



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

15th MAY 2019

CALENDAR OF MEETINGS - MUNICIPAL YEAR 2019 - 2020

REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

To seek approval of the Calendar of Meetings for the 2019-2020 Municipal Year.

2. RECOMMENDATIONS

- 2.1 To note the contents of the report;
- 2.2 That following consideration of the responses to the Survey in respect of the Timing of Meetings as outlined in paragraph 4, the times of meetings remain unchanged.
- 2.3 That with the exception of the July Council (for the reasons outlined in paragraph 4.9 of the report) and the Planning and Development Committee, meetings will not be convened during School holidays, unless urgent business needs require.
- 2.4 To agree the proposed Calendar of Meetings for the Municipal Year 2019/2020, as attached as Appendix 1 to the report.
- 2.5 That the provision of training no longer be scheduled before Council or other related Committee meetings and that until the provision of E-Learning is available Members be invited to training sessions to be held separate from Committee meetings and commencing at 5pm to maximise Member attendance.

3. BACKGROUND

- 3.1 In accordance with Part 4 of the Constitution, within the section marked Council Procedure Rules, it is required that the Calendar of Meetings for the forthcoming Municipal Year be presented at the Annual Council Meeting.

4. SURVEY OF TIMING OF MEETINGS

- 4.1 In accordance with Section 6(2) of the Local Government (Wales) Measure 2011, a survey was recently carried out to assess Members' preferences regarding the future timing of meetings.
- 4.2 53% of Members completed the questionnaire. The suggested choices of timings for meetings offered to Members as part of the survey, were 10.00 a.m., 2.00 p.m., 4.00 p.m. and 5.00 p.m. Overall 85% of the respondents preferred the starting times of Council and other Committee meetings to be at 5 p.m. with 2 p.m. start times being the least favourable. Some additional comments were made in respect of a further later start time of 6p.m. for Committee meetings to address concerns in respect of working Members.
- 4.3 95% of the respondents were happy with the current arrangements that are in place for meetings that are held on an ad hoc basis e.g. LEA Governors, Appointments Committee, VER Panel
- 4.4 The Survey also took the opportunity to ask Members about the support provision available to them, training opportunities and the facilities available to Members to support them in their roles. This information will be reported back to the Democratic Services Committee to action where appropriate.
- 4.5 In respect of the training provided prior to Council and other Committee meetings, although 87% of the respondents were happy with the training provided, feedback from the survey and general Member attendance at these sessions has indicated that these are not the most effective use of both Member and Officer time. Respondents to the survey have suggested that holding such sessions independent of Committee meetings would produce a better attendance.
- 4.6 Going forward, the Democratic Services Committee are working with the Head of Democratic Services and HR to develop E-learning opportunities for Members. Until this is fully developed the Member training sessions will continue to be provided.
- 4.7 The responses to the survey have been considered in respect of the Calendar of Meetings and it is therefore proposed that the times of meetings remain unchanged.
- 4.8 As agreed at the Council AGM on the 23rd May, 2018 (Minute No.15(3) Refers) Committee meetings were to be convened outside of the School holiday periods, save for exceptional circumstances (urgent business requirements). This scheduling has proved successful for Members and it is proposed that this continues for the 2019-20 Municipal Year.
- 4.9 Subject to the comments in 4.8, due to the requirement relating to the Council's Statement of Accounts and WAO reporting timeline, it will be

necessary to hold the July Council meeting at the end of the month, during the School Summer Holidays.

5. PROPOSED CALENDAR OF MEETINGS

- 5.1 Attached is the proposed Calendar of Meetings for the 2019 - 2020 Municipal Year which includes the proposed dates for the Cabinet, Council, Licensing Committee, Audit Committee and the Planning & Development Committee. The Scrutiny Meeting dates have also been included for Members information.

6. FORMAL DIARY MEETINGS

Council

- 6.1 Within the proposed Calendar, Council meetings are, in the main, scheduled on a monthly cycle. In accordance with the Council Constitution, "Open Government" sessions will be scheduled at each meeting.
- 6.2 In accordance with the Council Constitution the Leader has agreed for the 'Leaders Debate' to be scheduled for the November Council meeting.

