

# Governance, Risk and Best Value Committee

10.00am, Thursday, 23 January 2025

## Council and Committee Statistics

Executive/routine Wards	Routine
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### 1. Recommendations

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1.1 To note the report.

**Paul Lawrence**

Chief Executive

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Democracy and Governance

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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.

### 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. In February 2024 the Committee also requested that member attendance information be included in future reports.
- 4.2 This information covers the period from January to December 2024 and will be reported annually to the Governance, Risk and Best Value Committee.

### 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 January/February each year.

## **6. Financial impact**

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- 6.1 There is no financial impact associated with this report.

## **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

Appendix 1

Council

	Total reports	Referred Reports	Agenda motions	Amendments	Written questions	Deputations	Meeting Duration (h:mm)
<b>2023 TOTALS</b>	<b>99</b>	<b>27</b>	<b>163</b>	<b>379</b>	<b>221</b>	<b>41</b>	<b>5:40</b>

Date	Total reports	Referred Reports	Agenda motions	Amendments	Written questions	Deputations	Meeting Duration (h:mm)
08/02/24	8	2	21	43	33	2	5:19
22/02/24	6	6	0	13	0	11	4:39 Budget
21/03/24	6	3	22	42	20	0	5:30
09/05/24	6	3	20	52	30	6	5:56
27/06/24	1	0	0	5	0	1	0:27 special
27/06/24	9	2	31	50	29	2	4:54
29/08/24	12	4	23	42	20	3	5:48
26/09/24	1	0	0	2	0	0	0:12 special
26/09/24	10	6	28	73	29	3	5:39
07/11/24	4	3	19	37	32	5	5:10
19/12/24	14	5	17	38	33	2	5:23
<b>TOTALS</b>	<b>77</b>	<b>34</b>	<b>181</b>	<b>397</b>	<b>226</b>	<b>35</b>	<b>5:22</b>

Note: Special meetings removed from duration average to avoid skewed figures

**Culture and Communities Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>58</b>	<b>0</b>	<b>21</b>	<b>72</b>	<b>7</b>	<b>4:34</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
29/02/24	15	0	5	15	2	5:11	11	0
16/05/24	18	2	5	25	3	5:39	11	1
08/08/24	11	1	1	20	6	5:32	11	0
23/08/24	1	0	0	2	2	1:39	10	1 special
03/10/24	10	1	0	19	2	5:45	11	1
05/12/24	13	2	1	21	4	5:26	11	1
<b>TOTALS</b>	<b>68</b>	<b>6</b>	<b>12</b>	<b>102</b>	<b>19</b>	<b>5:30</b>		

Note: Special meetings removed from duration average to avoid skewed figures

**Education, Children and Families Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>60</b>	<b>2</b>	<b>7</b>	<b>39</b>	<b>3</b>	<b>3:46</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
23/01/24	20	0	1	17	7	5:19	11	0
16/04/24	15	1	5	19	6	5:30	9	3
11/06/24	11	3	2	11	0	2:46	9	3
03/09/24	27	1	2	28	5	5:43	11	0
21/11/24	15	2	0	17	8	5:34	11	2
28/11/24	1	0	0	3	6	2:17	11	1 special
<b>TOTALS</b>	<b>89</b>	<b>7</b>	<b>10</b>	<b>95</b>	<b>32</b>	<b>4:58</b>		

Note: Special meetings removed from duration average to avoid skewed figures

**Housing, Homelessness and Fair Work Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>58</b>	<b>3</b>	<b>9</b>	<b>57</b>	<b>5</b>	<b>3:54</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
27/02/24	15	2	3	10	1	5:44	11	1
14/05/24	12	1	6	13	5	5:36	10	6
27/08/24	13	1	2	14	8	5:13	11	1
01/10/24	13	1	1	12	2	5:05	10	1
13/11/24	1	0	0	2	3	2:15	11	3 special
03/12/24	12	1	2	7	0	5:07	12	3
<b>TOTALS</b>	<b>66</b>	<b>6</b>	<b>14</b>	<b>58</b>	<b>19</b>	<b>5:24</b>		

