

Report of:	Chief Executive
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 27/02/13

COUNCIL
27 FEBRUARY, 2013
CALENDAR OF MEETINGS 2013-14

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2013-14 Municipal year.

2 Recommendations

- 2.1 That the Calendar of Meetings 2013-14, shown at Annex 1, be approved.
- 2.2 That the Chief Executive in consultation with the Chairman of the Council, the relevant Chairmen of Committees and / or Leader of the Council, be authorised, where appropriate, to convene additional meetings, postpone or cancel meetings as and when required.

3 Key Issues and Reasons for Recommendation

- 3.1 The proposed Calendar of Meetings for the 2013-14 Municipal Year is attached at Annex 1.
- 3.2 The Council is required by Statute to determine the date and time of any meetings of its Committees, Sub-Committees and panels. For practical purposes, this is done as soon as practicable prior to the start of the Municipal Year in the form of a Calendar of Meetings. Updates are also provided throughout the year in the form of a Cycle of Meetings notice detailing the meetings falling between the next two meetings of Council.
- 3.3 It should be noted that it may be necessary to convene additional meetings as well as postpone or cancel Council and other meetings as required. Accordingly, it is proposed that rather than bringing any proposed changes back to Council for approval, the usual arrangements will apply whereby delegation such matters is

granted to the Chief Executive to consult with the relevant Chairman or Leader in such circumstances, having regard to any justifiable reasons that may exist.

4 Relationship to Corporate Priorities

- 4.1 Each year, the Council agrees its Calendar of Meetings for the forthcoming municipal year, thereby underpinning the administration of the Council's functions and supporting all of its Corporate Priorities.

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain Council Meetings is detailed within the Calendar.
- 5.2 Cabinet meetings have been scheduled to take place generally once a month.
- 5.3 Meetings of the Audit and Governance Committee have been scheduled to meet to deal with specific matters at certain times of the year.
- 5.4 Meetings of the Scrutiny Committee have been scheduled to meet (generally) on a quarterly basis.
- 5.5 The Planning Control Committee meets generally every three weeks in order to determine planning applications in a timely manner.
- 5.6 The Rate Relief Committee is scheduled to meet three times per year to consider applications for rate relief.
- 5.7 Meetings of the Trades Unions Consultative Forum have been scheduled to meet 3 times per year to take place following the Corporate and Joint Consultative Committee meetings.
- 5.8 Meetings of the Joint Parking Committee have been scheduled in the Calendar to meet on a quarterly basis to deal with associated matters.
- 5.9 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods. However, it has been necessary on some occasions during the year to schedule meetings of the Planning Control Committee in order to determine planning applications during these periods. It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub Committee and Appeals and Complaints Panel during these periods to consider licensing applications and appeals respectively.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will fall to be met from the existing budgets within the Members' Notional SAC 2013-14.

6.2 Legal

Under Schedule 12 of the Local Government Act, 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and panels. In accordance with the Local Government Act, 2000 and subsidiary legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

6.3 Human Resources

Meetings within the Calendar will be 'serviced' by the Democratic Services Unit and supported by employees from within the Council. Any increase in the number of meetings or a reduction in staffing levels would impact on the Council's ability to support any additional meetings.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Previous Consideration

