



CANNOCK CHASE COUNCIL

ANNUAL COUNCIL MEETING

WEDNESDAY, 24 JUNE, 2020 AT 6:00 P.M.

MEETING TO BE HELD VIA REMOTE ACCESS

Notice is hereby given of the above mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business set out on the attached Agenda.

Prior to the commencement of the formal business the following will take place:

- Outgoing Chairman's Remarks.

A G E N D A

PART 1

- 1. Apologies**
- 2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**
To declare any interests in accordance with the Code of Conduct.
Members should refer to the guidance included as part of this agenda.
- 3. Election of Chairman of the Council**
To elect a Chairman of the Council for the municipal year 2020-21.
- 4. Election of Vice-Chairman of the Council**
To elect a Vice-Chairman of the Council for the municipal year 2020-21.

5. Minutes

To confirm the Minutes of the meeting of the Council held on 26 February, 2020, Minute Nos. 76 – 87; and Page Nos. 55 – 58.

6. The Chairman's Announcements and Correspondence

7. The Leader's Announcements and Correspondence

8. Form and Composition of the Cabinet

To receive notification from the Leader of the Council of the number and identity of Cabinet Members and their portfolios (Item 8. – TO FOLLOW)

9. Leader of the Opposition

To receive confirmation of acceptance of office from the Leader of the Opposition.

10. Form and Composition of the Shadow Cabinet

To receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet Members and their shadow portfolios (Item 10. – TO FOLLOW).

11. Allocation of Seats to Committees and Other Bodies

Report of the Managing Director (Item 11.1 – 11.4).

12. Appointment of Members, Chairmen and Vice-Chairmen to the Council's Committees, Sub-Committees and Other Bodies 2020-21

Council is requested to consider:

- (i) The appointment of Chairmen and Vice-Chairmen to Committees, Sub-Committees and Other Bodies, provided that advance notification of any Political Group's proposed Chairmen, Vice-Chairmen and membership has been circulated by the Proper Officer to all Members at least 24 hours prior to the Annual Meeting;
- (ii) The appointment of Councillors to Committees as proposed by each of the Group Leaders.

(A schedule setting out the proposed Committees memberships together with the nominations for Committees Chairmen and Vice-Chairmen will be circulated to all Members at least 24 hours before the Annual Council meeting).

13. Representatives on Outside Bodies 2020-21

Report of the Managing Director (Item 13.1 – 13.4).

(A schedule setting out the proposed nominations to seats on Outside Bodies will be circulated to all Members prior to the Annual Council meeting).

14. Recommendations Referred from Cabinet, Committees etc.

- (i) To consider the following recommendation to Council, made by Cabinet at its meeting held on 27 February, 2020, in respect of:

Social Media Policy for Employees and Members (Minute No. 109)

“That Council be recommended to approve the Social Media Policy for Employees and Members, as attached at Appendix 1 of the 27 February 2020 Cabinet report.”

A copy of the related Cabinet report for the above recommendation can be viewed via the following link:

www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/102/2020-02-27

- (ii) To consider the following recommendation to Council, made by Cabinet at its meeting held on 18 March, 2020, in respect of:

Communications Strategy 2020-23 (Minute No. 122)

“That a supplementary estimate of £5,000 per annum be approved to support the continued provision and production of the ‘Chase Matters’ magazine.”

A copy of the related Cabinet report for the above recommendation can be viewed via the following link:

www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/102/2020-03-18

- (iii) To consider the following recommendation to Council, made by Cabinet at its meeting held on 21 May, 2020, in respect of:

Development of New Cemetery, Norton Road / Hednesford Road, Norton Canes (Minute No. 143)

“That Council be requested to approve the revised capital programme for the Scheme, amounting to £1.411 million.”

A copy of the related Cabinet report for the above recommendation can be viewed via the following link:

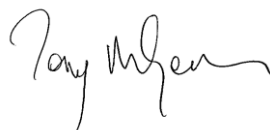
www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/102/2020-05-21

15. Appointment of Council Solicitor and Monitoring Officer

Report of the Leader of the Council (Item 15.1 –15.3).

16. Revised Calendar of Meetings 2020/21

Report of the Managing Director (Item 16.1 – 16.11).



T. McGovern,
Managing Director

16 June, 2020

GUIDANCE ON DECLARING PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

DEFINITION OF WHAT IS A PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTEREST

A PERSONAL INTEREST is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Tax payers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g. if you are appointed to an outside body by the Council.

A PECUNIARY INTEREST is a personal interest where the matter:

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

A DISCLOSABLE PECUNIARY INTEREST is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

PLEASE MAKE IT CLEAR WHETHER IT IS A PERSONAL, PECUNIARY OR DISCLOSABLE PECUNIARY INTEREST.

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

DECLARING INTERESTS AT FULL COUNCIL

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and / or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
AT 6:00 P.M., WEDNESDAY, 26 FEBRUARY, 2020

PART 1

PRESENT: Councillors:

Stretton, Mrs. P.Z., M.B.E. (Chairman)

Dudson, A. (Vice-Chairman)

Adamson, G. (Leader)	Layton, A.
Alcott, G.	Lyons, Miss O.
Allen, F.W.C.	Martin, Mrs. C.E.
Boucker, A.S.	Mitchell, Mrs. C.
Buttery, M.S.	Molineux, G.N.
Cartwright, Mrs. S.M.	Newbury, J.A.A.
Crabtree, S.K.	Pearson, A.R.
Davis, Mrs. M.A.	Smith, C.D.
Dunnett, Ms. M.J.	Startin, P.D.
Fitzgerald, Mrs. A.A.	Sutherland, M.
Hewitt, P.M.	Sutton, Mrs. H.M.
Hughes, R.J.	Thompson, Mrs. S.L.
Johnson, J.P.	Todd, Mrs. D.M.
Johnson, T.B.	Wilkinson, Ms. C.L.
Jones, B.	Witton, P.T.
Jones, Mrs. V.	Woodhead, P.E.
Kraujalis, J.T.	

76. Apologies

Apologies for absence were submitted for Councillors C. Bennett; P.A. Fisher; Miss M.A. Freeman; A.M. Muckley; J.P.T.L. Preece; and D.J. Snape.

77. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No other Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

78. Minutes

RESOLVED:

That the Minutes of the meeting held on 12 February, 2020, be approved as a correct record and signed.

79. Chairman's Announcements and Correspondence

(i) Chairman's Fundraising

The Chairman advised that a collection box was circulating for Members to make a donation to support her fundraising. At the meeting held on 12 February, 2020 a total of £44.00 was received, and she thanked Members for their donations.

