

Resources: Legal & Governance

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Date: 11 May 2021

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council and First Meetings – Wednesday, 19th May 2021

In line with previous practice, the first meetings of the Cabinet and Council Committees will be held immediately following the close of the Annual Meeting of the Council on the afternoon of Wednesday 19th May 2021, for the purposes of appointing the Chairs and Deputy Chairs, as appropriate, and to fix the date and time of the meetings, together with any procedural matter relating thereto.

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 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 Committee/Body. The Lord Mayor will put the motion upon which the Members of the Committee/Body concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Committee/Body, only the members of that Committee/Body are permitted to participate in the discussion.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Duckworth', with a large, stylized initial 'G'.

**GILLIAN DUCKWORTH
DIRECTOR OF LEGAL & GOVERNANCE**

SHEFFIELD CITY COUNCIL

FIRST MEETINGS OF CABINET AND COUNCIL COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 19TH MAY 2021

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. (No. 1) LOCAL AREA COMMITTEE
11. (No. 2) LOCAL AREA COMMITTEE
12. (No. 3) LOCAL AREA COMMITTEE
13. (No. 4) LOCAL AREA COMMITTEE
14. (No. 5) LOCAL AREA COMMITTEE
15. (No. 6) LOCAL AREA COMMITTEE
16. (No. 7) LOCAL AREA COMMITTEE
17. AUDIT AND STANDARDS COMMITTEE

18. ADMISSIONS COMMITTEE
19. SENIOR OFFICER EMPLOYMENT COMMITTEE
20. APPEALS AND COLLECTIVE DISPUTES COMMITTEE

CABINET

Meeting to be held on 19th May 2021

immediately following the Annual Council Meeting

A G E N D A

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

1. **TO FIX DAY AND TIME OF MEETINGS**

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

26 May 2021
23 June 2021
21 July 2021
22 September 2021
20 October 2021
17 November 2021
15 December 2021
19 January 2022
16 February 2022
16 March 2022
20 April 2022
25 May 2022

CABINET HIGHWAYS COMMITTEE

Meeting to be held on 19th May 2021

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 19th May 2021

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 by the Groups to the Head of Democratic and Member Services, 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 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 19th May 2021

**Immediately following the meeting of the Overview and Scrutiny Management
Committee**

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 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 19th May 2021

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 by the Groups to the Head of Democratic and Member Services, 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 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 19th May 2021

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

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 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 19th May 2021

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 by the Groups to the Head of Democratic and Member Services, 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 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 19th May 2021

**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 by the Groups to the Head of Democratic and Member Services, 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 25th May 2021, and every three weeks thereafter, at 2.00pm, as follows:-

15th June 2021
6th July 2021
27th July 2021
17th August 2021
7th September 2021
28th September 2021
19th October 2021
9th November 2021
30th November 2021
21st December 2021
18th January 2022
8th February 2022
1st March 2022
22nd March 2022
12th April 2022
3rd May 2022
24th May 2022
14th June 2022

LICENSING COMMITTEE

Meeting to be held on 19th May 2021

immediately following the meeting of the Planning and Highways Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 Monday and Tuesday weekly, either at 10.00 am or 2.00 pm, as determined by the Chair.

(NO.1) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the Licensing Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.2) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 1) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.3) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 2) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.4) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 3) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.5) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 4) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.6) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 5) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

(NO.7) LOCAL AREA COMMITTEE

Meeting to be held on 19th May, 2021

immediately following the meeting of the (No. 6) Local Area Committee

A G E N D A

- NOTES:
1. The names and composition of the Local Area Committees is expected to be approved at the Annual Meeting of the Council held earlier in the day on 19th May 2021.
 2. The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 at least four times per year, on dates and times to be determined by the Chair.

AUDIT AND STANDARDS COMMITTEE

Meeting to be held on 19th May 2021

immediately following the meeting of the (No. 7) Local Area Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 Thursdays, 10th June and 29th July 2021 at 5.00 p.m., and thereafter on dates and times to be determined by the Chair.

ADMISSIONS COMMITTEE

Meeting to be held on 19th May 2021

immediately following the meeting of the Audit and Standards Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, 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 on a monthly basis, on dates and times to be determined by the Chair.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 19th May 2021

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 by the Groups to the Head of Democratic and Member Services, 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 19th May 2021

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 by the Groups to the Head of Democratic and Member Services, 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.