

**ANNUAL COUNCIL:**

**26 NOVEMBER 2020**

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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  
2020/21**

**Reason for this report**

1. To agree the programme of Full Council meetings for the period November 2020 to August 2021 and note the interim programme of Cabinet and Committees for the period November 2020 to August 2021 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 programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.
4. The Annual Council on 19 May 2019 agreed a programme of Full Council meetings for 2019 – 2020 and indicative dates for Full Council for 2019-2020 municipal year.

**Issues**

5. Appendix A (*marked to follow*) is the proposed Programme of Council, Cabinet and Committee meetings from November 2020 to August 2021.
6. The appointment of Committee Chairs (Agenda Item 13) may necessitate further consultation on the programme of ordinary Committee meetings.

## 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.
8. Provisionally, Full Council meetings will take place on 28 January 2021, 4 March 2021 (Budget), 25 March 2021, 20 May 2021 (Annual), 24 June 2021 and 22 July 2021.

### Cabinet

9. Cabinet meetings are held on a monthly basis with the exception of August. Depending on agenda items, Cabinet is also unlikely to be able to meet in the pre-election period which starts on 29 March 2021, so it is unlikely that there will be a Cabinet meeting in April 2021. Where the level of business to be determined from the Forward Plan is likely to be more than the amount of business that can be dealt with in one meeting, additional meetings will be arranged and publicised.

### Regulatory Committees

10. 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

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

### Corporate Parenting Advisory Committee

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

### Audit Committee

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

### Democratic Services Committee

14. 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 2019/20 Municipal Year, it is proposed to meet twice and provisional dates are included within the draft Calendar and are subject to confirmation with the Chair, in consultation with Committee Members.

### Standards & Ethics Committee

15. The Standards and Ethics Committee will meet as and when necessary in order to deliver its work programme. Provisional dates are included within the draft Calendar

and are subject to confirmation with the Chair and in consultation with Committee Members.

#### Constitution Committee

16. As for 2019/20 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.

#### Other Committees

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

#### Legal Implications

18. 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.
19. 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."
20. 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.
21. The pre-election period for the Senedd and Police and Crime Commissioner elections, due to start on 29 March 2021, is likely to prevent decisions being taken on controversial or politically sensitive matters in April and May which may lead to some changes in the meeting diary.

#### Financial Implications

22. The costs associated with delivering the programme of meetings are to be contained within the allocated budget.

## RECOMMENDATIONS

The Council is recommended to

- (1) approve the programme of Council, Cabinet and Committee meeting dates for November 2020 – August 2021 subject to further consultation with Chairs of Committees appointed by Council; and
- (2) delegate authority to the Director of Governance and Legal Services to make any necessary alterations to the programme of Committee meetings and request that the final programme be reported to the ordinary Council meeting on 28 January 2021 for approval.

### DAVINA FIORE

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

20 November 2020

The following Appendices are attached:

Appendix A                      Programme of Council, Cabinet and Committee meetings from  
November 2020 – March 2020.. (*To follow*)

#### Background papers

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

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