

ANGUS COUNCIL

ITEM No. 11

POLICY AND RESOURCES COMMITTEE - 4 SEPTEMBER 2001

INFORMATION LEAFLETS ON PUBLIC ATTENDANCE AT MEETINGS

REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report informs members of the work that has been undertaken in progressing the Law and Administration Department's commitment towards promoting active citizenship with the production of a number of "user friendly" leaflets.

1. RECOMMENDATION

It is recommended that the Committee:-

- (i) notes the terms of this Report; and
- (ii) notes the progress the Department has made towards promoting active citizenship with the production of a number of "user friendly" leaflets.

2. BACKGROUND

As part of the Council's commitment towards promoting active citizenship within Angus, the Law and Administration Department's Service Plan for 2001-2004 set out as one of its Priority Service Areas to continue to encourage public attendance at Council meetings.

3. INFORMATION LEAFLETS

Members will be aware that in light of the Human Rights legislation, a number of changes were made to the procedures in relation to Development Control Committee. Part of that process involved the production of a leaflet which helped to inform interested parties of the procedure for dealing with planning applications at a meeting of the Committee (Report No 190/01 refers). Changes have also been made to the procedures for Civic Licensing Committee which were approved by the Committee on 7 August 2001. A leaflet has also been produced to assist the process by informing interested parties of the procedure. These leaflets are sent to all applicants and objectors and it is hoped that this will ease for people what can sometimes be an intimidating experience. Copies are attached for information at Appendix (i) and (ii) respectively.

Members will be aware that provision currently exists within Standing Orders for members of the public to make an application for the reception of a deputation (which falls outwith the process for dealing with applicants and objectors). The attached leaflet (Appendix (iii)) sets out the existing procedures in a simple form and would be made available throughout Angus at Libraries, ACCESS offices and Council offices etc. In addition, a copy of the leaflet would be automatically sent to any individual who was enquiring about the process for making a deputation to Angus Council or any one of its Committees.

The leaflet attached as Appendix (iv) sets out what is hoped is a "user friendly" guide to a Council meeting. This leaflet will be available within the Town and County Hall for the information of members of the public attending a Council meeting.

4. FINANCIAL IMPLICATIONS

The cost of production of these leaflets will be met from the Departmental revenue budget.

5. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this Report. The information and guidance contained in these leaflets will aid compliance with the Human Rights Act, particularly Article 6 of the Convention relating to the right to a fair trial in matters concerning the determination of civil rights.

6. CONSULTATION

The Chief Executive and the Director of Finance have been consulted on the contents of this Report.

CATHERINE A COULL
Director of Law and Administration

NOTE: No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing this Report.

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