

**CANNOCK CHASE COUNCIL**

**COUNCIL**

**19 MAY, 2010**

**PORTFOLIO HOLDER: LEADER OF THE COUNCIL**

**REPORT OF THE CHIEF EXECUTIVE**

**CALENDAR OF MEETINGS 2010-11**

**KEY DECISION - NO**

**1. Purpose of Report**

- 1.1 To consider and adopt the Calendar of Meetings for the 2010-11 municipal year.

**2. Recommendations**

- 2.1 That the Calendar of Meetings for 2010-11, 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 2010-11 municipal year is attached at Annex 1. Cabinet meetings have been scheduled to take place once a month.
- 3.2 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.
- 3.3 Meetings of the Audit and Governance Committee have been scheduled to meet as and when required. The meeting scheduled in June, will receive the Statement of Accounts prior to Council.
- 3.4 Meetings of the Scrutiny Committee and Policy Development Committees have been scheduled to meet (generally) on a quarterly basis.
- 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 Meetings of the Joint Parking Committee have been scheduled in the Calendar to meet on a quarterly basis to deal with associated matters.
- 3.8 Meetings of the Local Strategic Partnership Board (LSP) will be scheduled in the Calendar to take place half yearly in conjunction with the Chief Executive's Department. Presently the date for the December meeting has not been agreed.
- 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. This is particularly pertinent in respect of the Council and Cabinet meetings in February, 2011, which are convened to consider the budget, and may require two consecutive Council meetings in the event that alternative budget proposals are referred back to Cabinet for consideration. Officers will report back further in due course in this regard.

#### **4. Conclusions and Reasons for the Recommendations**

- 4.1 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. As with previous years, a recess of meetings has been scheduled during certain periods of the municipal year to coincide with popular holiday periods.
- 4.2 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.

#### **5. Other Options Considered**

- 5.1 There are no other options in respect of this report

#### **6. Report Author Details**

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**Section 1**

**Contribution to Council Priorities (i.e. CHASE, Corporate Plan)**

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 2010-11 municipal year is attached at Annex 1.

**Section 2**

**Contribution to Promoting Community Engagement**

The Cycle of Meetings is published monthly and promotes the opportunity that the community has to attend Council meetings.

**Section 3**

**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 2010-11.

**Section 4**

**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 5**

**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 6**

**Section 17 (Crime Prevention) Implications**

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

**Section 7**

**Human Rights Act Implications**

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

**Section 8**

**Data Protection Act Implications**

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

**Section 9**

**Risk Management Implications**

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

**Section 10**

**Equality and Diversity Implications**

There are no Equality and Diversity Implications arising from this particular report.

**Section 11**

**Other Options Considered**

There are no other options in respect of this report

**Section 12**

**Background Papers**

None.

**Annex**

Annex 1 – Calendar of Meetings 2010-11.

**CALENDAR OF MEETINGS 2010/11****MAY 2010**

<b>Date</b>	<b>Meeting</b>
Sat 1	
Sun 2	
Mon 3	BANK HOLIDAY – OFFICES CLOSED
Tue 4	
Wed 5	
Thurs 6	ELECTIONS – DISTRICT AND PARLIAMENTARY
Fri 7	
Sat 8	
Sun 9	
Mon 10	
Tue 11	
Wed 12	3.00 p.m. Planning Control Committee
Thurs 13	
Fri 14	
Sat 15	
Sun 16	
Mon 17	
Tue 18	
Wed 19	4.00 p.m. Annual Council
Thurs 20	
Fri 21	
Sat 22	
Sun 23	
Mon 24	
Tue 25	
Wed 26	
Thurs 27	
Fri 28	
Sat 29	
Sun 30	
Mon 31	BANK HOLIDAY – HALF TERM RECESS – OFFICES CLOSED

**JUNE 2010**

<b>Date</b>	<b>Meeting</b>
Tue 1	HALF TERM RECESS
Wed 2	HALF TERM RECESS - 3.00 p.m. Planning Control Committee
Thurs 3	HALF TERM RECESS
Fri 4	HALF TERM RECESS
Sat 5	
Sun 6	
Mon 7	
Tue 8	
Wed 9	7.00 p.m. Heath Hayes, Norton Canes and Rawnsley Community Forum
Thurs 10	4.30 p.m. Joint Meeting of Cabinet/DMT 7.00 p.m. Hednesford Community Forum
Fri 11	
Sat 12	
Sun 13	
Mon 14	
Tue 15	7.00 p.m. Cannock Community Forum
Wed 16	7.00 p.m. Rugeley & Brereton Community Forum
Thurs 17	
Fri 18	
Sat 19	
Sun 20	
Mon 21	4.00 p.m. Standards Committee 2.00 p.m. Shadow Cabinet
Tues 22	4.00 p.m. Environment Policy Development Committee
Wed 23	3.00 p.m. Planning Control Committee
Thurs 24	2.00 p.m. LSP Board 4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 25	
Sat 26	
Sun 27	
Mon 28	2.30 p.m. Audit and Governance Committee
Tues 29	4.00 p.m. Housing Policy Development Committee
Wed 30	4.00 p.m. Council (Statement of Accounts)

