

Appendix One

Timing of Council Meetings Survey

Dear Councillor

The Council has committed that it would, in accordance with past practice, consult with you as councillors following the elections on the best time to hold meetings, workshops etc.

The Council must also publish something called a public participation scheme (known locally as a multi-location meetings policy) which sets out how and when the public can view or participate in meetings.

Last year we adopted an interim policy with a promise to review it at the same time as consulting you about meeting times.

Welsh Government Guidance on public participation strategies states that:

- All Councils should review the times at which meetings are held at least once in every term, preferably shortly after the new Council is elected.
- The rule of thumb should be that meetings will be held at times, intervals and locations which are convenient to its Members and as far as is practicable, have regard to equality and diversity issues.
- Councils should find ways of surveying their Members, at least after each election, to assess their preferences and should be committed to act on the conclusions.
- The Council should be prepared to make changes to its pattern of working if it meant that the Council was better able to retain new Councillors with outside responsibilities.
- Councils should also consider whether there may be advantages to rotating meeting times due to an impossibility of pleasing all of their Members all of the time.

This survey is intended to gauge your views on how the Council organises its meetings.

The survey will run from dd month year until dd month year. The results will then be reported to the Constitution and Democratic Services Committee before coming to Council for consideration.

Councillor:	
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Section 1 – Timings of Meetings

1. Thinking about when meetings are held, are there any days of the week on which you find it difficult to attend meetings? <i>Please indicate by ticking the relevant box/es below.</i>					
Monday	Tuesday	Wednesday	Thursday	Friday	I have no difficulty attending weekday meetings

If you have indicated that you have difficulty attending meetings on certain days, please explain why.
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2. Thinking about the times of day when meetings are held, are there any times of the day which you find it difficult to attend meetings, for example child or other caring responsibilities, Town & Community Council meetings? <i>Please indicate by ticking the relevant box/es below.</i>					
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	Morning	Afternoon	Evening	No difficulty
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If you have indicated that you have difficulty attending meetings at certain times of the day, please explain why.
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3. Please indicate your preferred time in relation to the time meetings should start by ticking the relevant box below.

Meeting	10am	2pm	4pm	6pm	Other (please specify)	Allow Committee to decide
Council						
Cabinet						
Community, Housing & Assets Overview & Scrutiny						
Corporate Resources Overview & Scrutiny						
Education, Youth & Culture Overview & Scrutiny						
Environment & Economy Overview & Scrutiny						
Social & Health Care Overview & Scrutiny						
Planning						
Licensing						
Governance and Audit						
Constitution and Democratic Services						
Standards						
Clwyd Pension Fund						
Workshops / Training / Seminars						

Please give reasons below for your preferences (e.g. work or family commitments) and any other comments about timings for meetings.

4. Do you think that meetings should have a set length? (Please tick the relevant box below.)

Meeting	No limit	2 hours	3 hours	4 hours	Other
Council					
Cabinet					
Community, Housing & Assets Overview & Scrutiny					
Corporate Resources Overview & Scrutiny					
Education, Youth & Culture Overview & Scrutiny					
Environment & Economy Overview & Scrutiny					
Social & Health Care Overview & Scrutiny					
Planning					
Licensing					
Governance and Audit					
Constitution and Democratic Services					
Standards					
Clwyd Pension Fund					
Workshops / Training / Seminars					

Section 2 – Format of Meetings

5. Do you have a preference for the format of meetings?

(Please tick the relevant box below.)

- **Hybrid** – where some people are physically present, but others contribute remotely.
- **Remote attendance** – where all participants and observers are connected by a software platform. No one is 'physically' present at the meeting.

Meeting	Hybrid	Remote attendance
Council		
Cabinet		
Community, Housing & Assets Overview & Scrutiny		
Corporate Resources Overview & Scrutiny		
Education, Youth & Culture Overview & Scrutiny		
Environment & Economy Overview & Scrutiny		
Social & Health Care Overview & Scrutiny		
Planning		
Licensing		
Governance and Audit		
Constitution and Democratic Services		
Standards		
Clwyd Pension Fund		
Workshops / Training / Seminars		

Please give reasons below for your preferences (e.g. work or family commitments) and any other comments.

6. Please rate the following statements about HYBRID meetings

	Strongly disagree			Strongly agree	
	1	2	3	4	5
They encourage social contact					
They may it easier for me to get information					
They maker it easier for me to participate and ask questions					
They make it easier to hold Officer to account					
They make it easier for me to conduct business outside the meeting (i.e. to speak to Officers or other Councillors)					
They take time out of my day, and it is a cost for me to travel to the location					
They contribute to CO2 emissions					
They are convenient – they fit around my other responsibilities.					
They are accessible to the public					
They are accessible to people with disabilities					

7. Please rate the following statements about REMOTE ATTENDANCE meetings

	Strongly disagree			Strongly agree	
	1	2	3	4	5
They encourage social contact					
They may it easier for me to get information					
They maker it easier for me to participate and ask questions					
They make it easier to hold Officer to account					
They make it easier for me to conduct business outside the meeting (i.e. to speak to Officers or other Councillors)					
They take time out of my day, and it is a cost for me to travel to the location					
They contribute to CO2 emissions					
They are convenient – they fit around my other responsibilities.					
They are accessible to the public					
They are accessible to people with disabilities					

8. If you have any other comments about meetings, please use the space below.
