

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

COUNCIL
15 JANUARY, 2014
CALENDAR OF MEETINGS 2014-15

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2014-15 Municipal year.

2 Recommendations

- 2.1 That the Calendar of Meetings 2014-15, 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.

3 Key Issues and Reasons for Recommendation

- 3.1 The proposed Calendar of Meetings for the 2014-15 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 arrangements will apply whereby 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 The Annual Council Meeting, which would normally be held towards the end of May, has had to be moved to 11 June, 2014, as a result of the local elections being moved to coincide with the European Parliamentary elections on 22 May, 2014. This has had a consequential effect on a number of other meetings, however, efforts have been made to mitigate the impact across the remainder of the municipal year. The next Annual Council Meeting is scheduled for 27 May, 2015, following the UK Parliamentary, District and Parish Council elections on 7 May, 2015.

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 are scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February.
- 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 (generally) on a quarterly basis.
- 5.5 The Planning Control Committee meets generally every three weeks in order to determine planning applications in a timely manner.
- 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 been scheduled in the Calendar to meet on a quarterly basis to deal with associated matters.
- 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, in attempting to make up for time lost as a result of the delayed elections in May, 2014, it has been necessary to schedule some meetings during these periods, in addition to 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.

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 2014-15.

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 the Democratic Services Unit and supported by employees 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 2014-15

Previous Consideration

Background Papers

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2014-2015

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	28	29	30	1	2	3	4
May 2014	5 Bank Holiday Offices Closed	6	7 3pm Planning Control Committee	8	9	10	11
	12	13	14	16	16	17	18
	19	20	21	22 District and European Elections	23	24	25
	26 Half Terms Recess Spring Bank Holiday Offices Closed	27 Half Term Recess	28 Half Term Recess 3pm Planning Control Committee	29 Half Term Recess	30 Half Term Recess	31	1
Jun 2014	2	3	4	5	6	7	8
	9	10	11 4pm Annual Council	12	13	14	15
	16	17	18 3pm Planning Control Committee	19	20	21	22
	23 7pm Rugeley and Brereton Community Forum	24 4pm Audit & Governance Committee	25 7pm Cannock Community Forum	26 4pm Joint Cabinet/DMT	27	28	29
	30 7pm Heath Hayes, Norton Canes & Rawsley Community Forum	1 7pm Hednesford Community Forum	2 4pm Standards	3	4	5	6
Jul 2014	7 4pm Shadow Cabinet	8 4pm Health Scrutiny Committee	9 3pm Planning Control Committee	10 3.45 Cabinet Pre Meeting 4pm Cabinet	11	12	13
	14	15 2pm Trade Union Consultative Forum	16 4pm Council	17 4pm Joint Parking Committee	18	19	20

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2014-2015

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	21 Summer Recess	22 Summer Recess	23 Summer Recess	24 Summer Recess	25 Summer Recess	26	27
	28 Summer Recess 4pm Scrutiny Committee	29 Summer Recess	30 Summer Recess 3pm Planning Control Committee	31 Summer Recess 4pm Joint Cabinet/DMT	1 Summer Recess	2	3
Aug 2014	4 4pm Health and Wellbeing PDC	5 4pm Culture and Sport PDC	6 4pm Housing PDC	7 4pm Town Centre Regeneration PDC	8	9	10
	11 4pm Shadow Cabinet	12 4pm Economic Development and Planning PDC	13 3pm Planning Control Committee	14 3.45pm Cabinet Pre Meeting 4pm Cabinet	15	16	17
	18	19	20 4pm Council	21 4pm Environment PDC	22	23	24
	25 Summer Bank Holiday Offices Closed	26 4pm Health Scrutiny Committee	27	28	29	30	31
Sep 2014	1 4pm Standards	2	3 3pm Planning Control Committee	4 4pm Joint Cabinet/DMT	5	6	7
	8 7pm Heath Hayes, Norton Canes and Rawsley Community Forum	9 7pm Rugeley & Brereton Community Forum	10	11	12	13	14
	15 4pm Shadow Cabinet	16 7pm Cannock Community Forum	17 7pm Hednesford Community Forum	18 3.45pm Cabinet Pre Meeting 4pm Cabinet	19	20	21
	22	23 4pm Audit & Governance Committee	24 3pm Planning Control Committee	25	26	27	28
	29	30 2pm Trade Union Consultation Forum	1 4pm Council	2 4pm Economic Development and Planning PDC	3	4	5
Oct 2014	6 4pm Scrutiny Committee	7 4pm Health and Wellbeing PDC	8 4pm Town Centre Regeneration PDC	9 4pm Joint Cabinet/DMT	10	11	12

