



FULL COUNCIL REPORT

Date Written	10 August 2020
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Division	Chief Executive
Exempt/Non Exempt	Non Exempt
Committee Date	9 September 2020

To: Mayor, Ladies and Gentlemen

Committee Cycle 2020-2021

1.0 SUMMARY OF THE REPORT

- 1.1 Full Council to approve a programme of statutory meetings for the remainder of the originally anticipated 2020-2021 municipal year and to provisionally agree dates for 2021-2022.
- 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 with committee dates is attached at Appendix One.

2.0 RECOMMENDATION that

- 2.1 The committee cycle for the remainder of the originally anticipated 2020/2021 municipal year be approved.
- 2.2 The provisional committee cycle for the 2021-2022 municipal year be agreed, with final approval to be brought to the next AGM in 2021.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 In the Merthyr Tydfil County Borough Council Constitution, the Annual General Meeting (AGM) must approve a programme of ordinary meetings of the Council for the forthcoming municipal year.

- 3.2 Merthyr Tydfil's AGM was postponed in May 2020 and urgent issues have been dealt with using delegated authority.
- 3.3 Following the introduction of some trial remote meetings, a committee cycle has now been developed for what remains of the municipal year up to May 2021.
- 3.4 In accordance with The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, the day on which the regulation came into force and the date of the first remote meeting a Councillor is expected to attend, are to be disregarded when calculating the six month rule for non-attendance.

DATES OF FUTURE MEETINGS

4.0 FULL COUNCIL

- 4.1 To be held approximately every fourth week on a Wednesday, commencing at 5.30pm, other than during the August recess and dates that have been configured to avoid clashes with holiday periods. The first meeting will be held on Wednesday 7th October 2020.

5.0 CABINET

- 5.1 To be held on approximately every fourth week on the same Wednesday as Full Council, commencing at 4.00pm other than during the August recess and dates that have been configured to avoid clashes with holiday periods. The first meeting will be held on Wednesday 16 May 2020.

6.0 SCRUTINY COMMITTEES

- 6.1 There will be at least eight ordinary meetings of each of the Scrutiny Committees 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 approximately every six weeks on a Tuesday. The first meeting will be held at 4pm on Tuesday 22 September 2020.
- 6.3 **Learning & LGES (Local Government Education Service)**
To be held approximately every six weeks on a Monday. The first meeting will be held at 4pm on Monday 21 September 2020.
- 6.4 **Regeneration and Public Protection**
To be held approximately every six weeks on a Tuesday. The first meeting will be held at 2.30pm on Tuesday 29 September 2020.

6.5 Neighbourhood Services, Planning & Countryside

To be held approximately every six weeks on a Monday. The first meeting will be held at 2.30pm on Monday 28 September 2020.

6.6 Social Services

To be held approximately every six weeks on a Tuesday. The first meeting will be held at 3pm on Tuesday 15 September 2020.

6.7 Joint Scrutiny

There will be a joint meeting with Audit Committee to consider the budget proposals for the 2021/2022 financial year during January 2021 with final details to be confirmed closer to the date. Other meetings will be convened as and when required.

7.0 AUDIT COMMITTEE

7.1 To be held on approximately every six weeks commencing at 2pm other than during the August recess and dates that have been configured to avoid clashes with holiday periods. The first meeting will be held on Monday 12 October 2020.

In addition, a joint meeting of the Audit Committee and the Joint Scrutiny Committee will be held on in January 2021 to consider the budget proposals for the 2020/2021 financial year.

8.0 DEMOCRATIC SERVICES COMMITTEE

8.1 Committee to be convened when required, but at least once in each Municipal Year which in 2020-2021 will be Monday 23 November 2020 to follow the Audit Committee.

9.0 PLANNING, REGULATORY AND LICENSING

9.1 To be held approximately every fourth week on a Wednesday, commencing at 5.00pm, other than during the August recess. The first meeting will be held on Wednesday 30 September 2020.

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 at ahead of Planning and Regulatory Committee as and when required.

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 Councillors will be informed as soon as the dates are confirmed.

