



FULL COUNCIL REPORT

Date Written	9 May 2017
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Division	Chief Executive
Exempt/Non Exempt	Non Exempt
Committee Date	17 May 2017

To: Mayor, Ladies and Gentlemen

Committee Cycle 2017/2018

1.0 SUMMARY OF THE REPORT

- 1.1 Consideration is given at the Annual General Meeting (AGM) to the cycle of committee meetings for the forthcoming municipal year.
- 1.2 The cycle is set in accordance with the Rules of Procedure contained within Merthyr Tydfil County Borough Council's Constitution.
- 1.3 Additional meetings may be requested outside of these dates for special or extraordinary issues that require urgent resolution.
- 1.4 A calendar highlighting all committee dates for the year is attached at Appendix One.

2.0 RECOMMENDATION

- 2.1 That the Committee Cycle for the Municipal Year 2017/2018 be agreed.

3.0 ANNUAL GENERAL MEETING 2018

- 3.1 Wednesday 16 May 2018 commencing at 5.00pm

4.0 FULL COUNCIL

- 4.1 To be held on a Wednesday, every fourth week, commencing at **TIME** other than:
- during the August recess; and
 - the December dates which have been configured to avoid the Christmas holiday period.

5.0 CABINET

- 5.1 To be held on a Wednesday, every second week, commencing at 4.00pm other than:
- during the August recess; and
 - the December and January dates which have been configured to avoid the Christmas holiday period.

6.0 SCRUTINY COMMITTEES

- 6.1 There will be at least 8 ordinary meetings of each of the Scrutiny Committees every year, with the exception of the Joint Scrutiny Committee which will be convened as and when required.

6.3 Governance, Performance, Business Change & Corporate Services

To be held on a Tuesday, approximately every six weeks. The first meeting will be held on Tuesday **11th July 2017 at 4.30pm** and the time for the future meetings will be agreed at that committee.

6.4 Learning & LAESCYP (Local Authority Education Services for Children and Young People)

To be held on a Monday, approximately every six weeks. The first meeting will be held on Monday **17th July 2017 at 4.00pm** and the time for the future meetings will be agreed at that committee.

6.5 Neighbourhood Services, Planning and Countryside

To be held on a Monday, approximately every six weeks. The first meeting will be held on Monday **24th July 2017 at 2.30pm** and the time for the future meetings will be agreed at that committee.

6.6 Regeneration, and Public Protection

To be held on a Tuesday, approximately every six weeks. The first meeting will be held on Tuesday **18th July 2017 at 2.30pm** and the time for the future meetings will be agreed at that committee.

6.7 **Social Services**

To be held on a Tuesday, approximately every six weeks. The first meeting will be held on Tuesday **25th July 2017 at 3pm** and the time for the future meetings will be agreed at that committee.

6.8 **Joint Scrutiny**

There will be meeting on Wednesday **17th January 2018** to consider the budget proposals for the 2018/19 financial year. Other meetings will be convened as and when required.

7.0 **AUDIT COMMITTEE**

7.1 To be held on a Monday, approximately every six weeks. The first meeting will be held on Monday **10th July 2017** at 2pm and the time for the future meetings will be agreed at that committee.

In addition a joint meeting of the Audit Committee and the Joint Scrutiny Committee will be held on 17th January 2018 to consider the budget proposals for the 2018/19 financial year.

8.0 **DEMOCRATIC SERVICES COMMITTEE**

8.1 Committee to be convened when required, but at least once in each Municipal Year.

9.0 **PLANNING, REGULATORY AND LICENSING**

9.1 To be held on a Wednesday, approximately every fourth week, commencing at 5.00pm other than:

- during the August recess; and
- the December and January dates which have been configured to avoid the Christmas holiday period.

9.2 **Statutory Licensing Committee (Licensing Act and Gambling Act)**

When required this Committee is to be held earlier in the day, but on the same date, as a Planning, Regulatory and Licensing Committee.

9.2 **Licensing Sub Committee (Planning, Regulatory and Licensing / Statutory Licensing)**

When required this Committee is to be held on the same day as Planning, Regulatory and Licensing Committee at a time agreed when the Meeting is convened, with the proviso that the Committee is completed prior to commencement of the Statutory Licensing Committee (Licensing Act and Gambling Act) and/or the Planning, Regulatory and Licensing Committee.

9.3 Rights Of Way Committee

To be held on a Monday, approximately every twelve weeks commencing at a time to be agreed with the Chair and Officers when the meeting is convened.

