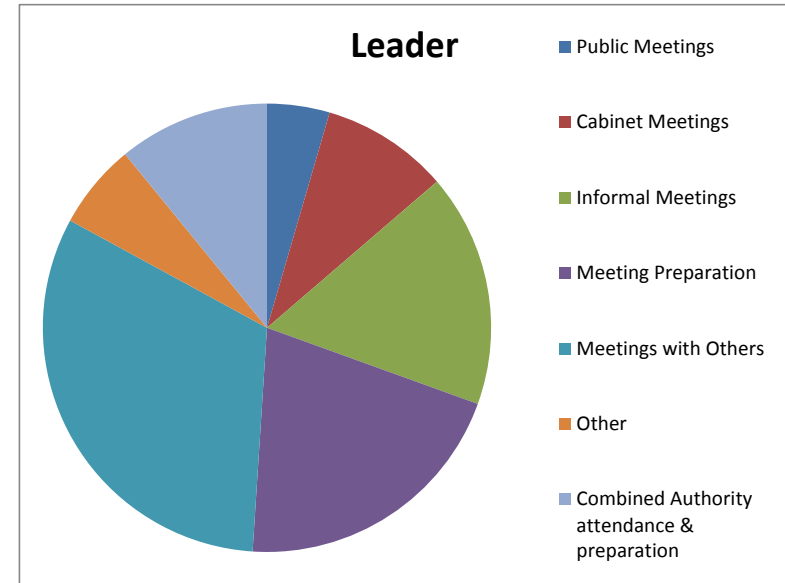


**Annex 2 - Results of Special Responsibility Workload Survey**

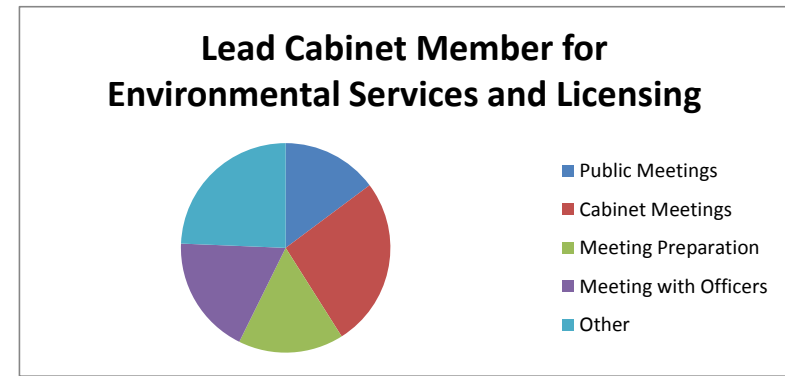
**Leader**

Description	November	December	January	February	Total
Public Meetings	07:30	05:00	04:30	10:30	27:30
Cabinet Meetings	15:30	07:00	13:00	20:30	56:00
Informal Meetings	30:30	23:00	20:00	29:00	102:30
Meeting Preparation	29:00	18:00	36:00	42:00	125:00
Meetings with Others	49:30	23:30	41:30	80:00	194:30
Other	15:00	22:30	-	-	37:30
Combined Authority attendance & preparation	19:00	09:30	20:00	18:00	66:30
<b>Average</b>	23:42	15:30	22:30	33:20	87:04
<b>Total</b>	166:00	108:30	135:00	200:00	609:30



