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DEMOCRATIC SERVICES COMMITTEE

Friday, 17th February, 2023

The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

S U P P L E M E N T A R Y P A C K

1.	PROPOSAL FOR REVISIONS TO THE SCRUTINY COMMITTEE STRUCTURE AND NUMBERS OF SEATS ON COMMITTEES
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To receive and consider the report of the Head of Legal Services and Monitoring Officer.

(Pages 3 - 14)

2.	NEW WAYS OF WORKING
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To receive and consider the report of the Head of Transformation and Democratic Services

(Pages 15 - 22)

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CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee – 17-02-2023
County Council – 02-03-2023

Report Author:	Clive Pinney, Head of Legal Services and the Monitoring Officer
Lead Officer:	Wyn Richards, Scrutiny Manager and Head of Democratic Services
Report Title:	Proposal for Revisions to the Scrutiny Committee Structure and Numbers of Seats on Committees
Report For:	Decision

1. Purpose

- 1.1 The report seeks the approval of Council to revise the Scrutiny Committee structure and to reduce the numbers of seats on some of the Council's Committees with effect from the Annual General Meeting in May 2023.

2. Background

- 2.1 There are a number of reasons which led to the need to review the current Scrutiny Committee structure as well as the numbers of seats on committees including:
- Following the elections Political Group Leaders asked officers to review the numbers of seats on committees following the reduction in numbers of Members in May 2022 from 73 to 68 (-6.85%)
 - Smaller political group numbers meaning groups are having difficulty filling seats on committees.
 - More Members having other employment limiting their ability to sit on multiple committees.
 - A need to review the remits of Scrutiny Committees following the development of the new Corporate Improvement Plan
 - An acceptance that the remit of the current Economy, Residents and Communities Scrutiny Committee is too wide
 - A need to review the composition of the Public Service Board Scrutiny Committee as the model being currently used is not delivering the challenge expected to the Public Service Board.
 - A review of the numbers of seats on Planning Committee across authorities in Wales was undertaken and this indicated that the Powys Planning Committee is only one of three in Wales with 21 Members with the majority of Councils having 17 seats or less on their planning committees. **(See Appendix 1)**
- 2.2 The numbers of current vacancies on the Committees affected by the proposals below are listed at **Appendix 3**.
- 3. Timeline.**
- 3.1 The timeline for consultation on the proposal is as follows:

Cabinet / EMT	17-01-2023
Initial Discussion with Group Leaders	January 2023
Engagement with Chair and VC of Scrutiny Committees	w/c 16 January 2023
Engagement with Chairs and VCs of all Committees (except Scrutiny)	w/c 23 January 2023
Explanation to external partners as to why PSB SC being amended	w/c 30 January Feb 2023
Final proposal Considered	Democratic Services Committee – 17-02-2023
Proposal Agreed by Council	Council – 2 March 2023
Revisions Implemented from	18 May 2023 Council AGM

4. Advice

4.1 The proposal for consideration is set out below.

4.2 There is **no change** proposed to the following committees:

- Pensions and Investment Committee; (only 5 Members currently)
- Governance and Audit Committee; (only amended last year)
- Finance Panel (only amended last year)

4.3 The following changes are proposed:

- Scrutiny Committee Numbers – reduce the number of seats on all three scrutiny committees from 14 currently (plus the addition of co-opted members where required) to:
 - Committee of 12 (formula 11 +1 additional seat) **(See Appendix 2)**
Political balance - Independents (1); Conservatives (2); Liberal Democrats (4); Labour (2); Plaid Cymru (1); Independents for Powys (1). Additional seat allocated to Conservatives (1)
 - Committee of 11 (formula 9+2 additional seats) **(See Appendix 2)**
Political balance - Independents (1); Conservatives (2); Liberal Democrats (4); Labour (1); Plaid Cymru (0); Independents for Powys (1). Additional seats allocated to Plaid Cymru (1) and Labour (1)

(3 x Scrutiny Committees)

Group Leaders Comments:

- That Scrutiny Committee numbers should be reduced to either 11 or 12 Members plus Co-Opted Members.

