

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**DEMOCRATIC SERVICES COMMITTEE**

**4<sup>th</sup> October, 2012**

**REPORT BY:**

**Strategic Director - Law and Governance**

**SUBJECT:**

**Timing of Council Meetings: Survey of Members 2012/13  
Council Dairy for 2013**

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**REPORT FOR:**

**Decision**

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**Timing of Council Meetings: Survey of Members 2012/13**

In accordance with the statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new Council is elected.

Councillors were asked to complete a form indicating their preferences. 42 Members responded and a breakdown of their responses is set out at Appendix A attached.

The clear majority of members who responded favoured a 10.00 a.m. start time for meetings. A number did favour a 10.30 start for Council meetings so political group meetings could take place beforehand.

A number of members did express a preference for evening meetings because work commitments made it difficult for them to attend meetings during the day. Other Members pointed out that they had other community based commitments which would prevent them from attending evening meetings. Although the preference is for morning meetings, the point made about daytime meetings being difficult for people in work and therefore a deterrent to people putting themselves forward for election does warrant consideration. The Committee might want to consider whether some evening meetings should be trialled and if so what committees would lend themselves to this.

All comments received are set out in Appendix B attached.

<b>Recommendation</b>	<b>Reason For Recommendation</b>
<p><b>Members are asked to consider the results of the survey and to make recommendations to Council on the timings of</b></p> <ul style="list-style-type: none"> <li>• <b>Full Council meetings</b></li> <li>• <b>Cabinet meetings</b></li> <li>• <b>Regulatory/Employment/Standards/2003 Licensing Committee meetings</b></li> <li>• <b>Scrutiny/Audit/Pensions and Investment/Democratic Services meetings</b></li> <li>• <b>Shire Committees.</b></li> </ul>	<p><b>To take account of the preferences expressed by Members.</b></p>

### **Council Dairy for 2013**

The draft Council diary for 2013 is attached at Appendix C. This largely follows the pattern of the current year's diary. One change that has been made is to move the Regulatory Committee from a Tuesday to a Thursday to avoid a clash with Cabinet meetings. The diary has been drafted on the assumption that most committees will continue to meet in the morning as present although no start times have been identified.

<b>Recommendation to Council</b>	<b>Reason For Recommendation</b>
<b>That the draft Council diary for 2013 be approved.</b>	<b>To set the diary of Council meetings for the forthcoming year.</b>

<b>Person(s) To Action Decision:</b>	Stephen Boyd, Carol Johnson		
<b>Date By When Decision To Be Actioned:</b>	25 October 2012		
<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>
<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
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Appendix A

**A - Full Council Meetings:**

9.00 am	9.30 am	10.00 am	10.30 am	11.00 am	11.30 am	12.00 pm	12.30 pm	1.00 pm	1.30 pm	2.00 pm	2.30 pm	3.00 pm	3.30 pm	4.00 pm	4.30 pm	5.00 pm	5.30 pm	6.00 pm	6.30 pm	7.00 pm
1	3	22	13	1	1					1								1		1

**B - Cabinet Meetings:**

9.00 am	9.30 Am	10.00 am	10.30 Am	11.00 am	11.30 am	12.00 pm	12.30 pm	1.00 pm	1.30 pm	2.00 pm	2.30 pm	3.00 pm	3.30 pm	4.00 pm	4.30 pm	5.00 pm	5.30 pm	6.00 pm	6.30 pm	7.00 pm
1	2	20	6							1								2		1

**C - Regulatory/Employment/Standards/2003 Licensing Act Committee Meetings:**

9.00 am	9.30 Am	10.00 am	10.30 Am	11.00 am	11.30 am	12.00 pm	12.30 pm	1.00 pm	1.30 pm	2.00 pm	2.30 pm	3.00 pm	3.30 pm	4.00 pm	4.30 pm	5.00 pm	5.30 pm	6.00 pm	6.30 pm	7.00 pm
1	3	25	7					1		1								2		1

**D - Scrutiny/Audit/Pensions and Investments/Democratic Services Committee Meetings:**

9.00 am	9.30 Am	10.00 am	10.30 am	11.00 am	11.30 am	12.00 pm	12.30 pm	1.00 pm	1.30 pm	2.00 pm	2.30 pm	3.00 pm	3.30 pm	4.00 pm	4.30 pm	5.00 pm	5.30 pm	6.00 pm	6.30 pm	7.00 pm
1	2	27	6					1		2								2		1

