


Agenda Item No:	13	
Committee:	Council	
Date:	20 February 2020	
Report Title:	Constitutional Amendments – Cabinet Meetings	

1. PURPOSE/SUMMARY

- 1.1. To advise Members of a change to the number of Cabinet meetings to be held within the municipal year and of other meeting arrangements.

2. KEY ISSUES

- 2.1. There is no legal requirement dictating the number of meetings the Council has to hold in relation to Full Council, Cabinet or other Committees and Panels.
- 2.2. The Council must however be in a position to transact any business it has in an efficient and timely manner.
- 2.3. In the Constitution, Cabinet is currently required to meet 12 times per year. This number of meetings is not usually required and business can often be more efficiently transacted by bringing items together in a single meeting, rather than spread over several different meetings.
- 2.4. Therefore, it is proposed to update the Constitution to reflect that Cabinet will hold a minimum of 8 meetings per year, with 3 reserve dates identified should additional business need to be transacted.
- 2.5. Full Council, historically at its November Council meeting, held the State of the District debate. Members removed this as a requirement within the Constitution many years ago however, the meeting date still remains. With the provision of a September and December Council meeting, it is proposed that the November meeting is removed from the meetings calendar. This will be subject to a separate decision at the Annual Meeting when dates of future Council meetings are decided.
- 2.6. Planning Committee currently meets every 4 weeks with site inspections undertaken a week prior to Committee culminating in 12 meetings per year. It is proposed that Planning Committee meetings are held every 5 weeks in future resulting in 10 meetings per year, with a review undertaken after 6 months to understand if it is operating successfully.
- 2.7. It should be noted that meetings of Council, Cabinet and Committees can be called should urgent business need to be transacted.

3. RECOMMENDATIONS

- 3.1. To agree the constitutional amendment at Appendix 1 in regards to the number of Cabinet meetings.
- 3.2. To agree to the removal of the November Council meeting date.
- 3.3. To note the change to the number of meetings of the Planning Committee.

Wards Affected	All
-----------------------	-----

Forward Plan Reference	N/A
Portfolio Holder(s)	Councillor Chris Boden, Leader of the Council
Report Originator(s)	Carol Pilson - Corporate Director and Monitoring Officer cpilson@fenland.gov.uk 01354 622360
Contact Officer(s)	Carol Pilson - Corporate Director and Monitoring Officer Amy Brown – Deputy Monitoring Officer Anna Goodall – Head of Legal and Governance
Background Paper(s)	None

Appendix 1 – Constitution

Part 4, Rule 4 Cabinet Procedure Rules

1.6 Cabinet Meetings – Frequency and Venue

The Cabinet will meet at least 8 times per year at times to be agreed by the Leader.