

Report

Newport City Council

Part 1

Date: 30 January 2018

Subject **Schedule of meetings**

Purpose To adopt a schedule of meetings for the period May 2018 to May 2019.

Author Democratic Services and Communications Manager

Ward All wards

Summary The proposed schedule of meetings attempts to structure the diary with a series of meetings to facilitate the decision making process through the Council, Executive and Regulatory Committees. The schedule of meetings also sets a pattern of meetings for Scrutiny Committees and other bodies.

The diary does not include dates for meetings of individual Cabinet Members as Cabinet Members will take a view on when they need to meet to make decisions, rather than be bound by a diary of meetings. This will, of course, not affect members' opportunities for consultation on proposed decisions or to request to meet the Cabinet Member before decisions are taken.

It is suggested that the dates, times and locations of all meetings other than the Council meeting are to be left to each individual committee. It is suggested that the needs of Councillors who have work or other commitments at any time during the day are taken into account by the various committees and groups.

The schedule will remain a guide and subject to change and amendment to meet the needs of the work programmes of each committee or other group.

Proposal **To adopt the schedule of meetings as the basis for arrangements for May 2018 to May 2019, recognising it is subject to change and amendment to meet the needs of the work programmes of each committee or other group.**

Action by Democratic Services and Communications Manager

Timetable As set out in the diary and subject to the views of individual committees

This report was prepared after consultation with:

- All Chief Officers
- Monitoring Officer
- Head of Finance
- Democratic Administrators and Scrutiny staff

Background

The Council needs to agree a schedule of meetings to allow members to be aware of the pattern of meetings and to assist officers in producing reports in good time for the various stages of the decision making process or the overview and scrutiny process.

Work programme and schedule of full Council meetings

The following sets out the notional Council work programme and proposed dates of meetings. Normally the meetings will commence at 5.00pm and will be broadcast live on the Council's website.

Meeting Date	Provisional Work Programme
15 May 2018	Mayor Making and AGM
24 July 2018	Democratic Services Committee Annual Report Head of Democratic Services Annual Report Director of Social Services Annual Report Treasury Management Welsh Language Annual Report Strategic Equality Plan Annual Report
11 Sept 2018	Scrutiny Annual Report Standards Committee Annual Report Improvement Plan Review
27 November 2018	Treasury Management
29 January 2019	Mayoral Nomination Council Schedule of Meetings Treasury Management Council Tax Reduction Scheme
26 February 2019	2019-20 Budget and Medium Term Financial Plan
30 April 2019	Independent Remuneration Panel Annual Report NNDR Rate Relief Pay and Reward Policy
14 May 2019	Mayor Making and AGM

Cabinet meetings

Normally the Cabinet will meet each month but additional meetings will be arranged as necessary. The Leader of the Cabinet will agree any amendments to the programme as shown in this report.

Other committees

For all other meetings, timings of meetings will be a matter for each individual committee. Amendments will be agreed following consultation with committee members.

The scrutiny committee dates have been included for the following committees:

- Overview and Scrutiny Management Committee
- Performance Scrutiny Committee – Place and Corporate
- Performance Scrutiny Committee – People

The dates of the Performance Scrutiny Committee – Partnerships will be determined by the Committee when agreeing its work programme for the year at the June / July meeting. This is to allow for anticipated changes to the PSB reporting schedules which will impact on the Committee’s meetings, as a key component of its work programme.

Financial Summary

There are no specific costs in agreeing a schedule of meetings.

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Not adopting a schedule of meetings so that Work planning and key decision making is ad – hoc and lacks transparency and opportunities for proper consultation	M	L	The report suggests an understandable and structured schedule of meetings that meets the needs of the decision making process but is also flexible enough to meet the needs of the council and its members	Chief Democratic Services Officer
Adopting too rigid a schedule will not allow the needs of the council or its members to be taken into account.	M	L	The report offers the opportunity for all committees to arrange meetings to meet the needs of the membership of each committee.	Chief Democratic Services Officer

Links to Council Policies and Priorities

The schedule of meetings allows work planning to be undertaken in an informed manner allowing the Council’s decision making process to meet statutory and constitutional requirements.

Options Available

- To adopt the Schedule as a guide
- To amend the schedule
- To take no action

Preferred Option and Why

The preferred option is to adopt the schedule of meetings as the basis for arrangements for May 2018 to May 2019.

Comments of Chief Financial Officer

There are no direct financial consequences.

Comments of Monitoring Officer

The proposed programme of meetings and arrangements for their frequency and timing are in accordance with Section 6 of the Local Government (Wales) Measure 2011, which requires the Council to review the traditional timings of meetings and adjust them to reflect the needs and commitments of Councillors, particularly working Members. The arrangements should be reviewed periodically and can be adjusted, if necessary.

Staffing Implications: Comments of Head of People and Business Change

There are no specific issues in this report.

Comments of Cabinet Member

This is a matter for the Council and not an executive function.

Local issues

There are no local issues

Scrutiny Committees

This is a matter for consideration by the Democratic Services Committee.

Equalities Impact Assessment and the Equalities Act 2010

Equalities Impact Assessment is not required

Children and Families (Wales) Measure

No issues in this report relate directly to Children and Young People

Wellbeing of Future Generations (Wales) Act 2015

Not applicable for this report

Crime and Disorder Act 1998

Not applicable for this report

Consultation

As set out above.

