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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date: 10 June 2010</b>
<b>Report By:</b>	<b>Corporate Director Regeneration &amp; Environment</b>	<b>Report No: SL/LA/539/10</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No: 01475 712112</b>
<b>Subject:</b>	<b>Administrative Arrangements: Cycle of Council, Committee and Board Meetings</b>	

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### 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 2011.

### 2.0 SUMMARY

- 2.1 The proposed cycle of Council/Committee/Board meetings for the period is detailed in the timetable set out in the appendix to the report. Appendix
- 2.2 The timetable is based on an 8 week cycle for the Strategic Committees, Policy & Resources Committee and the Council. The Planning Board and the General Purposes Board, however, as regulatory committees, have a date set aside each month for the determination of applications and associated business.
- 2.3 The result is two cycles starting towards the end of August and concluding at the start of December and three cycles beginning in mid January and concluding with the Council meeting on 9 June 2011.
- 2.4 Additionally, this year it is proposed to hold a meeting of the Policy and Resources Committee on Tuesday 17 August 2010 to deal with any items of business requiring consideration during the summer recess period.
- 2.5 The timetable runs as follows:-
- (a) Weeks 1, 5 and 7 in the 8 week cycle have no ordinary meetings arranged for the Tuesday and Thursday of those weeks;
  - (b) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month;
  - (c) All ordinary meetings of the Strategic Committees (with the exception of the Education & Lifelong Learning Committee), the Policy & Resources Committee, the Planning Board and the General Purposes Board will normally be held at 3 pm. As agreed by the Council on 28 June 2007, all ordinary meetings of the Education & Lifelong Learning Committee will commence at 4 pm;
  - (d) The ordinary meetings of the Council will take place at 4 pm.

### 3.0 RECOMMENDATION

- 3.1 That the Council approve the proposed cycle of Council/Committee/Board meetings for the year to June 2011 as set out in the timetable in the appendix.

Sharon Lang  
Legal & Democratic Services

Committee/Inverclyde Council	August/September 2010				October/November 2010			
	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 July	Mon 9 Aug - 10am	13 Aug	<b>24 Aug</b>	24 Sept	Mon 4 Oct - 10am	8 Oct	<b>19 Oct</b>
Health & Social Care Committee	30 July	Mon 9 Aug - 3pm	13 Aug	<b>26 Aug</b>	24 Sept	Mon 4 Oct - 3pm	8 Oct	<b>21 Oct</b>
Safe, Sustainable Communities Committee	6 Aug	Fri 13 Aug - 2pm	20 Aug	<b>31 Aug</b>	1 Oct	Fri 8 Oct - 2pm	15 Oct	<b>26 Oct</b>
Regeneration Committee	6 Aug	Tues 17 Aug - 4pm	20 Aug	<b>2 Sept</b>	1 Oct	Tues 12 Oct - 4pm	15 Oct	<b>28 Oct</b>
Education & Lifelong Learning Committee	13 Aug	Mon 23 Aug - 3.30pm	27 Aug	<b>7 Sept</b>	8 Oct	Mon 18 Oct - 3.30pm	22 Oct	<b>2 Nov</b>
Policy & Resources Committee	27 Aug	Mon 6 Sept - 3.30 pm	10 Sept	<b>21 Sept</b>	22 Oct	Mon 1 Nov - 3.30pm	5 Nov	<b>16 Nov</b>
Inverclyde Council	22 Sept	Tues 28 Sept - 3.30pm	30 Sept	<b>7 Oct</b>	17 Nov	Tues 23 Nov - 3.30pm	25 Nov	<b>2 Dec</b>

**NB** In addition, It is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 17 August 2010** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

**Submission Date** 23 July  
**Pre-Agenda Date** Mon 2 Aug 3.30 pm

**Issue Agenda** 6 Aug  
**Date of Meeting** 17 Aug

Committee/Inverclyde Council	January/February 2011				March/April 2011			
	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	3 Dec	Mon 13 Dec - 10am	17 Dec	<b>11 Jan</b>	4 Feb	Mon 14 Feb - 10am	18 Feb	<b>1 Mar</b>
Health & Social Care Committee	3 Dec	Mon 13 Dec - 3pm	17 Dec	<b>13 Jan</b>	4 Feb	Mon 14 Feb - 3pm	18 Feb	<b>3 Mar</b>
Safe, Sustainable Communities Committee	3 Dec	Fri 10 Dec - 2pm	17 Dec	<b>18 Jan</b>	11 Feb	Fri 18 Feb - 2 pm	25 Feb	<b>8 Mar</b>
Regeneration Committee	3 Dec	Tues 14 Dec - 4pm	17 Dec	<b>20 Jan</b>	11 Feb	Tues 22 Feb - 4pm	25 Feb	<b>10 Mar</b>
Education & Lifelong Learning Committee	13 Dec	Mon 10 Jan - 3.30pm	14 Jan	<b>25 Jan</b>	18 Feb	Mon 28 Feb - 3.30pm	4 Mar	<b>15 Mar</b>
Policy & Resources Committee	14 Jan	Mon 24 Jan - 3.30 pm	28 Jan	<b>8 Feb</b>	4 Mar	Mon 14 Mar - 3.30pm	18 Mar	<b>29 Mar</b>
Inverclyde Council	9 Feb	Tues 15 Feb - 3.30pm	17 Feb	<b>24 Feb</b>	30 Mar	Tues 5 Apr - 3.30pm	7 Apr	<b>14 Apr</b>

**NB** The meetings in January 2011, with the exception of the two Boards, have been moved back a week from last year because of the New Year holidays on Monday 3 and Tuesday 4 January. 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.

	<b>May/June 2011</b>			
<b>Committee/Inverclyde Council</b>	<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
Audit Committee	1 Apr	Mon 11 Apr - 10am	15 Apr	<b>26 Apr</b>
Health & Social Care Committee	1 Apr	Mon 11 Apr - 3pm	15 Apr	<b>28 Apr</b>
Safe, Sustainable Communities Committee	8 Apr	Fri 15 Apr - 2pm	21 Apr	<b>3 May</b>
Regeneration Committee	8 Apr	<u>Mon</u> 18 Apr - 4pm	21 Apr	<b>5 May</b>
Education & Lifelong Learning Committee	15 Apr	<u>Tues</u> 26 Apr - 3.30pm	29 Apr	<b>10 May</b>
Policy & Resources Committee	29 Apr	Mon 9 May - 3.30pm	13 May	<b>24 May</b>
Inverclyde Council	25 May	Tues 31 May - 3.30pm	2 June	<b>9 June</b>

<b>PLANNING BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
22 July	n/a	27 July	<b>4 Aug</b>
19 Aug	n/a	24 Aug	<b>1 Sept</b>
23 Sept	n/a	28 Sept	<b>6 Oct</b>
21 Oct	n/a	26 Oct	<b>3 Nov</b>
18 Nov	n/a	23 Nov	<b>1 Dec</b>
10 Dec	n/a	16 Dec	<b>5 Jan</b>
20 Jan	n/a	25 Jan	<b>2 Feb</b>
17 Feb	n/a	22 Feb	<b>2 Mar</b>
24 Mar	n/a	29 Mar	<b>6 Apr</b>
21 Apr	n/a	26 Apr	<b>4 May</b>
19 May	n/a	24 May	<b>1 June</b>

<b>GENERAL PURPOSES BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
23 July	n/a	29 July	<b>11 Aug</b>
20 Aug	n/a	26 Aug	<b>8 Sept</b>
24 Sept	n/a	30 Sept	<b>13 Oct</b>
22 Oct	n/a	28 Oct	<b>10 Nov</b>
19 Nov	n/a	25 Nov	<b>8 Dec</b>
21 Dec	n/a	5 Jan	<b>12 Jan</b>
21 Jan	n/a	27 Jan	<b>9 Feb</b>
18 Feb	n/a	24 Feb	<b>9 Mar</b>
25 Mar	n/a	31 Mar	<b>13 Apr</b>
21 Apr	n/a	28 Apr	<b>11 May</b>
20 May	n/a	26 May	<b>8 June</b>