
Report To:	The Inverclyde Council	Date:	7 June 2018
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/053/18
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2019		

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 2019.
- 1.2 The Policy & Resources Committee on 19 September 2017 agreed to a number of alterations being made to take account of school holidays and for those changes to be incorporated into the timetable for submission to this meeting (Appendix 1).

2.0 SUMMARY

- 2.1 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.
- 2.2 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 6 June 2019.
- 2.3 Additionally, as in previous years, it is proposed to hold a meeting of the Policy & Resources Committee on Tuesday 7 August 2018 to deal with any items of business requiring consideration during the summer recess period.
- 2.4 It is proposed that the Local Police & Fire Scrutiny Committee now meet each cycle and that the meetings continue to be held on the same day as Inverclyde Council but with an earlier start time of 2pm.
- 2.5 The timetable therefore 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;
 - c) The Local Police & Fire Scrutiny Committee will normally meet at 2pm; and
 - d) The ordinary meeting of the Council will take place at 4pm

- 2.6 The Inverclyde Integration Joint Board has agreed to convene six meetings of the Board and four meetings of the IJB Audit Committee in the period to June 2019 and the dates of these meetings, which were agreed by the Board on 15 May 2018, are included in the timetable.
- 2.7 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.
- 2.8 The timetable also incorporates the special meeting of the Audit Committee held each year at the end of June to review the draft Annual Report and Accounts.

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 2019 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 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 - 10am	10 Aug	21 Aug – 3pm	14 Sept	Mon 24 Sept – 10am	28 Sept	<u>9 Oct – 3pm *</u>
Health & Social Care Committee	27 July	Mon 6 Aug - 3pm	10 Aug	23 Aug – 3pm	14 Sept	<u>Mon 24 Sept – 3pm</u>	28 Sept	<u>11 Oct – 3pm *</u>
Environment & Regeneration Committee	3 Aug	Tues 14 Aug - 2pm	17 Aug	30 Aug – 3pm	28 Sept	Tues 9 Oct - 2pm	12 Oct	25 Oct – 3pm
Education & Communities Committee	10 Aug	Mon 20 Aug - 3pm	24 Aug	4 Sept – 2pm	5 Oct	Mon 15 Oct - 3pm	19 Oct	30 Oct – 2pm
IJB Audit Committee (Dates agreed by IJB)	17 Aug	Mon 27 Aug – 2.15pm	31 Aug	11 Sept – 2pm	NO MEETING			
Inverclyde Integration Joint Board (Dates agreed by IJB)	17 Aug	Mon 27 Aug – 3pm	31 Aug	11 Sept – 3pm	12 Oct	Mon 22 Oct – 3pm	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 Committee	6 Sept	n/a	20 Sept	27 Sept – 2pm	8 Nov	n/a	22 Nov	29 Nov – 2pm
Inverclyde Council	10 Sept	Mon 17 Sept - 4pm	20 Sept	27 Sept – 4pm	12 Nov	Mon 19 Nov - 4pm	22 Nov	29 Nov – 4pm

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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 - 10am	14 Dec	8 Jan – 3pm	1 Feb	Mon 11 Feb - 10am	15 Feb	26 Feb – 3pm
Health & Social Care Committee	30 Nov	Tues 11 Dec - 3pm	14 Dec	10 Jan – 3pm	1 Feb	Mon 11 Feb - 3pm	15 Feb	28 Feb – 3pm
Environment & Regeneration Committee	7 Dec	Tues 18 Dec - 2pm	4 Jan	17 Jan – 3pm	8 Feb	Tues 19 Feb - 2pm	22 Feb	7 Mar – 3pm
Education & Communities Committee	14 Dec	Mon 7 Jan – 3pm	11 Jan	22 Jan – 2pm	15 Feb	Mon 25 Feb - 3pm	1 Mar	12 Mar – 2pm
IJB Audit Committee (Dates to be agreed by IJB)	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 (Dates to be agreed by IJB)	4 Jan	Mon 14 Jan – 3pm	18 Jan	29 Jan – 3pm	22 Feb	Mon 4 Mar – 3pm	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 Committee	31 Jan	n/a	14 Feb	21 Feb – 2pm	28 Mar	n/a	11 Apr	<u>18 Apr – 2pm</u> *
Inverclyde Council	4 Feb	Mon 11 Feb - 4pm	14 Feb	21 Feb – 4pm	1 Apr	Mon 8 Apr – 4pm	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.

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	April/May/June 2019			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	29 Mar	Mon 8 April – 10am	12 Apr	23 Apr – 3pm
Health & Social Care Committee	29 Mar	Mon 8 Apr – 3pm	12 Apr	25 Apr – 3pm
Environment & Regeneration Committee	5 Apr	<u>Mon</u> 15 Apr – 2pm	18 Apr	2 May – 3pm
Education & Communities Committee	12 Apr	<u>Tues</u> 23 Apr – 1pm	26 Apr	7 May – 2pm
IJB Audit Committee	NO MEETING			
Inverclyde Integration Joint Board (Dates agreed by IJB)	18 Apr	<u>Tues</u> 30 Apr – 3pm	3 May	14 May – 3pm
Petitions Committee	-	-	-	16 May – 3pm
Policy & Resources Committee	26 Apr	Tues 7 May – 12 noon	10 May	21 May – 3pm
Local Police & Fire Scrutiny Committee	16 May	n/a	30 May	6 June – 2pm
Inverclyde Council	20 May	Mon 27 May – 4pm	30 May	6 June – 4pm
Inverclyde Integration Joint Board Date agreed by IJB)	31 May	Mon 10 June – 3pm	14 June	25 June – 2pm
Audit Committee	31 May	Mon 10 June – 10am	14 June	27 June – 3pm

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

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