

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Thursday, 08 February 2024</b>
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Timetable of Meetings: May 2024 to May 2025
Purpose of Report:	To consider a draft timetable of meetings for the period May 2024 to May 2025
Report Owner:	Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	No consultation with Ward Members is required Tom Bowring - Director of Corporate Resources Mark Thomas - Head of Regional Internal Audit Services Matt Bowmer - Head of Finance / S151 Officer Ian Robinson - Head of Sustainable Development Helen Picton - Head of Shared Regulatory Services
Policy Framework:	This is a matter for Executive decision by Cabinet
Executive Summary:	<ul style="list-style-type: none"> <li>To consider a draft timetable of meetings for the period May 2024 to May 2025.</li> </ul>

## **Recommendation**

1. That the timetable of meetings for May 2024 - May 2025, as set out in Appendix A to the Report be approved, subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee/Meeting Chair.

## **Reason for Recommendation**

1. To approve / publish a calendar of meetings for the 2024/25 Municipal year.

### **1. Background**

- 1.1 The current timetable of meetings expires with the date of the Council's Annual Meeting. Members are required, therefore, to consider a draft timetable for the ensuing Municipal year.

### **2. Key Issues for Consideration**

- 2.1 The draft timetable reflects current arrangements and as in previous years, various recesses have been incorporated during August and Easter. As a result of the recesses and taking into account other Bank Holidays and school holidays, on occasions, cycles will also vary and /or more than one meeting may occur on the same day.
- 2.2 However, due to reporting requirements it is not always feasible to avoid holiday and recess periods and some meetings will still need to take place during these periods. Arrangements for meetings of the Trust Committee will be dealt with separately.
- 2.3 For Cabinet's information the current calendar of meetings on the Council's website indicates the Annual Meeting will be held on 8th May, 2024.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 The Council's Timetable of Meetings directly contributes to the long term future by ensuring that the Council's decision-making processes continue to operate on a planned basis and to also ensure that the Council's Constitution continues to operate with full effect.

### **4. Climate Change and Nature Implications**

- 4.1 There are no direct implications as a result of the report.

## **5. Resources and Legal Considerations**

### **Financial**

**5.1** There are no direct implications as a result of the report.

### **Employment**

**5.2** There are no direct implications as a result of the report.

### **Legal (Including Equalities)**

**5.3** There are no direct implications as a result of the report.

## **6. Background Papers**

None.

***Please Note –***

*Council meetings will be held in line with the Council's [Multi-Location Meetings Policy](#) which details at paragraphs 21.2 and 21.3 which meetings will be held on a hybrid and remote only basis.*

**VALE OF GLAMORGAN COUNCIL - TIMETABLE OF MEETINGS: MAY 2024 - MAY 2025**  
(All meetings to commence at 6pm unless otherwise indicated)

	MAY 24	JUN 24	JUL 24	AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25	FEB 25	MAR 25	APR 25	MAY 25
Annual Full Council Meeting	08 May												07 May
Full Council			15-Jul	<b>R</b>	30 Sep			02 Dec			03 Mar	28 Apr	
Cabinet (2.00 pm)	09 May 23 May	06 Jun 20 Jun	04 Jul 18 Jul		05 Sep 19 Sep	10 Oct 24 Oct	07 Nov 21 Nov	05 Dec 19 Dec	09 Jan 23 Jan	06 Feb 20 Feb	06 Mar 20 Mar	03 Apr	01 May
Learning and Culture Scrutiny Committee	13 May	10 Jun	08 Jul	<b>E</b>	9 Sep	07 Oct	04 Nov	09 Dec	06 Jan	03 Feb	10 Mar 31 Mar		
Healthy Living and Social Care Scrutiny Committee (5.00 pm)	14 May	11 Jun	09 Jul		10 Sep	08 Oct	05 Nov	03 Dec	07 Jan	04 Feb	04 Mar	01 Apr	
Homes and Safe Communities Scrutiny Committee	15 May	12 Jun	10 Jul	<b>C</b>	11 Sep	09 Oct	06 Nov	04 Dec	08 Jan	05-Feb	05-Mar	02 Apr	
Environment and Regeneration Scrutiny Committee	21 May	18 Jun	16 Jul		17 Sep	22 Oct	12 Nov	10 Dec	14 Jan	11-Feb	11 Mar	08 Apr	
Corporate Performance and Resources Scrutiny Committee	22 May	19 Jun	17 Jul	<b>E</b>	18 Sep	23 Oct	13 Nov	11 Dec	15 Jan	12 Feb	12 Mar	09 Apr	
Planning (4.00 pm)	16 May	13 Jun	11 Jul		26 Sep	17 Oct	28 Nov	12 Dec	16 Jan	13 Feb	27 Mar	10 Apr	
Governance and Audit		17 Jun	18 Jul	<b>S</b>	23 Sep	21 Oct		16 Dec		17 Feb	24 Mar		
Democratic Services (4.00 pm)			01 Jul				25 Nov			10 Feb		07 Apr	
Community Liaison			04 Jul	<b>S</b>		10 Oct			28 Jan			03 Apr	
Public Protection Licensing (10.00 am)	14 May	11 Jun	09 Jul		17 Sep	15 Oct	12 Nov	10 Dec	21 Jan	18 Feb	18 Mar	29 Apr	
Statutory Licensing (immediately following Public Protection Licensing)													
Shared Regulatory Services Joint Committee (10.00 am)		19 Jun			25 Sep			18 Dec			26 Mar		
Standards (10.00 am)	16 May		18 Jul		26 Sep		21 Nov		30 Jan		27 Mar		
Voluntary Sector Joint Liaison		24 Jun				14 Oct			27 Jan			29 Apr	
Welsh Church Act Estate (4.00 pm)		3 Jun			16 Sep				20 Jan				

**August Recess: 1<sup>st</sup> August - 31<sup>st</sup> August 2024**

School Holidays – 2024	School Holidays – 2025
<b>May Bank Holidays</b> – Monday, 6 <sup>th</sup> May and Monday, 27 <sup>th</sup> May, 2024 <b>Half Term</b> – Monday, 27 <sup>th</sup> May – Friday, 31 <sup>st</sup> May, 2024 (inclusive) <b>Summer</b> – Tuesday, 23 <sup>rd</sup> July – Tuesday, 3 <sup>rd</sup> September, 2024 (inclusive – 02/09/24 Inset Day) <b>Half Term</b> – Monday, 28 <sup>th</sup> October – Friday, 1 <sup>st</sup> November, 2024 (inclusive) <b>Christmas</b> – Monday, 23 <sup>rd</sup> December 2024 – Friday, 3 <sup>rd</sup> January, 2025 (inclusive)	<b>New Year Bank Holiday</b> – Wednesday, 1 <sup>st</sup> January, 2025 <b>Half Term</b> – Monday, 24 <sup>th</sup> February – Friday, 28 <sup>th</sup> February, 2025 (inclusive) <b>Easter Recess</b> – Monday, 14 <sup>th</sup> April – Friday, 25 <sup>th</sup> April, 2025 (inclusive) (Good Friday – 18 <sup>th</sup> April, Easter Monday – 21 <sup>st</sup> April) <b>May Bank Holidays</b> – Monday, 5 <sup>th</sup> May and Monday, 26 <sup>th</sup> May, 2025 <b>Half Term</b> – Monday, 26 <sup>th</sup> May – Friday, 30 <sup>th</sup> May, 2025 (inclusive)