

# CHESHIRE EAST COUNCIL

## Governance and Constitution Committee

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**Date of Meeting:** 21<sup>st</sup> January 2010  
**Report of:** Democratic Services Manager  
**Subject/Title:** Calendar of Meetings for 2010-2011

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### **1.0 Report Summary**

- 1.1 The report includes a draft Calendar of Meetings for Cheshire East Council for 2010-2011, together with an appendix of explanatory notes. The Committee is invited to approve the draft calendar for consultation purposes.

### **2.0 Recommendations**

- 2.1 The Committee is asked to resolve that
- (1) the draft Calendar of Meetings for Cheshire East Council 2010-2011 be approved for consultation with the Leader, Cabinet Members, Group Leaders and Committee Chairmen; and
  - (2) following consultation, the amended draft calendar be submitted to the March meeting of the Committee for recommendation to Council.

### **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 Local Government Act 1972. The timetable will assist the Council in meeting this requirement.

### **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 for Transition Costs**

7.1 None identified.

## **8.0 Financial Implications 2009/10 and beyond**

8.1 None identified.

## **9.0 Legal Implications**

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

## **10.0 Risk Management**

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

## **11.0 Background and Options**

11.1 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.

11.2 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;”

### **11.3 Calendar**

A summary timetable is attached as Appendix 1. This is a one-page A4 sheet which gives the dates of all meetings for 2010-2011. This schedule also indicates the dates of Police Authority and Fire Authority meetings. There is cross membership between both the Police Authority and Fire Authority with the Strategic Planning Board, Northern Planning Committee and Southern Planning Committee. There are only two Members affected in each case.

A more detailed, month-by-month schedule is attached as Appendix 2.

Explanatory notes have been provided (Appendix 3) which indicate the assumptions made in drawing up the calendar; further details in respect of each of the Committees are also given.

The format of the appendices is for ease of reference. However, a more succinct version will be prepared for publication, once agreed.

#### 11.4 Frequency/Scheduling of Meetings

The frequency of meetings has followed the practice adopted in 2009-2010, except where there has been a request by a Committee for a change in frequency. Details of changes made are given in the explanatory notes at Appendix 3.

#### 11.5 Main Variations from 2009-2010

As far as possible, only one Committee per day has been scheduled. However, there are only 202 available days during 2010-2011 to provide for the total of 204 meetings which are required to be scheduled during the available period.

Fridays have been avoided for Committee meetings; these will be used for Member Development sessions as and when required.

Cabinet Meetings: At the request of the Cabinet, these meetings have moved from Tuesday afternoons to Monday afternoons.

Cabinet Member Decision Meetings: During 2009-2010 Cabinet Member meetings were arranged as and when required. Individual decision-making has increased and to accommodate this, each Monday morning has been reserved for Cabinet Member Decision meetings.

Scrutiny Committees: The Corporate Committee and the Environment and Prosperity Committee have changed from morning to afternoon meetings. The principal reason for this change is to try to balance the work commitments of Councillors with their Council duties. This is particularly relevant in respect of morning meetings which can sometimes extend beyond lunchtime.

#### 11.6 Consultation:

The Corporate Management Team has been consulted.

- 11.7 Subject to any recommendations which Members may wish to make, the Committee is asked to approve the calendar for consultation purposes. The calendar, together with any amendments made following consultation, will be re-submitted in March when the Committee will be asked to recommend to Council that the calendar be adopted. The agreed meeting dates will then be incorporated in a diary similar to that which has been in use for the past year.

### **12.0 Overview of Year One and Term One Issues**

- 12.1 None identified.

### **13.0 Access to Information**

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

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