

Report of the City Solicitor

Report to: Outer North West Community Committee, [Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon]

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Date: Monday 2nd March 2020

For decision

Dates, Times and Venues of Community Committee Meetings 2020/2021

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 2020/2021 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 2019/20, this Committee is scheduled to hold four meetings.
3. To be consistent with the number of meetings being held in 2019/20, this report seeks to schedule four Community Committee business meetings as a minimum for 2020/21. 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 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 a minimum of four Community Committee business meetings for 2020/21 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.
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 2020/21 is as follows:
 - **Monday 29th June 2020 at 1.30pm**
 - **Monday 21st September 2020 at 1.30pm**
 - **Monday 30th November 2020 at 1.30pm**
 - **Monday 8th March 2021 at 1.30pm**

Meeting Days, Times and Venues

8. Currently, the Committee meets on a Monday at 1.30pm, 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 and venue arrangements which would maximise the accessibility of the meetings for the community.
10. Members may also wish to take this opportunity to consider and agree any appropriate meeting venue arrangements for the forthcoming municipal year.

Options

11. 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

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 and venue arrangements.

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.

10d. Climate Emergency

When considering potential meeting venues, Members may want to take into consideration the accessibility of venues via public transport / active travel links, in line with the wider consideration being given to addressing the Climate Emergency, as previously declared by the Council.

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. In order to enable the Committee's meeting schedule to feature within the Council diary for 2020/21, 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 2020/21 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