
Report To:	Inverclyde Council	Date:	13 June 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/037/24
Contact Officer:	Lynsey Brown	Contact No:	
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee, Panel and Board Meetings to June 2025		

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 2025.
- 1.3 The timetable is based on a cycle of five meetings of the Thematic 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, and it is proposed that the August meeting of the General Purposes Board be reinstated having been removed as a standing meeting in 2019. The Inverclyde Licensing Board, as a separate legal entity, will set its own meeting dates for 2024/25 at its June 2024 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 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, General Purposes Board, Policy & Resources Committee and the April General Purposes Board and full Council 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 As established in 2023 and in compliance with the approved improvement plan, the report also proposes a private meeting of the Audit Committee with the Council's Chief Internal Auditor and external auditors, this meeting to be arranged in advance of the Council's consideration of its audited accounts and after the summer recess.

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 2025 as set out in the report and appendix.
- 2.2 The Council is asked to note that a private meeting of the Audit Committee will be arranged with the Council's Chief Internal Auditor and external auditors, further to the Audit Committee improvement plan approved by that 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 2024 Summer recess.

Lynsey Brown
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 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 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, General Purposes Board and Policy & Resources Committee and the April full Council 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 them 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.
- 3.5 For operational reasons the August meeting of the Audit Committee was reinstated in 2023. There will therefore be six Audit Committee meetings in total in the Committee cycle, as a special meeting is proposed to be held at the end of June 2025 to review the Council's unaudited annual accounts.
- 3.6 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.

4.0 PROPOSALS

- 4.1 It is proposed that the timetable will run as follows:
 - (a) the Planning Board will meet on the first working Wednesday and the General Purposes Board on the second working Wednesday of each month (an exception being the first partial working week in January). For operational reasons it is proposed that the August meeting of the General Purposes Board be reinstated, having been removed from the timetable in 2019, and accordingly there will be no scheduled meeting in July for the Planning Board and General Purposes Board;
 - (b) all ordinary meetings of the Thematic 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. The Education & Communities Committee will normally hold Communities business at 2pm and Education business at 4pm; and
 - (c) the ordinary meeting of the Council will take place at 4pm;

4.2 The Inverclyde Integration Joint Board (IJJB) will be asked at their meeting on 24 June 2024 to agree to convene six meetings of the Board and three meetings of the IJJB Audit Committee in the period to June 2025, and the proposed dates are included in this provisional timetable.

5.0 IMPLICATIONS

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

SUBJECT	YES	NO
Financial		X
Legal/Risk		X
Human Resources	X	
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children/Young People's Rights and 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 2024					October/November/December 2024				
	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 19 July	Tuesday 30 July 12 noon	Friday 2 Aug	Tuesday 13 Aug 3pm	-	-	-	-		
Audit Committee	Friday 26 July	Monday 5 Aug 10am	Friday 9 Aug	Tuesday 20 Aug 3pm	Friday 27 Sept	Monday 7 Oct 10am	Friday 11 Oct	Tuesday 22 Oct 3pm		
Social Work & Social Care Scrutiny Panel	Friday 2 Aug	Tuesday 13 Aug 12 noon*	Friday 16 Aug	Tuesday 27 Aug 3pm	Friday 4 Oct	Tuesday 15 Oct 3pm	Friday 18 Oct	Tuesday 29 Oct 3pm		
Environment & Regeneration Committee	Friday 2 Aug	Tuesday 13 Aug 10am*	Friday 16 Aug	Thursday 29 Aug 3pm	Friday 4 Oct	Tuesday 15 Oct 10am*	Friday 18 Oct	Thursday 31 Oct 3pm		
Education & Communities Committee	Friday 9 Aug	Monday 19 Aug 3pm	Friday 23 Aug	Tuesday 3 Sept 2pm & 4pm	Friday 11 Oct	Monday 21 Oct 3pm	Friday 25 Oct	Tuesday 5 Nov 2pm & 4pm		
Petitions Committee	-	-	Friday 30 Aug	Thursday 12 Sept 3pm	-	-	Friday 1 Nov	Thursday 14 Nov 3pm		
Policy & Resources Committee	Friday 23 Aug	Tuesday 3 Sept 10am*	Friday 6 Sept	Tuesday 17 Sept 3pm	Friday 25 Oct	Wednesday 6 Nov 2pm****	Friday 8 Nov	Tuesday 19 Nov 3pm		
Local Police & Fire Scrutiny Panel	Friday 23 Aug	Monday 2 Sept 10am	Friday 6 Sept	Thursday 19 Sept 3pm	Friday 25 Oct	Monday 4 Nov 10am	Friday 8 Nov	Thursday 21 Nov 3pm		
Inverclyde Council (can't be later – SO 2(b) 16 wks)	Monday 9 Sept	Monday 16 Sept 2pm	Thursday 19 Sept	Thursday 26 Sept 4pm	Monday 18 Nov	Monday 25 Nov 2pm	Thursday 28 Nov	Thursday 5 Dec 4pm		
IJB Audit Committee	Friday 16 Aug	Monday 26 Aug 2pm	Friday 30 Aug	Monday 9 Sept 12pm & 1pm	NO MEETING					
Inverclyde Integration Joint Board	Friday 16 Aug	Monday 26 Aug 3pm	Friday 30 Aug	Monday 9 Sept 2pm	Friday 25 Oct	Monday 4 Nov 3pm	Friday 8 Nov	Monday 18 Nov 2pm		