Regulatory Committees

- 6.3 The Licensing Committee will meet approximately every 6 weeks. The Licensing Committee will also meet on a quarterly basis as indicated in the Calendar, to deal specifically with issues arising from the Licensing Act 2003. Licensing Sub-Committees, convened under the Licensing Act 2003, will be convened as and when required.
- 6.4 Whilst there is a recess during the month of August, in the interests of efficiency, meetings of the Licensing Committee and the Licensing Sub-Committees can be convened to deal with any urgent business if required.
- 6.5 Dates have been allocated to the Planning and Development Committee throughout the calendar year to allow for, where possible, 2 meetings per month to take place.
- 6.6 In the interests of efficiency, meetings of the Planning and Development Committee have been convened within the School Summer holidays to deal with any urgent business if required. The Chair, following guidance from Officers will determine whether the scheduled meetings are to be taken forward.

Scrutiny Committees

- 6.7 In accordance with the Council's Constitution each of the Scrutiny Committees is required to hold at least 8 meetings during the Municipal Year.

Audit

- 6.9 Meetings of the Audit Committee are scheduled in the calendar mostly on a 6 week cycle.

Democratic Services Committee

- 6.10 It is proposed that the Democratic Services Committee will meet on an ad-hoc basis as, in accordance with the Local Government (Wales) Measure 2011 requirements (Section 15(2)) - it has to meet at least once a year.
- 6.11 However to assist Members diaries, two meetings have been scheduled in the Calendar. The Chair of the Committee can determine nearer the dates whether the scheduled meetings are needed to be taken forward. The Chair will still be able to call additional meetings of the Committee as necessary.

Standards Committee

- 6.12 The Standards Committee will meet as and when necessary in order to deliver its work programme. Provisional dates have been included within the draft Calendar.

Cabinet

- 6.13 In accordance with the Council's Constitution the Cabinet is required to meet at least 12 times during the Municipal Year.

Cabinet Sub-Committees

- 6.14 Cabinet Committees will be convened as and when there is sufficient business.

Other Committees

- 6.15 Meetings of the Appointments Committee, the Appeals/Employee Appeals/Chief Officer Appeals Committee, Pension Fund Committee and the Corporate Governance and Constitution Committee will meet as and when required.
- 6.16 A meeting of the Corporate Governance & Constitution Committee has been scheduled for the end of the Municipal Year to allow for any potential consideration of items prior to the AGM.
- 6.17 Again, additional meetings can be convened as necessary by the Chair of the Committee.

7. SPECIAL MEETINGS

- 7.1 Special/Extraordinary meetings of Council or Committees may be called, should this be deemed necessary by the Presiding Member (subject to agreement of Agenda item 5) or the relevant Chairman.

8. CONCLUSION

- 8.1 The Calendar of meetings for the 2019 - 2020 Municipal Year is attached as Appendix 1 to the report. Members are asked to note the dates and times of the meeting to assist in their diary management.

LOCAL GOVERNMENT ACT 1972

as amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LIST OF BACKGROUND PAPERS

COUNCIL ANNUAL GENERAL MEETING

15 MAY 2019

**REPORT OF THE SERVICE DIRECTOR DEMOCRATIC SERVICES &
COMMUNICATION.**

REPORT

Calendar of Meetings for Municipal Year 2019 - 2020

Freestanding matter

CALENDAR OF MEETINGS
MAY 2019 – MAY 2020

MAY 2019

MONDAY			BANK HOLIDAY 6	13	20	BANK HOLIDAY 27
TUESDAY			7	14 VER Panel 2pm	21	28 Llwydcoed Crematorium 2pm
WEDNESDAY		1 Special Overview & Scrutiny Committee 5.15pm	8	15 AGM 4pm	22	29
THURSDAY		2	9	16	23	30
FRIDAY		3	10	17	24 LEA Governors 10am	31
SATURDAY		4	11	18	25	
SUNDAY		5	12	19	26	

JUNE 2019

MONDAY		3	10 Audit Committee 5pm	17	24
TUESDAY		4	11 Strategic Arts 10am Licensing (2003 Act) Committee 4.30pm Licensing Committee 5pm	18 Cabinet 10:30am	25
WEDNESDAY		5	12	19 Special Council 4pm Council 5pm	26
THURSDAY		6	13 Planning & Development Committee 5pm	20	27 Planning & Development Committee 5pm
FRIDAY	31	7	14	21	28
SATURDAY	1	8	15	22	29
SUNDAY	2	9	16	23	30

