

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	Democratic Services Committee
<b>Date:</b>	25 June 2025
<b>Title of report:</b>	Timing of Council Meetings
<b>Purpose of report:</b>	For the Committee to agree to consult with members.
<b>Author:</b>	Dyfan Sion, Head of Democratic Services

**Background**

1. 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 every term, preferably shortly after the new Council is elected.
  
2. Members were consulted on the timing of meetings during the autumn of 2022, so the need to review the arrangements during this Council term has been met. (A copy of the findings report from 2022 - [Timing of Council Meetings.pdf](#))
  
3. Since then, however, the Welsh Government has published statutory guidance to assist Councils in meeting the requirements of the Local Government Measure 2011 and the Local Government and Elections Act 2021. The guidance includes further information on meeting arrangements, so it is timely to consult with members once again.

**Context**

4. The committees and meetings covered by this report include the full Council and all formal committees established under powers delegated by the Council. Other meetings such as briefing sessions, scrutiny panels and pre-meetings are not covered, but the principles will be applied to the extent that it is possible.

**Current situation**

5. Currently, every committee meeting is held either at 10a.m. or at 2p.m. The only exception to this is the planning committee, which begins at 1p.m., and occasional extraordinary meetings.
6. Committee meetings are held on Tuesdays, Wednesdays, and Thursdays, and school holiday periods are avoided where possible.
7. A slot of 2 or 3 hours is usually allocated for committees. However, the length of the meeting will depend on the content of the agenda and the nature of the discussions. If a meeting continues for more than 3 hours, it is a constitutional requirement (section 4.1.10) for the chairperson to ask the members for consent to continue. This will be done through a vote. Otherwise, the remainder of the business will be considered on a date set by the chairperson, or at the next ordinary meeting of the committee.
8. All formal council committees are held in a hybrid format either in the Chamber or in the committee room, with virtual remote access also available.

## **Considerations**

9. Welsh Government statutory guidance notes that the following matters need to be considered when consulting with members:

*“Section 1.11*

- a. Whether daytime or evening meetings are preferred;*
- b. Whether meetings are to be in person, fully online or multi-location;*
- c. The preferred meeting length;*
- d. Whether particular times cause difficulties for councillors with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.”*

10. As is explained in paragraph 8 above, Council meetings are already multi location. It is also a constitutional requirement for the Council to allow members to join the meetings remotely. So, we propose that there is no need to consult on this matter, but we will consult on the other three matters referred to above.

11. In 2022, the Council consulted with members on 4 possible times for meetings, which were 10am, 2pm, 4pm and 6pm. In order to ensure consistency, we propose consulting on the same timings again and to give member the opportunity to provide further comments.

## **Timescale**

12. It is proposed that we consult with members for a period of 6 weeks during July and August. Following that a report summarising the findings of the consultation will be presented to the Democratic Services Committee in the autumn and a report with recommendations to full Council in December.

### **Recommendation**

13. The Committee is asked to:

- a. Agree to consult with members on the timing of meetings
- b. Agree to the timescale in paragraph 12
- c. Consider and approve the consultation document in Appendix A.

## Atodiad A / Appendix A

Amseriad Cyfarfodydd / Timing of Meetings

Enw / Name \_\_\_\_\_

1. Gofynnir i Aelodau nodi eu dewis (yn nhrefn blaenoriaeth 1,2,3, a 4) a hefyd nodi unrhyw sylwadau ychwanegol / Members are requested to note their preferences (in priority order 1,2,3, and 4) and include any other comments.

<b>A - Cyfarfodydd y Cyngor / Council Meetings</b>				Sylwadau Ychwanegol / Additional Comments
10.00 a.m.	2.00 p.m.	4.00 p.m.	6.00 p.m.	
<b>B - Pwyllgor Gwaith / Executive Meetings</b>				
10.00 a.m.	2.00 p.m.	4.00 p.m.	6.00 p.m.	
<b>C - Pwyllgorau Craffu / Scrutiny Committees</b>				
10.00 a.m.	2.00 p.m.	4.00 p.m.	6.00 p.m.	

<b>Ch - Pwyllgorau Lled-Farnwrol – Cynllunio, Awdit, Democrataidd, Penodiadau, Apeliadau, Trwyddedu, Ymchwilio, Disgyblu,</b>				
<b>Quasi-Judicial Committees – Planning, Audit, Democratic, Appointments, Appeals, Licensing, Investigation, Disciplinary</b>				
10.00 a.m.	2.00 p.m. (1.00 p.m. Cynllunio / Planning)	4.00 p.m.	6.00 p.m.	
<b>D – Pwyllgorau eraill – CYS, Polisi Cynllunio, Safonau, Is-Bwyllgor Indemniadau</b>				
<b>Other Committees – SAC, Planning Policy, Standards, Indemnities sub-Committees</b>				
10.00 a.m.	2.00 p.m.	4.00 p.m.	6.00 p.m.	

2. Gofynnir i Aelodau nodi unrhyw sylwadau am hyd cyfarfodydd / Members are asked to note any comments about the length of meetings.

Sylwadau / Comments

3. Gofynnir i Aelodau nodi unrhyw sylwadau am adegau penodol sy'n achosi trafferthion iddynt o safbwynt nodweddion penodol, fel oedran, rhyw, crefydd, cyfrifoldebau gofalu neu fod mewn cyflogaeth. / Members are asked to note any comments about specific times that cause difficulties with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.

Sylwadau / Comments