

ANNUAL COUNCIL:

26 MAY 2016

REPORT OF THE INTERIM MONITORING OFFICER

PROGRAMME OF COUNCIL, CABINET & ORDINARY COUNCIL MEETINGS 2016/17

Reason for this report

1. The purpose of this report is to update Council on the programme of Full Council meetings for the period June 2016 to May 2017, and approve the interim programme of Cabinet and Committees for the period June 2016 to August 2016.

Background

2. The approval of the programme of ordinary meetings of Council, Cabinet and Council Committees is required in accordance with the Council's Constitution.
3. The Council on 29 January 2015 agreed an indicative programme of Full Council meetings for 2016/17 municipal year based on the number and frequency of meetings as agreed by the Constitution Committee, 19 March 2014.
4. Annual Council on 21 May 2015 agreed a programme of Cabinet & ordinary Committee meetings to August 2016.

Issues

5. The programme of Cabinet and Council Committee meetings to August 2016 has been reviewed and updated to include all currently scheduled meeting and is attached as Appendix A.
6. The appointment of Committee Chairs (Agenda Item 11) may necessitate in further consultation on the programme of ordinary Committee meetings from September 2016. It is therefore proposed that a full programme of meetings to August 2017 be reported to Council on 30 June 2016.

Legal Implications

7. Welsh Government issued guidance under section 6 of the Local Government (Wales) Measure 2011 that 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.
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 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 Council & Committee meeting review in 2013/14.

Financial Implications

10. 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 is recommended to

- (1) approve the updated programme of Cabinet and Council meetings for June 2016 – August 2016;
- (2) note the dates of Full Council meetings June 2016 to May 2017 as provisionally agreed at Council 29 January 2015;
- (3) note that a full programme of all Council, Cabinet and Committee meetings will be presented to Council on 30 June 2016 for approval.

DAVID MARR

Interim Monitoring Officer

20 May 2016

The following Appendices are attached:

Appendix A Dates of Full Council meetings June 2016 to May 2017

Appendix B Programme of All Council, Cabinet & Committee meetings June 2016 to August 2016

APPENDIX A

DATES OF FULL COUNCIL MEETINGS JUNE 2016 to MAY 2017				
June 2016				
Thurs	30	Council	4.30pm	City Hall
July 2016				
Thurs	28	Council	4.30pm	City Hall
September 2016				
Thurs	29	Council	4.30pm	City Hall
October 2016				
Thurs	20	Council	4.30pm	City Hall
November 2016				
Thurs	24	Council	4.30pm	City Hall
NO MEETING IN DECEMBER 2016				
January 2017				
Thurs	26	Council	4.30pm	City Hall
February 2017				
Thurs	23	Council (Budget)	4.30pm	City Hall
March 2017				
Thurs	23	Council	4.30pm	City Hall
NO MEETING IN APRIL 2017 (PRE-ELECTION PERIOD)				
May				
Thurs	25	Annual Council	4.30pm	City Hall

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**CALENDAR OF COUNCIL, CABINET & COMMITTEE MEETINGS
JUNE TO AUGUST 2016**

May 2016				
Mon	30	Bank Holiday		
Tue	31			
June 2016				
Wed	01			
Thu	02			
Fri	03			
Mon	06	Joint Environment and Policy Review & Performance Scrutiny	4.00pm	Committee Room 3
Tue	07	Licensing Committee	10.00am	Committee Room 4
Tue	07	Public Protection Committee	10.30am	Committee Room 4
Tue	07	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4
Wed	08	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	09	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	10			
Mon	13			
Tue	14	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	14	Environmental Scrutiny Committee	4.30pm	Committee Room 3
Wed	15	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	16	Cabinet	3.30pm	City Hall
Fri	17			
Mon	20			
Tue	21			
Wed	22			
Thu	23	EU Referendum		
Fri	24	Glamorgan Archives Joint Committee	2.00pm	Records Office
Mon	27	Audit Committee	10.30am	Committee Room 4
Tue	28			
Wed	29			
Thu	30	Council	4.30pm	City Hall
July 2016				
Fri	01			
Mon	04			
Tue	05	Licensing Committee	10.00am	Committee Room 1

Tue	05	Public Protection Committee	10.30am	Committee Room 1
Tue	05	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4
Wed	06	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	07	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	08			
Mon	11			
Tue	12	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	12	Environmental Scrutiny Committee	4.30pm	Committee Room 3
Wed	13	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	14	Cabinet	3.30pm	City Hall
Thu	14	Constitution Committee	5.30pm	Room A, City Hall
Fri	15			
Mon	18			
Tue	19	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed	20	Standards & Ethics Committee	4.30pm	Committee Room 4
Thu	21			
Fri	22			
Mon	25			
Tue	26			
Wed	27			
Thu	28	Council	4.30pm	City Hall
Fri	29			
<u>August 2016</u>				
Mon	01			
Tue	02	Licensing Committee	10.00am	Committee Room 1
		Public Protection Committee	10.30am	Committee Room 1
Wed	03			
Thu	04			
Fri	05			
Mon	08			
Tue	09			
Wed	10	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	11			
Fri	12			
Mon	15			
Tue	16			
Wed	17			

Thu	18			
Fri	19			
Mon	22			
Tue	23			
Wed	24			
Thu	25			
Fri	26			
Mon	29	Bank Holiday		
Tue	30			
Wed	31			