**JULY 2010**

<b>Date</b>	<b>Meeting</b>
Thurs 1	4.00 p.m. Town Centre Regeneration Policy Development Committee
Fri 2	
Sat 3	
Sun 4	
Mon 5	4.00 p.m. Economic Development & Planning Policy Development Committee
Tue 6	2.00 p.m. Rate Relief Committee 4.00 p.m. Health & Well Being Policy Development Committee
Wed 7	4.00 p.m. 4.00 p.m. Culture & Sport Policy Development Committee
Thurs 8	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 9	
Sat 10	
Sun 11	
Mon 12	4.00 p.m. Scrutiny Committee
Tue 13	
Wed 14	3.00 p.m. Planning Control Committee
Thurs 15	
Fri 16	
Sat 17	
Sun 18	
Mon 19	2.00 p.m. Shadow Cabinet
Tue 20	
Wed 21	4.00 p.m. Joint Parking Committee
Thurs 22	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 23	
Sat 24	
Sun 25	
Mon 26	SUMMER RECESS
Tue 27	SUMMER RECESS
Wed 28	SUMMER RECESS
Thurs 29	SUMMER RECESS
Fri 30	SUMMER RECESS
Sat 31	



**AUGUST 2010**

<b>Date</b>	<b>Meeting</b>
Sun 1	
Mon 2	SUMMER RECESS
Tue 3	SUMMER RECESS
Wed 4	SUMMER RECESS 3.00 p.m. Planning Control Committee
Thurs 5	SUMMER RECESS
Fri 6	SUMMER RECESS
Sat 7	
Sun 8	
Mon 9	
Tue 10	
Wed 11	
Thurs 12	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 13	
Sat 14	
Sun 15	
Mon 16	4.00 p.m. Audit and Governance Committee
Tue 17	4.00 p.m. Standards Committee
Wed 18	3.00 p.m. Planning Control Committee
Thurs 19	
Fri 20	
Sat 21	
Sun 22	
Mon 23	2.00 p.m. Shadow Cabinet
Tue 24	2.00 p.m. Trade Union Consultative Forum
Wed 25	4.00 p.m. Council
Thurs 26	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 27	
Sat 28	
Sun 29	
Mon 30	BANK HOLIDAY – OFFICES CLOSED
Tues 31	

**SEPTEMBER 2010**

<b>Date</b>	<b>Meeting</b>
Wed 1	
Thurs 2	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 3	
Sat 4	
Sun 5	
Mon 6	4.00 p.m. Scrutiny Committee
Tue 7	7.00 p.m. Rugeley and Brereton Community Forum
Wed 8	3.00 p.m. Planning Control Committee
Thurs 9	7.00 p.m. Heath Hayes, Norton Canes & Rawsley Community Forum
Fri 10	
Sat 11	
Sun 12	
Mon 13	2.00 p.m. Shadow Cabinet 4.00 p.m. Health & Well Being Policy Development Committee
Tue 14	7.00 p.m. Cannock Community Forum 4.00 p.m. Housing Policy Development Committee
Wed 15	4.00 p.m. Economic Development & Planning Policy Development Committee
Thurs 16	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 17	
Sat 18	
Sun 19	
Mon 20	
Tue 21	4.00 p.m. 4.00 p.m. Culture & Sport Policy Development Committee 7.00 p.m. Hednesford Community Forum
Wed 22	3.00 p.m. Planning Control Committee
Thurs 23	4.00 Town Centre Regeneration Policy Development Committee
Fri 24	
Sat 25	
Sun 26	
Mon 27	4.00 p.m. Audit and Governance Committee (to receive Statement of Accounts)
Tue 28	2.00 p.m. Rate Relief Committee 4.00 p.m. Environment Policy Development Committee
Wed 29	4.00 p.m. Council (Statement of Accounts)
Thurs 30	4.30 p.m. Joint Meeting of Cabinet/DMT

