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| Non-Executive Report of the: Council Wednesday 17 May 2023 |  TOWER HAMLETS |
| Report of: Janet Fasan, Director of Legal and Monitoring Officer | Classification: Unrestricted |
| Committee Calendar 2023-24 | |

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

Executive Summary

This report proposes a calendar of Council, committee and other meetings for the forthcoming municipal year 2023/24.

The Calendar of Meetings was agreed at the Council meeting held on 15 March 2023. However, as is traditional, the report is also presented at the Annual Council.

The following changes should be noted from the version presented at Council in March:

- Grants determination Sub Committee moved from 20 to 13 September 2023 to align decision on grants with OSC consideration
- Addition of an Audit Committee on 30 May 2023 (rolled forward from the 22-23 cycle).
- Addition of four meeting dates for a new Human Resources Committee.
- General Purposes Committee first meeting moved from 25 May to 13 June to allow first meeting of the Human Resources Committee.

The calendar of meetings is presented at Appendix 1 to this report

Recommendations:

The Council is recommended to:

1. Approve the proposed calendar of meetings for the municipal year 2023/24 as set out in Appendix 1.
2. To delegate to the Monitoring Officer the authority to agree meeting dates for any new Committees or Panels that Members agree to 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 also 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 THE REPORT

- 3.1 The draft calendar is presented at Appendix 1 to the report. In general it follows the same pattern of meetings set in previous years in terms of frequency of meetings with the Annual Meeting in May 2023 and all meetings following on from that.
- 3.1 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. This supports the role of OSC in providing Pre-Scrutiny of Executive decisions by giving OSC Members time to review the Cabinet papers before their own meeting takes place.
- 3.2 Mirroring the arrangements in recent years, an additional Cabinet meeting is scheduled for the beginning of January 2024 to consider the draft budget proposals before submission to the special budget OSC meeting later that month.
- 3.3 As in previous years, efforts have been made to avoid holding meetings during school holidays, with particular reference to August. However, it may be 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. During Ramadan, officers will work with Committee Chair's to identify a suitable start time for the meeting taking into account the breaking of the fast. It may be necessary in some cases to organise adjournments during meetings to accommodate this.

Physical, virtual and hybrid meetings and Covid restrictions.

- 3.1 At the moment legislation requires that all formal Council meetings take place at a physical location and to be counted as in attendance and to vote Members must also be in that location. The Council is allowing other participants to participate virtually as that is seen as helping increase accessibility to our meetings. Almost all meetings are also now webcast.
- 3.2 No change to the legislation is expected and so the above arrangements will continue.

Member Training Programme

- 3.3 The committee calendar has been developed in conjunction with the Member Training Programme to try and minimise any clashes between committee meetings and induction seminars.

4. EQUALITIES IMPLICATIONS

- 4.1 The calendar has taken into account religious observances and will consultant committees on earlier start times for meetings during Ramadan.

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.
- Data Protection / Privacy Impact Assessment.

- 5.2 There are no other statutory implications of the specific proposed committee calendar, although a failure to agree a committee calendar at all would impact on the Council's ability to meet all the above implications.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 There are no direct financial implications arising from this report.

7. COMMENTS OF LEGAL SERVICES

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

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Proposed Calendar of Meeting Dates 2023-24

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