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To: Paisley North Local Area Committee

On: 12<sup>th</sup> February, 2015

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Report by: Director of Finance & Resources

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Heading: Timetable of Local Area Committee Meetings to May 2016

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## 1. Summary

- 1.1 The Council at its meeting held on 14th February, 2008 agreed its scheme of decentralisation, which included reference to the cycle of local area committee (LAC) meetings as follows:

**“10.1 Local area committees will meet at least on a quarterly basis. This will allow sufficient time for progress on action to be reported on local strategies and issues. Local area committees should meet in suitable local venues to enhance community participation.”**

- 1.2 The Council's Standing Orders apply to LACs. Standing Order 53 allows the convener of a LAC to call a special meeting of that committee by notifying the Director of Finance & Corporate Services. In these circumstances, special meetings require to be held within 14 days of the Director of Finance & Corporate Services receiving the notification. This mechanism allows the convener to call a special meeting should any matters of particular urgency arise or if there is a general need for a meeting to consider matters such as outstanding grant applications.
- 1.3 Taking into consideration the ability of the convener to call special meetings if the need arises, it is suggested that meetings of this LAC be programmed on the basis of a quarterly cycle, with meetings being held on 20<sup>th</sup> August and 12<sup>th</sup> November, 2015 and 11<sup>th</sup> February and 12<sup>th</sup> May, 2016.
- 1.4 Members are also invited to consider the time of Paisley North Local Area Committee meetings. In the past, meetings of this LAC have been scheduled for 6.00 p.m.

- 1.5 The choice of venues for local area committee meetings is limited as a result of practical considerations such as size and accessibility. The Council Chambers, Renfrewshire House, appears to be a suitable, central and accessible venue for these meetings.
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## **2. Recommendations**

- 2.1 That meetings of this local area committee be programmed for 20<sup>th</sup> August and 12<sup>th</sup> November, 2015 and 11<sup>th</sup> February and 12<sup>th</sup> May, 2016; and
- 2.2 That consideration be given to the time and venue of local area committee meetings.
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## **Implications of this report**

### **1. Financial Implications**

None.

### **2. HR and Organisational Development Implications**

None.

### **3. Community Plan/Council Plan Implications**

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- This report suggests that LACs meet at times and venues most suitable for community representatives.

### **4. Legal Implications**

None

### **5. Property/Assets Implications**

None.

### **6. Information Technology Implications**

None.

### **7. Equality and Human Rights Implications**

- (a) The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because all venues are fully accessible and dates/times of meetings are recommended with a view to maximising attendance. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

### **8. Health and Safety Implications**

None.

**9. Procurement Implications**

None.

**10. Risk Implications**

None.

**11. Privacy Impact**

None.

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**List of Background Papers**

None

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