

Meeting	General Functions Committee
Date	25 March 2014
Subject	Calendar of Meetings 2014/2015
Report of	Head of Governance
Summary of Report	Committee is requested to consider the report and enclosure at Appendix A providing a Calendar of Meetings for the 2014/15 municipal year.

Officer Contributors	Ash Tadjrishi – Overview and Scrutiny Officer Salar Rida - Business Support & Partnerships Officer
Status (public or exempt)	Public
Wards Affected	Not applicable
Key Decision	No
Reason for urgency / exemption from call-in	Not applicable
Function of	Council
Enclosures	Appendix A: Calendar of Meetings 2014/15
Contact for Further Information:	Ash Tadjrishi ash.tadjrishi@barnet.gov.uk 0208 359 2368 Salar Rida salar.rida@barnet.gov.uk 0208 359 7113

1. RECOMMENDATION

- 1.1 That the Calendar be noted, subject to any further comments of this Committee, and the Head of Governance be authorised to include variations in consultation with the Chairman of the body concerned.**
- 1.2 That the Committee note that Annual Council on 2 June 2014 will be recommended to agree the dates of the meetings proposed in the attached appendix.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Council, 21 January 2014- Item 4.3, Report from Constitution Ethics and Probity Committee

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The planning and early scheduling of the Council's formal meetings is an integral part of effective governance arrangements.

4. RISK MANAGEMENT ISSUES

- 4.1 Delay in implementation of the new calendar may prejudice efficient decision making.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Publicising details of Council and Committee meetings will enable the community to forward plan, should they so wish to attend and, if appropriate, address those bodies, in accordance with the Constitution.
- 5.2 Early approval also assists all Members to plan their diaries.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 None in the context of this report.

7. LEGAL ISSUES

- 7.1 None in the context of this report.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Constitution Part 3 – 2 – Responsibility for Council Functions.
- 8.2 Council Procedure Rules – Paragraph 1 (i) require Annual Council to approve the calendar of meetings

9. BACKGROUND INFORMATION

9.1 The dates proposed for Ordinary Meetings of the Council will be recommended for approval by the Council at the Annual meeting on 2 June 2014, in accordance with Constitutional requirements.

9.2 Where it has been possible to do so, the meeting schedule has been based on existing arrangements in accordance with Council's previous instructions. Forthcoming governance arrangements for the Committee system (including agreed frequency of the new Committees) and discussions with key stakeholders have determined a framework for the scheduling of new committees. The approach taken includes:

- A cycle of approximately 6-7 weeks (4-weekly for Planning and Environment and Planning Sub-Committees) based loosely on the existing Calendar.
- Meetings during Party Conference weeks have been avoided.
- As in the current year, meetings during August have been avoided.
- As in previous years no meetings are scheduled on
 - Friday evenings.
 - Principal Jewish Holy Days identified in the calendar of the Board of Deputies of British Jews, on Purim and the Eve of Purim.
 - The evening of the Hindu Festival of Diwali
 - The Muslim Festivals of Eid ul Fitr and Eid ul Adha

9.3 Once confirmed, a series of member development events will take place between 6-7 pm held prior to committee meetings. The All Member Development session: Moving to a Committee System has been scheduled to take place on the evening of Monday 9 June 2014.

9.4 The Group Secretaries were sent a first draft version on 25 February 2014. Comments received subsequent to this resulted in the amendments incorporated within the schedule presented as an appendix to this report.

9.5 General Functions Committee has traditionally received a draft calendar and commented on it. However under the Council Procedure Rules approval of it is a matter for the Annual Meeting of the Council.

9.6 The proposed final draft Calendar of Meetings for 2014/15 is attached at Appendix A.

10. LIST OF BACKGROUND PAPERS

10.1 None.

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	LC