(ii) Chairman's Charity Evening

The Chairman reminded Members that there were still a few tickets remaining for her charity Black Country Night being held on Friday, 28 February 2020, in the Civic Ballroom. The event was in aid of her chosen charity, Birmingham Children's Hospital. Tickets cost £20 per person to include a hot roast buffet and entertainment from comedy act 'Dandy Comedy'.

The Chairman thanked those Members who had already purchased tickets and requested prize donations for the raffle that would be taking place on the night.

80. Leader's Announcements and Correspondence

None.

81. Questions Received under Council Procedure Rule 8

No Questions were received under Council Procedure Rule 8.

82. Recommendations Referred from Cabinet, Committees etc.

None referred.

83. Motions Received under Council Procedure Rule 6

No Motions were received under Council Procedure Rule 6.

84. Comments and Questions on Part 1 Minutes of Cabinet, Committees, Sub-Committees and Panels under Council Procedure Rule 9

No comments or questions on Part 1 Minutes had been submitted in accordance with Council Procedure Rule 9.

85. Council Tax Resolution 2020-21

Consideration was given to the proposed Council Tax Resolution 2020-21 (Item 10.1 – 10.4 of the Official Minutes of the Council).

In accordance with Council Procedure Rule 15(4)(b), a named vote was held on the proposals:

<u>For</u>	<u>Against</u>	<u>Abstain</u>
Adamson, G.		Boucker, A.S
Alcott, G.		Buttery, M.S.
Allen, F.W.C.		Fitzgerald, Mrs. A.A.
Cartwright, Mrs. S.M.		Hewitt, P.M.
Crabtree, S.K.		Hughes, R.J.
Davis, Mrs. M.A.		Johnson, J.P.
Dudson, A.		Jones, B.
Dunnett, Ms. A.J.		Jones, Mrs. V.
Johnson, T.B.		Lyons, Miss O.
Kraujalis, J.T.		Molineux, G.N.
Layton, Mrs. A.		Smith, C.D.
Martin, Mrs. C.E.		Startin, P.D.
Mitchell, Mrs. C.		Sutherland, M.
Newbury, J.A.A.		Sutton, Mrs. H.M.
Pearson, A.R.		Thompson, Mrs. S.L.
Stretton, Mrs. P.Z.		
Todd, Mrs. D.M.		
Wilkinson, Ms. C.L.		
Witton, P.T.		
Woodhead, P.E.		
20	0	15

In addition, Councillors C. Bennett, P.A. Fisher, Miss M.A. Freeman; Mrs. A.M. Muckley; J.P.T.L. Preece; and D.J. Snape were absent from the meeting.

RESOLVED:

That the Council Tax Resolution 2020-21 be approved.

86. Localism Act 2011 – Pay Policy Statement 2020/21

Consideration was given to the Report of the Leader of the Council (Item 11.1 – 11.10 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Pay Policy Statement 2020/21, as set out in Appendix 1 of the Report, be approved.
- (B) The Pay Policy Statement 2020/21 be published on the Council's website.

87. Comments and Questions on Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Council Procedure Rule 9

No comments or questions on Part 2 Minutes had been submitted in accordance with Council Procedure Rule 9.

The meeting closed at 6:35 p.m.

CHAIRMAN

ANNUAL COUNCIL
24 JUNE 2020
NOTIFICATION FROM THE LEADER OF THE COUNCIL OF THE FORM AND
COMPOSITION OF THE CABINET FOR 2020-21

COUNCILLOR	PORTFOLIO
Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Preece, J.P.T.L.	Corporate Improvement Portfolio Leader
Pearson, A.R.	Community Safety and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Newbury, J.A.A.	Environment and Climate Change Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader

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**ANNUAL COUNCIL
24 JUNE 2020
NOTIFICATION FROM THE LEADER OF THE OPPOSITION OF THE FORM AND
COMPOSITION OF THE SHADOW CABINET FOR 2020-21**

COUNCILLOR	SHADOW PORTFOLIO
Lyons, Miss O.	Leader of the Opposition
Startin, P.D.	Deputy Leader of the Opposition and Economic Development & Planning Shadow Portfolio Leader
Sutherland, M.	Corporate Improvement Shadow Portfolio Leader
Jones, B.	Community Safety and Partnerships Shadow Portfolio Leader
Buttery, M.S.	Culture and Sport Shadow Portfolio Leader
Johnson, J.P.	Environment and Climate Change Shadow Portfolio Leader
Jones, Mrs. V.	Health and Wellbeing Shadow Portfolio Leader
Fitzgerald, Mrs. A.A.	Housing Shadow Portfolio Leader
Hewitt, P.M.	Town Centre Regeneration Shadow Portfolio Leader

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Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 24/06/20

**ANNUAL COUNCIL
24 JUNE 2020
ALLOCATION OF SEATS TO COMMITTEES AND OTHER BODIES**

1 Purpose of Report

- 1.1 Council is requested to determine the allocation of seats to different Political Groups duly constituted, to the Council's Committees and Other Bodies, which remain unchanged as a result of this being a fallow year in the cycle of local elections.

2 Recommendations

- 2.1 That the allocation of seats to the different Political Groups to the Council's Committees and Other Bodies as set out in Appendix 1 be confirmed, in order that the appointment of Chairmen, Vice-Chairmen and Members to Committees and Other Bodies can be subsequently considered later on the agenda of this meeting.

3 Key Issues and Reasons for Recommendation

- 3.1 Council is required to confirm the allocation of seats to the different Political Groups in order that the appointment of Chairmen, Vice-Chairmen and Members to Committees and Other Bodies can be subsequently considered on the agenda of the Annual Council meeting.

4 Relationship to Corporate Priorities

- 4.1 The Council through its democratic process supports the Council's Corporate Priorities.

5 Report Detail

- 5.1 The Local Government and Housing Act 1989 (and further regulations since) requires the Council to allocate seats to the political parties in accordance with the political balance rules. The Council has previously determined that the size of the Council's Committees is fixed at the start of the Municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the course of the year, the size of Committees would not change; the only change would be the allocation of seats to political parties in accordance with the political balance rules.
- 5.2 Council is required to consider the allocation of seats to the different Political Groups in relation to the Council's Committees and other bodies, so as to give effect to and reflect, so far as reasonably practicable, the political balance of the Members of the Council.
- 5.3 Under agenda item 12 of this meeting, Council will be asked to consider and confirm the appointment of Chairmen, Vice-Chairmen and Members to Committees as proposed by each of the Group Leaders in accordance with a political balance calculation that has previously been circulated to them.

