



Report of the Chief Democratic Services Officer

East (Outer) Area Committee

Date: 22nd March 2011

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

Electoral Wards Affected:

Cross Gates and Whinmoor
Garforth and Swillington
Kippax and Methley
Temple Newsam

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. tonight) 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 and times provisionally agreed with the South East Area Leader based on the existing pattern;

- To consider other alternative dates;
- To continue to meet at 2.00 pm, or to consider alternative times;
- To continue to hold all meetings at the Civic Hall, or to consider alternating between suitable venues within the four East Outer Wards, or to have a combination of some Ward-based meetings together with some at the Civic Hall.

3.0 Meeting Dates

- 3.1 The following provisional dates have been agreed in consultation with the South East Area Leader. They follow roughly the same pattern as last year, i.e. Tuesdays in July, September, October, December, February and March:-

Tuesday 5th July 2011, Tuesday 13th September 2011, Tuesday 18th October 2011, Tuesday 13th December 2011, Tuesday 14th February 2012 and Tuesday 20th March 2012.

- 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 dates 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 Tuesday's at 2.00 pm and the above suggested dates reflect this pattern.
- 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, 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.
- 4.3 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 – it really is a matter for Members to decide.

5.0 Meeting Venues

- 5.1 Uniquely, this Area Committee holds all of its meetings at the Civic Hall, Leeds.
- 5.2 The Civic Hall meeting facilities might arguably be better than some local Ward-based venues might be able to provide. The current venue is also possibly more convenient for Members and possibly also the public, as Leeds is the hub of the public transport system.

5.3 However, Members are reminded below of the stated role of Area Committees, as set out in Paragraph 2.1 of the Area Committee Procedure Rules:-

Area Committees will

- improve co-ordinate and influence services at a local level;
- act as a focal point for community involvement;
- take locally based decisions that deal with local issues;
- provide for accountability at a 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 Parish and Town Councils; and
- promote the well being of their area.

5.4 These aims and roles are unlikely to be enhanced by holding all meetings in the city centre, and Members might like to consider holding the meetings at Ward-based venues, or alternating meetings between the city centre and local venues, as some other Area Committees do. Members might also wish to look again at other ways of publicising meetings and encouraging greater community engagement.

5.5 If the Committee were minded to request the officers to explore possible alternative venues, then the considerations Members and officers would have to take 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.

6.0 Recommendation

6.1 Members are requested to consider the options and to agree their meeting dates and times for 2011/12 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 of Members' wishes in this regard would be helpful.

Background Papers

Area Committee Procedure Rules