

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Executive Director of Corporate Services**

### **Community Participation Committee: 28 November 2012**

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#### **Subject: Meetings Venues**

#### **1. Purpose**

- 1.1** To inform the Community Participation Committee (CPC) of the decision made by the Council at its meeting on 26 September 2012 in relation to the issue of the venue for meetings of the CPC.

#### **2. Recommendation**

- 2.1** The Committee is invited to discuss the subject of venues for future meetings of the CPC and note that the Council will take these views into account as part of the review of Council meetings, to be reported to Council in June 2013.
- 2.2** It is suggested that a survey of views of community members is carried out to feed into this.

#### **3. Background**

- 3.1** At the Open Forum session at the August CPC meeting, a community member of the Committee asked why the Council had agreed that all CPC meetings should now be held in Dumbarton.
- 3.2** Subsequent discussion took place on this issue and the undernoted motion was raised by Councillor Black and seconded by Councillor McColl:-

*'That the Committee recommends to Council that it reconsiders its previous decision and the Community Participation Committee alternates its meetings between Clydebank and Dumbarton.'*

- 3.3** Following further discussion, it became clear that there was confusion on the wording of the motion and it was then agreed that clarification be obtained, the result of which was that the motion be amended to read as follows:

*'That the Committee recommends to Council that it reconsiders its previous decision and the Community Participation Committee alternates its meetings between Clydebank, Dumbarton and Alexandria.'*

- 3.4** The Minutes of the CPC were presented to the Council on 26 September 2012. The Council having taken into account advice from the legal officer in respect of the advisory note which had been added to the Minutes of the CPC, agreed to approve the undernoted motion:

*‘That Council notes the minutes of the Community Participation Committee and agrees the recommendations therein with the exception of the Open Forum recommendation.*

*In light of the confusion surrounding this recommendation, as detailed in the note at the end of the Minutes, Council invites the CPC to fully consider the venue of its meetings at its next meeting.*

*Any views received from the CPC will be fully considered as part of the review of Council meetings, to be reported to Council in June 2013’.*

#### **4. Main Issues**

- 4.1** The issue of venues for all meetings of Council committees and the new quarterly timetable was debated at the meeting of Council on 20 June 2012. The Council’s decision was as follows:

*That the Council agrees the recommendations contained in the Executive Director’s report, as follows:-*

- (1) to approve the Committee timetable as detailed in Appendix 1 to these Minutes, subject to any changes made by Council when considering the report on the Council’s Standing Orders;*
- (2) that the timetable will be reviewed within one year and thereafter a report would be submitted to the Council recommending the future timetable for Council meetings;*
- (3) to note that the proposal to move the West Dunbartonshire Community Health and Care Partnership Committee to a quarterly cycle of meetings, as shown in the attached timetable, would be subject to the agreement of that Committee;*
- (4) that all other Committees not referred to in the above timetable should meet on the same cycle as before;*
- (5) that all Committee meetings should be held in the Council Offices, Garshake Road, Dumbarton;*

- (6) *approves the proposal to introduce a Monthly Bulletin with effect from 1 August 2012; and*
- (7) *that the Chief Executive, in consultation with the Provost, would arrange for Member/Officer briefing sessions to take place as and when required.*

*However, the Quarterly Council meetings would alternate between Clydebank and Dumbarton with the December Council meeting taking place in Clydebank Town Hall.*

*The annual budget setting and rent setting meetings will continue to be held in Garshake in line with previous practice.*

*Council agrees that the purpose of Council meetings and Committee meetings is twofold: (i) to make policy decisions; and (ii) to scrutinise Council performance. The change to quarterly meetings will better align the Committee and Council meetings with quarterly performance monitoring and will reduce duplication.*

- *The 'Business Day' concept will mean that it will become routine to hold two major committee meetings on the one day, one in the morning and the second in the afternoon.*
- *The monthly bulletin will ensure that all elected Members receive regular written briefings. And these will remain available on line as a resource to elected members over the coming years.*
- *In addition a Member/Officer Briefing Session will be scheduled every quarter, providing opportunities for seminars; training; and other development.*

*Council also notes that this new way of working will generate significant savings of £55,000 per annum, giving an overall saving of £275,000 over the 5 year term of the Council.*

*By agreeing this Motion, it means that we will have £55,000 to invest in our priorities. It is no secret that this Council is fully committed to education and lifelong learning and wants to ensure that our young people get the best possible educational experience in our secondary schools. Furthermore, we are determined to place our secondary schools at the heart of our communities and to empower parents in order for them to play a full part in making the school experience as fulfilling as possible.*

*Council therefore agrees that the annualised year 1 savings £55,000 from the new way of working will be distributed to the Parent Council in each of the secondary schools on a per capita basis. Based on the 2012/13 estimated pupil numbers this means Parent Councils will receive the following amounts:*

- *St. Peter The Apostle High School - £15,000*

- *Clydebank High School* - £13,500
- *Vale of Leven Academy* - £10,150
- *Our Lady & St. Patrick High School* - £9,650
- *Dumbarton Academy* - £6,700

**4.2** Accordingly, all future meetings of the CPC will be held in Dumbarton, subject to a review by the Council on the venue of all meetings in June 2013.

## **5.0 People Implications**

**5.1** There are no people implications at this stage, but using additional venues for meetings would have an impact on officer time.

## **6. Financial Implications**

**6.1** There are no financial implications at this stage, but using additional venues for meetings could result in additional costs.

## **7. Risk Analysis**

**7.1** There are no risks associated with the recommendation of this report.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An Equalities Impact screening was carried out on the proposal to hold meetings in Dumbarton and the conclusion was as follows:

“Following an initial equalities impact screening on the issue of all meetings being held in Dumbarton, there would be little or no impact on equalities groups. Geographically, Dumbarton is at the centre of West Dunbartonshire and therefore the distance which residents, who are elderly or disabled, would need to travel is reduced overall by holding meetings in a central location. For example, if meetings were held in Clydebank the residents of Gartocharn would need to travel up to 16 miles and residents of Alexandria up to 12 miles to attend such meetings. Whereas, at the other boundary, residents of the Faifley or Whitecrook areas would only have to travel 9 miles to attend meetings in Dumbarton.

While elderly and disabled persons from the Clydebank area will no longer have the opportunity to attend meetings in Clydebank, this is outweighed by the overall positive impact on the elderly and disabled residents in West Dunbartonshire who would have less distance to travel if meetings were held in Clydebank.”

## **9. Consultation**

- 9.1** Legal and finance officers of the Council have been consulted on the content of this report.
- 9.2** External consultation has not taken place in relation to the subject of venues for meetings. However, Council has agreed to review the new timetable of meetings after the first year.

## **10. Strategic Assessment**

- 10.1** This report does not impact on the Council's strategic priorities.



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**Angela Wilson**  
**Executive Director of Corporate Services**  
**Date: 8 October 2012**

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<b>Appendices:</b>	None
<b>Background Papers:</b>	Report by Executive Director of Corporate Services to Council on 'Committee Timetable and Monthly Bulletin for Elected Members'.
<b>Wards Affected:</b>	All wards