**Lead Cabinet Member for Environmental Services and Licensing**

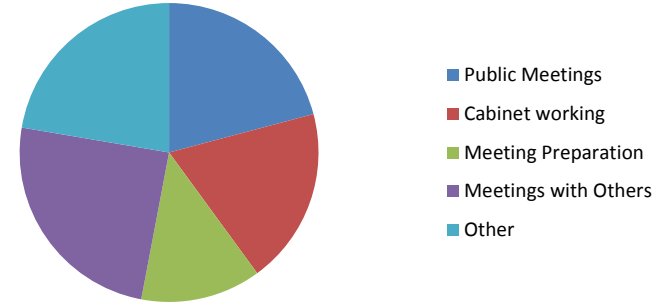
Description	November	December	January	February	Total
Public Meetings	19:30	03:30	02:30	14:00	39:30
Cabinet Meetings	22:00	08:30	19:00	20:30	70:00
Meeting Preparation	09:30	09:30	11:30	13:00	43:30
Meeting with Officers	17:00	07:30	05:30	19:00	49:00
Other	13:00	19:00	22:00	11:00	65:00
<b>Average</b>	16:12	9:36	12:06	15:30	53:24
<b>Total</b>	81:00	48:00	60:30	77:30	267:00



### Lead Member for Customer Services

Description	November	December	January	February	Total
Public Meetings	08:00	08:00	00:00	19:30	35:30
Cabinet working	10:00	04:30	02:00	16:00	32:30
Meeting Preparation	05:10	10:00	04:00	03:00	22:10
Meetings with Others	20:00	07:30	09:00	05:30	42:00
Other	2:00	6:00	18:00	12:00	38:00
<b>Average</b>	9:02	7:12	6:36	11:12	34:02
<b>Total</b>	45:10	36:00	33:00	56:00	170:10

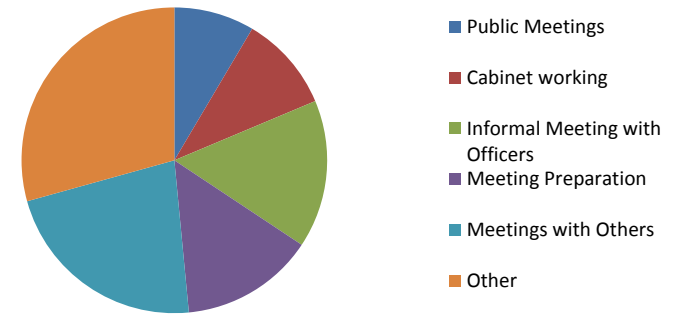
### Lead Member for Customer Services



### Lead Member for Planning

Description	November	December	January	February	Total
Public Meetings	06:10	04:15	07:15	10:50	28:30
Cabinet working	10:10	04:15	06:45	12:50	34:00
Informal Meeting with Officers	15:00	08:50	09:55	18:40	52:25
Meeting Preparation	14:15	10:05	10:55	12:10	47:25
Meetings with Others	31:15	16:40	17:55	08:30	74:20
Other	40:30	02:00	22:10	33:30	98:10
<b>Average</b>	19:33	7:40	12:29	16:05	55:48
<b>Total</b>	117:20	46:05	74:55	96:30	334:50

### Lead Member for Planning



**Lead Cabinet Member for Housing**

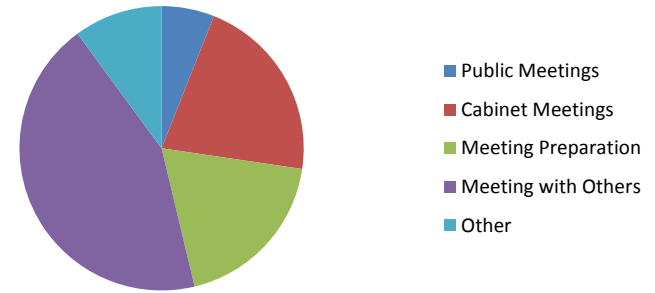
Description	November	December	January	February	Total
Public Meetings	08:00	03:00	01:00	07:30	19:30
Cabinet Meetings	27:15	06:00	19:30	16:30	69:15
Meeting Preparation	42:30	05:00	06:00	08:00	61:30
Meeting with Others	47:45	27:00	34:30	32:30	141:45
Other	16:15	06:30	06:30	03:30	32:45
<b>Average</b>	28:21	9:30	13:30	13:36	64:57
<b>Total</b>	141:45	47:30	67:30	68:00	324:45

