

CYNGOR SIR POWYS COUNTY COUNCIL.

**Health, Care and Housing Scrutiny Committee
Learning, Skills and Economy Scrutiny Committee
Audit Committee**

REPORT AUTHOR: Scrutiny Manager and Head of Democratic Services

SUBJECT: Timing of Meetings

REPORT FOR: Decision

- 1.1 The need to achieve consistently high levels of attendance by members at scrutiny committees was the subject of discussion leading to the approval of the new scrutiny committee structure on 17th May, 2018. This was why a minimum attendance level of 60% was recommended to Council which was approved.
- 1.2 However it was acknowledged by Group Leaders that as the Council has a number of Members / Co-Opted Members who work, having meetings commencing at the usual time of 10 a.m. might not suit working Members / Co-Opted Members. It was further suggested that working Members / Co-Opted Members might be able to end their working day earlier, subject to negotiation with their employer, which could mean their attending a meeting scheduled later in the day. The Group Leaders therefore suggested that it would be appropriate to trial meetings at different times of the day to see whether this would assist attendance.
- 1.3 It is expected that scrutiny committees should be a maximum of 3 hours in duration. In order to ascertain whether a trial of meetings at different times should be undertaken by each committee, Members / Co-Opted Members are asked initially to indicate which of the following options would best suit them in terms of attending meetings of the scrutiny committees:

(Members / Co-Opted Members can select one or more of the options set out below):

Option A	10 a.m. to 1.00 p.m
Option B	2.00 p.m. to 5.00 p.m.
Option C	4.00 p.m. to 7.00 p.m.
Option D	5.00 p.m. to 8.00 p.m.

- 1.4 For those Members / Co-Opted Members not present at the meeting, officers will email the options set out above to them so that a full picture of the views of all of the Committee can be obtained. The results will be reported back to the next meeting of each Committee.

Recommendation:	Reason for Recommendation:
That Members / Co-Opted Members indicate their preferences for meeting times to determine whether a trial of different meeting times be undertaken by the committee.	To consider meeting times to encourage maximum attendance at scrutiny committee meetings.

Relevant Policy (ies):	
Within Policy:	Y / N
Within Budget:	Y / N

Relevant Local Member(s):	
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Person(s) To Implement Decision:	Wyn Richards
Date By When Decision To Be Implemented:	July 2018

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Background Papers used to prepare Report: