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<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>19 September 2017</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>SL/LP/066/17</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No:</b>	<b>01475 712112</b>
<b>Subject:</b>	<b>Committee Timetable 2018/19 – School Holidays</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Committee to consider whether it would wish to make alterations to the Committee timetable 2018/19 to take account of the school holidays, which were the subject of a report to the meeting of the Education & Communities Committee on 5 September 2017.

## 2.0 SUMMARY

- 2.1 At the meeting of the Inverclyde Council on 29 June 2017 it was agreed that a report be produced on the impact on the Committee timetable of avoiding the holding of meetings during school holidays.
- 2.2 It is not proposed to make any changes to the Committee timetable for 2017/18 as administrative arrangements, including the inclusion of the dates in the Council diary and their advertisement on the Council's website, are already in place.
- 2.3 However, to deal with this request, an advance draft timetable for 2018/19 has been prepared (Appendix 1), which avoids, as far as is practicable, the scheduling of meetings during school holidays. This timetable will, in line with the normal arrangements, be submitted to the Council for approval in June 2018.
- 2.4 As a consequence of avoiding the school holidays:
- (1) the Audit and Health & Social Care Committees scheduled for 16 and 18 October 2018 respectively have been brought forward a week to 9 and 11 October; and
  - (2) the Local Police & Fire Scrutiny Sub-Committee and Inverclyde Council scheduled for 11 April 2019 have been put back a week to 18 April.
- 2.5 While a number of pre-agenda meetings, the August Policy & Resources Committee and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays, it is not proposed to make any changes to the dates of these for the following reasons:
- (1) The pre-agenda meetings are an integral part of the Committee process and could not be altered without changing the dates of the Committee meetings themselves which would have a knock-on effect for the rest of the timetable.
  - (2) The additional Policy & Resources Committee held each year in August is arranged with the specific purpose of dealing with items arising during the recess period which cannot wait until the resumption of the Committee timetable.

(3) The Planning and General Purposes Boards have a date set aside each month for the determination of applications and associated business and it is necessary to continue to hold these meetings on the dates set out to allow the business to be disposed of.

### **3.0 RECOMMENDATIONS**

- 3.1 The Committee is asked to consider whether it would wish to alter the dates of the meetings outlined above to take account of school holidays.
- 3.2 If so, the Committee is asked to note that the necessary changes will be made to the timetable for submission to the Council in June 2018.

**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.

# DRAFT

	August/September 2018				October/November/December 2018			
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	13 July	Tues 24 July – 12 noon	27 July	7 Aug – 3pm	-	-	-	-
Audit Committee	27 July	Mon 6 Aug - 10 am	10 Aug	21 Aug – 3pm	14 Sept	Mon 24 Sept- 10 am	28 Sept	9 Oct – 3pm *
Health & Social Care Committee	27 July	Mon 6 Aug - 3 pm	10 Aug	23 Aug – 3pm	14 Sept	Mon 24 Sept- 3 pm	28 Sept	11 Oct – 3pm *
Environment & Regeneration Committee	3 Aug	Tues 14 Aug - 2 pm	17 Aug	30 Aug – 3pm	28 Sept	Tues 9 Oct - 2 pm	12 Oct	25 Oct – 3pm
Education & Communities Committee	10 Aug	Mon 20 Aug - 3 pm	24 Aug	4 Sept – 2pm	5 Oct	Mon 15 Oct - 3 pm	19 Oct	30 Oct – 2pm
IJB Audit Committee <b>(Dates to be agreed by IJB)</b>	17 Aug	Mon 27 Aug – 2.15pm	31 Aug	11 Sept – 2pm	-	-	-	-
Inverclyde Integration Joint Board <b>(Dates to be agreed by IJB)</b>	17 Aug	Mon 27 Aug – 3 pm	31 Aug	11 Sept – 3pm	12 Oct	Mon 22 Oct – 3 pm	26 Oct	6 Nov – 3pm
Petitions Committee	-	-	-	13 Sept – 3pm	-	-	-	8 Nov – 3pm
Policy & Resources Committee	24 Aug	Tues 4 Sept – 12 noon	7 Sept	18 Sept – 3pm	19 Oct	Tues 30 Oct – 12 noon	2 Nov	13 Nov – 3pm
Local Police & Fire Scrutiny Sub-Committee	6 Sept	n/a	20 Sept	27 Sept – 2.30pm	<b>NO MEETING</b>			
Inverclyde Council	10 Sept	Mon 17 Sept - 4 pm	20 Sept	27 Sept – 4pm	12 Nov	Mon 19 Nov - 4 pm	22 Nov	29 Nov – 4pm

\* Dates altered to take account of the school holidays.

