

# CHESHIRE EAST COUNCIL

## Constitution Committee

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**Date of Meeting:** 24<sup>th</sup> November 2016  
**Report of:** Head of Governance and Democratic Services  
**Subject/Title:** Calendar of Meetings for 2017-18

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### **1.0 Report Summary**

- 1.1 This report includes a draft Calendar of Meetings for Cheshire East Council for 2017-18.
- 1.2 The Committee is invited to recommend the draft calendar to Council for approval.

### **2.0 Recommendation**

- 2.1 That the draft Calendar of Public Meetings for Cheshire East Council 2017 - 2018 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**

- 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**

Attached at Appendix 1 is a timetable of meetings for 2017-18.

### **10.4 Scheduling of Meetings**

The proposed scheduling of meetings for 2017-18 follows the pattern adopted in previous years. As far as possible only one Committee has been scheduled per day and meetings of each Committee have been scheduled on the same weekday were possible.

Scheduling of meetings has taken into account the business planning/performance reporting cycles.

Certain categories of 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 include Member development sessions and meetings of the Cheshire Fire Authority and Cheshire Police and Crime Panel.

August has been retained for recess except for Planning Meetings.

No meetings have been scheduled on the dates of Cheshire Show (20-21 June 2017), RHS Tatton Flower Park Show (19-23 July 2017) and Nantwich Show (26 July 2017).

## 10.5 Consultation

The calendar of meetings has been circulated to the following:

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

Responses received from the consultees will be reported at the Constitution Committee meeting.

## 10.6 Council

Meetings of full Council have been scheduled to be held on 17 May 2017 (Annual Council), 27 July 2017, 19 October 2017, 14 December 2017 and 22 February 2018 (Budget Council), with start times of 11 am for Annual Council, December 2017 and February 2018 meetings and 2.00 pm in July and October 2017.

## 10.7 Overview and Scrutiny Committees

Meetings of Overview and Scrutiny Committees have been scheduled to meet on a bi-monthly basis. If there is a specific need for additional meetings, these can be dealt with under existing arrangements.

## 10.8 Cabinet Meetings:

Cabinet meetings have been scheduled monthly on a Tuesday at 2.00 pm and, unless there are exceptional circumstances, will take place in the Committee Suite at Westfields to enable the meetings to be webcast. Other venues often do not have the requisite ICT connectivity. No other meetings have been scheduled on the same day.

## 10.9 Portfolio Holder Meetings

Portfolio Holder meetings have not been scheduled into specific dates, but it has been the practice to hold them on Monday mornings, and rooms have been reserved at Westfields to allow them to take place. However, meetings will be arranged at the most appropriate venue, following consultation with Portfolio Holders.

## 10.10 Planning Committees

Strategic Planning Board, Northern Planning Committee and Southern Planning Committee are scheduled on a four weekly cycle of meetings on Wednesday where possible; with any site visits taking place the Friday before the meeting.

The Strategic Planning Board will commence at 10.30 am, with the Northern Planning Committee and Southern Planning Committee commencing at 10.00 am.

#### 10.11 Committees

Audit and Governance Committee, Constitution Committee, Staffing Committee and Public Rights of Way Committee have been scheduled to take place quarterly, with the Licensing Committee to meet five times a year. Provision exists for additional meetings to be called if needed.

- 10.12 Subject to 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 15 December 2016.

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

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

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## Calendar of Meetings 2017-2018

COMMITTEE	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
Council (Wed Annual Council/ Thursday)	17 (11 am)		27 (2 pm)			19 (2 pm)		14 (11 am)		22 (11 am)			16 (11 am)
<b>Cabinet Bodies</b>													
Cabinet (Tuesday 2 pm)		13	11		12	10	7	5	16	6	13	10	8
Portfolio Holders (Monday am)	Monday mornings have been identified as an option for Portfolio Holder meetings but notice will be given as and when these meetings are arranged												
Shared Services Joint (Friday, Winsford)	19		14		22		24		26		23		18
<b>Corporate Bodies</b>													
Constitution Committee (Thursday 2 pm)		22			21		23				22		
Audit and Governance Committee (Thursday 2 pm)		29			28			7			15		
Staffing Committee (Tue/Thu 2 pm)			4			26			25			26	
Appeals Sub Committee (Tue 2 pm)		6, 27		1	5	3, 31	21		9	13	6	3	1
<b>Regulatory Bodies</b>													
Licensing Committee (Monday 2 pm)		5			4		6		8		5		
General Licensing Sub Committee		30	18	24	19	24	9	12	23	27	20	12	
Public Rights of Way Committee (Monday 2 pm)		12			11			4			12		
Strategic Planning Board (Wednesday 10.30 am)	24	28		2, 30	27	25	22	20	31	28	28	25	

COMMITTEE	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
Southern Planning (Wednesday 10 am)	31		5	9	6	4	1, 29		10	7	7	4	2
Northern Planning (Wednesday 10 am)		7	12	16	13	11	8	6	17	14	14	11	9

Overview and Scrutiny Bodies													
Corporate (Thu 2.00 pm)			6		7		2			1		5	
Health and Adults Social Care (Thursday 10 am)		8	6		7	5	2, 30		11	1	8	5	
Communities (Thursday 10 am)			13		14		16		18		15	19	
Environment (Thu 10.30 am/2 pm)			13 (2 pm)		21		23		25		22	26	
Children and Families (Mon 2 pm)			24		25		27		29		26	23	
Jobs, Regeneration and Assets (Mon 2 pm)			17		18		20		22		19	16	

Others													
Health and Wellbeing Board (Tuesday 2 pm)	30		25		26		28		30		27		
Local Authority School Governor Appointments Panel (Monday 2 pm)			3			16				5			