

# WIRRAL COUNCIL

## CABINET – 15 JANUARY 2015

<b>SUBJECT:</b>	<b>DRAFT CALENDAR OF MEETINGS FOR THE 2015/16 MUNICIPAL YEAR</b>
<b>WARD/S AFFECTED:</b>	<b>All Wards</b>
<b>REPORT OF:</b>	<b>HEAD OF LEGAL &amp; MEMBER SERVICES</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR ANN McLACHLAN</b>
<b>KEY DECISION?</b>	<b>NO</b>

### 1.0 EXECUTIVE SUMMARY

- 1.1 This report recommends draft dates for Council, Cabinet and Committee meetings (“Council meetings”) for the municipal year 2015/2016. The proposed draft calendar is set out in Appendix 1. The report also describes various issues that have been taken into account in compiling it.
- 1.2 Other meetings that do not constitute a meeting of the Council and therefore 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.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 Members are asked to consider the draft Calendar of Meeting for the municipal year 2015/16 and provide details and reasons of any changes (if any) they would like to see to the draft calendar.
- 2.2 This review and approach is part of a drive to mitigate as far as possible changes to the number and dates of Council meetings held within the municipal year. This helps the public engage with the Council’s democratic arrangements, enables Members to plan their diaries more effectively and helps to improve Council decision making.
- 2.3 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.
- 2.4 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.

- 2.5 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 consultation with the Council's Organisational Development team in due course and circulated to Members.

### **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 municipal 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 municipal year.
- 3.2 The Budget Consultation process undertaken in this municipal year required an additional 'Budget' Cabinet along with a series of Policy and Performance Budget Consultation meetings. It has been assumed that the same Budget Consultation process (or one very similar) will be adopted for 2015/16. Accordingly, these meetings have been included in the draft Calendar and the relevant meetings have been marked as 'Budget Options' or 'Budget Consultation'.
- 3.3 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.

### **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 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 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.

### **9.0 LEGAL IMPLICATIONS**

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

## **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.

## **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 Cabinet recommends to Council that:

- a. the draft Calendar of Meetings for the 2015/16 Municipal Year at Appendix 1 be approved, and unless amended at the meeting of Council on 16 March, 2015, be confirmed as the Calendar of Meetings for the Municipal Year 2015/16; 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 must be submitted to the Head of Legal & Member Services by 10am on Friday, 13 February 2015.

## **14.0 REASON/S FOR RECOMMENDATION/S**

14.1 The Council must approve and publish a Calendar of Meetings for the 2015/16 Municipal Year.

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## **APPENDICES**

Appendix 1 - Draft Calendar of Meetings for the 2015/16 Municipal Year

Appendix 2 - Other Meetings

## **BACKGROUND PAPERS/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>
None	