

# Heritage, Culture and Leisure Committee

Tuesday 7 June  
2016

Is this the final decision on the recommendations?

Yes

## Committee work programme

<b>Final Decision-Maker</b>	Heritage, Culture and Leisure Committee
<b>Lead Director or Head of Service</b>	Paul Riley, Head of Finance and Resources
<b>Lead Officer and Report Author</b>	Poppy Collier, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	None

### **This report makes the following recommendations to the final decision-maker:**

1. To consider the Committee's work programme attached at appendix A, to enable agenda planning for the year ahead, and ensure that the programme covers all issues that Members wish to consider within the Committee's remit.

### **This report relates to the following corporate priorities:**

Keeping Maidstone an attractive place for all and ensuring a successful economy for the borough through promoting the borough's heritage, leisure, tourism and culture.

### **Timetable**

<b><i>Meeting</i></b>	<b><i>Date</i></b>
Heritage, Culture and Leisure Committee	7 June 2016

# Committee work programme

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 A work programme allows a Committee to look ahead in order to effectively plan forthcoming business, monitor the progress of issues, and pick up and act on matters that arise.
- 1.2 During a review of the constitution Members wished to clarify the process by which a Councillor can add an item to the agenda of a meeting under a committee system. At Council on 13 April 2016, the following paragraph was agreed for inclusion in the constitution:

Each committee sets its own agenda, through its Chairman and Vice-Chairman. Any Councillor may put an item on a committee agenda for consideration, via the committee Chairman and Democratic Services Team, subject to that matter being relevant to the committee's terms of reference. The Chairman of a committee, after consulting the Vice-Chairman, shall place the requested item on the next available committee agenda unless in the view of the Chairman, having consulted the Head of Legal Partnership and Head of Finance and Resources as necessary, the matter is defamatory, offensive or frivolous. The Councillor must attend the meeting, speak on the item put forward and make clear what outcome s/he is seeking. The Councillor's report and background papers will be published with the agenda under the Access to Information Rules. Following receipt of the Councillor's report, the Committee will decide whether to take the matter further and request an officer's report on the item.

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## 2. AVAILABLE OPTIONS

- 2.1 The Committee could consider the work programme attached at appendix A.
- 2.2 The Committee could choose not to consider the work programme, but this would miss an early opportunity to set the agenda for the year ahead.

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## 3. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Heritage, Culture and Leisure Committee Work Programme

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## 4. BACKGROUND PAPERS

None.