

# CHESHIRE EAST COUNCIL

## Constitution Committee

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<b>Date of Meeting:</b>	30 <sup>th</sup> November 2017
<b>Report of:</b>	Head of Governance and Democratic Services
<b>Subject/Title:</b>	Calendar of Meetings for 2018-19

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### **1.0 Report Summary**

- 1.1 This report includes a draft Calendar of Meetings for Cheshire East Council for 2018-19.
- 1.2 The Committee is invited to recommend the draft calendar to Council for approval.

### **2.0 Recommendations**

- 2.1 That the Committee consider the responses to the consultation on the draft Calendar of Public Meetings, as set out in paragraph 10.5.
- 2.2 That the draft Calendar of Public Meetings for Cheshire East Council 2018 - 2019 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 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 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 2018-19.

### **10.4 Scheduling of Meetings**

The proposed scheduling of meetings for 2018-19 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 (19-20 June 2018), RHS Tatton Flower Park Show (18-20 July 2018) and Nantwich Show (25 July 2018).

## 10.5 Consultation

The calendar of meetings has been circulated to the following:

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

Responses have been received from consultees are summarised as follows:

- concern that Council and other meetings are held on a Thursday in Sandbach when there are difficulties with parking due to it being market day

Any further responses received will be reported at the Constitution Committee meeting.

## 10.6 Council

Meetings of full Council have been scheduled to be held on 23 May 2018 (Annual Council), 26 July 2018, 18 October 2018, 13 December 2018 and 21 February 2019 (Budget Council), with start times of 11 am for Annual Council, December 2018 and February 2019 meetings and 2.00 pm in July and October 2018.

## 10.7 Overview and Scrutiny Committees

Meetings of Overview and Scrutiny Committees have been scheduled to meet on a bi-monthly basis, with the exception of the Health and Adult Social Care and Communities Overview and Scrutiny Committee, which is scheduled monthly. 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 have been arranged to take place in the Committee Suite at Westfields. No other meetings have been scheduled on the same day.

## 10.9 Portfolio Holder Meetings

These are proposed to be discontinued as part of the review of the Constitution but, until such time as the current arrangements change, the following applies. 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

The Constitution Committee, Staffing Committee and Public Rights of Way Committee have been scheduled to take place quarterly, with the Audit and Governance Committee and 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 14 December 2017.

### **11.0 Access to Information**

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

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