

**Joint Report of the Presiding Member, Monitoring Officer and
Head of Democratic Services**

Council – 23 March 2017

COUNCIL DIARY 2017-2018

Purpose:	To outline the draft Council Diary 2017-2018.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that: 1) The Council Diary 2017-2018 be approved; 2) The Council Diary 2017-2018 be resubmitted to the Annual Meeting of Council on 25 May 2017 for further consideration following the Local Government Elections on 4 May 2017; 3) The Timing of Council Meeting Survey be conducted in Autumn / Winter 2017 be approved.
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1. Introduction

1.1 Traditionally, the Council Diary gains approval at the Annual Meeting of Council each year; however, a draft Council Diary is approved by Council in principle earlier in the year in order to allow a seamless continuation of the democratic process and for the Committee Rooms to be booked.

2. Council Diary 2017-2018

2.1 The Head of Democratic Services has consulted with the Presiding Member and Leader of the Council regarding the sequence of meetings and it was agreed that the current pattern of meetings continue. The main change is that Cabinet is scheduled to commence at 2.00pm.

2.2 The Council Diary 2017-2018 is attached as **Appendix A**. Council at its meeting on 25 May 2017 will be asked to re-approve the Diary following the Local Government Elections on 4 May 2017.

3. Timing of Council Meetings

- 3.1 Section 6 “Timing of Council Meetings” of the Local Government (Wales) Measure 2011 places a duty on Authorities to conduct a survey of its Councillors in relation to the timing of its Meetings. The Measure states that such a survey should be undertaken at least once in each Council term.
- 3.2 In order to allow all newly elected Councillors an opportunity to get a feel for life as a Councillor and for them to understand its associated time pressures, it is proposed to conduct the Timing of Council Meetings survey in Autumn / Winter 2017 with the intention of compiling a Council Diary 2018-2019 based on the results.

4. Equality and Engagement Implications

- 4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

5. Financial Implications

- 5.1 There are no specific financial implications associated with this report.

6. Legal Implications

- 6.1 There are no specific legal implications associated with this report. The amended version of the Council Constitution will be available at www.swansea.gov.uk/constitution

Background Papers: None.

Appendices: Appendix A - Council Diary 2017-2018.