

Report of:	Chief Executive
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 14/01/15

<p style="text-align: center;">COUNCIL 14 JANUARY, 2015 CALENDAR OF MEETINGS 2015-16</p>

<p>1 Purpose of Report</p>

- 1.1 To consider and adopt the Calendar of Meetings for the 2015-16 Municipal year.

<p>2 Recommendations</p>

- 2.1 That the Calendar of Meetings 2015-16, included as Appendix 1 to the report, be approved.
- 2.2 That the Chief Executive 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.

<p>3 Key Issues and Reasons for Recommendation</p>

- 3.1 The proposed Calendar of Meetings for the 2015-16 Municipal Year is attached as Appendix 1.
- 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 done as soon as practicable prior to the start of the Municipal Year in the form of a Calendar of Meetings. Updates are also provided throughout the year in the form of a Cycle of Meetings notice published on the Council's website detailing the meetings falling between the next two upcoming meetings of Council.
- 3.3 It should be noted that it may be necessary to convene additional meetings as well as postpone or cancel Council and other 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 Chief Executive to consult with the relevant Chairman or Leader in such circumstances, having regard to any justifiable reasons that may exist.

- 3.4 Following a two to three week deviation in 2014-15 as a result of the local elections being moved to coincide with the European Parliamentary elections on 22 May, 2014, the Annual Council Meeting is scheduled for Wednesday, 27 May, 2015. This follows the UK Parliamentary, District and Parish Council elections on 7 May, 2015. In 2016, the Annual Council Meeting is scheduled to be held on Wednesday, 25 May, 2016.

4 Relationship to Corporate Priorities

- 4.1 Each year, the Council agrees its Calendar of Meetings for the forthcoming municipal 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 Council Meetings is detailed within the Calendar.
- 5.2 Cabinet meetings have been scheduled to take place generally once every four to five weeks. Ten formal Cabinet meetings have been scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February. This meeting will only be required in the event that balanced alternative budget proposals are referred back from Council for consideration by Cabinet.
- 5.3 Meetings of the Audit and Governance Committee have been scheduled to meet to deal with specific matters at certain times of the year.
- 5.4 Meetings of the Scrutiny Committee have been scheduled to meet to allow timely consideration of the quarterly performance reports once they have been received by Cabinet.
- 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. In allowance of the Christmas and New Year period, it has been necessary to arrange a small number of meetings with only a two week gap in-between. Account has been taken of the schedule of Planning Committee meetings at Stafford Borough Council in order to minimise the potential for problems arising from Legal Services support cover.

- 5.6 Meetings of the Trades Unions Consultative Forum have been scheduled to meet 3 times per year.
- 5.7 Meetings of the Joint Parking Committee have **not** been scheduled as, following a countywide review of civil parking enforcement by Staffordshire County Council, each of the district level parking committees in operation across the County will be discontinued with effect from 31 March, 2015.
- 5.8 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods. However, it has been necessary to schedule some meetings during these periods, such as the Planning Control Committee, which necessarily meets in order to determine planning applications in accordance with its general three week cycle. It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub Committee and Appeals and Complaints Panel during these periods to consider licensing applications and appeals respectively.
- 5.9 The Community Forums have been scheduled to meet on a quarterly basis as in previous years. However, as Members will be aware, a review of the Community Forums is currently being undertaken which may result in these dates being subject to change. It is expected that final report on this review will be presented to Council on 15 April, 2015.
- 5.10 Datteln visit. Although a smaller number of Members attend the Datteln Kanalfestival than in previous years, every effort has been made to ensure that the minimum of meetings will be missed by anybody attending. So far as can be ascertained at this time, the Kanalfestival will take place between 21 and 23 August, 2015, and meetings have been scheduled accordingly.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will fall to be met from the existing budgets within the Members' Notional SAC 2015-16.

