

North Wales Regional Committee NWR 01-99(p.3)

Date: Friday 2 July

Time: 10.30am to 1pm

Venue: Council Chamber, Conwy County Council, Bodlondeb, Conwy

Title: REGIONAL COMMITTEES – PRACTICAL ISSUES

Standing Order 10.2 requires regional committees to meet in their regions at least twice in each year. The paper that was put to the Plenary session of the Assembly on 23 June, proposed that they should meet six times in the course of year, at different venues in the region.

The committee may employ a number of different ways of working:

- discussion of papers;
- taking evidence or oral briefing from organisations or individuals;
- open forum dialogue or question and answer session with public on a specific topic;
- fact finding visits.

In addition to the formal full meetings of the committee some of this may be undertaken formally by a sub committee, or informally by a small team of members.

Choice of Venue

Venues for all formal meetings of the committee need to comply as far as possible with the Assembly's principles of openness and accessibility and bi-lingualism.

As a minimum they should:

be accessible to the public

- on a public transport route
- have wheelchair access
- have an induction loop
- adequate public accommodation;

have simultaneous translation facilities or the capacity to accommodate mobile equipment;

be able to accommodate broadcasting / recording equipment;

have telephone and IT links.

Ideally the seating arrangements for the Committee should be flexible so that the committee can meet in board room, inquiry or theatre style. In practice this may be difficult to achieve.

Members may also wish to be able to have a separate room in which they can have tea / coffee before the meeting.

On the basis of preliminary work to identify suitable venues, it is proposed that the early meetings should be held at the following venues:

- Conwy County Borough Council Offices, Bodlondeb, Conwy;
- Denbighshire County Council Offices, Ruthin;
- Flintshire County Council Offices, Shire Hall, Mold;
- Gwynedd Council Offices, Shirehall Street, Caernarfon;
- Wrexham County Borough Offices, Wrexham;
- Anglesey County Council Offices, Llangefni.

So far only local authority offices have been considered as possible venues, but other locations will be considered in due course.

Sub committee and informal meetings may take place away from the main towns of the region, especially when the committee is considering a local issue or local dimension. Such meetings may be combined with visits to organisations or institutions.

The need for informal meeting venues to comply with the above will need to be considered by the Chair or the Committee in the light of the nature of the event.

Budget

The committee will have a budget of £22,000 to cover the costs of travelling to formal committee meetings; hire of venues and associated facilities; and publicity.

Press Coverage

As well as the normal notification of Assembly business on the Internet, the Committee may wish to issue a press release or advertise their meetings in the local press. This would help to publicise the work of the committee, especially to those who do not have access to the Internet.

Committee Secretariat

June 1999