**E - Shire Committee Meetings:**

9.00 am	9.30 Am	10.00 am	10.30 am	11.00 am	11.30 am	12.00 pm	12.30 pm	1.00 pm	1.30 pm	2.00 pm	2.30 pm	3.00 pm	3.30 pm	4.00 pm	4.30 pm	5.00 pm	5.30 pm	6.00 pm	6.30 pm	7.00 pm
1	8	25	1									1				1		2		2

**Members' Comments**

1. Time of meetings do not affect me that much it takes 1.40/1.45 hours to travel each way so most of day is taken up no matter when the meeting is held.
2. 2.00 p.m. preferred for Council, Cabinet, Regulatory and Scrutiny Committees 7.00 p.m. preferred for Shires – employment commitments.
3. 10.00 a.m. preferred – these times are fine for me.
4. 10.30 a.m. or 7.00 p.m. preferred. Have put 2 times down for Council, Cabinet, Reg & Scrutiny. 10.30 start allows time to see son and drop him off in school and allow time to travel to County Hall without rushing. Would not mind having night meetings where agenda allows eg Shire.
5. 11.00 a.m. preferred for Council. 10.00 a.m. for Cabinet, 10.30 a.m. for Regulatory and Scrutiny Committees. 10.00 a.m. for Shires. Full Council would be better half an hour later to give more time for group meetings. Cabinet is about right, Cabinet members tend to have other meetings later in the day, Other committees require members to travel from all over the county. Half hour later would be a benefit. For Shire meetings members do not have as far to travel.
6. 10.00 a.m. preferred – being self employed it makes it easier to arrange my work commitments.
7. 9.30 preferred but 10.00 a.m. in winter months
8. Full Council/Cabinet starting at 10.30 a.m. allows for group meetings prior to them starting. Other Committee meetings – I prefer them to stay in line with current practise. Agendas are usually long, an early start allows for business to be concluded by mid afternoon. I am fortunate in having a relatively short journey to County Hall, but for those whose journeys are longer these times suit best.
9. 10 a.m. preferred. I have expressed preference for morning meetings as PM or evening meetings would be very difficult for an area like Powys which is a very large rural area where members have to travel considerable distances.
10. 10 a.m. preferred in order to provide full debate on issues and continue to the afternoon if necessary.
11. 10.30 for Council, 10 a.m. for Scrutiny and Shire Committees. I have changed my part time work to fit in with meetings over the past 4 years so I would prefer not to change again.
12. 6.00 p.m. preferred. Democracy should be easy to access and with that, it should be a process that every one can take part in. At present, Powys holds its meetings between “9 -5” and I think that this discourages interest and people from standing for election. This in turn stops the Council being representative of the communities it represents. If local government is to be truly representative and encourage people from all sections of society then being a councillor must be a viable option for

lifestyle. Daytime meetings choke this off and that is why large numbers of seats are uncontested!

13. 10 a.m. preferred for Council, Cabinet and Shire meetings. 2.00 p.m. preferred for Regulatory, Scrutiny etc. I have expressed the above times. Perhaps some of the meetings could follow the morning meetings to save on travel expenses.
14. 10.00 a.m. preferred. There are various organisations in my constituency that have their meetings in the evening. I either attend these meetings as a member of the organisation or in my capacity as the local County Councillor. If County Council meetings were to be scheduled in the evening I suspect my ability to attend these community meetings in my constituency would be seriously affected.
15. Generally I consider 10.00 to be a reasonable time for committees to meet given the long distances many members have to travel. I've suggested 10.30 for scrutiny Committees to enable them to have a half hour pre meeting before the formal meeting starts; and 9.30 for Shire Committees because all Members are closer. Personally I'd prefer meetings to start as early as possible if it meant they'd finish sooner – regrettably I suspect they'd just last longer.
16. A starting time of 10 a.m. appears to me to be a fair compromise in view of the considerable distance many Councillors have to travel. On a personal basis I am usually available to attend at any time.
17. 10 a.m. preferred – to take account travel time.
18. 10.30 Council, 10 Regulatory and Scrutiny, 9.30 Shires. Times are convenient as they allow me to get my routine farm work done although 10 a.m. in Brecon for a Regulatory meeting is a bit of a push. Evening meetings out of the question!
19. I am not on some of the above but I feel 10 a.m. allows time for those who have furthest to travel and enable meetings to finish reasonably early in the afternoon. For myself usually any time is alright but I feel mornings are better than evenings. However, there are of course exceptions and sometimes it is expedient to have a meeting following a previous meeting to save travelling time and this would normally mean afternoon meetings.
20. 9.30 a.m. preferred. Very often I have mid-afternoon meetings of local organisations. Late afternoon/early evening meetings would not be suitable as a general rule because of local commitments etc.
21. 10 a.m. start for meetings with normally 1 pm finish suits me as I have 1 hours travelling time to get to Llandrindod Wells.
22. 10.30 a.m. preferred for Council, Cabinet, Regulatory and Scrutiny Committees and 10.00 a.m. for Shire Committees due to time taken up travelling to meetings. Time also taken by receiving and sending phone calls during the working day.
23. 10 a.m. is really best to start meetings but bearing in mind where some of us have to travel from weather conditions during the winter months could be difficult for an early meeting start.