Note: Special meetings removed from duration average to avoid skewed figures

**Finance and Resources Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>175</b>	<b>6</b>	<b>2</b>	<b>45</b>	<b>4</b>	<b>3:01</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
25/01/24	31	2	0	13	1	4:47	10	1
06/02/24	5	0	0	2	2	2:58	10	1
14/03/24	17	1	0	5	5	4:02	11	0
30/04/24	24	0	1	9	1	3:41	11	1
25/06/24	27	3	0	8	0	1:45	9	2
07/08/24	1	0	0	0	0	1:00	11	0
19/09/24	41	2	0	10	1	4:17	11	0
19/11/24	40	5	3	15	1	4:42	10	1
<b>TOTALS</b>	<b>186</b>	<b>13</b>	<b>4</b>	<b>62</b>	<b>11</b>	<b>3:44</b>		

Note: Special meetings removed from duration average to avoid skewed figures



**Policy and Sustainability Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>		
<b>2023 TOTALS</b>	<b>90</b>	<b>2</b>	<b>5</b>	<b>114</b>	<b>5</b>	<b>4:57</b>		

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
09/01/24	17	1	0	27	1	5:41	14	2
12/03/24	26	2	0	29	2	5:59	15	4
28/05/24	28	2	0	32	2	6:01	16	2
22/08/24	23	0	0	29	2	5:57	17	3
22/10/24	16	0	1	18	0	4:08	16	2
10/12/24	15	2	4	16	4	5:19	18	8
<b>TOTALS</b>	<b>125</b>	<b>7</b>	<b>5</b>	<b>151</b>	<b>11</b>	<b>5:30</b>		

**Transport and Environment Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>74</b>	<b>0</b>	<b>22</b>	<b>163</b>	<b>47</b>	<b>4:53</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
11/01/24	10	0	2	19	6	5:38	11	1
01/02/24	5	0	1	15	6	6:08	10	1
07/03/24	5	0	3	20	4	5:37	11	3
25/04/24	8	0	2	16	4	5:57	10	3
23/05/24	10	0	2	32	5	5:50	11	3
20/06/24	8	0	1	16	2	4:28	11	0
15/08/24	10	0	3	30	5	5:32	11	1
12/09/24	4	1	0	10	3	4:06	9	3
10/10/24	8	0	2	15	0	3:32	10	4
18/11/24	8	2	3	16	5	5:35	15	4
12/12/24	14	1	2	22	8	5:23	12	1
<b>TOTALS</b>	<b>90</b>	<b>4</b>	<b>21</b>	<b>211</b>	<b>48</b>	<b>5:14</b>		

**Governance, Risk and Best Value Committee**

	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>
<b>2023 TOTALS</b>	<b>81</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0 3:21</b>

<b>Date</b>	<b>Total reports</b>	<b>Referred Reports</b>	<b>Agenda Motions</b>	<b>Amendments</b>	<b>Deputations</b>	<b>Meeting Duration (h:mm)</b>	<b>Members</b>	<b>Substitutes</b>
16/01/24	6	2	0	0	2	0 2:04	11	1
20/02/24	11	3	0	0	2	0 3:14	10	1
19/03/24	3	0	0	0	1	0 0:46	9	1 special
07/05/24	16	8	2	2	3	1 3:53	11	1
04/06/24	11	3	0	0	5	0 3:30	9	2
17/09/24	18	6	0	0	6	0 3:10	11	1
31/10/24	15	10	1	1	5	0 4:35	9	2
<b>TOTALS</b>	<b>80</b>	<b>32</b>	<b>3</b>	<b>3</b>	<b>24</b>	<b>1 3:24</b>		

Note: Special meetings removed from duration average to avoid skewed figures