

**Licensing and Regulatory Board
4 February 2015**

Title: Timing of Future Meetings	
Report of the Monitoring Officer	
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Accountable Divisional Director: Fiona Taylor, Head of Legal and Democratic Services and Monitoring Officer	
Accountable Director: Graham Farrant, Chief Executive	
Summary A report will shortly be presented to the Assembly on proposed changes to the Constitution in respect of the default start time and cut-off time of Council committee meetings. The proposals are: <ol style="list-style-type: none">1) The default start time for evening meetings shall be 7.00pm, unless alternative arrangements are agreed by the majority of the Members of the Committee; and2) All meetings should be concluded after 2 hours (currently 2½ hours), subject to the usual provisions to extend meetings for a reasonable period. This Committee currently has a start time of 6.00pm and Members are asked to decide whether to keep to this time or move to the recommended time of 7.00pm.	
Recommendation(s) The Committee is asked to agree the start time of future meetings.	
Reason(s) To accord with the Council's Constitution.	

Public Background Papers Used in the Preparation of the Report: None

List of appendices: None