

COMMITTEE TIMETABLE 2015 / 2016 MUNICIPAL YEAR

APPENDIX 1

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	
COUNTY COUNCIL 10 a.m.	12 Annual Meeting		7	<b>SUMMER RECESS</b>	8	20		1	26	23		12	
COUNCIL BRIEFING 2 p.m.		1					2					7	
BUDGET WORKSHOPS 10 a.m.		19					26		14				
CABINET 10 a.m.	26	30	28			29	27	24	15	12	16	29	26
CABINET BRIEFING 2 p.m.	11	8	6			7	12	9		4	1	14	4
PLANNING <sup>See note 1</sup> 9.30 a.m.	13	17	15			16	14	11	9	20	17	16	20
PERFORMANCE SCRUTINY 9.30 a.m.		11	16			24			10	28		17	28
COMMUNITIES SCRUTINY 9.30 a.m.	28		9			10		5	17		4	24	
PARTNERSHIPS SCRUTINY 9.30 a.m.		25	30				8	26		14	25		14
CORPORATE GOVERNANCE 9.30 a.m.	20		27			28		18		27		23	27
LICENSING <sup>See note 2</sup> 9.30 a.m.		10				23			2			9	
LICC 2.p.m.		24					7				10		

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April
SACRE 10 a.m.		29				21				12		
STANDARDS 10 a.m.	22				18			4			4	
DEMOCRATIC SERVICES COMMITTEE 10 a.m.			3						22			
CORPORATE HEALTH, S & W <small>See note 3</small> 10 a.m.	1		24			30				5		

#### Notes

- 1) The schedule of Planning Committee meetings in 2015 / 16 to be reduced by 1 meeting in line with the requirements of the Freedoms and Flexibilities process. The affected meeting is likely to be in the January 2016 – April 2016 period.
- 2) The Freedoms and Flexibilities reduction of one meeting has not been applied because the Licensing Committee performs a quasi-judicial function directly affecting individual members of the public and a reduction from 4 to 3 meetings may not be feasible or desirable. It is proposed that the Committee will first discuss the implications of reducing the number of committee meetings.
- 3) A reduction from 4 to 3 meetings has not yet been applied to the Corporate Health, Safety and Welfare Committee as its membership includes representatives of the unions and the committee's constitution states that it will meet every 3 months. It is suggested that the frequency of meetings necessary to undertake its role be discussed with the committee prior to any changes being made to the committee's constitution and schedule of meetings.



**EXTENDED COMMITTEE TIMETABLE UNTIL THE END OF 2016**

<b>Committee</b>	<b>May 2016</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
<b>COUNTY COUNCIL 10 a.m.</b>	10 Annual Meeting		5	<b>SUMMER RECESS</b>	6	18		6	
<b>COUNCIL BRIEFING 2 p.m.</b>		6					14		
<b>BUDGET WORKSHOPS 10 a.m.</b>									
<b>CABINET 10 a.m.</b>	24	28	26			27	25	29	13
<b>CABINET BRIEFING 2 p.m.</b>	9	13	4			5	10	7	
<b>PLANNING 9.30 a.m.</b>	18	22	27			14	12	16	14
<b>PERFORMANCE SCRUTINY 9.30 a.m.</b>		9	14			29			8
<b>COMMUNITIES SCRUTINY 9.30 a.m.</b>	12	30				8	27		15
<b>PARTNERSHIPS SCRUTINY 9.30 a.m.</b>	26		7				6	24	
<b>CORPORATE GOVERNANCE 9.30 a.m.</b>		15	13			21		23	
<b>LICENSING 9.30 a.m.</b>		8				22			7
<b>LICC 2.p.m.</b>		29					5		

Committee	May 2016	June	July	August	Sept	Oct	Nov	Dec
SACRE 10 a.m.		20				19		
STANDARDS 10 a.m.		24			16			2
DEMOCRATIC SERVICES COMMITTEE 10 a.m.	20							
CORPORATE HEALTH, S & W 10 a.m.	27		22			28		

## **Timetabling Information**

### **Council / Council Briefings / Member Budget Workshops**

Taken together, meetings of full Council, Council Briefing and the Budget Workshops undertake a considerable amount of business and represent a substantial commitment on members and officers' time. The 2014/15 timetable had monthly Council meetings except for January and March, with two meetings in February; one to agree the budget and the second to set the council tax levels. The early February meeting has been moved to the end of January as the Council has to approve its Council Tax Reduction Scheme before the end of January each year and this can be taken alongside the approval of the budget for the next financial year. A Council meeting will be held at the end of February to set the council tax levels. In total the new timetable has 8 Council meetings for the 2015/16 municipal year with the meeting dates set to complement decisions that will be required of Council during the year.

Council meetings consider business that requires formal approval by full Council with other issues of interest to all members being directed towards Council Briefing sessions. There are 3 Council Briefing sessions scheduled to take place during those months without a formal Council meeting. If required, those Briefing session dates could be utilised for a formal Council meeting after the requisite notice having been given.

In addition, all-member budget workshops have been initially scheduled for June, October and December 2015.

### **Cabinet**

Dates for Cabinet meetings have again been scheduled for the end of a month where possible. The reason for this is that Cabinet considers an important budget monitoring report at each meeting, which covers the previous month. Collection of the budget information, report preparation, and publication can result in these reports being 'late'. Holding the Cabinet meetings at the end of a month will allow these reports to be circulated on time. As a consequence, some Cabinet meetings do fall during school holidays.

The Cabinet meeting schedule has previously included two September meetings; one at the beginning of the month to deal with any urgent business arising during the August recess, and one at the end of September. In 2014, the early September meeting was not needed and it is therefore proposed to delete that meeting from the schedule to meet the Council's aim of reducing costs by holding fewer meetings.

Mid-month Cabinet meetings have been included for December 2015 and 2016 to avoid the Christmas period; for January 2016 to make recommendations on the

budget to Council and in February 2015 as a result of the Council meeting at the end of February which will set the Council Tax levels.

### Scrutiny Committees

The timetable for the scrutiny committee meetings has been developed to include meetings at times when information for known business of the committee in question will be available, and otherwise to ensure a reasonable spread of meetings throughout the year.

In accordance with the reduction of 1 meeting per committee required under the Freedoms and Flexibilities budget process the number of formal scrutiny committees has been reduced from 8 per committee to 7. Despite this the work for scrutiny is likely to increase over the next 12 months as new task and finish group work is progressed, particularly for the cross-committee Budget Cuts Impact Task and Finish Group.

### Performance Scrutiny Committee

Meetings of the Partnerships Scrutiny Committee have been scheduled for school term time only as this committee will normally consider matters relating to education and schools to which the 5 co-opted voting members would be invited to attend as education scrutiny members. Certain meetings of the Performance Scrutiny Committee have been scheduled to attend to the following business:

- January (verified school examination results); April (Corporate Risk Register); June (Director of Social Services' Annual Report and the quarter 4 Corporate Plan performance report); September (provisional school examination results); December (quarter 2 Corporate Plan performance report and the Corporate Risk Register)

### Communities and Partnerships Scrutiny Committees

Seven meetings each have been arranged for the 2015 / 16 municipal year with a further four or five meetings scheduled in the extended May 2016 to December 2016 timetable – part of the 2016 / 2017 municipal year timetable which will include 7 meetings of each of the 3 scrutiny committees for the whole year.

The Scrutiny Co-ordinator has reviewed and agreed the draft timetable.

### Planning Committee

Planning officers have agreed the proposed schedule for Planning Committee meetings which is designed to ensure that the committee meetings and associated post-committee work (issuing decision certificated, etc.) are complementary.

The Committee needs to reduce its number of meetings by one. To allow time for the possible introduction of a smaller committee and revised scheme of delegation that

would allow fewer meetings without harming the 8 week decision making performance requirements, it is suggested that a meeting between January 2016 and May 2016 be deleted. This has not been applied to the timetable at this time as it is dependent on further work and decisions on the Planning Committee's arrangements.

### Corporate Governance Committee

The Corporate Governance Committee is also the Council's Audit Committee and the proposed schedule takes into account when the committee will be required to consider treasury management performance, Internal Audit annual reports and assurance plans, the annual governance statement and to approve the statement of accounts.

The 2015 and 2016 July meetings are scheduled for later in the month than was the case for 2014 so that members have more time to consider the draft Statement of Accounts before the Committee meets.

The July 2015 meeting is scheduled for a Monday (rather than the usual Wednesday). This is to avoid a clash of meetings that would prevent the desired level of support to the committee being available from Internal Audit.

The September 2015 meeting will also be held on a Monday (28 September) to allow time for the Statement of Accounts to be finalised and presented to the Committee for approval. Although the Committee normally meets on a Wednesday, the previous Wednesday would be too soon and the following Wednesday too late. The Committee has delegated authority to approve the Statement of Accounts.

### Standards Committee

The 2015/2016 timetable has a reduction of 1 meeting from 5 to 4 which accords with members' expectations for committees to reduce the number of their meetings. The previous and current levels of business for the Standards Committee indicate that quarterly meetings will be sufficient but if the workload indicates that other meetings are required, these will be arranged accordingly.

### Licensing Committee

Four Wednesday meetings have been scheduled for 2015/16 in accordance with existing timetabling arrangements. The Freedoms and Flexibilities reduction of one meeting has not been applied because the Licensing Committee performs a quasi-judicial function directly affecting individual members of the public and a reduction from 4 to 3 meetings may not be feasible or desirable. It is proposed that the Committee will first discuss the implications of reducing the number of committee meetings.

The September 2016 meeting has been arranged for a Thursday (22 September) to achieve a more even distribution of meetings that month.

Licensing sub-committee meetings are arranged as and when required.

#### Corporate Health, Safety and Welfare Committee

Meetings of the CHSW Committee have been scheduled for approximately 1 month after the end of the previous quarter to allow the committee to review quarterly health and safety reports.

A reduction from 4 to 3 meetings has not yet been applied to this committee as its membership includes representatives of the unions and the committee's constitution states that it will meet every 3 months. It is suggested that the frequency of meetings necessary to undertake its role be discussed with the committee prior to any changes being made to the committee's constitution and schedule of meetings.

#### Local Joint Consultative Committee (LJCC)

The LJCC is a consultative committee bringing together elected members with trade union representatives. In accordance with the initiative to reduce meetings where possible, the number of LJCC meetings has been reduced from 4 to 3 per council year, though it is recognised that additional, special meetings might have to be arranged if issues arise that require negotiation at the LJCC level.

The LJCC meetings have been scheduled to be held before meetings of Council to allow formal feedback from the LJCC to be taken to full Council.

This timetable has been discussed with the unions.

#### Standing Advisory Council for Religious Education (SACRE)

The membership of this statutory committee includes representatives from Denbighshire County Council, religious denominations and teacher associations. As with the current year, the new schedule proposes to hold their 3 termly meetings on different days of the week (a Monday, Wednesday and Friday) to lessen the impact on teacher representatives caused by taking time out of school on the same week-day for each meeting.

SACRE has requested that meetings be held in either Rhyl or Prestatyn as the majority of members live in the north of the county.

#### Democratic Services Committee

This committee must meet at least once every calendar year and is able to review the level of support for democratic services, committees and associated matters. Two Friday meetings have been scheduled for the 2015 /16 municipal year in July and January. Extra meetings can be added if necessary.

## Cabinet Briefing

This is an informal but important meeting for Cabinet members and meetings are proposed for the first Monday of a month where possible to complement the cycle of Cabinet meetings which will usually be at the end of the month.

An early September meeting of Cabinet Briefing is proposed for both 2015 and 2016 as the Cabinet schedule now only has one formal meeting in September instead of two but there are no Cabinet Briefing meetings scheduled in December of 2015 or 2016 because formal Cabinet meets mid-month. This results in the same number of Cabinet Briefing meetings in 2015/16 as were scheduled for 2014/15.

### Political Balance Position at January 2015

The tables below summarise the position for each of the committees. The third column headed *Political Balance* shows the actual number of seats each Group is entitled to have on the committee.

Changes to committee memberships can occur at any time and the Groups are encouraged to ensure that each committee has a full contingent of members throughout the year. A general review of the political balance of the committees is undertaken annually to re-balance committees for the start of the new municipal year in May. This year the Annual Meeting of Council was held on the 13 May 2014.

Cabinet	Current Membership	Political Balance
Labour	0	3
Independent	4	2
Conservative	2	1 or 2*
Plaid Cymru	2	1 or 2*
<p>Comments: The political balance requirements have been achieved for the groups participating in the executive.</p> <p>In the event of a political group with 5 or more members declining to take up their seats on the Cabinet the Leader may appoint councillors to fill the vacancies and the rules of political balance do not apply to the filling of those vacancies. No further actions required.</p> <p>*With 8 members each both the Conservative and Plaid Cymru Groups have the same political balance weighting, so in respect of political balance, either could take a second seat on the committee.</p>		

Corporate Governance Committee	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	1	1
Plaid Cymru	1	1
<p>Comments: The membership of the Corporate Governance Committee is 6 councillors of whom one shall be the Vice Chair of the Council, politically balanced.</p> <p><b>Action: No action required.</b></p>		

Communities Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Comments: This committee is politically balanced.		
<b>Actions: None required.</b>		

Partnerships Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	1	2
Comments: Plaid Cymru have a vacant seat and Cllr Margaret McCarroll's seat has been filled by Cllr Joan Butterfield.		
<b>Actions: Plaid Cymru to nominate 1 member</b>		

Performance Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	1	3
Conservative	2	2
Plaid Cymru	2	2
Comments: There are currently 2 vacancies for Independent Group member on this committee.		
<b>Action: Independent Group to nominate 2 members.</b>		

Planning Committee	Current Membership	Political Balance
Labour	11	11
Independent	8	9
Conservative	5	5
Plaid Cymru	5	5
Comments: The Labour Group has reduced from 18 members to 17 as a result of the death of Councillor McCarroll. Applying this new balance to the Planning Committee results in Labour's entitlement reducing from 12 seats to 11 and the Independent's rising from 8 to 9. However, it is suggested that the current membership and balance be retained, pending the result of the by-election on the 19 March for the vacant Rhyl South West seat.		
<b>Actions: Review the political balance and allocate the vacant seat on the Planning Committee following the result of the Rhyl South West by-election</b>		

Licensing Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Comments: This committee is politically balanced.		
<b>Actions: None required.</b>		

Democratic Services Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Comments: The Chair and members of this committee are appointed by Council based on a politically balanced allocation. Subject to any changes the groups wish to make to the membership of this committee, Council will be asked to re-appoint the existing members.		
<b>Actions: Council to re-appoint the existing members subject to any changes notified by the groups.</b>		

Local Joint Consultative Committee (LJCC)	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	1	1
Plaid Cymru	1	1
Comments: This committee is politically balanced.		
<b>Actions: None required.</b>		

Corporate Health, Safety and Welfare Committee	Current Membership	Political Balance
Labour	2	3
Independent	2	2
Conservative	2	1 or 2*
Plaid Cymru	2	1 or 2*
Comments: Labour are currently 1 member below their entitlement of 3 members on the committee. Both the Conservative and Plaid Cymru Groups have an additional member – see note*.		
<b>Actions: (i) Labour to appoint 1 additional member (ii) Following this, either the Conservative or Plaid Cymru Group to then withdraw 1 member.</b>		

\*With 8 members each both the Conservative and Plaid Cymru Groups have the same political balance weighting so either (but only one of them) could take a second seat on the committee.

Standing Advisory Council for Religious Education (SACRE)	Current Membership	Political Balance
Labour	1	3
Independent	1	2
Conservative	2	1 or 2*
Plaid Cymru	1	1 or 2*
<p>Comments: The Independents are entitled to 1 extra seat whilst Labour have 2 vacant seats</p> <p><b>Action: Labour Group to appoint 2 members and the Independent Group to appoint 1 member.</b></p> <p>*With 8 members each both the Conservative and Plaid Cymru Groups have the same political balance weighting so one of them would be entitled to take 2 seats</p>		

Appeals and complaints Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
<p>Comments: This 'committee' provides a pool of members for appeals and complaints work. It is currently balanced.</p> <p><b>Actions: None required.</b></p>		



COMMITTEES/PANELS				
CORPORATE HEALTH & SAFETY (8)	L.J.C.C. (6)	SACRE (8)	PLANNING (30)	
Davies, Richard	Butterfield, Joan	Davies, Ann	Armstrong, Ian	
Davies, Stuart	Davies, Meirick Lloyd (Ch)	Owens, Dewi	Bartley, Raymond (chair)	
Jones, Alice	Hilditch-Roberts, Huw	Roberts, Arwel (vice chair)	Butterfield, Joan	
Jones, Huw	Holland, Martyn	Tasker, Bill	Chamberlain-Jones, Jeanette	
Lloyd-Williams, Geraint	Hughes, Colin	Welch, Joe	Cowie, Bill	
Mullen-James, Win (Ch)	Smith, Barbara (LM for HR)		Davies, Ann	
Owen, Peter			Davies, Meirick Lloyd	
Thompson-Hill, Julian			Davies, Richard	
			Davies, Stuart	
			Evans, Peter	
			Hilditch-Roberts, Huw	
			Hughes, Rhys	
			Jones, Alice	
			Jones, Pat	
			Mellor, Barry	
			Mullen-James, Win (vice chair)	
			Murray, Bob	
			Owen, Peter	
			Owens, Dewi	
			Parry, Merfyn	
			Penlington, Paul	
			Roberts, Arwel	
			Simmons, David	
			Tasker, Bill	
			Thompson-Hill - Julian	
			Welch, Joe	
			Williams, Cefyn	
			Williams, Cheryl	
			Williams, Huw	



**POLITICAL GROUPS AND GROUP LEADERS - JUNE 2012**

<b>Labour (17)</b>	<b>Independent (13)</b>	<b>Conservative (8)</b>	<b>Plaid Cymru (8)</b>	<b>Non-aligned (0)</b>
Armstrong, Ian	Bartley, Ray	Davies, Ann	Davies, Meirick Lloyd	
Blakekey, Brian	Cowie, Bill	Davies, James	Hughes, Rhys	
Butterfield, Joan (Leader)	Davies, Richard	Holland, Martyn (Leader)	Jones, Alice	
Chamberlain-Jones, Jeanette	Davies, Stuart	Irving, Hugh	Jones, Huw	
Guy-Davies, Carys	Duffy, Peter	Owen, Peter	Kensler, Gwyneth (Leader)	
Hughes, Colin	Evans, Hugh	Owens, Dewi	Roberts, Arwel	
Jones, Pat	Evans, Peter	Thompson-Hill - Julian	Williams, Cefyn	
Lloyd-Williams, Geraint	Feeley, Bobby	Williams, Huw	Williams, Eryl	
McLellan, Jason	Hilditch-Roberts, Huw			
Mellor, Barry	Parry, Merfyn			
Mullen-James, Win	Smith, Barbara			
Murray, Bob	Smith, David			
Penlington, Paul	Welch, Joe (Leader)			
Sandilands, Gareth				
Simmons, David				
Tasker, Bill				
Williams, Cheryl				