

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Tuesday 6 February 2024

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

Title: PROGRAMME OF MEETINGS 2024/25

Contact Officer: Graham Walton, Democratic Services Manager
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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 (2024/25) 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/sub-committee titles and responsibilities at the annual Council meeting these changes will be accommodated within the approved timetable.

2. **RECOMMENDATIONS**

- (1) **That, subject to any changes of meeting arrangements subsequently approved by Members, the programme of meetings for 2024/25 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 and sub-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:
(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: £402k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (*current and additional*): 6fte in Democratic Services
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

1. Legal Requirement: Statutory Requirement: Local Government Act 1972 and subsequent legislation. 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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Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
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Impact on Health and Wellbeing

1. Summary of Health and Wellbeing 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: All members have had an opportunity to comment on the draft programme, and changes have been made where appropriate.

3. COMMENTARY

- 3.1 The Council's programme of meetings is agreed each year by this Committee, and the proposed programme for 2024/25 is attached at **Appendix 1**. The proposed programme for 2024/25 has been prepared closely resembling the programme for 2023/24.
- 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, with meetings of all PDS Committees closely 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 current PDS Chairman, meetings of the Health Scrutiny Sub-Committee are no longer scheduled for the same day as the Adult Care & Health PDS Committee, and two of the Sub-Committee's meetings will be re-scheduled as informal briefings rather than formal meetings.
- 3.5 Meetings of Plans Sub-Committees have been reduced in the programme in anticipation of a reduction to two Sub-Committees, with meetings every four weeks rather than every two weeks.
- 3.6 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/Property/Carbon Reduction/Local Economy/Health and Wellbeing/Customers/Ward Councillors
Background Documents: (Access via Contact Officer)	Previous report on 23 February 2023 to this Committee on the Programme of meetings