originating Officer(s)</b>	Matthew Mannion, Committee Services Manager Antonella Burgio, Senior Democratic Services Officer
<b>Wards affected</b>	All Wards

### Summary

This report proposes a calendar of Council, committee and other meetings for the forthcoming municipal year 2018/19.

The Calendar of Meetings was agreed at the Council meeting held on 21 March 2018 and it is now presented again at the Annual Meeting, with two changes to the original set of dates. The changes are as follows:

- Strategic Development Committee – 31 May 2018 – Cancelled
- Standards (Advisory) Committee – 24 October 2018 – moved from 18 October 2018
- Licensing Sub-Committee – 4 September 2018 – cancelled – note the Licensing Committee meeting on the same date is retained.
- Overview and Scrutiny Committee meeting to directly follow the Annual Council meeting to enable its Sub-Committees to be established.

The Member Training and Development dates have also been revised in line with communications sent out to Members.

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 2018/19 as set out in Appendix A including amended standard start times where appropriate.
2. To delegate to the Corporate Director, 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 is required to give public notice of its meetings in order to fulfil its legal obligations under the Access to Information Rules set out in the Constitution and to meet its obligations under the Local Government Act 1972.
- 1.2 The calendar will assist the Council to meet its legal requirements by setting out in a schedule, the meetings it intends to hold which all may easily refer to. It also aids transparent governance by enabling the work at meetings to be planned in advance. Hence the practice of presenting this report has evolved and is maintained.
- 1.3 Council is also asked 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 to ensure that there supporting arrangements to allow the Council to continue to be able to deliver its meetings efficiently.

## **2. ALTERNATIVE OPTIONS**

- 2.1 None are presented although it would be within the powers of Council to vary the proposed Committee meeting dates, times and frequencies as well as to change the overarching Committee structure.

## **3. DETAILS OF THE REPORT**

- 3.1 The draft calendar is presented at Appendix A to the report. In general it follows the same pattern of meetings set in previous years in terms of frequency of meetings, however, one notable set of changes relates to Cabinet other Executive meetings and Overview and Scrutiny Committee (OSC) which operates reciprocal arrangements with Cabinet.
- 3.2 It is proposed that Cabinet and other Executive meetings will now take place on Wednesdays. The Health and Wellbeing Board will continue to meet on a Tuesday.
- 3.3 Mirroring the arrangements in 2017/18, an additional Cabinet meeting is scheduled for the beginning of January 2019 to consider the draft budget proposals before submission to the special budget OSC meeting later that month.
- 3.4 The OSC will now meet on the Monday of the same week as Cabinet. This change will support the role of OSC in providing Pre-Scrutiny of Executive

decisions by giving OSC Members longer to review the Cabinet papers before their own meeting takes place. In April and May 2019, the Monday preceding the date of a Cabinet meeting will be a Bank Holiday, on these dates, the OSC meeting will take place on the day before Cabinet.

- 3.5 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.
- 3.6 Wherever possible we have also sought to minimise the impact of meetings on members where these clash with certain religious holidays and other events. In most cases, committee meetings are listed at 5.30pm during Ramadan to allow the meetings to conclude before the breaking of the fast.
- 3.7 During discussion there was widespread support for the idea of looking to avoid holding meeting too late in the evening. Therefore, it is proposed that no meeting will be set in the calendar to begin later than 6.30pm. Discussions will then take place with all Committee Chairs in the new municipal year to determine the most appropriate start times for their meetings.
- 3.8 The exceptions to the above are
  - (a) Council itself which will continue to meet at 7pm.
  - (b) Standards (Advisory) Committee where current feedback is that this meeting should continue to start at 7pm.
- 3.9 The Member Learning and Development dates have also been listed in the Calendar and where possible are listed when no Committee meetings are planned to encourage attendance. Since this year follows a local election, the development programme has been intensively focussed at the start of the municipal year to ensure that new Members especially are able to receive appropriate support.
- 3.10 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/Monitoring Officer.
- 3.11 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, or otherwise amend the calendar of meetings, the Calendar will be adjusted and a new Calendar will be presented at the Annual Meeting if required. It is also proposed to provide delegated authority to the Coproate Director for Governance to agree any meeting dates for new Committees should that be required.
- 3.12 The Council's Constitution, as amended on 22 November 2017, also provided a general power for the Monitoring Officer, in consultation with the Chief

Executive, meeting Chair and other Members as appropriate, to cancel or vary the time of any meetings where necessary.

#### **4. EQUALITIES IMPLICATIONS**

- 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. Certain meetings, such as the Health and Wellbeing Board will also take place at external venues where this is useful to encourage attendance and improve accessibility.

#### **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

- 5.2 None specific to this report.

#### **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 6.1 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.

#### **7. COMMENTS OF LEGAL SERVICES**

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

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- None

#### **Appendices**

- Appendix A – Proposed Calendar of 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:**

- N/A