

**ANNUAL COUNCIL:**

**23 MAY 2019**

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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  
2019/20**

**Reason for this report**

1. To agree the programme of Full Council meetings for the period June 2019 to August 2020, and note the interim programme of Cabinet and Committees for the period June 2019 to August 2020 to be finalised in consultation with Chairs of Committees and in line with Forward Work Plans.

**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 Welsh Government has issued statutory guidance about the timing of Council meetings under Section 6(2) of the Local Government (Wales) Measure 2011, to which the Council must have regard. In accordance with the statutory guidance, a survey was carried out in May 2017 to assess Members' preferences regarding the times and intervals at which meetings of a local authority are held. The responses to the survey were considered by Annual Council in May 2017 in setting the Calendar of Meetings
4. The Annual Council on 24 May 2018 agreed a programme of Full Council meetings for 2018 – 2019 and indicative dates for Full Council for 2019-2020 municipal year.

**Issues**

5. Appendix A (*marked to follow*) is the Programme of Council, Cabinet and Committee meetings from June 2019 to August 2020.
6. The appointment of Committee Chairs (Agenda Item 13) may necessitate further consultation on the programme of ordinary Committee meetings from September 2019. It is therefore proposed that a full programme of meetings to August 2020 be reported to Council on 20 June 2019.

## Formal Meetings Diary

### Full Council

7. There are nine meetings of Full Council including the Annual meeting and Budget Setting meeting. There are no meetings of Council in April, August and December.

### Cabinet

8. Cabinet meetings are held on a monthly basis with the exception of August. Where the level of business to be determined from the Forward Plan is likely to be more than for one meeting, additional meetings will be arranged and publicised.

### Regulatory Committees

9. Licensing, Planning and Public Protection Committees are held on a monthly basis subject to there being sufficient business. Licensing Sub Committees convened under the Licensing Act 2003, will be held as and when required.

### Scrutiny Committees

10. Scrutiny Committees meet on a monthly basis with the exception of August and in an election year April and May.

### Corporate Parenting Advisory Committee

11. This Committee agreed to meet bi-monthly to meet their Work Plan requirements.

### Audit Committee

12. Five meetings of the Audit Committee per year are scheduled in accordance with their Work Plan.

### Democratic Services Committee

13. In accordance with the Local Government (Wales) Measure 2011 requirements (Section 15(2)) the Democratic Services Committee has to meet at least once a year. As for 2018/19 Municipal Year, it is proposed to meet twice and provisional dates will be included within the draft Calendar and are subject to confirmation with the Chair in consultation with Committee Members.

### Standards & Ethics Committee

14. The Standards Committee will meet as and when necessary in order to deliver its work programme. Provisional dates will be included within the draft Calendar and are subject to confirmation with the Chair and in consultation with Committee Members.

## Constitution Committee

15. As for 2018/19 Municipal Year, it is proposed to meet twice and provisional dates will be included within the draft Calendar and are subject to confirmation with the Chair in consultation with Committee Members. It is proposed that one of the meetings be scheduled towards the end of the municipal year to allow for any potential consideration of items prior to the AGM.

## Other Committees

16. Meetings of the Appointments Committee, Local Authority Governor Panel, Appeals Committee, Bilingual Cardiff Member Group, Pension Committee and Pension Panel will meet as and when required.

## Legal Implications

17. As noted in the body of the report, the Council must have regard to the Welsh Government's statutory guidance (issued under section 6 of the Local Government (Wales) Measure 2011) when considering the times and intervals of its meetings.
18. 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."
19. 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. Members will note that a survey of Members was undertaken in May 2017 and that the programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.

## Financial Implications

20. There are no financial implications directly arising from this report.

## **RECOMMENDATIONS**

The Council is recommended to

- (1) approve the programme of Council, Cabinet and Committee meeting dates for June 2019 – August 2020, 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 20 June 2019 for approval.

**DAVINA FIORE**

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

17 May 2019

The following Appendices are attached:

Appendix A                      Programme of Council, Cabinet and Committee meetings from June 2019 to August 2020. (*To follow*)

Background papers

Welsh Government Statutory Guidance from the Local Government Measure 2011, June 2012, Chapter 1