

APPENDIX B

Example of Officer time contribution to an "average" committee

Committee Meeting - Officer Time

	Estimated hours spent	
Preparation of Member Papers, assume six papers/officers	60	note 1
Attendance at Portfolio Holder briefings	6	
Committee Services preparation	5	
Attendance at Committee pre agenda meeting	6	
Attendance at Committee pre meeting	6	
Attendance at actual Committee	12	
Production of minutes	8	
Reviewing and amending Minutes of committee	6	
Completing actions requested from Committee	<u>12</u>	
Total time spent	121	
Average Cost per hour	£ 30	
Total cost	<u><u>3,630</u></u>	

note 1: this is an estimated average. Some reports take considerably longer to prepare

NB

there are 64 Committee meetings in total held at the DCO (including 12 Area Committee meetings)
there are a further 18 Area Committee meetings held at other venues.
A number of reports are taken to several Committees

Officer time as reflected here makes up part of the recharge of officer time to Cost of Democracy, which is of the order of £1 Million per year (as shown in Appendix A).