

EXPLANATORY NOTES : CALENDAR OF PUBLIC MEETINGS 2011/2012

INTRODUCTION

The draft Calendar of Meetings has been drawn up on the following basis –

1. The local elections are being held on 5 May 2011, and for this reason, the earliest that Annual Council can be held is 18 May 2011. This is being held on one-day only at the request of Members, although there has been no formal resolution to this effect.
2. Committee memberships will be agreed at Annual Council. Given the requirement to give adequate public notice of meetings, the first Committee meeting cannot be held before 27 May 2011 (LA School Governor Appointments Panel).

Note: Notwithstanding the above, there is a meeting of the Strategic Planning Board on 25 May 2011 and notice of the meeting will need to be given on 17 May 2011. This meeting was agreed in the previous year to ensure the maintenance of the planning cycle.

3. Portfolio Holder meetings have not yet been scheduled into specific dates, but for ease, Committee Suite 1+2 (Westfields) has been booked on Monday mornings between 9.00 am and 1.00 pm throughout the Municipal Year.
4. Although most of the Scrutiny Committee meetings are held in the morning, arrangements have been made for those scheduled on Tuesdays, to be held in the afternoon, to avoid coinciding with CMT.
5. As was the practice in 2010-2011, Council meetings and Cabinet meetings will rotate around the borough.
6. Meetings are held at Westfields, Sandbach unless otherwise specified.
7. Scheduling of meetings has taken into account the business planning/ performance reporting cycles. In addition, dates have been scheduled in for financial briefing/budget consultation events and these will be included in the Members' Diary.
8. August has been retained as a recess for all Scrutiny Committee meetings.
9. As far as practicable, there is only one Committee meeting on each day and where possible, meetings of each Committee have been scheduled on a set day (eg Standards Committee meets on a Monday).
10. Police Authority and Manchester Airport Consultative Committee meetings have been added. Dates for the Fire Authority are not yet available. Dates of the LGA Annual Conference have also been included in Appendix 3. These meetings will not be shown in the public calendar.
11. A number of days have been reserved for induction for new Members in the first week after the elections in May 2011.

12. As was the practice in 2010-2011, provisional Member Development sessions have been added on a Friday each month.
13. The draft Calendar of Meetings was subject to the following consultation timetable.

Consultation group	Date	Deadline for comments/ Meeting date
Consultation with colleagues in Democratic Services	Last week July	Comments by end of August
Consultation with Officers in Finance and Performance Monitoring for budget setting implications	3 September	Comments by 15 September
Draft calendar to CMT: Comments made by individual Officers.		
Draft calendar to Cabinet Members, Committee Chairmen, Group Leaders, Group Whips	15 October	Comments by 3 November

14. Following submission to the Constitution Committee on 18 November 2010, the Calendar will be referred to Council on 16 December 2010, and Members' diaries will be prepared and published in January 2011.

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Note 1

Council: In addition to Annual Council/Mayor-Making, there are 4 ordinary meetings and 1 budget meeting (Note: ordinary business is also dealt with at the budget meeting in February).

Meetings: During British Summer Time, meetings commence at 6.00 pm. Winter meetings commence at 2.00 pm.

Venue: Annual Council/Mayor-Making will be held at Tatton Park, Knutsford. Other meetings of Council will rotate around the Borough, to include (a) Municipal Buildings, Crewe (b) Town Hall, Congleton (c) Macclesfield Town Hall.

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Note 2

Cabinet: Held every four weeks as far as possible.

Exceptions: There are some 5-week gaps where a bank holiday has prevented the scheduling of a meeting.

Meetings: 13 meetings: Mondays - 2.00 pm.

The last meeting of the Municipal Year 2010-2011 is 11 April; to minimise the impact of a long gap between the last meeting of 2010-2011 and the first meeting of 2011-2012, an additional meeting has been added to the current Municipal Year on 3 May 2010, to be held in Macclesfield at 10.00 am.

Venue: Cabinet meetings rotate around the Borough. Meetings are held in Macclesfield, Sandbach and Crewe.

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Note 3

Audit and Governance Committee: Financial and performance monitoring has been factored into the scheduling of meetings of the Audit and Governance Committee. Meetings have broadly followed the timetabling of the former Governance and Constitution Committee.

Meetings: 4 meetings: held in 2011 in June (Thurs) and September (Thurs); and in 2012 January (Tues) and March (Tues): 2.00 pm.

Venue: Committee Suite 1, 2 and 3, Westfields, Sandbach

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Note 4

Constitution Committee:

Meetings: 6 meetings: Thursdays: 2.00 pm (June and July, and bi-monthly thereafter.)

Venue: The former Governance and Constitution Committee agreed to rotate its meetings around the Borough. At present, the meetings of this Committee have been booked at Westfields, Sandbach.

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Note 5

Scrutiny Committees General

Meetings: There is a requirement that Scrutiny Committee meetings are not held on the same day as other Committee meetings. This request has been accommodated with one exception - a mid-point Health and Adult Scrutiny Committee meeting is to be held on the same day as an Appeals Committee meeting (28 July 2011: Scrutiny – am : Appeals – pm).

Meetings of Corporate Management Team (CMT) are held on Tuesday mornings and to avoid coinciding with CMT meetings, Tuesday meetings of Scrutiny Committees have been transferred to the afternoons

Frequency: Meetings to be held monthly with an August recess.

