

CANNOCK CHASE COUNCIL

COUNCIL

4 APRIL, 2012

PORTFOLIO HOLDER: LEADER OF THE COUNCIL

REPORT OF THE CHIEF EXECUTIVE

CALENDAR OF MEETINGS 2012-13

KEY DECISION - NO

1. Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2012-13 Municipal year.

2. Recommendations

- 2.1 That the Calendar of Meetings for 2012-13, 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 2012-13 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.
- 3.4 Meetings of the Scrutiny Committee have been scheduled to meet (generally) on a quarterly basis. Any subsequent changes that may be required in the structure and composition of all committees will need to be agreed in a further report to Council at an appropriate time.
- 3.5 The Localism Act, 2011 confirmed that the Standards Board regime would cease from 31 January, 2012. This means that the requirement for Councils to have a Standards

Committee would be removed under the Act although Councils would be free to have a voluntary Code of Conduct and Standards Committee if they wished.

Formal enactment of the Localism Act takes effect from 1 April, 2012; however, different parts of the Act will come into effect at different times. Consequently, Standards Committee meetings have been scheduled in the Calendar as the Department for Communities and Local Government (DCLG) has yet to confirm when this element of the Act will come into effect, and the Council has yet to determine preferences in respect of an alternative "Standards Committee". The current Standards Committee will be meeting on 17 April, 2012 to give consideration to making recommendations in this regard to Council.

- 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 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 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 and Public Protection Committee, Licensing Sub Committee and Appeals and Complaints Panel during these periods to consider licensing applications and appeals respectively.
- 3.9 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.

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 on occasion. 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

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 2012-13 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 2012-13.

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 2012-13.

Cannock Chase Council Calendar of Meetings 2012-2013

Amended 29/03/12

May 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3 Elections	4	5
6	May Day 7 Bank Holiday – Offices Closed	8	9 3pm Planning Control Committee	10	11	12
13	14	15	16	17	18	19
20	21	22	23 4pm Annual Council	24	25	26
27	28	29	30 3pm Planning Control Committee	31		

June 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat	
					1	2	
3	Spring Bank OFFICE CLOSED	4 Diamond Jubilee OFFICE CLOSED	5	6	7 5.30pm Joint Cabinet/DMT	8	9
	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS		
10	11 7pm Rugeley and Brereton Community Forum	12 4pm Standards Committee 7pm Cannock Community Forum	13	14 7pm Heath Hayes, Norton Canes and Rawnsley Community Forum	15	16	
17	18 4.30pm Shadow Cabinet	19	20 3pm Planning Control Committee	21 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	22	23	
24	25 7pm Hednesford Community Forum	26 4pm Audit and Governance Committee	27	28 4pm Rate Relief Committee	29	30	

July 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4 4pm Council	5 5.30pm Joint Cabinet/DMT	6	7
8	9 2pm Trade Union Consultative Forum	10	11 3pm Planning Control Committee	12 4pm Scrutiny Committee	13	14
15	16 4.30pm Shadow Cabinet	17 4pm Health Scrutiny Committee	18 4pm Joint Parking Committee	19 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet	20	21
22	23	24	25	26	27	28
	SUMMER RECESS	SUMMER RECESS	SUMMER RECESS	SUMMER RECESS	SUMMER RECESS	
29	30	31				
	SUMMER RECESS	SUMMER RECESS				

August 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1 SUMMER RECESS	2 SUMMER RECESS	3 SUMMER RECESS	4
			3pm Planning Control Committee			
5	6 4pm Health and Wellbeing Policy Development Committee	7 4pm Culture and Sport Policy Development Committee	8 4pm Council	9 4pm Economic Development and Planning Policy Development Committee	10	11
12	13 4pm Housing Policy Development Committee	14	15 4pm Town Centre Regeneration Policy Development Committee	16	17	18
19	20 4pm Audit and Governance Committee	21 4pm Environment Policy Development Committee	22 3pm Planning Control Committee	23	24	25
26	SUMMER BANK 27 OFFICES CLOSED	28	29	30	31	

September 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3 4pm Health Scrutiny Committee	4	5	6 5.30pm Joint Meeting of Cabinet/DMT	7	8
9	10 7pm Hednesford Community Forum	11 7pm Rugeley and Brereton Community Forum	12 3pm Planning Control Committee	13 4pm Standards Committee	14	15
16	17 4.30pm Shadow Cabinet	18 7pm Cannock Community Forum	19 7pm Heath Hayes, Norton Canes and Rawnsley Community Forum	20 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet	21	22
23	24 4pm Scrutiny Committee	25 4pm Audit and Governance Committee	26 4pm Council	27 4pm Rate Relief Committee	28	29
30						

October 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1 4pm Health Scrutiny Committee	2 4pm Joint Parking Committee	3 3pm Planning Control Committee	4 5.30pm Joint Meeting of Cabinet and DMT	5	6
7	8 7pm Health and Wellbeing PDC	9 4pm Town Centre Regeneration PDC	10 4pm Economic Development and Planning PDC	11	12	13
14	15 4.30pm Shadow Cabinet	16 2pm Trade Union Consultative Forum	17 4pm Culture and Sport PDC	18 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet	19	20
21	22 4pm Housing PDC	23	24 3pm Planning Control Committee	25 4pm Environment PDC	26	27
28	29 HALF TERM RECESS	30 HALF TERM RECESS	31 HALF TERM RECESS			