Scrutiny Chairs' Comments:

- 2 Chairs are supportive of the proposed changes.
- 1 Chair has expressed a number of reservations including splitting Adults and Children's Services. In addition, concern has been expressed that there may be focus on one Service area only i.e. Education due to the significant transformation programme, to the detriment of scrutiny on Children's Services and that training already undertaken by Committee members will be lost.

RECOMMENDATION to Council:	Reason for Recommendation:
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(i) that the numbers of seats on all three scrutiny committees should be reduced to 11 or 12 Members, plus the addition of co-opted Members where required)	To respond to the request by political group leaders to review the numbers of seats on committees following the reduction in the numbers of Members in May 2022.
(ii) that the Head of Legal Services and the Monitoring Officer prepare revisions to Section 7 of the Constitution for consideration by the Council.	

- Other Committees - Alternative numbers of seats could be selected for each of the non scrutiny committees. The options would be as follows:
 - Committee of 12 – as above.
 - Committee of 11 – Political balance - Independents (1); Conservatives (2); Liberal Democrats (4); Labour (1); Plaid Cymru (0); Independents for Powys (1). Additional seats allocated to Plaid Cymru (1) and Labour (1) **(See Appendix 2)**
 - Committee of 10 – Political balance - Independents (1); Conservatives (2); Liberal Democrats (3); Labour (1); Plaid Cymru (0); Independents for Powys (1). Additional seats allocated to Plaid Cymru (1) and Liberal Democrats (1). **(See Appendix 2)**
 - Committee of 9 – Political balance - Independents (1); Conservatives (2); Liberal Democrats (3); Labour (1); Plaid Cymru (0); Independents for Powys (1). Additional seat allocated to Plaid Cymru (1) **(See Appendix 2)**

(Democratic Services Committee; Employment and Appeals Committee; Licensing Act 2003 Committee)

Other Chairs' Comments:

- Chairs generally supportive of the proposal but would not wish to see committee numbers reduced below 12.

RECOMMENDATION to the Democratic Services Committee:	Reason for Recommendation:
(i) that the Committee indicate its preference for the numbers of seats on other committees (Democratic Services Committee; Employment and Appeals Committee; Licensing Act 2003 Committee) for consideration by the Council	To respond to the request by political group leaders to review the numbers of seats on committees following the reduction in the numbers of Members in May 2022.
(ii) that the Head of Legal Services and the Monitoring Officer prepare revisions to Section 9 of the Constitution for consideration by the Council.	

- Amend number of seats on the Planning Committee to 17 (formula 17). This would equate to the Committee being 25% of the membership of the Council.

The political balance would be as follows:

Independents (2); Conservatives (4); Liberal Democrats (6); Labour (2); Plaid Cymru (1); Independents for Powys (2).

RECOMMENDATION to Council:	Reason for Recommendation:
<p>(i) that the numbers of seats on the Planning, Taxi Licensing and Rights of Way Committee be reduced to 17 Members.</p> <p>(ii) that the Head of Legal Services and the Monitoring Officer prepare revisions to Section 9 of the Constitution for consideration by the Council.</p>	<p>To respond to the request by political group leaders to review the numbers of seats on committees following the reduction in the numbers of Members in May 2022.</p>

- Amend the remit of the scrutiny committees:

Current scrutiny structure:

- Economy, Residents and Communities Scrutiny Committee
- Health and Care Scrutiny Committee
- Learning and Skills Scrutiny Committee
- PSB Scrutiny Committee (comprising external partners)
- Finance Panel

A review of PSB Committees in Wales has been undertaken and it showed that PSB in all Councils except Powys was comprised of councillors only. Powys had followed an earlier model used by Cardiff Council which had representatives of the bodies comprising the PSB on the scrutiny committee. That situation has changed. The only similar structure to Powys is with Bridgend who have a panel which reports to a PSB Committee comprising of Councillors.

