
Report To:	Inverclyde Council	Date:	8 June 2023
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/052/23
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee, Panel and Board Meetings to June 2024		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to set out for approval the schedule of Committee cycles for the period to June 2024.
- 1.3 The timetable is based on a cycle of five meetings of the thematic executive committees, the Petitions Committee, the Social Work & Social Care Scrutiny Panel, the Local Police & Fire Scrutiny Panel and the Council. It is proposed that the August meetings of the Planning Board and the Audit Committee are reinstated, which would mean six meetings for the Audit Committee, albeit the June 2024 meeting is a special meeting to consider the Council's unaudited accounts. The Planning Board and the General Purposes Board, as regulatory committees, have set dates each month for the determination of applications and associated business. The Inverclyde Licensing Board, as a separate legal entity, will set its own meeting dates for 2023/24 at its June 2023 meeting, but four provisional dates have been included in the timetable.
- 1.4 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, the week before Christmas and, additionally this year, the first partial working week after the Christmas holidays.
- 1.5 As in previous years, a number of pre-agenda meetings, the August Planning Board and Policy & Resources Committee and the April 2024 Planning and General Purposes Board meetings are scheduled to take place during the school holidays. However, it is not proposed to make changes to the dates of these for the reasons set out at paragraph 3.4 of the report.
- 1.6 The report also proposes that a private meeting be arranged between the Audit Committee and the Council's Chief Internal Auditor and external auditors, further to the Audit Committee approving an improvement plan at its meeting on 25 April 2023, which resulted from a self-assessment exercise carried out by the Committee following the issue of updated CIPFA guidance on Audit Committees.

2.0 RECOMMENDATIONS

- 2.1 The Council is asked to approve the proposed cycle of the Council/Committee/Sub-Committee/Scrutiny Panel/Board meetings for the year to June 2024 as set out in the report and appendix.
- 2.2 The Council is asked to note that a private meeting will be arranged between the Audit Committee and the Council's Chief Internal Auditor and external auditors, further to the Audit Committee improvement plan approved by the Committee at its meeting on 25 April 2023. This meeting will be arranged in advance of the Council's consideration of its audited accounts and following the 2023 Summer recess.

Iain Strachan
Head of Legal, Democratic, Digital & Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 Each year the Council at its meeting in June approves the schedule of Committee cycles for the period to June of the following year.
- 3.2 The timetable is based on a cycle of five meetings of the thematic executive committees, the Audit Committee, the Petitions Committee, the Social Work & Social Care Scrutiny Panel, the Local Police & Fire Scrutiny Panel 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.
- 3.3 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, the week before Christmas and, additionally this year, the first partial working week after the Christmas holidays.
- 3.4 As in previous years, a number of pre-agenda meetings, the August Planning Board and Policy & Resources Committee and the April 2024 Planning and General Purposes Board meetings are scheduled to take place during the school holidays and it is not proposed to make changes to the suggested dates of these for the following reasons:
 - (a) the pre-agenda meetings are an integral part of the Committee process and changing those in any material way would result in a need to change 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. It is proposed, however, to move the January 2024 date of the Planning Board back one week, from Wednesday 3 January to Wednesday 10 January 2024, to avoid the first partial working week of the year. This has a subsequent knock-on effect on the General Purposes Board which would normally be scheduled for the second Wednesday in January and would be moved from Wednesday 10 January to Wednesday 17 January 2024.

4.0 PROPOSALS

- 4.1 It is proposed that the timetable will 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, except for January when it is proposed that the meetings will be moved back one week to avoid the first partial working week of the year. For operational reasons the August meeting of the Planning Board has been reinstated and accordingly there will be no scheduled meeting in July for the Planning Board, and July and August for the General Purposes Board;
 - (b) all ordinary meetings of the thematic executive Committees (excepting the Education & Communities Committee), the Audit Committee, the Petitions Committee, the Social Work & Social Care Scrutiny Panel, the Local Police & Fire Scrutiny Panel, the Planning Board and the General Purposes Board will normally be held at 3pm;
 - (c) the ordinary meeting of the Council will take place at 4pm; and
 - (d) the Social Work and Social Care Scrutiny Panel meetings will take place on a Tuesday rather than a Thursday at the request of the Convener.