Background Papers

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	29	30	1	2 County Council Elections	3	4	5
May 2013	6 Early May Bank Holiday Offices Closed	7	8 3pm Planning Control Committee	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22 4pm Annual Council	23	24	25	26
	27 Half Terms Recess Spring Bank Holiday Offices Closed	28 Half Term Recess	29 Half Term Recess 3pm Planning Control Committee	30 Half Term Recess	31 Half Term Recess	1	2
Jun 2013	3	4 4pm Standards Committee	5	6 5.30pm Joint Cabinet/DMT	7	8	9
	10 7pm Rugeley and Brereton Community Forum	11 7pm Cannock Community Forum	12	13 7pm Heath Hayes, Norton Canes & Rawsley Community Forum	14	15	16
	17 4.30pm Shadow Cabinet	18 7pm Hednesford Community Forum	19 3pm Planning Control Committee	20 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	21	22	23
	24	25 4pm Audit and Governance Committee	26	27 4pm Rate Relief Committee	28	29	30
Jul 2013	1	2	3 4pm Council	4 4pm Scrutiny Committee	5	6	7
	8 2pm Trade Union Consultative Forum	9 4pm Health Scrutiny Committee	10 3pm Planning Control Committee	11 5.30pm Joint Cabinet/DMT	12	13	14
	15	16	17 4pm Joint Parking Committee	18	19	20	21

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	22 Summer Recess 4.30pm Shadow Cabinet	23 Summer Recess	24 Summer Recess	25 Summer Recess 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	26 Summer Recess	27	28
	29 Summer Recess	30 Summer Recess	31 Summer Recess 3pm Planning Control Committee	1 Summer Recess	2 Summer Recess	3	4
Aug 2013	5 4pm Health and Wellbeing Policy Development Committee	6 4pm Culture and Sport Policy Development Committee	7 4pm Council	8 4pm Economic Development and Planning Policy Development Committee	9	10	11
	12 4pm Housing Policy Development Committee	13 4pm Town Centre Regeneration Policy Development Committee	14	15	16	17	18
	19	20 4pm Audit and Governance Committee	21 3pm Planning Control Committee	22 4pm Environment Policy Development Committee	23	24	25
	26 Summer Bank Holiday Offices Closed	27 4pm Health Scrutiny Committee	28	29	30	31	1
Sep 2013	2 4pm Standards Committee	3	4	5 5.30pm Joint Cabinet/DMT	6	7	8
	9	10 7pm Rugeley and Brereton Community Forum	11 3pm Planning Control Committee	12 7pm Heath Hayes, Norton Canes & Rawnsley Community Forum	13	14	15
	16 4.30pm Shadow Cabinet	17 7pm Cannock Community Forum	18 7pm Hednesford Community Forum	19 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	20	21	22
	23	24 4pm Audit and Governance Committee	25 4pm Council	26 4pm Rate Relief Committee	27	28	29
	30	1 2pm Trade Union Consultative Forum	2 3pm Planning Control Committee	3 5.30pm Joint Cabinet/DMT	4	5	6

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct 2013	7 4pm Health and Wellbeing Policy Development Committee	8 4pm Town Centre Regeneration Policy Development Committee	9 4pm Scrutiny Committee	10 4pm Economic Development and Planning Policy Development Committee	11	12	13
	14 4.30pm Shadow Cabinet	15 4pm Culture and Sport Policy Development Committee	16 4pm Health Scrutiny Committee	17 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	18	19	20
	21 4pm Housing Policy Development Committee	22 4pm Joint Parking Committee	23 3pm Planning Control Committee	24 4pm Environment Policy Development Committee	25	26	27
	28 Half Term Recess	29 Half Term Recess	30 Half Term Recess	31 Half Term Recess	1 Half Term Recess	2	3
Nov 2013	4	5	6 4pm Council	7 5.30pm Joint Cabinet/DMT	8	9	10
	11	12	13 3pm Planning Control Committee	14	15	16	17
	18 4.30pm Shadow Cabinet	19 4pm Audit and Governance Committee	20	21 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	22	23	24
	25	26 4pm Health Scrutiny Committee	27	28 4pm Economic Development and Planning Policy Development Committee	29	30	1
Dec 2013	2 7pm Heath Hayes, Norton Canes & Rawsley Community Forum	3 4pm Town Centre Regeneration Policy Development Committee	4 3pm Planning Control Committee	5 5.30pm Joint Cabinet/DMT	6	7	8
	9 7pm Rugeley and Brereton Community Forum	10 4pm Scrutiny Committee 7pm Cannock Community Forum	11 7pm Hednesford Community Forum	12 4pm Environment Policy Development Committee	13	14	15

