

North Tyneside Council Report to Audit Committee Date: 25 May 2016

ITEM 9

Title: Time of Meetings

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| Report from Service Area: | Law and Governance | |
| Report Author: | Dave Parkin, Democratic Services Officer | (Tel: 0191 643 5316) |
| Wards affected: | All | |

PART 1

1.1 Purpose:

This report requests the Committee to consider and agree an appropriate start time for the remainder of its meetings in the 2016/17 Municipal Year.

1.2 Recommendation:

It is recommended that the Committee considers and agrees an appropriate start time for the remainder of its meetings in the 2016/17 Municipal Year.

1.3 Information:

- 1.3.1 A report is being presented to the first meeting of the municipal year of each of the Committees and Sub-committees to invite members to give consideration to the start time for future meetings.
- 1.3.2 Over the past municipal year the Audit Committee has commenced its meetings at 6.00pm and members may wish to consider whether this is the most appropriate time for the Committee to meet bearing in mind convenience for members and officers and the attendance of members of the public.

1.4 Decision options:

The Committee is requested to agree an appropriate start time for its future meetings. Usual meeting start times for North Tyneside Committees have been 10 am, 2 pm, 4 pm, 4.30 pm and 6 pm. The Committee can decide on a different start time if it so wishes.

1.5 Reasons for recommended option:

The meeting start time is at the discretion of the Committee.

1.6 Appendices:

None

1.7 Contact officers:

Dave Parkin, Law and Governance – Tel. 643 5316

1.8 Background information:

The following papers have been used in the compilation of this report and are available for inspection at the offices of the author of the report:

- Schedule of Meetings 2016/17

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The requirement to hold most committee and sub-committee meetings in the evening has an impact in terms of catering and facilities management.

There are also indirect facilities management costs associated with the operation of Quadrant outside core office hours relating to security, health and safety, technical support, heating and lighting. All such expenditure will be met from existing budgets.

2.2 Legal

This is a procedural issue. Future meetings start times need to be agreed so that they can be publicised appropriately and in accordance with the Local Authorities (Access to Meetings and Documents) (Period of Notice) (England) Order 2002.

2.3 Consultation/community engagement

Consideration of this report by the Committee provides the key element to the consultation process.

2.4 Human rights

The report does not have direct implications in respect of the Human Rights Act 1998.

2.5 Equalities and diversity

Members may wish to consider the most appropriate time to hold meetings, to ensure that any member of the public who wishes to attend the meetings can do so.

2.6 Risk management

The report is procedural. Holding future meetings at inappropriate times may cause problems for members of the Committee who may not be able to attend or prevent members of the public from attending.

2.7 Crime and disorder

The report does not have any crime and disorder implications.

2.8 Environment and sustainability

The report does not have any environment and sustainability implications.

Report author Dave Parkin