

FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 1 May 2018
Report Subject	Schedule of Meetings
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

This report contains the proposed schedule of meetings for 2018/2019.

It also explains how the schedule was prepared and details the consultation process which was undertaken with Members.

RECOMMENDATIONS

1	That the attached draft schedule of Meetings for 2018/19 be approved.
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REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF MEETINGS FOR 2018/19
1.01	The Schedule of Meetings is produced on an annual basis and approved by the County Council at the Annual Meeting. When the schedule for last year was submitted, it was recognised that the newly elected council needed to make an informed decision about when meetings should be held.
1.02	In October, the Constitution & Democratic Services Committee considered carrying out a survey. It was resolved that each committee should be asked to express a preference for when its meetings were to be held.
1.03	During November and December, 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.

1.04	The Constitution & Democratic Services Committee, at its meeting on 31 st January resolved that the draft Schedule of Meetings for 2018/19 be prepared on the current pattern of meetings.
1.05	The Schedule has been prepared, to reflect the wishes of the committees. Thus most meet in a fixed slot, but others alternate between morning and afternoon meetings.

2.00	RESOURCE IMPLICATIONS
2.01	None

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Audit Committee, Cabinet and the six Overview & Scrutiny Committees were consulted and resolved to continue with their current meeting arrangements. Planning Strategy Group agreed that the current meeting arrangements for the Planning Committee should prevail. The Constitution & Democratic Services Committee subsequently resolved that the draft schedule of meetings for 2018/19 be prepared on the current pattern of meetings.

4.00	RISK MANAGEMENT
4.01	It has previously been recognised that a greater 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 Welsh Local Government Association Member Development Charter to seek Members' views on when we hold our meetings. Should the Welsh Ministers decide to issue guidance to local 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.

5.00	APPENDICES
5.01	Draft Schedule of Meetings for 2018/19

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Report of the Democratic Services Manager on Timing of Meetings Survey at Constitution & Democratic Services Committee 25 th October 2017 and resultant minute.
6.02	Report of the Democratic Services Manager to the Constitution & Democratic Services Committee on Timings of meetings survey 31 st January 2018 and resultant minute. Contact: Robert Robins, Democratic Services Manager Telephone: 01352 702320 Email: robert.robins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
	None.