14.0 ANNUAL GENERAL MEETING

14.1 The Annual General Meeting in 2021 will be held on Wednesday 19 May 2021 commencing at 5.00pm.

15.0 FINANCIAL IMPLICATION(S)

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

16.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Not Applicable
1. Merthyr Tydfil Well-being Objectives	0 of 4	0 of 4	4 of 4

2. Sustainable Development Principles - How have you considered the five ways of working: <ul style="list-style-type: none"> • Long term • Prevention • Integration • Collaboration • Involvement 	1 of 5	0 of 5	4 of 5
3. Protected Characteristics <i>(including Welsh Language)</i>	0 of 10	0 of 10	10 of 10
4. Biodiversity	0 of 1	0 of 1	1 of 1

Summary:

The main positive impacts are that we are ensuring to meet legal requirements so that the public are aware of our democratic processes and there are no future challenges

There are no negative impacts

ELLIS COOPER
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 ONE

The numbers in brackets after the title of the Committee indicate the number of weeks since the previous meeting was held

SEPTEMBER 2020						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9 AGM	10	11	12
13	14	15 Scrutiny: Social Services	16 Cabinet	17	18	19
20	21 Scrutiny: Learning & LGES	22 Scrutiny: Governance	23	24	25	26
27	28 Scrutiny: Neighbourhood	29 Scrutiny: Regeneration	30 Planning			

OCTOBER 2020						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6 Scrutiny: Social Services (3)	7 Cabinet (3) Council (4)	8	9	10
11	12 Audit	13 Scrutiny: Governance (3)	14	15	16	17
18	19 Scrutiny: Learning & LGES (4)	20 Scrutiny: Regeneration (3)	21 Planning (3)	22	23	24 School Holidays
25 School Holidays	26 School Holidays	27 School Holidays	28 School Holidays	29 School Holidays	30 School Holidays	31 School Holidays

NOVEMBER 2020						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2 Scrutiny: Neighbourhood (6)	3	4 Cabinet Council (4)	5	6	7
8	9	10	11	12	13	14
15	16	17 Scrutiny: Social Services (6)	18 Planning (4)	19	20	21
22	23 Audit (6) Democratic Services	24 Scrutiny: Governance (6)	25 Cabinet Council (3)	26	27	28
29	30 Scrutiny: Learning & LGES (6)					

DECEMBER 2020						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7 Scrutiny: Neighbourhood (5)	8	9	10	11	12
13	14	15	16 Planning (4)	17	18	19 School Holidays
20 School Holidays	21 School Holidays	22 School Holidays	23 School Holidays	24 School Holidays	25 Bank Holiday School Holidays	26 School Holidays
27 School Holidays	28 Bank Holiday (Sub for 26 th) School Holidays	29 School Holidays	30 School Holidays	31 School Holidays		

JANUARY 2021

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

FEBRUARY 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2 Scrutiny: Social Services (4)	3 Cabinet Council (4)	4	5	6
7	8 Scrutiny: Learning & LGES (4)	9 Scrutiny: Governance (4)	10 Planning (4)	11	12	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	22 Audit (7)	23 Scrutiny: Regeneration (5)	24 Cabinet Council (3)	25	26	27
28						

MARCH 2021						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1 Scrutiny: Neighbourhood (6)	2	3	4	5	6
7	8	9	10 Planning (4)	11	12	13
14	15 Scrutiny: Learning & LGES (5)	16 Scrutiny: Social Services (6)	17	18	19	20
21	22	23 Scrutiny: Governance (6)	24 Cabinet Council (4)	25	26	27 School Holidays
28 School Holidays	29 School Holidays	30 School Holidays	31 School Holidays			

APRIL 2021						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1 School Holidays	2 Good Friday School Holidays	3 School Holidays
4 Easter Sunday School Holidays	5 Easter Monday School Holidays	6 School Holidays	7 School Holidays	8 School Holidays	9 School Holidays	10 School Holidays
11 School Holidays	12 Scrutiny: Neighbourhood (6)	13 Scrutiny: Regeneration (7)	14 Planning (5)	15	16	17
18	19 Audit (8)	20	21 Cabinet Council (4)	22	23	24
25	26 Scrutiny: Learning & LGES (6)	27 Scrutiny: Social Services (6)	28	29	30	

