

ANNUAL COUNCIL:

21 MAY 2015

REPORT OF COUNTY CLERK & MONITORING OFFICER

**PROGRAMME OF COUNCIL, CABINET & ORDINARY COUNCIL
MEETINGS 2015/16**

Reason for this report

1. The purpose of this report is update Council on the programme of ordinary Council meetings for the period June 2015 to July 2016, and approve the interim programme of Cabinet and Committees for the period June 2015 to August 2015.

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 a programme of Full Council meetings for 2015/16 and 2016/17 municipal years based on the number and frequency of meetings as agreed by the Constitution Committee 19 March 2014.
4. Annual Council on 29 May 2014 agreed a provisional programme of Cabinet & ordinary Committee meetings to August 2015.

Issues

5. The provisional programme of Cabinet and Council Committee meetings to August 2015 has been reviewed and updated to include all 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 going forward. It is therefore proposed that a full programme of meetings to August 2016 be reported to Council on 25 June 2015.

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 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.”
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 Committee 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

That the Council

- (1) notes the dates of Ordinary Council meetings June 2015 to August 2016 as agreed at Council 29 January 2015;
- (2) approves the updated programme of Cabinet and Council meetings for June 2015 – August 2015;
- (3) note that a full programme of all Council, Cabinet and Committee meetings will be presented to Council on 25 June 2015 for approval

MARIE ROSENTHAL

County Clerk & Monitoring Officer

13 May 2015

The following Appendices are attached:

Appendix A Dates of Full Council meetings June 2015 to August 2016

Appendix B Programme of All Council, Cabinet & Committee meetings June 2015 to August 2015

**DATES OF FULL COUNCIL MEETINGS
JUNE 2015 to AUGUST 2016**

Council Meeting Dates	Venue
21 May 2015 (Annual)	Council Chamber City Hall
25 June 2015	Council Chamber City Hall
23 July 2015	Council Chamber City Hall
24 September 2015	Council Chamber City Hall
22 October 2015	Council Chamber City Hall
26 November 2015	Council Chamber City Hall
28 January 2016	Council Chamber City Hall
25 February 2016 (Budget)	Council Chamber County Hall
7 April 2016	Council Chamber City Hall
26 May 2016 (Annual)	Council Chamber City Hall
30 June 2016	Council Chamber City Hall
28 July 2016	Council Chamber City Hall

**CALENDAR OF COUNCIL, CABINET & COMMITTEE MEETINGS
JUNE TO AUGUST 2015**

June 2015				
Mon	01			-
Tue	02	Licensing Committee (if required)	10.00am	Committee Room 1
Tue	02	Public Protection Committee	10.30am	Committee Room 1
Wed	03	Policy Review and Performance Scrutiny Committee	4.30pm	Committee Room 4
Thu	04	Community and Adult Services Scrutiny Committee	4.30pm	Committee Room 4
Fri	05	Economy and Culture Scrutiny Committee	4.30pm	Committee Room 4
Mon	08			
Tue	09	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	09	Environmental Scrutiny Committee	4.30pm	Committee Room 1
Wed	10	Democratic Services Committee	10.30am	Committee Room 4
Wed	10	Constitution Committee	5.00pm	Committee Room 4
Thu	11	Cabinet	4.00pm	City Hall
Fri	12			
Mon	15			
Tue	16			
Wed	17	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	18			
Fri	19			
Mon	22	Audit Committee	2.30pm	Committee Room 4
Tue	23			
Wed	24			
Thu	25	Council	4.30pm	City Hall
Fri	26	Glamorgan Archives Joint Committee	2.00pm	
Mon	29			
Tue	30			
July 2015				
Wed	01			-
Thu	02	Cabinet	3.30pm	City Hall
Fri	03			-
				-

Mon	06			
Tue	07	Licensing Committee	10.00am	Committee Room 1
Tue	07	Public Protection Committee	10.30am	Committee Room 1
Tue	07	Policy Review and Performance Scrutiny Committee	4.30pm	Committee Room 4
Wed	08	Community and Adult Services Scrutiny Committee	4.30pm	Committee Room 4
Thu	09	Economy and Culture Scrutiny Committee	4.30pm	Committee Room 4
Fri	10			
Mon	13			
Tue	14	Children and Young People Scrutiny Committee	4.30pm	Committee Room 4
Tue	14	Environmental Scrutiny Committee	4.30pm	Committee Room 1
Wed	15	Corporate Parenting Advisory Committee	4.30pm	Committee Room 4
Thu	16	Cabinet	3.30pm	City Hall
Fri	17			
Mon	20			
Tue	21	Standards & Ethics Committee	4.30pm	Venue to be confirmed
Wed	22	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	23	Council	4.30pm	City Hall
Fri	24			
Mon	27			
Tue	28			
Wed	29			
Thu	30			
Fri	31			
August 2015				
Mon	03			
Tue	04	Licensing Committee	10.00am	Committee Room 1
Tue	04	Public Protection Committee	10.30am	Committee Room 1
Wed	05			
Thu	06			
Fri	07			
Mon	10			
Tue	11			
Wed	12	Planning Committee (DC)	11.00am	Committee Room 4
Thu	13			

Fri	14			
Mon	17			
Tue	18			
Wed	19			
Thu	20			
Fri	21			
Mon	24			
Tue	25			
Wed	26			
Thu	27			
Fri	28			
Mon	31	Bank Holiday		