

ANNUAL COUNCIL:

25 MAY 2017

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

PROGRAMME OF COUNCIL, CABINET & ORDINARY MEETINGS

Reasons for the Report

1. The Council Procedure Rules provide for the Annual Council to agree a programme of meetings for each municipal year.

Background

2. The Council at its Annual Meeting on 16 May 2016 approved an indicative calendar of meetings for the Council from June 2017 to July 2018 in order to facilitate the transition arrangements for the new administration and secure the availability of facilities for meetings.

Issues

2. An interim Calendar of Meetings of the Council, Cabinet and Committees for the period June to August 2017 will be circulated as part of the amendment sheet for Council.
3. Further consultation will be undertaken with Lead Members, Chairs of Committees and Committee Members in relation to the schedule going forward, and a full calendar of all meetings for the 2017/18 and an interim calendar for 2018/19 will be brought forward to Full Council for consideration at its June meeting.
4. In accordance with the draft statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held. 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.
5. The Timing of Meetings Survey of all Elected Members was completed during the Induction week and the outcomes were as follows:
 - 41 completed responses were received.
 - 23 responses were from newly Elected Members.
 - 80% indicated a preference for Thursday Council meetings.
 - 63% indicated that they would prefer all meetings starting 4.30pm or later.

- 24% indicated that they would prefer all meetings in the afternoon from 1.30pm.
- A number of Members commented that meetings should not go on late into the night because of caring and other commitments.

Legal Implications

6. The draft statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011 requires the Council to Survey its Members in respect of times and interval in which meetings of the local authority are held.
7. The Council Procedure Rules provide that the Council's programme of all Council meetings shall be set by the Council.
8. The Council in setting the programme of meetings should give consideration to the principles of equality and diversity around meeting times.

Financial Implications

9. In the event that as part of Agenda Item 12 a decision is taken not to reduce the number of Scrutiny Committees then consideration needs to be given to finding alternative means of achieving the current year £50,000 saving approved as part of the 2017/18 Budget.

RECOMMENDATIONS

The Council is recommended to

- (1) approve the Interim Calendar of Council, Cabinet & Regulatory Committee meetings for June to August 2017 which will be circulated as part of the amendment sheet
- (2) notes the outcome of the Members Timing of Meeting Survey, and that this information be taken into account in finalising a composite programme of Council, Cabinet and Committee meetings for 2017/18;
- (3) a programme of meeting dates for 2017/18 and indicative dates for 2018/19 be submitted for consideration at Council on 29 June 2017

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

19 May 2017