

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	4 November 2025
Title of report:	Timing of Council Meetings – conclusions
Purpose of report:	For the Committee to agree on the recommendations and the way forward.
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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. 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 the Committee agreed in its meeting in June, for officers to consult with members once again.

Context

3. 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.

Responses

4. A questionnaire was distributed to all elected Members and lay members on 13 August, with responses requested by 19 September. A reminder was sent to the members on 9 September. A copy of the form is attached in Appendix A.

5. A total of 26 responses were received. Three responses from lay members and 23 from elected members. This is a relatively high response rate (66% of elected members) and provides a sufficient basis for drawing conclusions.
6. Members were asked to indicate their choices in order of priority from 1 to 4. An analysis of the responses is provided below.

Committee	Feedback in order of preference	Number that chose the time as their first preference
County Council		
10am	3	5
1pm	1	9
2pm	2	6
6pm	4	0
Executive		
10am	1	10
2pm	2	4
4pm	3	1
6pm	4	0

Scrutiny Committees		
10am	2	6
2pm	1	11
4pm	3	1
6pm	4	0

Regulatory Committees (including Planning, Audit and Democratic)		
10am	2	1
1pm / 2pm	1	12
4pm	3	0
6pm	4	0

Other Committees (including Standards, SAC, and Planning Policy)		
10am	2	8
2pm	1	10

4pm	3	1
6pm	4	0

7. A number of comments were also received, which can be summarised under the following headings:

Length of meetings – some suggested that meetings should not last more than 2 hours, while others felt that up to 3 hours was reasonable. It was suggested that a 5-minute break should be taken after 2 hours.

Scheduling – several members opposed meetings at 6pm due to other commitments in the community/constituency, e.g., community councils, school governors' meetings, etc. Nevertheless, a comment was made that morning meetings or 6pm meetings are better for members who work or have school-aged children. Several members preferred to keep meetings from Tuesday to Thursday if possible. Some members highlighted that they favoured starting morning meetings earlier (9 or 9:30) and afternoon meetings earlier (1 or 1:30).

No change – Some members highlighted that they were satisfied with the current system and that no change was needed.

Conclusions

8. A small majority were in favour of moving the start time of the County Council from 2 pm to 1 pm. Starting at 2 pm was the second most popular option.
9. A significant majority were in favour of adhering to the current arrangements with the Executive Committee (starting at 10am), the Scrutiny Committees (starting at 2pm), the Planning Committee (starting at 1pm), the Governance and Audit Committee (starting at 2pm), and the Democratic Committee (starting at 2pm).
10. There were mixed opinions on other committees, with a small majority in favour of starting at 2pm, but the option of starting at 10am was also acceptable. Since both options (10 and 2) seem acceptable to members, this gives officers the flexibility to use either slot when arranging meetings.

Equality

11. Some members requested to hold meetings from Tuesday to Thursday in order to facilitate work and care arrangements. Multi-location meetings also enable some members to join remotely, where it would otherwise be difficult for them to do so. One comment was made regarding the need to try to ensure that the

timing of future meetings helps attract younger members, of working age, to the Council.

12. It is possible for members to claim additional care costs incurred to enable them to carry out their role. The Council must provide a payment towards the actual/valid costs of childcare or dependent adult care.

Recommendations

13. The Committee is asked to:

- a. pay due attention to the findings of the consultation
- b. support moving the start time of County Council meetings from 2pm to 1pm for the 26/27 civic year onwards. This will be a decision for the County Council at its meeting in May 2026
- c. authorise the Head of Democratic Services to remind members of the ability to claim care costs
- d. note that a further review of meeting times will be required shortly after the 2027 Local Government elections.

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.

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

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

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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