6 Implications**6.1 Financial**

None.

6.2 Legal

The Council has a duty under Section 15(3) of the Local Government and Housing Act, 1989 ('the Act'), to determine the allocation to the different political groups into which the Members of the Council are divided of all the seats which fall to be filled by appointments made from time to time by the Council.

Section 15(4) and (5) of the Act places a further duty upon the Council, in performing its obligations under subsection (3) above, to determine the allocation to different political groups of seats on Cabinet, Committees, and Other Bodies, so as to give effect, so far as reasonably practicable, to the following principles:

- (a) that not all the seats are allocated to the same political group;
- (b) that the majority of the seats are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council which are allocated to each political group bears the same proportion to the total of all the seats on the

ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council; and

- (d) subject to paragraphs (a) to (c) above, that the number of the seats which are allocated to each political group bears the same proportion to the number of all the seats on Cabinet, Committees and Other Bodies as is borne by the number of members of that group to the membership of the Council.

6.3 Human Resources

None.

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 Political Balance Calculation as at 12 June, 2020

ITEM NO. 11.

Appendix 1

POLITICAL BALANCE / ALLOCATION OF SEATS ON COMMITTEES ETC. - FOR ANNUAL COUNCIL MEETING ON 24 JUNE, 2020

COMMITTEE	SEATS	LABOUR			CONSERVATIVE			CHASE INDEPENDENTS (5) & GREEN (1)			LIB DEM (2) & INDEPENDENT (1)			VACANT			TOTAL
		Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	
Council	41	(05/19)	17		(05/19)	14		(05/19)	6		(05/19)	3		(05/19)	1		41
All Committees	91	40	38	-2	33	31	-2	11	13	2	7	7	0	0	2	2	91
* Planning Control	15	7	7	0	5	5	0	2	2	0	1	1	0	0	0	0	15
* Licensing & Public Protection	10	4	4	0	4	4	0	1	1	0	1	1	0	0	0	0	10
Audit & Governance	7	3	3	0	2	2	0	1	1	0	1	1	0	0	0	0	7
Standards	7	3	2	-1	3	3	0	1	1	0	0	0	0	0	1	1	7
Scrutiny Committees		N/A			N/A			N/A			N/A			N/A			
*Community	13	6	5	-1	5	5	0	1	2	1	1	1	0	0	0	0	13
*Corporate	13	6	6	0	5	4	-1	1	2	1	1	1	0	0	0	0	13
*Promoting Prosperity	13	6	6	0	4	4	0	2	2	0	1	1	0	0	0	0	13
*Wellbeing	13	5	5	0	5	4	-1	2	2	0	1	1	0	0	1	1	13
ACTUAL SEAT ALLOCATION		40	38	-2	33	31	-2	11	13	2	7	7	0	0	2	2	91
** TU Consultative Forum	7	3	3	0	3	2	-1	0	1	1	1	1	0	0	0	0	7
** Appeals & Complaints Panel	5	2	2	0	2	2	0	1	1	0	0	0	0	0	0	0	5
** Appointments Panel	9	4	4	0	3	3	0	1	1	0	1	1	0	0	0	0	9
** Constitution Working Group	6	3	3	0	2	2	0	1	1	0	0	0	0	0	0	0	6
	27	12	12	0	10	9	-1	3	4	1	2	2	0	0	0	0	27

KEY:

* These Committees shall have named substitutes of one Councillor from each political group

** Although not a Council Committee, political balance calculation applies

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ANNUAL COUNCIL**24 JUNE 2020****APPOINTMENT OF MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO THE COUNCIL'S COMMITTEES, SUB-COMMITTEES AND OTHER BODIES 2019-20****COMMUNITY SCRUTINY COMMITTEE (13 Members)**

Labour (5)	Conservative (5)	Chase Independents & Green (2)	Lib Dem / Independent. (1)
Allen, F.W.C.	Hewitt, P.M.	Dunnett, Ms. A.J.	Freeman, Miss M.A. (Ind.)
Bennett, C.	Jones, B.	Woodhead, P.E.	
Davis, Mrs. M.A.	Smith, C.D.		
Todd, Mrs. D.M.	Sutton, Mrs. H.M.		
Witton, P.T.	Thompson, Mrs. S.L.		
<i>Sub= Cartwright, Mrs. S.M.</i>	<i>Sub= Fitzgerald, Mrs. A.A.</i>	<i>Sub= Layton, A.</i>	<i>Sub= N/A</i>

CORPORATE SCRUTINY COMMITTEE (13 Members)

Labour (6)	Conservative (4)	Chase Inds. & Green (2)	Lib Dem / Ind. (1)
Allen, F.W.C.	Hughes, R.J.	Crabtree, S.K.	Fisher, P.A. (LD)
Bennett, C.	Jones, B.	Wilkinson, Ms. C.L.	
Cartwright, Mrs, S.M.	Startin, P.D.		
Davis, Mrs. M.A.	Sutherland, M.		
Stretton, Mrs. P.Z.			
Witton, P.T.			
<i>Sub= Dudson, A.</i>	<i>Sub= Hewitt, P.M.</i>	<i>Sub= Woodhead, P.E.</i>	<i>Sub= Molineux, G.N. (LD)</i>

PROMOTING PROSPERITY SCRUTINY COMMITTEE (13 Members)

Labour (6)	Conservative (4)	Chase Inds. & Green (2)	Lib Dem / Ind. (1)
Bennett, C.	Fitzgerald, Mrs. A.A.	Layton, A.	Fisher, P.A.
Davis, Mrs. M.A.	Hewitt, P.M.	Wilkinson, Ms. C.L.	
Dudson, A.	Startin, P.D.		
Stretton, Mrs. P.Z.	Sutherland, M.		
Todd, Mrs. D.M.			
Witton, P.T.			
<i>Sub= Cartwright, Mrs. S.M.</i>	<i>Sub=Hughes, R.J.</i>	<i>Sub= Crabtree, S.K.</i>	<i>Sub= Molineux, G.N.</i>

WELLBEING SCRUTINY COMMITTEE (13 Members) (1 seat vacant)

