

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 26th March 2015

Decision Type: Non-Urgent Non-Executive Non-Key

Title: PROGRAMME OF MEETINGS 2015/16

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

1.1 This report presents the draft timetable of meetings for the next Municipal Year for Members' consideration. The proposed timetable, which has been the subject of extensive consultation, is based on the current timetable, with only minor alterations. The Constitution Improvement Working Group is looking at meeting structures and, depending on the outcome, there may need to be in-year changes to the programme.

2. **RECOMMENDATION(S)**

2.1 **That the Programme of Meetings for 2015/16 be approved.**

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £373,410 (2014/15)
 5. Source of funding: 2015/16 Revenue Budget
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Staff

1. Number of staff (current and additional): 8 posts (7.39fte)
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory Requirement: Although the Council is required to hold an annual meeting and to appoint an Executive and a scrutiny committee the Council can set its own meeting dates.
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 60 Members of the Council.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? All Members have been consulted
2. Summary of Ward Councillors comments: See section 3.

3. COMMENTARY

- 3.1 The Council's programme of meetings is agreed each year by this Committee, and the proposed programme for 2015/16 is attached at **Appendix 1**.
- 3.2 Since 2012, the overall number of programmed meetings has been reduced, allowing savings to be made in staff costs and other ancillary cost savings – heating, lighting, and preparation and distribution of reports. The proposed Programme for 2015/16 has been prepared closely resembling the programme for the 2014/15.
- 3.3 As in previous years, every effort has been made to avoid more than one meeting being held on the same evening. The proposed programme has been prepared on the basis that the current Executive and Committee decision-making structures will continue in the same form next year. If Members do make any alterations to these then the programme may need to be adapted accordingly. Dates can still be changed by individual Chairmen and Committees, and special meetings can still be arranged when necessary. In response to Member comments, the draft programme includes various daytime meetings.
- 3.4 PDS meetings are now aligned more closely with the Executive, enabling reports to be considered, where necessary, at service PDS Committees before final approval at the Executive. The programme also has to fit in with key timelines relating to financial management, including the setting of the Council Tax and annual budget, the statutory accounts and budget monitoring cycles.
- 3.5 The draft programme has been circulated to all Members and to senior officers, and a number of detailed changes have been made in response to the comments received, in particular to Executive and PDS Committee dates in September/October 2015 to fit the budget monitoring cycles better.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous report to this Committee on the Programme of meetings (4 th February 2014)