

Report of the City Solicitor

Report to: Outer West Community Committee, Calverley & Farsley, Farnley & Wortley and Pudsey

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Date: 25th March 2015

For decision

Dates, Times and Venues of Community Committee Meetings 2015/2016

Purpose of report

1. The purpose of this report is to request Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2015/2016 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

Main issues

Meeting Schedule

2. The Procedure Rules state that there shall be at least four ordinary or 'business' meetings of each Community Committee in each municipal year and that a schedule of meetings will be approved by each Community Committee. In 2014/15, this Committee held four business meetings.
3. To be consistent with the number of meetings held in 2014/15, this report seeks to schedule four Community Committee business meetings as a minimum for 2015/16. Individual Community Committees may add further dates as they consider appropriate and as the business needs of the Committee require. The proposed schedule has been compiled with a view to ensuring a more even spread of Committee meetings throughout the forthcoming municipal year.

4. Meetings in May 2015 and May 2016 specifically to elect Chairs for the respective municipal years are also proposed to be scheduled with Members' approval, once Group nomination arrangements have been confirmed.
5. Members are also asked to note that the schedule does not set out any Community Committee themed workshops, as these will need to be determined by the Committee throughout the municipal year, as Members feel appropriate. During 2014/15, where such workshops were held, many took place either immediately before or after the Committee meetings. Therefore, when considering proposed meeting arrangements, Members may want to consider whether they wish to adopt a similar approach to the themed workshops in 2015/16, as this could impact upon final meeting times and venues.
6. The following provisional dates have been agreed in consultation with the Area Leader and their team. As referenced earlier, this report seeks to schedule a minimum of four Community Committee business meetings for 2015/2016 in order to ensure that the dates appear within the Council's diary. Individual Community Committees may add further dates as they consider appropriate and as business needs of the committees require.
7. The proposed meeting schedule for 2015/16 is as follows:
 - **1 July 2015 at 1pm**
 - **7 October 2015 time to be confirmed**
 - **9 December 2015 at 1pm**
 - **2 March 2016 time to be confirmed**

Meeting Days, Times and Venues

8. Meeting on set days and times has the advantage of certainty and regularity, which assists people to plan their schedules. The downside might be that it could serve to exclude certain people i.e. members of the public, for instance, who have other regular commitments on that particular day or who might prefer either a morning or afternoon meeting or a meeting immediately after normal working hours. Therefore, the Committee may wish to give consideration to meeting start times and venue arrangements which would maximise the accessibility of the meetings for the community.
9. Currently, the Committee meets on a Wednesday at 1:00pm. It is proposed that two of the meetings remain at 1:00pm, Members are asked to consider late afternoon or evening starts for two of the meetings.

Options

10. Members are asked to consider whether they are agreeable with the proposed meeting schedule (above), or whether any further alternative options are required in terms of the number of meetings, start times or venue arrangements.

Corporate considerations

11a. Consultation and engagement

In compiling the proposed schedule of meeting dates and times, the current Community Committee Chair, the Area Leader and colleagues within Area Support have been consulted.

The submission of this report to the Community Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Community Committee meeting schedule and venue arrangements.

11b. Equality and diversity / cohesion and integration

In considering the matters detailed, Members may wish to give consideration to ensuring that the Community Committee meeting arrangements are accessible to all groups within the community.

11c. Legal implications, access to information and call in

In line with Executive and Decision Making Procedure Rule 5.1.2, the power to Call In decisions does not extend to decisions taken by Community Committees.

Conclusion

12. The Procedure Rules require that each Community Committee will agree its schedule of meetings and that there shall be at least 4 business meetings per municipal year. In order to enable the Committee's meeting schedule to feature within the Council diary for 2015/16, Members are requested to agree the arrangements for the same period.

Recommendations

13. Members are requested to consider the options detailed within the report and to agree the Committee's meeting schedule for the 2015/16 municipal year (as detailed at paragraph 7), in order that they may be included within the Council diary for the same period.

14. Members are requested to give consideration as to whether they wish to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Background information

- Not applicable