

2014 SCHEDULE OF ORDINARY MEETING DATES FOR MAKARA/OHARIU COMMUNITY BOARD

1. Purpose of Report

To seek the Makara/Ohariu Community Board's approval for a schedule of ordinary meetings for 2014.

2. Recommendations

It is recommended that the Makara/Ohariu Community Board:

1. *Receive the information.*
2. *Agree to hold Board meetings on either:*
 - (a) *A 6 weekly meeting cycle commencing on Thursday 20 February 2014 with meeting dates as follows;*
 - Thursday 20 February 2014*
 - Thursday 3 April 2014*
 - Thursday 15 May 2014*
 - Thursday 26 June 2014*
 - Thursday 7 August 2014*
 - Thursday 18 September 2014*
 - Thursday 30 October 2014*
 - Thursday 11 December 2014*
 - or*
 - (b) *To continue meeting on the third Thursday of the month with meeting dates and venues as follows;*
 - Thursday 20 February 2014*
 - Thursday 20 March 2014*
 - Wednesday 16 April 2014*
 - Thursday 15 May 2014*
 - Thursday 19 June 2014*
 - Thursday 17 July 2014*
 - Thursday 21 August 2014*
 - Thursday 18 September 2014*
 - Thursday 16 October 2014*
 - Thursday 20 November 2014*
 - Thursday 18 December 2014*

3. *Agree to meet at 7.30pm alternating the meetings between the Makara Hall or the Ohariu Valley Hall.*
4. *Note should the Board choose to retain a four weekly meeting cycle that the April 2014 meeting of the Board has been moved to meet on Wednesday 16 April 2014 because of Easter.*

3. Background

Council has recently agreed to continue meeting six weekly. The Makara/Ohariu Community Board has been meeting on a four weekly basis since its inception. This report provides an opportunity for the Board to consider the frequency of their meetings.

The proposed schedule for the Board has been prepared for the whole of 2014. Council has set its schedule of meetings for 2014 on a six weekly meeting cycle. Should the Board choose to meet four or six weekly there are no major clashes with meetings already set in the Councils schedule. The April meeting has been moved to a Wednesday as the third Thursday of the month clashed with the start of a long weekend.

4. Discussion

There are two options before the Board for consideration in this report:

- Keeping the status quo – meeting four weekly; or
- Moving to meeting six weekly.

The benefits of each are summarised in the table below:

Six Weekly	Four Weekly
Allow officers more time to prepare more effective and detailed reports with substantial advice in response to issues raised by the Board. This in turn allows for greater comfort of the Board to make decisions which affect the Makara/Ohariu Community.	Scheduling provides certainty for Board members and public i.e It is known in the Makara/Ohariu Community that the Board meets on the second Thursday of the month.
Alignment with Council's meeting cycle.	The Board is better placed to respond to the Community. The Community would feel that they are getting a prompt response to a problem that they have brought to the Board's attention.
Budget savings – as fewer meetings are required. 8 vs. 11	

5. Monitoring

The Democratic Services Business Unit is responsible for the notification and monitoring of Council's public meetings.

An initial assessment of the Board's programme for the 2014 year suggests the Board's business could be manageable under a six weekly meeting cycle. Should there be any need to have additional meetings throughout the year, these meetings will be notified in line with legislative requirements.

6. Conclusion

To allow for reasonable public notice it is recommended that the Community Board adopt a schedule of meetings for 2014 from the options supplied.

Report prepared by: Democratic Services.