

<b>Report of:</b>	<b>Managing Director</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
<b>Telephone No:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 06/03/19</b>

**COUNCIL  
6 MARCH 2019  
CALENDAR OF MEETINGS 2019-20**

**1 Purpose of Report**

- 1.1 To present to Members for approval the Calendar of Meetings for the 2019-20 municipal year.

**2 Recommendations**

That:

- 2.1 The Calendar of Meetings 2019-20, included as Appendix 1 to the report, be approved.
- 2.2 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 Recommendations**

Key Issues

- 3.1 The proposed Calendar of Meetings for the 2019-20 municipal year, which sets out dates for meetings of full Council, Cabinet, Committees and other relevant bodies for approval by Council, is attached as Appendix 1 to the report.

Reasons for Recommendations

- 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 normally carried out in advance of the relevant municipal year. Updates are also provided throughout the year in the form of a 'Notice of Meetings' published on the Council's website.

- 3.3 It may be necessary to convene additional meetings as well as postpone or cancel 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 Managing Director to consult with the relevant Chairman or the Leader in such circumstances, having regard to any justifiable reasons that may exist.

#### **4 Relationship to Corporate Priorities**

- 4.1 Each year the Council agrees its Calendar of Meetings for the forthcoming 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 meetings is referenced in the Calendar.
- 5.2 Full Council had been scheduled to meet eight times during the year. Key dates of Council meetings are:
- Annual meeting – 22 May 2019;
  - Budget setting meeting – 12 February 2020;
  - Precept meeting – 26 February 2020;
  - Annual meeting – 20 May 2020.
- 5.3 Twelve formal Cabinet meetings have been scheduled throughout the year, one of which is a provisional meeting falling between the budget and precept Council meetings. This meeting will only be required in the event that balanced alternative budget proposals are referred from Council for consideration by Cabinet.
- 5.4 The structure of the Scrutiny Committees is unchanged for 2019-20, with each Committee scheduled to meet three times per year, other than the Corporate Scrutiny Committee which has a further meeting scheduled for consultation purposes as part of the annual budget setting process.
- 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.
- 5.6 The Audit & Governance Committee has been scheduled to meet four times in order to deal with specific matters at certain times of the year.
- 5.7 The Standards Committee has been scheduled to meeting four times, although it should be noted the Committee has not met since June 2013 due to having no business to consider.

- 5.8 The Trade Unions Consultative Forum has been scheduled to meet three times during the year.
- 5.9 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 Meetings of the Constitution Working Group have also been scheduled to allow the annual review of the Constitution to be undertaken.
- 5.11 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods. It has however been necessary to schedule some meetings during these periods in order that the business of those meetings can still be carried out as required. It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub-Committee and Appeals & Complaints Panel during these periods to consider relevant matters.
- 5.12 All scheduled meetings will start at 4pm, other than meetings of the Planning Control Committee and Trade Unions Consultative Forum, which will start at 3pm and 2pm, respectively.
- 5.13 Dates and times of required training for Members of the Planning Control Committee, Licensing & Public Protection Committee and Audit & Governance Committee have also been scheduled where necessary.

## **6 Implications**

### **6.1 Financial**

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will be met from within the existing Members' budgets for 2019-20.

### **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 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: Draft Calendar of Meetings 2019-20

**Previous Consideration**

None

**Background Papers**

None.

**DRAFT CALENDAR OF MEETINGS 2019-20 (updated 28/02/19)**

**MAY 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 <i>District and Parish Elections</i>	3
6 <i>Bank Holiday</i>	7	8	9	10
13	14	15 <i>3pm Planning Control Committee</i>	16	17
20	21	22 <i>4pm Annual Council</i>	23	24
27 <i>Schools Half Term Recess Bank Holiday</i>	28 <i>Schools Half Term Recess</i>	29 <i>Schools Half Term Recess</i>	30 <i>Schools Half Term Recess 4pm Cabinet Briefing</i>	31 <i>Schools Half Term Recess</i>

**JUNE 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <i>2pm Planning Training</i>	5 <i>3pm Planning Control Committee</i>	6	7
10 <i>4pm Shadow Cabinet</i>	11 <i>10am Licensing Training (Session 1)</i>	12	13 <i>4pm Cabinet</i>	14
17	18 <i>10am Licensing Training (Session 2)</i>	19	20	21
24	25 <i>2pm Audit Training 4pm Audit and Governance Committee</i>	26 <i>3pm Planning Control Committee</i>	27 <i>4pm Cabinet Briefing</i>	28

JULY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 <b>4pm Wellbeing Scrutiny Committee</b>	3 <b>4pm Promoting Prosperity Scrutiny Committee</b>	4	5
8 <b>4pm Shadow Cabinet</b>	9	10 <b>3pm Planning Control Committee</b>	11 <b>4pm Cabinet</b>	12
15 <b>4pm Standards Committee</b>	16 2pm Trade Union Consultative Forum	17 <b>4pm Council</b>	18 <b>4pm Corporate Scrutiny Committee</b>	19
22 <b>4pm Community Scrutiny Committee</b>	23 Schools Summer Recess 4pm Audit Training (Statement of Accounts)	24 Schools Summer Recess	25 Schools Summer Recess <b>4pm Cabinet Briefing</b>	26 Schools Summer Recess
29 Schools Summer Recess <b>4pm Audit &amp; Governance Committee</b>	30 Schools Summer Recess	31 Schools Summer Recess <b>3pm Planning Control Committee</b>		

