

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
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<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 02/03/22</b>

**Council**  
**2 March 2022**  
**Calendar of Meetings 2022-23**

**1 Purpose of Report**

- 1.1 For Members to approve the Calendar of Meetings for the 2022-23 municipal year.

**2 Recommendation(s)**

That:

- 2.1 The Calendar of Meetings 2022-23, as included at Appendix 1 to this report, be approved.
- 2.2 The Managing Director, in consultation with the Chairman of the Council, 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 / cancellation of meetings, if required.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 The proposed Calendar of Meetings for the 2022-23 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 this 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. Dates and times of meetings of the Cabinet are within the Leader's power to determine but are included within the calendar for the sake of completeness.

- 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 municipal year, thereby underpinning the administration of the Council's functions and supporting all 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 has been scheduled to meet 8 times during the year. Key dates of Council meetings are:

- Annual meeting – 25 May 2022
- Budget setting meeting – 15 February 2023
- Precept meeting – 1 March 2023

- 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 if balanced alternative budget proposals are referred from Council for consideration by the Cabinet.

- 5.4 The Scrutiny Committees have been scheduled to meet 4 times per year to support work programme planning and monitoring of the quarterly performance reports. It should be noted however that a review of the Corporate Plan 2021-24 is underway, which could result in the total number of Scrutiny Committees being increased from 3 to 4. This has been reflected in the draft calendar, but the number / names / terms of reference of the Scrutiny Committees cannot be confirmed until the review has completed.

An additional Scrutiny Committee has been scheduled for January 2023 for consultation purposes as part of the annual budget setting process (as per the Budget and Policy Framework Procedure Rules).

- 5.5 The Planning Control Committee has been scheduled to meet every four weeks to determine planning applications within required deadlines.

- 5.6 The Audit & Governance Committee has been scheduled to meet five times to deal with specific matters at certain times of the year. This is to allow flexibility as to when the 2021/22 Statement of Accounts will be ready for submission to the Committee. As such, it is expected that one of the scheduled meetings will not need to take place.

- 5.7 The Standards Committee has also been scheduled to meet four times during the year.
- 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 been scheduled to enable the annual review of the Constitution to take place.
- 5.11 As with previous years, recesses of meetings have been scheduled at certain times to coincide with popular holiday periods. It has however been necessary to schedule some meetings in these periods so that the business of those meetings can still be carried out as required. It may also be necessary to convene other meetings during these periods to consider relevant matters (such as the Licensing & Public Protection Committee, Licensing Sub-Committee, and the Appeals & Complaints Panel).
- 5.12 Full Council meetings are scheduled to start at 6pm, and as per the Council decision of 8 September 2021 regarding start times of meetings, the following will also start at 6pm:
- Cabinet
  - Scrutiny Committees
  - Audit & Governance Committee
  - Standards Committee
- Cabinet Briefing and Shadow Cabinet will also start at 6pm, Planning Control Committee at 3pm, and the Trade Unions Consultative Forum at 2pm. All other meetings will start at 4pm.
- 5.13 Required training for Members of the Planning Control Committee, Licensing & Public Protection Committee and Audit & Governance Committee have also been scheduled as necessary.

## **6 Implications**

### **6.1 Financial**

There are no direct financial implications arising from this report. Any costs incurred for holding meetings will be met from within the existing Members' budgets for 2022-23.

### **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 related 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 Risk Management**

None.

**6.5 Equality & Diversity**

None.

**6.6 Climate Change**

None.

