

Report of the City Solicitor

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

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Date: 11th March 2024

For decision

Dates, Times and Venues of Community Committee Meetings 2024/2025

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 2024/2025 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 2024/25, 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. 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 2024/25, in line with previous practice.

5. The proposed meeting schedule for 2024/25 is as follows:

- **Mon, 10 Jun 24, 1pm**
- **Mon, 9 Sept 24, 1pm**
- **Mon, 2 Dec 24, 1pm**
- **Mon, 10 Mar 25, 1pm**

Meeting Days, Times and Venues

6. Currently, the Committee meets on a Monday at 1.00pm and the proposed dates (above) reflect this pattern. The Chair has suggested that Members may wish to consider having two meetings on an evening, so that those who work might be able to attend the Community Committee.
7. 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

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

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 2024/25.

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 2024/25 municipal year (as detailed above).

Background information

- Not applicable