Labour (5)	Conservative (4)	Chase Inds. & Green (2)	Lib Dem / Ind. (1)
Bennett, C.	Buttery, M.S.	Crabtree, S.K.	Freeman, Miss M.A.
Dudson, A.	Jones, Mrs. V.	Muckley, A.M.	
Stretton, Mrs. P.Z.	Smith, C.D.		
Todd, Mrs. D.M.	Sutton, Mrs. H.M.		
Witton, P.T.			
<i>Sub= Davis, Mrs. M.A.</i>	<i>Sub=Fitzgerald, Mrs. A.A.</i>	<i>Sub= Dunnett, Ms. M.J.</i>	<i>Sub= N/A</i>

For the purposes of the Committee's statutory functions as the Council's Health Scrutiny Committee, the following shall also be appointed:

- Staffordshire County Council Co-opted Member (with full voting rights): TBC
- Independent Co-opted Member (with full voting rights): Healthwatch Staffordshire

PLANNING CONTROL COMMITTEE (15 Members)

Labour (7)	Conservative (5)	Chase Inds. & Green (2)	Lib Dem / Ind. (1)
Allen, F.W.C.	Fitzgerald, Mrs. A.A.	Layton, A.	Fisher, P.A.
Cartwright, Mrs. S.M.	Jones, Mrs. V.	Muckley, A.M.	
Dudson, A.	Smith, C.D.		
Pearson, A.R.	Startin, P.D.		
Stretton, Mrs. P.Z.	Thompson, Mrs. S.L.		
Todd, Mrs. D.M.			
Witton, P.T.			
<i>Sub= Martin, Mrs. C.E.</i>	<i>Sub= Buttery, M.S.</i>	<i>Sub= Crabtree, S.K.</i>	<i>Sub= Molineux, G.N.</i>

LICENSING AND PUBLIC PROTECTION COMMITTEE (10 Members)

Labour (4)	Conservative (4)	Chase Inds. & Green (1)	Lib Dem / Ind. (1)
Cartwright, Mrs. S.M.	Jones, B.	Crabtree, S.K.	Fisher, P.A.
Dudson, A.	Smith, C.D.		
Todd, Mrs. D.M.	Startin, P.D.		
Witton, P.T.	Sutton, Mrs. H.M.		
<i>Sub= Davis, Mrs. M.A.</i>	<i>Sub= Buttery, M.S.</i>	<i>Sub= Wilkinson, Ms. C.L.</i>	<i>Sub= Molineux, G.N.</i>

LICENSING SUB-COMMITTEE (3 Members)

The Sub-Committee will comprise 3 Members of the Licensing and Public Protection Committee

AUDIT AND GOVERNANCE COMMITTEE (7 Members)

Labour (3)	Conservative (2)	Chase Inds. & Green (1)	Lib Dem / Ind. (1)
Cartwright, Mrs. S.M.	Hughes, R.J.	Woodhead, P.E.	Fisher, P.A.
Stretton, Mrs. P.Z.	Jones, Mrs. V.		
Todd, Mrs. D.M.			

STANDARDS COMMITTEE (7 Members + Parish / Town Representatives) (1 seat vacant)

Labour (2)	Conservative (3)	Chase Inds. & Green (1)
Allen, F.W.C.	Hewitt, P.M.	Dunnett, Ms. A.J.
Davis, Mrs. M.A.	Lyons, Miss O.	
	Thompson, Mrs. S.L.	

TRADE UNION CONSULTATIVE FORUM (7 Members + Trade Unions Representatives)

Labour (3)	Conservative (2)	Chase Inds. & Green (1)	Lib Dem / Ind. (1)
Adamson, G.	Boucker, A.S.	Wilkinson, Ms. C.L.	Fisher, P.A.
Bennett, C.	Hughes, R.		
Davis, Mrs. M.A.			

APPOINTMENTS PANEL (9 Members)

Labour (4)	Conservative (3)	Chase Inds. & Green (1)	Lib Dem / Ind. (1)
Allen, F.W.C.	Lyons, Miss O.	Layton, A.	Fisher, P.A.
Martin, Mrs. C.E.	Sutton, Mrs. H.M.		
Stretton, Mrs. P.Z.	Thompson, Mrs. S.L.		
Todd, Mrs. D.M.			

APPEALS AND COMPLAINTS PANEL (5 Members)

Labour (2)	Conservative (2)	Chase Inds. & Green (1)
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CONSTITUTION WORKING GROUP (6 Members)

Labour (3)	Conservative (2)	Chase Inds. & Green (1)
Allen, F.W.C.	Boucker, A.S.	Woodhead, P.E.
Bennett, C.	Hewitt, P.M.	
Cartwright, Mrs. S.M.		

Proposed Nominations for Chairmen and Vice-Chairman of Committees etc.

Committee	Position	Councillor	Political Group
Community Scrutiny Committee	Chairman	Bennett, C.	Labour
	Vice-Chairman	Jones, B.	Conservative
Corporate Scrutiny Committee	Chairman	Allen, F.W.C.	Labour
	Vice-Chairman	Sutherland, M.	Conservative
Promoting Prosperity Scrutiny Committee	Chairman	Davis, Mrs. M.A.	Labour
	Vice-Chairman	Hewitt, P.M.	Conservative
Wellbeing Scrutiny Committee	Chairman	Freeman, Miss M.A.	Independent
	Vice-Chairman	Jones, Mrs. V.	Conservative
Audit & Governance Committee	Chairman	Stretton, Mrs. P.Z.	Labour
	Vice-Chairman	Jones, Mrs. V.	Conservative
Planning Control Committee	Chairman	Cartwright, Mrs. S.M.	Labour
	Vice-Chairman	Startin, P.D.	Conservative
Licensing and Public Protection Committee	Chairman	Todd, Mrs. D.M.	Labour
	Vice-Chairman	Smith, C.D.	Conservative
Standards Committee	Chairman	Allen, F.W.C.	Labour
	Vice-Chairman	Lyons, Miss O.	Conservative
Trade Union Consultative Forum	Chairman	Adamson. G.	Labour

- The Vice-Chairman of the Trade Union Consultative Forum will be appointed at the first Forum meeting of the year, from the Trade Unions' Representatives.
- Chairmen for the Appointments Panel and Appeals & Complaints Panel will be appointed as necessary from the membership in place at such time as meetings need to be held.
- The Chairman of the Constitution Working Group will be appointed at the first meeting of the Working Group's first meeting of the year.

