

<b>SUBJECT:</b>	<b>Timing of Meetings Follow Up</b>
<b>MEETING:</b>	<b>Democratic Services Committee</b>
<b>DATE:</b>	<b>23 January 2023</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>N/A</b>

**1. PURPOSE:**

To agree methodology and questions for assessing members needs for the timing of full council meetings with a view to make a recommendation for full council later in the year.

**2. RECOMMENDATIONS:**

That Councillors review and agree the process to ensure it will capture the information required for the committee to make an informed recommendation on the timing of Council meetings.

**3. KEY ISSUES:**

- 3.1 The Council is required under the Local Government Measure 2011 to review the timing and frequency of Council meetings at least once every term of Council, ideally at the beginning of each, to ensure the arrangements are appropriate for all Councillors.
- 3.2 Democratic Services Committee reviewed the timing of meetings at its meeting on the 27<sup>th</sup> June 2022 and recommended to Council, who agreed that;
- Each committee is free to recommend the most suitable time of the committee for themselves and that suits the members of that committee
  - That the timing of full council meetings remains at 14:00 for at least 12 months to allow members to gain more experience in the role before making recommendation due to the high number of new members elected in May 2022.
- 3.3 At the previous meeting of Democratic Services Committee, members requested to progress the review and put a timetable in place to gather members thoughts with a view to make a recommendation back to Council based on the latest information.
- 3.4 A timetable for the review is below for members consideration:
- |                 |   |
|-----------------|---|
| 23 January 2023 | Democratic Services Committee to review and agree the timetable and questions to survey members   |
| February 2023   | Survey all councillors and gather responses ahead of next Democratic Services Committee   |
| 20 March 2023   | Democratic Services Committee to review responses and agree a recommendation to be put to Council on the timing of Full Council meetings  |
| 22 June 2023    | Full Council to consider recommendation from Democratic Services Committee in line with 12 months timescale from previous recommendation. |

- 3.5 A template set of survey questions are included at appendix A for members to review and add/amend as required to ensure the committee receives the information it needs to make an informed recommendation.
4. **REASONS:**  
To comply with the requirements of the Local Government Measure and ensure arrangements for full council meetings are appropriate for all members.
5. **RESOURCE IMPLICATIONS:**  
None
6. **SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**  
There are no sustainable development or equality impacts arising from this report.
7. **SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**  
There are no safeguarding or corporate parenting implications associated with this report.
8. **CONSULTEES:**  
Democratic Services Committee  
All Councillors
9. **BACKGROUND PAPERS:**  
Local Government Measure 2011
10. **AUTHOR:**  
John Pearson, Local Democracy Manager

**CONTACT DETAILS:**

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**Appendix A – Member Survey Questions**

**1. Do you prefer morning, afternoon or evening for full council meetings?**

<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
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**2. What time in the morning is most suitable for you?**

<b>9am</b>		<b>10am</b>		<b>11am</b>	
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**3. What time in the afternoon is most suitable for you?**

<b>1pm</b>		<b>2pm</b>		<b>3pm</b>	
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**4. What time in the evening is most suitable for you?**

<b>5pm</b>		<b>6pm</b>		<b>7pm</b>	
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**5. Are there any days or times that are particularly problematic for you to attend meetings? If yes, what are those days/times.**

**6. Does remote attendance help you to attend meetings that would otherwise be problematic?**

**7. Do you prefer to attend meetings remotely or in person?**