

18 May 2016

Annual Council

Committee Calendar for 2016/2017

Report of: *Steve Summers, Group Manager In-House Services*

Wards Affected: *All Wards*

This report is: *Public*

1. Executive Summary

- 1.1 The Constitution under Council Procedure Rule 2.1 (r) provides that the Annual Meeting of Council will consider an item of business to agree the date, time and place of ordinary meetings of Council (and its Committees) for the coming Municipal Year.
- 1.2 A Calendar of Meetings (subject to Agenda Item 9) has been prepared.

2. Recommendation(s)

- 2.1 That the Calendar of Meetings attached as Appendix A (to follow) for 2016/17 be approved.**

3. Introduction and Background

- 3.1 Members agree the date, time and place of ordinary meetings of the Council and its committees for the 2016/17 Municipal Year at the Annual Meeting of Council.

4. Issue, Options and Analysis of Options

- 4.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Town Hall informing the public of the meetings of the Council and its Committees.
- 4.2 If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

- 4.3 Appendix A provides a schedule of meetings to deliver the Committee arrangements consequential to Agenda Item 10.

5. Reasons for Recommendation

- 5.1 The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

6. Consultation

- 6.1 Officers will seek the views of Group Leaders.

7. References to Corporate Plan

- 7.1 The governance arrangements at the Council should be such as to enable the delivery of the Corporate Plan 2016-19.

8. Implications

Financial Implications

Name & Title: Christopher Leslie, Finance Director

Tel & Email: 01277 312 542 christopher.leslie@brentwood.gov.uk

- 8.1 The cost of the governance arrangements at the Council can be met from existing budgets. However, any increase in the number of meetings will have an impact on the officer support structure.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 There are no specific legal implications arising from this report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None.

10. Appendices to this report

Appendix A – Calendar of Meetings 2016/17 (*to follow*)

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