**Lead Cabinet Member for Finance**

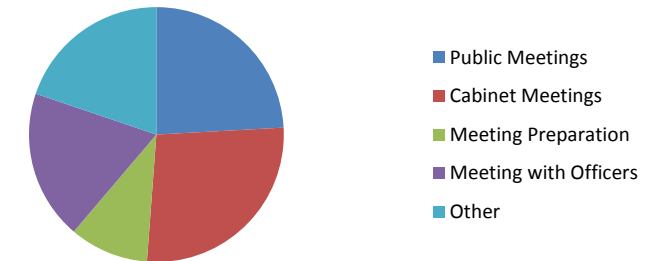
Description	November	December	January	February	Total
Public Meetings	17:30	02:45	06:30	16:30	43:15
Cabinet Meetings	05:30	05:30	16:30	21:00	48:30
Meeting Preparation	03:00	02:30	10:00	02:30	18:00
Meeting with Officers	12:30	05:30	09:00	07:00	34:00
Other	26:00	01:00	08:30	-	35:30
<b>Average</b>	12:54	3:27	10:06	11:45	35:51
<b>Total</b>	64:30	17:15	50:30	47:00	179:15

<b>Cabinet members</b>					
Description	November	December	January	February	Total
<b>Average</b>	18:39	09:11	13:10	17:34	57:08

**Lead Cabinet Member for Housing**

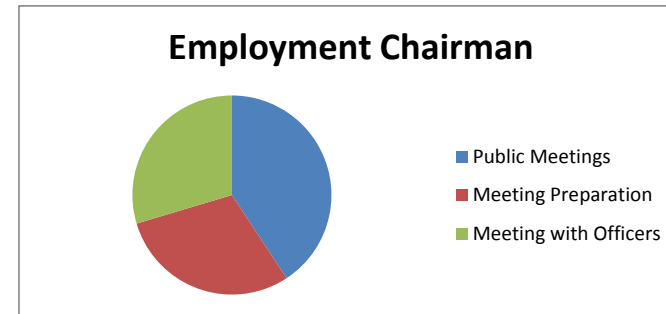


**Lead Cabinet Member for Finance**



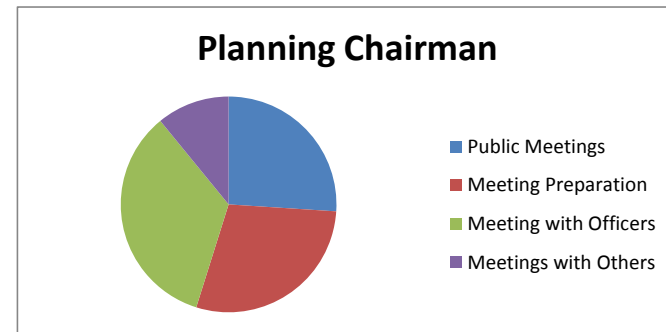
### Employment Chairman

Description	November	December	January	February	Total
Public Meetings	01:30	02:00	01:00	01:00	5:30
Meeting Preparation	01:00	01:00	01:00	01:00	4:00
Meeting with Officers	02:00	01:00	01:00		4:00
<b>Average</b>	01:30	01:20	01:00	01:00	04:30
<b>Total</b>	04:30	04:00	03:00	02:00	13:30



### Planning Chairman

Description	November	December	January	February	Total
Public Meetings	06:30	05:30	07:30	03:45	23:15
Meeting Preparation	05:00	04:30	05:00	11:15	25:45
Meeting with Officers	09:15	10:15	07:20	03:45	30:35
Meetings with Others	02:00	-	-	07:45	9:45
<b>Average</b>	05:41	06:45	06:36	06:37	22:20
<b>Total</b>	22:45	20:15	19:50	26:30	89:20

