



## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

### **COUNCIL ANNUAL GENERAL MEETING**

**16<sup>th</sup> SEPTEMBER 2020**

#### **CALENDAR OF MEETINGS - MUNICIPAL YEAR 2020 - 2021**

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

##### **1. PURPOSE OF THE REPORT**

To seek approval of the Calendar of Meetings for the 2020-2021 Municipal Year.

##### **2. RECOMMENDATIONS**

- 2.1 To note the contents of the report; and in doing so note the responses to the Elected Members' Survey in respect of the Timing of Meetings, as outlined in paragraph 4.
- 2.3 That with the exception of the Planning and Development Committee, meetings will not be convened during School holidays, subject to urgent business needs; and
- 2.4 To agree the proposed Calendar of Meetings for the Municipal Year 2020/2021, as attached as Appendix 1 to the report.
- 2.5 Note that is calendar is subject to change, based upon the demands of business over the coming municipal. Any changes or additions will be undertaken in consultation with the appropriate committee chairs.

##### **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 committee meetings as well

as assessing whether their training and developmental needs are being met.

- 4.2 Overall 61 Members completed the questionnaire. As surveyed, the suggested start times of virtual meetings were 10.00 a.m., 2.00 p.m., 3.00 p.m. and 5.00 p.m. In total 60% of the respondents cited 5.00pm as their preferred starting time for Council and other committees.
- 4.3 In response to the preferred start time of meetings when they are able to resume in the future, 71% of Members favoured the 5pm start for Council. The earlier suggested times of 10am and 2pm were once again the least favourable choices.
- 4.4 93% of the respondents were happy with the current arrangements in place for meetings that are held on an ad hoc basis e.g. LEA Governors, Appointments Committee, VER Panel and others
- 4.5 The Survey also sought Members' views on the support provision available to enable them to undertake their roles efficiently as well as (virtual) training opportunities available more recently. This aspect of the survey has been reported to the Democratic Services Committee on the 10<sup>th</sup> September 2020 for any required action.
- 4.6 The findings of the survey indicate that 97% of the respondents are satisfied with the level of support they receive from the Council Business Unit, with comments made in respect of improving further the availability of research functions. 92% of Members are satisfied with the level of information circulated to them electronically, including a positive responses welcoming the newly introduced Members Update.
- 4.7 With the development of the Members portal, it is anticipated that a number of E-Learning modules will be available. Members were asked to indicate which modules they consider to be the most beneficial, 52% of Members considered Safeguarding to be the most significant module with 52% requesting a Mental Health & Wellbeing training session as well as a Social Media training module. The training modules will be designed and incorporated into the Members Portal as it develops following discussions between the Democratic Services Committee and the Head of Democratic Services.
- 4.8 As agreed at the Council AGM on the 23<sup>rd</sup> 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 2020-21 Municipal Year.

## **5. PROPOSED CALENDAR OF MEETINGS**

- 5.1 Attached is the proposed Calendar of Meetings for the 2020 - 2021 Municipal Year which includes, amongst others, 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 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.

### **Audit**

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

### **Democratic Services Committee**

- 6.7 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.
- 6.8 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 required. The Chair will still be able to call additional meetings of the Committee as necessary.

## **Standards Committee**

- 6.9 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**

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

## **Cabinet Sub-Committees**

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

## **Other Committees**

- 6.12 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.
- 6.13 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.
- 6.14 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 or the relevant Chairman.

## **8. Accessibility enhancements within the Council Chamber**

- 8.1 The Democratic Services committee recently received an update in respect of the ongoing improvements to the Council Chamber. These improvements, will not only improve accessibility to the chamber, but provide the opportunity to broadcast committee proceeding.
- 8.2 These improvements provide the opportunity once complete to consider a hybrid approach to operating meetings and also provide the ability to enhance our current virtual arrangements further. Flexibility may need to be adopted over the coming months, taking consideration of the public health advice at that time, to accommodate any changes in our meeting arrangements or approaches.