JULY 2019

MONDAY	1 Overview & Scrutiny Committee 5pm	8 Special Finance & Performance Scrutiny Committee 5pm	15	22 Pension Fund Committee 2pm Audit Committee 5pm	29
TUESDAY	2	9 Health & Wellbeing Scrutiny Committee 5pm	16 Corporate Parenting Board 10am School Budget Forum 2pm Licensing Committee 5pm	23 Summer Holidays Finance & Performance Scrutiny Committee 5pm Llwydcoed Crematorium-2pm	30
WEDNESDAY	3	10 Children & Young People Scrutiny Committee 5pm	17 Democratic Services 5pm	24	31 Council 5pm (Statement of Accounts)
THURSDAY	4 Planning & Development Committee 5pm	11 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	18 Cabinet 10:30am Planning & Development Committee 5pm	25	
FRIDAY	5	12	19	26	
SATURDAY	6	13	20	27	
SUNDAY	7	14	21	28	

AUGUST 2019

MONDAY		5	12	19	26 SUMMER BANK HOLIDAY
TUESDAY		6	13	20	27
WEDNESDAY		7	14	21	28
THURSDAY	1 Planning & Development Committee 5pm (If business needs require)	8	15 Planning & Development Committee 5pm (If business needs require)	22	29
FRIDAY	2	9	16	23	30
SATURDAY	3	10	17	24	31
SUNDAY	4	11	18	25	1

SEPTEMBER 2019

MONDAY	2	9	16 Audit Committee 5pm	23 Corporate Parenting Board – 10am	30
TUESDAY	3 Overview & Scrutiny Committee 5pm	10 Licensing (2003 Act) Committee 4.30pm Licensing Committee 5pm	17	24 Cabinet 10:30am Health & Wellbeing Scrutiny Committee 5pm	
WEDNESDAY	4	11 Children & Young People Scrutiny Committee 5pm	18 Council 5pm	25 Children & Young People Scrutiny Committee 5pm	
THURSDAY	5 Planning & Development Committee 5pm	12 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	19 Planning & Development Committee 5pm	26 Finance and Performance Scrutiny Committee 5pm	
FRIDAY	6	13	20	27 10am Standards Committee	
SATURDAY	7	14	21	28	
SUNDAY	8	15	22	29	

OCTOBER 2019**Half Term**

MONDAY		7 Overview & Scrutiny Committee 5pm	14	21 Health & Wellbeing Scrutiny Committee 5pm	28
TUESDAY	1	8	15 Licensing Committee 5pm	22 Pension Fund Committee 2pm	29
WEDNESDAY	2	9 Welsh Lang Group 10am Children & Young People Scrutiny Committee 5pm	16 Children & Young People Scrutiny Committee 5pm	23 Council 5pm	30
THURSDAY	3 Planning & Development Committee 5pm	10 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	17 Cabinet 10:30am Planning & Development Committee 5pm	24 Finance and Performance Scrutiny Committee 5pm	31
FRIDAY	4	11	18	25	
SATURDAY	5	12	19	26	
SUNDAY	6	13	20	27	

NOVEMBER 2019

MONDAY		4 Overview & Scrutiny Committee 5pm	11	18 Corporate Parenting Board – 10am	25
TUESDAY		5 Audit Committee 5pm	12	19 School Budget Forum 2pm Health & Wellbeing Scrutiny Committee 5pm	26
WEDNESDAY		6 Children & Young People Scrutiny Committee 5pm	13	20 Children & Young People Scrutiny Committee 5pm	27 Council 5pm (Leaders Debate)
THURSDAY		7 Planning & Development Committee 5pm	14 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	21 Cabinet 10:30am Planning & Development Committee 5pm	28
FRIDAY	1	8	15	22 10am Standards Committee	29
SATURDAY	2	9	16	23	30
SUNDAY	3	10	17	24	1

