
Report To:	Inverclyde Council	Date:	10 June 2021
Report By:	Interim Head of Legal Services	Report No:	LS/062/21
Contact Officer:	Anne Sinclair	Contact No:	01475 712710
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2022		

1.0 PURPOSE

1.1 The purpose of this report is to set out the approval for the schedule of Committee cycles for the period to June 2022.

2.0 SUMMARY

2.1 The time table 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 arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during school holidays.

2.3 As in previous years, 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 reasons set out within section 4. 4 of the report.

2.4 The report proposes a number of changes to the times of certain Committees for operational reasons as set out more particularly with the report at section 4.5 and in order to accommodate public holidays and avoid the date of the Scottish Local Government Elections on 5 May 2022.

2.5 The report also addresses the requirement to hold a statutory meeting within 21 days of the date of the Local Government Election on 5 May 2022 and provides for a cycle of Committee meetings thereafter.

3.0 RECOMMENDATIONS

3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2022 as set out in the report and appendix.

3.2 The Council is asked to approve that no changes are made to the current joint Education & Communities Committee meeting arrangement and that the matter be considered by the next Council Administration as part of any review of meeting arrangements.

Anne Sinclair
Interim Head of Legal Services

4.0 BACKGROUND

- 4.1 Each year the Council at its meeting in June approves the schedule of Committee Cycles for the period to June of the following year.
- 4.2 The time table is based on a cycle of five meetings of the 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 set dates each month for the determination of applications and associated business.
- 4.3 In line with arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during the school holidays.
- 4.4 As in previous years , 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 summer 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.

5.0 PROPOSALS

- 5.1 It is proposed that the time of the Pre-Agenda meeting for Environment & Regeneration Committee on 10 August 2021 be changed from 2pm to 1pm for operational reasons due to the time of the Policy & Resources Meeting which is due to start at 3pm on the same date.
- 5.2 There is an outstanding remit from the Council in relation to the Education & Communities Committee whereby Officers were asked to consider the possibility of separating the Committee into two distinct Committees that is, an Education Committee and a Communities Committee. In order to avoid any operational difficulties the Committee now sits at 1pm to deal with Communities issues and at 4pm in relation to matters affecting Education. This separation of business has been in operation since March 2021 and works well. Given the Council is in the last year of the current administration it is proposed that there are no current changes to the composition of the Education & Communities Committee.
- 5.3 The Local Government Elections are set for 5 May 2022 and the statutory meeting of the new Council must take place within 21 days of the date of the elections. Following the last election on 4 May 2017, the statutory meeting was held on 24 May 2017.
- 5.4 At a similar point in the Council's cycle in 2016, it was agreed to provide for one cycle to be arranged between the statutory meeting and the summer recess on the basis that a new Administration would be unlikely to effect changes to the political management arrangements prior to the summer recess. The final cycle proposed therefore is a compressed cycle ending with the meeting of the Council on 30 June 2022. It is, of course, not possible at this stage to fix dates for the pre-agenda meetings in this cycle.
- 5.5 It is further proposed that the time of the Pre-Agenda meeting for Policy & Resources Committee on 31 August 2021, 2 November 2021 and 8 March 2022 be changed from 12 noon to 10am in light of the earlier proposed start time of 1pm for the Education and Communities Committee for operational reasons.
- 5.6 In addition further changes to the timetable are proposed to accommodate public holidays and the Scottish Local Government elections in May 2022. There are no meetings proposed

following the Council meeting on 21 April 2022 in light of the Election on 5 May 2022 until after the Statutory meeting which it is proposed will be held on 26 May 2022.

5.7 It is proposed that the timetable will therefore run as follows :

(a) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday of each month with the exception of the months of July and August 2021;

(b) All ordinary meetings of the Thematic Committees, the Audit Committee and Local Police & Fire Scrutiny Committee will normally be held at 3pm with the exception of the Education & Communities Committee which will be held at the times set out in the attached provisional Committee Timetable(Appendix 1);

(c) The ordinary meetings of the Council will take place at 4pm.

5.8 It is not proposed this year to schedule a meeting of the Audit Committee in August as it is not anticipated that there will be sufficient business to justify the holding of a meeting at that time. However, as in previous years a meeting of the Audit Committee will be held at the end of June to review the draft annual report and accounts. There therefore remain 5 Audit Committee meetings in the Committee cycle.

5.9 The Inverclyde Integration Joint Board (IJB) will be asked on 21 June 2021 to agree to convene five meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2022 and the proposed dates are included in the provisional timetable.