**9. CONCLUSION**

- 9.1 The Calendar of meetings for the 2020 - 2021 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**

**16 SEPTEMBER 2020**

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

**REPORT**

**Calendar of Meetings for Municipal Year 2020 - 2021**

Freestanding matter

**CALENDAR OF MEETINGS**  
**SEPTEMBER 2020 – MAY 2021**

# September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3 <b>Planning &amp; Development Committee 3pm</b>	4	5	6
7	8	9 <b>Children &amp; Young People Scrutiny Committee 5pm</b>	10 <b>Democratic Services Committee 5pm</b>	11 <b>JOSC 2pm</b>	12	13
14 <b>Central South Consortium Joint Education Joint Committee 10am</b>  <b>Health &amp; Wellbeing Scrutiny Committee 3pm</b>	15	16 <b>Council AGM 4pm</b>	17 <b>Planning &amp; Development Committee 3pm</b>	18	19	20
21 <b>Corporate Parenting Board 10am</b>	22	23 <b>Council 5pm</b>	24 <b>Cabinet 11am</b>	25	26	27
28 <b>Audit Committee 5pm</b>	29	30				



# October 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 <b>Planning &amp; Development Committee 3pm</b>	2	3	4
5	6 <b>Health &amp; Wellbeing Scrutiny Committee 5pm</b>	7 <b>Children &amp; Young People Scrutiny Committee (Joint) 5pm</b> <b>Welsh Language Steering Group 10am</b>	8 <b>Public Service Delivery, Communities &amp; Prosperity Scrutiny Committee 5pm</b>	9 <b>Twinning Committee 10am</b>	10	11
12 <b>Licensing Act Committee 4.30pm</b> <b>Licensing Committee 5pm</b>	13 <b>Pension Fund Committee 2pm</b>	14 <b>Overview &amp; Scrutiny Committee 5pm</b>	15 <b>Cabinet 10.30am</b> <b>Planning &amp; Development Committee 3pm</b>	16	17	18
19 <b>Climate Change 12pm</b> <b>Finance &amp; Performance Scrutiny Committee 5pm</b>	20 <b>Cwm Taf Public Service Board 9am</b>	21 <b>Council 5pm</b>	22	23 <b>Cwm Taf PSB Joint Overview &amp; Scrutiny Committee 2pm</b>	24	25
26	27	28	29	30	31	

# November 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Corporate Parenting Board 10am Climate Change 12pm						1
2 Audit Committee 5pm	3 Licensing Committee 5pm	4 Children & Young People Scrutiny Committee 5pm	5 Planning & Development Committee 3pm	6	7	8
9	10 Health & Wellbeing Scrutiny Committee 5pm	11 Overview & Scrutiny Committee 5pm	12 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5pm	13	14	15
16 Finance & Performance Scrutiny Committee 5pm	17 Cabinet 10.30am	18 CSCJC 10am  Children & Young People Scrutiny Committee 5pm	19 Planning & Development Committee 3pm	20	21	22
23	24	25 Council (Leader's Debate) 5pm	26	27 Standards Committee 10am  Cwm Taf Joint Overview & Scrutiny Committee 2pm	28	29

# December 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2 <b>Children &amp; Young People Scrutiny Committee 5pm</b>	3 <b>Planning &amp; Development Committee 3pm</b>	4 Cwm Taf PSB Joint Overview & Scrutiny Committee 2pm	5	6
7	8 <b>Health &amp; Wellbeing Scrutiny Committee 5pm</b>	9 <b>Strategic Culture &amp; Arts Steering Group 2pm</b>  <b>Licensing (2003 Act) Committee 4.30pm</b> <b>Licensing Committee 5pm</b>	10 <b>Public Service Delivery, Communities &amp; Prosperity 5pm</b>	11	12	13
14 <b>Pension Fund Committee 2pm</b>  <b>Audit Committee 5pm</b>	15	16 <b>CSCJC 10am</b>  <b>Council 4pm</b>	17 <b>Cabinet 10.30am</b>  <b>Planning &amp; Development Committee 3pm</b>	18	19	20
21 <b>Finance &amp; Performance Scrutiny Committee 5pm</b>	22 <b>Overview &amp; Scrutiny Committee 5pm</b>	23 <b>Children &amp; Young People Scrutiny Committee 5pm</b>	24	25 <b>Christmas Day</b>	26 <b>Boxing Day</b>	27
28	29	30	31			

