

# Governance, Risk and Best Value Committee

10.00am, Tuesday, 20 February 2024

## Council and Committee Statistics

Executive/routine  
Wards

### 1. Recommendations

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1.1 To note the report.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Council and Committee Statistics

### 2. Executive Summary

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- 2.1 This report responds to requests of Council to provide annual reports to the Governance, Risk and Best Value Committee on various statistics relating to committee reporting.

### 3. Background

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- 3.1 In December 2023, the Council considered an update report on critical risks and agreed to receive an annual report to the Governance, Risk and Best Value Committee detailing, as a minimum, the total number of reports, referred reports, motions, amendments, and written questions (if applicable) to each Council Committee including Full Council.
- 3.2 The Governance, Risk and Best Value Committee at its meeting of 28 November 2023 considered the Corporate Leadership Team Risk Report which included information on workforce and service delivery risks which had been rated 'critical' in previous reports. The Committee requested 'a data led report on the impact of Council decisions on officer workload including a breakdown of sources.'

### 4. Main report

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- 4.1 Information has been collated for Council, the six executive committees and the Governance, Risk and Best Value Committee. Appendix 1 contains the information requested in December 2023, as well as additional information on the duration of meetings and number of deputations to each meeting. This information covers the period from January to December 2023 and will be reported annually to Governance, Risk and Best Value Committee.
- 4.2 In addition, members have recently expressed concerns about reports being issued after the initial agenda and meeting paper publication. The number of reports marked 'to follow' in the initial publication is subject to ongoing monitoring at the request of the Chief Executive. Information on the number of council and committee reports issued late is included at Appendix 2.

- 4.3 Discussions have taken place with directorates to identify how the information requested by the Governance, Risk and Best Value Committee on the impact of council and committee decisions on workload could be gathered. However, while requests for specific work to be undertaken inevitably have an impact on officer time and workload, it has not been possible to collate meaningful information. As council and committee actions normally arise from work already being done, separating time spent on actions requested by members from other work is challenging. Where work to address Council and committee decisions is interlinked with ongoing projects and 'business as usual' work, officer time spent on the specific actions is difficult to quantify. The information requested is not attainable without significant resource being allocated to monitor officer time on future actions. Past information gathering exercises, for example regarding time spent on Council questions, have been resource intensive and have not produced meaningful data.

## **5. Next Steps**

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- 5.1 Data will continue to be collected and reported to the Committee on an annual basis. This information will be presented in calendar years and reported to the Governance, Risk and Best Value Committee in February each year.

## **6. Financial impact**

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- 6.1 The costs of this report are contained within existing directorate budgets.

## **7. Equality and Poverty Impact**

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- 7.1 The report writing guidance and templates aim to make council and committee reports accessible to elected members and members of the public. This will continue to be assessed and considered in future reviews.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There are no climate and nature emergency implications as a result of this report.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 Providing this information supports good governance by enabling elected members to monitor council and committee business. Compliance with the report writing guidance and publication timescales improves the accessibility of council and committee business for elected members and the public.

## **10. Background reading/external references**

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- 10.1 [Minute of Council of 4 May 2023](#)
- 10.2 Minute of Council of 14 December 2023
- 10.3 [Minute of Governance, Risk and Best Value Committee of 28 November 2023](#)
- 10.4 [Council Reporting – report by the Executive Director of Corporate Services](#)

## **11. Appendices**

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- 11.1 Appendix 1 – Council and committee statistics
- 11.2 Appendix 2 – ‘To follow’ reports

## Appendix 1

### Council

Date	Total reports	Referred Reports	Agenda motions	Amendments	Written questions	Deputations	Meeting Duration
09/02/23	17	3	18	49	30	7	6hr 7 mins
23/02/23	6	4	0	10	0	6	5hr 19 mins
16/03/23	15	3	11	38	31	1	5hr 16 mins
04/05/23	7	0	30	61	28	6	5hr 15 mins
01/06/23	4	0	18	35	32	3	5hr 39 mins
22/06/23	13	2	17	46	0	5	5hr 59 mins
31/08/23	10	3	20	45	34	4	6hr 3 mins
28/09/23	12	6	18	32	29	4	5hr 35 mins
02/11/23	5	2	10	19	16	3	5hr 8 mins
14/12/23	10	4	21	44	21	2	6hr 19 mins

**Culture and Communities Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
07/03/23	12	0	2	5	0	4hrs 25 mins
11/05/23	9	0	1	13	3	5hrs 4 mins
08/06/23	2	0	0	5	0	2hrs 23 mins
10/08/23	11	0	7	16	3	5hrs 26 mins
05/10/23	10	0	5	16	0	5hrs 2 mins
07/12/23	14	0	6	17	1	5hrs 5 mins

**Education, Children and Families Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
31/01/23	15	2	2	7	2	4hr 4 mins
27/04/23	16	0	0	9	0	3hr 59 mins
06/06/23	4	0	2	4	0	2hr 16 mins
05/09/23	11	0	2	11	1	5hr 45 mins
07/11/23	13	0	1	7	0	5 hr 3 mins
18/12/23	1	0	0	1	0	1hr 34 mins

