

Council

Date: 6 February 2013

Agenda item: 12

Wards: All

Subject: Calendar of meetings 2013/14

Lead officer: Director of Corporate Services

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

Recommendations:

- A. That the Council agrees the calendar of meetings in appendix 1
 - B. That the Council notes the proposed Scrutiny task group dates in appendix 1
 - C. That the Council notes the member development dates in appendix 2
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To propose a calendar of meetings of Council bodies for the year 2013/14.

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 audit and accounting requirements 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. Group offices and leaders have been consulted and their comments taken into account where possible.
- 4.2. Subsequent to the consultation additional dates have been added as follows:
 - 2 additional health scrutiny dates for mental health issues have been added on 22 May and 17 October 2012
 - Scrutiny task group dates added
 - Member development dates received from the Learning, Development and Diversity team in appendix 2

5 BOROUGH ELECTIONS 2014

- 5.1. The date for the borough election in 2014 has not yet been set. It is currently anticipated that the election will be combined with the 2014 European Parliamentary elections for which a date has also not yet been set but it is anticipated that the borough elections will be later than the normal date.

- 5.2. It is not possible to schedule meetings during April and May 2014 until we have the election date confirmed.
- 5.3. A further report will be brought to Council when the election date has been confirmed.

6 TIMETABLE

- 6.1. The calendar is in respect of committee meetings between May 2013 and May 2014.
- 6.2. The Council meeting dates shown were agreed by Council on 2 February 2011.

7 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 7.1. None

8 LEGAL AND STATUTORY IMPLICATIONS

- 8.1. 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.
- 8.2. The Council must hold a meeting to agree its budget by 11 March in each year.

9 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 9.1. 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.

10 CRIME AND DISORDER IMPLICATIONS

- 10.1. None

11 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 11.1. 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.

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

- Appendix 1 - Proposed calendar of meetings 2013/14
- Appendix 2 – Member development dates

13 BACKGROUND PAPERS

- 13.1. None

	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14
COUNCIL													
Annual (1)	15												21
Ordinary (5)		10		11			20			5	5	2	
Council budget (1)													
EXECUTIVE													
Cabinet (10)	15	10	1	16	21	11	9	20	17	10			
Call-in (10)		4/26	17		9	6/27		8	6	6/26			
SCRUTINY													
Overview and Scrutiny Commission (6)		16		24			26		30		11	30	
Healthier Communities and Older People OSP (8)	22	3	4	25	17	13	12		15	12		23	
Children and Young People OSP (6)				17		6	11		14	11		29	
Sustainable Communities OSP (6)		25			16	12			9	26		24	
Task Groups													
Overview and Scrutiny Commission (6)				3	2/31	27	19	21					
Healthier Communities and Older People OSP (8)		17		18	8	19	11	4					
Children and Young People OSP (6)				12	1	14/28	17	23					
Sustainable Communities OSP (6)				10	3/30	21	4	22					
NON-EXEC & ADVISORY													
Standards (3)		18			23					25			
General Purposes Committee (4)		27		26		5					12		
Borough Development Plan Advisory Committee (4)		26		19		5					6		
Licensing Committee (4)		11		4		27				27			
Street Management Advisory Committee (4)	8			18			3	29					
Planning Applications Committee (12) Thurs	23	20	18	15	5	10	7	12	16	13	27		
OTHER													
Wimbledon Forum (4)		12		26				11			18		
Raynes Park Forum (4)		13		12				4			13		
Morden Forum (2)					8						20		
Mitcham Forum (2)					15						25		
Colliers Wood Forum (1)					22								
JCC (4)		12			2		4				19		
SACRE (1 + 2 TBA)		11											
Shadow Health and Wellbeing Board (start time 13:00)		4	11	24									
Accounts cycle bold and shaded													
Final budget round meetings in bold													
For information													
LSG (for information)	28	17			2	7/28	25	6/29		24			

Appendix 2

Member development dates

January	7 th January 2013
February	21 st February 2013
March	12 th March 2013
May	9 th May 2013
June	19 th June 2013
July	4 th July 2013
September	19 th September
October	38 th October 2013
November	14 th November 2013
December	17 th December 2013
January 2014	7 th January 2014
February 2014	20 th February 2014
March 2014	12 th March 2014