

## **Committee: Council**

**Date: 7 February 2018**

Wards: All

## **Subject: Calendar of meetings 2018/19**

Lead officer: Director of Corporate Services

Lead member: Councillor Mark Allison, Deputy Leader and Cabinet Member for Finance

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### **Recommendations:**

- A. That the Calendar of meetings at Appendix A is agreed.
  - B. That the dates for Overview and Scrutiny Topic Workshops and Member Induction Workshops, included in Appendix A be noted.
  - C. That the Council meetings for 2018 to 2022 at Appendix B be agreed.
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### **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To propose a calendar of meetings for Council bodies for 2018-19, and for the meetings of the Council for 2018-2022

### **2 DETAILS**

- 2.1. The details are set out in Appendix A and B.

### **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.

### **5 TIMETABLE**

- 5.1. The calendar covers the period from immediately after the 2018 Annual meeting up to and including the Annual meeting 2019; and meetings of the Council between 2018 and 2022.

### **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1. None for the purposes of this report.

### **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 A – calendar of meetings
- Appendix B – Council meetings for the period 2018 - 2022

## **12 BACKGROUND PAPERS**

12.1. None