

ANNUAL COUNCIL:

29 MAY 2013

REPORT OF COUNTY CLERK & MONITORING OFFICER

AGENDA ITEM: 13

PROGRAMME OF COUNCIL MEETINGS 2014/15

Background

1. The Council Procedure Rules provide that the Council approves a programme of ordinary meetings of the Council and a provisional programme of ordinary meetings of Committees.

Issues

2. The Constitution Committee considered the number and frequency of council meetings as part of a review during November 2013 and March 2014 involving consultation with committee chairs, research into best practice and experience elsewhere and a review of resources as part of the 2014/15 budget.
3. On the 19 March 2014 the Constitution Committee resolved to recommend to reduce the number of Full Council meetings to nine per year and maintain the existing frequency of all other Committee meetings.
4. Appendix A sets out the proposed programme of Cabinet, Committee and Council meetings for the period June 2014 to July 2015.

Legal Implications

5. Welsh Government has issued guidance under section 6 of the Local Government (Wales) Measure 2011. By virtue of section 6(2) of the Measure, Local Authorities must have regard to this guidance when considering the times and intervals at which meetings of a local authority are held. A copy of the relevant chapter of the guidance is at Appendix B.
6. In summary, the Guidance states that:
 - Work and other commitments make setting a programme of meetings that suits all Members difficult;
 - Welsh Government does not wish to proscribe the number/timings of meetings; and
 - it is important that Authorities proactively review their meeting arrangements, by way of example the guidance states that "What may have been tradition or an

arrangement which suited the previous generation of councillors will not necessarily serve the interests of the new intake.”

7. The Guidance requires the Council to Survey its Members in respect of times and interval in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. This was done in May 2012 and as part of the Constitution Committee Review in 2013/14

Financial Implications

8. There are no direct financial implications arising from this report apart from the potential for administrative savings, if as recommended by the Constitution Committee the number of full Council meetings is reduced to nine per year.

RECOMMENDATIONS

The Council

- (1) approves the Programme of Council meetings June 2014 to July 2015;
- (2) approves the Programme of ordinary Committees for June 2014 to August 2015;

MARIE ROSENTHAL
County Clerk & Monitoring Officer
22 May 2014

The following Appendices are attached:

- | | |
|------------|--|
| Appendix A | Draft Programme of Council, Committee and Cabinet Meetings, June 2014. |
| Appendix B | Extract of relevant Guidance under section 6 of the Local Government (Wales) Measure 2011. By virtue of section 6(2) of the Measure, Local Authorities must have regard to this guidance when considering the times and intervals at which meetings of a local authority are held. |

CALENDAR YEAR 2014/15

<u>JUNE 2014</u>				
M	2			
T	3	Licensing Committee	10.00am	Committee Room 1
T	3	Public Protection Committee	10.30am	Committee Room 1
T	3	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	4	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Th	5	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	6			
M	9			
T	10	Children and Young People Scrutiny	2.30pm	Committee Room 3
T	10	Environmental Scrutiny	4.30pm	Committee Room 2
W	11	Democratic Services Committee	10.30am	Committee Room 4
W	11	Constitution Committee	5.00pm	Committee Room 4
W	11	Works Council	1.00pm	Committee Room 4
Th	12	Cabinet	3.30pm	City Hall
F	13			
M	16			
T	17			
W	18	Planning Committee (DC)	2.30pm	Committee Room 3
Th	19			
F	20			
M	23			
T	24			
W	25	Audit Committee	10.30am	Committee Room 1
Th	26	COUNCIL	4.30pm	City Hall
F	27	Glamorgan Archives Joint Committee	2.00pm	Records Office
M	30			

<u>JULY 2014</u>				
T	1	Licensing Committee	10.00am	Committee Room 1
T	1	Public Protection Committee	10.30am	Committee Room 1
T	1	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	2	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Th	3	Economy and Culture Scrutiny	4.30pm	Committee Room 1
F	4			
M	7			
T	8	Children and Young People Scrutiny	4.30pm	Committee Room 4
T	8	Environmental Scrutiny	4.30pm	Committee Room 2
W	9	Planning Site Visits		

