

PART 1 - PUBLIC

Decision Maker: General Purposes and Licensing Committee

Date: 7th April 2011

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

Title: PROGRAMME OF MEETINGS 2011/2012

Contact Officer: Philippa Stone, Democratic Services Officer
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Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

Ward: N/A

1. Reason for report

- 1.1 This report presents the draft timetable of meetings – schedule attached – for the next Municipal Year for Members' consideration.
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2. RECOMMENDATION

- 2.1 The Committee is requested to approve the proposed Programme of Meetings for 2011/2012, as set out, for publication.

Corporate Policy

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

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £476,706
 5. Source of funding: N/A
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Staff

1. Number of staff (current and additional): There are 14 posts in the Democratic Services team (11.89 fte, of which 10 fte are dedicated to committee support).
 2. If from existing staff resources, number of staff hours: Preparation of Programme of meetings, including extensive consultation, involves approximately 6 staff hours.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. Programme does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 100 plus. Copies are distributed to all Members of the Council and Chief Officers and are available to senior officers and partnership bodies on request.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 The draft Programme for 2011/2012, as set out in the attached schedule, is submitted to this Committee for consideration. The Programme for 2011/12 has been prepared closely resembling the Programme for the current year which was issued following approval by the General Purposes and Licensing committee on 16th December 2009. The main change from the 2010/2011 Programme of Meetings is that where possible meetings have been scheduled to take place over three days of the week from Tuesday to Thursday, with the exception of Council Meetings which remain on Monday evenings.
- 3.2 Copies of the draft Programme have previously been circulated for consultation with the Party Group Leaders/Secretaries, all Portfolio Holders, Committee and Sub-Committee Chairmen and Vice-Chairmen and to Chief Officers. As in previous years, every effort has also been made to avoid more than one meeting being held on the same evening but, having regard to other constraints some clashes have been found to be unavoidable.

4. CONCLUSION

- 4.1 The Committee is requested to consider the schedule attached to this report and, having taken into account of any further comments from Members, to approve the Programme of Meetings 2011/2012 for publication.

Non-Applicable Sections:	Policy, Financial, Legal and Personnel implications.
Background Documents: (Access via Contact Officer)	None