

ANNUAL COUNCIL:

26 MAY 2022

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

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### 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, to be finalised in consultation with the Leader and the Chairs of Committees.

#### 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 May 2022 to August 2022 programme of meetings was agreed by Council on 17 March 2022 to enable a basis for the 2022 – 2023 Members Induction Programme to be finalised. 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.

#### Issues

5. **Appendix A** (marked to follow) is the proposed programme of Full Council meetings for the period May 2022 to August 2022) and the provisional programme of Cabinet and Committee meetings for the same period.
6. If scheduled meetings have no formal business to consider i.e. pre-decision scrutiny these meetings may be used to support member induction.
7. 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. An updated programme of meetings to May 2023 will be submitted for Council approval in July 2022.

## Formal Meetings Diary

### Full Council

8. 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

9. 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

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. Changes to dates of Scrutiny Committee meetings will also reflect any changes required to undertake pre-decision Scrutiny as necessary.

### Corporate Parenting Advisory Committee

12. This Committee has agreed to meet quarterly to meet their Work Plan requirements.

### Governance and Audit Committee

13. 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

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.

### Standards & Ethics Committee

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

### Constitution Committee

16. It is anticipated that the Constitution Committee will meet twice during the municipal year. A Committee will be scheduled to meet in the autumn.

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 current programme of meetings reflects the results

of that survey and agreements made by individual Committees around preferred start times. A further survey is being commenced to seek the views of all Councillors elected / re-elected in the May 2022 local government elections. The results of that survey will be used to prepare the programme of meetings for the remainder of the municipal year 2022/23, which is to be submitted for Council approval in July 2022.

22. Members may wish to note that the Welsh Government is currently consulting on revised statutory guidance, which includes the issue of the timing of Council meetings: [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#) The updated programme of meetings submitted for approval in July 2022 will take account of any revised statutory guidance.

### **Financial Implications**

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

### **RECOMMENDATIONS**

24. The Council is recommended to
- (1) approve the programme of Council meeting dates for May 2022 to August 2022 set out in paragraph 8 of this report.
  - (2) Note the provisional dates of Cabinet and Committee meetings during the period May 2022 to August 2022 as shown in **Appendix A**;
  - (3) delegate authority to the Director of Governance and Legal Services in consultation with the Leader and the Committee Chairs to make any necessary alterations to the provisional programme of meetings which may be required; and
  - (4) Note that an updated programme of meetings for the remainder of the municipal year 2022/23 is to be submitted to full Council for approval in July 2022.

**DAVINA FIORE**

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

19 May 2022

**Appendix A**            Programme of meetings May 2022 to August 2022

Background papers:

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

Programme of Meetings Report to Council – 17 March 2022