**Report of the City Solicitor**

**Report to: Outer South Community Committee (Ardsley & Robin Hood, Morley North, Morley South and Rothwell)**

**Report author: Gerard Watson, Principal Governance Officer, 0113 37 88664**

**Date: 14 March 2022**          **For decision**

# Dates, Times and Venues of Community Committee Meetings 2022/2023

## 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 2022/2023 municipal year.

## 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.

3.  This report seeks to schedule 4 Community Committee business meetings for 2022/23, in line with previous practice. The proposed schedule has been compiled with a view to ensuring an even spread of Committee meetings throughout the forthcoming municipal year.

4.  Members are also asked to note that the schedule does not set out any Community Committee themed workshops, as these can be determined by the Committee throughout the municipal year, should Members feel appropriate.

5. The following provisional dates have been agreed in consultation with the Localities team. As referenced earlier, this report seeks to schedule 4 Community Committee business meetings for 2022/23, in line with previous practice.

6. For this municipal year, efforts have been made to try and avoid scheduling multiple Community Committee meetings on the same day, in order to allow for attending officers to be present at as many Committees as possible when taking reports to all 10 Committees during a cycle.

7. The proposed meeting schedule for 2022/23 is as follows:

   - Monday, 20 June 2022
   - Monday, 26 September 2022
   - Monday, 12 December 2022
   - Monday, 13 March 2023

## Meeting Days, Times and Venues

8. Currently, the Committee meets on a Monday at 4.00 p.m. - and the proposed dates (above) reflect this pattern.

9. 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 which would maximise the accessibility of the meetings for the community.

## Options

10. Members are asked to consider whether they are agreeable with the proposed meeting schedule (above).
11.

## Corporate considerations

10a. **Consultation and engagement**

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.

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

10b. **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.

10c. **Legal implications, access to information and call in**

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

## Conclusion

11. 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. With this, Members are asked to agree the arrangements for 2022/23.

## Recommendations

12. Members are requested to consider the options detailed within the report and to consider and agree the Committee's meeting schedule for the 2022/23 municipal year (as detailed at paragraph 7).

**Background information**
- Not applicable