

**ANNUAL COUNCIL:**

**24 MAY 2018**

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**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES  
AND MONITORING OFFICER**

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**PROGRAMME OF COUNCIL, CABINET & ORDINARY COMMITTEE MEETINGS  
2018/19**

**Reason for this report**

1. To agree the programme of Full Council meetings for the period June 2018 to August 2019, and note the interim programme of Cabinet and Committees for the period June 2018 to August 2019 to be finalised in consultation with Chairs of Committees.

**Background**

2. The Annual Council meeting is required to approve a programme of ordinary meetings of Council, and a provisional programme of meetings for Council Committees (Council Meeting Procedure Rules, Rule 2(b)(xvii) and (xviii)).
3. The Annual Council on 25 May 2017 agreed an indicative programme of Full Council meetings for 2018 - 2019 municipal year.

**Issues**

4. Attached as Appendix A is the Programme of Council, Cabinet and Committee meetings from June 2018 to August 2019.
5. Indicative dates for Council meetings from September 2019 to August 2020 are set out in Appendix B. These are indicative dates and will be confirmed by Annual Council in May 2019.
6. The appointment of Committee Chairs (Agenda Item 11) may necessitate further consultation on the programme of ordinary Committee meetings from September 2018. It is therefore proposed that a full programme of meetings to August 2019 be reported to Council on 21 June 2018.

**Legal Implications**

7. Welsh Government has issued statutory guidance (under section 6 of the Local Government (Wales) Measure 2011), which the Council must have regard to when considering the times and intervals of its meetings.

8. 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 prescribe 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.”
9. The guidance requires the Council to survey its Members in respect of times and intervals in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. A survey of Members was undertaken in May 2017 and the programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.

### **Financial Implications**

10. There are no financial implications arising from this report

### **RECOMMENDATIONS**

The Council is recommended to

- (1) approve the programme of Council, Cabinet and Committee meeting dates for June 2018 – August 2019, subject to further consultation with Chairs of Committees appointed by Council;
- (2) delegate authority to the Director of Governance and Legal Services to make any minor alterations to the programme of Committee meetings and request that the final programme be reported to the ordinary Council meeting on 21 June 2018 for approval.
- (3) note the indicative dates of Full Council meetings for the period September 2019 – August 2020.

### **DAVINA FIORE**

**Director of Governance and Legal Services and Monitoring Officer**

18 May 2018

The following Appendices are attached:

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| Appendix A | Programme of Council, Cabinet and Committee meetings from June 2018 to August 2019. |
| Appendix B | Indicative dates for Council meetings from September 2019 to August 2020            |