

Corporate Policy Committee

Date of Meeting: 10 February 2022

Report Title: Calendar of Meetings 2022-23

Report of: David Brown, Director of Governance and Compliance

Report Reference No: CP/59/21-22

Ward(s) Affected: All Wards

Corporate Plan Priorities	Open	An open and enabling organisation	X
	Fair	A council which empowers and cares about people	
	Green	A thriving and sustainable place	

1. Purpose of Report

- 1.1** This report appends a draft Calendar of Meetings for Cheshire East Council for the 2022-23 Municipal Year. This is for approval at full council.
- 1.2** Also appended for additional information and to assist in diary planning is a provisional draft calendar of dates for the period May to October 2023. This is not for approval.

2. Executive Summary

- 2.1** In accordance the Local Government Act 1972, the Council is required to give public notice of its meetings. The calendar of meetings assists in fulfilling this legal obligation.
- 2.2** Having an approved and published calendar of meetings enables effective business planning and decision-making procedures.

3. Recommendations

- 3.1. That the draft Calendar of Meetings for Cheshire East Council 2022-23, be recommended to Council for approval.
- 3.2. That the draft Calendar of Meetings for the period of May to October 2023, be recommended to Council for noting.

4. Reasons for Recommendations

- 4.1. 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 and will provide certainty for Members.

5. Background

- 5.1 As set out in its Constitution (Chapter 3 – Part 1 para 1.1) the Council is required to decide when its meetings will take place. These are set out in a Calendar of Meetings. The Calendar of Meetings is intended only to deal with formal decision-making meetings and, therefore, does not provide details of other meetings involving Members.
- 5.2 Full Council must approve the Calendar.
- 5.3 The scheduling of meetings has taken into account the Council's business planning/performance reporting cycle, together with a range of additional issues arising from the implementation of the committee system and learning from its operation since May 2021.
- 5.4 August has been retained for recess except for planning meetings and an Environment and Communities Committee.
- 5.5 Meetings of full Council have been scheduled to be held on 20 July 2022, 19 October 2022, 14 December 2022, 22 February 2023, and 24 May 2023, with the start time of 11 am.
- 5.7 The meetings of service committees have been scheduled to take place on the same day of the week where possible. If there is a specific need for additional or fewer meetings, this can be dealt with under existing arrangements.
- 5.8 Strategic Planning Board, Northern Planning Committee and Southern Planning Committee are scheduled on Wednesdays; with any site visits taking place on the Friday before the meeting.
- 5.9 The Public Rights of Way Committee had been scheduled to take place quarterly, with the Audit and Governance Committee and Licensing Committee meeting five times each year. Provisions exist for additional meetings to be called if needed.

- 5.10** The scheduling of meetings of the Scrutiny Committee has been approached on a quarterly basis. It is acknowledged however that there may be the need to arrange ad-hoc meetings, when required to deal with bespoke external scrutiny matters e.g., external proposals by health providers, using the general powers of the Committee Chair. The quarterly scheduling will provide for annual reporting, with flexibility around the dates of meetings, to suit business needs.
- 5.11** Whilst consultation with Group Leaders, Chairs etc has taken the usual approach in focussing upon the Municipal Year only, it was thought to be helpful to seek to provide provisional information to Members upon a draft calendar of meetings for the first six months of the 2023 Municipal Year also.
- 5.12** Additions have therefore been made to the Calendar of Meetings to provide draft meeting dates for that period, but it should be noted that these draft dates will be subject to formal approval at the February meeting of Council in 2023.
- 5.13** In this way, Members will have some degree of certainty about meeting dates, but flexibility will be retained for the February meeting of Council to formally vary these in the light of circumstances which apply at that time.
- 5.14** It is proposed that from 2023 onwards an 18-month calendar of meetings will be produced to assist Members with their planning commitments.
- 5.15** The Committee is asked to refer the Calendar to Council for approval.

6. Consultation and Engagement

- 6.1** The Calendar has been shared with the Group Leaders, Chairs and Vice Chairs of Committees.

7. Implications

7.1. Legal

- 7.1.1.** In accordance the Local Government Act 1972 and the Access to Information Rules in the Constitution, the Council is required to give public notice of its meetings, and a calendar of meetings assists in fulfilling this legal obligation.
- 7.1.2.** Members of the public have a legal right to attend to participate in and observe council meetings, e.g., make representations in respect of planning applications, asking questions at meetings, and presenting appeals.

7.2. Finance

- 7.2.1.** There are no direct finance implications.

7.3. Policy

- 7.3.1.** There are no direct policy implications.

- 7.4. Equality**
- 7.4.1. There are no direct implications for equality.
- 7.5. Human Resources**
- 7.5.1. There are no direct implications for human resources.
- 7.6. Risk Management**
- 7.6.1. A published calendar of meetings enables effective business planning and decision-making procedures.
- 7.7. Rural Communities**
- 7.7.1. There are no direct implications for rural communities.
- 7.8. Children and Young People/Cared for Children**
- 7.8.1. There are no direct implications for children and young people.
- 7.9. Public Health**
- 7.9.1. There are no direct implications for public health.
- 7.10. Climate Change**
- 7.10.1. There are no implications for climate change.

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services and Governance brian.reed@cheshireeast.gov.uk
Appendices:	Appendix 1 – Calendar of Meetings 2022/23 Appendix 2 – Draft Calendar of Meetings May to Oct 2023
Background Papers:	None