(Note: See specific notes against appropriate Scrutiny Committee.)

Venue: Westfields, Sandbach

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Note 6

Health and Adult Social Care Scrutiny Committee: Monthly – recess in August.

Meetings: 10 meetings, starting at 10.00 am. Thursdays.

Exceptions: October 2011 and April 2012 meetings – Tuesday.

Note: Some of these meetings are regarded as “mid-point meetings” at which agenda items are agreed for future meetings. These are not, therefore, open to the public

Dates for these meetings will need to be agreed with the Primary Care Trust (PCT).

Venue: Westfields, Sandbach.

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Note 7

CEC/CWAC/Wirral Joint Scrutiny Committee

There are four meetings each year.

Dates have been scheduled, but need to be agreed with Cheshire West and Chester Council and Wirral Metropolitan Borough Council.

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Note 8

Corporate Scrutiny: Monthly meetings – recess in August.

Meetings: Scheduled to take into account the performance and financial reporting procedures. 10 meetings: held on Tuesdays at 2.00 pm.

Venue: Westfields, Sandbach

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Note 9

Children and Families Scrutiny: Monthly meetings – recess in August.

Meetings: 12 meetings: held on **Tuesday afternoons** at 2.00 pm..

Venue: Westfields, Sandbach

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Note 10

Environment and Prosperity Scrutiny: Monthly meetings – recess in August

Meetings: 10 meetings held on **Tuesday afternoons** at 2.00 pm start

Venue: Westfields, Sandbach

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Note 11

Sustainable Communities Scrutiny: Monthly meetings – recess in August

Meetings: 11 meetings: Thursdays at 10.30 am

Venue: Westfields, Sandbach

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Note 12

Standards Committee: Meetings have been scheduled bi-monthly.

Meetings: 6 meetings: Mondays at 2.00 pm

In view of the local elections in May 2011, and the scheduling of Annual Council, it is not possible to hold a meeting in May 2011.

Sub-Committee meetings: There are three Sub-Committees, the membership of which is drawn from the main Committee; these will meet as and when required.

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Note 13

Staffing Committee: Meetings scheduled in July (Fri), October (Thurs) January 2012 (Fri) and April (Thurs).

It has not been possible to schedule meetings of this Committee on a set day.

Meetings: 4 meetings: 2.00 pm. These meetings are preceded by a briefing meeting starting at 1.00 pm.

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Note 14

Appeals Committee: Meetings have been scheduled monthly.

Exception: No meeting in December.

Meetings: 10 meetings: Thursdays – 2.00 pm

In view of the local elections in May 2011, and the scheduling of Annual Council, it is not possible to hold a meeting in May.

Venue: Committee Suite 1-2 Westfields, Sandbach (Meeting held in No. 1 with No. 2 used as waiting area for appellants.)

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Note 15

Public Rights of Way Committee: Meetings scheduled in June, September, December and March.

Meetings: 4 meetings: Mondays: 2.00 pm – preceded by a briefing meeting at 1.00 pm.

Venue: Westfields, Sandbach

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Note 16

Strategic Planning Board: Scheduled on 3-week cycle.

Meetings: 17 meetings: Wednesdays - 2.00 pm

Note: The meeting scheduled for 25 May 2011 was agreed in 2010-2011 to maintain the planning cycle. In view of the requirement to give public notice of meetings, the agenda will need to be published prior to Annual Council.

Venue: Capesthorpe Room, Macclesfield Town Hall.

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Note 17

Northern Planning Committee: 3-week cycle

Meetings: 16 meetings: Wednesdays - 2.00 pm

Venue: Capesthorpe Room, Town Hall, Macclesfield

Note: There is a 5-week gap between the last meeting in 2010-2011 (13 April) and the first meeting of the new Municipal Year (8 June 2011).

Southern Planning Committee: 3-week cycle

Meetings: 17 meetings: Wednesdays -2.00 pm

Note: In 2010-2011, it had been agreed that a meeting be scheduled for 24 May 2011 to maintain the planning cycle. As a consequence of consultation, this meeting has now been cancelled. The first meeting in the new Municipal Year is 1 June, giving a 5-week gap between the April 2011 meeting (27) and the first one in the new Municipal Year.

Venue: Council Chamber, Municipal Buildings, Crewe

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Note 18

Licensing: Meeting to be held in June and July 2011 and then bi-monthly.

Meetings: 6 meetings: Mondays: 2.00 pm

Venue: Westfields, Sandbach

Sub-Committees will meet as and when required.

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Note 19

Shared Services Joint Committee: Scheduled monthly.

Meetings: 11 meetings: Fridays: 2.00 pm

Venue: Municipal Buildings, Crewe

Dates have been scheduled, but need to be agreed with Cheshire West and Chester Council.

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Note 20

Budget Consultation/Financial Briefings

Budget consultation meetings are an essential part of the budget-setting process. Financial Briefings and Budget Engagement events have been included. These will not be added to the public calendar but will be included in the Members' Diary.

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Note 21

Meetings of Outside Organisations/Other Bodies

The following meetings have been included -

- Manchester Airport Consultative Committee
- Police Authority
- LGA Annual Conference.

Dates of Fire Authority meetings are not yet available.

These meetings will not be added to the public calendar but will be included in the Members' Diary.

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