

Committee	Date	Classification	Report No.	Agenda Item No.
Development Committee	6 th June 2012	Unrestricted	(DC001/012/13)	7.
Report of: Assistant Chief Executive		Title : Development Committee Terms of Reference, Quorum, Membership and Dates of Meetings		
Originating Officer(s) : Zoe Folley, Democratic Services		Ward(s) affected: N/A		

1. Summary

- 1.1 This report sets out the Terms of Reference, Quorum, Membership and Dates of meetings of the Development Committee for the Municipal Year 2012/13 for the information of members of the Committee.

2. Recommendation

- 2.1 That the Development Committee agrees to note its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1, 2 and 3 to this report.

3. Background

- 3.1 At the Annual General Meeting of the full Council held on 16th May 2012, the Authority approved the proportionality, establishment of the Committees and Panels of the Council and appointment of Members thereto.
- 3.2 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their Terms of Reference, Quorum and Membership for the forthcoming Municipal Year. These are set out in Appendix 1 and 2 to the report respectively.
- 3.3 The Committee's meetings for the remainder of the year, as agreed at the Annual General Meeting of the Council on 16th May 2012, are as set out in Appendix 3 to this report.
- 3.4 In accordance with the programme of meetings for principal meetings, meetings are scheduled to take place at 7.00pm with the exception of one meeting which will start at 5.30pm to accommodate Members who may be participating in Ramadan.

4. Comments of the Chief Financial Officer

- 4.1 There are no specific comments arising from the recommendations in the report.

5. Concurrent report of the Assistant Chief Executive (Legal)

5.1 The information provided for the Committee to note is in line with the Council's Constitution and the resolutions made by Council on 16th May 2012.

6. One Tower Hamlets Considerations

6.1 When drawing up the schedule of dates, consideration was given to avoiding schools holiday dates and known dates of religious holidays and other important dates where at all possible.

7. Sustainable Action for a Greener Environment

7.1 There are no specific SAGE implications arising from the recommendations in the report.

8. Risk Management Implications

8.1 The Council needs to have a programme of meetings in place to ensure effective and efficient decision making arrangements.

9. Crime and Disorder Reduction Implications

9.1 There are no Crime and Disorder Reduction implications arising from the recommendations in the report.

10. Appendices

Appendix 1 Development Committee Terms of Reference and Quorum

Appendix 2 Development Committee Membership 2012/2013

Appendix 3 Development Committee Meeting Dates 2012/2013

**LOCAL GOVERNMENT ACT, 1972 SECTION 100D (AS AMENDED)
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

Brief description of "background paper"

If not supplied
Name and telephone
number of holder

None

Zoe Folley
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