24. 10 a.m. for Council, Cabinet, Regulatory and Scrutiny meetings 10.30 a.m. for Shire committees seems a sensible time to start. It means that the business has a reasonable chance of being completed before lunchtime. This is important so that members can spend the afternoon on case work etc. I would not argue if 10.30 a.m. was a more popular starting time.
25. 9 a.m. start being 1<sup>st</sup> choice rather than 10 a.m. otherwise the evening should be considered for some committee meetings. For those of us who also work thought should be given to fitting more meetings in with a working day either at the start or end of end of the day.
26. I do think the committee meetings should rotate for members of the public to be able to sit in if they want as the Regulatory Committee does. If Members are working part time are some "set" days better for them? I have now become accustomed to meetings starting at 10 a.m. in Llandrindod. If meetings are held in areas further north/south allowance should be made for extra travel. There is no train from Ystradgynlais. What about other means of public transport?
27. 10 a.m. preferred. Travelling times of 1 hour plus each way.
28. 10. a.m. preferred. I prefer an early start time so that you can have an afternoon to do some jobs. Full Council to start at 10.30 which would enable groups to meet prior to the meeting.
29. Council 11.30, Cabinet, Regulatory, Scrutiny 10.30, Shire Committee 10.00 a.m. Full Council starting at 11 a.m. allows for group meetings to take place beforehand.
30. Council and Cabinet 10.30 a.m., Regulatory, Scrutiny and Shires 10.00 a.m. All times I have indicated do not impose undue early starts for Members who have to travel longer distances to attend.
31. Council 10.30 a.m., Cabinet, Regulatory, Scrutiny and Shires 10.00 a.m. It takes me 45 minutes to drive from home to County Hall so including parking and getting lap top up and running I need at least an hour to get from home and to be ready for a meeting. I have commitments at home to fulfil first in the mornings so any earlier than 10.00 a.m. is difficult. With group meetings before full Council these are best started later.
32. Council, Regulatory and Scrutiny Committees 10 a.m. Shire Committees afternoon. I would prefer later meeting times but due to travelling time and meeting time 10 a.m. is acceptable for all day meetings. Shire meetings although would be preferable late afternoon due to work commitments.
33. Council, Cabinet 10 a.m. Regulatory and Scrutiny Committees 10 a.m. or 1.00 p.m. Shire Committees 9.30 a.m. 10.00 a.m. gives time for the 1 hour 20 minute journey to Ystradgynlais with a chance of completing business by lunchtime. This gives time to return to Ystradgynlais to deal with other matters. 1.00 p.m. – meetings starting at this time can follow other morning sessions providing an opportunity to finish business by 4.00 p.m. or 4.30 p.m. thus giving some breathing space for evening appointments, should they arise.

34. I am content with current arrangements.
35. 10 a.m. gives ample time to travel. Not interested in evening meetings. Shire Committee could start at 2.00 p.m.
36. 10 a.m. meetings fit in best with public transport without going into the afternoon so far that it is difficult to get back or breaking up the day too much, Evening meetings would be almost impossible for me to attend for this reason. From January I will have caring responsibilities and so 10 a.m. starts and afternoon finishes will fit in best with childcare and enable me to attend local meetings in the evenings.
37. Generally I am flexible for time but mornings are preferred to allow afternoon free for casework and ward visits.
38. 9.30 a.m. preferred. A standard start time is good for all. I also think there should be a compulsory finish time and say 2 p.m. would allow 4 and a half hours – I do not believe concentration is maintained over 4 and a half hours. Also officers and staff would be able to manage their days better.