**OCTOBER 2010**

<b>Date</b>	<b>Meeting</b>
Fri 1	
Sat 2	
Sun 3	
Mon 4	
Tue 5	
Wed 6	
Thurs 7	
Fri 8	
Sat 9	
Sun 10	
Mon 11	
Tue 12	
Wed 13	3.00 p.m. Planning Control Committee
Thurs 14	
Fri 15	
Sat 16	
Sun 17	
Mon 18	2.00 p.m. Shadow Cabinet
Tue 19	
Wed 20	4.00 p.m. Joint Parking Committee
Thurs 21	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 22	
Sat 23	
Sun 24	
Mon 25	HALF TERM RECESS
Tue 26	HALF TERM RECESS
Wed 27	HALF TERM RECESS 3.00 p.m. Planning Control Committee
Thurs 28	HALF TERM RECESS
Fri 29	HALF TERM RECESS
Sat 30	
Sun 31	

**NOVEMBER 2010**

<b>Date</b>	<b>Meeting</b>
Mon 1	
Tue 2	
Wed 3	4.00 p.m. Council
Thurs 4	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 5	
Sat 6	
Sun 7	
Mon 8	
Tue 9	
Wed 10	4.00 p.m. Standards Committee
Thurs 11	4.00 p.m. Audit and Governance Committee
Fri 12	
Sat 13	
Sun 14	
Mon 15	2.00 p.m. Shadow Cabinet
Tue 16	
Wed 17	3.00 p.m. Planning Control Committee
Thurs 18	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet ( <i>consultation on proposed budget</i> )
Fri 19	
Sat 20	
Sun 21	
Mon 22	
Tue 23	7.00 p.m. Heath Hayes, Norton Canes and Rawnsley Community Forum
Wed 24	7.00 p.m. Cannock Community Forum
Thurs 25	
Fri 26	
Sat 27	
Sun 28	
Mon 29	7.00 p.m. Rugeley and Brereton Community Forum
Tues 30	7.00 p.m. Hednesford Community Forum

**DECEMBER 2010**

<b>Date</b>	<b>Meeting</b>
Wed 1	3.00 p.m. Planning Control Committee
Thurs 2	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 3	
Sat 4	
Sun 5	
Mon 6	4.00 p.m. Scrutiny Committee
Tue 7	2.00 p.m. Trade Union Consultative Forum
Wed 8	4.00 p.m. Council (Council Tax Base)
Thurs 9	
Fri 10	
Sat 11	
Sun 12	
Mon 13	2.00 p.m. Shadow Cabinet
Tue 14	4.00 p.m. Housing Policy Development Committee
Wed 15	4.00 p.m. Town Centre Regeneration Policy Development Committee
Thurs 16	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 17	
Sat 18	
Sun 19	
Mon 20	CHRISTMAS RECESS
Tue 21	CHRISTMAS RECESS
Wed 22	CHRISTMAS RECESS – 3.00 p.m. Planning Control Committee
Thurs 23	CHRISTMAS RECESS
Fri 24	CHRISTMAS RECESS – OFFICES CLOSED
Sat 25	
Sun 26	
Mon 27	CHRISTMAS RECESS – OFFICES CLOSED
Tue 28	CHRISTMAS RECESS – OFFICES CLOSED
Wed 29	CHRISTMAS RECESS – OFFICES CLOSED
Thurs 30	CHRISTMAS RECESS -
Fri 31	CHRISTMAS RECESS

**JANUARY 2011**

<b>Date</b>	<b>Meeting</b>
Sat 1	
Sun 2	
Mon 3	CHRISTMAS RECESS – OFFICES CLOSED
Tue 4	CHRISTMAS RECESS – OFFICES CLOSED
Wed 5	4.00 p.m. Environment Policy Development Committee
Thurs 6	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 7	
Sat 8	
Sun 9	
Mon 10	4.00 p.m. Delivering Change Panel
Tue 11	4.00 p.m. Health & Well Being Policy Development Committee
Wed 12	3.00 p.m. Planning Control Committee
Thurs 13	4.00 p.m. Delivering Change Panel
Fri 14	
Sat 15	
Sun 16	
Mon 17	2.00 p.m. Shadow Cabinet
Tues 18	4.00 p.m. Economic Development & Planning Policy Development Committee
Wed 19	4.00 p.m. Joint Parking Committee
Thurs 20	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 21	
Sat 22	
Sun 23	
Mon 24	
Tue 25	4.00 4.00 p.m. Culture & Sport Policy Development Committee
Wed 26	2.00 p.m. Rate Relief Committee
Thurs 27	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 28	
Sat 29	
Sun 30	
Mon 31	2.00 p.m. Shadow Cabinet

