

## COUNTY COUNCIL

<b>Date of Meeting</b>	Wednesday, 6 <sup>th</sup> December 2023 Wednesday, 6 December 2023
<b>Report Subject</b>	Change of meeting time – Planning Committee
<b>Report Author</b>	Chief Officer (Governance)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

A [Schedule of Meetings](#) is produced on an annual basis and presented for approval to Members at the Councils Annual Meeting.

The current schedule (attached as Appendix 2) was passed by Council on 4<sup>th</sup> May 2023, listing the dates and times of meetings to July 2024. As per the schedule, Planning Committee meetings have been agreed to meet with a start time of 1pm.

In November, the Governance and Audit Committee meeting overran, meaning those Members who are also members of Planning Committee had little time before the start of the Planning Committee meeting.

It has been requested by the Planning Committee that future meetings start at 2pm.

### RECOMMENDATIONS

1	That the start time of Planning Committee Meetings be changed to 2pm from the December 2023 meeting until the end of the current Schedule of Meetings.
---	--------------------------------------------------------------------------------------------------------------------------------------------------------

### REPORT DETAILS

1.00	<b>EXPLAINING THE CHANGE OF MEETING TIME – PLANNING COMMITTEE</b>
------	-------------------------------------------------------------------

1.01	<p>A <a href="#">Schedule of Meetings</a> is produced on an annual basis and presented for approval to Members at the Councils Annual Meeting.</p> <p>The current schedule (attached as Appendix 2) was passed by Council on 4<sup>th</sup> May 2023, listing the dates and times of meetings to July 2024.</p> <p>As per the schedule, Planning Committee meetings have been agreed to meet with a start time of 1pm.</p> <p>With the exception of Full Council, other Council meetings that meet in the afternoon tend to have a start time of 2pm.</p>
1.02	<p>On the 22 November 2023, there were two meetings scheduled: Governance and Audit Committee (GAC) at 10am, and then Planning Committee at 1pm.</p>
1.03	<p>Some members of the Planning Committee are also a member of GAC. The GAC meeting did not finish until around 12:30pm.</p> <p>This did not leave a lot of time for those Members who were also due to attend the Planning Committee time to have a lunch break, prepare for their next meeting, or travel to County Hall.</p>
1.04	<p>As a result, at the November Planning Committee meeting, members of the committee requested that future meetings start at 2pm to enable them (and others) who attend an earlier meeting on the same day sufficient time between meetings.</p>
1.05	<p>Members will note from the Schedule of Meetings that there are a number of Planning Committee meetings where there is also a meeting in the morning of the same day.</p> <p>For those Members who are due to attend both meetings, this could present difficulties if the morning meeting overruns.</p> <p>It is therefore proposed that the start time of Planning Committee meetings is changed to 2pm from December 2023.</p>
1.06	<p>There is currently no clear provision for the dates and timings of Council meetings to be changed after the Schedule of Meetings has been agreed. An appropriate mechanism will be considered ahead of the next AGM and presented with the report to agree next year's schedule.</p> <p>'Knowles on Local Authority Meetings', which provides guidance on administration of meetings, states the following:</p> <p><u><i>Who may convene</i></u></p> <p><b><i>10.14 The proper officer will normally convene committee meetings in accordance with the prearranged timetable and, in consultation with the committee chairman, convene special meetings as circumstances may warrant.</i></b></p>

	<p>There was an issue about changing the date and time of a Community &amp; Housing Overview and Scrutiny Committee earlier this year. Using the guidance provided in Knowles on Local Authority Meetings, it was resolved that meetings should follow the published and agreed Schedule of Meetings.</p> <p>To deviate from that now therefore requires Full Council approval.</p>
1.07	<p>The following Planning meetings would be affected by the change of time:</p> <ul style="list-style-type: none"> <li>• Wednesday 13<sup>th</sup> December*</li> <li>• Wednesday 10<sup>th</sup> January 2024*</li> <li>• Wednesday 7<sup>th</sup> February 2024*</li> <li>• Wednesday 13<sup>th</sup> March 2024</li> <li>• Wednesday 10<sup>th</sup> April 2024*</li> <li>• Wednesday 19<sup>th</sup> June 2024*</li> </ul> <p>Those marked with an * are where there is another Council meeting scheduled to take place in the morning.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There will not be any resource implications from the proposed change.

<b>3.00</b>	<b>IMPACT ASSESSMENT AND RISK MANAGEMENT</b>
3.01	None.

<b>4.00</b>	<b>CONSULTATIONS REQUIRED/CARRIED OUT</b>
4.01	The Planning Committee provided feedback resulting in the proposed change. Wider consultation on this minor change is not necessary.

<b>5.00</b>	<b>APPENDICES</b>
5.01	<ul style="list-style-type: none"> <li>• Appendix 1: Report to Council May 2023 – <a href="#">Schedule of Meetings 2023/24</a>.</li> <li>• Appendix 2: Appendix to Schedule of Meetings 2023/24 report – <a href="#">Draft Schedule of Meetings 2023/24</a>.</li> </ul>

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
-------------	--------------------------------

7.01	<b>Contact Officer:</b> Steven Goodrum, Democratic Services Manager <b>Telephone:</b> 01352 702320 <b>E-mail:</b> <a href="mailto:steven.goodrum@flintshire.gov.uk">steven.goodrum@flintshire.gov.uk</a>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	None