



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2018-2019**

**ANNUAL MEETING OF THE COUNCIL**

**23<sup>RD</sup> MAY, 2018**

**CALENDAR OF MEETINGS – MUNICIPAL YEAR 2018/19**

**JOINT REPORT OF THE DIRECTOR CABINET & PUBLIC RELATIONS  
AND THE DIRECTOR, LEGAL & DEMOCRATIC SERVICES**

**1. PURPOSE OF THE REPORT**

To seek approval of the Calendar of Meetings for the 2018/2019 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 5, the times of meetings remain unchanged.
- 2.3 That with the exception of 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 2018/2019.

**3. BACKGROUND**

- 3.1 In accordance with Part 4 of the Constitution – ‘Council Procedure Rules’, to complete the requirement that the Calendar of Meetings for the forthcoming municipal year be presented at the Annual Council Meeting.

#### **4. PROPOSED CALENDAR OF MEETINGS**

- 4.1 Attached is the proposed Calendar of Meetings for the 2018/2019 Municipal Year.

#### **5. SURVEY OF TIMING OF MEETINGS**

- 5.1 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.
- 5.2 71% (53 Members) respondents 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 75% of Members preferred the starting times of Council and Committee meetings to be at 5 p.m. with 2 p.m. start times being the least favourable. 96% of Members 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.
- 5.3 There was also provision within the survey for Members to give additional comments and the common themes included work commitments, many Members living quite a distance from the Council Headquarters and they were therefore pleased that the starting times were at 5 p.m.; some Members also expressed a view that meetings should not be held during school holidays.
- 5.4 The responses have been considered in respect of the Calendar of Meetings and it is therefore proposed that the times of meetings remain unchanged and with the exception of meetings of the Planning and Development Committee, meetings will not usually be convened during the School holidays save for exceptional circumstances.

#### **6. FORMAL DIARY MEETINGS**

##### **Council**

- 6.1 Within the proposed Calendar, Council meetings are, in the main, scheduled on a monthly cycle. It is proposed to include "Open Government" sessions at each meeting.
- 6.2 Following the Council meeting held on the 14<sup>th</sup> January, 2009 when it was resolved under Minute No.114(1) - "*That an Annual Leader's debate be part of the calendar of meetings for each municipal year*", the Leader has agreed to this being incorporated into the Council meeting scheduled for Wednesday, 24<sup>th</sup> October, 2018.

##### **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 As indicated in paragraph 5.4 above, 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.

### **Scrutiny Committees**

- 6.5 In accordance with the Council's Constitution each of the Scrutiny Committees is required to hold at least 8 meetings during the Municipal Year and this has been provided for within the Calendar.
- 6.6 .Meetings of the Appointments Committee, the Appeals/Employee Appeals/Chief Officer Appeals Committee and the Corporate Governance and Constitution Committee will meet as and when required.

### **Cabinet**

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

### **Cabinet Sub-Committees**

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

## **7. SPECIAL MEETINGS**

- 7.1 Special/Extraordinary meetings of Council or Committees may be called, should this be deemed necessary by the Mayor or the relevant Chair.

**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**

**23 MAY 2018**

**JOINT REPORT OF THE DIRECTOR OF CABINET & PUBLIC RELATIONS  
AND THE DIRECTOR OF LEGAL & DEMOCRATIC SERVICES**

**REPORT**

**Calendar of Meetings for Municipal Year 2018/2019**

Freestanding matter