



Report of the Head of Democratic Services

Extraordinary Council – 2 March 2021

Council Bodies Diary 2021-2022

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| Purpose: | To present a draft Council Bodies Diary 2021-2022. |
| Policy Framework: | None. |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that: 1) The draft Council Bodies Diary 2021-2022 be adopted subject to final approval at the Annual Meeting of Council on 20 May 2021. |
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| Finance Officer: | Ben Smith |
| Legal Officer: | Tracey Meredith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 The Council Constitution states that the Council Diary must be approved at the Annual Meeting of Council each year. However, in order to ensure a seamless continuation of the democratic process and for Committee Rooms to be booked a draft Council Diary is presented to Council for earlier consideration pending the final approval at the Annual Meeting of Council.

2. Timing of Council Meetings Survey

- 2.1 Section 6 of the Local Government (Wales) Measure 2011 requires the Authority to undertake a survey of Councillors regarding the timing and frequency of Council meetings at least once during each term of administration.

- 2.2 The Head of Democratic Services carried out the survey between 21 December 2017 and 12 January 2018. The survey and results were presented to Democratic Services Committee on 30 January 2018 and may be viewed at:

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=132&MID=7610&LLL=-1>

3. Council Bodies Diary

- 3.1 The Head of Democratic Services has consulted with the Presiding Member and Leader of the Council in producing this draft Council Bodies Diary.
- 3.2 The Council Bodies Diary is attached as **Appendix A**. The Annual Meeting of Council on 20 May 2021 will be asked to ratify the Diary in line with the Council Constitution.

4. Equality and Engagement Implications

- 4.1 An EIA screening form has been completed with the agreed outcome that a full EIA report is not required. Due consideration must be given to those in employment and those with caring responsibilities. This is a matter that the Democratic Services Committee and Council will consider in due course. It is also important to note that the Independent Remuneration Panel for Wales has determined that each Authority may pay an amount per month to a Councillor in order to assist them with the Reimbursement of Costs of Care. The Head of Democratic Services reminds Councillors of this potential assistance.

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.

Background Papers:

None.

Appendices:

Appendix A Council Bodies Diary 2021-2021