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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>29 June 2017</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>SL/LP/041/17</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No:</b>	<b>01475 712112</b>
<b>Subject:</b>	<b>Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2018</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is to set out for approval the schedule of Committee cycles for the period to June 2018.

## 2.0 SUMMARY

2.1 The proposed cycle of Council/Committee/Sub-Committee/Board meetings for the period is detailed in the timetable appended to the report.

2.2 The timetable is based on a cycle of five meetings of the Thematic Committees, Audit Committee and the Council. The Planning Board and the General Purposes Board, as Regulatory Committees, have dates set aside each month for the determination of applications and associated business.

2.3 The result is two cycles starting towards the end of August and concluding at the end of November, and three cycles beginning in early January and concluding with the Council meeting on 7 June 2018.

2.4 Additionally, as in previous years, it is proposed to hold a meeting of the Policy & Resources Committee on Tuesday 8 August 2017 to deal with any items of business requiring consideration during the summer recess period.

2.5 The timetable runs as follows:

- a) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month;
- b) All ordinary meetings of the Thematic Committees (excepting the Education & Communities Committee), the Audit Committee, the Planning Board and the General Purposes Board will normally be held at 3pm; and
- c) The ordinary meeting of the Council will take place at 4pm

2.6 In respect of the Education & Communities Committee, it was agreed last year when setting the timetable, to continue the current arrangement of a 2pm start but to monitor the length of time between conclusion of the Communities business and the start of the Education items of business for each ordinary meeting held with a view to reviewing the position when setting the timetable for 2017/18. The finishing times for the Communities business have varied quite widely (2.45pm, 3.55pm, 3.35pm, 4.20pm and 3.50pm) and it is therefore proposed, given this variation, that the 4pm start time for Education business continue. As previously indicated, it is not possible to arrange the start times of either part of the agenda on an ad hoc basis as this would not allow for proper notice to be given.

- 2.7 The Inverclyde Integration Joint Board has decided to convene five meetings in the period to June 2018 and the dates of both the Board and the IJB Audit Committee, which were agreed on 12 June 2017, are included in the timetable.
- 2.8 The Local Police and Fire Scrutiny Sub-Committee has been meeting at 2.30pm before the Inverclyde Council and it is proposed to continue this arrangement on four of the five occasions on which the Council meets.
- 2.9 The timetable again also includes proposes dates for the Petitions Committee established by the Council in October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.

### **3.0 RECOMMENDATION**

- 3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2018 as set out in the report and appendix.

**Gerard Malone**  
**Head of Legal & Property Services**

## 4.0 IMPLICATIONS

### Finance

4.1 There are no financial implications.

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

### Legal

4.2 There are no legal implications arising from this report.

### Human Resources

4.3 There are no HR implications arising from this report.

### Equalities

4.4 There are no equalities implications arising from this report.

### Repopulation

4.5 There are no repopulation implications arising from this report.

## 5.0 CONSULTATIONS

5.1 This report has been considered by the Corporate Management Team.

## 6.0 BACKGROUND PAPERS

6.1 None.

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	August/September 2017				October/November/December 2017			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	14 July	Tues 25 July – 12 noon	28 July	<b>8 Aug</b>	-	-	-	-
Audit Committee	28 July	Mon 7 Aug - 10 am	11 Aug	<b>22 Aug</b>	22 Sept	Mon 2 Oct - 10 am	6 Oct	<b>17 Oct</b>
Health & Social Care Committee	28 July	Mon 7 Aug - 3 pm	11 Aug	<b>24 Aug</b>	22 Sept	<u>Tues</u> 3 Oct - 3 pm	6 Oct	<b>19 Oct</b>
Environment & Regeneration Committee	4 Aug	Tues 15 Aug - 2 pm	18 Aug	<b>31 Aug</b>	29 Sept	Tues 10 Oct - 2 pm	13 Oct	<b>26 Oct</b>
Education & Communities Committee	11 Aug	Mon 21 Aug - 3 pm	25 Aug	<b>5 Sept</b>	6 Oct	Mon 16 Oct - 3 pm	20 Oct	<b>31 Oct</b>
IJB Audit Committee	18 Aug	Mon 28 Aug – 2.15pm	1 Sept	<b>12 Sept</b>	-	-	-	-
Inverclyde Integration Joint Board	18 Aug	Mon 28 Aug – 3 pm	1 Sept	<b>12 Sept</b>	13 Oct	Mon 23 Oct – 3 pm	27 Oct	<b>7 Nov</b>
Petitions Committee	-	-	-	<b>14 Sept</b>	-	-	-	<b>9 Nov</b>
Policy & Resources Committee	25 Aug	Tues 5 Sept – 12 noon	8 Sept	<b>19 Sept</b>	20 Oct	Tues 31 Oct – 12 noon	3 Nov	<b>14 Nov</b>
Local Police & Fire Scrutiny Sub-Committee	7 Sept	n/a	21 Sept	<b>28 Sept</b>	<b>NO MEETING</b>			
Inverclyde Council	11 Sept	Mon 18 Sept - 4 pm	21 Sept	<b>28 Sept</b>	13 Nov	Mon 20 Nov - 4 pm	23 Nov	<b>30 Nov</b>

