

Resources: Legal & Governance

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Date: 12 May 2015

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council and First Meetings – Wednesday, 20th May 2015

Arrangements have been made in accordance with previous practice, for the first meetings of the Cabinet and Council Committees to be held in the Council Chamber following the close of the Annual Council meeting on the afternoon of Wednesday 20th May 2015.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the draft agendas, which will be held immediately following one another and without a break. The matters to be dealt with at the meetings will be limited to the appointment of Chairs and Deputy Chairs as appropriate and the fixing of the day and time of the meetings, together with any procedural matters relating thereto. The Lord Mayor will occupy the Chair and the Members of the Council will be required to remain in their seats throughout the whole of the proceedings.

To facilitate the transaction of the business, the Lord Mayor will announce at the start of each meeting, the name of the mover and seconder of the composite motion to determine the business as detailed in the agenda. The names of the mover and seconder of the composite motion will be drawn from the Members of the particular Body. The Lord Mayor will put the motion upon which the Members of the Body concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Body, only the members of that Body are permitted to participate in the discussion.

Details of the proposed memberships of the Cabinet and Council Committees etc., which is being prepared in consultation with the Party Whips and Members, will be made available to all Members of the Council at the meeting.

Yours sincerely,



**GILLIAN DUCKWORTH
DIRECTOR OF LEGAL & GOVERNANCE**

SHEFFIELD CITY COUNCIL

**FIRST MEETINGS OF CABINET AND COUNCIL
COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 20th MAY 2015**

ORDER OF MEETINGS

1. CABINET
2. CABINET HIGHWAYS COMMITTEE
3. OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE
4. CHILDREN, YOUNG PEOPLE AND FAMILY SUPPORT SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
5. ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
6. HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
7. SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
8. PLANNING AND HIGHWAYS COMMITTEE
9. LICENSING COMMITTEE
10. AUDIT COMMITTEE
11. ADMISSIONS COMMITTEE
12. SENIOR OFFICER EMPLOYMENT COMMITTEE
13. APPEALS AND COLLECTIVE DISPUTES COMMITTEE
14. STANDARDS COMMITTEE

CABINET

Meeting to be held on 20th May 2015

immediately following the Annual Council Meeting

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To note the appointment of the Chair of the Cabinet and the Deputy Chair.
2. **TO FIX DAY AND TIME OF MEETING**
To meet on a monthly basis on the following Wednesdays at 2.00 pm:-

27 May 2015
24 June 2015
22 July 2015
19 August 2015
16 September 2015
14 October 2015
11 November 2015
9 December 2015
13 January 2016
10 February 2016
9 March 2016
13 April 2016

CABINET HIGHWAYS COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Cabinet

A G E N D A

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet as and when required on dates and times to be determined by the Chair.

OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Cabinet Highways Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on a quarterly basis on dates and times to be determined by the Chair.

**CHILDREN, YOUNG PEOPLE & FAMILY SUPPORT SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 20th May 2015

immediately following the meeting of the Overview and Scrutiny Management
Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 20th May 2015

immediately following the meeting of the Children, Young People and Family Support
Scrutiny and Policy Development Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.
2. **TO FIX DAY AND TIME OF MEETING**
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 20th May 2015

immediately following the meeting of the Economic and Environmental Wellbeing
Scrutiny and Policy Development Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.
2. **TO FIX DAY AND TIME OF MEETING**
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY
DEVELOPMENT COMMITTEE**

Meeting to be held on 20th May 2015

**immediately following the meeting of the Healthier Communities & Adult Social Care
Scrutiny and Policy Development Committee**

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

PLANNING AND HIGHWAYS COMMITTEE

Meeting to be held on 20th May 2015

**immediately following the meeting of the Safer and Stronger Communities Scrutiny
and Policy Development Committee**

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on Tuesday 26th May 2015, and every three weeks thereafter, at 2.00pm as follows:-

16 June 2015
7 July 2015
28 July 2015
18 August 2015
8 September 2015
29 September 2015
20 October 2015
10 November 2015
1 December 2015
22 December 2015
19 January 2016
2 February 2016
23 February 2016
15 March 2016
5 April 2016
26 April 2016

LICENSING COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Planning and Highways Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet Monday, Tuesday and Thursday weekly at 10.00 am.

AUDIT COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Licensing Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on the following dates at 6.00 p.m.:-

16 July 2015
24 September 2015
12 November 2015
10 December 2015
14 January 2016
11 February 2016
10 March 2016
14 April 2016

ADMISSIONS COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Audit Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet on a monthly basis on dates and times to be determined by the Chair.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Admissions Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet as and when required on dates and times to be determined by the Chair.

APPEALS AND COLLECTIVE DISPUTES COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Senior Officer Employment Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet as and when required on dates and times to be determined by the Chair.

STANDARDS COMMITTEE

Meeting to be held on 20th May 2015

immediately following the meeting of the Appeals and Collective Disputes Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**
To meet as and when required on dates and times to be determined by the Chair.