

COUNCIL:

22 JULY 2021

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

**PROGRAMME OF COUNCIL, CABINET & ORDINARY COMMITTEE MEETINGS
2021/22**

Reason for this report

1. To approve the programme of Full Council meetings for the period July 2021 to August 2022 and
2. note the provisional programme of Cabinet and Committees for the period July 2021 to August 2022, to be finalised in consultation with Chairs of Committees and in line with Forward Work Plans.

Background

3. 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)).
4. At its Annual meeting on 27 May Council determined to:
 - a) 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;
 - b) Note+ the provisional dates of Cabinet meetings during the period June 2021 – June 2022; and
 - c) 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.
5. This report was intended to be presented to Council on the 24 June 2021, however a number of proposed changes to Council, Cabinet, Scrutiny and Regulatory meetings occurred which could not be fully addressed in June to support the governance arrangements of the Council. Subsequently, the date of the start of the pre-election period was confirmed as 21 March 2022 and therefore further changes were needed to the calendar of meetings.

Issues

6. **Appendix A** (*marked to follow*) is the proposed Programme of Council, Cabinet and Committee meetings from July 2021 to August 2022.

Formal Meetings Diary

Full Council

7. There are eight meetings of Full Council including the Annual meeting and Budget setting meeting. There are no meetings of Council in April, August and December. Changes have been made to the dates of the following Council meetings:
- a. 28 October 2021 has been moved to the 21 October 2021 to avoid a school holiday period and
 - b. 24 March 2022 has been moved to the 21 March 2022, as a result of changes to the pre-election period.
8. Council meetings will take place as follows.

Day	Date	Time	Meeting
Thu	22-Jul-21	16:30	Council
Thu	30-Sep-21	16:30	Council
Thu	21-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	17-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 21 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: Cabinet is planning to move its meeting in March to the 10 March 2022 as a result of the pre-election period starting on 21 March 2022.

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	10-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. Planning Committee will also be moved to the 28 July 2021 and further changes to Planning Committee dates will be outlined at **Appendix A**.

Scrutiny Committees

11. Scrutiny Committees meet on a monthly basis with the exception of August and in an election year, April and May. Changes to Scrutiny Committee's will also be reflected at **Appendix A** as a result of pre-determination Scrutiny.

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. Its meeting in January has been moved to enable sufficient time to analyse the outcome of the member survey in accordance with its work programme.

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

23. The Council is recommended to
- (1) approve the programme of Council and Committee meeting dates for July 2021 – August 2022.
 - (2) Note the provisional dates of Cabinet meetings during the period July 2021 – August 2022; and
 - (3) delegate authority to the Director of Governance and Legal Services to make any necessary alterations to the programme of Committee meetings which may be required.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

16 July 2021

The following Appendices are attached:

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

Background papers:

[Agenda for Council on Thursday, 27th May, 2021, 4.30 pm](#)