

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**7TH JANUARY 2009**

**COMMITTEE PROGRAMME 2009/10**

Responsible Portfolio Holder	Councillor R. D Smith
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

**1. SUMMARY**

1.1 This report presents the proposed programme of Council and Committee meetings for 2009/10.

**2. RECOMMENDATION**

2.1 That the Cabinet recommend the Council to approve the Committee Programme for 2009/10 as set out at Appendix 1.

**3. BACKGROUND**

3.1 The proposed Committee Programme for 2009/10 is on similar lines to the current year in that the Cabinet is scheduled to meet on a monthly basis and the ordinary meetings of the Council will be every two months. The full Council will meet two weeks after the Cabinet to allow time for recommendations from the preceding Cabinet to be included within the Council agenda book.

3.2 Although the Cabinet usually meets on the first Wednesday in the month, this is not possible in May each year due to the Annual Meeting of the Council. As a consequence the Cabinet is scheduled to meet on the last Wednesday in April.

3.3 For the purposes of the Programme it has been assumed that the new overview and scrutiny arrangements will continue beyond the current trial period due to end in April 2009. The Overview Board will, in general, meet on the first Tuesday of the month in order to facilitate consideration of the Forward Plan of executive decisions in a timely manner. The Scrutiny Board will, in general, meet on the fourth Tuesday of each month. It is proposed that the Scrutiny Board be scheduled to meet in the daytime due to staffing pressures within Legal Services.

3.4 Joint meetings of the Overview and Scrutiny Boards will be required for consideration of the budget and these have been included within the programme. Other joint meetings will be arranged as and when required.

- 3.5 It is proposed that, where possible, no meetings be scheduled during August 2009. The only exception at this stage is the Planning Committee which will require a meeting due to the timescales to be met for the determination of major planning applications. As a consequence the Cabinet will meet at the end of July 2009 (which will still allow for a 4 week gap between the meeting scheduled for the start of July).
- 3.6 The meetings of the Performance Management Board have been rescheduled from Tuesdays to Mondays to avoid clashing with meetings of the controlling group.
- 3.7 At the start of the current municipal year the meetings of the Licensing Committee were arranged as and when required. However, during the course of the year a programme of dates was agreed to facilitate forward planning by Member and officers. A series of proposed dates based on the Licensing Committee meeting every six weeks has been incorporated within the Programme for 2009/10, on the basis that any meeting not required will be cancelled.
- 3.8 The Standards Committee has been scheduled to meet six times which reflects the programmed meetings for the current year. Any further meetings will be arranged if and when required.
- 3.9 A special meeting of the Cabinet and an extraordinary meeting of the Council have been included at the end of June 2009 to approve the Council's accounts. It is a statutory requirement that the accounts be approved by the end of June 2009.
- 3.10 An extraordinary meeting of the Council has been included in late February 2010 for the setting of the Council Tax.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications.

#### **6. COUNCIL OBJECTIVES**

- 6.1 The forward planning of the Council's decision-making processes links to the Council's Improvement and Sense of Community objectives.

#### **7. RISK MANAGEMENT**

- 7.1 There are no direct risks arising from this report.

**8. CUSTOMER IMPLICATIONS**

8.1 Once approved the programme of Council and Committee meetings will be publicised within the Council and on the Council's website to provide advance notice of future meetings.

**9. EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 Efforts have been made to avoid meetings clashing with key religious festivals.

**10. VALUE FOR MONEY IMPLICATIONS**

10.1 There are no Value for Money implications directly relating to this report.

**11. OTHER IMPLICATIONS**

Procurement Issues – None
Personnel Implications – None
Governance/Performance Management –None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

**12. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	No
Executive Director - Partnerships and Projects	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

**13. WARDS AFFECTED**

All Wards

**14. APPENDICES**

Appendix 1 Committee Programme 2009/10

**15. BACKGROUND PAPERS**

None

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