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MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

FULL COUNCIL REPORT

Date Written	17 th April 2018
Report Author	Ann Taylor
Service Area	Democratic Services
Exempt/Non Exempt	Non Exempt
Committee Date	16 th May 2018

To: Mayor, Ladies and Gentlemen

Committee Cycle 2018/2019

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 2018/2019 be agreed.

3.0 ANNUAL GENERAL MEETING 2019

- 3.1 Wednesday 15th May 2019 commencing at 5.00pm

4.0 FULL COUNCIL

- 4.1 To be held on a Wednesday, approximately every fourth week, commencing at 5.30pm 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 In October 2017 a decision was made to hold Cabinet every four weeks instead of every two weeks and to monitor whether there were any adverse effects from this change.

5.1.1 No problems were reported and officers had additional time to prepare reports.

5.1.2 Some agendas were found to be longer, but Cabinet were still going through the items within an hour.

5.1.3 No Special meetings had to be called to consider urgent business.

5.1.4 No additional delegated authority was used.

5.2 A decision was therefore made to continue holding Cabinet meetings approximately every four weeks on a Wednesday commencing at 4pm 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 eight ordinary meetings of each of the Scrutiny Committees held approximately every six weeks; with the exception of the Joint Scrutiny Committee which will be convened as and when required.

6.2 Governance, Performance, Business Change & Corporate Services

To be held at 4pm on a Tuesday – first meeting will be Tuesday 29th May 2018.

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

To be held at 4pm on a Monday – first meeting will be Monday 4th June 2018.

6.4 Regeneration and Public Protection

To be held 2.30pm on a Tuesday – first meeting will be Tuesday 5th June 2018.

6.5 Neighbourhood Services, Planning and Countryside

To be held at 2.30pm on a Monday – first meeting will be Monday 18th June 2018.

6.6 Social Services

To be held at 3pm on a Tuesday – first meeting will be Tuesday 12th June 2018.

6.7 Joint Scrutiny

There will be a joint meeting with Audit Committee on Wednesday 23rd January 2019 to consider the budget proposals for the 2019/20 financial year. Other meetings will be convened as and when required.

7.0 AUDIT COMMITTEE

7.1 To be held at 2pm on a Monday, approximately every six weeks. The first meeting will be held on Monday 11th June 2018.

In addition, a joint meeting of the Audit Committee and the Joint Scrutiny Committee will be held on Wednesday 23rd January 2019 to consider the budget proposals for the 2019/20 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 a Licensing Committee is required, it will be held on the same date as a Planning, Regulatory and Licensing Committee, but at an earlier time in the day.

9.3 Licensing Sub Committee (Planning, Regulatory and Licensing / Statutory Licensing)

When a Licensing Sub Committee is required, it will be held on the same date as a Planning, Regulatory and Licensing Committee. The time will be 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.

9.4 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 Dates for budget meetings have been taken into consideration when compiling the committee cycle. However, there may be occasions when Special Meetings are required and in these instances Councillors will be informed as soon as the dates are confirmed.

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

COUNCILLOR KEVIN O'NEILL
LEADER OF THE COUNCIL

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 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7 Bank Holiday	8	9	10	11	12
13	14	15	16 AGM	17	18	19
20	21	22	23 Planning, Regulatory & Licensing	24	25	26 School Holidays
27 School Holidays	28 Bank Holiday	29 School Holidays Governance Scrutiny	30 School Holidays	31 School Holidays		

JUNE 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1 School Holidays	2 School Holidays
3 School Holidays	4 Learning & LAESCYP Scrutiny	5 Regeneration Scrutiny	6 Cabinet Full Council	7	8	9
10	11 Audit Committee	12 Social Services Scrutiny	13	14	15	16
17	18 Neighbourhood Services Scrutiny	19	20 Cabinet Planning, Regulatory & Licensing	21	22	23
24	25	26	27 Full Council	28	29	30

JULY 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9 Audit Committee	10 Governance Scrutiny	11	12	13	14
15	16 Learning & LAESCYP Scrutiny	17 Regeneration Scrutiny	18 Planning, Regulatory & Licensing	19	20	21 School Holidays
22	23 School Holidays Neighbourhood Services Scrutiny	24 School Holidays Social Services Scrutiny	25 School Holidays Cabinet Full Council	26 School Holidays	27 School Holidays	28 School Holidays
29 School Holidays	30 School Holidays	31 School Holidays				