5.10 The proposed dates also include 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.

6.0 IMPLICATIONS

6.1 Finance

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					

Annually Recurring Costs/ (Savings)

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

6.2 Legal

There are no legal implications.

6.3 Human Resources

There are no HR implications.

6.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation implications.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 None.

PROVISIONAL TIMETABLE

	August/September 2021				October/November 2021			
Committee/Inverclyde Council	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	Friday 16 July	Tuesday 27 July 12 noon	Friday 30 July	Tuesday 10 August 3pm	-	-	-	-
Audit Committee	NO MEETING				Friday 24 Sept	Monday 4 Oct 10am	Friday 8 Oct	Tuesday 19 Oct 3pm
Health & Social Care Committee	Friday 23 July	Tuesday 3 August 3pm	Friday 6 August	Thursday 19 August 3pm	Friday 24 Sept	Tuesday 5 Oct 3pm	Friday 8 Oct	Thursday 21 Oct 3pm
Environment & Regeneration Committee	Friday 30 July	Tuesday 10 August 1pm	Friday 13 August	Thursday 26 August 3pm	Friday 1 Oct	Tuesday 12 Oct 2pm	Friday 15 Oct	Thursday 28 Oct 3pm
Education & Communities Committee	Friday 6 August	Monday 16 August 3pm	Friday 20 August	Tuesday 31 August 1 & 4pm	Friday 8 Oct	Tuesday 19 Oct 12 noon	Friday 22 Oct	Tuesday 2 Nov 1 & 4pm
IJB Audit Committee	Friday 27 August	Monday 6 Sept 2.15pm	Friday 10 Sept	Monday 20 Sept 1pm(TBC)	NO MEETING (TBC)			
Inverclyde Integration Joint Board	Friday 27 August	Monday 6 Sept 3pm	Friday 10 Sept	Monday 20 Sept 2pm(TBC)	Friday 8 Oct	Monday 18 Oct 3pm	Friday 22 Oct	Monday 1 Nov 2pm(TBC)
Petitions Committee	-	-	Friday 27 August	Thursday 9 Sept 3pm	-	-	Friday 29 Oct	Thursday 11 Nov 3pm
Policy & Resources Committee	Friday 20 August	Tuesday 31 August 10am	Friday 3 Sept	Tuesday 14 Sept 3pm	Friday 22 Oct	Tuesday 2 Nov 10am	Friday 5 Nov	Tuesday 16 Nov 3pm
Local Police & Fire Scrutiny Committee	Friday 20 August	Monday 30 August 10am	Friday 3 Sept	Thursday 16 Sept 3pm	Friday 22 Oct	Monday 1 Nov 10am	Friday 5 Nov	Thursday 18 Nov 3pm
Inverclyde Council	Monday 6 Sept	Monday 13 Sept 2pm	Thursday 16 Sept	Thursday 23 Sept 4pm	Monday 15 Nov	Monday 22 Nov 2pm	Thursday 25 Nov	Thursday 2 Dec 4pm

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	January/February 2022				February/March/April 2022			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 26 Nov	Monday 13 Dec 10am	Friday 17 Dec	Tuesday 11 Jan 3pm	Friday 28 Jan	Monday 7 Feb 10am	Friday 11 Feb	Tuesday 22 Feb 3pm
Health & Social Care Committee	Friday 26 Nov	Tuesday 7 Dec 3pm	Friday 10 Dec	Thursday 6 Jan 3pm	Friday 28 Jan	Tuesday 8 Feb 3pm	Friday 11 Feb	Thursday 24 Feb 3pm
Environment & Regeneration Committee	Friday 3 Dec	Tuesday 14 Dec 2pm	Friday 17 Dec	Thursday 13 Jan 3pm	Friday 4 Feb	Tuesday 15 Feb 2pm	Friday 18 Feb	Thursday 3 March 3pm
Education & Communities Committee	Friday 10 Dec	Tuesday 11 Jan 12 noon	Friday 14 Jan	Tuesday 25 Jan 1 & 4pm	Friday 11 Feb	Monday 21 Feb 3pm	Friday 25 Feb	Tuesday 8 March 1 & 4pm
IJB Audit Committee	Friday 17 Dec	Monday 10 Jan 2.15pm	Friday 14 Jan	Monday 24 Jan 1pm(TBC)	Friday 25 Feb	Monday 7 March 2.15pm	Friday 11 March	Monday 21 March 1pm(TBC)
Inverclyde Integration Joint Board	Friday 17 Dec	Monday 10 Jan 3pm	Friday 14 Jan	Monday 24 Jan 2pm(TBC)	Friday 25 Feb	Monday 7 March 3pm	Friday 11 March	Monday 21 March 2pm(TBC)
Petitions Committee	-	-	Friday 14 Jan	Thursday 27 Jan 3pm	-	-	Friday 4 March	Thursday 17 March 3pm
Policy & Resources Committee	Friday 7 Jan	Tuesday 18 Jan 12 noon	Friday 21 Jan	Tuesday 1 Feb 3pm	Friday 25 Feb	Tuesday 8 March 10am	Friday 11 March	Tuesday 22 March 3pm
Local Police & Fire Scrutiny Committee	Friday 7 Jan	Monday 17 Jan 10am	Friday 21 Jan	Thursday 3 Feb 3pm	Friday 25 Feb	Monday 7 March 10am	Friday 11 March	Thursday 24 March 3pm
Inverclyde Council	Monday 31 Jan	Monday 7 Feb 2pm	Thursday 10 Feb	Thursday 17 Feb 4pm	Monday 4 April	Monday 11 April 2pm	Thursday 14 April	Thursday 21 April 4pm

