

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Community Participation Committee - Wednesday 7 December, 2005

Subject: Arrangements for Pre-Agenda Meetings for Community Participation Committee (CPC) Community Representatives

1. Purpose of Report

This report up-dates the Committee on the progress made with establishing arrangements for pre-agenda meetings.

2. Background

2.1 At the December meeting of the CPC, the committee agreed to the introduction of pre-agenda meetings. The community representatives present expressed a preference for meeting times to change to 2.00 p.m. with pre-agenda meetings at 1.00 p.m.

2.2 These recommendations were put to Council in December where it was decided: "... officers should contact all community members of the CPC, to establish whether the proposed arrangements suit or whether one of the other alternatives which had been suggested at the meeting would be preferred by an overall majority".

3. Main Issues

3.1 A letter (Appendix 1) and proforma (Appendix 2) were sent to the community members of the CPC (currently 26 in number).

3.2 17 members returned proformas.

3.3. Three options were presented and members were asked to put a 1 in the box of their first choice, a 2 in their second. Only two returns followed these instructions, the majority ticking one box only. The responses were as below:

3.3.1 Option C "Pre-agenda meetings to take place at 1.00 p.m., with the full meeting commencing at 2.00 p.m., not at 10.00 a.m. as previously agreed by Council" was by far the most popular choice with twelve members selecting it as their first or only choice.

Two more members chose Option C as a second choice and a ticked choice (the latter had ticked two with no priority indicated).

3.3.2 Two members chose Option A “Pre-agenda meetings to take place the Wednesday before each CPC meeting at a time to suit community members - which could be over lunch, if helpful to accommodate other commitments which people have”.

3.3.3 One member wished for the 10 a.m. meeting to be retained and saw no need for pre-agenda meetings.

4. Recommendations

4.1 As community members of the committee have indicated a clear preference, the committee is invited to recommend Option C to Council.

Tim Huntingford
Chief Executive

Person to contact: Anne Clegg, Policy Officer, Community & Consultation, tel. 737177

Background papers: Community Participation Committee - Arrangements for Pre-Agenda Meetings for Community Participation Committee (CPC) Community Representatives - Wednesday 7 December, 2005

Dear CPC Community Member,

Community Participation Committee (CPC) – Pre-Agenda Meetings

At the December meeting of the CPC, the committee agreed to the introduction of pre-agenda meetings. The community representatives present expressed a preference for meeting times to change to 2.00 with pre-agenda meetings at 1.00.

These recommendations were put to Council in December where it was decided: "... officers should contact all community members of the CPC, to establish whether the proposed arrangements suit or whether one of the other alternatives which had been suggested at the meeting would be preferred by an overall majority".

To ensure that all community members have a say, please fill in the enclosed proforma and return it by 23rd of January in the envelope provided.

It was also decided that the findings should be reported, both to the next meeting of the CPC and the next meeting of Council, prior to a decision being made on any revision to the timing of CPC meetings.

Many thanks.

Yours sincerely,

Anne Clegg
Policy Officer
Community & Consultation

Community Participation Committee
Arrangements for Pre-Agenda Meetings

Below are three options for these arrangements.

Please place a 1 in the box next to the option which is your first choice and a 2 next to the option which is your second choice. (This will allow us to work out the next most popular option if there is no clear majority for one option).

Option A: Pre-agenda meetings to take place the Wednesday before each CPC meeting at a time to suit community members - which could be over lunch, if helpful to accommodate other commitments which people have

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Option B: Pre-agenda meetings at 9.00 a.m. prior to the CPC meeting

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Option C: Pre-agenda meetings to take place at 1.00 p.m., with the full meeting commencing at 2.00 p.m., not at 10.00 a.m. as previously agreed by Council

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Please return in the Freepost envelope provided by 23 January, 2006.