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Committee/Inverclyde Council	January/February 2018				February/March/April 2018			
	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	1 Dec	Mon 11 Dec - 10 am	15 Dec	<b>9 Jan</b>	2 Feb	Mon 12 Feb - 10 am	16 Feb	<b>27 Feb</b>
Health & Social Care Committee	1 Dec	<u>Tues</u> 12 Dec - 3 pm	15 Dec	<b>11 Jan</b>	2 Feb	Mon 12 Feb - 3 pm	16 Feb	<b>1 Mar</b>
Environment & Regeneration Committee	8 Dec	Tues 19 Dec - 2 pm	5 Jan	<b>18 Jan</b>	9 Feb	Tues 20 Feb - 2 pm	23 Feb	<b>8 Mar</b>
Education & Communities Committee	15 Dec	Mon 8 Jan – 3pm	12 Jan	<b>23 Jan</b>	16 Feb	Mon 26 Feb - 3 pm	2 Mar	<b>13 Mar</b>
IJB Audit Committee	5 Jan	Mon 15 Jan – 2.15pm	19 Jan	<b>30 Jan</b>	23 Feb	Mon 5 Mar – 2.15pm	9 Mar	<b>20 Mar</b>
Inverclyde Integration Joint Board	5 Jan	Mon 15 Jan – 3 pm	19 Jan	<b>30 Jan</b>	23 Feb	Mon 5 Mar – 3 pm	9 Mar	<b>20 Mar</b>
Petitions Committee	-	-	-	<b>1 Feb</b>	-	-	-	<b>22 Mar</b>
Policy & Resources Committee	12 Jan	Tues 23 Jan – 12 noon	26 Jan	<b>6 Feb</b>	2 Mar	Tues 13 Mar – 12 noon	16 Mar	<b>27 Mar</b>
Local Police & Fire Scrutiny Sub-Committee	1 Feb	n/a	15 Feb	<b>22 Feb</b>	22 Mar	n/a	5 Apr	<b>12 Apr</b>
Inverclyde Council	5 Feb	Mon 12 Feb - 4 pm	15 Feb	<b>22 Feb</b>	26 Mar	<u>Tues</u> 3 Apr – 4 pm	5 Apr	<b>12 Apr</b>

**NB** As usual, the submission and pre-agenda dates for this cycle have been altered to avoid holding meetings in the week before Christmas and the week between Christmas and New Year.

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	<b>April/May/June 2018</b>			
<b>Committee/Inverclyde Council</b>	<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
Audit Committee	27 Mar	Mon 9 April – 10 am	13 Apr	<b>24 Apr</b>
Health & Social Care Committee	27 Mar	Mon 9 Apr – 3 pm	13 Apr	<b>26 Apr</b>
Environment & Regeneration Committee	6 Apr	Tues 17 Apr – 2 pm	20 Apr	<b>3 May</b>
Education & Communities Committee	13 Apr	Mon 23 Apr – 3 pm	27 Apr	<b>8 May</b>
IJB Audit Committee	-	-	-	-
Inverclyde Integration Joint Board	20 Apr	Mon 30 Apr – 3 pm	4 May	<b>15 May</b>
Petitions Committee	-	-	-	<b>17 May</b>
Policy & Resources Committee	27 Apr	Tues 8 May – 12 noon	11 May	<b>22 May</b>
Local Police & Fire Scrutiny Sub-Committee	17 May	n/a	31 May	<b>7 June</b>
Inverclyde Council	21 May	Mon 28 May – 4 pm	31 May	<b>7 June</b>

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<b>PLANNING BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
20 July	n/a	25 July	<b>2 Aug</b>
24 Aug	n/a	29 Aug	<b>6 Sept</b>
21 Sept	n/a	26 Sept	<b>4 Oct</b>
19 Oct	n/a	24 Oct	<b>1 Nov</b>
23 Nov	n/a	28 Nov	<b>6 Dec</b>
8 Dec	n/a	15 Dec	<b>3 Jan</b>
25 Jan	n/a	30 Jan	<b>7 Feb</b>
22 Feb	n/a	27 Feb	<b>7 Mar</b>
22 Mar	n/a	27 Mar	<b>4 Apr</b>
19 Apr	n/a	24 Apr	<b>2 May</b>
24 May	n/a	29 May	<b>6 June</b>

<b>GENERAL PURPOSES BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
21 July	n/a	27 July	<b>9 Aug</b>
25 Aug	n/a	31 Aug	<b>13 Sept</b>
22 Sept	n/a	28 Sept	<b>11 Oct</b>
20 Oct	n/a	26 Oct	<b>8 Nov</b>
24 Nov	n/a	30 Nov	<b>13 Dec</b>
8 Dec	n/a	15 Dec	<b>10 Jan</b>
26 Jan	n/a	1 Feb	<b>14 Feb</b>
23 Feb	n/a	1 Mar	<b>14 Mar</b>
23 Mar	n/a	29 Mar	<b>11 Apr</b>
20 Apr	n/a	26 Apr	<b>9 May</b>
25 May	n/a	31 May	<b>13 June</b>