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464 588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 24/06/20

COUNCIL
24 JUNE 2020
REPRESENTATIVES ON OUTSIDE BODIES 2020-21

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2020-21 as set out in the schedule of nominations to be circulated at the Annual Council Meeting.
- 1.2 To confirm the Managing Directors authority to make appointments to any other outside bodies throughout the municipal year and amend as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

2 Recommendation(s)

- 2.1 That Council determine the appointment of representatives to outside bodies for 2020-21.
- 2.2 That the Managing Director, in consultation with the Political Group Leaders, makes additional appointments and amendments to any outside bodies, as necessary, throughout the municipal year.
- 2.3 That, in the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 That, subject to paragraph 2.2 above, the Managing Director when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travelling and subsistence expenses.

3 Key Issues and Reasons for Recommendations

- 3.1 Each year the Council is required to appoint representatives to a number of outside bodies. A schedule of those bodies to which the Council appoints

representatives together with nominations is usually circulated at the Annual Council Meeting.

- 3.2 For practical purposes, i.e. to avoid the need to report the matter to full Council on every occasion, Council is also requested to delegate authority to the Managing Director to make appointments to any additional outside bodies, and amend as necessary, throughout the municipal year, on receiving nominations from the Political Group Leaders.
- 3.3 Should Council agree to delegating authority to the Managing Director to appoint representatives to outside bodies, then further delegated authority is sought for the Managing Director to determine those appointments that are to be classed as an 'approved duty' for the purposes of the nominated representative claiming travelling and subsistence expenses.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, contributes to the Council's Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

5 Report Detail

- 5.1 In September 2008, the Council amended as part of the Constitution the procedure for the receipt of nominations for outside bodies by the Political Group Leaders. In doing so, Group Leaders are required to submit their nominations to the Managing Director at least 48 hours prior to the commencement of the Annual Council Meeting. Following receipt of the nominations, no amendments shall be permitted. Therefore, a copy of the schedule, detailing the nominations received, will be circulated at the Annual Council Meeting.
- 5.2 For information, details of the number of meetings of outside bodies called during the preceding 12 month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.3 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. The Managing Director has consulted with Political Group Leaders to agree nominations. In the event that there should be failure to agree a nomination(s) full Council will be required to determine the matter.
- 5.4 The recommendations also propose delegation to the Managing Director, in consultation with the Political Group Leaders, to make appointments to any additional outside bodies as may be required, and to the Managing Director to determine which should be classed as an approved duty.

- 5.5 Council is requested to consider the appointment of representatives to outside bodies for 2020-21 as set out in the schedule to be circulated at the Annual Council Meeting.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members' budgets.

6.2 Legal

Unless otherwise specified by statute, Section 101 of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council.

The Local Government Act 1972, Section 101(1) provides that:

subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions –

(a) by a committee, a sub-committee or an officer of the authority..."

Council can therefore delegate the appointment of representatives on outside bodies to the Managing Director.

Should the appointment relate to executive functions, then the power to delegate the making of such appointments to the Managing Director rests with Cabinet in accordance with Section 14 of the Local Government Act, 2000.

6.3 Human Resources

None.

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: Schedule of proposed Council outside bodies appointments for 2020-21 (to follow)

Previous Consideration

None

Background Papers

None

CANNOCK CHASE COUNCILREPRESENTATIVES ON OUTSIDE BODIES 2020-21APPOINTMENTS MADE BY COUNCIL

Name of Body	No. of Seats	Current Representatives	Date of Retirement	Proposed Rep(s)	Term of Appointment	Notes
Amazon (Rugeley) Members' Liaison Forum	11	Bennett, C. (L) Boucker, A.S. (C) Dudson, A. (L) Fisher, P.A. (LD) Hughes, R.J. (C) Johnson, J.P. (C) Lyons, Miss O. (C) Martin, Mrs. C.E. (L) Molineux, G.N. (LD) Startin, P.D. (C) Sutherland, M. (C)	Upon retirement from the Council		Upon retirement from the Council	Membership is formed of all Members from the following wards: Brereton and Ravenhill (x3) Etching Hill and The Heath (x3) Hagley (x2) Western Springs (x3)
Barbara Bird Memorial Fund	1	Pearson, A. (L)	2020 Annual Meeting	Pearson, A. (L)	4 Years	Must be Councillor for Hednesford area.
Beaudesert Sports Field and Recreation Ground Charity Management Committee	1	Mr P. King (non-Cllr)	2020 Annual Meeting	King, Mr. P. (non-Cllr.)	1 Year	Advantageous if the appointee resides in Gentleshaw and Cannock Wood area, but not obligatory. Note: current appointee is not a Member of the Council
Cannock Advice Centre	3	Adamson, G. (L) Cartwright, Mrs. S. (L) Mitchell, Mrs. C. (L)	2020 Annual Meeting	Cartwright, Mrs. S. (L) Jones, Mrs. V. (C) Mitchell, Mrs. C. (L)	1 Year	
Cannock Bowling Green Trust	4	Adamson, G. (L) Johnson, T.B. (L) Kraujalis, J.T. (L) Smith, C.D. (C)	2020 Annual Meeting	Adamson, G. (L) Freeman, Miss M. (Ind.) Kraujalis, J. (L) Sutton, Mrs. H. (C)	1 Year	
Cannock Chase Arts Council	3	Crabtree, S. (G) Fitzgerald, Mrs. A.A. (C) Mitchell, Mrs. C. (L)	2020 Annual Meeting	Fitzgerald, Mrs. A. (C) Mitchell, Mrs. C. (L) Woodhead, P. (Ch. Ind.)	1 Year	

