

## **The Vale of Glamorgan Council**

### **Cabinet Meeting: 22 February, 2016**

#### **Report of the Leader**

#### **Timetable of Meetings: May 2016 - May 2017**

##### **Purpose of the Report**

1. To consider a draft timetable of meetings for the period May 2016 - May 2017.

##### **Recommendation**

1. That the timetable of meetings for May 2016 - May 2017, as set out in [Appendix A](#) be approved, subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee Chairman.

##### **Reason for the Recommendation**

1. To approve / publish a calendar of meetings for the 2016/17 municipal year.

##### **Background**

2. The current timetable of meetings expires with the Annual Meeting on 11th May, 2016. Members are required, therefore, to consider a draft timetable for the ensuing municipal year.

##### **Relevant Issues and Options**

3. In many respects, the draft timetable reflects current arrangements. As in previous years, various recesses have been incorporated during August, October and at Christmas and Easter. As a result of the recesses, and taking into account other Bank Holidays and school holidays, on occasions, cycles will vary and / or more than one meeting will occur on the same day. Arrangements for meetings of the Welsh Church Act Estate and Trust Committees will be dealt with separately.
4. A number of changes to previous programming of meetings are reflected in the draft timetable. These include scheduling Scrutiny Committee meetings following the first Cabinet in each month when revenue / capital monitoring reports are to be submitted to Cabinet. On occasions, meetings of Scrutiny Committees will take place slightly later in a month than has previously been the case. This is to assist in facilitating effective performance management reporting arrangements.

5. It can be seen that no meetings of Scrutiny Committees have been programmed after the March 2017 cycle. This is due to the fact that there is only a week between the end of the two week Easter recess and the week of the Council elections. Notwithstanding this, should the need to arrange meetings of any particular Scrutiny Committee(s) arise, this will be done.
6. Members will also be aware of another report on the agenda relating to the Performance Management Framework and that, as a consequence, the existing Scrutiny Committees are being re-focused. This report and the Appendix relate to the current Scrutiny Committee structure in order to establish the calendar, but Members will appreciate that the details relating to the Scrutiny Committees may well change (subject to consideration by Cabinet and Council).

### **Resource Implications (Financial and Employment)**

7. There are no direct implications as a result of the report.

### **Sustainability and Climate Change Implications**

8. There are no direct implications as a result of the report.

### **Legal Implications (to Include Human Rights Implications)**

9. None.

### **Crime and Disorder Implications**

10. None.

### **Equal Opportunities Implications (to include Welsh Language issues)**

11. None.

### **Corporate/Service Objectives**

12. The preparation of a draft calendar of meetings is an internal issue.

### **Policy Framework and Budget**

13. This is a matter for Executive decision.

### **Consultation (including Ward Member Consultation)**

14. No consultation with Ward Members is required.

### **Relevant Scrutiny Committee**

15. Corporate Resources.

### **Background Papers**

None.

### **Contact Officer**

Jeff Wyatt, Operational Manager (Democratic Services)

## **Officers Consulted**

Managing Director  
Head of Finance  
Operational Manager (Accountancy)

## **Responsible Officer:**

Rob Thomas, Managing Director