

Timetabling Information

The proposed timetable is where possible based on current patterns and avoids dates that are known to be unsuitable, including most school holidays and the Royal Welsh Show which a number of members have in the past attended.

Council / Council Briefings

The 2018 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 2018 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 2018 Cabinet meeting falls during a school holiday.

Cabinet will have its meeting in December during the middle of the month 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.

Over recent years the Scrutiny Committees have made increased use of task and finish groups.

Performance Scrutiny Committee

Meetings of the Performance 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:

- Early February (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); late November (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.

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 2018 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.

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.

Meetings are 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 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. 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 2018 although extra meetings could be added if necessary.

Welsh Language Steering Committee

This is a new Committee established by the previous Council at the end of its term.

Dates for the Committee to meet will be identified and added to the timetable following an initial consultation with the new Lead Member with responsibility for the Welsh language

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.

Clwydian Range and Dee Valley AONB Joint Committee

The Clwydian Range and Dee Valley Area of Outstanding Natural Beauty Joint Committee (the 'AONB Joint Committee') are provisional at the time of writing this report. The dates are subject to confirmation by the AONB Joint Committee.

Member Area Groups

The 2018 dates for the MAG meetings have not been set at the time of writing.