Name of Body	No. of Seats	Current Representatives	Date of Retirement	Proposed Rep(s)	Term of Appointment	Notes
Cannock Conduit Trust	5	Alcott, G.(L) Davis, Mrs. M.A. (L) Freeman, Miss. M.A. (Ind) Kraujalis, J.T. (L) Sutton, Mrs. H.M. (C)	Upon retirement from the Council		Upon retirement from the Council	Longest serving Members for Cannock East, North, South and West Wards, and the second longest serving Member from the Ward that has the largest number of voters, currently Cannock South.
Cannock Wood and Gentleshaw Village Hall Management Committee	1	Jones, B. (C)	2020 Annual Meeting	Hewitt, P.M. (C)	1 Year	
Charity for the Provision of Allotments for the Labouring Poor of the Ancient Parish of Rugeley	3	Bennett, C. (L) Martin, Mrs. C.E. (L)	2022 Annual Meeting		4 years	2 Councillors appointed from any of the following wards: <ul style="list-style-type: none"> • Brereton and Ravenhill; • Etching Hill and The Heath; • Hagley; or • Western Springs
		Thompson, Mrs. S.L. (C)	2022 Annual Meeting		4 years	1 Councillor appointed from any of the following wards: <ul style="list-style-type: none"> • Cannock East / North / South / West; • Hawks Green; • Heath Hayes East and Wimblebury; • Hednesford Green Heath / North / South; • Norton Canes; and • Rawnsley
Charity for the Provision of a Recreation Ground for Inhabitants of the Ancient Parish of Rugeley	3	Boucker, A.S. (C) Dudson, A. (L) Martin, Mrs. C.E. (L)	2020 Annual Meeting	Boucker, A. (C) Dudson, A. (L) Martin, Mrs. C. (L)	3 Years	
Chase Sports Council	6	Boucker, A.S. (C) Buttery, M.S. (C) Cartwright, Mrs. S.M. (L) Johnson, J.P. (C) Mitchell, Mrs. C. (L) Preece, J.P.T.L. (L)	2020 Annual Meeting	Boucker, A. (C) Buttery, M. (C) Cartwright, Mrs. S. (L) Johnson, J. (C) Mitchell, Mrs. C. (L) Preece, J. (L)	1 Year	

Name of Body	No. of Seats	Current Representatives	Date of Retirement	Proposed Rep(s)	Term of Appointment	Notes
Chetwynd Charity	4	Johnson, J.P. (C) Martin, Mrs. C.E. (L)	2020 Annual Meeting	Johnson, J. (C) Martin, Mrs. C. (L)	4 Years	
		Bennett, C. (L) Dudson, A. (L)	2022 Annual Meeting		4 Years	
Etching Hill Village Hall Committee	1	Johnson, J.P. (C)	2020 Annual Meeting	Johnson, J. (C)	1 Year	
Foundation of Clara Caroline Walhouse and the John Wood and Walhouse Church of England School Foundation	1	Sutton, Mrs. H. (C)	2020 Annual Meeting	Sutton, Mrs. H. (C)	4 Years	
Greater Birmingham and Solihull LEP Joint Scrutiny Committee	1	Newbury, J. (L)	2020 Annual Meeting	Newbury, J. (L)	1 Year	
Greater Birmingham and Solihull LEP Joint Scrutiny Committee (Substitute Member)	1	Dudson, A. (L)	2020 Annual Meeting	Dudson, A. (L)	1 Year	
Landor Society	2	Bennett, C. (L) Startin, P.D. (C)	2020 Annual Meeting	Bennett, C. (L) Lyons, Miss O. (C)	1 Year	
Longdon (Cotton) Almshouses	2	Martin, Mrs. C.E. (L)	2021 Annual Meeting		4 Years	
		Johnson, J.P. (C)	2022 Annual Meeting		4 Years	
National Association of Councillors	2	Jones, B. (C) Kraujalis, J.T. (L)	2020 Annual Meeting	Kraujalis, J. (L) Smith, D. (C)	1 Year	

Name of Body	No. of Seats	Current Representatives	Date of Retirement	Proposed Rep(s)	Term of Appointment	Notes
Norton Canes Community Centre	1	Preece, J.P.T.L. (L)	2020 Annual Meeting	Preece, J. (L)	1 Year	
Poplars Landfill Site Liaison Committee	7	Woodhead, P.E. (Community Scrutiny Cttee Chairman) Fitzgerald, Mrs. A.A. (C) Kraujalis, J.T. (L) Newbury, J.A.A. (L) Snape, D.J. (C) Stretton, Mrs. P.Z. (L) Witton, P.T. (L)	2020 Annual Meeting	Bennett, C. (L) (Community SC Chairman) Fitzgerald, Mrs. A. (C) Hewitt, P. (C) Kraujalis, J. (L) Preece, J. (L) Stretton, Mrs. Z. (L) Witton, P. (L)	1 Year	Chairman of Community Scrutiny Committee (must cover Environment matters) 2 Hawks Green Ward Members 2 Norton Canes Ward Members 2 Cannock South Ward Members (or nominees) The Cabinet also makes an appointment to this body on an annual basis (this will normally be the relevant Cabinet Portfolio Leader).
Shoal Hill Common Joint Committee	2	Kraujalis, J.T. (L) Smith, C.D. (C)	2020 Annual Meeting	Kraujalis, J. (L) Smith, D. (C)	1 Year	(Must be Councillors)
Slitting Mill Village Hall Committee	1	Dudson, A. (L)	2020 Annual Meeting	Sutherland, M. (C)	1 Year	
Staffordshire County Council Corporate Parenting Panel	1	Pearson, A.R. (L)	2020 Annual Meeting	Pearson, A. (L)	1 Year	
Staffordshire County Council – Healthy Staffordshire Select Committee (Co-opted Member)	1	Freeman, Miss M.A. (Chairman of the Wellbeing Scrutiny Committee)	2020 Annual Meeting	Freeman, Miss M. (Ind.)	1 Year	Appointee must be the Chairman of Wellbeing Scrutiny Committee.
Staffordshire County Council – Healthy Staffordshire Select Committee – (Substitute Member)	1	Todd, Mrs. D.M. (L)	2020 Annual Meeting	Jones, Mrs. V. (C)	1 Year	Appointee must be a Member of the Wellbeing Scrutiny Committee
Staffordshire Playing Fields Association	1	Buttery, M.S. (C)	2020 Annual Meeting	Buttery, M (C)	1 Year	The Cabinet also makes an appointment to this body on an annual basis (this will normally be the relevant Cabinet Portfolio Leader).

Name of Body	No. of Seats	Current Representatives	Date of Retirement	Proposed Rep(s)	Term of Appointment	Notes
West Midlands Combined Authority (Non-Constituent Member)	1	Adamson, G. (L)	2020 Annual Meeting	Adamson, G. (L)	1 Year	
West Midlands Combined Authority (Substitute Member 1)	1	Alcott, G. (L)	2020 Annual Meeting	Johnson, T. (L)	1 Year	
West Midlands Combined Authority (Substitute Member 2)	1	Kraujalis, J.T. (L)	2020 Annual Meeting	Kraujalis, J. (L)	1 Year	
West Midlands Combined Authority - Overview & Scrutiny Committee (Voting Member)	1	Appointed by Tamworth BC for 2019/20 – CANNOCK to appoint for 2020-21	2020 Annual Meeting	Todd, Mrs. D. (L)	1 Year	
West Midlands Combined Authority Overview & Scrutiny Committee – (Substitute Member)	1	Appointed by Tamworth BC for 2019/20 – CANNOCK to appoint for 2020-21	2020 Annual Meeting	Bennett, C. (L)	1 Year	The substitute Member must be appointed from the same political party as the main Member.
West Midlands Combined Authority – Audit, Risk & Assurance Committee	1	Layton, A. CANNOCK to appoint for 2020-21	2020 Annual Meeting	Martin, Mrs. C. (L)	1 Year	Appointment does not need to reflect the political balance of the WMCA
West Midlands Combined Authority – Audit, Risk & Assurance Committee (Substitute Member)	1	- CANNOCK to appoint for 2020-21	2020 Annual Meeting	Pearson, A. (L)	1 Year	Appointment does not need to reflect the political balance of the WMCA
West Midlands Reserve Forces and Cadets Association	1	<i>Vacant (following resignation of D. Snape)</i>	2020 Annual Meeting	Jones, Mrs. V. (C)	3 Years	Appointee should be a Councillor

