

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 21/02/18

**COUNCIL
21 FEBRUARY 2018
CALENDAR OF MEETINGS 2018-19**

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2018-19 Municipal year.

2 Recommendations

That:

- 2.1 The Calendar of Meetings 2018-19, 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 Recommendation

- 3.1 The proposed Calendar of Meetings for the 2018-19 Municipal year is attached as Appendix 1 to the report.
- 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 in the form of a report to Council. Updates are also provided throughout the year in the form of a Cycle of Meetings notice 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 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 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 Full Council has been scheduled to meet 8 times during the year. Annual Council in 2018 is scheduled for 23 May, and 22 May in 2019. The budget/precept setting meetings are planned for 20 February and 6 March, 2019.
- 5.3 Ten formal Cabinet meetings have been scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February, 2019. This provisional meeting will only be required in the event that balanced alternative budget proposals are referred back from Council for consideration by Cabinet.
- 5.4 The structure of the Scrutiny Committees is unchanged for 2018-19, with each Committee scheduled to meet three times during the year.
- 5.5 The Planning Control Committee has been scheduled to meet generally every 3 weeks in order to determine planning applications within the required deadlines.
- 5.6 The Audit and Governance Committee has been scheduled to meet 4 times in order to deal with specific matters at certain times of the year.
- 5.7 The Standards Committee has been scheduled to meet 4 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 3 times, although it should be noted the Forum has not met since March 2016 due to having no business to consider.
- 5.9 Joint Cabinet/DMT and Shadow Cabinet 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 take place as necessary.

- 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 (e.g. the Planning Control Committee). 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 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 Account has also been taken of the planned dates for this year's Datteln Kanalfestival (17 to 19 August, 2018) so that no meetings clash with when Members' are likely to be travelling and in attendance at the festival.

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 2018-19.

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 Calendar of Meetings 2018-19

Previous Consideration

N/A

Background Papers

None

CALENDAR OF MEETINGS 2018-19

MAY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 District Elections	4
7 Bank Holiday	8	9 3pm Planning Control Committee	10	11
14	15	16	17	18
21	22	23 4pm Annual Council	24	25
28 Schools Half Term Recess Bank Holiday	29 Schools Half Term Recess	30 Schools Half Term Recess 3pm Planning Control Committee	31 Schools Half Term Recess 4pm Cabinet/DMT	

JUNE 2018

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11 4pm Shadow Cabinet	12	13	14 4pm Cabinet	15
18	19 4pm Audit and Governance Committee	20 3pm Planning Control Committee	21	22
25	26 4pm Customers & Corporate Scrutiny Committee	27	28 4pm Cabinet/DMT	29

JULY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 4pm Health, Culture and Environment Scrutiny Committee	4 4pm Economic Development and Town Centres Scrutiny Committee	5	6
9 4pm Shadow Cabinet	10	11 3pm Planning Control Committee	12 4pm Cabinet	13
16 4pm Standards Committee	17 4pm Housing, Crime and Partnerships Scrutiny Committee	18 2pm Trade Union Consultative Forum	19	20
23 Schools Summer Recess	24 Schools Summer Recess	25 Schools Summer Recess 4pm Council	26 Schools Summer Recess 4pm Audit & Governance Committee	27 Schools Summer Recess
30 Schools Summer Recess	31 Schools Summer Recess			

AUGUST 2018

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Schools Summer Recess 3pm Planning Control Committee	2 Schools Summer Recess	3 Schools Summer Recess
6 Schools Summer Recess	7 Schools Summer Recess	8 Schools Summer Recess	9 Schools Summer Recess 4pm Cabinet/DMT	10 Schools Summer Recess
13 Schools Summer Recess	14 Schools Summer Recess	15 Schools Summer Recess (Datteln Festival 17-19 Aug)	16 Schools Summer Recess (Datteln Festival 17-19 Aug)	17 Schools Summer Recess (Datteln Festival 17-19 Aug)
20 Schools Summer Recess (Datteln Festival 17-19 Aug) 4pm Shadow Cabinet	21 Schools Summer Recess	22 Schools Summer Recess 3pm Planning Control Committee	23 Schools Summer Recess 4pm Cabinet	24 Schools Summer Recess
27 Schools Summer Recess Summer Bank Holiday	28 Schools Summer Recess	29 Schools Summer Recess	30 Schools Summer Recess	31 Schools Summer Recess

SEPTEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12 3pm Planning Control Committee	13	14
17	18	19	20 4pm Cabinet/DMT	21
24	25	26 4pm Council	27	28

OCTOBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1 4pm Shadow Cabinet	2	3 3pm Planning Control Committee	4 4pm Cabinet	5
8	9	10	11	12
15 4pm Standards Committee	16	17	18 4pm Cannock Bowling Green Trustees (Outside Body)	19
22	23	24 3pm Planning Control Committee	25 4pm Cabinet/DMT	26
29 Schools Half Term Recess	30 Schools Half Term Recess	31 Schools Half Term Recess		

NOVEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Schools Half Term Recess	2 Schools Half Term Recess
5 4pm Shadow Cabinet	6	7 2pm Trade Union Consultative Forum	8 4pm Cabinet	9
12	13 4pm Customers & Corporate Scrutiny Committee	14 3pm Planning Control Committee	15	16
19 4pm Health, Culture and Environment Scrutiny Committee	20	21 4pm Economic Development and Town Centres Scrutiny Committee	22	23
26 4pm Housing, Crime and Partnerships Scrutiny Committee	27 4pm Audit and Governance Committee	28 4pm Council	29 4pm Cabinet/DMT	30

DECEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 3pm Planning Control Committee	6	7
10 4pm Shadow Cabinet	11	12	13 4pm Cabinet	14
17	18	19	20	21
24 Schools Half Term Recess	25 Schools Half Term Recess Christmas Day	26 Schools Half Term Recess Boxing Day	27 Schools Half Term Recess	28 Schools Half Term Recess
31 Schools Half Term Recess				

JANUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Schools Half Term Recess New Years Day	2 Schools Half Term Recess 3pm Planning Control Committee	3 Schools Half Term Recess	4 Schools Half Term Recess
7	8	9	10	11
14	15 4pm Constitution Working Group	16 3pm Planning Control Committee	17	18
21	22	23 4pm Council	24 4pm Cabinet/DMT	25
28 4pm Standards Committee	29	30	31	

FEBRUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 4pm Shadow Cabinet	5	6 3pm Planning Control Committee	7 4pm Cabinet	8
11	12 4pm Constitution Working Group	13	14	15
18 Schools Half Term Recess	19 Schools Half Term Recess	20 Schools Half Term Recess 4pm Council (Budgets)	21 Schools Half Term Recess	22 Schools Half Term Recess
25	26	27 3pm Planning Control Committee 5pm Cabinet (Only if budget matters referred from 06/02/18 Council)	28 4pm Cabinet/DMT	

MARCH 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 4pm Health, Culture and Environment Scrutiny Committee	5 4pm Constitution Working Group	6 4pm Council (Precepts etc.)	7	8
11 4pm Shadow Cabinet	12 4pm Customers & Corporate Scrutiny Committee	13 4pm Economic Development and Town Centres Scrutiny Committee	14 4pm Cabinet	15
18	19 4pm Housing, Crime and Partnerships Scrutiny Committee	20 3pm Planning Control Committee	21	22
25 4pm Standards Committee	26 4pm Audit and Governance Committee	27 2pm Trade Union Consultative Forum	28	29

APRIL 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 4pm Cabinet/DMT	5
8 4pm Shadow Cabinet	9	10 3pm Planning Control Committee	11	12
15 Schools Half Term Recess	16 Schools Half Term Recess	17 Schools Half Term Recess 4pm Council	18 Schools Half Term Recess 4pm Cabinet	19 Schools Half Term Recess Bank Holiday
22 Schools Half Term Recess Bank Holiday	23 Schools Half Term Recess	24 Schools Half Term Recess 3pm Planning Control Committee	25 Schools Half Term Recess	26 Schools Half Term Recess
29	30			

MAY 2019

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