

EXPLANATORY NOTES: CALENDAR OF PUBLIC MEETINGS 2012/2013

INTRODUCTION

The draft Calendar of Meetings has been drawn up on the following basis –

- 1 Committee memberships will be agreed at Annual Council. Given the requirement to give adequate public notice of meetings, the first Committee meeting cannot be held before 25 May 2012 (LA School Governor Appointments Panel).

Note: Notwithstanding the above, there is a meeting of the Northern Planning Committee on 23 May 2012 and notice of the meeting will need to be given on 15 May 2012. This meeting was agreed in the previous year to ensure the maintenance of the planning cycle.

- 2 Portfolio Holder meetings have not been scheduled into specific dates, but for ease, Committee Suite 1+2 (Westfields) has been booked on Monday mornings between 9.00 am and 1.00 pm throughout the Municipal Year.
- 3 No meetings have been scheduled for Tuesday mornings to avoid coinciding with Corporate Management Team meetings
- 4 Council meetings and Cabinet meetings will rotate around the borough.
- 5 Meetings are held at Westfields, Sandbach unless otherwise specified.
- 6 Scheduling of meetings has taken into account the business planning/ performance reporting cycles. In addition, dates have been scheduled in for financial briefing/budget consultation events. These have been included in the tabular calendar attached as Appendix 1.
- 7 August has been retained as a recess for all Scrutiny Committee meetings.
- 8 As far as practicable, there is only one Committee meeting on each day and where possible, meetings of each Committee have been scheduled on a set day.
- 9 Police Authority and Fire Authority dates have been included in Appendix 3. These meetings will not be shown in the public calendar.
- 10 Member Development sessions have been included with the exception of August.

- 11 The draft Calendar of Meetings has been subject to the following consultation timetable:

Consultation Group	Date	Deadline for Comments/Meeting Date
Consultation with colleagues in Democratic Services	23 August	Comments by 7 September
Consultation with Officers in Finance and Performance for budget setting implications	23 September	Comments by 30 September
Draft Calendar to Officers of CMT	4 October	Comments by 14 October
Draft Calendar to Group Leaders, Group Whips, Committee Chairman and Cabinet Members	25 October	Comments by 2 November

Note 1

Council: In addition to Annual Council/Mayor-Making, there are 4 ordinary meetings and 1 budget meeting (Note: ordinary business is also dealt with at the budget meeting in February).

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) Town Hall, Congleton (c) Macclesfield Town Hall.

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Note 2

Cabinet: Held every four weeks as far as possible.

Meetings: 13 meetings: Mondays - 2.00 pm. To be held on a Monday with the exception of 2 April 2013 - this is on a Tuesday due to a bank holiday.

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

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Note 3

Audit and Governance Committee:

Meetings: 4 meetings: Thursdays at 2.00 pm.

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

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Note 4

Constitution Committee:

Meetings: 6 meetings: Thursdays: 2.00 pm

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

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Note 5

Health and Wellbeing Scrutiny Committee: Monthly – recess in August.

Meetings: 10 meetings: Thursday: 10.00 am

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 to be agreed with Cheshire West and Chester Council and Wirral Metropolitan Borough Council.

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Note 7

Corporate Scrutiny: Monthly meetings – recess in August.

Meetings: 10 meetings: held on Tuesdays at 2.00 pm.

Venue: Westfields, Sandbach

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Note 8

Children and Families Scrutiny:

Meetings: 11 meetings: held on Tuesdays at 1.30 pm.

Venue: Westfields, Sandbach

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Note 9

Environment and Prosperity Scrutiny:

Meetings: 10 meetings held on Tuesdays at 2.00 pm

Venue: Westfields, Sandbach

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Note 10

Sustainable Communities Scrutiny:

Meetings: 11 meetings held on Thursdays at 10.30 am

Venue: Westfields, Sandbach

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Note 11

Adult and Social Care Scrutiny:

Meetings: 6 meetings bi-monthly on a Thursdays at 10.30 am

Venue: Westfields, Sandbach

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Note 12

Standards Committee: Future role of Committee dependant upon the passage of the Localism Bill

Meetings: 6 meetings: Mondays at 2.00 pm

Sub-Committee meetings: There are three Sub-Committees, the membership of which is drawn from the main Committee; these will meet as and when required.

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Note 13

Staffing Committee: Meetings scheduled in July (Fri), October (Thurs) January 2013 (Fri) and April (Thurs). 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 14

Appeals Sub Committee: Meetings have been scheduled monthly.

Meetings: 10 meetings: Thursdays – 2.00 pm

Venue: Committee Suite, Westfields, Sandbach (Meeting held in No. 1/2 with No. 3 used as waiting area for appellants.)

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Note 15

Public Rights of Way Committee: Meetings scheduled in June, September, December and March.

Meetings: 4 meetings: held on Mondays at 2.00 pm

Venue: Westfields, Sandbach

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Note 16

Strategic Planning Board: Scheduled on 3-week cycle.

Meetings: 17 meetings: Wednesdays - 2.00 pm

Venue: Capesthorne Room, Macclesfield Town Hall.

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Note 17

Northern Planning Committee: 3-week cycle

Meetings: 16 meetings: Wednesdays - 2.00 pm

Venue: Capesthorne Room, Town Hall, Macclesfield

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Note 18

Southern Planning Committee: 3-week cycle

Meetings: 16 meetings: Wednesdays -2.00 pm

Venue: Council Chamber, Municipal Buildings, Crewe

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Note 19

Licensing Committee:

Meetings: 6 meetings bi-monthly on: Mondays at 2.00 pm except 29 May 2012 meeting which is on a Tuesday

Venue: Westfields, Sandbach

Sub-Committees will meet as and when required.

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Note 20

Shared Services Joint Committee: Scheduled monthly.

Meetings: 11 meetings: Fridays: 2.00 pm

Venue: Wyvern House, Winsford

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

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Note 21

Budget Consultation/Financial Briefings

Budget consultation meetings are an essential part of the budget-setting process. Financial Briefings and Budget Engagement events have been included. These will not be added to the public calendar but will be included in the Members' Diary.

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