
Report To:	Inverclyde Council	Date:	6 June 2019
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/061/19
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2020		

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 2020.

2.0 SUMMARY

2.1 The timetable is based on a cycle of five meetings of Thematic Committees, the Audit Committee, the Police & Fire Scrutiny 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 In line with last year's arrangements, the timetable has been designed to avoid, as far as is practicable, the holding of Council and Committee meetings during school holidays.

2.3 As in last year's timetable, 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 and it is not proposed to make any changes to the dates of these for the following reasons:

- (a) The pre-agenda meetings are an integral part of the Committee process and cannot be altered without changing the dates of the Committee meetings themselves which would have a knock-on effect on the rest of the timetable;
- (b) The additional Policy & Resources Committee held 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;
- (c) 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.

2.4 It is proposed that the Local Police & Fire Scrutiny Committee which previously met on the same day as the Council at 2pm should now meet at 3pm on the Thursday following the Tuesday Policy & Resources Committee.

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 each month with the exception of July;
- (b) All ordinary meetings of the Thematic Committees (excepting the Education & Communities Committee), the Audit Committee, Local Police & Fire Committee, Planning Board and General Purposes Board will normally be held at 3pm;
- (c) The ordinary meetings of the Council will take place at 4pm.

- 2.5 The Inverclyde Integration Joint Board (IJB) has agreed to convene six meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2020 and the dates of these meetings, which were agreed by the IJB on 14 May 2019, are included in the timetable.
- 2.6 The timetable again also includes proposed 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.
- 2.7 Like last year, 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 2020 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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Committee/Inverclyde Council	August/September 2019				October/November 2019			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	12 July	Tues 23 July - 12 noon	26 July	6 Aug - 3pm	-	-	-	-
Audit Committee	26 July	Mon 5 Aug - 10am	9 Aug	20 Aug - 3pm	27 Sept	Mon 7 Oct - 10am	11 Oct	22 Oct - 3pm
Health & Social Care Committee	26 July	Tues 6 Aug - 1pm	9 Aug	22 Aug - 3pm	27 Sept	Tues 8 Oct - 3pm	11 Oct	24 Oct - 3pm
Environment & Regeneration Committee	2 Aug	Tues 13 Aug - 2pm	16 Aug	29 Aug - 3pm	4 Oct	Tues 15 Oct - 2pm	18 Oct	31 Oct - 3pm
Education & Communities Committee	9 Aug	Mon 19 Aug - 3pm	23 Aug	3 Sept - 2pm	11 Oct	Tues 22 Oct - 12 noon	25 Oct	5 Nov - 2pm
IJB Audit Committee (Date and time agreed by IJB)	16 Aug	Mon 26 Aug - 2.15pm	30 Aug	10 Sept - 1pm	NO MEETING			
Inverclyde Integration Joint Board (Dates and times agreed by IJB)	16 Aug	Mon 26 Aug - 3pm	30 Aug	10 Sept - 2pm	11 Oct	Mon 21 Oct - 3pm	25 Oct	4 Nov - 2pm
Petitions Committee	-	-	-	12 Sept - 3pm	-	-	-	14 Nov - 3pm
Policy & Resources Committee	23 Aug	Tues 3 Sept - 12 noon	6 Sept	17 Sept - 3pm	25 Oct	Tues 5 Nov - 12 noon	8 Nov	19 Nov - 3pm
Local Police & Fire Scrutiny Committee	23 Aug	Mon 2 Sept - 10am	6 Sept	19 Sept - 3pm	25 Oct	Mon 4 Nov - 10am	8 Nov	21 Nov - 3pm
Inverclyde Council	9 Sept	Mon 16 Sept - 4pm	19 Sept	26 Sept - 4pm	18 Nov	Mon 25 Nov - 4pm	28 Nov	5 Dec - 4pm

