

## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 31 <sup>st</sup> January 2018
<b>Report Subject</b>	Timing of Meetings Survey
<b>Cabinet Member</b>	Cabinet Member for Corporate Management and Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

At the meeting of this committee on 25<sup>th</sup> October, it was agreed that each committee should be asked to express a preference for when its meetings are held. During the autumn an item has been put onto the agenda of most committees.

The results show that the current meeting arrangements are preferred. Subject to the agree of the Constitution & Democratic Services, the current schedule of meetings will be used as the model for the 2018/19 schedule for approval at the Annual Meeting on 1<sup>st</sup> May 2018.

### RECOMMENDATIONS

1	That the draft Schedule of Meetings for 2018/19 be prepared on the current pattern of meetings.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE TIMING OF MEETINGS SURVEY</b>									
1.01	At the Annual Meeting of Council, on Thursday 18 <sup>th</sup> May, the Schedule of Meetings for the current municipal year was considered and approved. This was based on the previous year's Schedule. It was recognised that the 'new' Council should make its own decision on when meetings should be held, and it was agreed that a survey of Members would be conducted after the August recess.									
1.02	At the meeting of this committee on 25 <sup>th</sup> October, rather than use a survey form, it was agreed that each committee should be asked to express a preference as to when it meets. This was done during the Forward Work Programme item. <table border="1" data-bbox="320 819 1385 976"> <tr> <td>9.30am</td> <td>10am</td> <td>1.30pm</td> <td>2pm</td> <td>4.30pm</td> <td>6.00pm</td> <td>Alternate am/pm</td> <td>Rotate 10am/2pm/4.30pm</td> <td>Rotate am/pm/6pm</td> </tr> </table>	9.30am	10am	1.30pm	2pm	4.30pm	6.00pm	Alternate am/pm	Rotate 10am/2pm/4.30pm	Rotate am/pm/6pm
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1.03	Each of the committees consulted (Audit, Cabinet and the six Overview & Scrutiny Committees) resolved to continue with their current meeting arrangements. Planning Strategy Group were also consulted and agreed that the current meeting arrangements for the Planning Committee should prevail.									

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The holding of evening meetings would increase costs as it would be necessary to keep County Hall, or other buildings where formal meetings are held open later than the current 7pm close.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	This report is being published as part of a consultation process.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	It has previously been acknowledged that expanding the range of meeting times may encourage a more diverse range of candidates to stand for election. Our conducting a survey fulfils our responsibility under the WLGA Member Development Charter to seek Members' views on when we hold our meetings. Should the Welsh Ministers decide to issue guidance to local

	<p>authorities under section 6 of the Local Government (Wales) Measure 2011 in the near future, Flintshire would be able to use the result of the survey as evidence of appropriate consultation having already been carried out. There is also a concern that our holding meetings in the evening may cause problems to current Members because of clashes with community and town council meetings and other community based responsibilities as well as home life.</p>
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<b>5.00</b>	<b>APPENDICES</b>
5.01	Meetings Preference Tracker.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Report of the Democratic Services Manager on Timing of Meetings Survey at Constitution &amp; Democratic Services Committee 25<sup>th</sup> October 2017 and resultant minute.</p> <p><b>Contact Officer:</b> Robert Robins, Democratic Services Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:Robert.robins@flintshire.gov.uk">Robert.robins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Municipal Year:</b> the 'council year' which runs from one Annual Meeting to the next. The current municipal year started on 18<sup>th</sup> May 2017 and finishes on 30<sup>th</sup> April 2018. The 2018 Annual meeting will be at 11.00 on Tuesday, 1<sup>st</sup> May.</p> <p><b>Welsh Local Government Association (WLGA):</b> body which represents the interests of the 22 Welsh local authorities together with the three National Park Authorities and the three Fire &amp; Rescue Authorities.</p>