DECEMBER 2019

MONDAY	2 Overview & Scrutiny Committee 5pm	9	16 Pension Fund Committee 2pm	23	30 OFFICE SHUT DOWN
TUESDAY	3 Licensing (2003 Act) Committee 4.30pm Licensing Committee 5pm	10 Llwydcoed Crematorium-2pm Health & Wellbeing Scrutiny Committee 5pm	17 Cabinet 10:30am Audit Committee 5pm	24 OFFICE SHUT DOWN	31 OFFICE SHUT DOWN
WEDNESDAY	4 Children & Young People Scrutiny Committee 5pm	11 Finance and Performance Scrutiny Committee 5pm	18 Children & Young People Scrutiny Committee 5pm	25 BANK HOLIDAY	
THURSDAY	5 Planning & Development Committee 5pm	12 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	19 Planning & Development Committee 5pm	26 BANK HOLIDAY	
FRIDAY	6	13	20	27 OFFICE SHUT DOWN	
SATURDAY	7	14	21	28	
SUNDAY	8	15	22	29	

JANUARY 2020

MONDAY		6	13 Overview & Scrutiny Committee 5pm	20 Democratic Services 5pm	27 Corporate Parenting Board – 10am
TUESDAY		7	14	21 Licensing Committee 5pm	28 Health & Wellbeing Scrutiny Committee 5pm
WEDNESDAY	1 BANK HOLIDAY	8	15 Council 5pm	22 Children & Young People Scrutiny Committee 5pm	29 Finance and Performance Scrutiny Committee 5pm
THURSDAY	2	9 Planning & Development Committee 5pm	16 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	23 Cabinet 10:30am Planning & Development Committee 5pm	30
FRIDAY	3	10	17	24	31
SATURDAY	4	11	18	25	
SUNDAY	5	12	19	26	

FEBRUARY 2020

MONDAY		3	10 Overview & Scrutiny Committee 5pm	17 Half Term	24 Health & Wellbeing Scrutiny Committee 5pm
TUESDAY		4 Audit Committee 5pm	11 School Budget Forum 2pm	18	25 Licensing (2003 Act) Committee 4.30pm Licensing Committee 5pm
WEDNESDAY		5 Children & Young People Scrutiny Committee 5pm	12 Council 5pm	19	26 Children & Young People Scrutiny Committee 5pm
THURSDAY		6 Planning & Development Committee 5pm	13 Cabinet 10:30am Budget Planning & Development Committee 5pm	20	27 Public Service Delivery, Communities & Prosperity Scrutiny 5pm
FRIDAY	31	7	14	21	28
SATURDAY	1	8	15	22	29
SUNDAY	2	9	16	23	1

MARCH 2020

MONDAY	2	9	16 Overview & Scrutiny Committee 5pm	23 Pension Fund Committee 2pm Audit Committee 5pm	30 Health & Wellbeing Scrutiny Committee 5pm
TUESDAY	3	10	17 Llwydcoed Crematorium-2pm	24 Cabinet 10:30am Finance and Performance Scrutiny Committee 5pm	31 Corporate Parenting Board – 10am
WEDNESDAY	4 Council 5pm (Budget Strategy)	11 Children & Young People Scrutiny Committee 5pm	18 Council (<i>If business needs require</i>)	25 Children & Young People Scrutiny Committee 5pm	
THURSDAY	5 Planning & Development Committee 5pm	12	19 Planning & Development Committee 5pm	26 Public Service Delivery, Communities & Prosperity Scrutiny 5pm	
FRIDAY	6	13	20	27 10am Standards Committee	
SATURDAY	7	14	21	28	
SUNDAY	8	15	22	29	

APRIL 2020

Easter Holidays

Easter Holidays

MONDAY		6	13 Bank Holiday	20 Overview & Scrutiny Committee 5pm	27 Audit Committee 5pm
TUESDAY		7	14	21 Cabinet 10:30am Licensing Committee 5pm	28
WEDNESDAY	1 Council 5pm	8	15	22 Corporate Governance & Constitution Committee 5pm	29 Welsh Lang Group 10am
THURSDAY	2 Planning & Development Committee 5pm	9	16	23 Planning & Development Committee 5pm	30
FRIDAY	3	10 Bank Holiday	17	24	
SATURDAY	4	11	18	25	
SUNDAY	5	12	19	26	

MAY 2020

MONDAY		4 BANK HOLIDAY	11	18	25 BANK HOLIDAY Half Term
TUESDAY		5 Cabinet 10:30am	12	19	26
WEDNESDAY		6 Corporate Parenting Board – 10am	13 Council AGM 4pm	20	27
THURSDAY		7 Planning & Development Committee 5pm	14	21	28
FRIDAY	1	8	15	22	29
SATURDAY	2	9	16	23	30
SUNDAY	3	10	17	24	31