

North Tyneside Council Report to Outside Bodies Committee Date: 21 May 2012

ITEM 4

Title: Future Meetings
– Meeting Start Time

Report from: Legal, Governance and Commercial Services
Report Author: Gary Petitjean, Democratic Services Officer (Tel: 0191 643 5317)
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 2012/13 Municipal Year.

1.2 Recommendations:

It is recommended that the Committee considers and agrees an appropriate start time for the remainder of its meetings in the 2012/13 Municipal Year.

1.3 Information:

At the Council meeting on 26 January 2012, the meetings timetable for the 2012/13 Municipal Year was agreed. It was also agreed that a full survey of elected Members to obtain their availability or otherwise to attend some daytime meetings' (Minute C106/01/12 refers).

The survey was carried out and the findings considered by the Group Leader. At the Annual Council meeting on 17 May 2012, it was agreed that meeting start times should be at the discretion of each individual Committee.

1.4 Decision options:

The Committee is requested to agree an appropriate start time for future meetings of the Outside Bodies Committee. 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:

Gary Petitjean, Legal, Governance and Commercial Services – Tel. 643 5317

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 2012/13
- Minute C106/01/12 of the Council meeting held on 26 January 2012

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.

It is estimated that the catering costs associated the committee meetings held in 2012/13 will amount to £10,000. Any reduction in the number of meetings held in the evening would reduce catering costs.

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 Outside Bodies 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 crime and disorder implications.

Report author Gary Petitjean