

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**INFORMAL WORKING GROUP MEETING ARRANGEMENTS**

Minutes from the Meeting of the Informal Working Group Meeting Arrangements held on Monday, 6th June, 2022 at 2.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT:

Councillors I Devereux, C Hudson, J Moriarty, C Morley and Mrs V Spikings

Officers:

Lorraine Gore, Chief Executive

Wendy Vincent, Democratic Services Officer

1 APPOINTMENT OF CHAIR

AGREED: Councillor Mrs V Spikings be appointed Chair.

2 BACKGROUND INFORMATION

The Informal Working Group (IWG) discussed the background information circulated with the Agenda.

The IWG commented that it would have been useful to have the meeting start times set out within the schedule of meetings from other Norfolk authorities.

AGREED: The schedule to be revised to include meeting times of other Norfolk authorities and be presented to the next meeting.

3 TERMS OF REFERENCE

The IWG discussed the recommendations set at 1 out in the Terms of Reference agreed by the Corporate Performance Panel on 13 April 2022:

The Chair drew Member's attention to the Terms of Reference;

That the informal working group terms of reference to be to evidence gather and provide preliminary analysis of:

- the issues identified in the notice of motion
- the views of the various council panels and committees
- the staffing resource implications
- continuation of the arrangements for live streaming

- continuation of the arrangements for hybrid meeting arrangements
- capturing the environmental benefits of hybrid meetings
- continuation of the interim member enquiries email arrangements

The Chair outlined the benefits of holding meetings during the day and commented that it would be useful for the IWG to see the breakdown of potential cost savings of holding meetings during office hours.

The Chief Executive sought clarification if the IWG were to consider the start times of all meetings including Planning and Licensing or only the Policy Development Panels, Audit Committee, Full Council and King's Lynn Area Consultative Committee.

Councillor Morley outlined the rationale for his Motion to Council and stated that he had no objection and supported both the Planning Committee and Licensing meetings to be held during the day.

Councillor Moriarty commented that he did not disagree with the statement made by Councillor Morley and added that it was sensible for the Planning Committee to be held during the day to enable agents, etc to attend. Cabinet would determine its own start time, any ad hoc informal working groups could be held during the time and Panel meetings in the evening.

An informal discussion took place between the IWG and officers, a summary of which is set out below:

- Benefits of meetings being held at 4.30..
- Benefits of and resource required for hybrid meetings and livestreaming.
- Safety of women.
- Members Allowance Scheme contains Carers Allowance.
- Should an all Councillor survey be conducted on meeting start times. Following a discussion it was agreed that an email be sent to all Chairs of Panels, Audit Committee and KLACC to ascertain views of start times.
- Each Panel/Committee could be asked of preferred meeting times.
- Meeting start times could be determine by Chair of each Committee.
- Officers workloads of being in the office during the day and then attending evening meetings.
- Benefits of holding 10 am meetings – better decision making.
- Preference for officers giving complex presentations to be present in person rather than via Zoom.
- Pre-Covid Environment and Community Panel held earlier meetings – 3.30 pm.
- Importance and benefits of face to face meetings.

- Start times of meetings to be determined prior to the Election in 2023.
- All Councillors could be consulted on the start time for Full Council.
- Work Programmes of Panels/Audit Committee – L Gore advised this would be discussed at a forthcoming meeting with Panel Chairs.
- Members Enquiry Box.
- Pre-Council Briefings held pre-Covid. It was noted that ad hoc virtual Member Briefings had been scheduled and could continue to do so. Members could contact Democratic Services if a specific subject had been identified for a Member Briefing.

Councillor Hudson informed the IWG that meeting start times had been discussed at a recent Labour Group Meeting who had agreed that meetings should not be held later than 4.30 pm.

The Chair commented that it would be useful for the IWG to receive a breakdown on the cost of meetings if they were to be held at 4.30 pm, 5.30 pm or 6.30 pm.

AGREED: 1) An email be sent to Chairs of all Panels, Audit Committee and KLACC canvassing views on meeting start times.

2) A schedule setting out the cost of meetings if they were to be held at 4.30 pm, 5.30 pm and 6.30 pm to be available for the next meeting.

4 **FREQUENCY OF MEETINGS**

The next meeting would be convened during the next few weeks.

5 **TIMELINE/DATE TO REPORT BACK TO THE CORPORATE PERFORMANCE PANEL**

L Gore explained that the aim was to report back to the Corporate Performance Panel in July 2022.

6 **DATE OF NEXT MEETING**

The Democratic Services Officer canvass diaries to determine a date for the next meeting.

The meeting closed at 4.03 pm