

CANNOCK CHASE COUNCIL

COUNCIL

6 APRIL, 2011

PORTFOLIO HOLDER: LEADER OF THE COUNCIL

REPORT OF THE CHIEF EXECUTIVE

CALENDAR OF MEETINGS 2011-12

KEY DECISION - NO

1. Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2011-12 municipal year.

2. Recommendations

- 2.1 That the Calendar of Meetings for 2011-12, 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 2011-12 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 have been scheduled to meet (generally) on a quarterly basis. Any subsequent changes that may be required in the structure and composition of committees will need to be agreed in a further report to Council at an appropriate time.
- 3.5 The Localism Bill published in 2010 confirmed that the Standards Board for England and the national regime would be abolished. This would mean that the requirement for Councils to have a Standards Committee would be removed under the Bill although Councils would be free to have a voluntary Code of Conduct and Standards Committee if they wished. It is expected that the Bill is likely to be agreed either in the summer or

early autumn, therefore, Standards Committee meetings have not been scheduled apart from one in early October 2011 to determine future arrangements once details are finalised.

- 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 part of the Council's Delivering Change process for 2011-12, consideration was initially given to reducing Committees etc to a broadly statutory minimum and abolishing the Policy Development Committees. In practice, this would have meant retaining certain non-statutory Committees, such as Planning Control, Audit and Governance and Appeals and Complaints, to avoid unnecessarily over-burdening full Council, which would, otherwise have to fulfil these functions. However, following wider Member consultation, it was determined that further work was required before any final decisions should be taken in respect of a review of the Committee structures. Consequently, the Calendar of meetings includes PDC's on a broadly similar cycle to previous years. Any subsequent determination in respect of a review of Committee structures will require a further report to Council on a revised Calendar of meetings.
- 3.9 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.
- 3.10 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.

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**

Steve Partridge, Democratic Services Manager, Ext: 4588

REPORT INDEX

Contribution to Council Priorities (i.e. CHASE, Corporate Plan)	Section 1
Contribution to Promoting Community Engagement	Section 2
Financial Implications	Section 3
Human Resource Implications	Section 4
Legal Implications	Section 5
Section 17 (Crime Prevention)	Section 6
Human Rights Act Implications	Section 7
Data Protection Act Implications	Section 8
Risk Management Implications	Section 9
Equality and Diversity Implications	Section 10
Other Options Considered	Section 11
List of Background Papers	Section 12
Annexes to the Report	Annex 1

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 2011-12 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 2011-12.

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 2011-12.

Cannock Chase Council Calendar of Meetings 2011-2012

May 2011

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

June 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1 <i>HALF TERM RECESS</i>	2 <i>HALF TERM RECESS</i>	3 <i>HALF TERM RECESS</i>	4
			3pm Planning Control Committee			
5	6 7pm Rugeley & Brereton Community Forum	7 4pm Health Scrutiny Committee	8	9 4.30pm Joint Cabinet/DMT	10	11
		7pm Heath Hayes, Norton Canes & Rawnsley Community Forum				
12	13	14 7pm Hednesford Community Forum	15 7pm Cannock Community Forum	16	17	18
19	20 2pm Shadow Cabinet	21	22 3pm Planning Control Committee	23 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	24	25
26	27 2.30pm Audit & Governance Committee	28 2pm Trade Union Consultative Forum	29 4pm Council	30		

July 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 4pm Rate Relief Committee	7 4.30pm Joint Cabinet/DMT	8	9
10 4pm Scrutiny Committee	11	12	13 3pm Planning Control Committee	14	15	16
17 2pm Shadow Cabinet	18	19 4pm Health Scrutiny Committee	20 4pm Joint Parking Committee	21 4.15 Cabinet Pre- Meeting 4.30pm Cabinet	22	23
24	25 <i>SUMMER RECESS</i>	26 <i>SUMMER RECESS</i>	27 <i>SUMMER RECESS</i>	28 <i>SUMMER RECESS</i>	29 <i>SUMMER RECESS</i>	30
31						

August 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1 <i>SUMMER RECESS</i>	2 <i>SUMMER RECESS</i>	3 <i>SUMMER RECESS</i>	4 <i>SUMMER RECESS</i>	5 <i>SUMMER RECESS</i>	6
			3pm Planning Control Committee			
7	8 4pm Health & Wellbeing PDC	9 4pm Culture & Sport PDC	10	11 4pm Economic Development and Planning PDC	12	13
14	15 4pm Housing PDC	16 4pm Town Centre Regeneration PDC	17 4pm Council	18	19	20
21	22 4pm Audit and Governance Committee	23	24 3pm Planning Control Committee	25 4pm Environment PDC	26	27
28	29 Bank Holiday – Offices Closed	30	31			

September 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 4.30pm Joint Cabinet/DMT	2	3
4	5 7pm Hednesford Community Forum	6	7	8 7pm Rugeley & Brereton Community Forum	9	10
11	12 2pm Shadow Cabinet	13 4pm Health Scrutiny Committee	14 3pm Planning Control Committee	15 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	16	17
18	19 7pm Heath Hayes, Norton Canes & Rawnsley Community Forum	20 7pm Cannock Community Forum	21	22	23	24
25	26 4pm Scrutiny Committee	27 4pm Audit & Governance Committee	28 4pm Council (Statement of Accounts)	29 4pm Rate Relief Committee	30	

