



Report of the Chief Democratic Services Officer

West Outer Area Committee

Date: 25th March 2011

Subject: Dates, Times and Venues of Area Committee Meetings 2011/12

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

The purpose of the report is to request Members to give consideration to agreeing the dates and times of their meetings for the 2011/12 municipal year which commences in May 2011.

1.0 Background Information

- 1.1 The Area Committee Procedure Rules stipulate that there shall be **at least** six ordinary meetings of each Area Committee in each municipal year (May to April).
- 1.2 The Procedure Rules also state that each Committee will agree its schedule of meetings for the year either at the last meeting in the current municipal year (i.e. today) or at its first meeting in the new municipal year. In order to appear in the Council's official Diary and Yearbook for 2011/12, the dates and times of your meetings need to be approved today.

2.0 Options

2.1 The options are:-

- To approve the list of dates, times and venues provisionally agreed with the current Chair and Vice-Chair, based on the existing pattern;
- To consider other alternative dates and times;

- To continue to meet on Fridays at 1.00pm or 2.00 pm, or to consider alternative days/ times;
- To continue to alternate between suitable venues within the three Wards or to seek some other venues.

3.0 Meeting Dates

- 3.1 The following **provisional** dates, times and venues have been agreed in consultation with the current Chair and Vice-Chair. They follow roughly the same pattern as previous years, i.e. Friday's in July, September, October, December, January and March, but with a suggested earlier start time :-

8th July 2011, **13.00**, St. John's Parish Church, Farsley
 9th September 2011, **13.00**, Pudsey Leisure Centre
 14th October 2011, **13.00**, Farnley Hall
 16th December 2011, **13.00**, Safety Central
 20th January 2012, **13.00**, St. John's Parish Church, Farsley, and
 23rd March 2012, **13.00**, Swinnow Community Centre.

- 3.2 A similar pattern of meetings is being suggested in respect of the other 9 Area Committees, so that for co-ordination purposes, all Area Committees are meeting in the same basic cycle and months. Whilst Members have discretion as to which actual days and times they wish to meet, they are requested to take into consideration that any proposed substantial change to the cycle, e.g. changing months rather than dates within the suggested months, will cause disruption and lead to co-ordination problems between the Area Committees.

4.0 Meeting Days and Times

- 4.1 Currently the Committee meets on Friday at 2.00 pm and the above suggested dates reflect this pattern, although the suggested start time has been brought forward, at the suggestion of the current Chair and Vice-Chair, to **1.00pm**
- 4.2 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, for instance members of the public, who have other regular commitments on that particular day or who might prefer either a morning or evening meeting, or a meeting immediately after normal work hours.
- 4.3 For these reasons, some Area Committees in the past have chosen to vary their meeting days and times, alternating between different weekdays and holding daytime and evening meetings alternately. Others, however, have chosen a regular pattern similar to this Committee's existing arrangements – it really is a matter for Members of each Area Committee to decide.

5.0 Meeting Venues

- 5.1 Currently the Committee alternates venues between the three Wards. A schedule produced by Area Management showing various possible venues, and associated

costs, is appended to the report, and the current Chair and Vice-Chair have suggested those venues listed at Paragraph 3.1.

- 5.2 If the Committee were minded to request the officers to explore possible alternative venues, then the considerations Members and officers would have to taken into account are matters such as cost, accessibility – particularly for people with disabilities – and the facilities available at the venue, e.g. IT facilities for presentations etc.
- 5.3 From time to time, Members sometimes suggest moving meetings back to Civic Hall, Leeds. The meeting facilities might arguably be better in some instances, and the venue possibly more convenient for Members, and possibly also the public, as Leeds is the hub of the public transport system. However, Members are reminded of the stated role of Area Committees, as set out in Paragraph 2.1 the Area Committee Procedure Rules :-
- Act as a focal point for community involvement;
 - Take locally based decisions that deal with local issues;
 - Provide for accountability at local level;
 - Help Elected Members to listen to and represent their communities;
 - Help Elected Members to understand the specific needs of the community in their area;
 - Promote community engagement in the democratic process;
 - Promote working relationships with District Partnerships and Parish and Town Councils.

These aims and this role is unlikely to be enhanced by holding meetings at the centre, and rather than move meetings to Civic Hall, Members might wish to look again at other ways of publicizing meetings and encouraging greater community engagement.

Another option might be to alternate meetings between the centre and local venues.

6.0 Recommendation

- 6.1 Members are requested to consider their options and to agree their meeting dates and times for 2011/12 **at this meeting** in order that they may be included in the Council's official diary for 2011/12. Meeting venues can if necessary be agreed at a later date, or left for the officers to sort out, taking into account Members' views, although a clear indication at this stage of Members' wishes would be helpful.

Background Papers

Area Committee Procedure Rules.