



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL ANNUAL GENERAL MEETING

25th MAY 2022

CALENDAR OF MEETINGS - MUNICIPAL YEAR 2022-23

REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

To seek approval of the Calendar of Meetings for the 2022-23 Municipal Year.

2. RECOMMENDATIONS

- 2.1 To note the contents of the report
- 2.2 That with the exception of the Planning and Development Committee, meetings will not be convened during School holidays, subject to urgent business needs;
- 2.3 To agree the proposed Calendar of Meetings for the Municipal Year 2022- 23, as attached at Appendix 1 to the report;
- 2.4 Note that this draft calendar is subject to change, based upon the demands of business over the coming municipal year. Any changes or additions will be undertaken in consultation with the appropriate committee chairs; and
- 2.5 To note that a survey of all Members' preferences regarding the future timing of meetings will be undertaken during the next three months in line with Section 6 of the Local Government Measure 2011 as amended within the Local Government & Elections (Wales) Act 2021.

3. BACKGROUND

- 3.1 In accordance with Part 4 of the Constitution, Council Procedure Rule 1 (1.1 (xiv)), the Council must present a programme of ordinary meetings of the Council for the year at the Annual Council Meeting.

4. PROPOSED CALENDAR OF MEETINGS

- 4.1 Attached at Appendix 1 is the proposed Calendar of Meetings for the 2022-23 Municipal Year which includes, the proposed dates for the Cabinet, Council, Licensing Committee, Governance & Audit Committee, Standards Committee and the Planning & Development Committee.

5. FORMAL DIARY MEETINGS

Council

- 5.1 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.
- 5.2 In accordance with the Council Constitution the Leader has agreed for the 'Leaders Debate' to be scheduled for the February Council meeting.
- 5.3 The Council meeting scheduled for the March cycle in respect of the Budget strategy may be subject to change depending on the timeline of the Welsh Government Local Government Settlement. Any changes to the date of the Budget Council or any other Council meeting, will be advised upon nearer the date once Officers have received information regarding the timetable for the local government settlement.

Regulatory Committees

- 5.4 The Licensing Committee will meet approximately every six 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 Dates have been allocated to the Planning and Development Committee throughout the calendar year to allow for, where possible, two meetings per month to take place.

Scrutiny Committees

- 5.6 Subject to Council's agreement of the proposed Scrutiny arrangements, set out at agenda item 6, the schedule of meetings for the Overview & Scrutiny Committee and the three thematic scrutiny Committees will be delegated to the Service Director, Democratic Services & Communications. In addition, reference will also be made to the Council's Joint Scrutiny Committees – Cwm Taf PSB Joint Overview & Scrutiny (Cwm Taf PSB JOSOC), Cardiff Capital Region City Deal Joint Overview & Scrutiny Committee (CCRCD JOSOC).

Governance & Audit Committee

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

Democratic Services Committee

- 5.8 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.
- 5.9 However to assist Members' diaries, three 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

- 5.10 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

- 5.11 In accordance with the Council's Constitution Cabinet meetings are convened at the discretion of the Leader of the Council, and the indicative dates proposed may be subject to change, in response to the diary commitments of Cabinet Members and the demands of business.

Cabinet Sub-Committees

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

Other Committees

- 5.13 Meetings of the Appointments Committee, the Appeals/Employee Appeals/Chief Officer Appeals Committee, Pension Fund Committee will meet as and when required.
- 5.14 A meeting of the Constitution Committee has been scheduled for March 2023 to allow for any potential consideration of items prior to the AGM, however due to the changes required within the constitution resulting from the Local Government & Elections (Wales) Act 2021, additional meetings of this Committee may need to be convened throughout the year.

6. SPECIAL MEETINGS

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

7. HYBRID MEETINGS

- 7.1 The Local Government & Elections (Wales) Act 2021, provides the opportunity for Members to attend a meeting in a remote location, while others attend physically in the Council Chamber.
- 7.2 This Council has recently refurbished its Council Chamber to facilitate the requirement to undertake Hybrid meetings. The new facilities allow for members to attend in person or virtually using the Zoom meetings platform. The meetings are live streamed or webcast and placed on the Council's website for viewing following the meeting.

8. TRAINING.

- 8.1 Following the recent Local Government Elections, Members have been provided with a comprehensive training and induction programme which will be taken forward following the AGM. The Induction programme utilises good practices witnessed following the Senedd elections in respect of Member Inductions to advance some of the training we provide. The training sessions will provide Members with the relevant information to ensure they are equipped to undertake their roles as members of the Council and their specific Committee roles. The training sessions are open to all members to attend regardless of what Committees they have been appointed to.
- 8.2 Details of the training sessions have been provided to all Members and will be undertaken on a Hybrid basis. Where appropriate, training sessions will be recorded and will be available for Members to view through the Members portal.

In addition to the Members Induction Programme, Members will also be offered the opportunity to attend a series of "Cyber Savvy Councillor" courses on the first Tuesday of each month at 6PM. These sessions will be run virtually although individual one to one sessions can also be accommodated should members require.

Members also have access to online training opportunities through the [RCT Source](#)

- 8.3 Work is still ongoing to take forward e-learning modules for Members to complete through the Members Portal which is currently being developed.

9. SURVEY OF MEETINGS

- 9.1 In accordance with Section 6 of the Local Government Measure 2011, and as part of the statutory responsibilities of the Head of Democratic Services, the Council is required to survey the views of its Members in

relation to the calendar of meetings and the provision of support and resources to non-executive members.

- 9.2 The feedback obtained from the Member Survey will assess Members' preferences regarding the future timing of meetings.

10. EQUALITY AND DIVERSITY IMPLICATIONS

The production of a calendar of meetings is aimed at assisting and supporting the role of all Members, to provide them with sufficient notice of meeting dates and times. The aspect of hybrid and virtual meetings also promotes the democracy agenda, allowing the undertaking of Council business by Members to be more accessible and manageable.

11. FINANCIAL IMPLICATIONS

There are no financial implications aligned to this report.

12. LEGAL IMPLICATIONS AND LEGISLATION CONSIDERED

- Council's Constitution
- The Local Government & Elections (Wales) Act 2021

13. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

The Calendar of meetings provides the framework and timeline for decisions of the Council to be taken forward and therefore seeks to ensure all of the Council priorities are taken forward. It also embraces the Future Generations Acts as all future decisions taken by Council seek to improve the social, economic, environmental and cultural well-being of the County Borough.

14. CONCLUSION

- 14.1 The Calendar of meetings for the 2022-23 Municipal Year is attached as Appendix 1 to the report. Members are asked to note the dates and times of the meetings to assist in their diary management.
- 14.2 Electronic / outlook diary markers will also be circulated to Members in advance of all training and Committee meetings to assist with diary commitments.

LOCAL GOVERNMENT ACT 1972

as amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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LIST OF BACKGROUND PAPERS

COUNCIL ANNUAL GENERAL MEETING

25 MAY 2022

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REPORT

Calendar of Meetings for Municipal Year 2022- 23

Freestanding matter