



**COUNCILLOR
ANN MCLACHLAN**

**CABINET MEMBER FOR
TRANSFORMATION, LEISURE
AND CULTURE**

CABINET

Monday, 27 February 2017

**DRAFT CALENDAR OF MEETINGS FOR
THE 2017/18 MUNICIPAL YEAR**

Councillor Ann McLachlan, Cabinet Member - Transformation, Leisure and Culture (and Joint Deputy Leader of the Labour Group), said:

“This report sets out a programme of meetings for the coming municipal year, allowing the Council to plan its business effectively and enable effective governance and scrutiny of all decisions.”

REPORT SUMMARY

This report recommends draft dates for Council, Cabinet and Committee meetings (“Council meetings”) for the municipal year 2017/2018. The report also describes various issues that have been taken into account in compiling it.

Other meetings that do not constitute a meeting of the Council and therefore don’t require inclusion in the Calendar of Meeting are set out at Appendix 2. Notification of these other meetings is given now so as to enable Members to manage their diaries.

The Wirral Plan: A 2020 Vision sets out a shared partnership vision to improve outcomes for Wirral residents. Delivery of the priorities and outcomes described in the Plan is dependent on the efficient operation of the democratic process to scrutinise and make the decisions required and the requirement for the scheduling of Council meetings which take these decisions.

The decision required is not a key decision.

RECOMMENDATION/S

That Cabinet recommends to Council:

- (a) the relevant draft Calendar of Meetings for the 2017/18 Municipal Year set out at Appendix 1 for approval, and unless amended at the meeting of Council on 20 March, 2017, be confirmed as the Calendar of Meetings for the Municipal Year 2017/18; and
- (b) the other meetings detailed set out at Appendix 2 be noted and Members diarise those meetings as appropriate.
- (c) any proposed amendments to the Calendar of Meetings and Appendix 2 be submitted to the Assistant Director: Law and Governance by 10am on Friday, 10 March 2017.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 The Council must approve and publish a Calendar of Meetings for the 2017/18 Municipal Year.

2.0 OTHER OPTIONS CONSIDERED

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

3.0 BACKGROUND INFORMATION

- 3.1 Members are asked to consider the applicable draft Calendar of Meeting for the municipal year 2017/18 and provide details and reasons of any changes (if any) they would like to see to the draft calendar.
- 3.2 Convening an extraordinary Council meeting or changing a scheduled meeting can often prove difficult given the demands placed upon Members. Matters are compounded by the membership of committees, etc being limited to a specific number of Members (and deputies) which impacts upon availability. It is therefore important that the Calendar of Meetings comprehensively captures Council meetings in such a way that it enables the Council to manage and discharge its functions in a timely and costs effective manner.
- 3.3 Access to information rules and regulations shall apply to meetings detailed in the Calendar of Meetings. However, such rules and regulations do not apply in respect of those meetings detailed in Appendix 2 - Other Meetings.
- 3.4 Dates are not included in the Calendar for Member training. A programme of dates will be drawn up by the Member Training Steering Group in due course and circulated to Members.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution

5.0 LEGAL

- 5.1 The Council is under a duty to publish a Calendar of Meetings in respect of each municipal year.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

- 6.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution.

7.0 RELEVANT RISKS

- 7.1 Council has previously decided that the Cabinet, Regulatory Committees, Overview and Scrutiny Committees and Constituency Committees meet a certain number of times in the municipal year to discharge the Council's functions. It is proposed that the Cabinet has at least ten ordinary meetings and one 'budget' meeting during the municipal year.
- 7.2 It is not possible to pre-empt or predict the exact number of Council meetings that are required and when they will need to take place. Additional Council meetings will be convened when necessary (and in accordance with the Council's Constitution) to ensure that the Council discharges its duties, obligations and responsibilities.

8.0 ENGAGEMENT / CONSULTATION

- 8.1 The Leader of the Council has been consulted and agreed the Cabinet dates. To take into account scheduling issues (e.g. linked to considerations of purdah) which have impacted on Constituency Committees in previous years, three meetings have been scheduled for each of the Committees in consultation with Constituency Managers, with the condition that each Constituency Committee Chair has the discretion to schedule an additional meeting in January 2018 or at another time in line with the needs of the Committee's work programme.

9.0 EQUALITY IMPLICATIONS

- 9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No, as there are no equality implications.

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APPENDICES

Appendix 1 – Draft Calendar of Meetings for the 2017/18 Municipal Year
Appendix 2 – Other meetings

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council	14 March 2016
Cabinet	7 March 2016
Council	16 March 2015
Cabinet	15 January 2015