



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**  
**COUNCIL ANNUAL GENERAL MEETING**

**8<sup>th</sup> MAY 2024**

**CALENDAR OF MEETINGS - MUNICIPAL YEAR 2024-25**

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

**1. PURPOSE OF THE REPORT**

To seek approval of the Draft Calendar of Meetings for the 2024-25 Municipal Year.

**2. RECOMMENDATIONS**

It is recommended that Council

- 2.1 Agree the proposed Calendar of Meetings for the Municipal Year 2024-25, as attached at Appendix 1 to the report;
- 2.2 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
- 2.3 Agree that with the exception of the Planning and Development Committee, meetings will not be convened during School holidays, subject to urgent business needs.

**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. 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. Wherever possible the Calendar will reflect these

preferences, however there may be incidences where Committee meeting times need to commence at alternate times due to resourcing and support arrangements needed, or the demands of Council Business, with such discussions being taken forward with the Head of Democratic Services and the appropriate Chair.

- 4.2 Overall 50 Members completed the questionnaire. Members were asked to identify their preferred meeting start time if their preference differed to the current. In total 76% of the respondents cited 5.00pm as their preferred starting time for Council. Other committees that currently have a 5pm commencement time, continued to have a 5pm preference by the majority of Members.
- 4.3 In respect of Planning and Development Committee the survey responses indicated a preference to both a 3pm (21%) and 5pm (21%) meeting start time. However, it should be highlighted that these results, broken down to current Planning Committee Members preference indicated the following: 3pm (57%); and 5pm (29%). The Head of Democratic Services will consult with the Chair of the Committee, following confirmation of their appointment at agenda item 6 to seek a view at the commencement time of the meeting for the 2024/25 Municipal Year. Members are reminded however, that the 3pm meeting start time of the Committee does greatly assist with the scheduling of other 5pm Committees / ad hoc meetings taking place when needed on a Thursday, especially when the Committee calendar is already busy.
- 4.4 86% 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 provided to Members and a report will be presented to a future meeting of the Democratic Services Committee to consider the outcome of the responses received.

## **5 PROPOSED CALENDAR OF MEETINGS**

- 5.1 Attached at Appendix 1 is the proposed Calendar of Meetings for the 2024-25 Municipal Year which includes, the proposed dates for the Cabinet, Council, Licensing Committee, Governance & Audit Committee and the Planning & Development Committee.
- 5.2 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.

## **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 'Leaders Debate' has been scheduled for the February Council meeting.
- 6.3 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**

- 6.4 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.
- 6.5 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**

- 6.6 A schedule of meetings for the Overview & Scrutiny Committee and the three thematic scrutiny Committees have been included in the calendar. Flexibility has been provided in the calendar, to allow if necessary, additional meetings to be convened when appropriate to accommodate business needs. Meetings will need to be scheduled for the Council's Joint Scrutiny Committees.

### **Governance & Audit Committee**

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

### **Democratic Services Committee**

- 6.8 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.

- 6.9 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**

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

### **Cabinet**

- 6.11 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**

- 6.12 Cabinet Committees will be convened as and when there is sufficient business, although draft dates have been incorporated for Cabinet Sub Committees where non Cabinet Members are part of the membership.

### **Other Committees**

- 6.13 Meetings of the Appointments Committee, the Appeals/Employee Appeals/Chief Officer Appeals Committee, Pension Fund Committee will meet as and when required, however indicative dates have been added for LEA Governors Appointments Committee, VER Panel and Pension Fund Committee to assist Members with future dairy commitments.
- 6.14 Meetings of the Constitution Committee will be convened when deemed necessary.

## **7. SPECIAL MEETINGS**

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

## **8. HYBRID MEETINGS**

- 8.1 In accordance with the Local Government & Elections Act (Wales) 2021, The Council has determined that all meetings must be able to operate as multi-location meetings to ensure that participants are able to attend remotely or physically should they wish to do so, subject to those meetings that were determined by Council, to be conducted as virtual only ([June 2021 Council](#)), or by the request of the Chair.

8.2 Meetings are live streamed or webcast and placed on the Councils website for viewing following the meeting.

## **9. TRAINING.**

9.1 Training opportunities have been undertaken through the detailed Member Induction Programme and additional training has also been undertaken through specific Member or Committee requests. Training support and opportunities will also be identified through the Member Personal Development Review programme, which is due to commence. A detailed Members Training programme will be developed and delivered upon following conclusion of this process for the 2024/2025 Municipal Year.

9.2 Further details of training opportunities can be viewed through the Training report presented to the [Democratic Services Committee](#) on the 1<sup>st</sup> May 2024.

## **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 2024-25 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**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LIST OF BACKGROUND PAPERS**

**COUNCIL ANNUAL GENERAL MEETING**

**8 MAY 2024**

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

**Calendar of Meetings for Municipal Year 2024- 25**

Freestanding matter