



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL

6th July 2022

CALENDAR OF MEETINGS - MUNICIPAL YEAR 2022 - 2023

REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATION.

1. PURPOSE OF THE REPORT

- 1.1 To advise Council of the updated Calendar of Meetings for the 2022-2023 Municipal Year, as populated since the Council AGM on the 25th May 2022. In accordance with the Council's Constitution a calendar of meetings was proposed at the Annual General Meeting. In accordance with statutory requirements, additional information from the Elected Members survey in respect of the Timing of Meetings, has informed the final calendar.

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.
- 2.2 To note the proposed Calendar of Meetings for the Municipal Year 2022 - 2023, as attached at Appendix 1 to the report; and
- 2.3 To note that the 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.

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.
- 3.2 There is however a statutory requirement to survey members in respect of the timings of meetings. It would not be beneficial to canvass Members' views, until they have been appointed to committees, on or as a result of the determinations made at an Annual General Meeting.

- 3.3 The Calendar of meetings, following consideration of the findings arising from the Elected Members survey in respect of the Timing of Meetings is attached.
- 3.4 The findings of the survey will be considered in detail by the Democratic Services Committee at its first 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.
- 4.2 Overall 43% of Members completed the questionnaire. As surveyed, Members were advised of the current start times of various committee meetings and asked to identify their preferred meeting start time if their preference differed to the current.
- 4.3 In total over 55% of the respondents cited 5.00pm as their preferred starting time for Council meetings. In respect of other key committees currently with a 5pm start time such as Licensing Committee, Scrutiny Committees and Democratic Services Committee, the majority of Members indicated the continuation of the 5pm Committee meeting start time.
- 4.4 With regards to the Planning & Development Committee, of those that responded and are members of the committee, 46% stated that they are happy with the current start time. It should be noted that the majority of the committee members survey supported the proposed time.
- 4.5 The Local Government and Elections (Wales) Act 2021 places a requirement on the Council that meetings take place on a multi-location basis. Members are therefore able to join virtually through the Council's Zoom platform or attend in person at the Council Chamber. An overwhelming 81% of Members stated that they would prefer to attend physically in the Council chamber with the remaining Members joining virtually.
- 4.6 As agreed at the Council AGM on the 23rd 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). Again, this aspect was overwhelmingly supported. This scheduling has proved successful for Members, and it is proposed that this continues for the 2022-23 Municipal Year.
- 4.7 The Survey also sought Members' views on the support provided by the Council Business Unit, the support available in using the technology in the Council Chamber to participate in meetings such as Microphones and Headphones and their views were also sought on the recent Members Induction Programme. A report will be presented to a future meeting of the Democratic Services Committee to consider the outcome of the responses received, with 97% of respondents advising they are content with the level of support provided by the Council Business Unit.
- 4.8 Members are advised that while there is a statutory requirement for the Head of Democratic Services to survey all members in respect of the timing of meetings, the information providing is not binding and should

instead be used to guide the decisions made by committee chairs in respect of the timings of their respective meetings, and also needs to be balanced against the operational requirements of the service and the demands of committee business at a specific time.

5. PROPOSED CALENDAR OF MEETINGS

5.1 Attached is the proposed Calendar of Meetings for the 2022 - 2023 Municipal Year which includes, amongst others, the proposed dates for the Cabinet, Council, Licensing Committee, Governance & Audit Committee and the Planning & Development Committee. Following the Annual General Meeting, Scrutiny Committee dates have also been included for Members' information.

6. SPECIAL MEETINGS

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

7. 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.

8. CONSULTATION

A Members annual survey was undertaken to establish the preferred commencement times for Committee meetings.

9. FINANCIAL IMPLICATIONS

There are no financial implications aligned to this report,

10. LEGAL IMPLICATIONS AND LEGISLATION CONSIDERED

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

11. 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.

12 CONCLUSION

- 12.1 The Calendar of meetings for the 2022 - 2023 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.
- 12.2 Where possible, electronic / outlook diary markers will also be circulated to Members in advance of a meeting 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 6th JULY 2022

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