MAY 2021						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3 Bank Holiday	4 Scrutiny: Governance (6)	5	6	7	8
9	10	11	12 Planning (4)	13	14	15
16	17	18	19 Cabinet AGM (4)	20	21	22
Start of 2021-2022 Municipal Year following AGM on 19th May 2021						
23	24 Scrutiny: Neighbourhood (6)	25 Scrutiny: Regeneration (6)	26	27	28	29 School Holidays
30 School Holidays	31 Bank Holiday School Holidays					

JUNE 2021						
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 Scrutiny: Learning & LGES (6)	8 Scrutiny: Social Services (6)	9 Planning (4)	10	11	12
13	14	15 Scrutiny: Governance (6)	16 Cabinet Council (4)	17	18	19
20	21 Audit (9)	22	23	24	25	26
27	28	29	30			

JULY 2021						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5 Scrutiny: Neighbourhood (6)	6 Scrutiny: Regeneration (6)	7 Planning (4)	8	9	10
11	12 Scrutiny: Learning & LGES (5)	13 Scrutiny: Social Services (5)	14 Cabinet Council (4)	15	16	17
18	19 Audit (4)	20 Scrutiny: Governance (5)	21 School Holidays	22 School Holidays	23 School Holidays	24 School Holidays
25 School Holidays	26 School Holidays	27 School Holidays	28 School Holidays	29 School Holidays	30 School Holidays	31 School Holidays

AUGUST 2021 – Recess						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1 School Holidays
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 School Holidays	28 School Holidays
29 School Holidays	30 Bank Holiday School Holidays	31 Bank Holiday				

SEPTEMBER 2021

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

OCTOBER 2021

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

NOVEMBER 2021

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

DECEMBER 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 Cabinet Council (4)	2	3	4
5	6 Scrutiny: Neighbourhood (5)	7	8 Planning (4)	9	10	11
12	13 Scrutiny Learning & LGES (5)	14 Scrutiny: Regeneration (6)	15	16	17	18 School Holidays
19 School Holidays	20 School Holidays	21 School Holidays	22 School Holidays	23 School Holidays	24 School Holidays	25 Christmas Day School Holidays
26 Boxing Day School Holidays	27 Bank Holiday School Holidays	28 Bank Holiday School Holidays	29 School Holidays	30 School Holidays	31 School Holidays	

JANUARY 2022						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1 New Year's Day School Holidays
2 School Holidays	3 Bank Holiday School Holidays	4 Scrutiny: Social Services (6)	5 Cabinet Council (5)	6	7	8
9	10 Audit (6)	11 Scrutiny: Governance (6)	12 Planning (5)	13	14	15
16	17 Scrutiny: Neighbourhood (6)	18	19	20	21	22
23	24 Scrutiny Learning & LGES (6)	25 Scrutiny: Regeneration (6)	26	27	28	29
30	31					

FEBRUARY 2022						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2 Cabinet Council (4)	3	4	5
6	7	8	9 Planning (4)	10	11	12
13	14	15 Scrutiny: Social Services (6)	16	17	18	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 School Holidays	28 Audit (7)					

MARCH 2022

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

APRIL 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4 Audit (5)	5 Scrutiny: Governance (5)	6 Planning (4)	7	8	9 School Holidays
10 School Holidays	11 School Holidays	12 School Holidays	13 School Holidays	14 School Holidays	15 Good Friday School Holidays	16 School Holidays
17 Easter Sunday School Holidays	18 Easter Monday School Holidays	19 School Holidays	20 School Holidays	21 School Holidays	22 School Holidays	23 School Holidays
24 School Holidays	25 Scrutiny: Neighbourhood (6)	26 Scrutiny: Regeneration (7)	27 Cabinet Council (4)	28	29	30

MAY 2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2 Bank Holiday	3	4	5	6	7
8	9 Scrutiny Learning & LGES (9)	10 Scrutiny: Social Services (6)	11	12	13	14
15	16 Audit (6)	17 Scrutiny: Governance (6)	18 Planning (4)	19	20	21
22	23	24	25 Cabinet AGM (4)	26	27	28
29	30					