

Report to	Council
Date of meeting	19 July 2022
Lead Officer	Democratic Services Manager
Report author	Steve Price, Democratic Services Manager and Kath Jones, Senior Committee Administrator
Title	Committee Timetable 2023

1. What is the report about?

- 1.1. This report contains the draft committee timetable for 2023.

2. What is the reason for making this report?

- 2.1. It is necessary for Council to approve a timetable for 2023 to enable meeting arrangements and resources to be confirmed, to publicise the timetable and to populate the members' diaries.

3. What are the Recommendations?

- 3.1 That Council approves the committee timetable for 2023 as attached in appendix 1.

4. Report details

- 4.1. The draft timetable for 2023 is attached as appendix 1 which also contains a committee-by-committee explanation of the factors behind the identification of suitable dates for each meeting.

5. How does the decision contribute to the Corporate Priorities?

- 5.1. The approval of a committee timetable is central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities

6. What will it cost and how will it affect other services?

- 6.1. The costs of maintaining a committee system are covered within existing budgets but the Council in 2015 made a commitment through its Freedoms and Flexibilities process to reduce the number of committee meetings being held at that time to save the associated costs. Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. A Well-being Impact Assessment is not required for this report.
- 7.2. The annual timetable of meetings is an established process and meets the aims of well-being and equality legislation. The principal 'service users' are the members of the committees and supporting officers although the press and public will also be able to attend most meetings or view webcast meetings online. The level of interest or engagement of individuals or groups is likely in large part to depend on the topic under consideration.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. The 2023 committee timetable is based on the existing Council approved framework for meetings. Officers supporting the work of the different committees and panels have been consulted on the timetable in order to present viable dates for meetings.
- 8.2. An aim of the Local Government (Wales) Measure 2011 is to promote and support membership of local authorities. Under the Measure local authorities should survey their members on their preferred times and locations for meetings at least once in every term, preferably shortly after the new council is elected. The rule of thumb

should be that meetings will be held at times, intervals and locations which are convenient to its members and as far as is practicable have regard to equality and diversity issues. The Measure pre-dated remote attendance (which has a very significant impact on access to meetings) and the legal duty to webcast certain meetings (which together with hybrid meetings is a major factor in determining the location that certain meetings can be held).

- 8.3. A survey of members will be undertaken later this summer and any changes to the times or locations of meetings in the committee timetable for 2023 resulting from the survey will be accommodated.

9. Chief Finance Officer Statement

- 9.1. There are no additional costs arising from the recommendations in this report.

10. What risks are there and is there anything we can do to reduce them?

- 10.1. Failure to confirm the timetable would be detrimental to the Council's governance arrangements.

11. Power to make the decision

- 11.1. Schedule 12 of the Local Government Act 1972.
- 11.2. Section 6 of the Local Government (Wales) Measure 2011 in respect of surveying members on the timing of Council meetings.