**Housing, Homelessness and Fair Work Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
09/03/23	17	0	2	19	1	4hr 55 mins
19/04/23	1	0	0	1	0	0hr 37 mins
09/05/23	7	0	1	7	0	3 hr 31 mins
08/08/23	8	2	2	7	1	3 hr 21 mins
03/10/23	13	0	2	10	0	4 hr 51 mins
05/12/23	12	1	2	13	3	6 hr 12 mins



**Finance and Resources Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
26/01/23	36	1	0	4	0	3hr 5 mins
07/02/23	6	0	0	0	1	2 hr 18 mins
10/03/23	12	0	1	5	0	0hr 55 mins
30/03/23	5	1	0	3	0	1hr 9 mins
25/04/23	20	0	0	3	0	2hr 53 mins
20/06/23	37	1	0	12	1	4hr 57 mins
21/09/23	29	2	1	5	1	3 hr 34 mins
23/10/23	1	0	0	6	1	3hr 17 mins
21/11/23	29	1	0	7	0	5hr 9 mins

**Policy and Sustainability Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
17/01/23	15	0	0	20	1	5 hr 46 mins
21/03/23	24	1	4	12	1	5 hr 19 mins
23/05/23	18	0	1	19	2	5 hr 14 mins
22/08/23	21	1	0	33	0	5 hr 37 mins
24/10/23	10	0	0	25	1	6 hr 0 mins
15/12/23	2	0	0	5	0	1 hr 49 mins

**Transport and Environment Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
02/02/23	11	0	2	25	5	5 hr 52 mins
02/03/23	7	0	0	14	1	4 hr 2 mins
20/04/23	5	0	1	7	1	3 hr 37 mins
18/05/23	8	0	4	23	4	4 hr 43 mins
15/06/23	7	0	3	20	7	5 hr 41 mins
17/08/23	7	0	3	12	4	4 hr 36 mins
14/09/23	7	0	2	14	1	4 hr 15 mins
12/10/23	11	0	2	22	4	5 hr 33 mins
16/11/23	11	0	5	26	20	5 hrs 44 mins

**Governance, Risk and Best Value Committee**

Date	Total reports	Referred Reports	Agenda Motions	Amendments	Deputations	Meeting Duration
24/01/23	9	2	0	0	0	3 hr 24 mins
14/03/23	20	5	0	4	0	2 hr 53 mins
02/05/23	12	6	0	0	0	3 hr 23 mins
01/08/23	11	5	0	1	0	4 hr 9 mins
19/09/23	4	0	0	1	0	1 hr 18 mins
31/10/23	13	8	0	1	0	2 hr 27 mins
28/11/23	12	4	0	1	0	5 hr 57 mins

## To Follow Reports

<b>Culture and Communities</b>	<b>To follow V1</b>
16-Aug-22	0
04-Oct-22	0
13-Oct-22	0
13-Dec-22	0
07-Mar-23	1
11-May-23	0
08-Jun-23	0
10-Aug-23	0
05-Oct-23	0
07-Dec-23	0

<b>Education, Children and Families</b>	<b>To follow V1</b>
02-Aug-22	0
20-Sep-22	1
15-Nov-22	3
31-Jan-23	1
27-Apr-23	1
06-Jun-23	0
05-Sep-23	2
07-Nov-23	0
18-Dec-23	0
23-Jan-24	0

<b>Finance and Resources</b>	<b>To follow V1</b>
16-Jun-22	0
14-Jul-22	0
08-Sep-22	0
10-Oct-22	0
10-Nov-22	2
26-Jan-23	1
07-Feb-23	0
10-Mar-23	0
30-Mar-23	1
25-Apr-23	0
20-Jun-23	4
21-Sep-23	0
23-Oct-23	0
21-Nov-23	0
25-Jan-24	3

<b>Governance, Risk and Best Value</b>	<b>To follow V1</b>
14-Jun-22	0
23-Aug-22	0
11-Oct-22	0
31-Oct-22	0
22-Nov-22	0
24-Jan-23	0

14-Mar-23	0
02-May-23	0
01-Aug-23	0
19-Sep-23	0
31-Oct-23	0
28-Nov-23	0
16-Jan-24	0

<b>Housing, Homelessness and Fair Work</b>	<b>To follow V1</b>
23-Jun-22	0
04-Aug-22	0
29-Sep-22	0
01-Dec-22	0
09-Mar-23	0
19-Apr-23	0
09-May-23	1
08-Aug-23	0
03-Oct-23	1
05-Dec-23	0

<b>Policy and Sustainability</b>	<b>To follow V1</b>
30-Aug-22	0
01-Nov-22	0
17-Nov-23	0
17-Jan-23	1
21-Mar-23	0
23-May-23	1
22-Aug-23	0
24-Oct-23	0
09-Jan-24	0

<b>Transport and Environment</b>	<b>To follow V1</b>
18-Aug-22	0
06-Oct-22	0
03-Nov-22	0
08-Dec-22	0
02-Feb-23	0
02-Mar-23	0
20-Apr-23	0
18-May-23	0
15-Jun-23	0
17-Aug-23	0
14-Sep-23	0
12-Oct-23	0
16-Nov-23	0
11-Jan-24	0
01-Feb-24	N/A