

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2015-2016**

**COUNCIL  
20 MAY 2015**

**Agenda Item No.13**

**REPORT OF THE DIRECTOR, LEGAL  
AND DEMOCRATIC SERVICES**

**CALENDAR OF MEETINGS  
MUNICIPAL YEAR 2015/2016**

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**1. PURPOSE OF THE REPORT**

To seek approval of the Calendar of Meetings for the 2015/2016 municipal year.

**2. RECOMMENDATIONS**

- (1) To note the contents of the report.
- (2) To agree the proposed Calendar of Meetings for the municipal year 2015/2016.

**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. PROPOSED CALENDAR OF MEETINGS**

4.1 Attached is the proposed Calendar of Meetings for the 2015/2016 municipal year which includes the proposed dates for the Cabinet, Cabinet Performance & Resources Committee, Council, Licensing Committee, the Council's Scrutiny Committees and the Development Control Committee.

**5. FORMAL DIARY MEETINGS**

**Council**

- 5.1 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.
- 5.2 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 28<sup>th</sup> October 2015.

### **Regulatory Committees**

- 5.4 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.
- 5.5 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.
- 5.6 Dates have been allocated to the Development Control Committee throughout the calendar year to allow for two meetings per month to take place.

### **Scrutiny Committees**

- 5.7 The Public Service Delivery, Communities & Prosperity Scrutiny Committee, the Children & Young People Scrutiny Committee and the Overview and Scrutiny Committee will each have 8 meetings scheduled into the calendar, which will also accommodate 9 meetings for each of the Finance & Performance Scrutiny Committee and the Health & Well-Being Scrutiny Committee. Clearly there is a need for these new arrangements to be flexible in order to respond appropriately to developing issues (as identified in agenda item 6)

### **Audit**

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

### **Democratic Services Committee**

- 5.9 It is proposed that the Democratic Services Committee will meet on an ad-hoc basis as, in accordance with The Measure requirements (Section 15(2)) - it only has to meet once a year.

### **Standards Committee**

- 5.10 The Standards Committee will meet as and when necessary in order to deliver its work programme.

### **Other Committees**

- 5.11 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**

- 5.12 The Cabinet will, in the main, meet once every four weeks. The first meeting of the Cabinet will be on 25<sup>th</sup> June 2015. Special meetings of the Cabinet have been scheduled for 14<sup>th</sup> January 2016 and 11<sup>th</sup> February 2016, to deal specifically with reports relating to the findings of the budget consultation process, Phases 1 and 2 respectively.

### **Cabinet Committees**

- 5.13 Cabinet Committees will convene as and when there is sufficient business, however, dates of meetings of the Cabinet Performance & Resources Committee, are included within the Calendar but some meetings of this Committee could be cancelled if there is a lack of business.

## **6. SPECIAL MEETINGS**

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

**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**

**20 MAY 2015**

**REPORT OF THE DIRECTOR OF LEGAL & DEMOCRATIC SERVICES**

**REPORT**

**Calendar of Meetings for Municipal Year 2015/2016**

Freestanding matter



RHONDDA CYNON TAF

**CALENDAR OF MEETINGS**  
**MAY 2015 – MAY 2016**



**MAY 2015**

<b>MONDAY</b>		4 <b>BANK HOLIDAY</b>	11	18	25 <b>BANK HOLIDAY</b>
<b>TUESDAY</b>		5	12	19	26
<b>WEDNESDAY</b>		6	13	20 COUNCIL AGM	27
<b>THURSDAY</b>		7	14	21	28
<b>FRIDAY</b>	1	8	15	22	29
<b>SATURDAY</b>	2	9	16	23	30
<b>SUNDAY</b>	3	10	17	24	31

**JUNE 2015**

<b>MONDAY</b>	1	8	15 Finance & Performance Scrutiny Committee 5 p.m.	22	29 Audit Committee 5 p.m.
<b>TUESDAY</b>	2	9 Licensing Committee 5 p.m.	16	23	30
<b>WEDNESDAY</b>	3	10	17 Health & Well Being Scrutiny Committee 5 p.m.	24 Council 5 p.m.	
<b>THURSDAY</b>	4 Development Control Committee 5 p.m.	11	18 Development Control Committee 5 p.m.	25 Cabinet 10.30 a.m.	
<b>FRIDAY</b>	5	12	19	26	
<b>SATURDAY</b>	6	13	20	27	
<b>SUNDAY</b>	7	14	21	28	