W	9	Corporate Parenting Panel	4.30pm	Committee Room 4
Th	10	Cabinet	3.30pm	City Hall
F	11			
M	14			
T	15	Standards and Ethics Committee	4.30pm	Committee Room 4
W	16	Planning Committee (DC)	2.30pm	Ferrier Hall, City Hall
Th	17			
F	18			
M	21			
T	22			
W	23			
Th	24	COUNCIL	4.30pm	City Hall
F	25			
M	28			
T	29			
W	30			
Th	31			

AUGUST 2014

F	1			
M	4			
T	5	Licensing Committee	10.00am	Committee Room 1
T	5	Public Protection Committee	10.30am	Committee Room 1
W	6			
Th	7			
F	8			
M	11			
T	12			
W	13	Planning Committee (DC)	2.30pm	Ferrier Hall, City Hall
Th	14			
F	15			
M	18			
T	19			
W	20			
Th	21			
F	22			
M	25	BANK HOLIDAY		
T	26			

W	27			
Th	28			
F	29			
	30			
	31			

SEPTEMBER 2014

M	1			
T	2	Licensing Committee	10.00am	Committee Room 1
T	2	Public Protection Committee	10.30am	Committee Room 1
T	2	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	3	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	4	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	5			
	6			
	7			
M	8			
T	9	Children and Young People Scrutiny	2.30pm	Committee Room 1
W	10	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	11	Environmental Scrutiny	4.30pm	Committee Room 4
F	12	Glamorgan Archives Joint Committee	2.00pm	Records Office
	13			
	14			
M	15	Audit Committee	2.30pm	Committee Room 1
T	16	Democratic Services Committee	4.30pm	Committee Room 4
W	17	Works Council	1.00pm	Committee Room 1
W	17	Constitution Committee	5.00pm	Committee Room 4
Th	18	Cabinet	3.30pm	City Hall
F	19			
	20			
	21			
M	22			
T	23			
W	24			
Th	25	COUNCIL	4.30pm	City Hall
F	26			
	27			
	28			
M	29			
T	30	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4

OCTOBER 2014

W	1	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	2	Economy and Culture Scrutiny	4.30pm	Committee Room 4

F	3			
	4			
	5			
M	6			
T	7	Licensing Committee	10.00am	Committee Room 1
T	7	Public Protection Committee	10.30am	Committee Room 1
T	7	Children and Young People Scrutiny	4.30pm	Committee Room 4
T	7	Environmental Scrutiny	4.30pm	Committee Room 1
W	8	Corporate Parenting Panel	4.30pm	Committee Room 4
Th	9	Cabinet	3.30pm	City Hall
F	10			
	11			
	12			
M	13			
T	14	Standards and Ethics Committee	4.30pm	Committee Room 4
W	15	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	16			
F	17			
	18			
	19			
M	20			
T	21			
W	22			
Th	23	COUNCIL	4.30pm	City Hall
F	24			
	25			
	26			
M	27			
T	28			
W	29			
Th	30			
F	31			

NOVEMBER 2014

	1			
	2			
M	3			
T	4	Licensing Committee	10.00am	Committee Room 1
T	4	Public Protection Committee	10.30am	Committee Room 1
T	4	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	5	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	6	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	7			
	8			
	9			
M	10			
T	11	Children and Young People Scrutiny	2.30pm	Committee Room 1

T	11	Environmental Scrutiny	4.30pm	Committee Room 4
W	12	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	13	Cabinet	3.30pm	City Hall
F	14			
	15			
	16			
M	17			
T	18			
W	19			
Th	20			
F	21			
	22			
	23			
M	24			
T	25			
W	26			
Th	27	COUNCIL	4.30pm	City Hall
F	28			
	29			
	30			

