

Council

Date: 2 February 2011

Agenda item: 11

Wards: All

Subject: Calendar of meetings 2011/14

Lead officer: Director of Corporate Services

Forward Plan reference number: 990

Contact officer: colin.millar@merton.gov.uk

Recommendations:

A. That the Council agrees the calendar of meetings as set out in appendix 1

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To propose a calendar of meetings of Council bodies for the year 2011/12.
- 1.2. To propose a forward schedule of full Council meetings (Annual, Ordinary and Budget) to May 2014.

2 DETAILS

- 2.1. The proposed calendar is attached at appendix 1.

3 ALTERNATIVE OPTIONS

- 3.1. The Council can make whatever arrangements it sees fit in respect of the calendar within the legal constraints set out below. The Council should also have regard to the requirements of the Audit Commission in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. The executive leader has been consulted in respect of the executive meeting schedule. The chair of the Overview and Scrutiny Commission has been consulted in respect of the scrutiny schedule. The Audit Commission have agreed to attend on 22 September 2011 to present the final accounts and annual governance report. Group offices and leaders have been consulted and their comments taken into account.

5 TIMETABLE

- 5.1. The calendar is in respect of council and committee meetings between May 2011 and May 2012 and in respect of Council meetings between 2012 and 2014.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. None

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. In borough election years the Council must hold its annual meeting between 12 and 25 days after the election. In other years the annual meeting must be held in March, April or May.
- 7.2. The Council must hold a meeting to agree its budget by 11 March in each year.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. Publishing a calendar of meetings in advance is important in giving people information about when the Council proposes to do its business and take decisions which affect the community and individuals.

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. None

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 10.1. It is important for the proper discharge of the Council's duties that a proper framework for decision making is established including the scheduling of meetings in advance to allow for business reports to be properly prepared for decision making bodies.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Appendix 1 - Proposed calendar of meetings 2010/14

12 BACKGROUND PAPERS

- 12.1. None

| | May-11 | Jun-11 | Jul-11 | Aug-11 | Sep-11 | Oct-11 | Nov-11 | Dec-11 | Jan-12 | Feb-12 | Mar-12 | Apr-12 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| COUNCIL | | | | | | | | | | | | |
| Annual (1) | 11 | | | | | | | | | | | |
| Ordinary (5) | | 13 | | | 14 | | 23 | | | 1 | 28 | |
| Council budget (1) | | | | | | | | | | | 7 | |
| EXECUTIVE | | | | | | | | | | | | |
| Cabinet (11) | 11 | 20 | 18* | | 19 | 17** | 7/28 | 12 | 16 | 20 | 12 | |
| Call-in (10) | | 30 | | 4* | | 6/27** | 24 | 15 | 5 | 2 | 8/29 | |
| SCRUTINY | | | | | | | | | | | | |
| Overview and Scrutiny Commission (6) | | 28 | | | | 11 | 17 | | | 7 | 13 | 26 |
| Healthier Communities and Older People OSP (6) | 25 | | | | 7 | | 2 | | 25 | 23 | | 19 |
| Corporate Capacity OSP (6) | | 14 | | | 20 | | 8 | | 24 | 21 | | 17 |
| Children and Young People OSP (6) | | 15 | | | 21 | | 9 | | 18 | 22 | | 18 |
| Sustainable Communities OSP (6) | 26 | | | | 6 | | 15 | | 26 | 9 | | 24 |
| NON-EXEC & ADVISORY | | | | | | | | | | | | |
| Audit Committee (4 + 1 Final accounts) | | 22 | | | 22 | 12 | | | 4 | | 1 | |
| Standards (4) | | 7 | | | | 18 | | | 3 | 28 | | |
| General Purposes Committee (4 + 1 Final Accounts) | | 23 | | | 22 | | 3 | | 19 | | 14 | |
| Borough Development Plan Advisory Committee (4) | | 29 | | | | | 16 | | 10 | | 20 | |
| Licensing Committee (4) | | 8 | | | | 19 | | | 11 | 29 | | |
| Street Management Advisory Committee (4) | | 9 | | | | 20 | | | 23 | | 21 | |
| Planning Applications Committee (11) Thurs | 19 | 16 | 21 | | 8 | 13 | 10 | 8 | 12 | 16 | 15 | 12 |
| OTHER | | | | | | | | | | | | |
| CADAP (4) | | | 5 | | 27 | | 30 | | | | 22 | |
| JCC (4) | 17 | | 6 | | | | 1 | | 17 | | | |
| SACRE (4) | 18 | | 7 | | | | 29 | | | 8 | | |
| Accounts cycle bold and shaded | | | | | | | | | | | | |
| Budget meetings in bold | | | | | | | | | | | | |
| * Items called in from the Cabinet meeting on 18 July 2011 will only be dealt with on 4 August 2011 if they cannot reasonably be deferred to the September meeting of the relevant scrutiny panel(s) | | | | | | | | | | | | |
| ** Items called in from the Cabinet meeting on 17 October 2011 will only be dealt with on 27 October 2011 if they cannot reasonably be deferred to the November meeting of the relevant scrutiny panel(s) | | | | | | | | | | | | |
| LSG (for information) | | 6 | 4 | | 5 | 3/24 | 14 | | 4 | 6/27 | | |