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 within the Calendar 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

Calendar of Meetings 2015-16

Previous Consideration
N/A

Background Papers
None

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 2015	4 Bank Holiday Offices Closed	5	6	7 UK Parliamentary, District and Parish Elections	8	9	10
	11	12	13 3pm Planning Control Committee	14	15	16	17
	18	19	20	21	22	23	24
	25 Spring Bank Holiday Offices Closed Half Term Recess	26 Half Term Recess	27 Half Term Recess 4pm Annual Council	28 Half Term Recess	29 Half Term Recess	30	31
Jun 2015	1	2	3 3pm Planning Control Committee	4	5	6	7
	8	9	10	11 4pm Joint Cabinet/DMT	12	13	14
	15	16	17	18 7	19	20	21
	22 4pm Shadow Cabinet 7pm Rugeley and Brereton Community Forum	23 4pm Audit & Governance Committee 7pm Cannock Community Forum	24 3pm Planning Control Committee	25 4pm Cabinet	26	27	28
	29 7pm Heath Hayes, Norton Canes and Rawsley Community Forum	30 4pm Health Scrutiny Committee 7pm Hednesford Community Forum	1 2pm Trade Union Consultative Forum 4pm Culture and Sport PDC	2 4pm Economic Development & Planning PDC	3	4	5
Jul 2015	6 4pm Scrutiny Committee	7 4pm Health & Wellbeing PDC	8 4pm Council	9 4pm Joint Cabinet/DMT	10	11	12
	13 4pm Standards Committee	14 4pm Housing PDC	15 3pm Planning Control Committee	16 4pm Environment PDC	17	18	19

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jul 2015	20 Summer Recess 4pm Shadow Cabinet	21 Summer Recess	22 Summer Recess	23 Summer Recess 4pm Cabinet	24 Summer Recess	25	26
	27 Summer Recess	28 Summer Recess	29 Summer Recess	30 Summer Recess	31 Summer Recess	1	2
Aug 2015	3	4 4pm Health Scrutiny Committee	5 3pm Planning Control Committee	6 4pm Joint Cabinet/DMT	7	8	9
	10	11 4pm Town Centre Regeneration PDC	12 4pm Council	13	14	15	16
	17 4pm Shadow Cabinet	18	19 4pm Health & Wellbeing PDC	20 4pm Cabinet	21	22	23
	24	25 4pm Scrutiny Committee	26 3pm Planning Control Committee	27	28	29	30
	31 Summer Bank Holiday Offices Closed	1	2	3 4pm Joint Cabinet/DMT	4	5	6
Sep 2015	7 7pm Heath Hayes, Norton Canes and Rawsley Community Forum	8 7pm Rugeley and Brereton Community Forum	9 4pm Standards Committee	10 4pm Economic Development & Planning PDC	11	12	13
	14 4pm Shadow Cabinet	15 7pm Hednesford Community Forum	16 3pm Planning Control Committee	17 4pm Cabinet	18	19	20
	21	22 4pm Health Scrutiny Committee	23	24 4pm Audit & Governance Committee	25	26	27
	28	29 2pm Trade Union Consultative Forum 7pm Cannock Community Forum	30 4pm Council	1 4pm Joint Cabinet/DMT	2	3	4

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 2015	5	6 4pm Culture & Sport PDC	7 3pm Planning Control Committee	8 4pm Environment PDC	9	10	11
	12 4pm Shadow Cabinet	13	14	15 4pm Cabinet	16	17	18
	19	20 4pm Health & Wellbeing PDC	21 4pm Town Centre Regeneration PDC	22	23	24	25
	26 Half Term Recess	27 Half Term Recess	28 Half Term Recess 3pm Planning Control Committee	29 Half Term Recess 4pm Joint Cabinet/DMT	30 Half Term Recess	31	1
Nov 2015	2	3 4pm Housing PDC	4	5	6	7	8
	9 4pm Shadow Cabinet	10 4pm Scrutiny Committee	11 3pm Planning Control Committee	12 4pm Cabinet	13	14	15
	16	17 4pm Health Scrutiny Committee	18 4pm Council	19 4pm Economic Development & Planning PDC	20	21	22
	23	24 4pm Audit & Governance Committee	25 3pm Planning Control Committee	26 4pm Joint Cabinet/DMT	27	28	29
	30 7pm Heath Hayes, Norton Canes & Rawsley Community Forum	1 7pm Hednesford Community Forum	2	3 4pm Environment PDC	4	5	6
Dec 2015	7 4pm Shadow Cabinet Forum 7pm Rugeley & Brereton Community Forum	8 7pm Cannock Community Forum	9	10 4pm Cabinet	11	12	13
	14	15 4pm Health & Wellbeing PDC	16 3pm Planning Control Committee	17	18	19	20

