

## DOCUMENT 6 – COUNCILLOR WORKLOADS

Wiltshire Council

Electoral Review Committee

11 January 2018

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### Councillor Workload Summary

#### Councillor Survey

A survey was sent to all councillors requested details of the average minimum number of hours per week needed to perform the basic role of Wiltshire Councillor effectively (excluding time spent on roles with special responsibilities).

**The mean average was found to be 23.8 hours per week, across a range of 8-48 hours per week. The median figure was 23.5 hours.**

The last survey in 2013 returned a mean average of 21 hours per week.

The survey requested councillors break down the above figure into the following categories:

- Travel time on council business: 3.5 hours per week
- Committees (including preparation time): 5.1 hours per week
- Casework/Community Work: 5.3 hours per week
- Parish Council attendance: 2.6 hours per week
- Emails: 5.5 hours per week
- Social media engagement: 1.4 hours per week
- Other: 0.5 hours per week

#### Committees Appointment

There are presently 172 committee places allocated at annual council meetings. This excludes Full Council itself, Cabinet, any working parties such as the Corporate Parenting Panel, and Area Boards. It also excludes the Electoral Review Committee itself.

**At present, on average, each councillor is appointed to 1.8 committees as a full member, and 1.5 committees as a substitute member.**

However, Cabinet Members and Portfolio Holders are ineligible for certain committee appointments, such as all Scrutiny committees.

**Considering only non-executive councillors, each councillor is appointed to, on average, 2.1 committees as a full member and 1.9 committees as a substitute member.**

As noted each councillor is also automatically appointed to an area board, which are area committees of full council, exercising delegated executive authority.

**Each non-executive councillor can therefore be considered as being appointed to, on average, 3.1 committees as a full member.**

## Committee Attendance

Between May 2013-April 2017, councillors on average had an attendance rate of 86% for formal committee meetings (including Full Council, Cabinet and Area Boards) at which they were officially expected. Councillors also act as substitutes when others are unable to attend, and also may attend formal meetings they are not required to attend.

In addition, many councillors will serve on Scrutiny task groups and other working parties, local or regional Outside Bodies in their role as a councillor, and numerous other meetings in preparation for other council work.

On the figures above Councillors were 'expected' to attend between 16-48 formal committee meetings per year, depending on their specific roles and number of committees to which they were appointed, and attended between 11-44 per year.