

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE ANNUAL MEETING OF COUNCIL**  
**15 MAY 2019**

**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 2019 - April 2020 for approval and to note the programme of meetings for the municipal year May 2020 – April 2021.

**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 2019 - April 2020 is as follows, and includes the date of the meeting to consider the Budget (26 February 2020):-

<u>2019</u>	<u>2020</u>
19 June 19	22 Jan 20
24 July 19	26 Feb 20

18 Sept 19  
23 Oct 19  
20 Nov 19  
18 Dec 19

11 Mar 20  
8 Apr 20

- 4.2 There will be no meeting of Council in August 2019, due to the summer and school holiday periods.
- 4.3 As agreed by Council at its Annual Meeting in 2012, each Council meeting will be held on a Wednesday commencing at 3.00pm. The Annual Meeting of Council for the next municipal year has been included in the programme of meetings and will be held on 13 May 2020.
- 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 have been placed in Members' electronic calendars and will be updated as necessary when the schedule is approved.
- 4.5 At a meeting of Council on 26 July 2017, Members considered a report for information purposes, on the outcomes of a timings of meetings survey undertaken for Council and Council Committees (on a Committee by Committee basis), in order to obtain their preferences for starting times of meetings from 1 September 2017 onward. Such a survey is required to be carried out at least once in any term of office for all Committee meetings (that comprise the Council).
- 4.6 Since the above period, and upon either the request of a number of Members of Committees or due to changes to the membership of that particular body, further timing of meetings surveys were recently undertaken for the following Committees:-
- Audit Committee
  - Development Control Committee
  - Town and Community Council Forum
  - Democratic Services Committee
  - Overview and Scrutiny Committees
- 4.7 Following responses that were received to the surveys from Members of each of the above Committees, the timings of meetings for the Audit Committee, Development Control Committee and Town and Community Council Forum remained unchanged. However, the most popular starting time for future meetings of the Democratic Services Committee has changed to that of 10.00am.
- 4.8 The majority of responses received from the membership of the Overview and Scrutiny Committees were as follows:
- Subject Overview & Scrutiny Committee 2 – 9.30am
  - Subject Overview & Scrutiny Committee 3 – 9.30am
  - Corporate Overview & Scrutiny Committee – 9.30am
- 4.9 The responses received for the commencement times of meetings of the Subject Overview & Scrutiny Committee 1 has produced an equality of votes of 9.30am and

2.30pm. It is therefore proposed that of the 8 meetings of the Subject Overview and Scrutiny Committee 1 to be held in the Municipal Year 2019/20, 4 meetings commence at 9.30am and 4 meetings commence at 2.30pm.

- 4.10 Members are requested to note that pre-meetings will continue to take place 30 minutes prior to the commencement time of each Overview and Scrutiny Committee meeting to discuss items on the agenda and agree lines of questioning.
- 4.11 In order to assist with future planning, a programme of meetings for the 2020/21 Municipal Year is attached at **Appendix 2** for noting. Provisional appointments will be made in Members' calendars and will be confirmed when the programme of meetings has been approved by next year's Annual Meeting of Council, and as soon as the composition of all Council bodies is known.
- 4.12 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.

## **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. Well-being of Future Generations (Wales) Act 2015 Implications**

- 7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The approval of the Programme of meetings for 2019/20 and the noting of the Programme of meetings for 2020/21 will assist in the long term planning of the business of the Council in both the short-term and in the long-term.
- Prevention - The early planning of the programme of meetings for 2020/21 allows for the advance planning of the business of the Council and Committees.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - Consultation has taken place with the Corporate Management Board, Heads of Service, and lead officers of each of the Committees, Sub-Committees and Panels on the proposed programme of meetings.
- Involvement - Advance public notice of the Programme of meetings

can ensure that the public and stakeholders can engage in Council and Committee meetings. Agendas and minutes of all public meetings will be available in the Welsh language in compliance with the Welsh Language Standards.

## **8.1 Financial Implications.**

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

## **9. Recommendation.**

9.1 Council is recommended to:-

- a. Approve the proposed programme of Council meetings for 2019/20 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 the provisional programme of meetings of Council and Committees for 2020/21 set out in Appendix 2 to this report;
- 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.

**K Watson**  
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**26 April 2019**

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**Background documents:** None were used in the production of this report