<b>7 Appendices to the Report</b>
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Appendix 1: Draft Calendar of Meetings for 2022-23

## Cannock Chase Council Calendar of Meetings 2022/23

## May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Bank Holiday-Offices Closed</i>	2	4	5 <i>Elections</i>	6
9	10	11 <b>3pm Planning Control Committee</b>	12	13
16	17	18	19	20
23	24	25 <b>6pm Annual Council</b>	26	27
30 <i>Schools half-term</i>	31 <i>Schools half-term</i>			

## June 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>Schools half-term</i> <b>6pm Cabinet Briefing</b>	2 <i>Schools half-term</i> <i>Bank Holiday-Offices Closed</i>	3 <i>Schools half-term</i> <i>Bank Holiday-Offices Closed</i>
6	7 <i>2pm Planning Training (compulsory)</i>	8 <b>3pm Planning Control Committee</b>	9	10 <i>10am Licensing Training (Session 1) (compulsory)</i>
13	14 <b>6pm Shadow Cabinet</b>	15	16 <b>6pm Cabinet</b>	17 <i>10am Licensing Training (Session 2) (compulsory)</i>
20	21 <b>2pm Trade Union Forum</b>	22	23 <i>4pm Audit &amp; Governance Committee Training</i> <b>6pm Audit &amp; Governance Committee</b>	24
27	28 <b>6pm Scrutiny Committee</b>	29 <b>6pm Scrutiny Committee</b>	30 <b>6pm Cabinet Briefing</b>	

## July 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 6pm Standards Committee	5 6pm Scrutiny Committee	6 3pm Planning Control Committee	7 6pm Scrutiny Committee	8
11	12 6pm Shadow Cabinet	13	14 6pm Cabinet	15
18	19 4pm Amazon Forum	20 6pm Council	21 Schools summer hols	22 Schools summer hols
25 Schools summer hols	26 Schools summer hols	27 Schools summer hols 6pm Audit & Governance Committee	28 Schools summer hols 6pm Cabinet Briefing	29 Schools summer hols

## August 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1 Schools summer hols	2 Schools summer hols	3 Schools summer hols	4 Schools summer hols 3pm Planning Control Committee	5 Schools summer hols
8 Schools summer hols	9 Schools summer hols 6pm Shadow Cabinet	10 Schools summer hols	11 Schools summer hols 6pm Cabinet	12 Schools summer hols
15 Schools summer hols	16 Schools summer hols	17 Schools summer hols	18 Schools summer hols	19 Schools summer hols
22 Schools summer hols	23 Schools summer hols	24 Schools summer hols	25 Schools summer hols	26 Schools summer hols
29 Schools summer hols Bank Holiday-Offices Closed	30 Schools summer hols	31 Schools summer hols 3pm Planning Control Committee		

## September 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>Schools summer hols</i> <b>6pm Cabinet Briefing</b>	2 <i>Schools summer hols</i>
5 <i>Schools summer hols</i>	6	7 <b>6pm Council</b>	8	9
12	13 <b>6pm Shadow Cabinet</b>	14	15 <b>6pm Cabinet</b>	16
19	20	21	22	23
26 <b>6pm Scrutiny Committee</b>	27 <b>6pm Audit &amp; Governance Committee</b>	28 <b>3pm Planning Control Committee</b>	29 <b>6pm Cabinet Briefing</b>	30

## October 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <b>6pm Scrutiny Committee</b>	5 <b>6pm Scrutiny Committee</b>	6 <b>6pm Scrutiny Committee</b>	7
10 <b>6pm Standards Committee</b>	11 <b>6pm Shadow Cabinet</b>	12	13 <b>6pm Cabinet</b>	14
17	18	19	20	21
24 <i>Schools half-term</i>	25 <i>Schools half-term</i>	26 <i>Schools half-term</i> <b>3pm Planning Control Committee</b>	27 <i>Schools half-term</i> <b>6pm Cabinet Briefing</b>	28 <i>Schools half-term</i>
31				

## November 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 4pm Amazon Forum	2	3	4
7	8 <b>6pm Shadow Cabinet</b>	9 <b>2pm Trade Union Forum</b>	10 <b>6pm Cabinet</b>	11
14	15	16 <b>6pm Council</b>	17	18
21	22	23 <b>3pm Planning Control Committee</b>	24 <b>6pm Cabinet Briefing</b>	25
28	29 <b>6pm Audit &amp; Governance Committee</b>	30		