- 4.2 For operational reasons the August meeting of the Audit Committee has been reinstated with a special meeting to be held at the end of June 2024 to review the Council’s unaudited annual accounts. There will therefore be six Audit Committee meetings in total in the Committee cycle.
- 4.3 In addition, at its meeting on 25 April 2023, the Audit Committee approved an improvement plan to give effect to certain actions identified following a self-assessment exercise carried out by the Committee following the issue of updated CIPFA guidance on Audit Committees. One of the agreed actions was to facilitate a private meeting of the Audit Committee with the Council’s Chief Internal Auditor and external auditors, KPMG, during 2023/24 and future years. It is proposed that this meeting will be arranged in advance of the Council’s consideration of its audited accounts, and likely following the 2024 Summer recess, and following the Committee’s June 2024 meeting, at which the Council’s unaudited accounts will be considered.
- 4.4 It is anticipated that consideration of the audited annual accounts will revert to the September meeting of the Council, having previously been considered at a Special meeting in November due to the Covid pandemic.
- 4.5 The Inverclyde Integration Joint Board (IJB) will be asked at their meeting on 26 June 2023 to agree to convene six meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2024, and the proposed dates are included in the provisional timetable.
- 4.6 The timetable again also includes proposed dates for the Petitions Committee established by the Council in 2015, although these meetings will of course only be convened when there is relevant business to consider.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources	X		
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty			X
Children & Young People’s Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

There are no financial implications arising directly from this report.

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					

5.3 **Legal/Risk**

There are no legal or risk implications arising directly from this report

5.4 **Human Resources**

There are no human resources implications arising directly from this report, other than the need for officers to be able to facilitate and attend the meetings of the dates and times proposed.

5.5 **Strategic**

There are no strategic implications arising directly from this report

6.0 **CONSULTATION**

6.1 The Corporate Management Team has been consulted on this report.

7.0 **BACKGROUND PAPERS**

7.1 N/a

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	August/September 2023					October/November/December 2023						
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	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 21 July	Tuesday 1 August 12 noon	Friday 4 August	Tuesday 15 August 3pm	-	-	-	-	-	-	-	-
Audit Committee	Friday 28 July	Monday 7 August 10am	Friday 4 August	Tuesday 22 August 3pm	Friday 29 Sept	Monday 9 Oct 10am	Friday 13 Oct	Tuesday 24 Oct 3pm				
Social Work & Social Care Scrutiny Panel	Friday 28 July	Tuesday 8 August 3pm	Friday 11 August	Tuesday 29 August 3pm	Friday 29 Sept	Tuesday 10 Oct 3pm	Friday 13 Oct	Tuesday 31 Oct 3pm				
Environment & Regeneration Committee	Friday 4 August	Tuesday 15 August 10am*	Friday 18 August	Thursday 31 August 3pm	Friday 6 Oct	Tuesday 17 Oct 2pm	Friday 20 Oct	Thursday 2 Nov 3pm				
Education & Communities Committee	Friday 11 August	Monday 21 August 3pm	Friday 25 August	Tuesday 5 Sept 2pm & 4pm	Friday 13 Oct	Monday 23 Oct 3pm	Friday 27 Oct	Tuesday 7 Nov 2pm & 4pm				
Petitions Committee	-	-	Friday 1 Sept	Thursday 14 Sept 3pm	-	-	Friday 3 Nov	Thursday 16 Nov 3pm				
Policy & Resources Committee	Friday 25 August	Tuesday 5 Sept 10am*	Friday 8 Sept	Tuesday 19 Sept 3pm	Friday 27 Oct	Tuesday 7 Nov 10am*	Friday 10 Nov	Tuesday 21 Nov 3pm				
Local Police & Fire Scrutiny Panel	Friday 25 August	Monday 4 Sept 10am	Friday 8 Sept	Thursday 21 Sept 3pm	Friday 27 Oct	Monday 6 Nov 10am	Friday 10 Nov	Thursday 23 Nov 3pm				
Inverclyde Council	Monday 11 Sept	Monday 18 Sept 2pm	Thursday 21 Sept	Thursday 28 Sept 4pm	Monday 20 Nov	Monday 27 Nov 2pm	Thursday 30 Nov	Thursday 7 Dec 4pm				
IJB Audit Committee	Friday 1 Sept	Monday 11 Sept 2pm	Friday 15 Sept	Monday 25 Sept 12 & 1pm	NO MEETING							
Inverclyde Integration Joint Board	Friday 1 Sept	Monday 11 Sept 3pm	Friday 15 Sept	Monday 25 Sept 2pm	Friday 20 Oct	Monday 30 Oct 3pm	Friday 3 Nov	Monday 13 Nov 2pm				