At this time to: *avoid clash with another meeting the same day, ** avoid Public Holiday, *** for operational purposes. Submission and pre-agenda dates for December 2024/January 2025 are set to avoid holding meetings in the last working week of December and the first partial working week of January.

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	January/February 2025					March/April 2025				
	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 6 Dec	Monday 16 Dec 10am	Friday 20 Dec	Tuesday 7 Jan 3pm	Friday 7 Feb	Monday 17 Feb 10am	Friday 21 Feb	Tuesday 4 Mar 3pm		
Social Work & Social Care Scrutiny Panel	Friday 6 Dec	Tuesday 17 Dec 3pm	Friday 20 Dec	Tuesday 14 Jan 3pm	Friday 14 Feb	Tuesday 25 Feb 3pm	Friday 28 Feb	Tuesday 11 Mar 3pm		
Environment & Regeneration Committee	Friday 6 Dec	Tuesday 17 Dec 10am*	Friday 20 Dec	Thursday 16 Jan 3pm	Friday 14 Feb	Tuesday 25 Feb at 10am*	Friday 28 Feb	Thursday 13 Mar 3pm		
Education & Communities Committee	Friday 13 Dec	Monday 6 Jan 10am*	Friday 10 Jan	Tuesday 21 Jan 2pm & 4pm	Friday 21 Feb	Monday 3 Mar 3pm	Friday 7 Mar	Tuesday 18 Mar 2pm & 4pm		
Petitions Committee	-	-	Friday 17 Jan	Thursday 30 Jan 3pm	-	-	Friday 7 Mar	Thursday 20 Mar 3pm		
Policy & Resources Committee	Friday 10 Jan	Tuesday 21 Jan 10am*	Friday 24 Jan	Tuesday 4 Feb 3pm	Friday 28 Feb	Tuesday 11 Mar 12 noon	Friday 14 Mar	Tuesday 25 Mar 3pm		
Local Police & Fire Scrutiny Panel	Friday 10 Jan	Monday 20 Jan 10am	Friday 24 Jan	Thursday 6 Feb 3pm	Friday 28 Feb	Monday 10 Mar 10am	Friday 14 Mar	Thursday 27 Mar 3pm		
Inverclyde Council	Monday 10 Feb	Monday 17 Feb 2pm	Thursday 20 Feb	Thursday 27 Feb 4pm	Monday 24 Mar	Monday 31 Mar 2pm	Thursday 3 Apr	Thursday 10 Apr 4pm		
IJB Audit Committee	No Meeting					Friday 28 Feb	Monday 10 Mar 2pm	Friday 14 Mar	Monday 24 Mar 1pm****	
Inverclyde Integration Joint Board	Friday 13 Dec	Monday 13 Jan 3pm	Friday 17 Jan	Monday 27 Jan 2pm	Friday 28 Feb	Monday 10 Mar 3pm	Friday 14 Mar	Monday 24 Mar 2pm****		

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PROVISIONAL TIMETABLE

May/June 2025					
Committee/Inverclyde Council	Submission Date - 9am	Pre-Agenda Date	Issue Agenda	Date of Meeting	
Audit Committee	Friday 11 Apr	Tuesday 22Apr 10am***	Friday 25 Apr	Tuesday 6 May 3pm	
Social Work & Social Care Scrutiny Panel	Thursday 17 Apr**	Tuesday 29 Apr 3pm	Friday 2 May	Tuesday 13 May 3pm	
Environment & Regeneration Committee	Thursday 17 Apr**	Tuesday 29 Apr 10am*	Friday 2 May	Thursday 15 May 3pm	
Education & Communities Committee	Friday 25 Apr	Tuesday 6 May 10am***	Friday 9 May	Tuesday 20 May 2pm & 4pm	
Petitions Committee	-	-	Friday 16 May	Thursday 29 May 3pm	
Policy & Resources Committee	Friday 9 May	Tuesday 20 May 10am*	Friday 23 May	Tuesday 3 June 3pm	
Local Police & Fire Scrutiny Panel	Friday 9 May	Monday 19 May 10am	Friday 23 May	Thursday 5 June 3pm	
Inverclyde Council	Monday 26 May	Monday 2 June 2pm	Thursday 5 June	Thursday 12 June 4pm	
Audit Committee (ACCOUNTS)	-	-	Friday 13 June	Thursday 26 June 3pm	
Inverclyde Integration Joint Board	Thursday 17 Apr	Monday 28 Apr 3pm	Friday 2 May	Monday 12 May 2pm	
JB Audit Committee	Friday 30 May	Monday 9 June 2pm	Friday 13 June	Monday 23 June 1pm	
Inverclyde Integration Joint Board	Friday 30 May	Monday 9 June 3pm	Friday 13 June	Monday 23 June 2pm	

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PROVISIONAL TIMETABLE

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

GENERAL PURPOSES BOARD			
Submission Date - 9am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Fri 26 July	n/a	Thurs 1 Aug	Wed 14 Aug 3pm
Fri 23 Aug	n/a	Thurs 29 Aug	Wed 11 Sep 3pm
Fri 20 Sep	n/a	Thurs 26 Sep	Wed 9 Oct 3pm
Fri 25 Oct	n/a	Thurs 31 Oct	Wed 13 Nov 3pm
Fri 22 Nov	n/a	Thurs 28 Nov	Wed 11 Dec 3pm
Fri 13 Dec	n/a	Thurs 19 Dec	Wed 15 Jan 3pm
Fri 24 Jan	n/a	Thurs 30 Jan	Wed 12 Feb 3pm
Fri 21 Feb	n/a	Thurs 27 Feb	Wed 12 Mar 3pm
Fri 21 Mar	n/a	Thurs 27 Mar	Wed 9 Apr 3pm
Fri 25 Apr	n/a	Thurs 1 May	Wed 14 May 3pm
Fri 23 May	n/a	Thurs 29 May	Wed 11 Jun 3pm

At this time to: *avoid clash with another meeting the same day, ** avoid Public Holiday, *** for operational purposes. Submission and pre-agenda dates for December 2024/January 2025 are set to avoid holding meetings in the last working week of December and the first partial working week of January.

PROVISIONAL TIMETABLE

LICENSING BOARD DATES:

Thursday 5 September 2024 – 10am
Thursday 5 December 2024 – 10am
Thursday 6 March 2025 – 10am
Thursday 5 June 2025 – 10am

ALLIANCE BOARD DATES:

Submission Date	Pre-Agenda Meeting	Issue Agenda	Board Meeting
Fri 6 Sept 2024	Wed 18 Sept 1.30pm	Mon 23 Sept	Mon 7 Oct 1pm
Fri 1 Nov 2024	Wed 13 Nov 1.30pm	Mon 18 Nov	Mon 2 Dec 1pm

(Meeting dates after this will be set at 2 December 2024 meeting)

PUBLIC HOLIDAYS and COUNCIL HOLIDAY#

Autumn Holiday – Monday 30 September 2024
Christmas – Wednesday 25 & Thursday 26 December 2024#
New Year – Wednesday 1 & Thursday 2 January 2025#
Good Friday – Friday 18 April 2025#
Easter Monday – Monday 21 April 2025#
Spring Holiday – Monday 28 April 2025
May Day – Monday 5 May 2025#
Victoria Day – Monday 2 June 2025
Fair Saturday – Saturday 5 July 2025
(# Inverclyde Council Holidays (closed))

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