

**Terms of Reference - Scrutiny Review of Meeting Start Times**

<p><b>Aim of the Review</b></p>	<p>To consider meeting start times as requested by Full Council on 8 December 2016, when it considered the timetable of meetings for 2017-18 and resolved:</p> <ul style="list-style-type: none"> <li>(i) That Council approve the timetable of meetings for 2017-2018, attached as Annex A of the report.</li> <li>(ii) That we refer this matter [of meeting start times] to O&amp;S for further discussion and production of a report to be considered by P&amp;R and then Full Council.</li> </ul>
<p><b>Why has this review been selected?</b></p>	<p>The issue of meeting start times was raised at Full Council, when the following amendment was moved:</p> <p><i>"That Full Council and Planning Committee should start at 6pm.</i></p> <p><i>That all other meetings start at 4pm.</i></p> <p><i>That these changes take effect from 18 May 2017."</i></p> <p>The amendment was lost when put to the vote, so the existing meeting start times were continued for 2017-18.</p> <p>However a further amendment proposed that O&amp;S review the issue looking to the longer term.</p> <p>An informal review of start times was last carried out in December 2010 by the Corporate Director (s151). However there have been changes to the membership of the Council and the way in which it operates since then.</p>
<p><b>Who will carry out the review?</b></p>	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 members of the O and S committee (but open to all members of O and S)</li> <li>• Support will be provided by the Democratic Services Manager</li> <li>• With input from other officers as required, including the Monitoring Officer</li> <li>• With consultation with all Members</li> <li>• With information from other local authorities</li> </ul>
<p><b>How the review will be carried out?</b></p>	<p>The task group will consider the implications of both the current meeting start times and possible changes to these. Potential questions that the committee could consider in scoping the review include:</p> <ul style="list-style-type: none"> <li>• What are the equalities impacts on Members, Officers and members of the public of daytime and evening meetings, and can these be mitigated? [An equality impact assessment has already been carried out and can be made available to the task group.]</li> <li>• What were Members expectations around meeting start times when they decided to stand for election, and should any changes only be introduced at the beginning of a new term and with sufficient notice</li> </ul>

	<p>ahead of elections?</p> <ul style="list-style-type: none"> <li>• What is the capacity of the organisation to support evening meetings and what is the impact on both Members and Officers in terms of quality of decision making and work the following day?</li> </ul>
<b>What are the expected outputs?</b>	It is expected that the task group will produce a report, summarising the evidence they have gathered and containing specific recommendations for the Council.
<b>Timescale</b>	It is anticipated that the group will conclude the outcomes of the review by June 2017. Progress reports will be submitted to the committee if required during the review.