DECEMBER 2014

M	1			
T	2	Licensing Committee	10.00am	Committee Room 1
T	2	Public Protection Committee	10.30am	Committee Room 1
T	2	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	3	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	4	Economy and Culture Scrutiny	4.30pm	TBC
F	5			
	6			
	7			
M	8	Audit Committee	2.30pm	Committee Room 4
T	9	Children and Young People Scrutiny	4.30pm	Committee Room 4
T	9	Environmental Scrutiny	4.30pm	Committee Room 1
W	10	Planning Committee (DC)	2.30pm	Ferrier Hall
W	10	Works Council	1.00pm	Committee Room 1
Th	11	Cabinet	3.30pm	City Hall
F	12	Glamorgan Archives Joint Committee	2.00pm	Records Office
	13			
	14			
M	15			
T	16			
W	17	Democratic Service Committee	10.30am	Committee Room 4
W	17	Constitution Committee	5.00pm	Committee Room 4
Th	18			
F	19			

	20			
	21			
M	22			
T	23			
W	24			
Th	25	BANK HOLIDAY		
F	26	BANK HOLIDAY		
	27			
	28			
M	29			
T	30			
W	31			

<u>JANUARY 2015</u>				
Th	1	BANK HOLIDAY		
F	2			
	3			
	4			
M	5			
T	6	Licensing Committee	10.00am	Committee Room 1
T	6	Public Protection Committee	10.30am	Committee Room 1
T	6	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	7	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	8	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	9			
	10			
	11			
M	12	Audit Committee	2.30pm	Committee Room 4
T	13	Children and Young People Scrutiny	2.30pm	Committee Room 4
W	14	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	15			
F	16			
	17			
	18			
M	19			
T	20	Environmental Scrutiny	4.30pm	Committee Room 4
W	21	Corporate Parenting Panel	4.30pm	Committee Room 4
Th	22	Cabinet	3.30pm	City Hall
F	23			
	24			
	25			
M	26			
T	27	Standards and Ethics Committee	4.30pm	Committee Room 4
W	28			
Th	29	COUNCIL	4.30pm	City Hall
F	30			
	31			

FEBRUARY 2015

	1			
M	2			
T	3	Licensing Committee	10.00am	Committee Room 1
T	3	Public Protection Committee	10.30am	Committee Room 1
T	3	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	4	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	5	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	6			
	7			
	8			
M	9			
T	10	Children and Young People Scrutiny	4.30pm	Committee Room 4
W	11	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	12	Environmental Scrutiny	4.30pm	Committee Room 4
F	13	Glamorgan Archives Joint Committee	2.00pm	Records Office
	14			
	15			
M	16			
T	17			
W	18			
Th	19	Cabinet	3.30pm	City Hall
F	20			
	21			
	22			
M	23			
T	24			
W	25			
Th	26	COUNCIL	4.30pm	City Hall
F	27			
	28			

MARCH 2015

	1			
M	2			
T	3	Licensing Committee	10.00am	Committee Room 1
T	3	Public Protection Committee	10.30am	Committee Room 1
T	3	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
W	4	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	5	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	6			
	7			
	8			
M	9			
T	10	Children and Young People Scrutiny	2.30pm	Committee Room 4

T	10	Environmental Scrutiny	4.30pm	Committee Room 3
W	11	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	12	Cabinet	3.30pm	City Hall
F	13			
	14			
	15			
M	16			
T	17	Democratic Services Committee	4.30pm	Committee Room 4
W	18	Constitution Committee	5.00pm	Committee Room 4
Th	19			
F	20			
	21			
	22			
M	23	Audit Committee	2.30pm	Committee Room 4
T	24			
W	25			
Th	26	COUNCIL	4.30pm	City Hall
F	27			
	28			
	29			
M	30			
T	31	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4

