

19. MEETING DATES AND TIMES

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| Officer responsible Community Advocate | Author Barbara Ford |
| Corporate Plan Output: Public Accountability | |

The purpose of this report is to propose the establishment of a set date and time for holding Board committee or working party meetings.

At each Board meeting there are generally two or three matters referred to a working party or committee of the Board, for further consideration or investigation. There are currently a number of outstanding matters, eg the North East Rural Communities research and the Pedestrian Strategy.

It has been found over the past year that members' work and Board time commitments are increasing and it is becoming more difficult to find times and dates to suit to hold meetings. Of particular concern are issues where the Board wishes to make a submission within a limited time-frame. On a number of occasions it has been extremely difficult to set a time to suit all members involved.

It is proposed that the Board fix a specific date and time each month at which any matters referred from the Board meeting would be considered. Generally two hours would be sufficient to deal with most matters. It would reduce or eliminate holding a meeting to deal with a single matter, thereby making better use of members' and staff time.

There will of course be occasions when meetings need to be held outside of the set time, however a fixed date would accommodate most meetings including site visits and meetings with residents.

Suggested time could be either 8.00 – 10.00 am, 12.00 – 2.00 pm or 4.00 – 6.00 pm. The day could be during the third week of each month, which would give sufficient time for staff to obtain additional information if required, arrange for community representatives to attend, and to prepare the report back to the Board to the next meeting.

In the interest of handling the Board's business more efficiently it is recommended that this approach be undertaken for the coming year, and reviewed at the November meeting. Should there not be any matters for discussion the meeting date for that month would be cancelled.

Recommendation: That the Board set a day, date and time each month for the year to handle any matters referred to a committee or working party.

Chairperson's Recommendation: For discussion.