								28	Mon		LDP Working Group
								29	Tue	Cabinet	
								30	Wed	Regulatory Committee	
								31	Thur	Homecoming Parade	

February 2013				March 2013				April 2013			
			1	Fri				1	Mon	Easter Monday	Easter Monday
1	Fri		2	Sat				2	Tue		
2	Sat		3	Sun				3	Wed	Standards Committee	
3	Sun		4	Mon	Employment Appeals	Employment Appeals		4	Thur		
4	Mon	Employment Appeals	5	Tue	Executive Programme Board			5	Fri	Democratic Services Committee/ Tenants' Liaison Committee	
5	Tue		6	Wed	Employment & Appeals Com			6	Sat		
6	Wed	Standards Committee	7	Thur	People Scrutiny Committee			7	Sun		
7	Thur	Pensions & Investments Com	8	Fri	Community Safety Partnership			8	Mon	Employment Appeals	Employment Appeals
8	Fri	BBNPA	9	Sat				9	Tue		
9	Sat		10	Sun				10	Wed	Mont Built Heritage Grants Sub/Mont	
10	Sun		11	Mon				11	Thur	Regulatory Committee	
11	Mon		12	Tue	Cabinet/Management Team			12	Fri	NPT & PCC Cross Border	
12	Tue		13	Wed	Mont Built Heritage Grants Sub/Mont			13	Sat		
13	Wed	Mont Built Heritage Grants Sub/ Mont	14	Thur	Regulatory Committee	Powys Local Service Board		14	Sun		
14	Thur	Regulatory Committee	15	Fri	Members' Development			15	Mon		
15	Fri	Members' Development	16	Sat				16	Tue	Cabinet/Management Team	
16	Sat		17	Sun				17	Wed	Radnorshire	
17	Sun		18	Mon	Employment Appeals	Employment Appeals		18	Thur	Children & Young People's Partnership	Local Safeguarding Children's Board

18	Mon	Employment Appeals	Employment Appeals	19	Tue	Cabinet		19	Fri	Members' Development	
19	Tue	Cabinet/Management Team		20	Wed	Radnorshire	JCNC	20	Sat		
20	Wed	Radnorshire		21	Thur	Audit	Member Development Working Group	21	Sun		
21	Thur	County Council		22	Fri	Joint Chairs BBNPA		22	Mon	Employment Appeals	Employment Appeals LDP Working Group
22	Fri	Joint Chairs/ WLGA Council		23	Sat			23	Tue	Cabinet	
23	Sat			24	Sun			24	Wed	County Council	
24	Sun			25	Mon		LDP Working Group	25	Thur	Regulatory Committee	
25	Mon		LDP Working Group	26	Tue			26	Fri	Joint Chairs	
26	Tue	Cabinet		27	Wed	Brecknockshire		27	Sat		
27	Wed	Environment etc Scrutiny Com		28	Thur	Regulatory Committee		28	Sun		
28	Thur	Regulatory Committee		29	Fri	Good Friday		29	Mon		
				30	Sat			30	Tue		
				31	Sun						

May 2013				June 2013				July 2013			
1	Wed			1	Sat			1	Mon	Employment Appeals	Employment Appeals
2	Thur	Member Development Working Group	Corporate Parenting Group	2	Sun			2	Tue	Cabinet	
3	Fri	BBNPA		3	Mon	Employment Appeals	Employment Appeals	3	Wed	Mont Built Heritage Grants Sub/Mont Standards Committee	
4	Sat			4	Tue	Cabinet/Management Team		4	Thur	Regulatory Committee	
5	Sun			5	Wed	Pensions & Investments Com		5	Fri	Democratic Services Committee/ Tenants' Liaison Committee	
6	Mon	Bank Holiday		6	Thur	Regulatory Committee		6	Sat		
7	Tue	Cabinet/Management Team		7	Fri	Community Safety Partnership		7	Sun		
8	Wed	Montgomeryshire		8	Sat			8	Mon		
9	Thur	Regulatory Committee		9	Sun			9	Tue	Cabinet/Management Team	

10	Fri			10	Mon			10	Wed	Radnorshire	Powys Local Service Board
11	Sat			11	Tue	Cabinet		11	Thur	Pensions & Investments Com/ Children & Young People's Partnership	Audit Local Safeguarding Children's Board
12	Sun			12	Wed	Mont Built Heritage Grants Sub/ Mont		12	Fri	BBNPA	
13	Mon	Employment Appeals	Employment Appeals	13	Thur	Employment & Appeals Com	Member Development Working Group	13	Sat		
14	Tue	Cabinet		14	Fri	Joint Chairs		14	Sun		
15	Wed	Radnorshire	Powys Local Service Board	15	Sat			15	Mon	Employment Appeals	Employment Appeals LDP Working Group
16	Thur	County Council Shire Committees		16	Sun			16	Tue	Cabinet	
17	Fri			17	Mon	Employment Appeals	Employment Appeals LDP Working Group	17	Wed	County Council	
18	Sat			18		Executive Programme Board		18	Thur	Regulatory Committee	
19	Sun			19	Wed	Radnorshire	JCNC	19	Fri	Members' Development	
20	Mon		LDP Working Group	20	Thur	Regulatory Committee		20	Sat		
21	Tue			21	Fri	Members' Development/ WLGA AGM		21	Sun		
22	Wed	Brecknockshire		22	Sat			22	Mon	RWS	
23	Thur	Regulatory Committee		23	Sun			23	Tue	RWS	
24	Fri	Joint Chairs		24	Mon			24	Wed	RWS	
25	Sat			25	Tue	Cabinet/Management Team		25	Thur	RWS	
26	Sun			26	Wed	Environment etc Scrutiny Com		26	Fri		
27	Mon	Bank Holiday		27	Thur	People Scrutiny Committee		27	Sat		
28	Tue			28	Fri	BBNPA AGM		28	Sun		
29	Wed			29	Sat			29	Mon	Employment Appeals	Employment Appeals
30	Thur			30	Sun			30	Tue		Member Development Working Group

