



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and Date of Committee	COUNCIL – 27 NOVEMBER 2024
Subject	RESULTS OF MEMBER SURVEY ON COUNCIL START TIMES FOLLOWING 4PM TRIAL
Wards Affected	None
Accountable Member	Councillor Andy Graham – Leader of the Council. Email: andy.graham@westoxon.gov.uk
Accountable Officer	Andrew Brown – Democratic Services Business Manager. Email: andrew.brown@publicagroup.uk
Report Author	Andrew Brown – Democratic Services Business Manager. Email: andrew.brown@publicagroup.uk
Purpose	To report to Council the results of the Member Survey on Council start times which Council agreed to undertake following a trial of a 4.00pm start time for the 25 September full Council meeting.
Annexes	Annex A – Summary of Survey Responses Annex B – Detailed Survey responses
Recommendations	That Council resolves to: <ol style="list-style-type: none">1. Note the report.2. Consider any proposal to change the start time of future Council meetings from the default start time of 2.00pm.
Corporate Priorities	<ul style="list-style-type: none">• Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	A survey was circulated to all Members of the Council.

1. EXECUTIVE SUMMARY

- 1.1 This report presents the results of a survey circulated to all members on preferred start times for full Council meetings following a trial of a 4pm start time at the 25 September 2024 full Council meeting.

2. BACKGROUND

- 2.1 Full Council meetings currently start at 2.00pm. Council on 22 May 2024 considered a proposal to trial a 6.00pm start time for the full Council meeting on 25 September 2024. Council agreed to defer the decision pending all members being surveyed on their preferred start times. A survey was circulated to all members on 23 May 2024 with a response deadline of 5 July 2024. 32 responses were received, representing a response rate of 65%.
- 2.2 Council on 24 July 2024 received the survey responses and agreed to trial a 4pm start time at the 25 September 2024 full Council meeting. Following that trial a further survey was circulated to all Members on 13 October with a response deadline of 9 November to which 31 Members responded, a response rate of 63%.

3. SURVEY RESULTS

- 3.1 The results of the survey are set out in Annex A and Annex B. Of the 31 Members who responded, 13 (42%) favoured retaining a 2.00pm start time, 12 (39%) favoured moving to 4pm and 6 (19%) were unsure.

4. ALTERNATIVE OPTIONS

- 4.1 Council is responsible for setting the meeting times of full Council. The status quo is 2.00pm and the favoured alternative based on the responses to the first survey was 4.00pm.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications.

7. RISK ASSESSMENT

- 7.1 There are no significant risks.

8. EQUALITIES IMPACT

- 8.1 Council will have due regard to equalities issues when agreeing any changes to meeting start times.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 There are no climate and ecological emergencies implications.

10. BACKGROUND PAPERS

10.1 None.

(END)