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| Non-Executive Report of the: COUNCIL 20 March 2019 |  TOWER HAMLETS |
| Report of: Asmat Hussain, Corporate Director, Governance and Monitoring Officer | Classification: Unrestricted |
| Committee Calendar 2019/20 | |

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| Originating Officer(s) | Matthew Mannion, Head of Democratic Services Antonella Burgio, Senior Democratic Services Officer |
| Wards affected | All Wards |

Summary

This report proposes a calendar of Council, committee and other meetings for the forthcoming municipal year 2019/20. 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 2019/20 as set out in Appendix A.
2. To approve the reduction in the number of Ordinary Council meetings from 5 to 4 per year to bring the Council in line with many other London authorities.
3. To delegate to the Monitoring Officer 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 Approval of the annual calendar of meetings is a Council function. Therefore each year Elected Members are asked to consider and approve a schedule of meetings that will enable them to deliver the business of the Council.
- 1.2 To enable the Council to be flexible and reactive to new situations and new demands, the Councils' procedure rules provide that the Monitoring Officer may call additional meetings or cancel scheduled meetings. The Monitoring Officer is able 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.

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 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. In 2018 times were adapted for some meetings to address issues that have arisen during the year or during consultation. This year no further changes are proposed in this regard.
- 3.2 Cabinet and other Executive meetings will continue to take place on Wednesdays. The Overview and Scrutiny Committee (OSC) will therefore meet on the Monday of the same week as Cabinet.
- 3.3 Mirroring the arrangements in 2018/19, an additional Cabinet meeting is scheduled for the beginning of January 2020 to consider the draft budget proposals before submission to the special budget OSC meeting later that month.
- 3.4 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 party conferences and certain religious holidays. In most cases, Committee meetings are listed at 5.30pm during Ramadan to allow the meetings to conclude before the breaking of the fast. In 2019 and 2020 the Council Annual Meeting falls during Ramadan. To allow the breaking of the fast to be observed, the meetings will take place at **6.30pm**.

- 3.5 The Member Learning and Development dates have also been listed in the Calendar and have been suggested, where possible, when no Committee meetings are planned in order to encourage attendance. Additionally this year, the programme has been adapted to offer training for Members during afternoons as well as evenings.
- 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/Monitoring Officer.
- 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 Monitoring Officer to agree any new meeting dates should that be required.

Ordinary Council Meeting

- 3.8 Following benchmarking against other inner London local authorities it is proposed to reduce the number of Ordinary Council meetings from 5 to 4 (the Annual Meeting and Budget Meeting are in addition to those meetings). The dates to match that arrangement are set out in the Appendix. Should Council not agree to that reduction then the Ordinary Council meetings would take place on: 17 July 2019, 18 September 2019, 13 November 2019, 15 January 2020 and 18 March 2020. A few other meetings would be adjusted to allow for that pattern.

4. EQUALITIES IMPLICATIONS

- 4.1 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 There are no implications arising from this report which relate to the above areas.

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.

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.

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

Officer contact details for documents:

- N/A