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Committee/Inverclyde Council	January/February 2020				February/March/April 2020			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	29 Nov	Mon 9 Dec - 10am	13 Dec	7 Jan - 3pm	31 Jan	Mon 10 Feb - 10am	14 Feb	25 Feb - 3pm
Health & Social Care Committee	29 Nov	Tues 10 Dec - 3pm	13 Dec	9 Jan - 3pm	31 Jan	Tues 11 Feb - 3pm	14 Feb	27 Feb - 3pm
Environment & Regeneration Committee	6 Dec	Tues 17 Dec - 2pm	3 Jan	16 Jan - 3pm	7 Feb	Tues 18 Feb - 2pm	21 Feb	5 Mar - 3pm
Education & Communities Committee	13 Dec	Mon 6 Jan - 3pm	10 Jan	21 Jan - 2pm	14 Feb	Mon 24 Feb - 3pm	28 Feb	10 Mar - 2pm
IJB Audit Committee (Dates and times agreed by IJB)	3 Jan	Mon 13 Jan - 2.15pm	17 Jan	28 Jan - 1pm	21 Feb	Mon 2 Mar - 2.15pm	6 Mar	17 Mar - 1pm
Inverclyde Integration Joint Board (Dates and times agreed by IJB)	3 Jan	Mon 13 Jan - 3pm	17 Jan	28 Jan - 2pm	21 Feb	Mon 2 Mar - 3pm	6 Mar	17 Mar - 2pm
Petitions Committee	-	-	-	30 Jan - 3pm	-	-	-	19 Mar - 3pm
Policy & Resources Committee	10 Jan	Tues 21 Jan - 12 noon	24 Jan	4 Feb - 3pm	28 Feb	Tues 10 Mar - 12 noon	13 Mar	24 Mar - 3pm
Local Police & Fire Scrutiny Committee	10 Jan	Mon 20 Jan - 10am	24 Jan	6 Feb - 3pm	28 Feb	Mon 9 Mar - 10am	13 Mar	26 Mar - 3pm
Inverclyde Council	3 Feb	Mon 10 Feb - 4pm	13 Feb	20 Feb - 4pm	6 Apr	Tues 14 Apr - 4pm	16 Apr	<u>23 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.

* Date altered to take account of the school holidays.

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	April/May/June 2020			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	3 Apr	Tues 14 April - 10am	17 Apr	28 Apr - 3pm
Health & Social Care Committee	3 Apr	Tues 14 April - 3pm	17 Apr	30 Apr - 3pm
Environment & Regeneration Committee	9 Apr	Tues 21 April - 2pm	24 Apr	7 May - 3pm
Education & Communities Committee	17 Apr	Mon 27 Apr - 3pm	1 May	12 May - 2pm
IJB Audit Committee	NO MEETING			
Inverclyde Integration Joint Board (Date and time agreed by IJB)	24 Apr	Tues 5 May - 3pm	8 May	19 May - 2pm
Petitions Committee	-	-	-	21 May - 3pm
Policy & Resources Committee	1 May	Tues 12 May - 12 noon	15 May	26 May - 3pm
Local Police & Fire Scrutiny Committee	1 May	Mon 11 May - 10am	15 May	28 May - 3pm
Inverclyde Council	25 May	Mon 1 June - 4pm	4 June	11 June - 4pm
Inverclyde Integration Joint Board (Date and time agreed by IJB)	29 May	Mon 8 June - 3pm	12 June	23 June - 2pm
Audit Committee	29 May	Mon 8 June - 10am	12 June	25 June - 3pm

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PLANNING BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
25 July	n/a	30 July	7 Aug - 3pm
22 Aug	n/a	27 Aug	4 Sept - 3pm
19 Sept	n/a	24 Sept	2 Oct - 3pm
24 Oct	n/a	29 Oct	6 Nov - 3pm
21 Nov	n/a	26 Nov	4 Dec - 3pm
12 Dec	n/a	17 Dec	8 Jan - 3pm
23 Jan	n/a	28 Jan	5 Feb - 3pm
20 Feb	n/a	25 Feb	4 Mar - 3pm
19 Mar	n/a	24 Mar	1 Apr - 3pm
23 Apr	n/a	28 Apr	6 May - 3pm
21 May	n/a	26 May	3 June - 3pm

GENERAL PURPOSES BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
26 July	n/a	1 Aug	14 Aug - 3pm
23 Aug	n/a	29 Aug	11 Sept - 3pm
20 Sept	n/a	26 Sept	9 Oct - 3pm
25 Oct	n/a	31 Oct	13 Nov - 3pm
22 Nov	n/a	28 Nov	11 Dec - 3pm
17 Dec	n/a	3 Jan	15 Jan - 3pm
24 Jan	n/a	30 Jan	12 Feb - 3pm
21 Feb	n/a	27 Feb	11 Mar - 3pm
20 Mar	n/a	26 Mar	8 Apr - 3pm
24 Apr	n/a	30 Apr	13 May - 3pm
22 May	n/a	28 May	10 June - 3pm