

# **BROMSGROVE DISTRICT COUNCIL**

## **CABINET**

**6TH JANUARY 2010**

### **COMMITTEE PROGRAMME 2010/11**

Responsible Portfolio Holder	Councillor G. N. Denaro
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 2010/11.

#### **2. RECOMMENDATIONS**

- 2.1 That the Cabinet recommend the Council to approve the Committee Programme for 2010/11 as set out at Appendix 1.
- 2.2 That the Cabinet recommend that authority be delegated to the Head of Legal, Equalities and Democratic Services, in consultation with the Leader and relevant Portfolio Holder, to agree the programme of Council and Committee meetings for future years.

#### **3. BACKGROUND**

- 3.1 The proposed Committee Programme for 2010/11 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 normally be every two months. The full Council is scheduled to meet two weeks or more after the Cabinet to allow time for recommendations from the preceding Cabinet to be included within the Council agenda book.
- 3.2 In collating the proposed Committee Programme for 2010/11 due regard has been taken of the schedule of Council and Committee meetings for Redditch Borough Council in view of the fact that both Councils' programme of meetings will be supported by a single management team. Efforts have been made to avoid clashes of Cabinet and full Council meetings where possible. Whilst there are still some clashes of Committee meetings it is intended that these will be overcome by different officers being in attendance at the respective meetings.
- 3.3 Although the Cabinet usually meets on the first Wednesday in the month, this cannot always be the case. In early May 2010 it is possible there will be a General Election and in 2011 there will be Local Elections on 5th May.

The Cabinet will also meet on the last Wednesday in June 2010 to avoid a clash with Redditch Council's Executive on the first Wednesday in July.

- 3.4 The Overview Board will, in general, meet at the start of the month, prior to Cabinet in order to facilitate consideration of the Forward Plan of executive decisions in a timely manner. Two meetings of the Joint Overview and Scrutiny Board have been scheduled in December and January for budget consultation purposes. Additional meetings of the Joint Board will be arranged as and when required.
- 3.5 In line with the practice established in the past couple of years, it is proposed that as few meetings as possible be scheduled during August 2010. The exceptions at this stage include the Cabinet and the Planning Committee which will require a meeting due to the timescales to be met for the determination of major planning applications. The Overview Board will meet on the last day of August to tie in with the September Cabinet on the first of that month.
- 3.6 A series of proposed dates based on the Licensing Committee meeting every six weeks has been incorporated within the Programme for 2010/11, on the basis that any meeting not required will be cancelled.
- 3.7 The Standards Committee has been scheduled to meet six times which reflects the programmed meetings for the current municipal year. Any further meetings will be arranged if and when required.
- 3.8 A meeting of the Audit Board has been scheduled for late June 2010 in order to approve the Council's accounts. It is a statutory requirement that the accounts be approved by the end of June.
- 3.9 Historically, prior to the function with regard to the approval of accounts being transferred to the Audit Board, an extraordinary meeting of the Council was held in late June for this purpose. It is proposed that an ordinary meeting of the Council continue to be scheduled in late June to avoid having a long gap between the last ordinary meeting of the Council in April of the preceding municipal year and the first ordinary meeting of the Council in the new municipal year.
- 3.10 An extraordinary meeting of the Council has been included in late February 2011 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 INCLUDING HEALTH & SAFETY CONSIDERATIONS**

7.1 There are no direct risks or health and safety considerations 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. CLIMATE CHANGE AND CARBON IMPLICATIONS**

11.1 There are no direct climate change and carbon implications directly relating to this report.

**12. OTHER IMPLICATIONS**

Procurement Issues – None
Personnel Implications – None
Governance/Performance Management – covered in the main body of the report
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Biodiversity – None

**13. 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

**14. WARDS AFFECTED**

All Wards

**15. APPENDICES**

Appendix 1 Committee Programme 2010/11

**16. BACKGROUND PAPERS**

None

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