

**Committee: COMMUNITY COMMITTEE**

**Agenda Item**

**Date: June 28, 2007**

**4**

**Title: LEAD OFFICER'S REPORT - FUNCTIONS OF THE COMMITTEE**

**Author: Philip O'Dell, Director of Resources,  
01799 510670**

Item for noting

---

### **Summary**

- 1 This report updates Members on matters arising from the minutes that are not on this Agenda.

### **Recommendations**

- 2 That any presentations take place prior to 7.30pm when the meeting commences.
- 3 That the report is noted.

### **Background Papers**

- 4 The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
  - Scheme of Delegation
  - Constitution
  - Minutes of Full Council meeting 22 May 2007.

### **Impact**

5

Communication/Consultation	As relevant to update (i) and (ii)
Community Safety	No additional issues in respect of this update.
Equalities	No additional issues in respect of this update.
Finance	No additional issues in respect of this update.
Human Rights	No additional issues in respect of this update.
Legal implications	No additional issues in respect of this update.
Ward-specific impacts	All
Workforce/Workplace	No additional issues in respect of this update.

### **Situation/Update**

- 6 Since the last meeting the Heads of Division have been appointed and personal development programmes are in place.
- 7 Staff appraisals across the Council are currently taking place.
- 8 The Performance Select Committee has requested that financial health indicators are prepared to enable it to monitor the Council's financial performance.
- 9 The Audit Commission will shortly be re-assessing the Council's Use of Resources performance and will issue their report in December 2007.

### **Last meeting update**

- 10 There are no items requiring updating from the meeting of 22<sup>nd</sup> March 2007 over and above the Business Arising Item on the agenda.

### **Managing Committee Time**

- 11 The work of this committee will be aided by agreed arrangements provided by the Constitution Group to manage meetings as follows;
  - That the practice – instituted in recent meetings – of a 'Lead Officer's report' should continue. This report should update members in writing on the progress of items and issues previously discussed – thereby avoiding lengthy discussions and/or questions under the broad heading of 'Matters Arising'. The report would also provide an opportunity to incorporate a brief update on items of interest to members in respect of service delivery or the like which perhaps of themselves do not warrant a full report to the committee. This report should be taken as first substantive item on the agenda.
  - Items for information will be clustered at the end of the agenda and would not normally be discussed unless there was a clear need or desire on the part of a significant proportion of members to do so.
  - Members will be encouraged to notify declarations of interest in advance – as we do with apologies for absence – with an electronic form provided for this purpose. The chair and/or clerk of the meeting could then advise the committee/council of any declarations at the start of the meeting.
  - Provisional timings for each agenda item will be agreed in advance with the chair of the committee and published as part of the agenda papers. This will give an indication of which items appear to require substantial discussion and which might be dealt with more quickly. It will also give members of the public etc a better indication of when a particular item might arise. These items would be indicative only. Please note that the Director of Resources did not have time to initiate a dialogue with the

Chairman of this Committee regarding timing of items for this agenda and apologises to the Committee for that.

- Meetings of the Council should aim to cease after 2 hours duration. In the event that the business has not been concluded within that time the Chairman of the meeting shall seek the view of the meeting as to how long it should continue. Only in exceptional circumstances should a meeting continue after 10.30 p.m. Where necessary the Chairman shall adjourn unfinished business to another date or to the next meeting of the Council.

Additionally, it is proposed that the practice of receiving presentations prior to the 7.30pm commencement of the meeting is continued.

## Risk Analysis

12

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating actions</b>
The Committee takes decisions that are outside its remit	Low	Significant	Reference to the scheme of delegation.
That meetings may be overburdened and lengthy.	Medium	High	Proceed with the agreed plan provided by the Constitution Task Group for agenda management.