

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Thursday 16 February 2023

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

Title: PROGRAMME OF MEETINGS 2023/24

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: All

1. Reason for decision/report and options

- 1.1 This report presents the draft programme of meetings for the next Council Year (2023/24) for Members' consideration. The proposed timetable, which has been the subject of consultation, is based broadly on the current timetable, with only minor alterations. Should Members subsequently agree any changes to the current committee titles and responsibilities at the annual Council meeting these changes will be accommodated within the approved timetable.
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2. **RECOMMENDATIONS**

- (1) **That, subject to any changes of meeting arrangements subsequently approved by Members, the programme of meetings for 2023/24 be approved.**
- (2) **That the Director of Corporate Services and Governance be authorised to adjust the programme in accordance with any changes made to committees by Members, and to make minor corrections and updates to the programme as necessary.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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Transformation Policy

1. Policy Status: Existing Policy
 2. Making Bromley Even Better Priority (delete as appropriate):
(5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
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Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £337k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (current and additional): 6 posts
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

1. Legal Requirement: None: 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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Procurement

1. Summary of Procurement Implications: Not Applicable
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Property

1. Summary of Property Implications: Not Applicable
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Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
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Customer Impact

1. Estimated number of users or customers (current and projected): Not Applicable
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Any comments from members will be reported at the meeting.

3. COMMENTARY

- 3.1 The Council's programme of meetings is agreed each year by this Committee, and the proposed programme for 2023/24 is attached at **Appendix 1**. The proposed programme for 2023/24 has been prepared closely resembling the programme for 2022/23.
- 3.2 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, but if Members do make any alterations to these then the programme can be adapted accordingly. Dates can still be changed or removed by individual Chairmen and Committees, and special meetings can still be arranged when necessary. The draft programme includes various daytime meetings where these dates are available.
- 3.3 The programme has to fit in with key timelines relating to financial management and reporting, including the setting of the Council Tax and annual budget and budget monitoring cycles. The programme also has to take account of public holidays, school holidays and election dates.
- 3.4 The programme has been designed to give high priority to pre-decision scrutiny. At the request of the current chairman, meetings of the Executive, Resources and Contracts PDS Committee are now scheduled for two days before each Executive meeting (previously this would have been the week before each Executive meeting.) Other PDS meetings are also aligned closely with the Executive across five cycles of meetings. This enables reports to be scrutinised at service PDS Committees before final consideration at the Executive. At the request of the Chairman and Vice-Chairman, meetings of the Development Control Committee are also more evenly spaced, about eight weeks apart.
- 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. Any further comments will be reported at the meeting.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children/Policy/Finance/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	Previous reports to this Committee on the Programme of meetings