


Non-Executive Report of the: Council 20 March 2024	 TOWER HAMLETS
Report of: Linda Walker, Interim Director of Legal and Monitoring Officer	Classification: Unrestricted
Committee Calendar 2024-25	

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

Executive Summary

This report proposes a calendar of Council, Committee and other meetings for the forthcoming municipal year 2024/25. 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 1 to this report.

Recommendations:

The Council is recommended to:

1. Approve the proposed calendar of meetings for the municipal year 2024/25 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 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 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 2024 and all meetings following on from that.
- 3.2 Cabinet and other Executive meetings will continue to take place on Wednesdays. The Overview and Scrutiny Committee (OSC) will normally meet on the Tuesday of the same week as Cabinet (see paragraph 3.6 also). 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.
- 3.3 Mirroring the arrangements in recent years, an additional Cabinet meeting is scheduled for the beginning of January 2025 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 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.
- 3.5 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. In particular for 2024/25, the Council meeting that would normally be scheduled in March 2025 has been moved to April.

Member Training Programme

- 3.6 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.

Changes to OSC meeting schedule

- 3.7 As summarised in paragraph 3.2, at the request of the Chair of the Committee, Overview and Scrutiny Committee will meet on the Tuesday before Cabinet in 2024/25 (a day closer to the Cabinet meeting than in 2023/24).

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 2024-25

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