**FEBRUARY 2011**

<b>Date</b>	<b>Meeting</b>
Tue 1	4.00 p.m. Standards Committee
Wed 2	3.00 p.m. Planning Control Committee
Thurs 3	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet ( <i>budget recommendation to Council</i> )
Fri 4	
Sat 5	
Sun 6	
Mon 7	2.00 p.m. Shadow Cabinet ( <i>to consider alternative budget</i> )
Tue 8	
Wed 9	
Thurs 10	<i>(Deadline for receipt of alternative budget proposals)</i>
Fri 11	
Sat 12	
Sun 13	
Mon 14	
Tue 15	
Wed 16	4.00 p.m. Council ( <i>Budget</i> )
Thurs 17	
Fri 18	
Sat 19	
Sun 20	
Mon 21	HALF TERM RECESS
Tue 22	HALF TERM RECESS
Wed 23	HALF TERM RECESS 3.00 p.m. Planning Control Committee 4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet ( <i>provisional</i> )
Thurs 24	HALF TERM RECESS HALF TERM RECESS
Fri 25	HALF TERM RECESS
Sat 26	
Sun 27	
Mon 28	

**MARCH 2011**

<b>Date</b>	<b>Meeting</b>
Tue 1	
Wed 2	4.00 p.m. Council
Thurs 3	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 4	
Sat 5	
Sun 6	
Mon 7	4.00 p.m. Scrutiny Committee
Tue 8	7.00 p.m. Heath Hayes, Norton Canes and Rawnsley Community Forum
Wed 9	3.00 p.m. Planning Control Committee
Thurs 10	4.00 p.m. Audit and Governance Committee 7.00 p.m. Hednesford Community Forum
Fri 11	
Sat 12	
Sun 13	
Mon 14	2.00 p.m. Shadow Cabinet
Tue 15	4.00 p.m. 4.00 p.m. Culture & Sport Policy Development Committee
Wed 16	4.00 p.m. Environment Policy Development Committee 7.00 p.m. Cannock Community Forum
Thurs 17	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 18	
Sat 19	
Sun 20	
Mon 21	4.00 p.m. Town Centre Regeneration Policy Development Committee 7.00 p.m. Rugeley and Brereton Community Forum
Tue 22	4.00 p.m. Housing Policy Development Committee
Wed 23	4.00 p.m. Economic Development & Planning Policy Development Committee
Thurs 24	4.00 p.m. Health & Well Being Policy Development Committee
Fri 25	
Sat 26	
Sun 27	
Mon 28	
Tue 29	
Wed 30	3.00 p.m. Planning Control Committee
Thurs 31	



**APRIL 2011**

<b>Date</b>	<b>Meeting</b>
Fri 1	
Sat 2	
Sun 3	
Mon 4	
Tue 5	2.00 p.m. Trade Union Consultative Forum
Wed 6	4.00 p.m. Council
Thurs 7	4.30 p.m. Joint Meeting of Cabinet/DMT
Fri 8	
Sat 9	
Sun 10	
Mon 11	EASTER RECESS
Tue 12	EASTER RECESS
Wed 13	EASTER RECESS
Thurs 14	EASTER RECESS
Fri 15	EASTER RECESS
Sat 16	
Sun 17	
Mon 18	EASTER RECESS
Tues 19	EASTER RECESS
Wed 20	EASTER RECESS - 3.00 p.m. Planning Control Committee
Thurs 21	EASTER RECESS
Fri 22	BANK HOLIDAY – OFFICES CLOSED
Sat 23	
Sun 24	
Mon 25	BANK HOLIDAY – OFFICES CLOSED
Tues 26	2.00 p.m. Shadow Cabinet
Wed 27	4.00 p.m. Joint Parking Committee
Thurs 28	4.15 p.m. Cabinet Pre-Meeting 4.30 p.m. Cabinet
Fri 29	
Sat 30	

**MAY 2011**

<b>Date</b>	<b>Meeting</b>
Sun 1	
Mon 2	EARLY MAY BANK HOLIDAY – OFFICES CLOSED
Tue 3	
Wed 4	
Thurs 5	DISTRICT AND PARISH ELECTIONS
Fri 6	
Sat 7	
Sun 8	
Mon 9	
Tue 10	
Wed 11	3.00 p.m. Planning Control Committee
Thurs 12	
Fri 13	
Sat 14	
Sun 15	
Mon 16	
Tue 17	
Wed 18	
Thurs 19	
Fri 20	
Sat 21	
Sun 22	
Mon 23	
Tue 24	
Wed 25	4.00 p.m. Annual Council
Thurs 26	
Fri 27	
Sat 28	
Sun 29	
Mon 30	HALF TERM RECESS – OFFICES CLOSED