

**ANNUAL COUNCIL:**

**25 MAY 2023**

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

**PROGRAMME OF COUNCIL MEETINGS 2023-24**

**Reason for this report**

- To approve the programme of Full Council meetings for the 2023-24 municipal year.

**Background**

- 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)).

**Issues**

- Appendix A** (to be published on the Amendment Sheet) is the proposed programme of Full Council and Committee meetings for the period May 2023 to May 2024 and the programme of Cabinet meetings for the same period.
- 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.

Formal Meetings Diary

Full Council

- It is proposed that Council meetings will take place as follows:

Day	Date	Timings		Committee	Planned Venue	Meeting Type
		Start	Est End			
Thu	25-May-23	16:30	20:50	Council (Annual Meeting)	City Hall	MLM
Thu	29-Jun-23	16:30	20:50	Council	City Hall	MLM
Thu	20-Jul-23	16:30	20:50	Council	City Hall	MLM
Thu	28-Sep-23	16:30	20:50	Council	County Hall	MLM
Thu	26-Oct-23	16:30	20:50	Council	County Hall	MLM
Thu	30-Nov-23	16:30	20:50	Council	County Hall	MLM
Thu	25-Jan-24	16:30	20:50	Council	County Hall	MLM
Thu	07-Mar-24	16:30	20:50	Council (Budget)	County Hall	MLM
Thu	28-Mar-24	16:30	20:50	Council	TBC	MLM
Thu	23-May-24	16:30	20:50	Council (Annual Meeting)	TBC	MLM

## Cabinet

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

Day	Date	Timings		Committee	Planned Venue	Meeting Type
		Start	Est End			
Thu	22-Jun-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	13-Jul-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	21-Sep-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	19-Oct-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	23-Nov-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	14-Dec-23	14:00	16:00	Cabinet	CR 4	MLM
Thu	18-Jan-24	14:00	16:00	Cabinet	CR 4	MLM
Thu	29-Feb-24	14:00	16:00	Cabinet (Budget)	CR 4	MLM
Thu	21-Mar-24	14:00	16:00	Cabinet	CR 4	MLM
Thu	16-May-24	14:00	16:00	Cabinet	CR 4	MLM

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.

### Programme of meetings for Standing Committees

7. The Programme of Meetings 2023-24 has been drafted to balance the following considerations:
- Meeting the preferences of the “meetings survey” undertaken by Members following the Local Government Elections in 2022
  - Addressing some of the lessons learnt and concerns of Chairs and Committee members regarding the 2022-23 calendar of meetings including:
    - improving the routine of meetings to ease availability issues particularly for those attending scrutiny committees
    - avoiding school, bank and other holidays wherever possible
    - minimising the number of occurrences of having more than one public meeting on the same afternoon to prevent clashes if meetings over-run.
    - only being able to hold one meeting at a time using the conferencing system
    - the capacity and impact on Democratic Services of supporting multiple meetings on a single a day.
8. Consultation on the proposed programme of meetings has been undertaken with Group Leaders, Group whips and Committee Chairpersons with any concerns being addressed within the necessary constraints.
9. To address some of these concerns work is ongoing to procure a second conferencing system and to recruit additional staff to Democratic Services. This will minimise the likely impact of scheduling issues and improve the ability to meet the requirements of committee members. It is unlikely that these improvements will be fully implemented before December 2023.

### 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.
12. The Policy Review and Performance Scrutiny Committee has been provisionally scheduled until December 2023 when it is anticipated that the implementation of the improvements identified in paragraph 8 above will enable a more suitable schedule of meetings for its committee meetings to be identified.
13. Timings of budget meetings of the Scrutiny Committees in February are subject to change depending on the number of budget considerations within the remit of each of the committees.

### Corporate Parenting Advisory Committee

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

### Governance and Audit Committee

15. A total of five meetings of the Governance and Audit Committee per year are planned to be scheduled during the 2023-24 municipal year.

### Democratic Services Committee

16. 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

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

### Constitution Committee

18. It is anticipated that the Constitution Committee will meet twice during the municipal year.

19. Other Committees

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

### Ad-Hoc Meetings

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

### **Legal Implications**

21. 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 draft revised statutory guidance, amended to reflect the new legislative provisions introduced by the Local Government and Elections (Wales) Act 2021 amongst other issues, which has not yet been finally issued.
22. In summary, the draft 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;
  - It is recommended that meetings should be held of a length and at times, intervals and locations which are convenient to its members, having regard to equality and diversity issues; 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 cohort of Councillors will not necessarily serve the interests of the current one."
23. 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 following the local government elections in May 2022 and the current programme of meetings reflects the results of that survey and agreements made by individual Committees around preferred start times. Further surveys should be carried out, at a frequency decided by the Council, in order to accommodate any changes in circumstances which may occur over the term.

### **Financial Implications**

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

### **RECOMMENDATIONS**

25. The Council is recommended to
- (1) approve the programme of Council meeting dates for for the 2023-24 municipal year as set out in paragraph 5 of this report.
  - (2) Note the provisional dates of Cabinet meetings dates for for the 2023-24 municipal year as set out in paragraph 6 of this report.

- (3) Approve the provisional programme of meetings for the 2023-24 municipal year as in **Appendix A** (to be published on the Amendment Sheet);
- (4) delegate authority to the Director of Governance and Legal Services, in consultation with the Leader and the respective 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**

19 May 2023

**Appendix A** Programme of Meetings 2023-24 (to be published on the Amendment Sheet)

Background papers:

Welsh Government, Local Government: Guidance for Principal Councils (Consultation Draft): [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#)