Appendix 1: Draft Schedule of Meetings 2018-19

Date*	Time*	Committee
1 May 2018	4pm	Licensing Committee
10 May 2018	12pm	Planning Site Sub Committee
15 May 2018	5pm	Council (AGM and Mayor Making)
16 May 2018	4pm	Cabinet
4 June 2018	4pm	Performance Scrutiny Committee – Place and Corporate
5 June 2018	10am	Performance Scrutiny Committee – People
	4pm	Licensing Committee
6 June 2018	10am	Planning Committee
13 June 2018	2pm	Gwent Crematorium
	4pm	Cabinet
14 June 2018	12pm	Planning Site Sub-Committee
20 June 2018	5pm	Performance Scrutiny Committee – Partnerships
21 June 2018	10am	Overview and Scrutiny Management Committee
	6pm	Community Council Liaison Meeting
3 July 2018	4pm	Licensing Committee
4 July 2018	10am	Planning Committee
9 July 2018	4pm	Performance Scrutiny Committee – Place and Corporate
10 July 2018	10am	Performance Scrutiny Committee – People
12 July 2018	12pm	Planning Site Sub-Committee
18 July 2018	4pm	Cabinet
19 July 2018	5.30pm	Standards Committee
24 July 2018	5pm	Council
25 July 2018	5pm	Performance Scrutiny Committee – Partnerships

**Times and dates of Committees are subject to change, to be agreed with Committee Members / the Committee Chair.*

Date*	Time*	Committee
26 July 2018	10am	Overview and Scrutiny Management Committee
	5pm	Democratic Services Committee
7 August 2018	4pm	Licensing Committee
8 August 2018	10am	Planning Committee
16 August 2018	12pm	Planning Site Sub-Committee
3 September 2018	4pm	Performance Scrutiny Committee – Place and Corporate
4 September 2018	10am	Performance Scrutiny Committee – People
	4pm	Licensing Committee
5 September 2018	10am	Planning Committee
11 September 2018	5pm	Council
12 September 2018	2pm	Gwent Crem
13 September 2018	12pm	Planning Site Sub-Committee
19 September 2018	4pm	Cabinet
20 September 2018	10am	Overview and Scrutiny Management Committee
	6pm	Community Council Liaison Meeting
2 October 2018	4pm	Licensing Committee
3 October 2018	10am	Planning Committee
11 October 2018	11am	Planning Site Sub-Committee
17 October 2018	4pm	Cabinet
25 October 2018	5.30pm	Standards Committee
29 October 2018	4pm	Performance Scrutiny Committee – Place and Corporate
30 October 2018	10am	Performance Scrutiny Committee – People
6 November 2018	4pm	Licensing Committee
7 November 2018	10am	Planning Committee
8 November 2018	10am	Democratic Services Committee

**Times and dates of Committees are subject to change, to be agreed with Committee Members / the Committee Chair.*

Date*	Time*	Committee
14 November 2018	4pm	Cabinet
15 November 2018	10am	Overview and Scrutiny Management Committee
	12pm	Planning Site Sub-Committee
27 November 2018	5pm	Council
3 December 2018	4pm	Performance Scrutiny Committee – Place and Corporate
4 December 2018	10am	Performance Scrutiny Committee – People
	4pm	Licensing Committee
5 December 2018	10am	Planning Committee
12 December 2018	2pm	Gwent Crem
	4pm	Cabinet
13 December 2018	12pm	Planning Site Sub-Committee
	6pm	Community Council Liaison Meeting
8 January 2019	4pm	Licensing Committee
9 January 2019	10am	Planning Committee
14 January 2019	4pm	Performance Scrutiny Committee – Place and Corporate
15 January 2019	10am	Performance Scrutiny Committee – People
16 January 2019	4pm	Cabinet
17 January 2019	12pm	Planning Site Sub-Committee
29 January 2019	5pm	Council
31 January 2019	10am	Overview and Scrutiny Management Committee
5 February 2019	4pm	Licensing Committee
6 February 2019	10am	Planning Committee
13 February 2019	4pm	Cabinet
14 February 2019	12pm	Planning Site Sub-Committee
	5pm	Democratic Services Committee
18 February 2019	4pm	Performance Scrutiny Committee – Place and Corporate

**Times and dates of Committees are subject to change, to be agreed with Committee Members / the Committee Chair.*

Date*	Time*	Committee
19 February 2019	10am	Performance Scrutiny Committee – People
26 February 2019	5pm	Council (Budget)
5 March 2019	4pm	Licensing Committee
6 March 2019	10am	Planning Committee
7 March 2019	10am	Overview and Scrutiny Management Committee
13 March 2019	4pm	Cabinet
14 March 2019	12pm	Planning Site Sub-Committee
21 March 2019	6pm	Community Council Liaison Committee
2 April 2019	4pm	Licensing Committee
3 April 2019	10am	Planning Committee
8 April 2019	4pm	Performance Scrutiny Committee – Place and Corporate
9 April 2019	10am	Performance Scrutiny Committee – People
11 April 2019	12pm	Planning Site Sub-Committee
17 April 2019	4pm	Cabinet
18 April 2019	10am	Overview and Scrutiny Management Committee
30 April 2019	5pm	Council
1 May 2019	10am	Planning Committee
7 May 2019	4pm	Licensing Committee
9 May 2019	12pm	Planning Site Sub-Committee
14 May 2019	5pm	Council (AGM and Mayor Making)
15 May 2019	4pm	Cabinet

**Times and dates of Committees are subject to change, to be agreed with Committee Members / the Committee Chair.*