31	Fri	Members' Development						31	Wed	Brecknockshire	
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		August 2013				September 2013				October 2013	
1	Thur		Corporate Parenting Group	1	Sun			1	Tue	Cabinet	
2	Fri	Joint Chairs		2	Mon	Employment Appeals	Employment Appeals	2	Wed	People Scrutiny Committee	
3	Sat			3	Tue	Cabinet/Management Team		3	Thur	Regulatory Committee	
4	Sun			4	Wed	Standards Committee		4	Fri	Democratic Services Committee	
5	Mon			5	Thur	Regulatory Committee		5	Sat		
6	Tue			6	Fri	Member Development Working Group		6	Sun		
7	Wed			7	Sat			7	Mon		LDP Working Group
8	Thur	Regulatory Committee		8	Sun			8	Tue		Powys Local Service Board
9	Fri			9	Mon		LDP Working Group	9	Wed	Mont Built Heritage Grants Sub/Mont	
10	Sat			10	Tue	Cabinet		10	Thur	Sustainable Standards Day	Sustainable Standards Day
11	Sun			11	Wed	Mont Built Heritage Grants Sub/Mont		11	Fri	Audit	
12	Mon	Employment Appeals	Employment Appeals LDP Working Group	12	Thur	Employment & Appeals Com		12	Sat		
13	Tue			13	Fri	Joint Chairs		13	Sun		
14	Wed			14	Sat			14	Mon	Employment Appeals	Employment Appeals
15	Thur			15	Sun			15	Tue	Cabinet/Management Team	
16	Fri			16	Mon	Employment Appeals	Employment Appeals	16	Wed	Radnorshire	Member Development Working Group
17	Sat			17	Tue	Executive Programme Board		17	Thur	Regulatory Committee/ Children & Young People's Partnership	Local Safeguarding Children's Board
18	Sun			18	Wed	Radnorshire	JCNC	18	Fri	Members' Development	
19	Mon			19	Thur	Regulatory Committee		29	Sat		

20	Tue			20	Fri	Members' Development		20	Sun		
21	Wed			21	Sat			21	Mon		
22	Thur	Regulatory Committee		22	Sun			22	Tue	Cabinet	
23	Fri			23	Mon			23	Wed	Joint Chairs	
24	Sat			24	Tue	Cabinet/Management Team		24	Thur	County Council	
25	Sun			25	Wed	Brecknockshire/ WLGA Council		25	Fri	BBNPA	
26	Mon	Bank Holiday		26	Thur	Pensions & Investments Com	Audit	26	Sat		
27	Tue			27	Fri	Community Safety Partnership Tenants' Liaison Committee		27	Sun		
28	Wed			28	Sat			28	Mon	Employment Appeals	Employment Appeals
29	Thur			29	Sun			29	Tue		
30	Fri			30	Mon	Employment Appeals BBNPA	Employment Appeals	30	Wed	Environment etc Scrutiny Com	
31	Sat							31	Thur	Regulatory Committee	

November 2013				December 2013			
1	Fri			1	Sun		
2	Sat			2	Mon		
3	Sun			3	Tue	Cabinet	
4	Mon		LDP Working Group	4	Wed	Standards Committee	
5	Tue	Cabinet/Management Team		5	Thur	People Scrutiny Committee	
6	Wed			6	Fri	Environment etc Scrutiny Com Community Safety Partnership	
7	Thur		Corporate Parenting Group	7	Sat		
8	Fri			8	Sun		
9	Sat			9	Mon	Employment Appeals	Employment Appeals
10	Sun			10	Tue	Employment & Appeals Com	
11	Mon	Employment Appeals	Employment Appeals	11	Wed	Mont Built Heritage Grants Sub/Mont	

