

# CHESHIRE EAST COUNCIL

## Constitution Committee

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**Date of Meeting:** 17<sup>th</sup> November 2011  
**Report of:** Democratic and Registration Services Manager  
**Subject/Title:** Calendar of Meetings for 2012-2013

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### **1.0 Report Summary**

1.1 This report includes a draft Calendar of Meetings for Cheshire East Council for 2012-2013, together with an appendix of explanatory notes.

1.2 The Committee is invited to refer the draft calendar to Council for approval.

### **2.0 Recommendation**

2.1 That the draft Calendar of Meetings for Cheshire East Council for 2012-2013 be recommended to Council for approval.

### **3.0 Reasons for Recommendations**

3.1 The Council is required to give public notice of its meetings in order to fulfil its legal obligations under the Access to Information Rules set out in the Constitution and to meet its obligations under the Local Government Act 1972. The Calendar will assist the Council in meeting these requirements.

### **4.0 Wards Affected**

4.1 All Wards

### **5.0 Local Ward Members**

5.1 All Ward Members

### **6.0 Policy Implications (including carbon reduction and health)**

6.1 None identified.

### **7.0 Financial Implications**

7.1 None identified.

## **8.0 Legal Implications**

8.1 There are no specific legal implications other than those identified in the main body of the report.

## **9.0 Risk Management**

9.1 A published calendar of meetings enables effective business planning and decision making procedures.

## **10.0 Background and Options**

10.1 As set out in its Constitution (Part 4 – Council Procedure Rule 1) the Borough Council is required to decide when its meetings will take place and these will be contained in a calendar of meetings.

It is for full Council to approve the calendar.

10.2 Under Part 3 of the Constitution, the Constitution Committee is responsible for:

“overseeing, monitoring, co-ordinating and implementing the Council’s administrative and political business, including....administrative arrangements for ....the Council and other meetings.”

### **10.3 Calendar**

A summary timetable is attached as **Appendix 1**.

Explanatory notes have been provided (**Appendix 2**) which indicates the assumptions made in drawing up the calendar; further details in respect of each of the Committees are also given.

**Appendix 3** gives a more detailed month-by-month calendar.

### **10.4 Scheduling of Meetings**

The frequency of meetings has followed the practice previously adopted. As far as possible, only one Committee per day has been scheduled. Where possible, Fridays have been avoided for Committee meetings; these are to be used for Member development sessions as and when required.

Scheduling of meetings has taken into account the business planning/performance reporting cycles. In addition, dates have been scheduled for financial briefing/budget engagement events.

Meetings which do not form part of the formal decision-making process will be omitted from the public calendar but will be added to the Members’ version for convenience. These include financial briefings/budget consultation events, Member development sessions and meetings of the Police and Fire Authorities.

#### 10.5 Portfolio Holder Meetings

As was in the case in 2011-12, the Committee Suite at Westfields, Sandbach has been reserved on Monday mornings for Portfolio Holder meetings. However, meetings will be arranged at the most appropriate venue, following consultation with Portfolio Holders.

#### 10.6 Scrutiny Committees

The Corporate Management Team (CMT) meets on Tuesday mornings. Scrutiny Committee meetings which are held on Tuesdays have been scheduled in the afternoon to avoid coinciding with CMT. This will enable the appropriate CMT Officers to attend Scrutiny Committee meetings.

#### 10.7 Sub-Committees

There are a number of sub-committees and other bodies which meet on an ad-hoc basis and are therefore not included in the calendar.

#### 10.8 Consultation

The following have been consulted on the production of the Calendar:

- Corporate Management Team
- Cabinet
- Committee Chairmen
- Group Leaders
- Group Whips

10.9 Subject to any additional recommendations which Members may wish to make, the Committee is asked to refer the calendar to Council at its meeting on 15<sup>th</sup> December 2011 for approval.

#### **11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

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