

Report of:	Managing Director
Contact Officer:	Matt Berry
Telephone No:	01543 464 589
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 08/01/20

**COUNCIL
8 JANUARY 2020
CALENDAR OF MEETINGS 2020-21**

1 Purpose of Report

- 1.1 To present to Members for approval the Calendar of Meetings for the 2020-21 municipal year.

2 Recommendations

That:

- 2.1 The Calendar of Meetings 2020-21, included as Appendix 1 to the report, be approved.
- 2.2 The start times of full Council meetings are determined by Council.
- 2.3 The Managing Director, in consultation with the Chairman of the Council, the relevant Chairmen of Committees and / or Leader of the Council, as appropriate, be authorised to amend the Calendar of Meetings, through convening additional meetings, or the postponement or cancellation of meetings, if required.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The proposed Calendar of Meetings for the 2020-21 municipal year, which sets out dates for meetings of full Council, Cabinet, Committees and other relevant bodies for approval by Council, is attached as Appendix 1 to the report.

Reasons for Recommendations

- 3.2 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. For practical purposes, this is normally carried out in advance of the relevant municipal year. Updates are also provided throughout the year in the form of a 'Notice of Meetings' published on the Council's website.

- 3.3 A Motion has been included on the agenda for this meeting that seeks Council approval to change the start times of full Council meetings from 4pm to 6pm; therefore Council Members need to formally agree their preferred start time for full Council meetings.
- 3.4 It may be necessary to convene additional meetings as well as postpone or cancel meetings as required. Accordingly, it is proposed that rather than bringing any proposed changes back to Council for approval, the usual delegation is granted to the Managing Director to consult with the relevant Chairman or the Leader in such circumstances, having regard to any justifiable reasons that may exist.

4 Relationship to Corporate Priorities

- 4.1 Each year the Council agrees its Calendar of Meetings for the forthcoming year, thereby underpinning the administration of the Council's functions and supporting all of its Corporate Priorities.

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain meetings is referenced in the Calendar.
- 5.2 Full Council had been scheduled to meet eight times during the year. Key dates of Council meetings are:
- Annual meeting – 20 May 2020;
 - Budget setting meeting – 10 February 2021;
 - Precept meeting – 24 February 2021;
 - Annual meeting – 19 May 2021.
- 5.3 Twelve formal Cabinet meetings have been scheduled throughout the year, one of which is a provisional meeting falling between the budget and precept Council meetings. This meeting will only be required in the event that balanced alternative budget proposals are referred from Council for consideration by Cabinet.
- 5.4 The structure of the Scrutiny Committees is unchanged for 2020-21, with each Committee scheduled to meet three times per year, other than the Corporate Scrutiny Committee which has a further meeting scheduled for consultation purposes as part of the annual budget setting process.
- 5.5 The Planning Control Committee has been scheduled to meet generally every three weeks in order to determine planning applications within the required deadlines.
- 5.6 The Audit & Governance Committee has been scheduled to meet four times in order to deal with specific matters at certain times of the year.

- 5.7 The Standards Committee has been scheduled to meeting four times, although it should be noted the Committee has not met since June 2013 due to having no business to consider.
- 5.8 The Trade Unions Consultative Forum has been scheduled to meet three times during the year.
- 5.9 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 Meetings of the Constitution Working Group have also been scheduled to allow the annual review of the Constitution to be undertaken.
- 5.11 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods. It has however been necessary to schedule some meetings during these periods in order that the business of those meetings can still be carried out as required. It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub-Committee and Appeals & Complaints Panel during these periods to consider relevant matters.
- 5.12 Start times for meetings of full Council are to be determined by Council. At present these meetings start at 4pm. A Motion is included with the agenda for this meeting that seeks Council approval to change the start time to 6pm.
- 5.13 All other scheduled meetings will continue to start at 4pm, other than meetings of the Planning Control Committee and Trade Unions Consultative Forum, which will start at 3pm and 2pm, respectively.
- 5.14 Dates and times of required training for Members of the Planning Control Committee, Licensing & Public Protection Committee and Audit & Governance Committee have also been scheduled where necessary.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will be met from within the existing Members' budgets for 2020-21.

