

**CANNOCK CHASE COUNCIL**

**ANNUAL COUNCIL**

**20 MAY 2009**

**REPORT OF THE CHIEF EXECUTIVE**

**CALENDAR OF MEETINGS 2009-10**

**1. Purpose of Report**

- 1.1 To consider and adopt the Calendar of Meetings for the 2009-10 municipal year.

**2. Recommendations**

- 2.1 That the Calendar of Meetings for 2009-10, shown at Annex 1, 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, be authorised, where appropriate, to convene additional meetings, postpone or cancel meetings as and when required.

**3. Key Issues**

- 3.1 The proposed Calendar of Meetings for the 2009-10 municipal year is attached at Annex 1. Cabinet meetings have been scheduled to take place once a month, meeting on the third Thursday of every month.
- 3.2 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. To serve as an 'aide-memoire' the purpose of certain Council Meetings is detailed within the Calendar.
- 3.3 Members will have previously considered, as part of the Council agenda, a report proposing amendments to the Council's Overview and Scrutiny arrangements and Policy Development Committees. The enclosed Calendar reflects the proposals contained within the Council Agenda. Meetings of the Scrutiny Committee and Policy Development Committees have been scheduled to meet (generally) on a quarterly basis.
- 3.4 Meetings of the Audit and Governance Committee have been scheduled to meet on a quarterly basis, with an additional meeting being scheduled in June, which will receive the Statement of Accounts prior to Council.
- 3.5 Meetings of the Standards Committee have been scheduled in the Calendar to deal with matters relating to the ethical framework and Code of Conduct for Members. These meetings have been scheduled to take place on a quarterly basis.
- 3.6 Meetings of the Trades Unions Consultative Forum have been scheduled to meet 3 times per year to take place following the Corporate and Joint Consultative Committee meetings.

- 3.7 Following the recent introduction of the joint Civil Parking Enforcement (CPE) service meetings of the Joint Parking Committee have been scheduled in the Calendar to meet on a quarterly basis to deal associated matters.
- 3.8 Meetings of the Local Strategic Partnership Board (LSP) have been scheduled in the Calendar to take place half yearly in conjunction with the Chief Executive's Department.
- 3.9 As with previous years, a recess of meetings has been scheduled during certain periods of the municipal year to coincide with popular holiday periods. However, it has been necessary on some occasions during the year to schedule meetings of the Planning Control Committee in order to determine planning applications during these periods. It may also be necessary to convene meetings of the Licensing/Public Protection Committee, Licensing Sub Committee and Appeals and Complaints Panel during these periods to consider licensing applications and appeals respectively.
- 3.10 It should be noted that it may be necessary to convene additional meetings as well as postpone or cancel Council and other meetings as necessary. In respect of this, it is proposed that the usual arrangements will apply whereby the Chief Executive will consult with the relevant Chairman or Leader in such circumstances, having regard to any justifiable reasons that may exist.

**Section 1**

**Background**

Each year, the Council agrees its Calendar of Meetings for the forthcoming municipal year. This enables Members and Officers to plan their diaries for the year. The proposed Calendar of Meetings for the 2009-10 municipal year is attached at Annex 1.

**Section 2**

**Details of Matters to be Considered**

The Council is requested to give consideration to the proposed Calendar of Meetings for the 2009-10 municipal year, attached at Annex 1.

**Section 3**

**Contribution to CHASE**

The Council, through its democratic process, contributes to each of the Council's Strategic Objectives, represented by the acronym of CHASE.

**Section 4**

**Section 17 (Crime Prevention) Implications**

There are no identifiable implications in respect of Section 17 (Crime Prevention) arising from this report.

**Section 5**

**Human Rights Act Implications**

There are no identifiable implications in respect of Human Rights Act arising from this report.

**Section 6**

**Data Protection Act Implications**

There are no identifiable implications in respect of the Data Protection Act arising from this report.

**Section 7**

**Risk Management Implications**

There are no identifiable implications in respect of Risk Management arising from this report.

**Section 8**

**Legal Implications**

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.

**Section 9**

**Financial Implications**

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 2009-10.

**Section 10**

**Human Resource Implications**

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.

**Section 11**

**Background Papers**

None.

**Annex**

Annex 1 – Calendar of Meetings 2009-10.