

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE ANNUAL MEETING OF COUNCIL
17 MAY 2017

REPORT OF THE MONITORING OFFICER

PROPOSED PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COUNCIL COMMITTEES

1. Purpose of Report.

- 1.1 The purpose of this report is to propose a programme of ordinary meetings of the Council and Council Committees for the municipal year May 2017 - April 2018, for approval.

2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1 The meetings of Council provide a forum of participation and debate to progress the Corporate Plan and all of the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 The approval of the programme of ordinary meetings of Council and Council Committees is required in accordance with the Council's Constitution.

4. Current situation / proposal.

- 4.1 The proposed programme of ordinary meetings of Council for the municipal year May 2017 - April 2018 is as follows, and includes the date of the meeting to consider the Budget:-

<u>2017</u>	<u>2018</u>
31-May-17	31-Jan-18
28-Jun-17	28-Feb-18
26-Jul-17	28-Mar-18
6-Sep-17	25-Apr-18
4-Oct-17	
1-Nov-17	
29-Nov-17	
20-Dec-17	

4.2 There will be no meeting of Council in August 2017, due to the summer and school holiday periods.

4.3 As agreed by Council at its Annual Meeting in 2012, each of the above meetings will be held on a Wednesday commencing at 3.00pm, with the exception of the meeting which will consider the Budget/Medium Term Financial Strategy(MTFS) (**28 February 2018**) which will start at 2.00pm. Council's Annual Meeting for the next municipal year has been included in the programme of meetings and will be held on 16 May 2018.

4.4 The proposed programme of Council Committee meetings at **Appendix 1**, also requires the approval of Council. The draft Calendar has been circulated to the Corporate Management Board, Heads of Service, and lead officers of each of the Committees, Sub-Committees and Panels etc, for comment. Provisional appointments will be placed in the Membermeetings electronic calendar and expanded as necessary to all Members calendars when the schedule is approved, and as soon as the composition of all Council bodies is known.

4.5 Council is asked to note the meeting dates for Cabinet, Cabinet Committees, and the Coychurch Crematorium Joint Committee which are included in **Appendix 1** for completeness.

4.6 Under the Local Government (Wales) Measure 2011, the Council is required to undertake a survey of the timings of all Committee meetings as soon as possible in the new term of office. It is proposed that the survey will be carried out before the end of June 2017 and the outcomes reported back to Council in July 2017. The timings of meetings from September 2017 onwards as shown **Appendix 1** may be subject to change to reflect the outcome of this survey.

5. **Effect upon Policy Framework & Procedure Rules.**

5.1 There will be no direct effect on the Policy Framework, but the approval of the programme of ordinary meetings of Council and Council Committees for the municipal year, is required in accordance with the Council's Constitution.

6. **Equality Impact Assessment.**

6.1 There are no equality implications regarding this report.

7. **Financial Implications.**

7.1 There are no financial implications in respect of this report.

8. Recommendation.

8.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings as set out in paragraph 4.1 of this report;
- b. Approve the proposed programme of meetings of Council Committees set out in Appendix 1 to this report;
- c. Note that a survey of meeting timings will be carried out with the Members of each Committee, Sub-Committee and other body before the end of June. The outcomes will be report back to council in July and may result in the timings of meetings contained in the programme of meetings being subject to change.
- d. Note the dates of Cabinet, Cabinet Committees and Cabinet's Joint Committee which are also set out in Appendix 1 to this report, for information purposes.

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Background documents

None were used in the production of this report