

Title of Report:	Amendment to Start Time of Budget Setting Council Meeting
Report to be considered by:	Governance and Audit Committee
Date of Meeting:	9 July 2012
Forward Plan Ref:	N/a

Purpose of Report: To recommend that the annual budget setting Council meeting commences earlier.

Recommended Action: The annual budget Council meeting to start at 6.30pm.

Reason for decision to be taken: To ensure that the budget can be debated in full

Other options considered: None

Key background documentation: None

The proposals will also help achieve the following Council Strategy principle:

CSP9 - Doing what's important well

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Ensuring that there is sufficient time for this important area to be discussed

Member Details	
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Implications

Policy: None

Financial: None

Personnel: None

Legal/Procurement: None

Property: None

Risk Management: None
Equalities Impact Assessment: See Appendix A

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input checked="" type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

Executive Report

1. Introduction

- 1.1 The budget setting Council meeting always contains a large number of complex and important items. An earlier start time would give more time to debate these important items.

2. Proposals

- 2.1 This one Council meeting a year (usually in early March) should start at 6pm or 6.30pm (in line with other meetings, including Executive), and end at 10pm, or 10.30pm with an extension, to recognise the importance of the items being discussed, and to allow time for a democratic debate. For the last two years this meeting has been extended to allow time to conclude the business of the meeting, and it is preferable to make important decisions earlier rather than later in the day, before people become tired. This meeting is publicised 15 months in advance, which would give members adequate notice to make plans to be at the meeting in time. The date of this meeting never changes.

3. Equalities Impact Assessment Outcomes

- 3.1 See Appendix A

4. Conclusion

- 4.1 An earlier start time for this annual meeting would allow more time for the discussion of important business of the Council.

Appendices

Appendix A – Equality Impact Assessment – Stage 1 (*To Follow*)

Consultees

Local Stakeholders: n/a

Officers Consulted: Andy Day, Moira Fraser

Trade Union: n/a

APPENDIX A

Equality Impact Assessment – Stage One

Name of item being assessed:	Amendment to start time of budget setting Council meeting
Version and release date of item (if applicable):	
Owner of item being assessed:	Gillian Durrant
Name of assessor:	Elaine Walker
Date of assessment:	29 June 2012

1. What are the main aims of the item?
To start the Budget meeting of Council at 6.30pm instead of 7pm

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
Group Affected	What might be the effect?	Information to support this.
Further comments relating to the item:		
This has a very minimal impact on any of the groups mentioned above, and will be discussed in a public meeting.		

3. Result (please tick by clicking on relevant box)	
<input type="checkbox"/>	High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name:

Date: