

# Appendix 1

2017

	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T						
Jan							2	3	4	5	6		9 Cabinet Briefing	10	11 Planning	12	13		16	17 Council	18	19 Partnerships	20		23	24 Cabinet	25 Corporate Governance	26 Performance	27		30	31
Feb			1	2 Communities	3 Corporate H&S		6	7 LJCC	8 Planning	9	10		13 SACRE	14 Council	15	16	17 Poss AONB JC		20 Cabinet Briefing	21	22	23	24		27	28 Cabinet						
Mar			1	2 Partnerships	3 Poss. AONB JC		6 Council Briefing	7	8 Licensing	9	10 Standards		13 Cabinet Briefing	14	15 Planning	16 Performance	17		20	21	22 Corporate Governance	23	24		27	28 Cabinet	29	30	31 Dem Servs			
Apr							3 Cabinet Briefing	4 Council	5	6 Partnerships	7		10	11	12 Planning	13	14		17	18	19	20	21 Corporate H&S		24	25 Cabinet	26 Corporate Governance	27 Performance	28			
May	1	2	3	4 Election	5		8	9	10	11	12		15	16	17	18	19		22	23 Annual Council	24	25	26		29	30	31					
June				1	2		5	6 Cabinet	7	8 Performance	9		12 Council Briefing	13	14 Planning	15	16 Poss. AONB JC		19	20	21 Corporate Governance	22	23 Poss. AONB JC		26	27	28 Licensing	29	30 Standards			
July							3 Cabinet Briefing	4 Council	5 SACRE	6	7		10	11	12 Planning	13	14		17	18	19 Corporate Governance	20	21		24 25 26 27 Royal Welsh			28 Corporate H&S	31			
Aug		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31				



## COMMITTEE TIMETABLE 2017

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
COUNTY COUNCIL 10 a.m.	17	14		4	23 Annual Meeting		4	<b>SUMMER RECESS</b>	5	17		5
COUNCIL BRIEFING 2 p.m.			6			12					13	
CABINET 10 a.m.	24	28	28	25		6	18		26	24	21	12
CABINET BRIEFING 2 p.m.	9	20	13	3			3		4	2	6	4
PLANNING 9.30 a.m.	11	8	15	12		14	12		13	11	15	13
PERFORMANCE SCRUTINY 9.30 a.m.	26		16	27		8	13		28			7
COMMUNITIES SCRUTINY 9.30 a.m.		2	23			15	20		7	19	30	
PARTNERSHIPS SCRUTINY 9.30 a.m.	19		2	6		22			14		2	14
CORPORATE GOVERNANCE 9.30 a.m.	25		22	26		21	19		27		29	
LICENSING 9.30 a.m.			8			28			20			6

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
LICC 2.p.m.		7				26				4			
SACRE 10 a.m.		13					5			13			
STANDARDS 10 a.m.			10			30				22		24	
DEMOCRATIC SERVICES COMMITTEE 10 a.m.			31								20		
CORPORATE HEALTH, S&W 10 a.m.		3		21			28					3	
AONB JOINT COMMITTEE 10a.m.		17 (or 3/3)	3 (or 17/2)			16 or 23						10 or 17	

#### OTHER MEETINGS IN 2017

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Conwy & Denbighshire Joint Adoption Panel												
Fostering Panel	11	8	8	12	10	14	12	9	13	11	8	13
<b>MEMBER AREA GROUPS</b>												
Denbigh 2 p.m.	9		6		8							
Rhyl 2 p.m.	11		8		10							

Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prestatyn & Meliden 6 p.m.	25		22		24							
Elwy 1 p.m.	6		3		28							
Ruthin 10 a.m.	23		20		24							
Dee Valley 2 p.m.	16		13		15							

## **Timetabling Information**

Elections to Denbighshire County Council will be held on the 4 May 2017 with the period immediately following being used to induct new members, for the new political groups to form, for membership of the various committees to be agreed and for essential member training and support to be given.

The proposed timetable is where possible based on current patterns and avoids dates that are known to be unsuitable, including most school holidays. It should be noted that, at the time this report was written, the school holidays for the 2017-18 academic year i.e. from September 2017, had not been formally agreed so the pattern of recent years has been used.

The first meeting would be the Annual Meeting of Council on the 23 May 2017 followed by the first meetings of the committees from the start of June.

### **Council / Council Briefings**

The 2017 timetable continues the current pattern of having either a full Council or Council Briefing each month.

There is a Council meeting scheduled in January for the Council to approve its Council Tax Reduction Scheme (required to be approved 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 in February to set the council tax levels. In total the 2017 timetable has 8 Council meetings.

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.

### **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. Only the October 2017 Cabinet meeting falls during a school holiday.

The newly elected Cabinet will have its first meeting on the 6 June 2017 and then mid-month Cabinet meetings have been included for July 2017 (avoids school

holidays and the Royal Welsh Show which a number of members attend) and December 2017 to avoid the Christmas period.

### 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.

Recently, the Scrutiny Committees have made increased use of task and finish groups.

### 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); June (Director of Social Services' Annual Report, Corporate Risk Register 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

In line with current arrangements and those for the Performance Scrutiny Committee 7 meetings each have been scheduled for the Communities and Partnerships Scrutiny Committees.

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.

### 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 July 2017 (19<sup>th</sup> July) meeting is scheduled earlier than usual – it would normally be later to allow members more time to consider the draft Statement of Accounts before the Committee meets. The July meeting could be moved to the later date of 26 July if required though this is both a school holiday and during the royal Welsh Show.

### Standards Committee

The Standards Committee dates are similar to the current schedule with quarterly meetings but if issues arise that require extra meetings they will be arranged accordingly.

### Licensing Committee

Four Wednesday meetings have been scheduled for 2017 in accordance with existing timetabling arrangements.

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

### Corporate Health, Safety and Welfare Committee

Meetings of this internal 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. Two of the meetings will be held during school holidays (in April 2017 and July 2017) but this does allow the committee to meet before the current Council ends and before the August recess respectively.

### Local Joint Consultative Committee (LJCC)

The LJCC is a consultative committee bringing together elected members with trade union representatives and meets 3 times a year though 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. The previous pattern of holding meetings on a Wednesday has been changed for 2017 with meetings proposed for a Monday (June), Tuesday (February) and Wednesday (October). The reasons for this are to assist attendance by trade union members and for the LJCC to meet at appropriate times in terms of the busy overall schedule.

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 weekday 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. The draft timetable has been agreed with SACRE's adviser.

#### 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 March and October 2017 although extra meetings could be added if necessary.

#### Cabinet Briefing

This is an informal but important meeting for Cabinet members and meetings are proposed for Mondays leading up to a Cabinet meeting to complement the cycle of Cabinet meetings.

The meeting on the 20 February 2017 will be during a school holiday (it could be moved to the 6 February) and there is a gap in meetings during May and June 2017 to allow time for the formation of the new Council following the elections in May 2017.

## Political Balance Position

Updated 23 March 2016

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.

Cabinet	Current Membership	Political Balance
Labour	0	3
Independent	4	2
Conservative	2	1
Plaid Cymru	2	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>		

Corporate Governance Committee	Current Membership	Political Balance
Labour	1	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: Labour to appoint 1 member</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	1	3
Conservative	2	2
Plaid Cymru	2	2
Comments: The Independents have 2 vacant seats.		
<b>Actions: The Independents to nominate 2 members.</b>		

Performance Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	2	3
Conservative	1	2
Plaid Cymru	2	2
Comments:		
<b>Action: Conservative Group to appoint 1 member. Independent Group to appoint 1 member.</b>		

Planning Committee	Current Membership	Political Balance
Labour	12	12
Independent	7	8
Conservative	4	5
Plaid Cymru	5	5
Comments:		
<b>Actions: Conservative Group to appoint 1 member. Independent Group to appoint 1 member.</b>		

Licensing Committee	Current Membership	Political Balance
Labour	4	4
Independent	2	3
Conservative	2	2
Plaid Cymru	2	2
Comments:		
<b>Actions: Independent Group to appoint 1 member.</b>		

Democratic Services Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	1	2
Plaid Cymru	2	2
Comments: The Chair and members of this committee are appointed by Council based on a politically balanced allocation.		
<b>Actions: Conservative Group to nominate 1 member for appointment by Council.</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	0	2
Conservative	1	1
Plaid Cymru	2	2
Comments: Labour and the Independents are currently below their entitlements on the committee.		
<b>Actions: Independent Group to appoint 2 members. Labour Group to appoint 1 member.</b>		

Standing Advisory Council for Religious Education (SACRE)	Current Membership	Political Balance
Labour	1	3
Independent	1	2
Conservative	2	1
Plaid Cymru	1	2
<p>Comments: The Independents are entitled to 1 extra seat whilst Labour have 2 vacant seats. The recent change in political balance would entitle Plaid Cymru to take 2 seats and the Conservative Group 1 seat (previously both were entitled to 1 seat and equally entitled to the remaining seat available)</p> <p><b>Action: Labour Group to appoint 2 members and the Independent Group to appoint 1 member. Conservative Group to vacate 1 seat if the Plaid Cymru Group appoint a second representative.</b></p>		

Appeals and complaints Committee	Current Membership	Political Balance
Labour	4	4
Independent	2	3
Conservative	1	2
Plaid Cymru	2	2
<p>Comments: This 'committee' provides a pool of members for appeals and complaints work.</p> <p><b>Actions: Independent Group and Conservative Group each to nominate 1 member.</b></p>		



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





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

<b>Labour (18)</b>	<b>Independent (12)</b>	<b>Conservative (7)</b>	<b>Plaid Cymru (8)</b>	<b>Non-aligned (0)</b>
Armstrong, Ian	Bartley, Ray	Davies, Ann	Davies, Meirick Lloyd	
Blakekey, Brian	Cowie, Bill	Holland, Martyn (Leader)	Hughes, Rhys	
Butterfield, Joan (Leader)	Davies, Stuart	Irving, Hugh	Jones, Alice	
Chamberlain-Jones, Jeanette	Duffy, Peter	Owens, Dewi	Jones, Huw	
Guy-Davies, Carys	Evans, Hugh	Sampson, Anton	Kensler, Gwyneth	
Hughes, Colin	Evans, Peter	Thompson-Hill - Julian	Roberts, Arwel (Leader)	
Jones, Pat	Feeley, Bobby	Williams, Huw	Williams, Cefyn	
Lloyd-Williams, Geraint	Hilditch-Roberts, Huw		Williams, Eryl	
McLellan, Jason	Parry, Merfyn			
Mellor, Barry	Smith, Barbara			
Mullen-James, Win	Smith, David			
Murray, Bob	Welch, Joe (Leader)			
Penlington, Paul				
Prendergast, Pete				
Sandilands, Gareth				
Simmons, David				
Tasker, Bill				
Williams, Cheryl				