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.

PROVISIONAL TIMETABLE

STATUTORY MEETING – 26 MAY 2022	April/May/June 2022			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 6 May	-	Friday 20 May	Tuesday 7 June 3pm
Health & Social Care Committee	Friday 6 May	-	Friday 20 May	Thursday 9 June 3pm
Environment & Regeneration Committee	Friday 13 May	-	Friday 27 May	Thursday 16 June 3pm
Education & Communities Committee	Friday 20 May	-	Wednesday 1 June	Tuesday 14 June 1pm & 4pm
IJB Audit Committee	NO MEETING (TBC)			
Inverclyde Integration Joint Board	Friday 13 May	-	Friday 27 May	Monday 13 June 2pm (TBC)
Petitions Committee	Friday 20 May	-	Wednesday 1 June	Thursday 16 June 1pm
Policy & Resources Committee	Friday 27 May	-	Friday 10 June	Tuesday 21 June 3pm
Local Police & Fire Scrutiny Committee	Wednesday 1 June	-	Friday 10 June	Thursday 23 June 3pm
Inverclyde Council	Monday 13 June	-	Thursday 23 June	Thursday 30 June 4pm
Audit Committee (Annual Accounts)	Friday 10 June	-	Friday 17 June	Tuesday 28 June 3pm

PROVISIONAL TIMETABLE

PLANNING BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Thursday 19 August	n/a	Tuesday 24 August	Wed 1 Sept 3pm
Thursday 23 Sept	n/a	Tuesday 28 Sept	Wed 6 Oct 3pm
Thursday 21 Oct	n/a	Tuesday 26 Oct	Wed 3 Nov 3pm
Thursday 18 Nov	n/a	Tuesday 23 Nov	Wed 1 Dec 3pm
Thursday 9 Dec	n/a	Tuesday 14 Dec	Wed 5 Jan 3pm
Thursday 20 Jan	n/a	Tuesday 25 Jan	Wed 2 Feb 3pm
Thursday 17 Feb	n/a	Tuesday 22 Feb	Wed 2 March 3pm
Thursday 24 March	n/a	Tuesday 29 March	Wed 6 April 3pm
Thursday 21 April	n/a	Tuesday 26 April	Wed 4 May 3pm
Thursday 19 May	n/a	Tuesday 24 May	Wed 1 June 3pm

GENERAL PURPOSES BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Friday 20 August	n/a	Thursday 26 August	Wed 8 Sept 3pm
Friday 24 Sept	n/a	Thursday 30 Sept	Wed 13 Oct 3pm
Friday 22 Oct	n/a	Thursday 28 Oct	Wed 10 Nov 3pm
Friday 19 Nov	n/a	Thursday 25 Nov	Wed 8 Dec 3pm
Friday 9 Dec	n/a	Thursday 16 Dec	Wed 12 Jan 3pm
Friday 21 Jan	n/a	Thursday 27 Jan	Wed 9 Feb 3pm
Friday 18 Feb	n/a	Thursday 24 Feb	Wed 9 March 3pm
Friday 25 March	n/a	Thursday 31 March	Wed 13 April 3pm
Friday- 22 August	n/a	Thursday 28 April	Wed 11 May 3pm
Friday 20 May	n/a	Thursday 26 May	Wed 8 June 3pm

General Purposes Board – 11 May – cancel (Election)
 Planning Board – 4 May – cancel (Election)

PROVISIONAL TIMETABLE

LICENSING BOARD DATES:

2 September 2021 – 10am

2 December 2021 – 10am

3 March 2022 – 10am

~~2 June 2022 – 10am~~ (possible Holiday)

9 June 2022 (?)

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