AUGUST 2018 – Recess						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 School Holidays	2 School Holidays	3 School Holidays	4 School Holidays
5 School Holidays	6 School Holidays	7 School Holidays	8 School Holidays	9 School Holidays	10 School Holidays	11 School Holidays
12 School Holidays	13 School Holidays	14 School Holidays	15 School Holidays	16 School Holidays	17 School Holidays	18 School Holidays
19 School Holidays	20 School Holidays	21 School Holidays	22 School Holidays	23 School Holidays	24 School Holidays	25 School Holidays
26 School Holidays	27 Bank Holiday	28 School Holidays	29 School Holidays	30 School Holidays	31 School Holidays	

SEPTEMBER 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1 School Holidays
2 School Holidays	3 Learning & LAESCYP Scrutiny	4 Governance Scrutiny	5 Planning, Regulatory & Licensing	6	7	8
9	10 Neighbourhood Services Scrutiny	11 Regeneration Scrutiny	12	13	14	15
16	17 Audit Committee	18 Social Services Scrutiny	19	20	21	22
23	24	25	26 Cabinet Full Council	27	28	29
30						

OCTOBER 2018

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

NOVEMBER 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1 School Holidays	2 School Holidays	3 School Holidays
4 School Holidays	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Governance Scrutiny	21 Cabinet Full Council	22	23	24
25	26 Learning & LAESCYP Scrutiny	27 Regeneration Scrutiny	28 Planning, Regulatory & Licensing	29	30	1 st Dec

DECEMBER 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
2	3 Neighbourhood Services Scrutiny	4 Social Services Scrutiny	5	6	7	8
9	10 Audit Committee	11	12	13	14	15
16	17	18	19 Cabinet Full Council	20	21	22 School Holidays
23 School Holidays	24 School Holidays	25 Christmas Day	26 Boxing Day	27 School Holidays	28 School Holidays	29 School Holidays
30 School Holidays	31 School Holidays					

JANUARY 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1 New Year's Day	2 School Holidays	3 School Holidays	4 School Holidays	5 School Holidays
6 School Holidays	7	8 Governance Scrutiny	9 Planning, Regulatory & Licensing	10	11	12
13	14 Learning & LAESCYP Scrutiny	15 Regeneration Scrutiny	16 Cabinet Full Council	17	18	19
20	21 Neighbourhood Services Scrutiny	22 Social Services Scrutiny	23 Combined Audit & Joint Scrutiny	24	25	26
27	28	20	30	31		

FEBRUARY 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6 Planning, Regulatory & Licensing	7	8	9
10	11 Audit Committee	12	13	14	15	16
17	18	19	20 Cabinet Full Council	21	22	23 School Holidays
24 School Holidays	25 School Holidays	26 School Holidays Governance Scrutiny	27 School Holidays	28 School Holidays		

MARCH 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1 School Holidays	2 School Holidays
3 School Holidays	4 Learning & LAESCYP Scrutiny	5 Regeneration Scrutiny	6	7	8	9
10	11 Neighbourhood Services Scrutiny	12 Social Services Scrutiny	13 Planning, Regulatory & Licensing	14	15	16
17	18	19	20 Cabinet Full Council	21	22	23
24	25 Audit Committee	26	27	28	29	30
31						

APRIL 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8 Learning & LAESCYP Scrutiny	9 Governance Scrutiny	10 Planning, Regulatory & Licensing	11	12	13 School Holidays
14 School Holidays	15 School Holidays Neighbourhood Services Scrutiny	16 School Holidays Regeneration Scrutiny	17 School Holidays Cabinet Full Council	18 School Holidays	19 Good Friday	20 School Holidays
21 School Holidays	22 School Holidays	23 School Holidays Social Services Scrutiny	24 School Holidays	25 School Holidays	26 School Holidays	27 School Holidays
28 School Holidays	29 Audit Committee	30				

MAY 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6 May Day	7	8 Planning, Regulatory & Licensing	9	10	11
12	13	14	15 AGM	16	17	18
19	20	21	22	23	24	25 School Holidays
26 School Holidays	27 Bank Holiday	28 School Holidays	29 School Holidays	30 School Holidays	31 School Holidays	