

COUNCIL:

27 JANUARY 2022

**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 January 2022 to June 2022 and
2. note the provisional programme of Cabinet and Committees for the period January 2022 to June 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 2021 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 27 January 2022 for approval.
5. As a result of the pre-election period starting on the 18 March 2022 further changes were needed to the calendar of meetings reflected in Appendix A.

Issues

6. **Appendix A** is the proposed Programme of Council, Cabinet and Committee meetings from January 2022 to June 2022.

Formal Meetings Diary

Full Council

7. For the 2021/22 municipal year, 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. 24 March 2022 has been moved to the 17 March 2022, as a result of the pre-election period.

8. It is proposed that Council meetings will take place as follows.

| Day | Date | Time | Meeting |
|------------|------------------|--------------|--------------------------|
| Thu | 3-Mar-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 will start on 18 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

| | | | |
|------------|------------------|--------------|----------------|
| Thu | 20-Jan-22 | 14:00 | Cabinet |
| Thu | 24-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 may 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. An additional Special Planning Committee is now scheduled to take place on the 16 March 2022.

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-decision 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. The next meeting will take place on the 15 March 2022.

Governance and Audit Committee

13. Five meetings of the Governance and Audit Committee per year have been scheduled in accordance with their Work Plan. The next meeting of the Committee will be on 25 January 2022.

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 has met on the 24 May 2021, 19 July 2021, 29 November 2021 and 24 January 2022.

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. The next meeting is scheduled to take place on 9th February 2022.

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. The next meeting is scheduled to take place on 28th February 2022.

17. Other Committees

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. 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. A survey of Members was undertaken in May 2017 and the programme of meetings reflects the results of that 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 January 2022 – June 2022.
 - (2) Note the provisional dates of Cabinet meetings during the period January 2022 – 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 which may be required.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

21 January 2022

The following Appendices are attached:

Appendix A Programme of Council, Cabinet and Committee meetings from
January 2022 – June 2022.

Background papers:

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