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Report of:	Leader of the Council
Contact Officer:	Tony McGovern
Telephone No:	01543 464553
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 24/06/20

**ANNUAL COUNCIL
24 JUNE 2020
APPOINTMENT OF COUNCIL SOLICITOR AND MONITORING OFFICER**

1 Purpose of Report

- 1.1 To make permanent the appointment of the Council Solicitor and Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989.

2 Recommendations

- 2.1 That Ian Curran, be confirmed on a permanent basis as the Council Solicitor and Monitoring Officer for Cannock Chase District Council.

3 Key Issues and Reasons for Recommendations

- 3.1 Section 5 of the Local Government and Housing Act 1989, requires the Council to designate one of its Officers to be known as the Monitoring Officer.

4 Relationship to Corporate Priorities

- 4.1 The appointment of a Monitoring Officer is a statutory requirement and is designated as one of the three Statutory Officer Appointments within the Council along with the Head of Paid Service and the s.151 Officer.

5 Report Detail

- 5.1 Section 5 of the Local Government and Housing Act 1989 requires the Council to designate one of its officers to be known as the Monitoring Officer.

- 5.2 Mr. Curran was appointed to act as the Interim Council Solicitor and Monitoring Officer by Council at its meeting held on 29 May 2019 following the retirement of the previous postholder and Council Solicitor, the former Head of Law and Administration for Stafford Borough Council under Shared Services arrangements. At the time of his interim appointment Ian Curran held the position of Interim Head of Law & Administration and Council Solicitor with Stafford Borough Council which became a permanent position in November 2019.
- 5.3 It is the duty of the Monitoring Officer to report any instances where it appears to them that a contravention of any enactment or rule of law, or maladministration has arisen, or will arise, due to any proposals, decisions or omissions by the Authority (or those persons or committees acting under its control).
- 5.4 It is the responsibility of the Council to provide the Monitoring Officer with such staff, accommodation and other resources as are, in the officer's opinion sufficient to allow the duties under paragraph 5.3 to be performed.
- 5.5 As Ian Curran is now the Head of Law & Administration and Council Solicitor for Stafford Borough Council it is now appropriate to confirm his appointment as Council Solicitor and Monitoring Officer for Cannock Chase District Council taking into account his satisfactory performance in the role to date. The permanent appointment of Ian Curran will ensure that the Council is served by the most senior legal advisor in his role of Monitoring Officer.

6 Implications

6.1 Financial

There are no direct financial implications arising from the report. Provision for the Monitoring Officer forms part of the approved budget.

6.2 Legal

As set out in the report.

6.3 Human Resources

As set out in the report.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

The Monitoring Officer's role is crucial to ensuring legal risk is managed appropriately throughout the Council.

6.8 Equality & Diversity

None.

7 Appendices to the Report

None.

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Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464 588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 24/06/20

COUNCIL
24 JUNE 2020
REVISED CALENDAR OF MEETINGS 2020-21

1 Purpose of Report

- 1.1 To present to Members for approval a revised Calendar of Meetings for the remainder of the 2020-21 municipal year.

2 Recommendations

That:

- 2.1 The revised Calendar of Meetings 2020-21, 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 A Calendar of Meetings for the 2020-21 municipal year, which set out dates for meetings of full Council, Cabinet, Committees and other relevant bodies was approved by Council on 8 January, 2020.
- 3.2 Since that time, the Coronavirus / COVID-19 pandemic has impacted on every aspect of 'normal' day to day life, including the functions of the Council. Initially, several meetings were cancelled. Since the implementation of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('The Remote Meetings Regulations'), Member meetings are now taking place remotely via 'Zoom'. Following discussion between the Managing Director and the Group Leaders, it was agreed that the Annual

Council Meeting should be moved from its initially scheduled date of 20 May to 24 June, 2020.

Reasons for Recommendations

- 3.3 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels, and a Calendar of Meetings was agreed at the Council meeting on 8 January, 2020. However, as a number of meetings have already been cancelled and others moved, it is sensible for a revised version of the Calendar of Meetings to be brought before Council. Updates, including any currently unscheduled meetings, 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 further 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 – now 24 June, 2020 (was 20 May 2020);
 - Budget setting meeting – 10 February 2021;
 - Precept meeting – 24 February 2021;
 - Annual meeting – 19 May 2021.
- 5.3 Formal Cabinet meetings remain unchanged. Twelve 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 With the exception of the Corporate Scrutiny Committee, the first cycle of Scrutiny Committee meetings have been cancelled. Further meetings of the

Community; Promoting Prosperity; and Wellbeing Scrutiny Committees have been left in the calendar, but may subsequently be cancelled. Chairs of the Community; Promoting Prosperity; and Wellbeing Scrutiny Committees will instead be invited to attend meetings of the Corporate Scrutiny Committee.

- 5.5 The Planning Control Committee has been largely unaffected, meeting remotely on several occasions; firstly via teleconference and subsequently via 'Zoom'. Generally, it meets 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 meet 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 The usual provision for recesses of meetings during certain periods of the municipal year to coincide with popular holiday periods remains. However, it is recognised that there is, perhaps, less of an imperative than usual in this regard and some meetings have been scheduled 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 Start times for meetings of full Council were changed earlier in the year to 6pm.
- 5.13 All other scheduled meetings start at 4pm, other than meetings of the Planning Control Committee and Trade Unions Consultative Forum, which start at 3pm and 2pm, respectively.

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 2020-21.

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: Revised Calendar of Meetings 2020-21

Previous Consideration

Calendar of Meetings 2020-21

Council

8 January, 2020

Background Papers

None.