AUGUST 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Schools Summer Recess	2 Schools Summer Recess
5 Schools Summer Recess <b>4pm Shadow Cabinet</b>	6 Schools Summer Recess	7 Schools Summer Recess	8 Schools Summer Recess <b>4pm Cabinet</b>	9 Schools Summer Recess
12 Schools Summer Recess	13 Schools Summer Recess	14 Schools Summer Recess	15 Schools Summer Recess (Datteln Festival 16-18 Aug)	16 Schools Summer Recess (Datteln Festival 16-18 Aug)
19 Schools Summer Recess (Datteln Festival 16-18 Aug)	20 Schools Summer Recess	21 Schools Summer Recess <b>3pm Planning Control Committee</b>	22 Schools Summer Recess	23 Schools Summer Recess
26 Schools Summer Recess Summer Bank Holiday	27 Schools Summer Recess	28 Schools Summer Recess	29 Schools Summer Recess	30 Schools Summer Recess

SEPTEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Schools Summer Recess</i>	3	4 <b>4pm Council</b>	5 <b>4pm Cabinet Briefing</b>	6
9	10	11	12	13
16 <b>4pm Shadow Cabinet</b>	17	18 <b>3pm Planning Control Committee</b>	19 <b>4pm Cabinet</b>	20
23 ( <i>Labour Party Conference</i> )	24 ( <i>Labour Party Conference</i> )	25 ( <i>Labour Party Conference</i> )	26	27
30 ( <i>Conservative Party Conference</i> )				

OCTOBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 ( <i>Conservative Party Conference</i> )	2 ( <i>Conservative Party Conference</i> )	3 <b>4pm Cabinet Briefing</b>	4
7 <b>4pm Standards Committee</b>	8	9 <b>3pm Planning Control Committee</b>	10	11
14 <b>4pm Shadow Cabinet</b>	15	16	17 <b>4pm Cabinet</b>	18
21	22	23 11am Cannock Bowling Green Trustees Meeting	24	25
28 <i>Schools Half Term Recess</i>	29 <i>Schools Half Term Recess</i>	30 <i>Schools Half Term Recess</i> <b>3pm Planning Control Committee</b>	31 <i>Schools Half Term Recess</i> <b>4pm Cabinet Briefing</b>	

NOVEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Schools Half Term Recess
4	5 4pm Wellbeing Scrutiny Committee	6 4pm Council	7	8
11 4pm Shadow Cabinet	12	13 4pm Promoting Prosperity Scrutiny Committee	14 4pm Cabinet	15
18 2pm Trade Union Consultative Forum	19 4pm Corporate Scrutiny Committee	20 3pm Planning Control Committee	21	22
25	26 4pm Community Scrutiny Committee	27	28 4pm Cabinet Briefing	29

DECEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 4pm Audit and Governance Committee	4	5	6
9 4pm Shadow Cabinet	10	11	12 4pm Cabinet	13
16	17	18 3pm Planning Control Committee	19	20
23 Schools Christmas Recess	24 Schools Christmas Recess Christmas Eve	25 Schools Christmas Recess Christmas Day	26 Schools Christmas Recess Boxing Day	27 Schools Christmas Recess
30 Schools Christmas Recess	31 Schools Christmas Recess			

JANUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Schools Christmas Recess New Year's Day	2 Schools Christmas Recess	3 Schools Christmas Recess
6	7	8 4pm Council	9	10
13	14 4pm Corporate Scrutiny Committee (Budget Consultation)	15 3pm Planning Control Committee	16 4pm Cabinet Briefing	17
20 4pm Standards Committee	21	22	23	24
27 4pm Shadow Cabinet	28	29	30 4pm Cabinet	31

FEBRUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3 4pm Constitution Working Group	4	5 3pm Planning Control Committee	6	7
10	11	12 4pm Council (Budgets)	13 4pm Cabinet Briefing	14
17 Schools Half Term Recess	18 Schools Half Term Recess	19 Schools Half Term Recess 4pm Cabinet (Only if budget matters referred from 12/02/20 Council)	20 Schools Half Term Recess	21 Schools Half Term Recess
24 4pm Shadow Cabinet	25	26 4pm Council (Precepts etc.)	27 4pm Cabinet	28

MARCH 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2 4pm Constitution Working Group	3 4pm Wellbeing Scrutiny Committee	4 3pm Planning Control Committee	5	6
9	10 4pm Corporate Scrutiny Committee	11	12 4pm Cabinet Briefing	13
16 4pm Standards Committee	17 2pm Trade Union Consultative Forum	18 4pm Promoting Prosperity Scrutiny Committee	19	20
23 4pm Shadow Cabinet	24 4pm Audit and Governance Committee	25 3pm Planning Control Committee	26 4pm Cabinet	27
30 4pm Constitution Working Group	31 4pm Community Scrutiny Committee			

APRIL 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Schools Easter Recess	7 Schools Easter Recess	8 Schools Easter Recess	9 Schools Easter Recess 4pm Cabinet Briefing	10 Schools Easter Recess Good Friday
13 Schools Easter Recess Easter Monday	14 Schools Easter Recess	15 Schools Easter Recess 3pm Planning Control Committee	16 Schools Easter Recess	17 Schools Easter Recess
20 4pm Shadow Cabinet	21	22 4pm Council	23 4pm Cabinet	24
27	28	29	30	

MAY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
4 Bank Holiday	5	6	7 Staffordshire Commissioner and District elections	8
11	12	13 3pm Planning Control Committee	14	15
18	19	20 4pm Annual Council	21	22
25 Schools Half Term Recess Bank Holiday	26 Schools Half Term Recess	27 Schools Half Term Recess	28 Schools Half Term Recess	29 Schools Half Term Recess