

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

3 APRIL 2019

REPORT OF THE HEAD OF LEGAL AND REGULATORY SERVICES

TIMINGS OF MEETINGS SURVEY

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Corporate Overview and Scrutiny Committee of the intention to conduct a survey of timings of meetings for the Council's Overview and Scrutiny Committee meetings which will then be included in the Programme of Meetings for 2019/2020.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 This report links to the following Corporate Improvement Objectives/Other Corporate Priorities:
- a. **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
 - b. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
 - c. **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 Section 6 (2) of the Local Government (Wales) Measure 2011, refers to local authorities having regard to statutory guidance in respect of the times and intervals at which meetings are held, in order to achieve a Programme of Meetings that is generally convenient to Members given their often differing yet demanding commitments, including those Members who are in part/full time employment.
- 3.2 Council at its meeting on 26 July 2017 considered a report for information purposes, on the outcomes of a timings of meetings survey undertaken for Council and Council Committees (on a Committee by Committee basis), in order to obtain their preferences for starting times of meetings from 1 September 2017 onward. Such a survey is required to be carried out at least once in any term of office for all Committee meetings (that comprise the Council).

- 3.3 The choice of starting times for the commencement of these Committee meetings was 10.00am, 2.00pm and 4.00pm, as was the times given for all Committees in the original timings of meetings survey carried out shortly after the commencement of the new term of office.

4. Current Situation / Proposal

- 4.1 A number of Members of the Overview and Scrutiny Committees have recently requested that a further timings of meetings survey be carried out in respect of these particular bodies.
- 4.2 Members will be sent a survey asking them to state a preference for the formal start of the Committee meeting. The options will be 10.00am, 2.00pm and 4.00pm. Members will be given 1 week in which to complete the survey which will be sent electronically.
- 4.3 As part of the review of scrutiny, consideration will be given to holding evening meetings in different community areas of the County Borough in the future in order to increase awareness and engagement of scrutiny with the public. This would be on an ad hoc basis and would be appropriately advertised.
- 4.4 The outcome of the survey will be reflected in the Programme of Meetings 2019/2020 to be considered at the Annual Meeting of Council on 15 May 2019. The meetings will be set at the time which has been selected by the majority of Members who respond.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 None.

6. Equality Impact assessment

- 6.1 There are no equality implications in relation to this report.

7. Well-being of Future Generations (Wales) Act 2015 Implications

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

- 8.1 There are no financial implications in relation to this report.

9. Recommendation:

- 9.1 It is recommended that the Corporate Overview and Scrutiny Committee:

1) notes that a survey of timings of meetings of the Council's Overview and Scrutiny Committee meetings will be undertaken offering suggested start times of 10.00am, 2.00pm and 4.00pm.

2) notes that the outcome of the survey will be reflected in the Programme of Meetings 2019/2020 to be considered at the Annual Meeting of Council on 15 May 2019.

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Background documents:

Report to Council of 26 July 2017, entitled 'Outcomes of the Timings of Meetings Survey.'