Proposed Revised Scrutiny Structure:

<p>Children and Young People Scrutiny Committee (**See Note below)</p> <p>12 Members (Politically balanced) + 2 co-opted members for Education + 1 Church in Wales and Roman Catholic Church Representative</p>	<ul style="list-style-type: none"> • Children's Services • Education • Legal Services
<p>Economy and Environment Scrutiny Committee</p> <p>12 Members (Politically balanced) + 1 Co-Opted Member for Crime and disorder</p>	<ul style="list-style-type: none"> • HTR • Property, Planning and Public Protection • Digital and Economy • Finance Service
<p>Adults and Housing Scrutiny Committee (**See Note below)</p> <p>12 Members (Politically balanced)</p>	<ul style="list-style-type: none"> • Adults Services • Commissioning • Housing • Community Services • Workforce and OD
<p>PSB Scrutiny Committee</p> <p>Vice-Chairs of the 3 Scrutiny Committees + 2 additional representatives from the scrutiny committees (on a politically balanced basis = Independents (1);</p>	<ul style="list-style-type: none"> • Towards 2040 • Transformation and Democratic Services

Conservatives (1); Liberal Democrats (2) Labour (1), Independents for Powys (1))	
Finance Panel	<ul style="list-style-type: none"> No change
No change to membership	

As is the case currently, where there are issues which are cross cutting or span the remits of two or more scrutiny committees, joint working between those scrutiny committees can be facilitated using joint working groups.

Note – For Information only:

In April 2023 the current Community Health Council is to be replaced by the Citizen Voice Body for health and social care. The following is an extract from a Welsh Government consultation document Foreword by the Minister for Health and Social Services:

“From April 2023, the Citizen Voice Body for health and social care will be in place, to independently represent the interests of the public in relation to health and social care. Amongst its roles will be to actively seek and listen to the views of service users, carers and wider public and to make representations to NHS bodies and local authorities about the provision of health or social services, helping ensure people’s experiences drive continuous improvement in local, regional and national plans and policy.”

Discussions are ongoing between Council officers and the Citizen Voice Body to understand the implications and interactions between the Council’s Scrutiny Committees dealing with social care and the new body as it could have implications for the membership of the scrutiny committees (possible requirements for co-option) as well as the remits of those committees. As the position is clarified further information will be made available to Members.

RECOMMENDATION to Council:	Reason for Recommendation:
<p>(i) that the remit of the scrutiny committees be amended as indicated above.</p> <p>(ii) that the Head of Legal Services and the Monitoring Officer prepare revisions to Section 7 of the Constitution for consideration by the Council.</p>	<p>To respond to the request by political group leaders to review the numbers of seats on committees following the reduction in the numbers of Members in May 2022.</p>

5. Review of Senior Salaries

- 5.1 The Chairs of the current Scrutiny Committees receive a remuneration in accordance with the IRPW (Independent Remuneration Panel for Wales) report as a Chair of a Committee.
- 5.2 Council will need to consider whether the Chair of the PSB Scrutiny Committee should be paid a remuneration in line with other scrutiny Chairs. There is currently one senior salary in the Members Scheme of Remuneration which is unallocated. The additional cost would be £8800 (Chairs allowance £26400 – basic allowance £17600 from April 2023)
- 5.3 In addition, the terms of reference of the Employment Committee has been amended during 2022 with the Committee having no further involvement in officer appeals. As the Chair’s post is currently paid a remuneration the Council will need to review whether this should continue based on the revised workload of the Committee. If the senior salary were not paid this would be a saving of £8800 per annum (Chairs allowance £26400 – basic allowance £17600 from April 2023)

Group Leaders Comments:

- That the senior salary payment to the Chair of the Employment Committee should be retained.
- That the Chair of the PSB Scrutiny Committee should not attract a senior salary.

RECOMMENDATION to the Democratic Services Committee:	Reason for Recommendation:
(i) that the Committee indicate its view as to whether the Chair of the PSB Scrutiny Committee should receive a remuneration in accordance with the IRPW report for consideration by the Council. (ii) that the Committee indicate its view as to whether the Chair of the Employment Committee should continue to receive a remuneration in accordance with the IRPW report following changes to the terms of reference of the committee, for consideration by the Council.	To consider consequential changes to the Members' Schedule of Remuneration arising from the change to the Council's scrutiny committee structure and changes to the terms of reference of the Employment Committee.