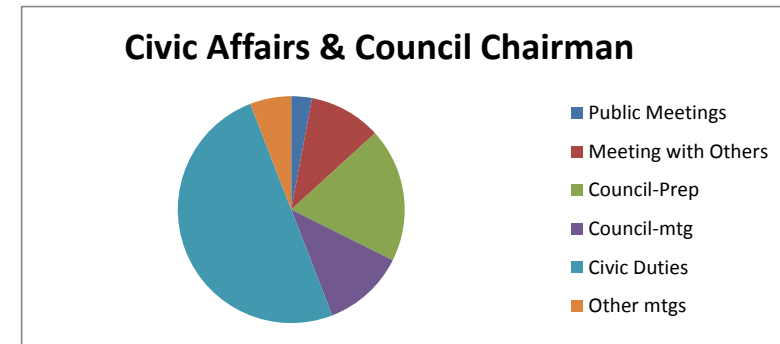


### Scrutiny Chairman

Description	November	December	January	February	Total
Public Meetings	09:15	No data	No data	No data	09:15
Meeting Preparation	13:00	No data	No data	No data	13:00
Meeting with Officers		No data	No data	No data	00:00
Meetings with Others	03:30	No data	No data	No data	03:30
<b>Average</b>	08:35	No data	No data	No data	06:26
<b>Total</b>	25:45	0:00	0:00	0:00	25:45

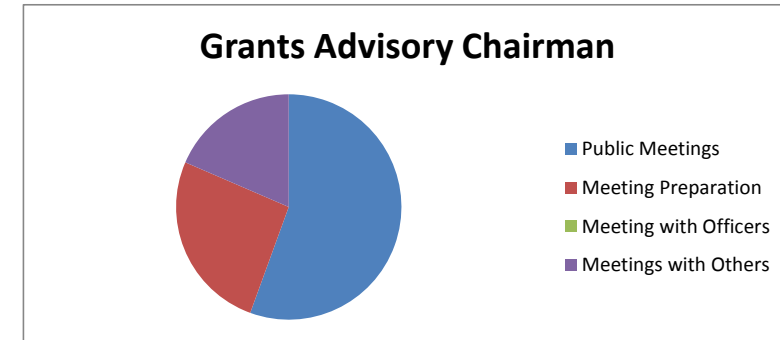
### Civic Affairs & Council Chairman

Description	November	December	January	February	Total
Public Meetings	-	02:00	-	-	02:00
Meeting with Others	07:00	-	-	-	07:00
Council-Prep	06:00	-	-	07:00	13:00
Council-mtg	04:00	-	-	04:00	8:00
Civic Duties	08:00	08:00	09:00	09:00	34:00
Other mtgs	-	-	02:00	02:00	4:00
<b>Average</b>	06:15	05:00	05:30	05:30	11:20
<b>Total</b>	25:00	10:00	11:00	22:00	68:00



### Grants Advisory Chairman

Description	November	December	January	February	Total
Public Meetings	02:30	-	02:30	02:30	7:30
Meeting Preparation	01:00	00:30	01:00	01:00	3:30
Meeting with Officers	-	-	-	-	0:00
Meetings with Others	00:30	-	01:00	01:00	2:30
<b>Average</b>	01:20	00:30	01:30	01:30	03:22
<b>Total</b>	4:00	0:30	4:30	4:30	13:30



### Vice Chairman Scrutiny Committee

Description	November	December	January	February	Total
Public Meetings	14:00	14:30	15:00	08:30	52:00
Cabinet working meeting	11:00	-	-	-	11:00
Meeting Preparation	11:00	-	02:30	02:30	16:00
Meeting with Officers	-	-	-	-	0:00
Meetings with Others	21:30	06:30	39:00	25:30	92:30
<b>Average</b>	14:22	10:30	18:50	12:10	34:18
<b>Total</b>	57:30	21:00	56:30	36:30	171:30