# DRAFT

Committee/Inverclyde Council	January/February 2019				February/March/April 2019			
	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	30 Nov	Mon 10 Dec - 10 am	14 Dec	8 Jan – 3pm	1 Feb	Mon 11 Feb - 10 am	15 Feb	26 Feb – 3pm
Health & Social Care Committee	30 Nov	Tues 11 Dec - 3 pm	14 Dec	10 Jan – 3pm	1 Feb	Mon 11 Feb - 3 pm	15 Feb	28 Feb – 3pm
Environment & Regeneration Committee	7 Dec	Tues 18 Dec - 2 pm	4 Jan	17 Jan – 3pm	8 Feb	Tues 19 Feb - 2 pm	22 Feb	7 Mar – 3pm
Education & Communities Committee	14 Dec	Mon 7 Jan – 3pm	11 Jan	22 Jan – 2pm	15 Feb	Mon 25 Feb - 3 pm	1 Mar	12 Mar – 2pm
IJB Audit Committee <b>(Dates to be agreed by IJB)</b>	4 Jan	Mon 14 Jan – 2.15pm	18 Jan	29 Jan – 2pm	22 Feb	Mon 4 Mar – 2.15pm	8 Mar	19 Mar – 2pm
Inverclyde Integration Joint Board <b>(Dates to be agreed by IJB)</b>	4 Jan	Mon 14 Jan – 3 pm	18 Jan	29 Jan – 3pm	22 Feb	Mon 4 Mar – 3 pm	8 Mar	19 Mar – 3pm
Petitions Committee	-	-	-	31 Jan – 3pm	-	-	-	21 Mar – 3pm
Policy & Resources Committee	11 Jan	Tues 22 Jan – 12 noon	25 Jan	5 Feb – 3pm	1 Mar	Tues 12 Mar – 12 noon	15 Mar	26 Mar – 3pm
Local Police & Fire Scrutiny Sub-Committee	31 Jan	n/a	14 Feb	21 Feb – 2.30pm	28 Mar	n/a	11 Apr	<u>18 Apr – 2.30pm</u> *
Inverclyde Council	4 Feb	Mon 11 Feb - 4 pm	14 Feb	21 Feb – 4pm	1 Apr	Mon 8 Apr – 4 pm	11 Apr	<u>18 Apr – 4pm</u> *

**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.

\* Dates altered to take account of the school holidays.

# DRAFT

	<b>April/May/June 2019</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	29 Mar	Mon 8 April – 10 am	12 Apr	<b>23 Apr – 3pm</b>
Health & Social Care Committee	29 Mar	Mon 8 Apr – 3 pm	12 Apr	<b>25 Apr – 3pm</b>
Environment & Regeneration Committee	5 Apr	<u>Mon</u> 15 Apr – 2 pm	18 Apr	<b>2 May – 3pm</b>
Education & Communities Committee	12 Apr	<u>Tues</u> 23 Apr – 3 pm	26 Apr	<b>7 May – 2pm</b>
IJB Audit Committee <b>(Dates to be agreed by IJB)</b>	-	-	-	-
Inverclyde Integration Joint Board <b>(Dates to be agreed by IJB)</b>	18 Apr	<u>Tues</u> 30 Apr – 3 pm	3 May	<b>14 May – 3pm</b>
Petitions Committee	-	-	-	<b>16 May – 3pm</b>
Policy & Resources Committee	26 Apr	Tues 7 May – 12 noon	10 May	<b>21 May – 3pm</b>
Local Police & Fire Scrutiny Sub-Committee	16 May	n/a	30 May	<b>6 June – 2.30pm</b>
Inverclyde Council	20 May	Mon 27 May – 4 pm	30 May	<b>6 June – 4pm</b>

# DRAFT

<b>PLANNING BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
19 July	n/a	24 July	<b>1 Aug – 3pm</b>
23 Aug	n/a	28 Aug	<b>5 Sept – 3pm</b>
20 Sept	n/a	25 Sept	<b>3 Oct – 3pm</b>
25 Oct	n/a	30 Oct	<b>7 Nov – 3pm</b>
22 Nov	n/a	27 Nov	<b>5 Dec – 3pm</b>
13 Dec	n/a	18 Dec	<b>9 Jan – 3pm</b>
24 Jan	n/a	29 Jan	<b>6 Feb – 3pm</b>
21 Feb	n/a	26 Feb	<b>6 Mar – 3pm</b>
21 Mar	n/a	26 Mar	<b>3 Apr – 3pm</b>
18 Apr	n/a	23 Apr	<b>1 May – 3pm</b>
23 May	n/a	28 May	<b>5 June – 3pm</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>
20 July	n/a	26 July	<b>8 Aug – 3pm</b>
24 Aug	n/a	30 Aug	<b>12 Sept – 3pm</b>
21 Sept	n/a	27 Sept	<b>10 Oct – 3pm</b>
26 Oct	n/a	1 Nov	<b>14 Nov – 3pm</b>
23 Nov	n/a	29 Nov	<b>12 Dec – 3pm</b>
18 Dec	n/a	4 Jan	<b>16 Jan – 3pm</b>
25 Jan	n/a	31 Jan	<b>13 Feb – 3pm</b>
22 Feb	n/a	28 Feb	<b>13 Mar – 3pm</b>
22 Mar	n/a	28 Mar	<b>10 Apr – 3pm</b>
17 Apr	n/a	25 Apr	<b>8 May – 3pm</b>
24 May	n/a	30 May	<b>12 June – 3pm</b>