

Report to	Council
Date of meeting	9 July 2024
Lead Member	Councillor Julie Matthews, Lead Member for Corporate Strategy, Policy and Equalities
Head of Service	Catrin Roberts, Head of Corporate Support Service: People
Report author	Steve Price, Democratic Services Manager and Kath Jones, Senior Committee Administrator
Title	Committee Timetable 2025

1. What is the report about?

1.1. This report contains the draft committee timetable for 2025.

2. What is the reason for making this report?

2.1. It is necessary for Council to approve a timetable for 2025 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 2025 as attached in appendix 1.

4. Report details

4.1. The draft timetable for 2025 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 2025 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.

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.