

Report

Newport City Council

Part 1

Date 28 January 2020

Subject **Schedule of meetings**

Purpose To adopt a schedule of meetings for the period May 2020 to May 2021.

Author Governance Team Leader

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 2020 to May 2021, recognising it is subject to change and amendment to meet the needs of the work programmes of each committee or other group.**

Action by Democracy and Communication Manager

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

This report was prepared after consultation with:

- Senior Leadership Team
- 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
12 May 2020	Mayor Making and AGM
28 July 2020	Democratic Services Committee Annual Report Head of Democratic Services Annual Report Director of Social Services Annual Report Treasury Management – Year-end review Welsh Language Annual Report Strategic Equality Plan Annual Report
8 September 2020	Scrutiny Annual Report Standards Committee Annual Report Improvement Plan Review
24 November 2020	Treasury Management – Mid-year review
26 January 2021	Mayoral Nomination Council Schedule of Meetings Treasury Management Council Tax Reduction Scheme
23 February 2021	2020-21 Council Tax / overall budget, Capital Strategy / Treasury Management
27 April 2021	Independent Remuneration Panel Annual Report NDR Rate Relief Pay and Reward Policy
11 May 2021	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.

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	Democracy and Communications Manager
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.	Democracy and Communications Manager

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 2019 to May 2020.

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 and statutory guidance. The

frequency and time of the Council meetings has previously been reviewed and agreed, to reflect the needs and commitments of Councillors. It is not proposed that these arrangements should change. The forward work programme and diary of meetings for full Council also needs to reflect statutory timescales for certain policy Framework decisions, for example the need for the annual general meeting in May and the budget meeting in February. Other Council reports can be included within the forward work programme as and when they arise.

Comments of Head of People and Business Change

The report details the proposed schedule of meetings. Therefore, there are no relevant staffing, policy or performance matters for consideration. Having a clear plan of meetings and decision points for Council allows for a more considered approach to monitoring of key activity and compliance with legislation.

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 Council.

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

Dated: 21 January 2020