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 2015	21 Christmas Recess	22 Christmas Recess	23 Christmas Recess	24 Christmas Recess	25 Christmas Recess Christmas Day Offices Closed	26 Boxing Day	27
	28 Bank Holiday Offices Closed Christmas Recess	29 Christmas Recess	30 Christmas Recess	31 Christmas Recess	1 New Years Day Offices Closed Christmas Recess	2	3
Jan 2016	4 4pm Delivering Change Panel	5	6 3pm Planning Control Committee	7 4pm Delivering Change Panel	8	9	10
	11 4pm Shadow Cabinet	12 4pm Town Centre Regeneration PDC	13 4pm Council	14 4pm Joint Cabinet/DMT	15	16	17
	18 4pm Health Scrutiny Committee	19 4pm Housing PDC	20 4pm Culture & Sport PDC	21	22	23	24
	25 4pm Standards Committee	26 4pm Scrutiny Committee	27 3pm Planning Control Committee	28 4pm Cabinet	29	30	31
Feb 2016	1	2 4pm Economic Development & Planning PDC	3	4 4pm Joint Cabinet/DMT	5	6	7
	8	9	10 4pm Council	11	12	13	14
	15 Half Term Recess 4pm Shadow Cabinet	16 Half Term Recess	17 Half Term Recess 3pm Planning Control Committee 5:30pm Cabinet	18 Half Term Recess	19 Half Term Recess	20	21
	22	23 4pm Health & Wellbeing PDC	24 4pm Council (Precepts)	25	26	27	28
	29	1 2pm Trade Union Consultative Forum 7pm Cannock Community Forum	2 3pm Planning Control Committee 7pm Hednesford Community Forum	3	4	5	6
Mar 2016	7 7pm Rugeley & Brereton Community Forum	8 4pm Health Scrutiny Committee	9	10 4pm Joint Cabinet/DMT	11	12	13

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar 2016	14 7pm Heath Hayes, Norton Canes & Rawnsley Community Forum	15 4pm Housing PDC	16 4pm Town Centre Regeneration PDC	17 4pm Environment PDC	18	19	20
	21 4pm Shadow Cabinet	22 4pm Culture & Sport PDC	23 3pm Planning Control Committee	24 4pm Cabinet	25 Good Friday Offices Closed	26	27 Easter Sunday
	28 Easter Monday Offices Closed Easter Recess	29 Easter Recess	30 Easter Recess	31 Easter Recess 4pm Audit & Governance Committee	1 Easter Recess	2	3
Apr 2016	4 Easter Recess	5 Easter Recess	6 Easter Recess 4pm Council	7 4pm Joint Cabinet/DMT	8	9	10
	11 4pm Standards Committee	12	13 3pm Planning Control Committee	14	15	16	17
	18 4pm Shadow Cabinet	19 4pm Scrutiny Committee	20	21 4pm Cabinet	22	23	24
	25	26	27	28	29	30	1
May/June 2016	2 Early May Bank Holiday Offices Closed	3	4 3pm Planning Control Committee	5 District and Parish Elections?	6	7	8
	19	10	11	12	13	14	15
	16	17	18 3pm Planning Control Committee	19	20	21	22
	23	24	25 4pm Annual Council	26	27	28	29
	30 Spring Bank Holiday Offices closed Half Term Recess	31 Half Term Recess	1 Half Term Recess	2 Half Term Recess	3 Half Term Recess	4	5