



REPORT TO: COMMUNITY PLANNING BOARD ON 15 JUNE 2022

SUBJECT: FUTURE COMMUNITY PLANNING BOARD MEETINGS

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES, AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To ask the Board to consider future arrangements for holding meetings of the Community Planning Board going forward now that Covid restrictions have been lifted.

2. RECOMMENDATION

- 2.1 It is recommended that the Board agrees:

- i) how meetings will be held going forward as per the options in section 4; and
- ii) whether the meetings should be webcast to allow members of the public to view the meetings.

3. BACKGROUND

- 3.1 Prior to the Covid restrictions the Board meetings were held face to face in various locations. The meetings moved online from 16 September 2020 and have remained that way ever since.
- 3.2 The meetings of the Board have never been webcast due to the varying locations of the meetings, however the Board may wish to consider webcasting the meetings to allow members of the public to view the meetings should they wish.

4. FUTURE MEETING OPTIONS

- 4.1 Now that social distancing restrictions have been lifted there are a number of options for the Board to consider.
- 4.2 The options are as follows:
- Continue with meetings online
 - To return to face to face meetings

- To have a mixture of face to face and online meetings (hybrid meetings)
- To have the meetings webcast

4.3 For the meetings to be webcast, the Board would need to use either Connect Remote or the Council Chamber as the meeting base.

Continue with Meetings Online

4.4 If the Board wish to continue holding the meetings remotely then there will be no change to the current arrangements. The online meetings can be webcast if that is the Board's decision.

Return to Face to Face Meetings

4.5 If the Board wish to return to face to face meetings then the meetings can be held in any location. If the Board wish to webcast the meetings then the face to face meetings will need to take place in the Council Chamber, Headquarters, and Elgin, to allow use of the webcasting equipment in the Chamber.

Hybrid Meetings

4.6 The Council have recently purchased a new hybrid meeting system which would mean the Board members can meet face to face and also have members joining remotely. Again, to use this facility the meetings would need to take place in the Council Chamber.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and

The scheduling of appropriate meetings facilitates good governance arrangements and supports the delivery of the Strategic Plan.

(b) Policy and Legal

There are no policy or legal implications arising from this report.

(c) Financial implications

There are no financial implications directly arising from this report.

(d) Risk Implications

None directly arising from this report.

(e) Staffing Implications

There are no staffing implications directly arising from this report.

(f) Property

There are no implications in terms of Council property directly arising from this report.

(g) Equalities/Socio Economic Impact

An equalities impact assessment is not required as there is no change to service delivery arising as a result of this report.

(h) Climate Change and Biodiversity Impacts

Online meetings reduce the impact on the environment through reduction of travel so a decision to move to hybrid or face to face meetings will increase impact.

(i) Consultations

Consultations have been undertaken with the following who are in agreement with the content of this report where it relates to their area of responsibility.

- Depute Chief Executive (Education, Communities, and Organisational Development)

6. CONCLUSION

6.1. The Board is asked to agree on how they wish meetings to be held in the future.

Author of Report: Lindsey Robinson, Committee Services Officer.

Background Papers: N/A

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