# January 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 New Year's Day	2	3
4	5	6 Overview & Scrutiny Committee 5pm	7 Planning & Development Committee 3pm	8	9	10
11	12 Health & Wellbeing Scrutiny Committee 5pm	13 Children & Young People Scrutiny Committee 5pm	14 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5pm	15	16	17
18	19	20 Council 5pm	21 CSCJC 10am  Cabinet 10.30am  Planning & Development Committee 3pm	22	23	24
25 Corporate Parenting Board 10am  Finance & Performance Scrutiny Committee 5pm	26 Cwm Taf Public Service Board 9am	27 Children & Young People Scrutiny Committee 5pm	28 Democratic Services Committee 5pm	29 Standards Committee 10am	30	31

# February 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Audit Committee 5pm	2 Licensing Committee 5pm	3 Children & Young People Scrutiny Committee 5pm	4 Planning & Development Committee 3pm	5 Cwm Taf Joint Overview & Scrutiny Committee 2pm	6	7
8 Health & Wellbeing Scrutiny Committee 5pm	9	10 Council 5pm	11 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5pm	12	13	14
15	16	17	18	19	20	21
22 Finance & Performance Scrutiny Committee 5pm	23 Overview & Scrutiny Committee 5pm	24 Children & Young People Scrutiny Committee 5pm	25 Cabinet 10.30am (Budget)  Planning & Development Committee 3pm	26	27	28

# March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3 Children & Young People Scrutiny Committee 5pm	4 Public Service Delivery, Communities & Prosperity Scrutiny Committee 5pm	5	6	7
8	9	10 Council 5pm	11 Planning & Development Committee 3pm	12	13	14
15 Finance & Performance Scrutiny Committee 5pm	16 Health & Wellbeing Scrutiny Committee 5pm	17 Overview & Scrutiny Committee 5pm  Strategic Culture & Arts Steering Group 2pm	18 Cabinet 10.30am  Public Service Delivery, Communities & Prosperity Scrutiny Committee 5pm	19	20	21
22 Corporate Parenting Board 10am  Pension Fund Committee 2pm  Audit Committee 5pm	23 Licensing (2003 Act) Committee 4.30pm  Licensing Committee 5pm	24 Children & Young People Scrutiny Committee 5pm	25 Planning & Development Committee 3pm	26 Standards Committee 10am	27	28
29	30	31				

# April 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 <b>Good Friday</b>	3	4 <b>Easter Sunday</b>
5 <b>Easter Monday</b>	6	7	8	9	10	11
12	13	14 <b>Overview &amp; Scrutiny Committee 5pm</b>	15 <b>Planning &amp; Development Committee 3pm</b>	16	17	18
19 <b>Finance &amp; Performance Scrutiny Committee 5pm</b>	20 <b>Health &amp; Wellbeing Scrutiny Committee 5pm</b>	21 <b>Children &amp; Young People Scrutiny Committee 5pm</b>	22 <b>Welsh Language Steering Group 10am</b>  <b>Corporate Governance &amp; Constitution Committee 5pm</b>	23 Cwm Taf Joint Overview & Scrutiny Committee 2pm	24	25
26 <b>Audit Committee 5pm</b>	27 <b>Cwm Taf Public Service Board 9am</b>	28 <b>Council 5pm</b>	29 <b>Cabinet 10.30am</b>  <b>Public Service Delivery, Communities &amp; Prosperity Scrutiny Committee 5pm</b>	30		

# May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Spring Bank Holiday					1	2
3 Bank Holiday	4 Licensing Committee 5pm	5 Corporate Parenting Board 10am	6 Cabinet 10.30am  Planning & Development Committee 3pm	7	8	9
10	11	12 Council AGM 4pm	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30