

Item No. 3.3	Classification: Open	Date: 26 February 2014	Meeting Name: Council Assembly
Report title:		Council Assembly Dates and Calendar	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATIONS

Council assembly dates

1. That council assembly agrees to the following dates for meetings of council assembly and that these dates be fixed in the council calendar for the municipal year 2014/15:

Dates of council assembly meetings 2014/15

Council Assembly Meetings 2014/15	Type of Meeting
Saturday 7 June 2014	Annual Meeting (Mayor Making) <i>Note: To be held jointly with Civic Association's Civic Awards Ceremony.</i>
Wednesday 11 June 2014	Annual Meeting (Constitutional Meeting)
Wednesday 16 July 2014	Ordinary Meeting
Wednesday 22 October 2014	Ordinary Meeting
Wednesday 26 November 2014	Ordinary Meeting
Wednesday 21 January 2015	Ordinary/Council Tax Base and NDR Meeting
Wednesday 25 February 2015	Budget and Council Tax Setting
Wednesday 25 March 2015	Ordinary Meeting
Wednesday 20 May 2015	Annual Meeting

Council calendar

2. That the calendar of council meetings for the 2014/15 municipal year ahead as shown at Appendix 1 be noted.

BACKGROUND INFORMATION

3. Council assembly procedure rules require that meetings shall take place on such dates as agreed by council assembly.
4. In past years council assembly at the annual meeting considered a report from the proper constitutional officer on constitutional matters for the municipal year including the draft calendar of meetings for the coming year. In line with the practice adopted last year the calendar is now presented earlier to give members greater notice of forthcoming council assembly dates.

KEY ISSUES FOR CONSIDERATION

Council assembly dates

5. A schedule of council assembly meetings for the 2014/15 municipal year has been prepared and is shown in recommendation 1. The proposed dates are based on the meetings established by the annual meeting on 22 May 2013. The next council assembly is 26 March 2014. This was agreed by council assembly on 23 January 2013.
6. For 2014, it is proposed that the annual meeting be held across two dates. The mayor making part of the meeting will take place on Saturday 7 June 2014 in a combined event with the Civic Associations' civic award ceremony. The constitutional annual meeting will be held on Wednesday 11 June 2014. No constitutional changes are necessary for the meeting to be held in this way, however a report will be taken to the constitutional steering panel to review whether any other changes to the procedure rules are necessary.
7. Council assembly is asked to formally agree these dates, in accordance with the relevant constitutional provision.

Council calendar

8. A calendar of council meetings for the 2014/15 municipal year ahead has been prepared and is shown at Appendix 1.
9. The calendar includes the dates for school holidays, party conferences and other committed dates. Due to business demands of the service, certain meetings will meet more frequently e.g. cabinet, overview and scrutiny committee and planning committee. Cabinet procedure rule 2.1 requires that the cabinet should meet at least ten times per year; therefore cabinet meetings are scheduled in line with this requirement. Scrutiny sub-committees are included in the draft calendar, pending their establishment by the overview and scrutiny committee.
10. In respect of meetings other than council assembly, this calendar is subject to amendments, additions and cancellations. The calendar is regularly updated throughout the year and is published on the council's website.

Community impact statement

11. This decision has been judged to have no impact on local people and communities.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution http://www.southwark.gov.uk/info/10058/about_southwark_council/375/councils_constitution	Constitutional Team 160 Tooley Street, London SE1 2QH	Lesley John 020 7525 7225

APPENDICES

Appendix	Title
Appendix 1	Council Calendar 2014/15

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Kenny Uzodike, Assistant Constitutional Officer	
Version	Final	
Dated	13 February 2014	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	No	No
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	13 February 2014	