6. Legal implications

(State here any legal implications and confirmation that the report has been approved by the Monitoring Officer)

6.1

7. Financial implications

(State here any financial implications and confirmation that the report has been approved by the Section 151 Officer)

7.1 In terms of financial implications, there is no change in respect of Senior Salaries as the numbers claiming a senior salary will remain as currently. With a reduction in the numbers of seats on committees, there could be some reduction in the Members travel budget, but this would only apply where Members were travelling to attend face to face meetings.

7.2

8. Data Protection

8.1 There is no processing of personal data resulting from the proposed changes.

9. Comment from local member(s)

9.1 The proposed changes do not impact on local Councillor areas.

10. Impact Assessment

10.1 Not required.

11. Recommendation

The Committee is requested to approve the recommendations as set out in Sections 4.3 and 5 above.

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Head of Service: Catherine James, Head of Transformation and Democratic Services

Corporate Director: Emma Palmer, Director of Corporate Services.

SCRUTINY REPORT NEW TEMPLATE

Welsh Councils – Numbers on Planning Committees

Council	Numbers on Planning Committees	Number of Council Members	Percentage of Council Members on Planning (1) smallest – (22) largest
Blaenau Gwent	11	33	33.33 (16)
Merthyr Tydfil	11	30	36.67 (19)
Newport	11	51	21.57 (5)
Rhondda Cynon Taf	11	75	14.67 (1)
Neath Port Talbot	12	60	20.00 (4)
Swansea	12	75	16.00 (2)
Torfaen	12	39	30.77 (13)
Cardiff	13	79	16.46 (3)
Anglesey	13	34	38.24 (20)
Gwynedd	15	69	21.74 (6)
Pembrokeshire	15	60	25.00 (8)
Caerphilly	16	69	23.19 (7)
Conwy	16	55	29.09 (12)
Monmouthshire	16	46	34.78 (17)
Wrexham	16	56	28.57 (11)
Flintshire	17	67	25.37 (10)
Vale of Glamorgan	17	54	31.48 (15)
Bridgend	18	51	35.29 (18)
Carmarthenshire	19	75	25.33 (9)
Ceredigion	21	38	55.26 (22)
Denbighshire	21	47	44.68 (21)
Powys	21	68	30.88 (14)

Committee of 9						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded	Differential to next whole seat	Vacant Seat
Independents	7	0.1029	0.93	1	0.07	O
Welsh Conservatives	14	0.2059	1.85	2	0.15	O
Welsh Liberal Democrats	23	0.3382	3.04	3	0.96	3
Welsh Labour	9	0.1324	1.19	1	0.81	2
Plaid Cymru	3	0.0441	0.40	0	0.60	1
Independents for Powys	6	0.0882	0.79	1	0.21	O
0	0	0.0000	0.00	0	0.00	
Non- Affiliated	6	0.0882	0.79	1	0.21	
				8		
Vacant Seats to be allocated by Group Leaders				1		
Total Seats on Committee				9		
NB No seats are not automatically allocated to Non-Affiliated Members.						

Committee of 10						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded	Differential to next whole seat	Vacant Seat
Independents	7	0.1029	1.03	1	0.97	5
Welsh Conservatives	14	0.2059	2.06	2	0.94	4
Welsh Liberal Democrats	23	0.3382	3.38	3	0.62	2
Welsh Labour	9	0.1324	1.32	1	0.68	3
Plaid Cymru	3	0.0441	0.44	0	0.56	1
Independents for Powys	6	0.0882	0.88	1	0.12	O
0	0	0.0000	0.00	0	0.00	
Non- Affiliated	6	0.0882	0.88	1	0.12	
				8		
Vacant Seats to be allocated by Group Leaders				1		
Total Seats on Committee				9		
NB No seats are not automatically allocated to Non-Affiliated Members.						