November 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 5.30pm Joint Meeting of Cabinet/DMT	2	3
				HALF TERM RECESS	HALF TERM RECESS	
4	5	6	7 4pm Council	8	9	10
11	12 4.30pm Shadow Cabinet	13	14 3pm Planning Control Committee	15 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	16	17
18	19	20 4pm Scrutiny Committee	21	22 4pm Audit and Governance Committee	23	24
25	26 7pm Rugeley and Brereton Community Forum	27 7pm Cannock Community Forum	28	29 4pm Economic Development and Planning Policy Development Committee	30	

December 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3 4pm Standards Committee 7pm Hednesford Community Forum	4 4pm Town Centre Regeneration Policy Development Committee	5 3pm Planning Control Committee 7pm Heath Hayes, Norton Canes and Rawnsley Community Forum	6 5.30pm Joint Meeting of Cabinet/DMT	7	8
9	10 4pm Health Scrutiny Committee	11 4pm Rate Relief Committee	12	13 4pm Environment Policy Development Committee	14	15
16	17 4.30pm Shadow Cabinet	18 4pm Health and Wellbeing Policy Development Committee	19 3pm Planning Control Committee	20 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	21	22
23	24 XMAS RECESS	25 XMAS DAY XMAS RECESS BANK HOLIDAY OFFICES CLOSED	26 BOXING DAY XMAS RECESS BANK HOLIDAY OFFICES CLOSED	27 XMAS RECESS	28 XMAS RECESS	29
30	31 XMAS RECESS					

January 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		NEW YEAR DAY 1 XMAS RECESS	XMAS RECESS 2	XMAS RECESS 3	XMAS RECESS 4	5
		BANK HOLIDAY OFFICES CLOSED		5.30pm Joint Meeting of Cabinet/DMT		
6	7 4pm Delivering Change Panel	8	9 3pm Planning Control Committee	10 4pm Delivering Change Panel	11	12
13	14 4.30pm Shadow Cabinet	15 4pm Culture and Sport Policy Development Committee	16 4pm Council	17 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet	18	19
20	21 4pm Housing Policy Development Committee	22 4pm Joint Parking Committee	23	24 5.30pm Joint Meeting of Cabinet/DMT	25	26
27	28 4.30pm Shadow Cabinet	29	30 3pm Planning Control Committee	31 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet		

February 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 4pm Health Scrutiny Committee	5 4pm Rate Relief Committee	6	7 (Deadline for receipt of alternative budget proposals)	8	9
10	11	12	13 4pm Council (Budget)	14 4pm Scrutiny Committee	15	16
17	18 HALF TERM RECESS	19 HALF TERM RECESS	20 HALF TERM RECESS	21 HALF TERM RECESS	22 HALF TERM RECESS	23
			3pm Planning Control Committee 5.30pm Cabinet Pre- Meeting 5.45pm Cabinet (Provisional)			
24	25 4.30pm Shadow Cabinet	26	27 4pm Council (Precepts)	28		

March 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 4pm Standards Committee 7pm Hednesford Community Forum	5 4pm Town Centre Regeneration Policy Development Committee	6 3pm Planning Control Committee 7pm Heath Hayes, Norton Canes and Rawsley Community Forum	7 5.30pm Joint Meeting of Cabinet/DMT	8	9
10	11 4pm Health Scrutiny Committee 7pm Rugeley and Brereton Community Forum	12 4pm Culture and Sport Policy Development Committee	13 4pm Environment Policy Development Committee	14	15	16
17	18 4.30pm Shadow Cabinet	19 4pm Housing Policy Development Committee 7pm Cannock Community Forum	20 4pm Health and Wellbeing Policy Development Committee	21 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	22	23
24	25 2pm Trade Union Consultative Forum	26 4pm Audit and Governance Committee	27 3pm Planning Control Committee	28 4pm Economic Development Policy Development Committee	GOOD FRIDAY 29 BANK HOLIDAY OFFICES CLOSED EASTER RECESS	30
31						

April 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	EASTER BANK HOLIDAY OFFICES CLOSED EASTER RECESS 1	EASTER RECESS 2	EASTER RECESS 3	EASTER RECESS 4	EASTER RECESS 5	6
7	EASTER RECESS 8	EASTER RECESS 9	EASTER RECESS 10 4pm Council	EASTER RECESS 11	EASTER RECESS 12	13
14	4.30pm Shadow Cabinet 15	16	3pm Planning Control Committee 17	5.30pm Cabinet Pre- Meeting 5.45pm Cabinet 18	19	20
21	4pm Health Scrutiny Committee 22	4pm Joint Parking Committee 23	24	25	26	27
28	29	30				

May 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
				COUNTY COUNCIL ELECTIONS		
5	6	7	8	9	10	11
	EARLY MAY BANK HOLIDAY		3pm Planning Control Committee			
	OFFICES CLOSED					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			4pm Annual Council			
26	27	28	29	30	31	
	SPRING BANK HOLIDAY					
	OFFICES CLOSED					
	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS	HALF TERM RECESS	