**JULY 2015**

<b>MONDAY</b>		6 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	13 Children & Young People Scrutiny Committee 5 p.m.	20	27 Finance & Performance Scrutiny Committee 5 p.m.
<b>TUESDAY</b>		7 Health & Well Being Scrutiny Committee 5 p.m.	14	21	28 Licensing (2003 Act) Committee 4.30 p.m. Licensing Committee 5 p.m.
<b>WEDNESDAY</b>	1	8	15	22 Council 5 p.m.	29 Overview & Scrutiny Committee 5 p.m.
<b>THURSDAY</b>	2 Development Control Committee 5 p.m.	9	16 Development Control Committee 5 p.m.	23 Cabinet 10.30 a.m. Cabinet P&R Committee 11 a.m.	30
<b>FRIDAY</b>	3	10	17	24	31
<b>SATURDAY</b>	4	11	18	25	
<b>SUNDAY</b>	5	12	19	26	

## AUGUST 2015

<b>MONDAY</b>		3	10	17	24	31 <b>BANK HOLIDAY</b>
<b>TUESDAY</b>		4	11	18	25	
<b>WEDNESDAY</b>		5	12	19	26	
<b>THURSDAY</b>		6 Development Control Committee 5 p.m.	13	20 Development Control Committee 5 p.m.	27	
<b>FRIDAY</b>		7	14	21	28	
<b>SATURDAY</b>	1	8	15	22	29	
<b>SUNDAY</b>	2	9	16	23	30	

**SEPTEMBER 2015**

<b>MONDAY</b>		7 Audit Committee 5 p.m.	14 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	21 Children & Young People Scrutiny Committee 5 p.m.	28
<b>TUESDAY</b>	1	8 Licensing Committee 5 p.m.	15	22	29
<b>WEDNESDAY</b>	2 Health & Well Being Scrutiny Committee 5 p.m.	9	16 Finance & Performance Scrutiny Committee 5 p.m.	23 Overview & Scrutiny Committee 5 p.m.	30 Council 5 p.m.
<b>THURSDAY</b>	3 Development Control Committee 5 p.m.	10	17 Development Control Committee 5 p.m.	24 Cabinet 10.30 a.m. Cabinet P&R Committee 11 a.m.	
<b>FRIDAY</b>	4	11	18	25	
<b>SATURDAY</b>	5	12	19	26	
<b>SUNDAY</b>	6	13	20	27	

**OCTOBER 2015**

<b>MONDAY</b>		5	12 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	19 Children & Young People Scrutiny Committee 5 p.m.	26 Audit Committee 5 p.m.
<b>TUESDAY</b>		6	13	20 Licensing (2003 Act) Committee 4.30 pm Licensing Committee 5 p.m.	27
<b>WEDNESDAY</b>		7 Finance & Performance Scrutiny Committee 5 p.m.	14 Health & Well Being Scrutiny Committee 5 p.m.	21 Overview & Scrutiny Committee 5 p.m.	28 Council (inc. Leader's Debate) 5 p.m.
<b>THURSDAY</b>	1 Development Control Committee 5 p.m.	8	15 Development Control Committee 5 p.m.	22 Cabinet 10.30 a.m.	29
<b>FRIDAY</b>	2	9	16	23	30
<b>SATURDAY</b>	3	10	17	24	31
<b>SUNDAY</b>	4	11	18	25	

**NOVEMBER 2015**

<b>MONDAY</b>		2	9 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	16 Children & Young People Scrutiny Committee 5 p.m.	23	30
<b>TUESDAY</b>		3	10	17	24	
<b>WEDNESDAY</b>		4 Finance & Performance Scrutiny Committee 5 p.m.	11 Health & Well Being Scrutiny Committee 5 p.m.	18 Overview & Scrutiny Committee 5 p.m.	25 Council 5 p.m.	
<b>THURSDAY</b>		5 Development Control Committee 5 p.m.	12	19 Development Control Committee 5 p.m.	26 Cabinet 10.30 a.m. Cabinet P&R Committee 11 a.m.	
<b>FRIDAY</b>		6	13	20	27	
<b>SATURDAY</b>		7	14	21	28	
<b>SUNDAY</b>	1	8	15	22	29	

**DECEMBER 2015**

<b>MONDAY</b>		7 Audit Committee 5 p.m.	14 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	21 Children & Young People Scrutiny Committee 5 p.m.	28 <b>BANK HOLIDAY</b>
<b>TUESDAY</b>	1 Licensing Committee 5 p.m.	8	15	22	29
<b>WEDNESDAY</b>	2	9 Finance & Performance Scrutiny Committee 5 p.m.	16 Health & Well Being Scrutiny Committee 5 p.m.	23	30
<b>THURSDAY</b>	3 Development Control Committee 5 p.m.	10	17 Cabinet 10.30 a.m. Development Control Committee 5 p.m.	24	31
<b>FRIDAY</b>	4	11	18	25 <b>BANK HOLIDAY</b>	
<b>SATURDAY</b>	5	12	19	26	
<b>SUNDAY</b>	6	13	20	27	