Committee of 11						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded	Differential to next whole seat	Vacant Seat
Independents	7	0.1029	1.13	1	0.87	4
Welsh Conservatives	14	0.2059	2.26	2	0.74	3
Welsh Liberal Democrats	23	0.3382	3.72	4	0.28	O
Welsh Labour	9	0.1324	1.46	1	0.54	2
Plaid Cymru	3	0.0441	0.49	0	0.51	1
Independents for Powys	6	0.0882	0.97	1	0.03	O
0	0	0.0000	0.00	0	0.00	
Non- Affiliated	6	0.0882	0.97	1	0.03	
				9		
Vacant Seats to be allocated by Group Leaders				0		
Total Seats on Committee				9		
NB No seats are not automatically allocated to Non-Affiliated Members.						

Committee of 12						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded	Differential to next whole seat	Vacant Seat
Independents	7	0.1029	1.24	1	0.76	D
Welsh Conservatives	14	0.2059	2.47	2	0.53	1
Welsh Liberal Democrats	23	0.3382	4.06	4	0.94	D
Welsh Labour	9	0.1324	1.59	2	0.41	A
Plaid Cymru	3	0.0441	0.53	1	0.47	A
Independents for Powys	6	0.0882	1.06	1	0.94	D
0	0	0.0000	0.00	0	0.00	
Non- Affiliated	6	0.0882	1.06	1	0.94	
				11		
Vacant Seats to be allocated by Group Leaders				-2		
Total Seats on Committee				9		
NB No seats are not automatically allocated to Non-Affiliated Members.						

Committee of 17						
Group	Group Number	Multiplier from Ready Reckoner	Seats	Rounded	Differential to next whole seat	Vacant Seat
Independents	7	0.1029	1.75	2	0.25	
Welsh Conservatives	14	0.2059	3.50	4	0.50	
Welsh Liberal Democrats	23	0.3382	5.75	6	0.25	
Welsh Labour	9	0.1324	2.25	2	0.75	
Plaid Cymru	3	0.0441	0.75	1	0.25	
Independents for Powys	6	0.0882	1.50	2	0.50	
0	0	0.0000	0.00	0	0.00	
Non- Affiliated	6	0.0882	1.50	2	0.50	
				17		
Vacant Seats to be allocated by Group Leaders				-3		
Total Seats on Committee				14		
NB No seats are not automatically allocated to Non-Affiliated Members.						

Current Vacancies on Committees:

Learning and Skills Scrutiny Committee:

3 Vacancies due to resignation – Conservatives (1); Liberal Democrats (2)

Health and Care Scrutiny Committee:

1 Vacancy - Liberal Democrats – seats not filled following election

Economy, Residents and Communities Scrutiny Committee:

1 Vacancy due to resignation – Liberal Democrats

Democratic Services Committee:

2 Vacancies – Liberal Democrats and Independent's for Powys – seats not filled following elections.

Planning, Taxi Licensing and Rights of Way Committee:

2 Vacancies – Liberal Democrats – seats not filled following election

Licensing Act 2003 Committee:

1 Vacancy – Labour – seat not filled following election.

Employment Committee:

2 Vacancies – Liberal Democrats and Labour – seats not filled following election.

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee
17 February 2023

Report Author: Cllr James Gibson-Watt
**Leader of the Council and Portfolio Holder for an Open and
 Transparent Council**

SUBJECT: Ways of Working – Member meetings

Report For: Decision

1. Purpose

- 1.1. The purpose of the report is to consider a new working model for all Members attending council meetings.

