

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 puts forward proposals for arrangements for pre-agenda meetings for community representatives on the CPC.

2. Background

2.1 It is suggested that community representatives may find discussions at the CPC more valuable if there is an opportunity for prior consideration of the key issues involved.

2.2 The following are suggestions about how this could be organised.

3. Main Issues

3.1 The establishment of pre-agenda meetings will allow community representatives to ask questions and seek further information on the reports for the CPC meetings. It will also provide an opportunity for community representatives to discuss their views with one another prior to meetings.

3.2 This has the potential for increasing the contributions which community representatives are able to make to the discussion at meetings.

3.3 Pre-agenda meetings will be facilitated by the Policy Officer, Community & Consultation, calling on other officers as necessary.

3.4 Ideally the timing of pre-agenda meetings should allow the opportunity for clarification on any issues prior to the CPC meeting. However, it is also recognised that there are considerable demands on the time of community representatives. The following options are suggested for discussion:

- 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. This would allow some time for the Policy Officer, Community & Consultation to get back to community representatives with answers to any queries.
- Pre-agenda meetings at 9.00 a.m. prior to the CPC meeting (which would not allow time for follow up on queries).

3.5 The location of meetings is also open for discussion.

3.6 It should be noted, that for pre-agenda meetings to fulfil their purpose of increasing community input to the CPC meetings, the attendance of all community representatives would be desirable.

4. Recommendations

4.1 Community representatives on the committee are invited to comment on the above proposals and make suggestions for arrangements.

Tim Huntingford
Chief Executive

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