

CHESHIRE EAST COUNCIL

Constitution Committee

Date of Meeting:	18 th November 2010
Report of:	Democratic Services Manager
Subject/Title:	Calendar of Meetings for 2011-2012

1.0 Report Summary

- 1.1 The report includes a draft Calendar of Meetings for Cheshire East Council for 2011-2012, 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 The Committee is asked to resolve that the draft Calendar of Meetings for Cheshire East Council 2011-2012 be referred to Council for approval.

3.0 Reasons for Recommendation

- 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 timetable will assist the Council in meeting these requirements

4.0 Wards Affected

- 4.1 All wards are affected.

5.0 Local Ward Members

- 5.1 All local ward members are affected.

6.0 Policy Implications

- 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 this 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 – 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 Governance and 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 indicate 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 adopted in 2010-2011. As far as possible, only one Committee per day has been scheduled. 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. These will not be included in the public calendar but will be added to the Members’ Diary.

School term times have not been included.

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’ Diary for convenience. These comprise (i) financial briefings/budget

consultation events; (ii) Member Development sessions; (iii) Meetings of the Police Authority, the Fire Authority; Manchester Airport Consultative Committee; (iv) LGA General Assembly and Annual Conference; and (v) Political Party Conferences.

10.5 Portfolio Holder Meetings: As for 2010-2011, 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 afternoons to avoid coinciding with CMT. This will enable 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:

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

The only comments made during this consultation are as follows:

- (i) The formal Calendar of Meetings should not include dates of outside bodies; for example Manchester Airport Consultative Committee, Cheshire Police Authority and Cheshire Fire Authority. These meetings should be added to the new corporate calendar.
- (ii) School holidays should not be included.
- (iii) Portfolio Holder meetings should be held at the most appropriate location; for example, where a decision to be taken will have an impact in a particular geographical location, the meeting should be held as close as possible to that location, if practicable, to allow interested parties to attend.

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 to be held on 16 December 2010 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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