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2014-2015

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	13 4pm Health Scrutiny Committee	14 4pm Housing PDC	15 3pm Planning Control Committee	16 4pm Culture and Sport PDC	17	18	19
	20 4pm Shadow Cabinet	21 4pm Environment PDC	22 4pm Joint Parking Committee	23 3.45pm Cabinet Pre Meeting 4pm Cabinet	24	25	26
	27 Half Term Recess	28 Half Term Recess	29 Half Term Recess	30 Half Term Recess	31 Half Term Recess	1	2
	3	4	5 3pm Planning Control Committee	6 4pm Joint Cabinet/DMT	7	8	9
Nov 2014	10	11 4pm Health and Wellbeing PDC	12 4pm Council	13	14	15	16
	17 4pm Shadow Cabinet	18 4pm Audit & Governance Committee	19 4pm Economic Development and Planning PDC	20 3.45pm Cabinet Pre Meeting 4pm Cabinet	21	22	23
	24	25 4pm Health Scrutiny	26 3pm Planning Control Committee	27 4pm Scrutiny Committee	28	29	30
Dec 2014	1 7pm Heath Hayes, Norton Canes and Rawsley Community Forum	2 7pm Hednesford Community Forum	3 4pm Town Centre Regeneration PDC	4 4pm Joint Cabinet/DMT	5	6	7
	8 7pm Rugeley & Brereton Community Forum	9 7pm Cannock Community Forum	10	11 4pm Environment PDC	12	13	14
	15 4pm Shadow Cabinet	16 4pm Health & Wellbeing PDC	17 3pm Planning Control Committee	18 3.45pm Cabinet Pre Meeting 4pm Cabinet	19	20	21
	22 Christmas Recess	23 Christmas Recess	24 Christmas Recess	25 Christmas Recess Xmas Day Offices Closed	26 Christmas Recess Boxing Day Offices Closed	27	28

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2014-2015

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	29 Christmas Recess	30 Christmas Recess	31 Christmas Recess	1 Christmas Recess New Year's Day Offices Closed	2 Christmas Recess	3	4
Jan 2015	5 4pm Delivering Change Panel	6	7 3pm Planning Control Committee	8 4pm Delivering Change Panel	9	10	11
	12	13	14 4pm Council	15 4pm Joint Cabinet/DMT	16	17	18
	19	20 4pm Health Scrutiny Committee	21 4pm Culture & Sport PDC	22 4pm Standards	23	24	25
	26 4pm Shadow Cabinet	27 4pm Housing	28 3pm Planning Control Committee	29 3.45pm Cabinet Pre Meeting 4pm Cabinet	30	31	1
Feb 2015	2	3	4 4pm Joint Parking Committee	5 (deadline for alternative budget proposals)	6	7	8
	9	10	11 4pm Council	12 4pm Scrutiny Committee	13	14	15
	16 Half Term Recess	17 Half Term Recess	18 Half Term Recess 3pm Planning Control Committee 5.30pm Cabinet Pre Meeting 5.45pm Cabinet	19 Half Term Recess	20 Half Term Recess	21	22
	23	24 4pm Health Scrutiny Committee	25 4pm Council (Precepts)	26	27	28	1
Mar 2015	2 4pm Standards	3 2pm Trade Union Consultative Forum 7pm Cannock Community Forum	4 4pm Town Centre Regeneration PDC	5 4pm Joint Cabinet/DMT	6	7	8
	9 7pm Rugeley & Brereton Community Forum	10 7pm Heath Hayes, Norton Canes & Rawsley Community Forum	11 3pm Planning Control Committee	12 4pm Environment PDC	13	14	15

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2014-2015

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	16 4pm Shadow Cabinet 7pm Hednesford Community Forum	17 4pm Health & Wellbeing PDC	18 4pm Culture & Sport PDC	19 3.45pm Cabinet Pre Meeting 4pm Cabinet	20	21	22
	23 4pm Economic Development and Planning PDC	24 4pm Housing PDC	25 4pm Health Scrutiny Committee	26	27	28	29
	30	31 4pm Audit & Governance Committee	1 3pm Planning Control Committee	2	3 Easter Recess Good Friday Offices Closed	4	5
	Apr 2015	6 Easter Recess Easter Monday Offices Closed	7 Easter Recess	8 Easter Recess	9 Easter Recess 4pm Joint Cabinet/DMT	10 Easter Recess	11
13 Easter Recess		14 Easter Recess	15 Easter Recess 4pm Council	16	17	18	19
20 4pm Shadow Cabinet		21	22 3pm Planning Control Committee	23 3.45pm Cabinet Pre Meeting 4pm Cabinet	24	25	26
27		28	29 4pm Joint Parking Committee	30	1	2	3
May 2015	4 Early May Bank Holiday Offices Closed	5	6	7 UK Parliamentary, District & 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