

WIRRAL COUNCIL

CABINET – 2 DECEMBER 2013

SUBJECT:	DRAFT COMMITTEE CALENDAR FOR MUNICIPAL YEAR 2014/15
WARD/S AFFECTED:	All Wards
REPORT OF:	STRATEGIC DIRECTOR OF TRANSFORMATION AND RESOURCES
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR PHIL DAVIES
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report recommends draft dates for Council, Cabinet and Committee meetings for the municipal year 2014/2015. The proposed draft 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 Leader of the Council. 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 up to eight deputies, and should also have appointed a Vice-Chair.

3.0 RELEVANT RISKS

3.1 Council has previously decided that the Cabinet, Regulatory Committees, Policy and Performance Committees and Constituency Committees meet a certain number of times in the year to discharge the Council's functions. It is proposed that the Cabinet has at least seven ordinary meetings and two budget meetings (see paragraph 3.2 below) during the year.

3.2 If the Budget Consultation process were to be replicated in 2014/15, an additional Budget Cabinet would be required and a series of Policy and Performance Budget Consultation meetings. Dates for these have been included in the draft calendar and are marked 'Budget Options' or 'Budget Consultation'. If required, any additional dates for Policy and Performance

Budget Consultation meetings will be added to the calendar once the dates for the budget consultation process are finalised.

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 been circulated to Chief Officers and all Members' attention will be drawn to this report in advance of the Cabinet and Council meetings. The Constituency Managers have been consulted on the dates for Constituency Committees.

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?

No – an EIA is not required.

10.2 The scheduling of meetings may have implications for carers and families, depending upon individual circumstances (and for that reason a childcare and dependants' carers' 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 draft calendar of meetings, attached as Appendix A, be approved and unless amended prior to 11 March, 2014, be confirmed as the calendar of meetings for the municipal year 2014/15.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 The draft calendar has been prepared on the basis that in 2014/2015 there will be the same number of Regulatory Committees and Policy and Performance Committees and at least four meetings of each Constituency Committee. A date has also been set aside for the Youth Parliament / Council meeting (11 November). The dates for Cabinet meetings have already been agreed with the Leader.

13.2 In addition to the Council, Cabinet and Standing Committees, dates have been set aside for pre-Council group meetings.

13.3 Dates have not, as yet, been included in the calendar for Member training, however, a programme of dates will be drawn up by the Member Training Steering Group in consultation with Organisational Development.

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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.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council (minute 10)	13 May 2013
Cabinet (minute 172)	24 January 2013
Cabinet (minute 425)	12 April 2012
Cabinet (minute 351)	17 March 2011
Cabinet (minute 360)	18 March 2010