

**ANNUAL COUNCIL:**

**27 MAY 2021**

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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  
2021/22**

**Reason for this report**

1. To agree the programme of Full Council meetings for the period May 2021 to August 2022 and note the provisional programme of Cabinet and Committees for the period May 2021 to August 2022, 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 for the year, 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 27 November 2020 agreed a programme of Full Council meetings for 2020– 2021 and indicative dates for Full Council for 2021-2022 municipal year.

**Issues**

5. Appendix A (*marked to follow*) is the proposed Programme of Council, Cabinet and Committee meetings from June 2021 to June 2022.
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, Council meetings will take place as follows:

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Thu	24-Jun-21	16:30	Council
Thu	22-Jul-21	16:30	Council
Thu	30-Sep-21	16:30	Council
Thu	28-Oct-21	16:30	Council
Thu	25-Nov-21	16:30	Council
Thu	27-Jan-22	16:30	Council
Thu	24-Feb-22	16:30	Council (Budget)
Thu	24-Mar-22	16:30	Council
Thu	26-May-22	16:30	Council (Annual Meeting)

### 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 is likely to start on 28 March 2022, so it is unlikely that there will be a Cabinet meeting in April 2022. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

Thu	17-Jun-21	14:00	Cabinet
Thu	15-Jul-21	14:00	Cabinet
Thu	23-Sep-21	14:00	Cabinet
Thu	14-Oct-21	14:00	Cabinet
Thu	18-Nov-21	14:00	Cabinet
Thu	16-Dec-21	14:00	Cabinet
Thu	20-Jan-22	14:00	Cabinet
Thu	17-Feb-22	14:00	Cabinet
Thu	17-Mar-22	14:00	Cabinet

Where the level of business to be determined from the Cabinet 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 quarterly to meet their Work Plan requirements and the dates have been scheduled in the calendar.

#### Governance and Audit Committee

13. Five meetings of the Governance and Audit Committee per year have been 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. For 2021/22 Municipal Year, it is proposed to meet three times and the dates have been included in the calendar.

#### 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. It is proposed to meet twice during this municipal year 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 Local Authority Governor Panel and Pension Committee have been scheduled as required.

#### Ad-Hoc Meetings

18. Meetings of the Appointments Committee, Appeals Committee, Bilingual Cardiff Member Group, and Pension Panel are only scheduled as and when required.

### **Legal Implications**

19. 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.
20. 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.”

21. 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**

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 and Committee meeting dates for June 2021 – June 2022, subject to further consultation with Chairs of Committees appointed by Council;
- (2) Notes the provisional dates of Cabinet meetings during the period June 2021 – June 2022; and
- (3) 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 24 June 2021 for approval.

**DAVINA FIORE**

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

21 May 2021

The following Appendices are attached:

**Appendix A** Programme of Council, Cabinet and Committee meetings from May 2021 – June 2022. (*To follow*)

Background papers:

[Welsh Government Statutory Guidance from the Local Government Measure 2011, June 2012, Chapter 1](#)