

DEMOCRACY COMMITTEE**8 September 2016**

Is the final decision on the recommendations in this report to be made at this meeting?

Yes**Report of the Head of Finance and Resources – Democracy Committee Work Programme and Change of meeting day and time for 2016-2017**

Final Decision-Maker	Democracy Committee
Lead Head of Service	Head of Policy & Communications
Lead Officer and Report Author	Tessa Mallett, Democratic Services Officer
Classification	Public
Wards affected	

This report makes the following recommendations to this Committee:

1. That the Committee note the Democracy Committee's Work Programme for 2016-2017 attached as appendix A.
2. That the Committee change the meeting day and time for the Committee's meetings to Wednesday 11 January 2017 and Wednesday 8 March 2017 at 6:30pm.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place and Securing a successful economy for Maidstone Borough – by holding meetings at a time that is accessible for all

Timetable

Meeting	Date
Committee	8 September 2016

Report of the Head of Finance and Resources – Democracy Committee Work Programme and Change of meeting day and time for 2016-2017

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides a detailed Committee Work Programme for 2016-2017 as a result of the Committee's discussions and decisions at their meeting of 7 July 2016.
 - 1.2 At the meeting on 7 July 2016 Members of the Committee agreed to changing the day and time (to an evening) of the Committee meetings for 2016 – 2017. This report outlines some potential solutions to this.
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2. INTRODUCTION AND BACKGROUND

- 2.1 At the Committee's meeting on 7 July 2016 the Committee discussed and agreed the topics for the Committee's Work Programme for 2016-2017. The results of this discussion are attached as **Appendix A** – Democracy Committee Work Programme 2016-2017.
 - 2.2 The meeting dates for 2016 – 2017 municipal year for all Committees, including the Democracy Committee, were set by Council at their meeting on 9 December 2015.
 - 2.3 The meeting dates for the Democracy Committee were set for the Thursday, at the beginning of every alternate month at 10am.
 - 2.4 At the Committee's meeting on 7 July 2016 it was agreed, by a vote of 6 For and 3 Against, to change the regular day and time of the meetings to an evening.
 - 2.5 The change agreed would come into force from January 2017 as the meeting date for November, which is the next meeting date, has already been changed to accommodate the Local Plan Examination.
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3. AVAILABLE OPTIONS

- 3.1 The Committee could leave the meeting dates as they are. However, this would be against the Committee's decision at the Meeting on 7 July 2016.
- 3.2 The Committee could consider changing the day and time of the meeting to the first Monday of each alternate month from January 2016 at 6:30pm. This would mean the dates would change to:
 - Monday 9 January 2017 @ 6:30pm
 - Monday 6 March 2017 @ 6:30pm

3.3 The Committee could consider changing the day and time of the meeting to a Wednesday of each alternate month from January 2016 at 6:30pm. This would mean the dates would change to:

- Wednesday 11 January 2017 @ 6:30pm
- Wednesday 8 March 2017 @ 6:30pm

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Suggestions 3.2 and 3.3 of this report avoid any clashes with other meetings in the meetings calendar. However, at the Committee's meeting of 7 July it was clear that a Monday evening may be difficult for several Members of the Committee. With this in mind, option 3.3 would possibly best suit all Members.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 The change of meeting dates and time would need to be agreed with the Proper Officer.

5.2 Once agreed, the meetings already arranged for January and March 2017 would need to be cancelled and the new meeting dates entered into the system so the meetings calendar on the Council's web site is up to date.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	None identified	Head of Finance & Resources
Risk Management	None identified	Head of Finance & Resources
Financial	Evening meetings incur a minor cost in terms of staffing. This will remain within budget	Head of Finance & Resources
Staffing	Staff resources are already identified to administer the meeting	Head of Finance & Resources
Legal	None identified	Team Leader

		Corporate Governance
Equality Impact Needs Assessment	No detrimental impact on the protected characteristics of individuals identified.	Insight and Information Officer.
Environmental/Sustainable Development	None identified	Head of Finance & Resources
Community Safety	None identified	Head of Finance & Resources
Human Rights Act	None identified	Head of Finance & Resources
Procurement	None identified	Head of Finance & Resources
Asset Management	None identified	Head of Finance & Resources

7. REPORT APPENDICES

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

- Appendix A: Democracy Committee Work Programme