PROPOSED CALENDAR OF MEETINGS 2020-21

MAY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7 <i>Staffordshire PFCC and CCDC elections - Cancelled</i>	8 Bank Holiday (Offices Closed)
11	12	13 Planning Control Committee	14	15
18	19	20	21	22
25 <i>Schools Half-Term</i> Bank Holiday (Offices Closed)	26 <i>Schools Half-Term</i>	27 <i>Schools Half-Term</i> Planning Control Committee	28 <i>Schools Half-Term</i>	29 <i>Schools Half-Term</i>

JUNE 2020

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 Cabinet Briefing	5
8	9	10 Planning Control Committee	11	12
15 Shadow Cabinet	16	17	18 Cabinet	19
22	23	24 Annual Council	25 <i>2pm Planning Training (compulsory)</i>	26 <i>10am Licensing Training (Session 1) (compulsory)</i>
29 <i>3pm Audit Training</i> Audit and Governance Committee	30 <i>10am Licensing Training (Session 2) (compulsory)</i>			

JULY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Planning Control Committee	2 Cabinet Briefing	3
6 Standards Committee	7	8	9	10
13 Shadow Cabinet	14	15	16 4pm Cabinet	17
20	21 Schools Summer Holiday	22 Schools Summer Holiday Planning Control Committee	23 Schools Summer Holiday	24 Schools Summer Holiday
27 Schools Summer Holiday	28 Schools Summer Holiday 2pm Trade Union Consultative Forum 4pm Corporate Scrutiny Committee	29 Schools Summer Holiday	30 Schools Summer Holiday Cabinet Briefing	31 Schools Summer Holiday

AUGUST 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3 Schools Summer Holiday	4 Schools Summer Holiday	5 Schools Summer Holiday Council	6 Schools Summer Holiday	7 Schools Summer Holiday
10 Schools Summer Holiday Shadow Cabinet	11 Schools Summer Holiday	12 Schools Summer Holiday Planning Control Committee	13 Schools Summer Holiday Cabinet	14 Schools Summer Holiday
17 Schools Summer Holiday	18 Schools Summer Holiday	19 Schools Summer Holiday	20 Schools Summer Holiday	21 Schools Summer Holiday
24 Schools Summer Holiday	25 Schools Summer Holiday	26 Schools Summer Holiday	27 Schools Summer Holiday	28 Schools Summer Holiday
31 Schools Summer Holidays Bank Holiday (Offices Closed)				

SEPTEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Schools Summer Holiday	2 Planning Control Committee	3 Cabinet Briefing	4
7 Audit & Governance Committee (TBC)	8	9 Council	10	11
14 Shadow Cabinet	15	16 Planning Control Committee	17 Cabinet	18
21 (<i>Labour Party Conference</i>)	22 (<i>Labour Party Conference</i>)	23 (<i>Labour Party Conference</i>)	24	25
28	29 Amazon (Rugeley) Members' Liaison Forum	30 Planning Control Committee		

OCTOBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet Briefing	2
5 (<i>Conservative Party Conference</i>)	6 (<i>Conservative Party Conference</i>)	7 (<i>Conservative Party Conference</i>)	8	9
12 Shadow Cabinet	13	14	15 Cabinet	16
19 Standards Committee	20	21 Planning Control Committee	22	23
26 Schools Half-Term Holiday	27 Schools Half-Term Holiday	28 Schools Half-Term Holiday	29 Schools Half-Term Holiday 11am Cannock Bowling Green Trustees Meeting Cabinet Briefing	30 Schools Half-Term Holiday

NOVEMBER 2020

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

DECEMBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Planning Control Committee	3	4
7 Shadow Cabinet	8 Audit and Governance Committee	9	10 Cabinet	11
14	15	16 Planning Control Committee	17	18
21 Schools Christmas Holiday	22 Schools Christmas Holiday	23 Schools Christmas Holiday	24 Schools Christmas Holiday (Offices Closed)	25 Schools Christmas Holiday Christmas Day (Offices Closed)
28 Schools Christmas Holiday Bank Holiday (Offices Closed)	29 Schools Christmas Holiday	30 Schools Christmas Holiday	31 Schools Christmas Holiday (Offices Closed)	

JANUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Schools Christmas Holiday New Year's Day (Offices Closed)
4	5	6	7	8
11	12	13 Planning Control Committee	14 Cabinet Briefing	15
18 Standards Committee	19 Corporate Scrutiny Committee (Budget Consultation)	20 Council	21	22
25 Shadow Cabinet	26	27	28 Cabinet	29

FEBRUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 Constitution Working Group	2 Amazon (Rugeley) Members' Liaison Forum	3 Planning Control Committee	4	5
8	9	10 Council (Budgets)	11	12
15 Schools Half-Term Holiday	16 Schools Half-Term Holiday	17 Schools Half-Term Holiday Planning Control Committee Cabinet (only if Budget matters referred back from 10/02 Council)	18 Schools Half-Term Holiday Cabinet Briefing	19 Schools Half-Term Holiday
22 Constitution Working Group	23	24 Council (Precepts etc.)	25	26

MARCH 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1 Shadow Cabinet	2 Corporate Scrutiny Committee	3 Planning Control Committee	4 Cabinet	5
8	9 Audit and Governance Committee	10 Trade Union Consultative Forum	11	12
15	16	17 Promoting Prosperity Scrutiny Committee	18 Cabinet Briefing	19
22 Constitution Working Group	23 Community Scrutiny Committee	24 Planning Control Committee	25	26
29 Shadow Cabinet	30 Wellbeing Scrutiny Committee	31		

APRIL 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet	2 Schools Easter Holiday Good Friday (Offices Closed)
5 Schools Easter Holiday Easter Monday (Offices Closed)	6 Schools Easter Holiday	7 Schools Easter Holiday	8 Schools Easter Holiday	9 Schools Easter Holiday
12 Schools Easter Holiday	13 Schools Easter Holiday	14 Schools Easter Holiday Planning Control Committee	15 Schools Easter Holiday Cabinet Briefing	16 Schools Easter Holiday
19 Standards Committee	20	21 Council	22	23
26 Shadow Cabinet	27	28	29 Cabinet	30

MAY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday	4	5 Planning Control Committee	6	7
10	11	12	13	14
17	18	19 Annual Council	20	21
24	25	26 Planning Control Committee	27	28
31 Schools Half-Term Holiday (31 May to 4 June) Bank Holiday				