



## Belfast City Council

<b>Report to:</b>	Development Committee
<b>Subject:</b>	<b>Management of Committee Business</b>
<b>Date:</b>	10 August 2011
<b>Reporting Officer:</b>	Stephen McCrory, Democratic Services Manager ext 6314
<b>Contact Officers:</b>	Barry Flynn, Democratic Services Officer ext 6310

<b>1</b>	<b>Relevant Background Information</b>
<b>1.1</b>	The Committee will recall that, at its meeting on 15 June, it was agreed, given the extent of business which the Committee is required to consider, that it would meet twice monthly during the Council term. This decision was subject to the consideration of a report on how two meetings might be accommodated within the Committee Schedule and setting out the nature of the business to be discussed at each of the meetings.

<b>2</b>	<b>Key Issues</b>
<b>2.1</b>	In order to accommodate the holding of two meetings per month, it is important that sufficient time is left between each meeting in order to allow for the preparation of reports. It would also be prudent to structure agendas to reflect the main priorities within the Draft Corporate Plan. Accordingly, the Committee is requested to agree that future agendas be compiled on the following basis:
<b>2.2</b>	<u>First Meeting of the Month</u> <ul style="list-style-type: none"><li>- Shaping Belfast</li><li>- Belfast's Economy</li><li>- Marketing Belfast</li><li>- Neighbourhoods, Communities and People</li></ul>
<b>2.3</b>	<u>Second Meeting of the Month</u> <ul style="list-style-type: none"><li>- Presentations</li><li>- Deputations</li><li>- Operational Matters</li><li>- Performance and Financial Reporting (quarterly basis)</li><li>- Consultation Documents</li></ul>

<b>2.4</b>	<p><u>Dates of Meetings</u></p> <p>In order to accommodate two Committee meetings within the schedule, the undernoted dates have been identified in the Committee Schedule between now and the end of the year, commencing at 5:15 p.m. Thereafter, from January 2012, the Committee is recommended to meet on the first and third Tuesdays of each month:</p>
<b>2.5</b>	<p>Tuesday 23<sup>rd</sup> August</p> <p>Wednesday 14<sup>th</sup> September                      Tuesday 27<sup>th</sup> September</p> <p>Monday, 10<sup>th</sup> October                              Tuesday 25<sup>th</sup> October</p> <p>Tuesday 8<sup>th</sup> November                            Tuesday 22<sup>nd</sup> November</p> <p>Tuesday 13<sup>th</sup> December</p>
<b>2.6</b>	<p><u>Presentations / Deputations</u></p> <p>Members have previously raised concerns regarding the length of time taken up at meetings by presentations from external organisations. As permission to address the Committee must be approved in advance, it will be a matter for the Committee to consider whether the matter at hand is of such importance to warrant a special meeting or whether the presentation can be accommodated within normal Committee business. However, it is suggested that, for a trial period, presentations be received at the second meeting of the month and limited to 20 minutes with discussion thereafter left to the Chairman's discretion. The matter will be reviewed at a later date.</p>

<b>3</b>	<b>Resource Implications</b>
<b>3.1</b>	There are no additional resource considerations attached to this report

<b>4</b>	<b>Equality and Good Relations Considerations</b>
<b>3.2</b>	There are no equality and good relations considerations attached to this report

<b>5</b>	<b>Recommendations</b>
<b>5.1</b>	Members are requested to agree that the Committee meets on the dates outlined and that agendas be structured on the basis proposed.
<b>5.2</b>	The Committee is requested to agree that, for a trial period, presentations be received at the second scheduled meeting of the month and they are limited to 20 minutes in duration.

<b>6</b>	<b>Decision Tracking</b>
The trial period for presentations being restricted to twenty minutes will be reviewed at a later date. Reporting Officer: Stephen McCrory	