APRIL 2015

W	1	Community and Adult Services Scrutiny	4.30pm	Committee Room 4
Th	2	Economy and Culture Scrutiny	4.30pm	Committee Room 4
F	3	BANK HOLIDAY		
	4			
	5			
M	6	BANK HOLIDAY		
T	7	Licensing Committee	10.00am	Committee Room 3
T	7	Public Protection Committee	10.30am	Committee Room 3
T	7	Children and Young People Scrutiny	4.30pm	Committee Room 4
W	8			
Th	9			
F	10			
	11			
	12			
M	13			
T	14	Environmental Scrutiny	4.30pm	Committee Room 4
W	15	Planning Committee (DC)	2.30pm	Ferrier Hall
Th	16	Cabinet	3.30pm	City Hall
F	17			
	18			
	19			
M	20			
T	21	Standards and Ethics Committee	4.30pm	Committee Room 4

W	22	Corporate Parenting Panel	4.30pm	Committee Room 4
Th	23			
F	24			
	25			
	26			
M	27			
T	28			
W	29			
Th	30			

<u>MAY 2015</u>				
F	1			
	2			
	3			
M	4	BANK HOLIDAY		
T	5			
W	6			
Th	7	GENERAL ELECTION		
F	8			
	9			
	10			
M	11			
T	12	Children and Young People Scrutiny	2.30pm	Committee Room 4
T	12	Policy Review and Performance Scrutiny	4.30pm	Committee Room 1
W	13	Planning Committee	2.30pm	Ferrier Hall
W	13	Environmental Scrutiny	4.30pm	Committee Room 4
W	13	Community and Adult Scrutiny	5.00pm	Committee Room 4
Th	14	Economy and Culture Scrutiny	10.00am	Committee Room 1
Th	14	Cabinet	3.30pm	City Hall
F	15			
	16			
	17			
M	18			
T	19			
W	20			
Th	21	COUNCIL	4.30pm	City Hall
F	22			
	23			
	24			
M	25	BANK HOLIDAY		
T	26			
W	27			
Th	28			
F	29			
	30			
	31			

INDICATIVE PROGRAMME JUNE – AUGUST 2015

<u>JUNE 2015</u>				
M	1			
T	2	Licensing Committee	10.00am	Committee Room 1
T	2	Public Protection Committee	10.30am	Committee Room 1
T	2	Policy Review & Performance Scrutiny Committee	4.30pm	Committee Room 4
W	3	Community and Adult Services Scrutiny Committee	4.30pm	Committee Room 4
Th	4	Economy & Culture Scrutiny Committee	4.30pm	Committee Room 4
F	5			
M	8			
T	9	Children & Young People Scrutiny Committee	2.30pm	Committee Room 4
T	9	Environmental Scrutiny	4.30pm	Committee Room 1
W	10	Democratic Services Committee	10.30am	Committee Room 4
W	10	Constitution Committee	5.00pm	Committee Room 4
Th	11	Cabinet	3.30pm	City Hall
F				
M	15			
T	16			
W	17	Planning Committee (DC)	2.30pm	Committee Room 4
Th	18			
F	19			
M	22	Audit Committee	2.30pm	Committee Room 4
T	23			
W	24			
Th	25	COUNCIL	4.30pm	City Hall
F	26	Glamorgan Archives Joint Committee	2.00pm	
M	29			
T	30			
W	1			
T	2			
F	3			

<u>JULY 2015</u>				
M	6			
T	7	Licensing Committee	10.00am	Committee Room 1
T	7	Public Protection Committee	10.30am	Committee Room 1
T	7	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4

		Committee		
W	8	Community and Adult Services Scrutiny Committee	4.30pm	Committee Room 4
Th	9	Economy & Culture Scrutiny Committee	4.30pm	Committee Room 4
F	10			
M	13			
T	14	Children & Young People Scrutiny Committee	4.30pm	Committee Room 4
T	14	Environmental Scrutiny	4.30pm	Committee Room 1
W	15	Corporate Parenting Panel	4.30pm	Committee Room 4
Th	16	Cabinet	3.30pm	City Hall
F	17			
M	20			
T	21			
W	22	Planning Committee (DC)	2.30pm	Committee Room 4
Th	23			
F	24			
M	27			
T	28			
W	29			
Th	30	COUNCIL	4.30pm	City Hall
F	31			

