

# Report

## Newport City Council

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### Part 1

Date: January 2016

Item No: see above

**Subject** **Schedule/ Diary of meetings**

**Purpose** To adopt a schedule of meetings for the period May 2016 to May 2017

**Author** Chief Democratic Services Officer

**Ward** All wards

**Summary** The proposed schedule of meetings attempts to structure the diary with a series of meetings to facilitate the decision making process through the Council, Executive and Regulatory Committees. The schedule of meetings also sets a pattern of meetings for Scrutiny Committees and other bodies.

The diary does not include dates for meetings of individual Cabinet Members as Cabinet Members will take a view on when they need to meet to make decisions, rather than be bound by a diary of meetings. This will, of course, not affect members' opportunities for consultation on proposed decisions or to request to meet the Cabinet Member before decisions are taken

It is suggested that the dates, times and locations of all meetings other than the Council meeting are to be left to each individual committee. It is suggested that the needs of councillors who have work or other commitments at any time during the day are taken into account by the various committees and groups.

The schedule will remain a guide and subject to change and amendment to meet the needs of the work programs of each committee or other group

**Proposal:** **To adopt the schedule of meetings as the basis for arrangements for May 2016 to May 2017, recognising it is subject to change and amendment to meet the needs of the work programs of each committee or other group**

**Action by** Chief Democratic Services Officer

**Timetable** As set out in the diary and subject to the views of individual committees

This report was prepared after consultation with:

- All Members of the Council
- All Chief Officers
- Monitoring Officer
- Head of Finance

## Background

The Council needs to agree a schedule of meetings to allow members to be aware of the pattern of meetings and to assist officers in producing reports in good time for the various stages of the decision making process or the overview and scrutiny process.

### Work programme and schedule of full Council Meetings

The following sets out the notional Council work programme and proposed dates of meetings. Normally the meetings will commence at 5.00pm and will be broadcast live on the Council's website.

- **17 May 2016:** AGM
- **26 July 2016 :** Annual report of Director of Social Services/NNDR Rate relief / Annual report of DSC
- **27 September 2016:** Improvement Plan Review / Annual report by Scrutiny
- **6 December 2016:** Treasury Management
- **31 January 2017:** Council Tax Reduction Scheme/ Treasury management / Nomination of the Mayor
- **2<sup>nd</sup> March 2017** Budget
- **25 April 2017 :**Improvement Plan/Members Remuneration
- **16 May 2017 :** AGM

### Cabinet Meetings

Normally the Cabinet will meet each month but additional meetings will be arranged as necessary. The Leader of the Cabinet will agree any amendments to the programme as shown in this report

### Other Committees

For all other meetings, timings of meetings will be a matter for each individual committee. Amendments will be agreed following consultation with committee members.

### Financial Summary:

There are no specific costs in agreeing a schedule of meetings.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Not adopting a schedule of meetings so that Work planning and key decision making is ad – hoc and lacks transparency and opportunities for proper	M	L	The report suggests an understandable and structured schedule of meetings that meets the needs of the decision making process but is also flexible enough to meet the needs of the council and its members	Chief Democratic Services Officer

consultation				
Adopting too rigid a schedule will not allow the needs of the council or its members to be taken into account.	M	L	The report offers the opportunity for all committees to arrange meetings to meet the needs of the membership of each committee.	Chief Democratic Services Officer

### Links to Council Policies and Priorities

The schedule of meetings allows work planning to be undertaken in an informed manner allowing the Council's decision making process to meet statutory and constitutional requirements.

### Options Available

- To adopt the Schedule as a guide
- To amend the schedule
- To take no action

### Preferred Option and Why

The preferred option is to adopt the schedule of meetings as the basis for arrangements for May 2015 to May 2016.

### Comments of Chief Financial Officer

There are no direct financial consequences

### Comments of Monitoring Officer

The proposed programme of meetings and arrangements for their frequency and timing are in accordance with Section 6 of the Local Government (Wales) Measure 2011, which requires the Council to review the traditional timings of meetings and adjust them to reflect the needs and commitments of Councillors, particularly working Members. The arrangements should be reviewed periodically and can be adjusted, if necessary.

### Staffing Implications: Comments of Head of People and Business Change

There are no specific HR issues

### Local issues

None

### Scrutiny Committees

Scrutiny Committees not consulted but all elected members were consulted. Scrutiny Committees will set their own meeting times.

## **Equalities Impact Assessment**

No EIA was undertaken but the report asks committees to take account the needs of all members when setting meeting times.

## **Children and Families (Wales) Measure**

No consultation with children and young people was necessary

## **Consultation**

As set out in the report:

## **Background Papers**

None

**Dated:** January 2016