2. Background

- 2.1. At the beginning of the coronavirus pandemic (March 2020) the whole organisation transitioned to working from home, in May 2021, the Local Government and Elections (Wales) Act 2021 was enacted, requiring local authorities to allow members the flexibility to participate in meetings remotely.
- 2.2. Powys is a large county, covering a quarter of Wales' landmass, with the most sparsely populated population (26 people per square km) in England and Wales. The county is vast, stretching 100 miles from Llanfyllin in the north to Ystradgynlais down in the south (90-minute car journey). For many members, the journey to County Hall in Llandrindod Wells is a long, often using poor road networks as public transport is limited (*please see **Appendix A** for detail*).
- 2.3. Several surveys have been conducted over the past few years in relation to understanding how members perceive working from home. When asked what the organisation could put in place to create a good flexible working situation the following were identified:
- Blend of face-to-face and online meetings, sessions, and training
 - Informal get togethers online or in-person
 - Bigger and separate screen to work on
 - Better and more reliable broadband

Respondents also noted some benefits to working from home:

- less/no travel
- a better work-life balance
- having time to undertake other things such as constituency work, more time with family
- work / Councillor balance - ability for working Councillors to balance their Councillor responsibilities with those as an employee and attend Council meetings easier and then return to work

2.4. Following the Council elections in 2022 the number of members has reduced from 73 to 68 due to changes in the electoral boundaries.

3. Advice

3.1. The table below provides an overview of current member meetings, in terms of the:

- number of members attending each meeting
- number of officers invited to attend each meeting (to present topics)
- frequency of meetings and the format used.

3.2. Council meetings currently take place in one of three ways: -

- face to Face – all participants in the same room
- online – all participants connecting remotely
- hybrid – 30% of participants being face to face in a room and others connecting remotely

Member meetings	No of Members attending	No of Officers attending	Frequency	Format
Full Council	68	9 – 15	7 meetings p.a.	Hybrid
Cabinet	11 - 14	8 – 15	26 / 29 meetings p.a.	Hybrid
Planning Committee **	21 - 26	9 – 15	16 / 17 meetings p.a.	Hybrid
Finance Panel	11	3 – 7	Monthly	Online
Democratic	14	3 – 5	Quarterly	Online
Licensing **	14	1 – 2	Usually, 1 meeting p.a. sometimes up to 3	Online
Employment \$\$	14	4 – 6	3 / 4 meetings p.a.	Online
Pensions	7 - 8	4 – 8	5 / 8 meetings p.a.	Online
Member Development sessions	68 - 74	3 – 8	Generally, 3 sessions per month, sometimes more as required.	Online
Standards Committee / Standards Sub-Committee	12	3 – 4	3 / 4 meetings p.a.	Hybrid
Governance and Audit ££	10	6 – 15	7 meetings p.a.	Online
Scrutiny Committees x3 ££	14 - 23	8 – 14	9 meetings p.a.	Online
PSB Scrutiny Committee	8 – 10	2 – 5	Quarterly	Online

Key:

*p.a = Per annum / once a year

** Taxi-Licensing and Licensing Sub-Committees (Panel of 4 Members) will meet as and when required to consider applications - online. 3 - 4 Members and 3 Officers

\$\$ Shortlisting / Appointments Sub-Committees or Appeals Sub-Committees will meet as and when required – probably face to face.

££ Working Groups will meet as and when required – online.

Standards Committee or Sub-Committee hearings – as and when required – online or hybrid / face to face. 9 Members and 3 officers plus Ombudsman.

3.3. Having analysed the costs associated with the three meeting formats, face-to-face meetings are approximately 3 times more expensive than hybrid meetings (costing £127,588 for face-to-face compared with £38,277 for hybrid), online meetings are cost negative in terms of mileage claims. Please note that member mileage claims are included in the calculation however whole costs are excluded (such as member time, officer time and expenses, property, and heating costs etc). For further detail, please see **appendix B and C**.

3.4. Some benefits to adopting a hybrid or online model are:

- a reduction in our organisational carbon footprint
- less travel time and more productive worktime
- financial savings relating to travel and subsistence costs for Members
- shorter and more focused meetings
- an increase in openness and transparency due to more meetings being broadcast publicly.

3.5. A discussion took place with Group Leaders on Thursday 6th October to identify a preferred way forward in terms of future ways of working. It was recognised that meeting face to face is particularly important during the early stages of a new administration and with many new members. However, Group Leaders also felt that we should largely see a continuation of our current working. As the term of the administration progresses, working arrangements would need to be reviewed.

