

Corporate Policy Committee

Date of Meeting:	23 March 2023
Report Title:	Calendar of Meetings 2023-2024
Report of:	David Brown, Director of Governance and Compliance
Report Reference No:	CP/60/22-23
Ward(s) Affected:	All

1. Purpose of Report

- 1.1 This report seeks agreement of the Committee in respect of a draft calendar of meetings for the Council, for an 18-month period from May 2023 to October 2024. Full Council will then be asked to formally approve the calendar at the Council's Annual General Meeting.

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 and provides certainty for Council members.
- 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 May 2023 to October 2024 be recommended to Council for approval.

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 The Constitution Working Group gave consideration, prior to the preparation of the Calendar of Meetings for 2023-24, to the question of whether it would be appropriate to introduce a standard commencement time for all morning meetings of formal bodies, and proposed that these should have a start time of 10.00 am.
- 5.5 Where possible August has been retained for recess, except for planning committee meetings.
- 5.6 Meetings of full Council have been scheduled to be held on 24 May 2023, 19 July 2023, 18 October 2023, 13 December 2023 and 21 February 2024, 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 to meet on Wednesdays: with any site visits taking place on the Friday before the meeting in question.
- 5.9 The Audit and Governance Committee and Licensing Committee have been scheduled to meet 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 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	
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Appendices:	Appendix 1 – Calendar of Meetings May 2023 to October 2024
Background Papers:	None