October 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3 4pm Standards Committee	4	5 3pm Planning Control Committee	6 4.30pm Joint Cabinet/DMT	7	8
9	10 4pm Housing PDC	11 4pm Joint Parking Committee	12 4pm Economic Development & Planning PDC	13	14	15
16	17 2pm Shadow Cabinet 4pm Health & Wellbeing PDC	18 2pm Trade Union Consultative Forum 4pm Culture & Sport PDC	19 4pm Environment PDC	20 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	21	22
23	24 <i>HALF TERM RECESS</i>	25 <i>HALF TERM RECESS</i>	26 <i>HALF TERM RECESS</i> 3pm Planning Control Committee	27 <i>HALF TERM RECESS</i>	28 <i>HALF TERM RECESS</i>	29
30	31 4pm Health Scrutiny Committee					

November 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1 4pm Town Centre Regeneration PDC	2 4pm Council	3 4.30pm Joint Cabinet/DMT	4	5
6	7	8	9	10	11	12
13	14 2pm Shadow Cabinet	15 7pm Heath Hayes, Norton Canes & Rawnsley Community Forum	16 3pm Planning Control Committee	17 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	18	19
20	21 7pm Rugeley & Brereton Community Forum	22 7pm Cannock Community Forum	23	24 4pm Audit & Governance Committee	25	26
27	28 4pm Scrutiny Committee	29 7pm Hednesford Community Forum	30 3pm Planning Control Committee			

December 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				4.30pm Joint Cabinet/DMT 1	2	3
4	5 4pm Health Scrutiny Committee	6	7 4pm Council (Council Tax Base)	8 4pm Economic Development & Planning PDC	9	10
11	12 2pm Shadow Cabinet 4pm Health & Wellbeing PDC	13 4pm Town Centre Regeneration PDC	14 4pm Environment PDC	15 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet (Consultation on proposed budget)	16	17
18	19 <i>XMAS RECESS</i>	20 <i>XMAS RECESS</i>	21 <i>XMAS RECESS</i> 3pm Planning Control Committee	22 <i>XMAS RECESS</i>	23 <i>XMAS RECESS</i>	Christmas Eve 24
Christmas Day 25	Boxing Day 26 Bank Holiday – Offices Closed	27 Bank Holiday – Offices Closed	28 <i>XMAS RECESS</i>	29 <i>XMAS RECESS</i>	30 <i>XMAS RECESS</i>	New Years Eve 31

January 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
New Years Day 1	2 Bank Holiday – Offices Closed	3	4 4pm Culture & Sport PDC	5 4.30pm Joint Cabinet/DMT	6	7
8	9 4pm Delivering Change Panel	10 4pm Housing PDC	11 3pm Planning Control Committee	12 4pm Delivering Change Panel	13	14
15	16 2pm Shadow Cabinet	17 4pm Joint Parking Committee	18	19 4.15 Cabinet Pre- Meeting 4.30pm Cabinet	20	21
22	23 4pm Health Scrutiny Committee	24	25	26 4.30pm Joint Cabinet/DMT	27	28
29	30 2pm Shadow Cabinet	31 4pm Rate Relief Committee				

February 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1 3pm Planning Control Committee	2 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	3	4
5	6	7	8	9 (Deadline for receipt of alternative budget proposals)	10	11
12	13 <i>HALF TERM RECESS</i>	14 <i>HALF TERM RECESS</i>	15 <i>HALF TERM RECESS</i> 4pm Council (Budget)	16 <i>HALF TERM RECESS</i>	17 <i>HALF TERM RECESS</i>	18
19	20	21	22 3pm Planning Control Committee	23	24	25
	2pm Shadow Cabinet		4.15pm Cabinet Pre-Meeting 4.30 Cabinet (Provisional)			
26	27 4pm Scrutiny Committee	28	29 4pm Council (Precepts)			

March 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				4.30pm Joint Cabinet/DMT		
4	5 7pm Health Hayes, Norton Canes & Rawnsley Community Forum	6 4pm Health Scrutiny Committee 7pm Cannock Community Forum	7	8 4pm Culture & Sport PDC	9	10
11	12 2pm Shadow Cabinet 4pm Health & Wellbeing PDC	13 4pm Environment PDC	14 3pm Planning Control Committee	15 4.15 Cabinet Pre-Meeting 4.30pm Cabinet	16	17
18	19 2pm Trade Union Consultative Forum	20 4pm Housing PDC	21 7pm Rugeley and Brereton Community Forum 4pm Town Centre Regeneration PDC	22 4pm Economic Development & Planning PDC	23	24
25	26 7pm Hednesford Community Forum	27 4pm Audit & Governance Committee	28 3pm Planning Control Committee	29 4.30pm Joint Cabinet/DMT	30	31

April 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2 <i>EASTER RECESS</i>	3 <i>EASTER RECESS</i>	4 <i>EASTER RECESS</i> 4pm Council	5 <i>EASTER RECESS</i>	6 Good Friday Bank Holiday – Offices Closed	7
8	9 Easter Monday Bank Holiday – Offices Closed	10 <i>EASTER RECESS</i>	11 <i>EASTER RECESS</i>	12 <i>EASTER RECESS</i>	13 <i>EASTER RECESS</i>	14
15	16 2pm Shadow Cabinet	17	18 3pm Planning Control Committee	19 4.15pm Cabinet Pre-Meeting 4.30pm Cabinet	20	21
22	23 4pm Health Scrutiny Committee	24 4pm Joint Parking Committee	25	26	27	28
29	30					

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		