



FULL COUNCIL REPORT

Date Written	9 April 2021
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Division	Chief Executive
Exempt/Non Exempt	Non Exempt
Committee Date	19 May 2021

To: Mayor, Ladies and Gentlemen

Committee Cycle 2021-2022

1.0 SUMMARY OF THE REPORT

- 1.1 At AGM in September 2020, Full Council provisionally approved a cycle of statutory meetings for the 2021-2022 municipal year.
- 1.2 The dates included provision for meetings between the Local Government Election on Thursday 5th May 2022 and the scheduled Cabinet and AGM meetings on Wednesday 25th May 2022.
- 1.3 The provisionally agreed cycle has been amended to remove committees scheduled between these dates as the change effected by the Local Government Boundary Review in 2019 reduced the number of elected members to 30, and we are unlikely, therefore, to have set up new membership in the required timeframe.
- 1.4 A calendar with the amended committee dates is attached at Appendix One.
- 1.5 Additional meetings may be requested outside of these dates for special or extraordinary issues that require urgent resolution.

2.0 RECOMMENDATION that

- 2.1 The amended committee cycle for the 2021/2022 municipal year be approved.

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 At the 2020 AGM which was held in September due to the pandemic, Full Council agreed the dates for the remainder of the 2020/2021 municipal year and provisionally agreed the dates for the 2021/2022 municipal year.
- 3.3 Since the approval of these provisional dates it has been recognised that the Local Democracy and Boundary Commission for Wales report in October 2019 which recommended that the Council would reduce from 33 members to 30, would require the authority to amend its current committee structure.
- 3.4 The committee cycle for 2021/2022 has therefore been amended to remove those meetings which were originally scheduled to be held between the local election on Thursday 5 May 2022 and the Cabinet and AGM meetings on Wednesday 25th May 2022, until a new structure has been agreed.
- 3.5 The dates removed from the provisional cycle are:
- Scrutiny: Learning & LGES – 9 May 2022
 - Scrutiny: Social Services – 10 May 2022
 - Governance and Audit – 16 May 2022
 - Scrutiny: Transformation, Commercialisation & Corporate Centre – 17 May 2022
 - Planning, Regulatory & Licensing – 18 May 2022
- 3.6 A change has also been made to the Neighbourhood Services Scrutiny with the first meeting that was originally scheduled for 24th May 2021 moved to 14th June 2021.

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 16 June 2021.

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 June 2021.

6.0 SCRUTINY COMMITTEES

6.1 There will be a cycle of 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 Transformation, Commercialisation & Corporate Centre

To be held approximately every six weeks on a Tuesday. The first meeting will be held at 4pm on Tuesday 15 June 2021.

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 7 June 2021.

6.4 Regeneration, Public Protection & Housing

To be held approximately every six weeks on a Tuesday. The first meeting will be held at 4pm on Tuesday 25 May 2021.

6.5 Neighbourhood Services, Planning and Countryside

To be held approximately every six weeks on a Monday. The first meeting will be held at 4.15pm on Monday 14 June 2021.

6.6 Social Services

To be held approximately every six weeks on a Tuesday. The first meeting will be held at 3pm on Tuesday 8 June 2021.

6.7 Joint Scrutiny

There will be a joint meeting with the Joint Scrutiny and the Governance and Audit Committee to consider the budget proposals for the 2022/2023 financial year with final details to be confirmed closer to the date. Other meetings will be convened as and when required.

7.0 GOVERNANCE AND 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 19 July 2021.

In addition, a joint meeting of the Governance and Audit Committee and the Joint Scrutiny Committee will be held to consider the budget proposals for the 2022/2023 financial year.

8.0 DEMOCRATIC SERVICES COMMITTEE

- 8.1 Committee to be convened when required in consultation with the Chair, but at least one meeting will be held in each Municipal Year.

9.0 PLANNING, REGULATORY AND LICENSING

- 9.1 To be held approximately every fourth week on a Wednesday, commencing at 4.00pm, other than during the August recess. The first meeting will be held on Wednesday 9 June 2021.

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 There may be occasions when Special Meetings are required and Councillors will be informed as soon as the dates are confirmed in line with statutory rules for the calling of committee meetings and publication of agendas/

14.0 ANNUAL GENERAL MEETING

14.1 The Annual General Meeting in 2022 will be held on Wednesday 25 May 2022 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 LISA MYTTON
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

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	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 Scrutiny: Neighbourhood (9)	15 Scrutiny: Transformation (6)	16 Cabinet Council (4)	17	18	19
20	21 Governance & 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 (3)	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 Governance & Audit (4)	20 Scrutiny: Transformation (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 School Holidays				

SEPTEMBER 2021						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 School Holidays Planning (8)	2	3	4
5	6 Governance & Audit (8)	7 Scrutiny: Social Services (8)	8 Cabinet Council (8)	9	10	11
12	13 Scrutiny Learning & LGES (9)	14 Scrutiny: Transformation (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 Governance & Audit (6)	19 Scrutiny: Transformation (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 Governance & Audit (6) Democratic Services	30 Scrutiny: Transformation (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 Governance & Audit (6)	11 Scrutiny: Transformation (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 Governance & Audit (7)					

MARCH 2022

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

JUNE 2022						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 School Holidays	2 School Holidays	3 School Holidays	4 School Holidays
5 School Holidays	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		