6.2 Legal

Under Schedule 12 of the Local Government Act 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. In accordance with the Local Government Act 2000 and subsidiary legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

6.3 Human Resources

Meetings will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings or a

reduction in staffing levels would impact on the Council's ability to support any additional meetings.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1: Draft Calendar of Meetings 2020-21

Previous Consideration

None

Background Papers

None.

PROPOSED CALENDAR OF MEETINGS 2020-21**MAY 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7 <i>Staffordshire PFCC and CCDC elections</i>	8 Bank Holiday (Offices Closed)
11	12	13 Planning Control Committee	14 <i>Members' Induction</i>	15
18 <i>Members' Induction</i>	19 <i>Members' Induction</i>	20 <i>Members' Induction</i> Annual Council	21 <i>Members' Induction</i>	22
25 <i>Schools Half-Term</i> Bank Holiday (Offices Closed)	26 <i>Schools Half-Term</i>	27 <i>Schools Half-Term</i>	28 <i>Schools Half-Term</i>	29 <i>Schools Half-Term</i>

JUNE 2020

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Members' Induction</i>	2 <i>Members' Induction</i>	3 <i>Members' Induction</i>	4 Cabinet Briefing	5
8 <i>Members' Induction</i>	9 2pm Planning Training (compulsory)	10 Planning Control Committee	11 <i>Members' Induction</i> 10am Licensing Training (Session 1) (compulsory)	12
15 Shadow Cabinet	16 Amazon (Rugeley) Members' Liaison Forum	17 <i>Members' Induction</i>	18 10am Licensing Training (Session 2) (compulsory) Cabinet	19
22 <i>Members' Induction</i>	23 2pm Audit Training Audit and Governance Committee	24 <i>Members' Induction</i>	25 <i>Members' Induction</i>	26
29 <i>Members' Induction</i>	30 Corporate Scrutiny Committee			

JULY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>Members' Induction</i> Planning Control Committee	2 <i>Members' Induction</i> Cabinet Briefing	3
6 Standards Committee	7 Community Scrutiny Committee	8 Promoting Prosperity Scrutiny Committee	9 <i>Members' Induction</i>	10
13 Shadow Cabinet	14 <i>Members' Induction</i>	15 Council	16 4pm Cabinet	17
20 <i>Members' Induction</i>	21 Schools Summer Holiday Wellbeing Scrutiny Committee	22 Schools Summer Holiday Planning Control Committee	23 Schools Summer Holiday <i>Members' Induction</i>	24 Schools Summer Holiday
27 Schools Summer Holiday 3pm Audit Training (Statement of Accounts) Audit & Governance Committee	28 Schools Summer Holiday Trade Union Consultative Forum <i>Members' Induction</i>	29 Schools Summer Holiday <i>Members' Induction</i>	30 Schools Summer Holiday Cabinet Briefing	31 Schools Summer Holiday

AUGUST 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3 Schools Summer Holiday	4 Schools Summer Holiday	5 Schools Summer Holiday	6 Schools Summer Holiday	7 Schools Summer Holiday
10 Schools Summer Holiday Shadow Cabinet	11 Schools Summer Holiday	12 Schools Summer Holiday Planning Control Committee	13 Schools Summer Holiday Cabinet	14 Schools Summer Holiday
17 Schools Summer Holiday	18 Schools Summer Holiday	19 Schools Summer Holiday	20 Schools Summer Holiday	21 Schools Summer Holiday
24 Schools Summer Holiday	25 Schools Summer Holiday	26 Schools Summer Holiday	27 Schools Summer Holiday	28 Schools Summer Holiday
31 Schools Summer Holidays Bank Holiday (Offices Closed)				

SEPTEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <i>Schools Summer Holiday</i>	2 Planning Control Committee	3 Cabinet Briefing	4
7	8	9 Council	10	11
14 Shadow Cabinet	15	16 Planning Control Committee	17 Cabinet	18
21 (<i>Labour Party Conference</i>)	22 (<i>Labour Party Conference</i>)	23 (<i>Labour Party Conference</i>)	24	25
28	29 Amazon (Rugeley) Members' Liaison Forum	30 Planning Control Committee		

OCTOBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet Briefing	2
5 (<i>Conservative Party Conference</i>)	6 (<i>Conservative Party Conference</i>)	7 (<i>Conservative Party Conference</i>)	8	9
12 Shadow Cabinet	13	14	15 Cabinet	16
19 Standards Committee	20	21 Planning Control Committee	22	23
26 <i>Schools Half-Term Holiday</i>	27 <i>Schools Half-Term Holiday</i>	28 <i>Schools Half-Term Holiday</i>	29 <i>Schools Half-Term Holiday</i> 11am Cannock Bowling Green Trustees Meeting Cabinet Briefing	30 <i>Schools Half-Term Holiday</i>

NOVEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Corporate Scrutiny Committee	4 Trade Union Consultative Forum	5	6
9 Shadow Cabinet	10 Community Scrutiny Committee	11 Planning Control Committee	12 Cabinet	13
16	17 Wellbeing Scrutiny Committee	18 Promoting Prosperity Scrutiny Committee	19	20
23	24	25 Council	26 Cabinet Briefing	27
30				

DECEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Planning Control Committee	3	4
7 Shadow Cabinet	8 Audit and Governance Committee	9	10 Cabinet	11
14	15	16 Planning Control Committee	17	18
21 Schools Christmas Holiday	22 Schools Christmas Holiday	23 Schools Christmas Holiday	24 Schools Christmas Holiday (Offices Closed)	25 Schools Christmas Holiday Christmas Day (Offices Closed)
28 Schools Christmas Holiday Bank Holiday (Offices Closed)	29 Schools Christmas Holiday	30 Schools Christmas Holiday	31 Schools Christmas Holiday (Offices Closed)	

JANUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Schools Christmas Holiday New Year's Day (Offices Closed)
4	5	6	7	8
11	12	13 Planning Control Committee	14 Cabinet Briefing	15
18 Standards Committee	19 Corporate Scrutiny Committee (Budget Consultation)	20 Council	21	22
25 Shadow Cabinet	26	27	28 Cabinet	29

FEBRUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 Constitution Working Group	2 Amazon (Rugeley) Members' Liaison Forum	3 Planning Control Committee	4	5
8	9	10 Council (Budgets)	11	12
15 Schools Half-Term Holiday	16 Schools Half-Term Holiday	17 Schools Half-Term Holiday Planning Control Committee Cabinet (only if Budget matters referred back from 10/02 Council)	18 Schools Half-Term Holiday Cabinet Briefing	19 Schools Half-Term Holiday
22 Constitution Working Group	23	24 Council (Precepts etc.)	25	26

MARCH 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 Shadow Cabinet	2 Corporate Scrutiny Committee	3 Planning Control Committee	4 Cabinet	5
8	9 Audit and Governance Committee	10 Trade Union Consultative Forum	11	12
15	16	17 Promoting Prosperity Scrutiny Committee	18 Cabinet Briefing	19
22 Constitution Working Group	23 Community Scrutiny Committee	24 Planning Control Committee	25	26
29 Shadow Cabinet	30 Wellbeing Scrutiny Committee	31		

APRIL 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet	2 Schools Easter Holiday Good Friday (Offices Closed)
5 Schools Easter Holiday Easter Monday (Offices Closed)	6 Schools Easter Holiday	7 Schools Easter Holiday	8 Schools Easter Holiday	9 Schools Easter Holiday
12 Schools Easter Holiday	13 Schools Easter Holiday	14 Schools Easter Holiday Planning Control Committee	15 Schools Easter Holiday Cabinet Briefing	16 Schools Easter Holiday
19 Standards Committee	20	21 Council	22	23
26 Shadow Cabinet	27	28	29 Cabinet	30

MAY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday	4	5 Planning Control Committee	6	7
10	11	12	13	14
17	18	19 Annual Council	20	21
24	25	26 Planning Control Committee	27	28
31 Schools Half-Term Holiday (31 May to 4 June) Bank Holiday				