4. Resource Implications

4.1. The move to hybrid meetings has already occurred and the additional costs for the software are around £20,000. There are no additional officer support costs for the hybrid meetings.

4.2. Travel savings of £45,620 have already been made and there has been a reduction in our carbon emissions. The members travel budget has been reduced by 51.8% (from £88,000 in 2019/20). Further savings of £7,000 can be achieved should the proposal be approved.

4.3. The Head of Finance (Section 151 officer) notes the content of the report and can support the recommendation.

5. Legal Implications

5.1. The Head of Legal and Monitoring Officer notes that recommendations can be supported from a legal point of view.

6. Data Protection

6.1. The proposal does not involve the processing of personal data.

7. Comment from local member(s)

7.1. As mentioned previously, a discussion took place with Group Leaders on Thursday 6th October to identify a preferred way forward in terms of future ways of working. It was recognised that meeting face to face is particularly important during the early stages of a new administration and with many new members.

7.2. However, Group Leaders also felt that we should largely see a continuation of our current working. As the term of the administration progresses, working arrangements would need to be reviewed.

8. **Impact Assessment**

8.1. An impact assessment is not required since the current working arrangements will continue.

9. **Recommendation**

9.1. It is recommended to:

- continue with the current working arrangements.
- task Scrutiny Chair's to determine, with their committee, how they would like to work.
- that each Committee meet at least twice a year face to face.

Contact Officer:

Catherine James, Head of Transformation and Democratic Services

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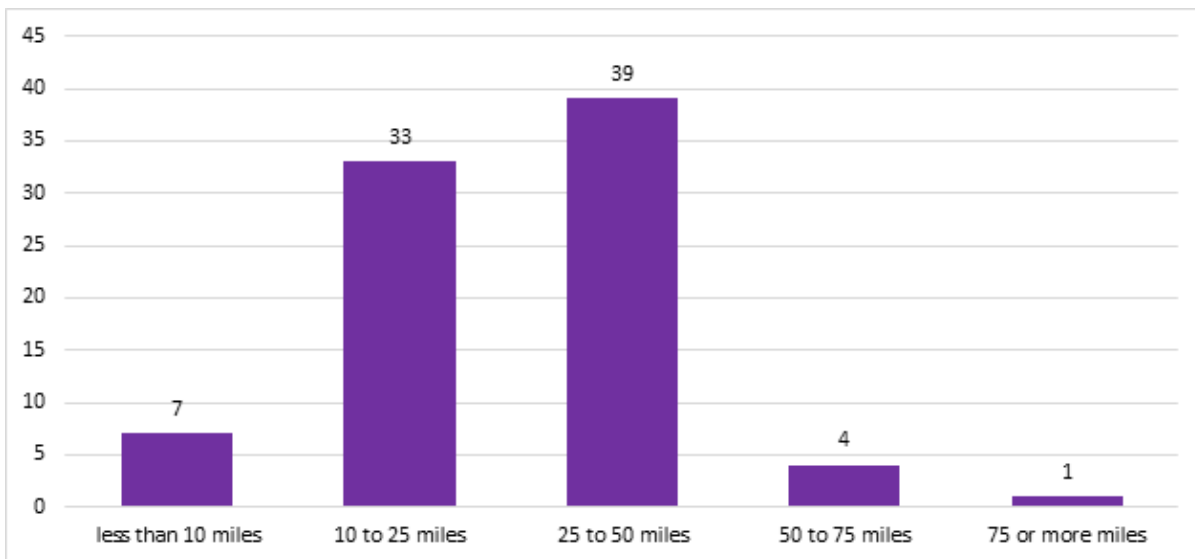
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Head of Service: Catherine James, Head of Transformation and Democratic Services

Corporate Director: Emma Palmer, Director of Corporate Services

Appendix A: Member distance travelled from home to County Hall (one way)

The graph below shows all members (including co-opted members, and lay members) and the number of miles travelled between home and county hall (one way):



Appendix B: Estimated Annual Mileage and Expense Calculations

The following table provides estimated mileage and claim calculations comparing face-to-face, hybrid and online meetings:

- The average journey travelled per member from home to County Hall is 57.5 miles (return trip).
- The average is calculated by the number of miles from each member’s home address divided by the number of members.
- The cost per mile is 0.45 pence.
- Where the number of members attending a meeting is between two values, we have used the higher maximum attendance for the calculations.
- Hybrid – calculated using 30% of attendance in person.

