

Meeting of:	Cabinet
Date of Meeting:	Thursday, 16 February 2023
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Timetable of Meetings: May 2023 to May 2024
Purpose of Report:	To consider a draft timetable of meetings for the period May 2023 to May 2024
Report Owner:	Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	No consultation with Ward Members is required Tom Bowring - Director of Corporate Resources Mark Thomas - Head of Regional Internal Audit Services Matt Bowmer - Head of Finance / S151 Officer Ian Robinson - Head of Sustainable Development Helen Picton - Head of Shared Regulatory Services
Policy Framework:	This is a matter for Executive decision by Cabinet
Executive Summary:	<ul style="list-style-type: none"> To consider a draft timetable of meetings for the period May 2023 to May 2024.

Recommendation

1. That the timetable of meetings for May 2023 - May 2024, as set out in Appendix A to the Report be approved, subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee/Meeting Chair.

Reason for Recommendation

1. To approve / publish a calendar of meetings for the 2023/24 Municipal year.

1. Background

- 1.1 The current timetable of meetings expires with the date of the Council's Annual Meeting Members are required, therefore, to consider a draft timetable for the ensuing Municipal year.

2. Key Issues for Consideration

- 2.1 The draft timetable reflects current arrangements and as in previous years, various recesses have 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 also vary and /or more than one meeting may occur on the same day.
- 2.2 However, due to reporting requirements it is not always feasible to avoid meetings, some meetings will still need to take place during these periods. Arrangements for meetings of the Trust Committee will be dealt with separately.
- 2.3 For Cabinet's information the current calendar of meetings on the Council's website indicates the Annual Meeting will be held on 8th May however, as His Majesty's Coronation is scheduled to take place on 6th May, 2023 a bank holiday has been declared on Monday 8th May, 2023 therefore the AGM of the Council is now being proposed to take place on Wednesday 10th May, 2023.

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. Climate Change and Nature Implications

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

5. Resources and Legal Considerations

Financial

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

Employment

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

Legal (Including Equalities)

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

6. Background Papers

None.

Please Note –

The Council is adhering to Welsh Government's guidance in relation to public health risks. The Council's COVID-19 measures are kept under review based on guidance received from the Welsh Government and the Council's Health and Safety Team.

Council meetings will be held in line with the Council's [Multi-Location Meetings Policy](#) which details at paragraphs 21.2 and 21.3 which meetings will be held on a hybrid and remote only basis.

VALE OF GLAMORGAN COUNCIL - TIMETABLE OF MEETINGS: MAY 2023- MAY 2024
(All meetings to commence at 6pm unless otherwise indicated)

	MAY 23	JUN 23	JUL 23	AUG 23	SEP 23	OCT 23	NOV 23	DEC 23	JAN 24	FEB 24	MAR 24	APR 24	MAY 24
Annual Meeting	10 May												08 May
Cabinet (2.00 pm)	11 May 25 May	08 Jun 22 Jun	06 Jul 20 Jul		07 Sep 21 Sep	05 Oct 19 Oct	02 Nov 16 Nov 30 Nov	14 Dec 21 Dec	11 Jan 25 Jan	08 Feb 22 Feb	07 Mar 21 Mar	11 Apr 25 Apr	
Council			24 Jul	R	25 Sep			04 Dec			04 Mar	29 Apr	
Community Liaison			06 Jul			05 Oct			18 Jan			18 Apr	
Democratic Services (4.00 pm)			10 Jul	E			20 Nov			19 Feb		15 Apr	
Governance and Audit		12 Jun	17 Jul		18 Sep	23 Oct		11 Dec		05 Feb	11 Mar	22 Apr	
Public Protection Licensing (10.00 am)	16 May	13 Jun	11 Jul	C	19 Sep	17 Oct	14 Nov	12 Dec	09 Jan	06 Feb	05 Mar	09 Apr	
Statutory Licensing (immediately following Public Protection Licensing)													
Planning (4.00 pm)	25 May	22 Jun	20 Jul	E	07 Sep 28 Sep	26 Oct	30 Nov	21 Dec	25 Jan	22 Feb	21 Mar	25 Apr	
Healthy Living and Social Care Scrutiny Committee (5.00 pm)	16 May	13 Jun	11 Jul		12 Sep	10 Oct	07 Nov	05 Dec	09 Jan	06 Feb	05 Mar	09 Apr	
Homes and Safe Communities Scrutiny Committee	17 May	14 Jun	12 Jul	S	13 Sep	11 Oct	08 Nov	06 Dec	10 Jan	07 Feb	06 Mar	10 Apr	
Learning and Culture Scrutiny Committee	18 May	15 Jun	13 Jul		14 Sep	12 Oct	09 Nov	07 Dec	11 Jan	08 Feb	07 Mar	11 Apr	
Environment and Regeneration Scrutiny Committee	23 May	20 Jun	18 Jul	S	19 Sep	17 Oct	14 Nov	12 Dec	16 Jan	20 Feb	12 Mar	16 Apr	
Corporate Performance and Resources Scrutiny Committee	24 May	21 Jun	19 Jul		20 Sep	18 Oct	15 Nov	13 Dec	17 Jan	21 Feb	13 Mar	17 Apr	
Shared Regulatory Services Joint Committee (10.00 am)		21 Jun			27 Sep			13 Dec			20 Mar		
Standards (10.00 am)	25 May		13 Jul		28 Sep		23 Nov		18 Jan		14 Mar		
Voluntary Sector Joint Liaison		26 Jun				16 Oct			29 Jan			15 Apr	
Welsh Church Act Estate (4.00 pm)		19 Jun			11 Sep				15 Jan				

August Recess: 1st August - 31st August 2023

Easter Recess: 25th March – 5th April, 2024 (Good Friday – 29th March, Easter Sunday – 31st March, Easter Monday – 1st April)

School Holidays – 2023

May Bank Holidays – Monday, 1st May, Monday, 8th May and Monday, 29th May, 2023
Half Term – Monday, 29th May – Friday, 2nd June, 2023 (inclusive)
Summer – Monday, 24th July – Friday, 1st September, 2023 (inclusive)
Half Term – Monday, 30th October – Friday, 3rd November, 2023 (inclusive)
Christmas – Monday, 25th December 2023 – Friday, 5th January, 2024 (inclusive)

School Holidays – 2024

New Year Bank Holiday – Monday, 1st January, 2024
Half Term – Monday, 12th February – Friday, 16th February, 2024 (inclusive)
Easter Recess – Monday, 25th March – Friday, 5th April, 2024 (inclusive) (Good Friday – 29th March, Easter Monday – 1st April)
May Bank Holidays – Monday, 6th May and Monday, 27th May, 2024
Half Term – Monday, 27th May – Friday, 31st May, 2024 (inclusive)