**JANUARY 2016**

<b>MONDAY</b>		4	11 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	18 Children & Young People Scrutiny Committee 5 p.m.	25 Audit Committee 5 p.m.
<b>TUESDAY</b>		5	12	19 Licensing (2003 Act) Committee 4.30 p.m. Licensing Committee 5 p.m.	26 Overview & Scrutiny Committee 5 p.m.
<b>WEDNESDAY</b>		6	13 Council 5 p.m.	20 Health & Well Being Scrutiny Committee 5 p.m.	27 Finance & Performance Scrutiny Committee 5 p.m.
<b>THURSDAY</b>		7 Development Control Committee 5 p.m.	14 Cabinet (Phase 1 Budget) 10.30 a.m.	21 Cabinet 10.30 a.m. Development Control Committee 5 p.m.	28
<b>FRIDAY</b>	1 <b>BANK HOLIDAY</b>	8	15	22	29
<b>SATURDAY</b>	2	9	16	23	30
<b>SUNDAY</b>	3	10	17	24	31

**FEBRUARY 2016**

<b>MONDAY</b>	1	8	15 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	22 Health & Well Being Scrutiny Committee 5 p.m.	29 Children & Young People Scrutiny Committee 5 p.m.
<b>TUESDAY</b>	2	9	16	23	
<b>WEDNESDAY</b>	3	10	17	24 Council 5 p.m.	
<b>THURSDAY</b>	4 Development Control Committee 5p.m.	11 Cabinet (Phase 2 Budget) 10 30 a.m.	18 Cabinet 10.30 a.m. Development Control Committee 5 p.m.	25 Overview & Scrutiny Committee 5 p.m.	
<b>FRIDAY</b>	5	12	19	26	
<b>SATURDAY</b>	6	13	20	27	
<b>SUNDAY</b>	7	14	21	28	



**MARCH 2016**

<b>MONDAY</b>		7	14 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5 p.m.	21 Children & Young People Scrutiny Committee 5 p.m.	28 <b>BANK HOLIDAY</b>
<b>TUESDAY</b>	1	8 Licensing Committee 5 p.m.	15	22	29
<b>WEDNESDAY</b>	2 Council 5 p.m.	9 Finance & Performance Scrutiny Committee 5 p.m.	16 Health & Well Being Scrutiny Committee 5 p.m.	23 Overview & Scrutiny Committee 5 p.m.	30 Council 5 p.m.
<b>THURSDAY</b>	3 Development Control Committee 5 p.m.	10	17 Cabinet 10.30 a.m. Cabinet P&R Committee 11 a.m. Development Control Committee 5 p.m.	24	31 Audit Committee 5 p.m.
<b>FRIDAY</b>	4	11	18	25 <b>BANK HOLIDAY</b>	
<b>SATURDAY</b>	5	12	19	26	
<b>SUNDAY</b>	6	13	20	27	

**APRIL 2016**

<b>MONDAY</b>		<b>4</b>	11 Finance & Performance Scrutiny Committee 5 p.m.	18	25
<b>TUESDAY</b>		<b>5</b>	12 Licensing (2003 Act) Committee 4.30 p.m. Licensing Committee 5 p.m.	19	26
<b>WEDNESDAY</b>		<b>6</b>	13	20 Overview & Scrutiny Committee 5 p.m.	27 Council 5 p.m.
<b>THURSDAY</b>		<b>7</b> Development Control Committee 5 p.m.	14	21 Cabinet 10.30 a.m. Development Control Committee 5 p.m.	28
<b>FRIDAY</b>	1	<b>8</b>	15	22	29
<b>SATURDAY</b>	2	<b>9</b>	16	23	30
<b>SUNDAY</b>	3	<b>10</b>	17	24	

**MAY 2016**

<b>MONDAY</b>		2 <b>BANK HOLIDAY</b>	9	16	23	30 <b>BANK HOLIDAY</b>
<b>TUESDAY</b>		3 Audit Committee 5 p.m.	10	17	24	31
<b>WEDNESDAY</b>		4	11	18	25 COUNCIL AGM	
<b>THURSDAY</b>		5 Development Control Committee 5 p.m.	12	19 Cabinet 10.30 a.m. Development Control Committee 5 p.m.	26	
<b>FRIDAY</b>		6	13	20	27	
<b>SATURDAY</b>		7	14	21	28	
<b>SUNDAY</b>	1	8	15	22	29	

