



Belfast City Council

Report to:	Development Committee
Subject:	Bi-monthly Departmental Briefing Document
Date:	13 January 2010
Reporting Officer:	Shirley McCay, Head of Economic Initiatives, ext. 3459
Contact Officer:	Barbary Cook, Policy and Business Development Manager, ext. 3620

Relevant Background Information

Members will be aware that in Committee in October 2009 they agreed that a regular bi-monthly Development briefing update should be prepared and distributed to all Members. This recommendation was brought forward in response to an ongoing issue identified by Members Services - that the Development Committee agenda had become quite large in recent times. For example, during 2009 the average number of items each month was 17, with the longest agenda (26 items) appearing in September.

The recommendation to develop this bi-monthly Development briefing update was taken because many of the items appearing on the Committee's agenda were for update or notation purposes only and required no decision by Members. The bi-monthly briefing will therefore allow the Department to keep Members informed on the progress of initiatives and projects within the Department, while reducing the number of items appearing on Development Committee agendas.

Once the bi-monthly briefing update is introduced, Members will continue to have the option of requesting that any of the items included can be discussed at the following month's Committee if they think this is needed.

Key Issues

The Policy and Business Development Unit have been working with Corporate Communications to develop a template for the Members bi-monthly update briefing. This template is included in Appendix 1 for consideration. If approved, the first bi-monthly update will be distributed to all Members in February 2010.

Recommendations

It is recommended that Members:

1. Agree to the format of the template included in Appendix 1.

Decision Tracking

Following agreement that a bi-monthly Development briefing update is prepared and distributed to all Members.

Time frame: February 2010

Reporting Officer: Barbary Cooke