

Report of the Chief Officer (Democratic and Central Services)

Report to East Inner Area Committee

Date: 21st March 2013

Subject: Dates, Times and Venues of Area Committee Meetings 2013/14

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. In line with previous practice, Area Committees have agreed their meeting schedule for the forthcoming municipal year at the last ordinary meeting of the current municipal year, in order for the agreed schedule to appear within the Council's diary.
2. This report seeks Member's agreement to the dates and times proposed for East Inner Area Committee meetings for the 2013/2014 municipal year, whilst also considering whether any revisions to the current meeting venue arrangements should be explored.

Recommendations

3. Members are requested to consider the options detailed within the report and to agree the Committee's meeting dates and times for the 2013/14 municipal year, in order that they may be included within the Council's official diary for the same period.
4. Members are requested to agree to the Chair, in consultation with Area Management Officers, approving the arrangements for the seventh Area Committee meeting (the main purpose for which is to elect a Chair for the forthcoming municipal year), with all Committee Members and relevant parties being informed of the arrangements for the meeting at the earliest opportunity, once the date of the Annual Council Meeting for 2014 has been finalised.

5. Members are requested to consider and indicate whether they wish to continue with the Committee's current meeting venue arrangements or make amendments to the arrangements.

1 Purpose of this report

- 1.1 The purpose of this report is to seek the Area Committee's formal approval of a meeting schedule for the 2013/2014 municipal year.
- 1.2 In addition, Members are requested to consider whether they wish to continue with the Committee's current meeting venue arrangements or whether they would like to request any amendments to such arrangements.

2 Background information

- 2.1 The Area Committee Procedure Rules stipulate that there shall be at least six ordinary meetings of each Area Committee in each municipal year.
- 2.2 The Procedure Rules also state that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. However, in order to appear in the Council's official Diary and Yearbook for 2013/14, the dates and times of the Area Committee meetings need to be approved at the earliest opportunity.

3 Main issues

3.1 Meeting Schedule

- 3.1.1 The following provisional dates have been agreed in consultation with the Area Leader and their team. They follow the same pattern as last year, i.e. Thursdays in June, September, October, December, February and March :-

20th June 2013, 5th September 2013, 17th October 2013, 5th December 2013, 6th February 2014 and 20th March 2014.

- 3.1.2 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 dates they wish to meet, any proposed substantial change to the cycle may cause disruption in terms of co-ordination between the Area Committees.

3.2 Meeting Days and Times

- 3.2.1 Currently the Committee meets on a **Thursday at 5:30 pm** and the dates above reflect this pattern.
- 3.2.2 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 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 work hours.

- 3.2.3 For these reasons, some Area Committees 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.
- 3.2.4 Together with the 6 ordinary meetings proposed for the Area Committee, in line with the Constitution, paragraph 3.1.1 (above) should also propose a seventh meeting, the main purpose for which is to elect a Chair for the forthcoming municipal year. This meeting is required to take place in the run up to the Annual Council Meeting (specifically, this meeting is required to take place by no later than the last working day before the Annual Council Meeting).
- 3.2.5 However there is some uncertainty around the date of the 2014 Annual Council Meeting, which is due to the fact that the date for the Local Elections is yet to be confirmed as it may potentially be linked to the date of the European Elections. It is therefore proposed that the date of the seventh Area Committee meeting in May/June 2014 be revisited, once the date of the Annual Council Meeting has been finalised.

3.3 **Meeting Venues**

- 3.3.1 Currently the Committee alternates venues between the Civic Hall (during the winter months) and the three Wards.
- 3.3.2 The following venues are proposed for 2013/14:
Venue to be confirmed: 20th June 2013
Venue to be confirmed: 5th September 2013
Civic Hall: 17th October 2013, 5th December 2013, 6th February 2014
Venue to be confirmed: 20th March 2014
Civic Hall for the May/June 2014 meeting
- 3.3.2 If the Committee were minded to request that officers explore possible alternative venues not currently utilised, then Members and officers would need to take account of cost, accessibility – particularly for people with disabilities – and the facilities available at the venue, e.g. IT facilities for presentations etc.
- 3.3.3 When considering the scheduling of meeting venues between the locality and the city centre, Members may wish to balance the benefits of the Civic Hall with the benefits of meeting within the Area's locality. The meeting facilities in the Civic Hall may be better in some instances, and the venue is possibly more convenient for winter meetings, given that Leeds is the hub of the public transport system.

4 **Corporate Considerations**

4.1 **Consultation and Engagement**

- 4.1.1 In compiling the proposed schedule of meeting dates and times, the current Area Committee Chair, the Area Leader and colleagues within Area Management have been consulted.
- 4.1.2 The submission of this report to the Area Committee forms part of the consultation process as it seeks the views of Elected Members with respect to the Area Committee meeting schedule and venue arrangements.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report, however, in considering the matters detailed, Members may wish to give consideration to ensuring that the Area Committee meeting arrangements are accessible to all groups within the community.

4.3 Council policies and City Priorities

- 4.3.1 An Area Committee meeting schedule which facilitates a widely accessible but robust decision making forum is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 There are no resource implications directly arising from the submission of this report to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 In line with Executive and Decision Making Procedure Rule 5.2, the power to Call In decisions does not extend to decisions taken by Area Committees.

4.6 Risk Management

- 4.6.2 There are no risks directly arising from the submission of this report to the Area Committee, however, not determining an agreed meeting schedule at this meeting may result in the dates not featuring within the 2013/14 Council diary.

5 Conclusions

- 5.1 The Area Committee Procedure Rules stipulate that each Committee will agree its schedule of meetings for the forthcoming year, either at the last meeting in the current municipal year or at its first meeting in the new municipal year. In order to enable the Committee's meeting schedule to feature within the Council's diary for 2013/14, Members are requested to agree the arrangements for the same period at today's meeting.

6 Recommendations

- 6.1 Members are requested to consider the options detailed within the report and to agree the Committee's meeting dates and times for the 2013/14 municipal year, in

order that they may be included within the Council's official diary for the same period.

- 6.2 Members are requested to agree to the Chair, in consultation with Area Management Officers, approving the arrangements for the seventh Area Committee meeting (the main purpose for which is to elect a Chair for the forthcoming municipal year), with all Committee Members and relevant parties being informed of the arrangements for the meeting at the earliest opportunity, once the date of the Annual Council Meeting for 2014 has been finalised.
- 6.3 Members are requested to consider and indicate whether they wish to continue with the Committee's current meeting venue arrangements or make amendments to the arrangements.

7 Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.