

CANNOCK CHASE COUNCIL

ANNUAL COUNCIL MEETING

WEDNESDAY, 25 MAY, 2016 AT 4.00 P.M.

COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK

Notice is hereby given of the above mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business set out on the attached Agenda.

Prior to the commencement of the formal business the following will take place:

- Outgoing Chairman's Remarks, including presentation of Charity cheques.
- Youth Endeavour Award presentation.

Following the conclusion of the meeting, photographs will be taken of the new Chairman etc.

A G E N D A

PART 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance included as part of this agenda.

3. Chairman of the Council

To elect a Chairman of the Council for the municipal year 2016-17.

4. Vice-Chairman of the Council

To elect a Vice-Chairman of the Council for the municipal year 2016-17.

5. Minutes

To confirm the Minutes of the meeting of the Council held on 6 April, 2016, Minute Nos. 102 – 110; and 111; Page Nos. 62 – 67; and 68.

6. The Chairman's Announcements and Correspondence

7. Form and Composition of the Cabinet

To receive notification from the Leader of the Council of the number and identity of Cabinet Members, their portfolios and the allocation of responsibilities.

8. Leader of the Opposition

To receive confirmation of acceptance of office from the Leader of the Opposition.

9. Form and Composition of the Shadow Cabinet

To receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet Members, their portfolios and the allocation of responsibilities.

10. Allocation of Seats to Political Groups to Committees and Other Bodies

Report of the Managing Director (Item 10.1 – 10.4).

11. Appointment of Members, Chairmen and Vice-Chairmen to the Council's Committees, Sub-Committees and Other Bodies 2016-17

Council is requested to consider:

- (i) The appointment of Chairmen and Vice-Chairmen to Committees, Sub-Committees and Other Bodies, provided that advance notification of any Political Group's proposed Chairmen, Vice-Chairmen and membership has been circulated by the Proper Officer to all Members at least 24 hours prior to the Annual Meeting;
- (ii) The appointment of Councillors to Committees as proposed by each of the Group Leaders.

(A schedule setting out the proposed Committee memberships together with the nominations for Committee Chairmen and Vice-Chairmen, as submitted by each of the political groups, will be circulated to Members at least 24 hours before the start of the meeting).

12. Representatives on Outside Bodies 2016-17

Report of the Managing Director (Item 12.1 – 12.4).

(A schedule of outside bodies, together with the nominations received by each of the Political Groups, will be circulated at the meeting for voting on.)

13. Procurement Regulations

Joint Report of the Head of Governance and Council Solicitor (Item 13.1 – 13.4 + Appendix 1).



T. McGovern,
Managing Director

Civic Centre,
Beecroft Road,
Cannock
WS11 1BG

17 May, 2016

GUIDANCE ON DECLARING PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

DEFINITION OF WHAT IS A PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTEREST

A PERSONAL INTEREST is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Tax payers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g. if you are appointed to an outside body by the Council.

A PECUNIARY INTEREST is a personal interest where the matter:

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

A DISCLOSABLE PECUNIARY INTEREST is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

PLEASE MAKE IT CLEAR WHETHER IT IS A PERSONAL, PECUNIARY OR DISCLOSABLE PECUNIARY INTEREST.

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

DECLARING INTERESTS AT FULL COUNCIL

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and / or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.