

WIRRAL COUNCIL

Cabinet - 24 January 2013

SUBJECT:	COMMITTEE CALENDAR FOR MUNICIPAL YEAR 2013/14
WARD/S AFFECTED:	All Wards
REPORT OF:	ACTING DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR PHIL DAVIES
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

- 1.1 This report recommends dates for Council, Cabinet and Committee meetings for the municipal year 2013/2014. 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 BACKGROUND AND KEY ISSUES

- 2.1 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.
- 2.2 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.

3.0 RELEVANT RISKS

- 3.1 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. It is proposed that the Cabinet has eight ordinary meetings and three budget meetings (see paragraph 3.2 below) during the year and this would be subject to an amendment to the Council's Constitution Executive Procedure Rules.
- 3.2 If the Budget Consultation process were to be replicated in 2013/14, an additional two Budget Cabinets would be required and a series of Overview and Scrutiny Budget Consultation meetings. Dates for these have been included in the draft calendar and are marked 'Budget Special' or 'Budget Consultation'.

4.0 OTHER OPTIONS CONSIDERED

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

5.0 CONSULTATION

5.1 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.

6.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

6.1 There are no outstanding previous actions.

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 There are no implications arising directly from this report.

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 There are no implications arising directly from this report.

9.0 LEGAL IMPLICATIONS

9.1 There are no implications arising directly from this report.

10.0 EQUALITIES IMPLICATIONS

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

Yes and impact review has been sent to the Equality and Diversity Co-ordinator.

10.2 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.

11.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

11.1 There are no implications arising directly from this report.

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 There are no implications arising directly from this report.

13.0 RECOMMENDATION/S

13.1 That the calendar of meetings for the municipal year 2013/2014, attached as Appendix A, be approved.

13.2 That the Council's Constitution be amended to reduce the number of Cabinet meetings to 8 ordinary meetings, plus 3 budget meetings during the municipal year.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 The calendar has been prepared on the basis that in 2013/2014 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 (12 November). The dates for Cabinet meetings have already been agreed with the Leader in accordance with Executive Procedure Rule 1.6. and, as referred to in paragraph 3.1, this rule would be subject to amendment to reduce the required number of Cabinet meetings.

13.2 In addition to the Council, Cabinet and Standing Committees, I have included also dates set aside for pre-Council group meetings and Area Forums.

13.3 Dates have been included in the calendar for Member training, for which a programme will be drawn up by the Member Training Steering Group.

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APPENDICES

Draft Calendar of meetings

BACKGROUND PAPERS/REFERENCE MATERIAL

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

BRIEFING NOTES HISTORY

Briefing Note	Date

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet (minute 425)	12 April 2012
Cabinet (minute 351)	17 March 2011
Cabinet (minute 360)	18 March 2010
Cabinet (minute 414)	19 March 2009