

	<p>General Functions Committee</p> <p>12 October 2015</p>
<p style="text-align: right;">Title</p>	<p>Calendar of Meetings 2016-17 and 2017-18</p>
<p style="text-align: right;">Report of</p>	<p>Head of Governance</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix A: Calendar of Meetings 2016-17 Appendix B: Calendar of Meetings 2017-18</p>
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<p>Summary</p>
<p>This report presents the draft Calendar of Meetings for the municipal years 2016-17 and 2017-18.</p> <p>The Calendar of Meetings incorporates comments received and takes into account the current scheduling mechanism. Specific events such as Public holidays, principal religious festivals and Party Group Conferences have been avoided to prevent clashes with Council Committee meetings.</p>

<p>Recommendations</p>
<p>1. That the Committee approve the Calendar of Meetings 2016-17 and 2017-18 at Appendix A and B, subject to i) any further comments from this Committee and ii) any further amendments being agreed by the Chairman of the Committee.</p>

2. That the Committee note that Full Council will be requested to endorse the Calendar of Meetings 2016-17 and 2017-18 at a forthcoming meeting, but that formal adoption of the calendars will be reserved to Annual Council on 24 May 2016 in accordance with the Constitution.

3. That the Head of Governance be then authorised to facilitate variations in consultation with the Chairman of the General Functions Committee and Leaders of the main political groups.

1. WHY THIS REPORT IS NEEDED

- 1.1 At its meeting on 23 March 2015, the Committee requested to receive an early draft of the calendars for the municipal years 2016-17 and 2017-18. This report provides the Committee with the proposed Calendar for ordinary meetings for the municipal year 2016-17 and 2017-18.
- 1.2 Under the Council's Constitution, agreement of the Calendar of Meetings including for ordinary meetings is Council function and takes place at the Annual Council meeting. To enable Members to plan their personal commitments and to enable officers to plan projects beyond the term of the current 2015-16 calendar of meeting, the Committee are being requested to consider and endorse the Municipal Calendars 2016-17 and 2017-18.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Calendar of Meetings will facilitate decision-making and enable all stakeholders to forward plan decisions required by council committees.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Not applicable in the context of this report.

4. POST DECISION IMPLEMENTATION

- 4.1 The dates proposed for Ordinary Meetings of the Council will be referred to a meeting of Full Council for endorsement prior to formal approval by the Council at the Annual meeting on 24th May 2016 in accordance with Constitutional requirements.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

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

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 None in the context of this report.

5.3 Legal and Constitutional References

5.3.1 No legal implications in the context of this report.

5.3.2 Council's Constitution, Responsibility for Functions, Annex A – sets out the terms of reference of the General Functions Committee. It is an established custom and practise that the General Functions Committee considers and approves the calendar of meetings prior to final approval at Full Council at their Annual Meeting. Under the Council's Constitution, Full Council Procedure Rules, approval of the Calendar of Meetings is at the Annual Meeting of the Council.

5.4 Risk Management

5.4.1 The early planning and scheduling of formal committee and Council meetings is a vital and integral part of the decision making process. This supports the efficient administration of the Council.

5.5 Equalities and Diversity

5.5.1 Publicising details of Council and Committee meetings will enable all stakeholders and the community to forward plan, should they wish to attend and, if appropriate, address those bodies, in accordance with the Constitution.

The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies **to have due regard** to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups

The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services

5.6 Consultation and Engagement

5.6.1 The draft Calendars have been circulated to Members and comments have been collated as received and appropriate amendments made. The meeting cycle and framework has been scheduled in accordance with the council's governance arrangements, the current referral mechanism and following consultation with stakeholders. The adopted principles include:

- Meetings during August and Party Conference dates have been avoided
- As in previous years, no meetings have been scheduled on Friday evenings and principal religious holidays

5.6.2 The following religious organisations and sources have been consulted in the drafting of the calendar of meetings:

- Board of Deputies of British Jews – Calendar of Festivals and Holy Days
- Islamic Important Dates – The London Central Mosque Trust & The Islamic Cultural Centre
- Diwali Festival

5.6.3 Final approval and adoption of the calendar is by Full Council at its Annual Meeting.

6. BACKGROUND PAPERS

6.1 None.