

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 12/08/15

COUNCIL
12 AUGUST, 2015
REVISED CALENDAR OF MEETINGS 2015-16

1 Purpose of Report

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

2 Recommendations

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

- 3.1 The proposed revised 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 Cabinet at its meeting on 23 July, 2015 considered a report in respect of the Corporate Plan and Priority Delivery Plans including recommendations for changes to the Policy Development and Scrutiny Committee structures. The recommendations were subsequently recommended on to Council and are considered elsewhere on the agenda for this meeting. As a result of the recommended changes to the Committee structure, a revised Calendar of Meetings for the remainder of the 2015-16 Municipal Year has been drafted which is now recommended for Members approval.

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. Nine formal Cabinet meetings have been scheduled throughout the remainder of 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 new Scrutiny Committees have been scheduled to meet to allow timely consideration of the quarterly performance reports once they have been received by Cabinet. Additional meetings of the Health Scrutiny Committee have been scheduled to take account of the Committee's already established work programme for the year.
- 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 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.

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

Revised Calendar of Meetings 2015-16

Previous Consideration

Calendar of Meetings
2015-16

Council

14 January, 2015

Background Papers

None

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug 2015	3	4 4pm Health Scrutiny Committee	5 3pm Planning Control Committee	6 4pm Joint Cabinet/DMT	7	8	9
	10	11	12 4pm Council	13	14	15	16
	17	18	19	20	21	22	23
	24 4pm Shadow Cabinet (moved from 17/08)	25 4pm Scrutiny Committee	26 3pm Planning Control Committee	27 4pm Cabinet (moved from 20/08)	28	29	30
	31 Summer Bank Holiday Offices Closed	1 4pm Customers & Corporate Scrutiny Committee	2 4pm Environment Scrutiny Committee	3	4	5	6
Sep 2015	7 4pm Housing Scrutiny Committee	8 4pm Better Jobs and Skills Scrutiny Committee	9 4pm Standards Committee	10 4pm Joint Cabinet/DMT (moved from 03/09)	11	12	13
	14	15 4pm Community Safety Scrutiny Committee	16 3pm Planning Control Committee	17 4pm Audit & Governance Committee (moved from 24/09)	18	19	20
	21 4pm Shadow Cabinet (moved from 14/09)	22 4pm Health Scrutiny Committee	23	24 4pm Cabinet (moved from 17/09)	25	26	27
	28	29 2pm Trade Union Consultative Forum	30	1 4pm Joint Cabinet/DMT	2	3	4
Oct 2015	5	6	7 3pm Planning Control Committee	8	9	10	11
	12 4pm Shadow Cabinet	13	14 4pm Council (moved from 30/09)	15 4pm Cabinet	16	17	18
	19	20 4pm Health Scrutiny Committee	21	22	23	24	25

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 2015	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	4	5	6	7	8
	9 4pm Shadow Cabinet	10	11 3pm Planning Control Committee	12 4pm Cabinet	13	14	15
	16	17	18 4pm Council	19	20	21	22
	23	24 4pm Audit & Governance Committee	25 3pm Planning Control Committee	26 4pm Joint Cabinet/DMT	27	28	29
	30 4pm Customers & Corporate Scrutiny Committee	1 4pm Health Scrutiny Committee	2 4pm Environment Scrutiny Committee	3 4pm Community Safety Scrutiny Committee	4	5	
Dec 2015	7 4pm Shadow Cabinet	8 4pm Housing Scrutiny Committee	9 4pm Better Jobs and Skills Scrutiny Committee	10 4pm Cabinet	11	12	13
	14	15	16 3pm Planning Control Committee	17	18	19	20
	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 Joint Cabinet/DMT	12	13 4pm Council	14 4pm Health Scrutiny Committee (existing meeting date which is to be retained)	15	16	17

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 2016	18 4pm Standards Committee	19	20	21	22	23	24
	25 4pm Shadow Cabinet	26	27 3pm Planning Control Committee	28	29	30	31
Feb 2016	1 4pm Cabinet	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15 Half Term Recess	16 Half Term Recess 4pm Council (Budgets)	17 Half Term Recess 3pm Planning Control Committee	18 Half Term Recess	19 Half Term Recess	20	21
	22 4pm Customers & Corporate Scrutiny Committee	23 4pm Health Scrutiny Committee	24 4pm Environment Scrutiny Committee	25 4pm Cabinet (to take place only if alternative balanced budget proposals are referred back from 16/02 Council)	26	27	28
	29	1 2pm Trade Union Consultative Forum	2 3pm Planning Control Committee	3 4pm Council (Precepts)	4	5	6
Mar 2016	7 4pm Housing Scrutiny Committee	8 4pm Better Jobs and Skills Scrutiny Committee	9 4pm Community Safety Scrutiny Committee	10 4pm Joint Cabinet/DMT	11	12	13
	14	15	16	17	18	19	20
	21 4pm Shadow Cabinet	22	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

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2015-2016

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 2016	4 Easter Recess 4pm Customers & Corporate Scrutiny Committee	5 Easter Recess 4pm Better Jobs and Skills Scrutiny Committee	6 Easter Recess 4pm Council	7 4pm Joint Cabinet/DMT	8	9	10
	11 4pm Standards Committee	12 4pm Housing Scrutiny Committee	13 3pm Planning Control Committee	14 4pm Community Safety Scrutiny Committee	15	16	17
	18 4pm Shadow Cabinet	19 4pm Health Scrutiny Committee	20 4pm Environment Scrutiny Committee	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 PCC 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