*At 10am for operational purposes – to avoid clash with Committee/Board the same day. ** Avoid Public Holiday. Submission and pre-agenda dates for December 2023/January 2024 are set to avoid holding meetings in the last working week of December and the first working week of January

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	January/February 2024				March/April 2024			
	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 1 Dec	Monday 11 Dec 10am	Friday 15 Dec	Tuesday 9 Jan 3pm	Friday 9 Feb	Monday 19 Feb 10am	Friday 23 Feb	Tuesday 5 March 3pm
Social Work & Social Care Scrutiny Panel	Friday 1 Dec	Tuesday 12 Dec 3pm	Friday 15 Dec	Tuesday 16 Jan 3pm	Friday 9 Feb	Tuesday 20 Feb 3pm	Friday 23 Feb	Tuesday 12 March 3pm
Environment & Regeneration Committee	Friday 1 Dec	Tuesday 12 Dec 10am	Friday 15 Dec	Thursday 18 Jan 3pm	Friday 16 Feb	Tuesday 27 Feb at 2pm	Friday 1 March	Thursday 14 March 3pm
Education & Communities Committee	Friday 15 Dec	Monday 8 Jan 10am*	Friday 12 Jan	Tuesday 23 Jan 2pm & 4pm	Friday 23 Feb	Monday 4 March 3pm	Friday 8 March	Tuesday 19 March 2pm & 4pm
Petitions Committee	-	-	Friday 19 Jan	Thursday 1 Feb 3pm	-	-	Friday 8 March	Thursday 21 March 3pm
Policy & Resources Committee	Friday 12 Jan	Tuesday 23 Jan 10am*	Friday 26 Jan	Tuesday 6 Feb 3pm	Friday 1 March	Tuesday 12 March 12 noon	Friday 15 March	Tuesday 26 March 3pm
Local Police & Fire Scrutiny Panel	Friday 12 Jan	Monday 22 Jan 10am	Friday 26 Jan	Thursday 8 Feb 3pm	Friday 1 March	Monday 11 March 10am	Friday 15 March	Thursday 28 March 3pm
Inverclyde Council	Monday 29 Jan	Monday 5 Feb 2pm	Thursday 8 Feb	Thursday 15 Feb 4pm	Monday 8 April	Monday 15 April 2pm	Thursday 18 April	Thursday 25 April 4pm
IJB Audit Committee	No Meeting				Friday 1 March	Monday 11 March 2pm	Friday 15 March	Monday 25 March 1pm
Inverclyde Integration Joint Board	Friday 15 Dec	Monday 8 Jan 3pm	Friday 12 Jan	Monday 22 Jan 2pm	Friday 1 March	Monday 11 March 3pm	Friday 15 March	Monday 25 March 2pm

