

Meeting of:	Cabinet
Date of Meeting:	Monday, 27 July 2020
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Reinstatement of Timetable of Meetings: September 2020 to May 2021
Purpose of Report:	To reinstate the timetable of meetings from September 2020 - May 2021 which had been suspended as a result of the COVID-19 pandemic.
Report Owner:	The Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Executive Leader and Cabinet Member for Performance & Resources
Elected Member and Officer Consultation:	No consultation with Ward Members is required
Policy Framework:	This is a matter for Executive decision by Cabinet
<p>Executive Summary:</p> <ul style="list-style-type: none"> To reinstate the timetable of meetings from September 2020 to May 2021 and to set a new date of 14 September 2020 for the holding of the Council's Annual Meeting that was due to take place in May 2020. 	

Recommendations

1. That the timetable of meetings that had been suspended as a result of the COVID-19 pandemic continues from September 2020, subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee Chairman.
2. That in pursuance of recommendation 1, above, the Council's Annual Meeting be held on 14 September 2020

Reasons for Recommendations

1. To continue with the calendar of meetings for the 2020/21 municipal year from September 2020.
2. To allow the Council to hold its Annual Meeting, which was due to be held in May 2020.

1. Background

- 1.1 At the Cabinet meeting dated 23rd March, 2020, Cabinet considered a 'Coronavirus Preparations, Officer Delegations and Council Working / Business Continuity' report which dealt with temporary emergency Governance arrangements implemented to ensure business continuity within the Council as a result of the implications of COVID-19 pandemic.
- 1.2 As a result of the implications of COVID-19, the Leader and Chairmen of Council Committees on 16th March, 2020 agreed that all meetings of the Council except for Cabinet on 23rd March, 2020 be cancelled for the foreseeable future.
- 1.3 The timetable of meetings for the Municipal Year that was discussed at the Cabinet Meeting on the 20th January, 2020 was subsequently suspended.
- 1.4 Remote meetings of the Council to consider urgent items have taken place since the 23rd March, 2020 to consider urgent items of business, including Cabinet, Planning and Corporate Performance and Resources Scrutiny Committee.
- 1.5 In line with the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020 as amended, Regulation 6 provides that for Principal Councils that had not held their Annual Meeting on or after 1 March 2020 and before the Regulations came into force (which was 22 April 2020) that the Annual Meeting is to be held 'on such day in 2020 as the proper officer of the Council may fix'. The proper officer for these purposes is the Managing Director.
- 1.6 The meeting schedule will therefore reconvene as of the 01st September, 2020 but will also include an intention to hold a full Council Annual Meeting on the 14th September, 2020 which replaces the Annual Meeting that was unable to be held in May 2020 (as per Appendix A).

2. Key Issues for Consideration

- 2.1** The previously agreed timetable reflected arrangements that existed pre-COVID-19 and as in previous years, various recesses had been incorporated during August 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 Estates Committee and the Trust Committee will be dealt with separately.
- 2.2** Given the impact of Covid-19 and the need to ensure the health and safety of members, officers and the public, the form that the meetings will take will be determined closer to the date of each meeting and may well change during the course of the year. Due to the present requirement of the 2-meter social distancing rule, many meeting rooms will be unable to accommodate normal meeting seating layouts and accordingly remote attendance is encouraged, supported by Remote Meeting Guidelines which are being prepared for each meeting type. It is likely that in the Autumn, meetings will be held virtually, with a move to actual meetings being held in the Council Committee rooms and Council chamber being informed by Welsh Government guidance and the Council's own Recovery planning.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Council's Timetable of Meetings directly contributes to the long-term future by ensuring that the Council's decision - making processes continue to operate on a planned basis and to also ensure that the Council's Constitution continues to operate with full effect.

4. Resources and Legal Considerations

Financial

- 4.1** There are no direct implications as a result of the report.

Employment

- 4.2** None

Legal (Including Equalities)

- 4.3** As referred to in the body of this report.

5. Background Papers

Coronavirus Preparations, Officer Delegations, Council Working / Business Continuity - Cabinet Meeting, 23rd March 2020.

Timetable of Meetings: May 2020 to May 2021, Cabinet Meeting, 20th January, 2020.

VALE OF GLAMORGAN COUNCIL - TIMETABLE OF MEETINGS: SEPTEMBER 2020 - MAY 2021
(All meetings to commence at 6.00 pm unless otherwise indicated)

	SEP 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MAR 21	APR 21	MAY 21
Annual Meeting	14 Sep								10 May
Cabinet (2.00 pm)	07 Sep 21 Sep	05 Oct 19 Oct	02 Nov 16 Nov 30 Nov	07 Dec 21 Dec	11 Jan 25 Jan	08 Feb 22 Feb	08 Mar 22 Mar	12 Apr 26 Apr	
Council	21 Sep			07 Dec			01 Mar	26 Apr	
Community Liaison		06 Oct			26 Jan			27 Apr	
Democratic Services (4.00 pm)			16 Nov			01 Feb		19 Apr	
Audit	01 Sep (Tues)			14 Dec		22 Feb		12 Apr	
Public Protection Licensing (10.00 am)	15 Sep	13 Oct	10 Nov	15 Dec	12 Jan	09 Feb	09 Mar	27 Apr	
Statutory Licensing (10.00 am)									
Planning (4.00 pm)	02 Sep 30 Sep		04 Nov 25 Nov	23 Dec	27 Jan	24 Feb	24 Mar	28 Apr	
Healthy Living and Social Care Scrutiny Committee (5.00 pm)	15 Sep	13 Oct	10 Nov	08 Dec	12 Jan	09 Feb	09 Mar	13 Apr	
Homes and Safe Communities Scrutiny Committee	16 Sep	14 Oct	11 Nov	09 Dec	13 Jan	10 Feb	10 Mar	14 Apr	
Environment and Regeneration Scrutiny Committee	22 Sep	20 Oct	17 Nov	15 Dec	19 Jan	16 Feb	16 Mar	20 Apr	
Learning and Culture Scrutiny Committee (5.00 pm)	17 Sep	15 Oct	12 Nov	10 Dec	14 Jan	11 Feb	11 Mar	15 Apr	
Corporate Performance and Resources Scrutiny Committee	23 Sep	21 Oct	18 Nov	16 Dec	20 Jan	17 Feb	17 Mar	21 Apr	
Shared Regulatory Services Joint Committee (10.00 am)	08 Sep			08 Dec			16 Mar		
Standards (10.00 am)	24 Sep	1 Oct	26 Nov		28 Jan		25 Mar		
Voluntary Sector Joint Liaison		19 Oct			18 Jan			19 Apr	

August Recess: 01 August – 31 August 2020

Easter Recess: 29 March – 09 April 2021 (Good Friday – 02 April, Easter Monday – 05 April 2021)

School Holidays – 2020

Summer – Monday 20 July – Tuesday 01 September 2020
Half Term – Monday 26 October – Friday, 30 October 2020
Christmas – Monday 21 December 2020 – Friday 01 January 2021

School Holiday - 2021

Half Term – Monday, 15 February – Friday, 19 February 2021
Easter – Monday, 29 March – Friday, 09 April 2021 (Good Friday – 02 April, Easter Monday – 05 April)
May Bank Holidays – Monday, 03 May, Monday, 31 May 2021
Half Term – Monday, 31 May – Friday, 04 June 2021