

**THE EXECUTIVE**

**24 FEBRUARY 2004**

**REPORT OF THE DIRECTOR OF CORPORATE STRATEGY**

<b>CALENDAR OF MEETINGS</b>	<b>FOR DECISION</b>
<p data-bbox="145 533 1449 600"><i>To seek the Executive's comments on the draft Calendar of meetings in accordance with the terms of the Constitution (Article 1 - paragraph 5).</i></p> <p data-bbox="145 640 288 674"><b><u>Summary</u></b></p> <p data-bbox="145 712 1449 813">This report sets out the draft Calendar of Meetings for the coming Municipal Year and requests the Executive to recommend it for approval by the Assembly in March 2004 as required by the Constitution. In so doing, to:</p> <ul data-bbox="193 857 1449 1653" style="list-style-type: none"><li>• Re-affirm the basis of the Calendar, the principles around which have previously been set by the Assembly;</li><li>• Note that as a result of a review of the appropriate Regulations it is necessary for the Assembly to sign off the Council's Annual Statement of Accounts as opposed to the Executive, the deadline for which this year is 31 August 2004. For those reasons the meeting of the Assembly in September has been brought forward to 25 August 2004.</li><li>• Consider continuing with daytime meetings of Community Forums;</li><li>• Note that in addition to Member training sessions, it is proposed to continue with Departmental and Chief Executive briefings, but to discontinue with "Open Days" as these are not generally supported by Members. These will, however, be reconsidered in Borough Election years;</li><li>• Note that meetings of Community Housing Partnerships have been scheduled to avoid clashes with corresponding Forums;</li><li>• Note the implications of the Licensing Act 2003 insofar as the make up, and/or frequency of the Regulatory and General Matters Board is concerned;</li><li>• Note that pre-Assembly briefings are now programmed in the Diary;</li></ul> <p data-bbox="145 1688 549 1722"><b><u>Recommendation / Reason</u></b></p> <p data-bbox="145 1760 1449 1861">The Executive is asked to consider the content of the draft Calendar and, subject to any changes, recommend it to the Assembly for approval in accordance with the Council's Constitution.</p>	

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## 1. Calendar of Meetings

The attached draft Calendar sets dates for various meetings in the Council's political structure. Dates for certain meetings of the Scrutiny Management Board, subject to Call-In, will be confirmed as and when required. The Calendar adopts the following principles:

- No meetings on Thursday evenings or all day Friday (other than Ceremonial Council);
- Mondays reserved for Community Forums;
- Tuesdays reserved for the Executive and Regulatory and General Matters Board;
- Alternate Tuesdays / Wednesdays reserved for the Development Control Board;
- Wednesdays reserved for the Assembly and the Scrutiny Management Board. As a result of a review of relevant Regulations it is necessary for the Assembly rather than the Executive to sign off the Council's Annual Statement of Accounts by 31 August 2004. For that reason the Assembly meeting originally scheduled for 1 September 2004 will be brought forward to 25 August 2004
- Two provisional dates earmarked for the Executive in August.

Where the venue has been determined this is shown in brackets.

(B) = Town Hall Barking

(D) = Civic Centre Dagenham

## 2. Community Forums

A decision was taken last year to schedule one daytime meeting per Forum commencing at 11.00 am, with the exception of Wellgate (10.00 am), in order to avoid clashes of Forums and to encourage a broader mix of attendees.

Whilst the number and mix did not change dramatically, many of the community canvassed supported the idea of some daytime meetings. Members are therefore asked to consider continuing with one daytime meeting per Forum during 2004/05 for further review.

The programme also includes prospective dates for the Chairs/Deputy Chairs of Forums briefings and the BAD Youth Forum.

**3. Members' Training/Departmental Briefings**

Ongoing Members' Training will continue to be scheduled on a monthly basis, together with regular departmental and Chief Executive briefings for all Members. Departmental "Open Days" are being discontinued as generally Members do not favour them. They will, however, be reconsidered in Borough Election years.

**4. Community Housing Partnerships**

Dates of CHPs have been programmed in so as to avoid clashes with corresponding Forums.

**5. Regulatory and General Matters Board**

The programme continues to include a monthly provisional meeting of the Regulatory and General Matters Board. The introduction however of the Licensing Act 2003 has transferred many of the licensing functions from the Magistrates Courts to local authorities.

The Executive has still to consider how these functions will be dealt with at a Member level; which may or may not affect the make up and/or frequency of the RGM Board.

**6. Assembly**

The pre-Assembly briefings are now programmed in the Diary.

**7. Other Meetings**

Other meetings such as Community/Police Consultative Group, ELWA, Barking and Dagenham Partnership have been agreed at each relevant meeting and these have also been programmed into the Diary.

The Executive is also reminded that in terms of keeping Members informed generally, officers are now logging programmed and non-programmed meetings electronically onto the Members' Calendar, which can be accessed via the Intranet.

**Background papers used in the preparation of this report:**

None