10.0 APPEALS COMMITTEE

10.1 Committee to be convened when required.

11.0 STANDARDS COMMITTEE

11.1 Committee to be convened as and when required (approximately four meetings in each Municipal year).

12.0 SACRE (Standing Advisory Council for Religious Education)

12.1 Committee to be convened when required, but at least once a term.

13.0 OTHER COMMITTEES

13.1 Budget Meetings will be convened for Council, Cabinet and Scrutiny Committees. As soon as these dates are confirmed Councillors will be informed.

14.0 FINANCIAL IMPLICATION(S)

14.1 There are no additional financial implications associated with this report.

15.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY

15.1 The Single Integrated Plan and Sustainability Impact Assessment has been completed and there will be no impact on the Corporate Plan and Single Integrated Plan.

16.0 EQUALITY IMPACT ASSESSMENT

16.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

GARETH CHAPMAN
CHIEF EXECUTIVE

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BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
No Background Papers		
Does the report contain any issue that may impact the Council's Constitution?		No

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.

APPENDIX

MAY 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1 Bank Holiday	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Bank Holiday	30	31			

JUNE 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Full Council	15	16	17
18	19	20	21	22	23	24
25	26 Planning	27	28 Cabinet Council	29	30	1 July

JULY 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
2	3	4	5	6	7	8
9	10 Audit	11 Governance Scrutiny	12 Cabinet	13	14	15
16	17 Learning and LAESCYP Scrutiny	18 Regeneration Scrutiny	19 Planning	20	21	22
23	24 Neighbourhood Scrutiny	25 Social Serv Scrutiny	26 Cabinet Council	27	28	29
30	31					

AUGUST 2017 - Recess

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Bank Holiday	29	30 Cabinet Council	31		

SEPTEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4 LAESCYP Scrutiny	5 Governance Scrutiny	6	7	8	9
10	11 Neighbourhood Scrutiny	12 Regeneration Scrutiny	13 Cabinet	14	15	16
17	18 Audit	19 Social Serv Scrutiny	20 Planning	21	22	23
24	25 Rights Way	26	27 Cabinet Council	28	29	30

OCTOBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Cabinet	12	13	14
15	16 Audit	17 Governance Scrutiny	18 Planning	19	20	21
22	23 LAESCYP Scrutiny	24 Regeneration Scrutiny	25 Cabinet Council	26	27	28
29	30 Neighbourhood Scrutiny	31 Social Serv Scrutiny				

NOVEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8 Cabinet	9	10	11
12	13	14	15 Planning	16	17	18
19	20	21	22 Cabinet Council	23	24	25
26	27 Audit	28 Governance Scrutiny	29	30	1 st Dec	2 nd Dec

DECEMBER 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
3	4 LAESCYP Scrutiny	5 Regeneration Scrutiny	6	7	8	9
10	11 Neighbourhood Scrutiny	12 Social Serv Scrutiny	13 Cabinet Council	14	15	16
17	18 Rights Way	19	20	21	22	23
24	25 Bank Holiday	26 Bank Holiday	27	28	29	30

JANUARY 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
31 st Dec	1 Bank Holiday	2	3 Planning	4	5	6
7	8 Audit	9 Governance Scrutiny	10 Cabinet Council	11	12	13
14	15 LAESCYP Scrutiny	16 Regeneration Scrutiny	17 Audit Joint Scrutiny	18	19	20
21	22 Neighbourhood Scrutiny	23 Social Serv Scrutiny	24 Cabinet	25	26	27
28	29	30	31 Planning			

FEBRUARY 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7 Cabinet Council	8	9	10
11	12 Audit	13 Governance Scrutiny	14	15	16	17
18	19 LAESCYP Scrutiny	20 Regeneration Scrutiny	21 Cabinet	22	23	24
25	26 Neighbourhood Scrutiny	27 Social Serv Scrutiny	28 Planning			

MARCH 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5 Rights Way	6	7 Cabinet Council	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Cabinet	22	23	24
25	26 Audit	27 Governance Scrutiny	28 Planning	29	30 Good Friday	31

APRIL 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2 Easter Monday	3 Regeneration Scrutiny	4 Cabinet Council	5	6	7
8	9 Neighbourhood Scrutiny	10 Social Serv Scrutiny	11	12	13	14
15	16 LAESCYP Scrutiny	17	18 Cabinet	19	20	21
22	23	24	25 Planning	26	27	28
29	30					

MAY 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2 Cabinet Council	3	4	5
6	7	8	9	10	11	12
13	14 Audit	15	16 AGM	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		