

EXPLANATORY NOTES : TIMETABLE OF PUBLIC MEETINGS 2010/2011

INTRODUCTION

The timetable has been drawn up on the following basis –

- Annual Council has been scheduled provisionally for 13th/14th May 2010. In accordance with the Constitution, the annual meeting must be held in May.
- Cabinet meetings have been moved from Tuesdays to Mondays.
- In view of the inclusion of Cabinet Member Decision Meetings on Monday mornings, Standards Committee meetings have moved from morning to afternoon.
- Council meetings and Cabinet meetings rotate around the borough.
- The frequency of Licensing Committee meetings has increased to bi-monthly.
- An assumption has been made that there will be a Parliamentary election on Thursday, 6th May 2010, but the latest date for such an election is 3rd June 2010.
- Meetings are usually held at Westfields, Sandbach.
- Scheduling of meetings has taken into account the business planning/performance reporting cycles and specific budget consultation events and financial briefings have been included.
- Meetings of the Corporate Scrutiny Committee and the Environment and Prosperity Scrutiny Committee commence at 2.00 pm. The remaining Scrutiny Committees start at 10.00 am or 10.30 am. Each Committee has been scheduled on a monthly basis, with August being retained as a recess. A request has been made that Scrutiny Committee meetings are not held on the same day as other Committee meetings.
- Strategic Planning Board is held in Macclesfield.
- Northern Planning Committee meetings are held in Macclesfield.
- Southern Planning Committee meetings are held in Crewe.
- Where possible, meetings have been scheduled on a set day.
- Police Authority, Fire Authority and Manchester Airport Consultative Committee meetings have been included.
- Dates of the LGA General Assembly and Annual Conference have been included.
- Political Party Conference dates have been included.
- School term times are indicated.
- Local Democracy Week may need to be factored into the proposals for the October meetings.
- Provisional Member Development sessions have been included on a Friday each month.

Note 1

Council: Held quarterly. In addition to Annual Council there are 4 ordinary meetings and 1 budget meeting

Meetings: July (6.00 pm); October (6.00 pm); December (2.00 pm); February 2011 (Budget meeting – 2.00 pm); April 2011 (6.00 pm) – Annual Council commences at 11.15 am

(Note – The current Municipal Year (2009-2010) commenced on 1st April 2009, but no date was set for Annual Council in 2010. The date for Annual Council has, provisionally, been included as 13th and 14th May. A consequence of this is that the Municipal Year will be 13 months.

There are local elections on 5th May 2011, and the date of Annual Council in 2011 (19th/20th May) has been scheduled taking this into account.)

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) Civic Hall, Nantwich (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 it has been necessary to allow for performance monitoring and financial reporting information to be submitted.

Meetings: 12 meetings: Mondays - 2.00 pm. (The change of day from Tuesday to Monday is at the request of the Cabinet,)

Briefing Meetings: Held two weeks before meeting - 2.00 pm

(Note – Briefing meetings have been included on this timetable to allow Cabinet Members to schedule dates into their diaries. These will not be included on the published timetable as they are not public meetings.)

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

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Note 3

Governance and Constitution Committee: The pattern for 2009-2010 has been followed for 2010-2011.

Meetings: 6 meetings: held in May, June, September, November, January 2011 and March.

Meetings: Thursdays, commencing 2.00 pm.

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

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Note 4

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 as far as possible. See appropriate Committees for further details.

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 5

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

Meetings: 12 meetings, starting at 10.00 am.

The meetings in 2009-2010 were held on Wednesdays. In view of the requirement not to schedule meetings which coincide with other meetings, these have been transferred to **Tuesdays**. This is because there is a meeting on every Wednesday (ie. Strategic Planning Board, Northern Planning Committee or Southern Planning Committee).

Exception: The September meeting is to be held on a Thursday.

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

Venue: Westfields, Sandbach.

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Note 6

CEC/CWAC/Wirral Joint Scrutiny Committee

There are four meetings each year.

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

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Note 7

Corporate Scrutiny: Monthly meetings – recess in August.

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

Note: There are two meetings scheduled in January 2011: 11th to enable the Committee to comment on budget proposals and performance management; and **Monday**, 31st for ordinary business.

Venue: Westfields, Sandbach

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Note 8

Children and Families Scrutiny: Monthly meetings – recess in August.
Meetings: 11 meetings: held on **Thursdays** – 10.30 am start.
Exceptions: The June and October meetings are to be held on a Tuesday.
Venue: Westfields, Sandbach

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Note 9

Environment and Prosperity Scrutiny: Monthly meetings – recess in August
Meetings: 10 meetings held on Tuesdays: 2.00 pm
The meetings in 2009-2010 were held on Wednesdays. In view of the requirement not to schedule meetings which coincide with other meetings, these have been transferred to **Tuesdays**. See Note 5 for reasons.
Venue: Westfields, Sandbach

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Note 10

Sustainable Communities Scrutiny: Monthly meetings – recess in August
Meetings: 9 meetings: Thursdays – 10.30 am
Note: There is no meeting in January 2011.
Venue: Westfields, Sandbach

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Note 11

Standards Committee: Meetings have been scheduled bi-monthly.
Meetings: 6 meetings: Mondays at 2.30 pm
The meetings in 2009/2010 were held on Monday mornings. However, as Monday mornings have now been reserved for Cabinet Member Decision meetings, it has been necessary to hold the Committee meetings in the **afternoon**.
Sub-Committee meetings: There are three standing Sub-Committees and these will meet as and when required.

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Note 12

Staffing Committee: Meetings scheduled in July (Tues), October (Thurs) January 2011 (Fri) and July (Tues).
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 13

Appeals Committee: Meetings have been scheduled monthly.

Exception: No meeting in December.

Meetings: 10 meetings: Thursdays. If there are more than four appeals, meetings will start at 10.00 am. If there are fewer than four appeals, meetings will start at 2.00 pm.

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 14

Public Rights of Way Committee: Meetings scheduled in June (Thurs), September (Tues), December (Mon) and March (Thurs). It has not been possible to schedule meetings of this Committee on a set day.

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

Venue: Westfields, Sandbach

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Note 15

Strategic Planning Board: Scheduled on 3-week cycle.

Meetings: 18 meetings: Wednesdays - 2.00 pm

The current calendar does not provide for meetings to be held in April 2010. For this reason, April 2010 has been added to take into account the need for the three Planning Committee/Board meetings, ie Northern Planning Committee, Southern Planning Committee and the Strategic Planning Board.

Venue: Capesthorpe Room, Macclesfield Town Hall.

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Note 16

Northern Planning Committee: 3-week cycle

Meetings: 20 meetings: 2.00 pm

The current calendar does not provide for meetings to be held in April 2010. See Note 15 above.

Venue: Capesthorpe Room, Town Hall, Macclesfield

Southern Planning Committee: 3-week cycle

Meetings: 19 meetings: 2.00 pm

The current calendar does not provide for meetings to be held in April 2010. See Note 15 above.

Venue: Council Chamber, Municipal Buildings, Crewe

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Note 17

Licensing: Scheduled bi-monthly

Meetings: Mondays: 2.00 pm

Venue: Westfields, Sandbach

Sub-Committees will meet as and when required.

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Note 18

Shared Services Joint Committee: Scheduled bi-monthly

Meetings: Fridays: 2.00 pm

Venue: Municipal Buildings, Crewe

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

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Note 19

Budget Consultation Meetings

Budget consultation meetings are an essential part of the budget-setting process and events have been added into the calendar for November 2011 and January 2011. These events will involve all Members. There are four sessions in November 2010 and four sessions in January 2011.

In addition, the Staffing Committee scheduled for 21st January 2011 would also be part of the consultation process.

A special meeting of Cabinet has been arranged for 6th January 2011 for budget consultation.

There are some "Financial Briefing" sessions which have been arranged on Fridays in July and October 2010 and January and February 2011; these are for all Members.

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Note 20

Meetings of Outside Organisations/Other Bodies

Meetings of the **Police Authority, Cheshire Fire Authority** and **Manchester Airport Consultative Committee** have been included.

The dates for the **Local Government Association General Assembly and Annual Conference** have been included.

Political Party conference dates have been included.

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