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CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	16 4.30pm Shadow Cabinet	17 4pm Health and Wellbeing Policy Development Committee	18 3pm Planning Control Committee	19 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	20	21	22
	23 Christmas Recess	24 Christmas Recess	25 Christmas Recess Christmas Day Offices Closed	26 Christmas Recess Boxing Day Offices Closed	27 Christmas Recess	28	29
	30 Christmas Recess	31 Christmas Recess	1 Christmas Recess New Year's Day Offices Closed	2 Christmas Recess	3 Christmas Recess	4	5
Jan 2014	6 4pm Delivering Change Panel	7 4pm Health Scrutiny Committee	8 3pm Planning Control Committee	9 4pm Delivering Change Panel	10	11	12
	13	14 4pm Culture and Sport Policy Development Committee	15 4pm Council	16 5.30pm Joint Cabinet/DMT	17	18	19
	20 4pm Housing Policy Development Committee	21 4pm Standards Committee	22	23	24	25	26
	27 4.30pm Shadow Cabinet	28 4pm Joint Parking Committee	29 3pm Planning Control Committee	30 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	31	1	2
Feb 2014	3	4 4pm Rate Relief Committee	5	6 (Deadline for receipt of alternative budget proposals)	7	8	9
	10	11	12 4pm Council	13 4pm Scrutiny Committee	14	15	16
	17 Half Term Recess 4.30pm Shadow Cabinet	18 Half Term Recess	19 Half Term Recess 3pm Planning Control Committee 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	20 Half Term Recess	21 Half Term Recess	22	23
	24 2pm Trade Union Consultative Forum	25 4pm Health Scrutiny Committee	26 4pm Council (Precepts)	27	28	1	2

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar 2014	3 4pm Standards Committee 7pm Hednesford Community Forum	4 7pm Cannock Community Forum	5 3pm Planning Control Committee	6 5.30pm Joint Cabinet/DMT	7	8	9
	10 7pm Rugeley and Brereton Community Forum	11 4pm Health and Wellbeing Policy Development Committee	12 4pm Town Centre Regeneration Policy Development Committee	13 4pm Environment Policy Development Committee	14	15	16
	17 4.30pm Shadow Cabinet	18 4pm Housing Policy Development Committee	19 4pm Culture and Sport Policy Development Committee	20 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	21	22	23
	24 7pm Health Hayes, Norton Canes & Rawnsley Community Forum	25	26 3pm Planning Control Committee	27 4pm Economic Development and Planning Policy Development Committee	28	29	30
	31	1 4pm Audit and Governance Committee	2	3 5.30pm Joint Cabinet/DMT	4	5	6
Apr 2014	7	8 4pm Health Scrutiny Committee	9 4pm Council	10	11	12	13
	14 Easter Recess 4.30pm Shadow Cabinet	15 Easter Recess	16 Easter Recess 3pm Planning Control Committee	17 Easter Recess 5.30pm Cabinet Pre-Meeting 5.45pm Cabinet	18 Good Friday Bank Holiday Offices Closed	19	20
	21 Easter Monday Bank Holiday Offices Closed	22 Easter Recess	23 Easter Recess	24 Easter Recess	25 Easter Recess	26	27
	28	29 4pm Joint Parking Committee	30	1 District and European Elections	2	3	4
May 2014	5 Early May Bank Holiday Offices Closed	6	7 3pm Planning Control Committee	8	9	10	11

CANNOCK CHASE COUNCIL - CALENDAR OF MEETINGS 2013-2014

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	12	13	14	15	16	17	18
	19	20	21 4pm Annual Council	22	23	24	25
	26 Spring Bank Holiday Offices Closed Half Term Recess	27 Half Term Recess	28 Half Term Recess 3pm Planning Control Committee	29 Half Term Recess	30 Half Term Recess	31	1