

# **WIRRAL COUNCIL**

## **CABINET**

**17 MARCH 2011**

<b>SUBJECT:</b>	<b>COMMITTEE CALENDAR FOR MUNICIPAL YEAR 2011/12</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF LAW, HR AND ASSET MANAGEMENT</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR JEFF GREEN</b>
<b>KEY DECISION?</b>	<b>NO</b>

### **1.0 EXECUTIVE SUMMARY**

- 1.1 This report recommends dates for Council, Cabinet and committee meetings for the municipal year 2011/12. The proposed calendar is set out in Appendix A. The report also describes various issues that have been taken into account in compiling it.

### **2.0 RECOMMENDATION/S**

- 2.1 That the calendar of meetings for the municipal year 2011/12, attached as Appendix A, be approved.

### **3.0 REASON/S FOR RECOMMENDATION/S**

- 3.1 The calendar has been prepared on the basis that in 2011/12 there will be the same number of Regulatory Committees and Overview and Scrutiny Committees. As in previous years these would meet in 5 cycles through the year. A date has also been set aside for the Youth Parliament / Council meeting (11 October). The dates for Cabinet meetings have already been agreed with the Leader in accordance with Executive Procedure Rule 1.6.
- 3.2 In addition to the Council, Cabinet and Standing Committees, as many other meetings of which I have been made aware have been included, such as those of the Local Strategic Partnership Executive Board, as well as dates set aside for pre-Council group meetings and Area Forums.
- 3.3 Dates have been included in the calendar for Member training, for which a programme will be drawn up by the Member Training Steering Group.

### **4.0 BACKGROUND AND KEY ISSUES**

- 4.1 The attention of all Members of the Council is being drawn to this report. They will be asked to let me have any comments that they might have, particularly if they believe there are strong reasons for making any changes to the calendar.
- 4.2 With regard to requests to change dates of meetings during the course of the municipal year, members will be aware that they can cause difficulties. Under

the scheme of delegation, I have authority to approve amendments to the calendar after consultation with the leaders of the political groups. In practice, changes are usually left to the relevant committee officer in consultation with the spokespersons, and he/she can be put in an invidious position in trying to explain why a change is being requested by a single member. Every Committee has a panel of deputies, and also should have appointed a Vice-Chair.

## **5.0 RELEVANT RISKS**

- 5.1 There is a requirement under the Council's Constitution that the Cabinet, Regulatory Committees and Overview and Scrutiny Committees meet a certain number of times in the year to discharge the Council's functions.

## **6.0 OTHER OPTIONS CONSIDERED**

- 6.1 No other options were considered beyond those outlined in the report.

## **7.0 CONSULTATION**

- 7.1 As referred to in paragraph 3.1, the Leader of the Council has been consulted and agreed the Cabinet dates. The draft calendar has also been circulated to Chief Officers and all Party Leaders and all Members' attention will be drawn to this report in advance of the Cabinet meeting.

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 8.1 There are no implications arising directly from this report

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 9.1 There are no implications arising directly from this report.

## **10.0 LEGAL IMPLICATIONS**

- 10.1 There are no implications arising directly from this report.

## **11.0 EQUALITIES IMPLICATIONS**

- 11.1 The scheduling of meetings may have implications for carers and families, depending upon individual circumstances (and for that reason a carer's allowance has been included in the Members' Allowances Scheme), but none specifically for older people, people with disabilities and those from ethnic minorities.

- 11.2 Equality Impact Assessment (EIA)

(a) Is an EIA required? No

## **12.0 CARBON REDUCTION IMPLICATIONS**

- 12.1 There are no implications arising directly from this report.

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

13.1 There are no implications arising directly from this report.

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## **APPENDICES**

Draft Calendar of Meetings

## **REFERENCE MATERIAL**

Previous reports on the draft Committee Calendar and previous calendars of meetings.

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Cabinet (minute 360)	18 March 2010
Cabinet (minute 414)	19 March 2009
Cabinet (minute 499)	7 February 2008