



Democracy Committee Work Programme

Democratic Services Team

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INTRODUCTION

This document sets out the decisions to be taken by the Democracy Committee of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

DECISIONS WHICH COMMITTEES INTEND TO MAKE IN PRIVATE

The Committee hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of any Committee is open only to Committee Members, other Councillors and Council officers.

Reports and/or appendices to decisions which Committee will take at their private meetings are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Committee if he/she believes the decision should instead be made in the public part of that Committee meeting. If you want to make such representations, please email committeeservices@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Committee's response will be published on the Council's website at least 5 working days before the Committee meeting.

ACCESS TO COMMITTEE REPORTS

Reports to be considered at any of the Committee's public meetings will be available on the Council's website (www.maidstone.gov.uk) a minimum of 5 working days before the meeting.

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or to the relevant Chairman of a Committee.

Alternatively, you can submit a question or make a statement to the Committee by emailing tessaware@maidstone.gov.uk, provided it is relevant to their terms of reference. All questions or requests to make a statement at a Committee meeting must be received by 5pm one clear working day prior to the meeting.

Date of Meeting	Title of Report and Brief Summary:	Contact Officer:	Public or Private (if Private the reason why)	Content
September 2016	Democracy Committee – change of meeting time and date	Tessa Ware	Public	
September 2016	Outside Body Review (continued)	Tessa Ware	Public	
November 2016	Review of Polling Station – St Michael’s School	Liz Bailey	Public	
November 2016	Officer Based Review of the Courier Service	Lisa Cook	Public	
November 2016	Interim report on the review of changing to 4 yearly elections		Public	
January 2017	Interim report on the review of changing to 4 yearly elections		Public	
March 2017	Review of Constitution – including section on Member Training, election of all committee Chairs and Vice Chairs at the beginning of the municipal year		Public	
March 2017	Final report on the review of changing to 4 yearly elections		Public	
March 2017	Report detailing Member training for the past year	Tessa Ware	Public	