AUGUST 2015

M	3			
T	4	Licensing Committee	10.00am	Committee Room 1
	4	Public Protection Committee	10.30am	Committee Room 1
W	5			
Th	6			
F	7			
M	10			
T	11			
W	12	Planning Committee (DC)	2.30pm	Committee Room 4
Th	13			
F	14			
M	17			
T	18			
W	19			
Th	20			
F	21			

M	24	BANK HOLIDAY		
T	25			
W	26			
Th	27			
F	28			

Chapter 1 Timing Of Council Meetings

Statutory Guidance made under Section 6 of the Local Government (Wales) Measure 2011

Introduction

1.1 Part 1 of the Measure contains provisions related to the strengthening of local democracy. More specifically, Chapter 1 of this Part deals with “promoting and supporting membership of local authorities” and section 6 relates to the timing of meetings.

1.2 These provisions flowed from proposals developed in the report of the Councillor Commission Expert Panel *Wales Are We Being Served?* published in 2009. It included a number of recommendations aimed at making local government service more attractive to a more diverse cross-section of the adult population. These included laying greater emphasis on the roles of “backbench” councillors, including through the introduction of remote access to council meetings, a review of councillors’ time commitments, a bi-annual survey to establish councillors’ support needs and engaging with employers to try and attract more candidates from the employed workforce.

1.3 In this context, the times at which meetings of the local authority take place is of considerable significance as it can affect the extent to which individuals may contemplate standing for election.

What the Measure requires

1.4 This is statutory guidance issued in accordance with section 6 (1) of the Measure. By virtue of section 6 (2) of the Measure, local authorities must have regard to this guidance in respect of the times and intervals at which meetings of a local authority are held. The relevant meetings in the context of this guidance are meetings of the full council and any committee or sub-committee of the council.

Reviewing existing arrangements

1.5 Only members of council executives are considered to be “full-time” councillors and this is reflected in the levels of payments that they are currently entitled to for their special responsibilities. By contrast, non-executive members are considered to undertake the equivalent of a part-time role, which will, in many cases, need to be fitted around whatever other commitments councillors may have.

1.6 The Expert Panel found that, although many councillors are retired, others had difficulty in marrying their work commitments with those of their council duties, or, in other cases, did so at the expense of any meaningful personal time.

1.7 For many prospective councillors in full-time employment, the extent to which their employers are supportive of their new commitment is a vital concern. Although

employment legislation¹ entitles councillors to time off for public duties, operating that in practice may be more difficult.

1.8 The timing and frequency of meetings is the most problematic issue in this respect. Other duties may be fulfilled at times which suit the individual but a meeting is at a set time and (subject to any arrangements made for remote attendance) at a set venue.

1.9 It is neither practical nor desirable for the Welsh Government to prescribe the times and frequency of meetings of the full council, committees and sub-committees as these are matters for each local authority to consider in individual circumstances. However, it is important that local authorities do not simply continue to hold their meetings at the same time as they always have done simply out of inertia. What may have been tradition or an arrangement which suited the previous generation of councillors will not necessarily serve the interests of the new intake.

1.10 All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected. The rule of thumb should be that meetings will be held at times, intervals and locations which are convenient to its members and as far as is practicable have regard to equality and diversity issues. Councils should find ways of surveying their members, at least after each election, to assess their preferences and should be committed to act on the conclusions. The survey should be carried out within three months of ordinary elections. It will be for each authority to decide on the regularity of such surveys.

1.11 Although this process could result in long-serving councillors having to make changes to their pattern of working that would be worth doing if it meant that the council was better able to retain new councillors with outside responsibilities.

1.12 Issues to be taken into account in conducting a survey could include:

- Whether daytime or evening meetings are preferred.
- Whether particular times cause difficulties for councillors with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.

1.13 As a result of the survey, local authorities should also consider whether there may be advantages to rotating meeting times due to an impossibility of pleasing all their members all of the time. Any such arrangements will, of course, need to be clearly publicised for the benefit of interested members of the public.

¹ Section 50 of the Employment Rights Act 1996 (1996 c18)