

**COUNCIL:**

**21 JULY 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 (AUGUST 2022 – MAY 2023)**

**Reason for this report**

1. To approve the programme of Full Council meetings for the period 01 August 2022 to 31 May 2023, and
2. To note the proposed programme of Cabinet meetings for the remainder of the municipal year, and
3. Approve the programme of Committee meetings for the period 01 August 2022 to 31 May 2023.

**Background**

4. Council, at its Annual Meeting on 26 May 2022 approved a programme of ordinary meetings of Council, and a programme of meetings for Council Committees for the period 26 May 2022 to 31 August 2022. Council also noted that an updated programme of meetings to for the remainder of the municipal year until 31 May 2023 would be presented for approval at its July meeting.

**Issues**

5. 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. The Welsh Government has issued revised draft guidance for consultation: [Local Government Guidance for Principle Council Consultation document - \(Final version\) , with the consultation period ending on 22<sup>nd</sup> July 2022.](#)
6. The key points of the revised draft guidance have been used as the basis for establishing the August 2022 – May 2023 programme of meetings. They include recognition that meeting times may impact on the diversity of Council membership; agenda should provide for suitable breaks; and consideration to be given to rotating meeting times.
7. All Councillors were provided with a copy of the survey in their Induction Pack immediately following their election. Additional consultation was undertaken at Committee meetings to gain a collective view of their preferred meetings times. Further reviews will be undertaken as requested by individual committees or bodies.

8. The proposed programmed of Full Council, Cabinet and Committee meetings for the period 01 August 2022 to 31 May 2023 is at **Appendix A** (to be published on the amendment sheet)

#### Full Council

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

| Day        | Date             | Time         | Committee                | Venue            |
|------------|------------------|--------------|--------------------------|------------------|
| 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        |
| <b>Thu</b> | <b>02-Mar 23</b> | <b>16:30</b> | <b>Council (Budget)</b>  | <b>City Hall</b> |
| Thu        | 30-Mar-23        | 16:30        | Council                  | City Hall        |
| Thu        | 25-May-23        | 16:30        | Council (Annual Meeting) | City Hall        |

#### Cabinet

10. 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       |
|------------|------------------|--------------|----------------|-------------|
| Thu        | 22 Sept 22       | 14:00        | Cabinet        | CR 4        |
| Thu        | 20 Oct 22        | 14:00        | Cabinet        | CR 4        |
| Thu        | 17 Nov 22        | 14:00        | Cabinet        | CR 4        |
| Thu        | 15 Dec 22        | 14:00        | Cabinet        | CR 4        |
| Thu        | 19 Jan 23        | 14:00        | Cabinet        | CR 4        |
| <b>Thu</b> | <b>23 Feb 23</b> | <b>14:00</b> | <b>Cabinet</b> | <b>CR 4</b> |
| Thu        | 23 Mar 23        | 14:00        | Cabinet        | CR 4        |
| Thu        | 27 April 23      | 14:00        | Cabinet        | CR 4        |
| Thu        | 18 May 23        | 14:00        | Cabinet        | CR 4        |

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.

11. The tables shown in paragraphs 9 and 10 above reflect the changes in the dates of the budget meetings of Cabinet and Council as shown in bold.

#### **Legal Implications**

12. Section 6 of the Local Government (Wales) Measure 2011 requires the Council to have regard to the Welsh Government's statutory guidance (issued under section 6) when considering the times and intervals of its meetings.
13. 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; and to act on the outcomes of that survey when setting its programme of meetings

### **Financial Implications**

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

### **RECOMMENDATIONS**

15. The Council is recommended to:
- (1) approve the programme of Full Council meeting dates for August 2022 to May 2023 set out in paragraph 9 of this report;
  - (2) note the proposed schedule of Cabinet meeting dates during the period August 2022 to May 2023 in paragraph 10;
  - (3) approve the calendar of proposed Committee meetings for the period August 2022 – May 2023 in Appendix A (to be published on the amendment sheet); and
  - (4) 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.

**DAVINA FIORE**

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

15 July 2022

**Appendix A**            Programme of Meetings 01 August 2022 to 31 May 2023

Background papers:

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

[Programme of Meetings Report to Council – 26 May 2022](#)