

**Report To:** Council

**Date of Meeting:** 28 February 2012

**Lead Member / Officer:** Head of Legal and Democratic Services

**Report Author:** Democratic Services Manager

**Title:** Timetable for Council and Committee Meetings for 2012 / 2013

---

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

This report contains information and a timetable for meetings of Council, Cabinet, scrutiny committees and other committees of the Council for the 2012 / 2013 municipal year.

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

It is now necessary for Council to approve a timetable for 2012/13 to enable the necessary accommodation to be booked, to publicise the timetable and to prepare the Members' diary. Attached as Appendix 1, is a schedule of meetings for Members' consideration.

**3. What are the Recommendations?**

That County Council approves the timetable of meetings for 2012 / 2013 as detailed in appendix 1.

**4. Report details.**

**4.1 Democratic Services Committee**

The Local Government Measure (Wales) 2011 introduces a requirement for a Democratic Services Committee whose roles will be:

- To designate the Head of Democratic Services
- To keep under review the provision of the resources available to the Head of Democratic Services
- To make at least annual reports to full Council in relation to the above

The committee is required to meet at least once a year.

**4.2 Audit Committee**

The Measure also requires councils to have an Audit Committee which will:

- Review the authority's financial affairs

- Oversee the arrangements for internal and external audit and risk management
- Contribute to the Council's corporate governance arrangements.

The committee is required to meet at least once a year.

The attached timetable has two meetings listed for the Audit Committee and one for the Democratic Services Committee. These are included to ensure that there is space allocated within the timetable for those committees. It should be noted that Denbighshire's arrangements for both these committees has yet to be determined and the statutory guidance is still in draft form. However, the Audit Committee's roles have very strong parallels with the existing Corporate Governance Committee and the Democratic Services Committee membership could also be drawn from the Corporate Governance Committee.

The Council's arrangements for these committees will be guided by the formal statutory guidance following the current period of consultation. It should be noted that this report is concerned primarily with agreeing an overall timetable of meetings in order for meeting administration arrangements to be made.

#### 4.3 Timings of Meetings

The Measure contains a provision for Welsh Ministers to give guidance to authorities about the times at which meetings are held. The draft guidance indicates that this will take the form of recommending that councils survey their councillors, at least once a term and preferably shortly after a new council is elected, to identify whether daytime or evening meetings are preferred or whether particular times cause problems.

Councils could decide to vary times of meetings and, in Denbighshire's case for Scrutiny, one of the committees could meet in the morning, one in the afternoon, and one in the early evening.

In line with the expected guidance the Council will survey its members following the elections in May.

#### 4.4 Draft Statutory Guidance

Further information on the implications of the Measure and the draft statutory guidance (consultation closes on the 30 March 2012) from the Welsh Government can be viewed at:

<http://wales.gov.uk/consultations/localgovernment/statguidelqmeasure/?lang=en>

#### 4.5 The Timetable

Following approval of the timetable the venues will be confirmed and that information will be placed on the website and the Councillors' electronic diary. Members may be interested in the following points:

- School holidays have been almost entirely avoided.
- As previously requested by Group Leaders meetings have not been diarised for the period of the Royal Welsh Show, 23 – 26 July 2012.
- Two reserve dates have been identified for full Council in case extra meetings are required. Those dates are the 12 June and 9 October 2012.
- Five Council Briefing sessions have been included to be held on Mondays.
- Council elections will be held on the 3 May 2012. The viability of the earliest meetings following the election will depend on the timely formation of the new Council into groups and the allocation of members to committees.

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

The meetings outlined in the timetable will contribute to the development, implementation and monitoring aspects of the corporate priorities

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

The costs involved in maintaining a programme of meetings includes printing and postage costs (which may be considerably reduced by ICT initiatives for the new Council), IT costs, officer time towards supporting committees and panels (research, report writing, advice and attendance), senior salaries for councillors with a responsibility for charring meetings, meeting room and refreshment costs.

#### **7. What consultations have been carried out?**

The Council's Senior Leadership Team and officers involved with the committees and panels shown in the appendix have been consulted to ensure a viable meetings programme has been produced.

#### **8. Chief Finance Officer Statement**

To be reported at the meeting.

#### **9. What risks are there and is there anything we can do to reduce them?**

Administrative arrangements to support the meetings in the appendix will start immediately to avoid the risk that a delay could cause to booking suitable meeting venues and for making the timetable available to members and officers for diary purposes.

#### **10. Power to make the Decision**

Schedule 12 of the Local Government Act 1972.

**COMMITTEE TIMETABLE 2012 / 2013**

<b>Committee</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>COUNTY COUNCIL 10 a.m.</b>	15 (Annual Meeting)	12*	10		11	9*	6	4	8	5 26		9	7 (Annual Meeting)
<b>COUNCIL BRIEFING 2 p.m.</b>		25				15			21		11	22	
<b>CABINET 10 a.m.</b>	22	19	17		4 25	23	20	18	15	19	19	16	14
<b>CABINET BRIEFING 2p.m. unless otherwise stated</b>		6 (10am)	2		10**	1	5	3	7	4	4	8	
<b>PLANNING 9.30 a.m.</b>	30***	20	18		19	17	21	19	23	20	20	17	15
<b>PERFORMANCE SCRUTINY 9.30 a.m.</b>		28			6	18	29		10	21		11	23
<b>COMMUNITIES SCRUTINY 9.30 a.m.</b>		14	16 (Mon- day)		13	25		6	17	28		18	
<b>PARTNERSHIPS SCRUTINY 9.30 a.m.</b>	31 <sup>1</sup>		12		27		8	20	31		14	25	
<b>CORPORATE GOVERNANCE 9.30 a.m.</b>		13	11		5		14			27		10	22

---

<sup>1</sup> Meetings in italics during May 2012 may be affected by the local government elections being held on 3 May 2012

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
LICENSING 10 a.m.		27			12			5			6		
LJCC 2.p.m.			4			10			16			24	
CORPORATE HEALTH, S & W 10 a.m.		15			21			14			15		
SACRE 10 a.m. (unless otherwise stated)		29 (2 p.m.)				5				1			
STANDARDS 10 a.m.		1	13		7	19	30		11	22		12	
DEMOCRATIC SERVICES COMMITTEE 10 a.m.								13					
AUDIT COMMITTEE 9.30 a.m.					26				9				
FOSTERING PANEL 9.30 a.m.	2	13	11	15	12	10	14	12	Dates to be agreed by the Panel				
JOINT ADOPTION PANEL 9.30 a.m.	25	22	27	24	28	26	23	21	Dates to be agreed by the Panel				

\* Full Council. The 12 June and 9 October 2012 dates are reserved only in case additional meetings of Council are required.

\*\*A meeting of Cabinet Briefing is currently scheduled for 3 September. Options include moving Cabinet Briefing to the 28 August (school holidays / recess) or to the 10 September as shown in the this timetable.

\*\*\* A Planning meeting was provisionally scheduled for the 16 May in the last Timetable of meetings (subject to confirmation of the Council elections. That meeting will not be viable. An alternative date for a May meeting is the 30<sup>th</sup> May.