

Resources: Legal & Governance

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Date: 10 May 2016

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council and First Meetings – Wednesday, 18th May 2016

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 18th May 2016.

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, 18th MAY 2016**

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 18th May 2016

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 MEETINGS**
To meet on a monthly basis on the following Wednesdays at 2.00 pm:-

22 June 2016
20 July 2016
17 August 2016
21 September 2016
19 October 2016
23 November 2016
14 December 2016
18 January 2017
15 February 2017
15 March 2017
19 April 2017

CABINET HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
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 18th May 2016

immediately following the meeting of the Cabinet 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. **DATES AND TIMES OF MEETINGS**
To meet on a quarterly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

immediately following the meeting of the Children, Young People and Family Support
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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

immediately following the meeting of the Healthier Communities & Adult Social Care
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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

PLANNING AND HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

**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. **DATES AND TIMES OF MEETINGS**
To meet on Tuesday 7th June 2016, and every three weeks thereafter, at 2.00pm, as follows:-

28 June 2016
19 July 2016
9 August 2016
30 August 2016
20 September 2016
11 October 2016
1 November 2016
22 November 2016
13 December 2016
3 January 2017
24 January 2017
14 February 2017
7 March 2017
28 March 2017
18 April 2017
9 May 2017
30 May 2017
20 June 2017

LICENSING COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

AUDIT COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Licensing 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. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

ADMISSIONS COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
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 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

STANDARDS COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.