Members meetings	No of Members attending	No of Officers attending	Frequency	Current Format	Per meeting Face-to-Face Meeting costs	Per meeting Hybrid meeting costs	Online costs	Annual Face-to-Face Meeting costs	Annual Hybrid meeting costs
Full Council	68	9 - 15	7 meetings p.a.	Hybrid	4,890 miles £2,201	1,467 miles £660	0 miles £0.00	34,230 miles £15,406	10,270 miles £4,622
Cabinet	11 - 14	8 - 15	26 / 29 meetings p.a.	Hybrid	805 miles £362	242 miles £109	0 miles £0.00	5,639 miles £2,537	1,692 miles £761
Planning Committee **	21 - 26	9 - 15	16 / 17 meetings p.a.	Hybrid	1,495 miles £673	449 miles £202	0 miles £0.00	25,415 miles £11,437	7,625 miles £3,431
Finance Panel	11	3 - 7	Monthly (12 p.a.)	Online	633 miles £285	190 miles £85	0 miles £0.00	7,595 miles £3,418	2,278 miles £1,025
Democratic	14	3 - 5	Quarterly (4 p.a.)	Online	806 miles £362	242 miles £109	0 miles £0.00	3,222 miles £1,450	967 miles £435
Licensing **	14	1 - 2	Usually, 1 meeting p.a. sometimes up to 3	Online	806 miles £362	242 miles £109	0 miles £0.00	2,417 miles £1,087	725 miles £326
Employment \$\$	14	4 - 6	3 / 4 meetings p.a.	Online	806 miles £362	242 miles £109	0 miles £0.00	3,222 miles £1,450	967 miles £435
Pensions	7 - 8	4 - 8	5 / 8 meetings p.a.	Online	460 miles £207	138 miles £62	0 miles £0.00	3,682 miles £1,657	1,105 miles £497

Member Development sessions	68 - 74	3 - 8	Generally 3 sessions per month, sometimes more	Online	4,258 miles £1,916	1,277 miles £575	0 miles £0.00	153,279 miles £68,976	45,984 miles £20,693
Standards Committee / Standards Sub-Committee	12	3 - 4	3 / 4 meetings p.a.	Hybrid	690 miles £311	207 miles £93	0 miles £0.00	2,762 miles £1,243	829 miles £373
Governance and Audit ££	10	6 - 15	7 meetings p.a.	Online	575 miles £259	173 miles £78	0 miles £0.00	4,028 miles £1,812	1,208 miles £544
Scrutiny Committees x3 ££	14 - 23	8 - 14	9 meetings p.a. per committee	Online	3,972 miles £1,788	1,191 miles £537	0 miles £0.00	35,731 miles £16,079	10,719 miles £4,824
PSB Scrutiny Committee	8 - 10	2 - 5	Quarterly (4 p.a.)	Online	575 miles £259	173 miles £78	0 miles £0.00	2,301 miles £1,036	690 miles £311
Total for the year							Online £0	In Person £127,588	Hybrid £38,277

Appendix C: Member Travel Budget and Travel Claims 2019/20 to 2021/22

The table below shows the members travel budget over the last four years:

	2019/20	2020/21	2021/22	2022/23
Travel budget	£88,000	£77,970	£51,350	£42,380
<i>Percentage reduction*</i>		11.3%	41.6%	51.8%

*Reduction calculated from travel expenses baseline budget 2019/20

The table below shows member travel claims for 2019/20 through to 2021/22:

	2019/20	2020/21	2021/22
Total miles claimed	189,086	1,220	1,235
Average miles per member	2,590	16	16
Total cost	£85,089	£2,710	£2,745