## December 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 <b>6pm Scrutiny Committee</b>	6 <b>6pm Shadow Cabinet</b>	7 <b>6pm Scrutiny Committee</b>	8 <b>6pm Cabinet</b>	9
12	13 <b>6pm Scrutiny Committee</b>	14 <b>3pm Planning Control Committee</b>	15 <b>6pm Scrutiny Committee</b>	16
19 <i>Schools Christmas hols</i>	20 <i>Schools Christmas hols</i>	21 <i>Schools Christmas hols</i>	22 <i>Schools Christmas hols</i>	23 <i>Schools Christmas hols</i>
26 <i>Schools Christmas hols Boxing Day-Offices Closed</i>	27 <i>Schools Christmas hols Bank Holiday-Offices Closed</i>	28 <i>Schools Christmas hols</i>	29 <i>Schools Christmas hols</i>	30 <i>Schools Christmas hols Offices closed</i>



## January 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Schools Christmas hols</i> <i>Bank Holiday-Offices Closed</i>	3	4	6	6
9	10	11 <b>3pm Planning Control Committee</b>	12	13
16 <b>6pm Standards Committee</b>	17	18 <b>6pm Council</b>	19 <b>6pm Cabinet Briefing</b>	20
23	24	25	26	27
30 <b>6pm Scrutiny Committee</b> <i>(budget consultation)</i>	31 <b>6pm Shadow Cabinet</b>			

## February 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 <b>6pm Cabinet</b>	3
6 <b>4pm Constitution Working Group</b>	7 2pm Trade Union Forum	8 <b>3pm Planning Control Committee</b>	9	10
13	14	15 <b>6pm Council (Budgets)</b>	16 <b>5pm Cabinet</b> <i>(only if budget matters referred back from 15/02/22 Council)</i> <b>6pm Cabinet Briefing</b>	17
20 <i>Schools half-term</i>	21 <i>Schools half-term</i>	22 <i>Schools half-term</i>	23 <i>Schools half-term</i>	24 <i>Schools half-term</i>
27	28 <b>6pm Shadow Cabinet</b>			

## March 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <b>6pm Council (Precepts)</b>	2 <b>6pm Cabinet</b>	3
6 <b>4pm Constitution Working Group</b>	7 4pm Amazon Forum	8 <b>3pm Planning Control Committee</b>	9	10
13	14 <b>6pm Scrutiny Committee</b>	15 <b>6pm Scrutiny Committee</b>	16 <b>6pm Cabinet Briefing</b>	17
20	21 <b>6pm Scrutiny Committee</b>	22 <b>6pm Scrutiny Committee</b>	23 <b>6pm Audit &amp; Governance Committee</b>	24
27	28 <b>6pm Shadow Cabinet</b>	29	30 <b>6pm Cabinet</b>	31

## April 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3 <i>Schools Easter hols</i> <b>4pm Constitution Working Group</b>	4 <i>Schools Easter hols</i>	5 <i>Schools Easter hols</i> <b>3pm Planning Control Committee</b>	6 <i>Schools Easter hols</i>	7 <i>Schools Easter hols</i> <i>Good Friday -Offices Closed</i>
10 <i>Schools Easter hols</i> <i>Easter Monday -</i> <i>Offices Closed</i>	11 <i>Schools Easter hols</i>	12 <i>Schools Easter hols</i>	13 <i>Schools Easter hols</i> <b>6pm Cabinet Briefing</b>	14 <i>Schools Easter hols</i>
17	18	19 <b>6pm Council</b>	20	21
24 <b>6pm Standards Committee</b>	25 <b>6pm Shadow Cabinet</b>	26	27 <b>6pm Cabinet</b>	28

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>Bank Holiday-Offices Closed</i>	2	3 <b>3pm Planning Control Committee</b>	4 <i>Elections</i>	5
8	9	10	11	12
15	16	17	18	19
22	23	24 <b>6pm Annual Council</b>	25	26
29 <i>Schools half-term</i> <i>Bank Holiday -Offices Closed</i>	30 <i>Schools half-term</i>	31 <i>Schools half-term</i>	1 (June) <i>Schools half-term</i>	2 (June) <i>Schools half-term</i>