

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

16 April 2013

Report of the Chief Executive

Part 1- Public

Matters For Decision

1 PROGRAMME OF MEETINGS 2013/14

1.1 This report brings forward for consideration the programme of meetings for 2013/14.

- 1.1.1 Details of the draft proposed programme of meetings for the remainder of this year, for 2014 and to the commencement of the municipal year 2015/16 are set out in the Annex to this report.
- 1.1.2 With regard to the programme of meetings for the remainder of 2013, Members are asked to note the re-arrangement of meetings of the Local Environmental Management Advisory Board to accommodate procurement timetables, the additions of an extraordinary meeting of General Purposes Committee on 16 May and of a meeting of the Electoral Review Working Group on 25 July.
- 1.1.3 With regard to the current programme of meetings for the municipal 2013/14, Members are asked to note the re-arrangement of a number of meetings of Area 3 Planning Committee to maintain a six week gap between each meeting. As a consequence of this the meeting of the Parish Partnership Panel scheduled for 21 November will need to be brought forward to 14 November 2013. Members are also asked to note that, at the request of Financial Services, the meeting of the Audit Committee scheduled for 31 March will be held on Monday 14 April 2014.
- 1.1.4 In respect of the proposed programme for 2014 onwards the meetings of Area 1 Planning Committee and Tonbridge Forum (marked with an asterisk in the Annex) have yet to be confirmed with the Angel Centre; it has been confirmed that the County Council budget Meeting will be held on 13 February 2014 (with the third Thursday reserved for any incomplete business); and efforts have been made to avoid scheduling meetings during school holiday and political party conference periods.

1.2 Legal Implications

- 1.2.1 None

1.3 Financial and Value for Money Considerations

1.3.1 Not applicable.

1.4 Risk Assessment

1.4.1 Not applicable.

1.5 Equality Impact Assessment

1.5.1 See 'Screening for equality impacts' table at end of report

1.6 Summary and Recommendations

1.6.1 There are a variety of factors that have been taken into account in bringing this draft programme of meetings forward. The aim is that Annual Council will be able to approve a schedule which is fixed for the coming year, whilst recognising the need to respond to specific and changing circumstances. It is therefore important than any further amendments are incorporated prior to the Annual Council.

1.6.2 It is **RECOMMENDED** that the attached programme of meetings be endorsed subject to any amendments following any final considerations, and submitted to Annual Council for final confirmation.

Background papers:

contact: Janet Shenton

Nil

Julie Beilby
Chief Executive

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The decision will not adversely impact any groups.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.