

COUNCIL:

17 MARCH 2022

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

PROGRAMME OF COUNCIL MEETINGS (MAY – AUGUST 2022)

Reason for this report

1. To approve the programme of Full Council meetings for the period May 2022 to August 2022, and
2. To note the provisional programme of Cabinet and Committee meetings for the period May 2022 to August 2022.

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. The 2021-22 Programme of meetings was updated on 27th January 2022 to reflect the delayed announcement of the final budget settlement from the Welsh Government and the start of the Pre-Election Period on 18th March 2022.

Issues

Candidate Awareness

5. To provide an opportunity for candidates standing at the Local Government Elections on 5th May 2022 to plan their likely commitments should they be elected as Cardiff Councillor, a provisional programme of Council, Cabinet and Committee meetings from May 2022 to August 2022 has been developed.

Survey of meeting timings

6. The Council is also required to undertake a survey of meeting timings shortly after the new council is elected in accordance with the Statutory Guidance for the Local Government (Wales) Measure 2011. The survey is expected to identify the timings, intervals and locations at which meetings will be held. This is to ensure that as far as is practicable, meetings are convenient to its members and have regard to equality and diversity issues. The survey will also dovetail with the Council's Multi-location Meetings policy.

7. The results of the survey will be collated by officers into a Programme of Meetings for the remainder of the 2022-23 municipal year which will be presented to Council in July 2022 for approval.

Elected Member Induction

8. In the early months of the new administration, Elected Members will be undertaking a Member Induction as outlined in the Elected Member Learning and Development Strategy 2019 – 22, approved by Council on 27 November 2021. The induction will require a significant period of learning activity which will benefit from being scheduled around the Programme of Meetings to minimise any disruption or delay in the Council's governance and decision-making arrangements.
9. If scheduled meetings have no formal business to consider i.e. pre-decision scrutiny these meetings may be used to support the member induction

Provisional Programme

10. The provisional programme of meetings will enable the Council to support all of the requirements listed in paragraphs 5-9 above. Once approved the provisional programme of meeting will be published on the Council's Democracy webpages. The provisional Programme of Meetings is at **Appendix A** to be published with the Amendment Sheet on Thursday 17th March 2022.

Formal Meetings Diary

Full Council

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

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	26-May-22	16:30	Council (Annual Meeting)	City Hall	Multi-Location Meeting	Webcast
Thu	30-Jun-22	16:30	Council	City Hall		
Thu	21-Jul-22	16:30	Council	City Hall		
Thu	29-Sep-22	16:30	Council	City Hall		
Thu	27-Oct-22	16:30	Council	City Hall		
Thu	24-Nov-22	16:30	Council	City Hall		
Thu	26-Jan-23	16:30	Council	City Hall		
Thu	02-Mar-23	16:30	Council (Budget)	City Hall		
Thu	30-Mar-23	16:30	Council	City Hall		
Thu	25-May-23	16:30	Council (Annual Meeting)	City Hall		

Cabinet

12. Cabinet meetings are held on a monthly basis with the exception of August. The following are the dates that have been provisionally scheduled by Cabinet for their meetings:

Day	Date	Time	Committee	Venue	Meeting Type	Notes
Thu	23-Jun-22	14:00	Cabinet	CR 4	Multi-Location Meeting	Webcast
Thu	14-Jul-22	14:00	Cabinet	CR 4		Webcast

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

- 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

- Scrutiny Committees meet on a monthly basis with the exception of August and in an election year, April and May. Changes to Scrutiny Committee meetings will also reflect any changes required to undertake pre-decision Scrutiny as necessary.

Corporate Parenting Advisory Committee

- This Committee agreed to meet quarterly to meet their Work Plan requirements.

Governance and Audit Committee

- A total of five meetings of the Governance and Audit Committee per year are planned to be scheduled during the 2022-23 municipal year.

Democratic Services Committee

- 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.

Standards & Ethics Committee

- The Standards and Ethics Committee will meet quarterly in order to deliver its work programme.

Constitution Committee

- It is anticipated that the Constitution Committee will meet twice during the municipal year. However, no dates have been included for this Committee in this provisional Programme of Meetings.

Other Committees

Meetings of the Local Authority Governor Panel and Pension Committee have been scheduled as required.

Ad-Hoc Meetings

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

Legal Implications

22. 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.
23. 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."
24. 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 current programme of meetings reflects the results of that survey and agreements made by individual Committees around preferred start times.

Financial Implications

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

RECOMMENDATIONS

26. The Council is recommended to
 - (1) approve the provisional programme of Council and Committee meeting dates for May 2022 to August 2022.
 - (2) Note the provisional dates of Cabinet meetings during the period May 2022 to August 2022 as shown in **Appendix A**; and
 - (3) delegate authority to the Director of Governance and Legal Services in consultation with Committee Chairs to make any necessary alterations to the provisional programme of meetings which may be required.

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

11 March 2022

Appendix A Provisional Programme of meetings May 2022 to August 2022 (to be published with the Amendment Sheet on Thursday 17th March 2022)

Background papers:

[The Local Government Measure 2011 – Statutory Guidance](#)

[Programme of Council Meetings](#) report to Council dated 27 May 2021

[Elected Member Learning and Development](#) report to Council 27 November 2021