

<b>Report to</b>	Council
<b>Date of meeting</b>	4 July 2023
<b>Lead Member</b>	Councillor Julie Matthews, Lead Member for Corporate Strategy, Policy and Equalities
<b>Lead Officer</b>	Democratic Services Manager
<b>Report author</b>	Steve Price, Democratic Services Manager and Kath Jones, Senior Committee Administrator
<b>Title</b>	Committee Timetable 2024

## **1. What is the report about?**

1.1. This report contains the draft committee timetable for 2024.

## **2. What is the reason for making this report?**

2.1. It is necessary for Council to approve a timetable for 2024 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 2024 as attached in appendix 1.

## **4. Report details**

4.1. The draft timetable for 2024 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. A survey of all members on the timing of meetings was undertaken over December 2022 and January 2023. The draft 2024 committee timetable is based on the existing Council approved framework for meetings and is in accordance with the results of the survey.
- 8.2. Officers supporting the work of the different committees and panels have been consulted on the timetable in order to present viable dates for meetings.
- 8.3. The political groups have been nominating representatives to join a working group to review the decisions made by the previous Council regarding how member meetings

are held i.e., whether they are face-to-face, virtual or hybrid meetings. The working group will consider the legal framework and options available to present any recommendations to the Democratic Services Committee and full Council. This work does not affect the 2024 committee timetable as drafted.

## **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.