

REPORT TO:	Council
REPORT NO:	HCCS/22/19
DATE:	27 March 2019
LEAD MEMBER:	Councillor Mark Pritchard (Lead Member for Organisation – Finance, Performance and Governance)
CONTACT OFFICER:	Sioned Wyn Davies (Tel: 292202)
SUBJECT:	Calendar of Meetings 2019/2020
WARD:	N/A

1. PURPOSE OF THE REPORT

To approve a calendar of meetings for the Council, the Executive Board, Scrutiny and Standing Committees in 2019/20.

2. EXECUTIVE SUMMARY

- 2.1 To approve the annual calendar of meetings for the Council, the Executive Board, Scrutiny and Standing Committees in 2019/20, a proposed timetable is attached. Provisional dates are also included for the months of June to August 2020 to assist Members in planning their diaries/commitments for the three months following the Annual Meeting of the Council in 2020.

3 RECOMMENDATION

- 3.1 **That the proposed annual calendar of meetings for the Council, the Executive Board, Scrutiny and Standing Committees in 2019/20 including All Member Workshops and Member Development, be agreed.**

REASON FOR RECOMMENDATION

To approve the annual calendar of meetings for 2019/2020.

4. BACKGROUND INFORMATION

- 4.1 The attached calendar of meetings has been prepared in accordance with previously established practice. It should be noted that Committees are free to review and adjust their timetables as they see fit, however consideration would need to be given to the resources available for webcasting.

Council

- 4.2 The Calendar of Meetings provides for the Council to meet on a quarterly basis in September, December 2019, March and May 2020, with an additional meeting scheduled on Wednesday 26 February 2020 to agree the Budget and set the Council Tax.
- 4.3 Further extra-ordinary meetings may, of course, be required to deal with issues relating to the Council's Policy functions.

Executive Board

- 4.4 Executive Board meetings have been scheduled to meet once each month on the second Tuesday, with adjustments made where necessary to take account of school and Bank Holidays.

Scrutiny Committees

- 4.5 Dates have been scheduled into the draft timetable for the five Scrutiny Committees with adjustments made, where necessary, to take account of school and Bank Holidays. To enable all Scrutiny Meetings to be webcast in the Council Chamber, it has been necessary to amend the scheduling of these Meetings from four Wednesdays and one Thursday, to three Wednesdays and two Thursdays. This will reduce the instances whereby two Committees fall to meet on the same day.
- 4.6 At present, Meetings of the Employment, Business and Investment Scrutiny Committee, and the Safeguarding, Communities and Wellbeing Scrutiny Committee commence at 4.00 pm, but for consistency it is suggested that all Scrutiny Committees commence at 2.00 pm.
- 4.7 Dates of meetings for the Scrutiny Coordinating Group are also included for information.

Planning Committee

- 4.8 Meetings of the Planning Committee have been scheduled for the first Monday of each month, with adjustments made where necessary to take account of Bank holidays.
- 4.9 Dates have also been scheduled for Planning Committee Site Visits on the second Friday following the Planning Committee.

Environmental Licensing Committee/Licensing Committee

- 4.10 In accordance with previous practice the two committees meet on the same day with one meeting immediately following the other, but with a separate agenda for each meeting. Meetings for both Committees have been scheduled for the fourth Monday of each month, with adjustments made where necessary to take account of Bank holidays.

Standards Committee

4.11 Quarterly Meetings of the Standards Committee have been scheduled for June, September, December 2019 and March, June 2020.

Audit Committee

4.12 Meetings of the Audit Committee have been scheduled for July, September, December 2019 and February, March, May, July 2020.

Democratic Services Committee

4.13 Meetings of the Democratic Services Committee have been scheduled for July, November 2019 and March, July 2020.

All Member Workshops

4.14 All Member Workshop slots have been scheduled into the calendar on Tuesday mornings and afternoons when there are no Executive Board meetings or Executive Board pre-meetings.

Member Development

4.15 In accordance with Members' wishes, two days per month have been set aside in the timetable for potential development activities. This does not place a requirement on Members to attend both sessions each month but provides calendar space as appropriate.

5. IMPLICATIONS

5.1 **Policy Framework** – Not applicable

5.2 **Budget** – Not applicable

5.3 **Legal** – Not applicable

5.4 **Staffing** – Not applicable

5.5 **Equality/Human Rights** – There are no specific equality and human rights issues arising from this report. Any impacts will be considered as part of EIA CCS/EIA00080/2015 - Committee Administrative Processes.

5.6 **Risks** - Not applicable

6. CONSULTATION

6.1 Not applicable

BACKGROUND PAPERS	LOCATION	WEBSITE INFO.