

# CHESHIRE EAST COUNCIL

## Constitution Committee

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<b>Date of Meeting:</b>	23 <sup>rd</sup> January 2014
<b>Report of:</b>	Head of Governance and Democratic Services
<b>Subject/Title:</b>	Calendar of Meetings for 2014-15

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### **1.0 Report Summary**

- 1.1 This report includes a draft Calendar of Meetings for Cheshire East Council for 2014 - 2015.
- 1.2 The Committee is invited to recommend the draft calendar to Council for approval.

### **2.0 Recommendation**

- 2.1 That the Committee resolve that the draft Calendar of Public Meetings for Cheshire East Council 2014-2015 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 and Appendix 2 are a summary timetable and a more detailed month-by-month calendar.

### **10.4 Scheduling of Meetings**

Whilst the Constitution Committee will be undertaking further work in order to establish whether changes should be made to the scheduling of meetings and other matters relating to meeting arrangements, the frequency of meetings has followed the practice previously adopted. As far as possible, only one Committee per day has been scheduled and where possible, meetings of each Committee have been scheduled on the same weekday. Where possible Fridays have been avoided for Committee meetings; these are to be used for Member development sessions as and when required.

Scheduling of meetings has taken into account the business planning/performance reporting cycles. In addition, dates have been scheduled for financial briefing/budget engagement events.

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 Policy Development Groups, financial briefings/budget consultation events, Member development sessions and meetings of the Fire Authority.

The Corporate Leadership Board (CLB) meets on Wednesday morning and where possible no meetings have been scheduled on this morning in order to ensure that CLB members are available to attend.

No meetings have been scheduled on the Tuesday afternoons when the Cabinet pre-agenda briefing is scheduled to take place.

August has been retained as a recess except for Planning Meetings.

#### 10.5 Council

Meetings of full Council have been scheduled so as not to fall during school holidays.

Council will meet at venues around the Borough.

#### 10.6 Cabinet Meetings

Cabinet meetings have been scheduled for Tuesday afternoons and will take place in the Committee Suite at Westfields to enable the meetings to be webcast. Other venues do not have the requisite ICT connectivity.

No meeting of Cabinet has been scheduled for August.

#### 10.7 Portfolio Holder Meetings

Portfolio Holder meetings have not been scheduled into specific dates, but for ease Committee Suite 1+2 at Westfields has been reserved on Monday mornings between 9 am and 11 am to allow them to take place when required. However, meetings will be arranged at the most appropriate venue, following consultation with Portfolio Holders.

#### 10.8 Planning Committees

Strategic Planning Board, Northern Planning Committee and Southern Planning Committee are scheduled on a four weekly cycle of meetings on Wednesday; 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 at 2.00 pm and Southern Planning Committee commencing at 1.00 pm.

#### 10.9 Sub-Committees

There are a number of sub-committees and other bodies which meet on an ad-hoc basis and are therefore not included in the calendar.

#### 10.10 Consultation

The following have been consulted:

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

10.11 Subject to any 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 27<sup>th</sup> February 2014 for approval.

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

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

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