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PROVISIONAL TIMETABLE

May/June 2024					
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	
Audit Committee	Friday 12 April	Monday 22 April 10am	Friday 26 April	Tuesday 7 May 3pm	
Social Work & Social Care Scrutiny Panel	Friday 12 April	Tuesday 23 April 3pm	Friday 26 April	Tuesday 14 May 3pm	
Environment & Regeneration Committee	Friday 19 April	Tuesday 30 April 2pm	Friday 3 May	Thursday 16 May 3pm	
Education & Communities Committee	Friday 26 April	Tuesday 7 May 10am**	Friday 10 May	Tuesday 21 May 2pm & 4pm	
Petitions Committee	-	-	Friday 17 May	Thursday 30 May 3pm	
Policy & Resources Committee	Friday 10 May	Tuesday 21 May 10am*	Friday 24 May	Tuesday 4 June 3pm	
Local Police & Fire Scrutiny Panel	Friday 10 May	Monday 20 May 10am	Friday 24 May	Thursday 6 June 3pm	
Inverclyde Council	Monday 27 May	Monday 3 June 2pm	Thursday 6 June	Thursday 13 June 4pm	
Audit Committee (ACCOUNTS)	-	-	Friday 7 June	Thursday 27 June 3pm	
Inverclyde Integration Joint Board	Friday 19 April	Monday 29 April 3pm	Friday 3 May	Monday 13 May 2pm	
IJB Audit Committee	Friday 31 May	Monday 10 June 2pm	Friday 14 June	Monday 24 June 1pm	
Inverclyde Integration Joint Board	Friday 31 May	Monday 10 June 3pm	Friday 14 June	Monday 24 June 2pm	

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PROVISIONAL TIMETABLE

PLANNING BOARD				
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	
Thurs 20 Jul	n/a	Tue 25 Jul	Wed 2 Aug 3pm	
Thurs 24 Aug	n/a	Tue 29 Aug	Wed 6 Sep 3pm	
Thurs 21 Sep	n/a	Tue 26 Sep	Wed 4 Oct 3pm	
Thurs 19 Oct	n/a	Tue 24 Oct	Wed 1 Nov 3pm	
Thurs 23 Nov	n/a	Tue 28 Nov	Wed 6 Dec 3pm	
Thurs 14 Dec	n/a	Tue 19 Dec	Wed 10 Jan 3pm	
Thurs 25 Jan	n/a	Tue 30 Jan	Wed 7 Feb 3pm	
Thurs 22 Feb	n/a	Tue 27 Feb	Wed 6 Mar 3pm	
Thurs 21 Mar	n/a	Tue 26 Mar	Wed 3 Apr 3pm	
Thurs 18 Apr	n/a	Tue 23 Apr	Wed 1 May 3pm	
Thurs 23 May	n/a	Tue 28 May	Wed 5 Jun 3pm	

GENERAL PURPOSES BOARD				
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	
-	-	-	-	
Fri 25 Aug	n/a	Thurs 31 Aug	Wed 13 Sep 3pm	
Fri 22 Sep	n/a	Thurs 28 Sep	Wed 11 Oct 3pm	
Fri 20 Oct	n/a	Thurs 26 Oct	Wed 8 Nov 3pm	
Fri 24 Nov	n/a	Thurs 30 Nov	Wed 13 Dec 3pm	
Fri 15 Dec	n/a	Thurs 4 Jan	Wed 17 Jan 3pm	
Fri 26 Jan	n/a	Thurs 1 Feb	Wed 14 Feb 3pm	
Fri 23 Feb	n/a	Thurs 29 Feb	Wed 13 Mar 3pm	
Fri 22 Mar	n/a	Thurs 28 Mar	Wed 10 Apr 3pm	
Fri 19 Apr	n/a	Thurs 25 Apr	Wed 8 May 3pm	
Fri 24 May	n/a	Thurs 30 May	Wed 12 Jun 3pm	

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PROVISIONAL TIMETABLE

LICENSING BOARD DATES:

Thursday 7 September 2023 – 10am
Thursday 7 December 2023 – 10am
Thursday 7 March 2024 – 10am
Thursday 6 June 2024 – 10am

ALLIANCE BOARD DATES:

Monday 2 October 2023 – 1pm
Monday 4 December 2023 – 1pm
(Meeting dates after this will be set in December 2023)

PUBLIC HOLIDAYS and COUNCIL HOLIDAY#

Autumn Holiday – Monday 25 September 2023
Christmas – Monday 25 & Tuesday 26 December 2023#
New Year – Monday 1 & Tuesday 2 January 2024#
Good Friday – Friday 29 March 2024#
Easter Monday – Monday 1 April 2024#
Spring Holiday – Monday 22 April
May Day – Monday 6 May 2024#
Victoria Day – Monday 3 June 2024
Fair Saturday – Saturday 29 June 2024
(# Inverclyde Council Holidays)

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