
Report To:	The Inverclyde Council	Date: 28 June 2012
Report By:	Corporate Director Environment, Regeneration & Resources	Report No: SL/LA/864/12
Contact Officer:	Sharon Lang	Contact No: 01475 712112
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings	

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 2013.

2.0 SUMMARY

- 2.1 The proposed cycle of Council/Committee/Sub-Committee/Board meetings for the period is detailed in the timetable set out in the appendix to the report. Appendix

- 2.2 The timetable, with the exception noted below, is based on an 8 week cycle for the Thematic Committees, CHCP Sub-Committee, 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 6 June 2013.

- 2.4 Additionally, as last year, it is proposed to hold a meeting of the Policy and Resources Committee on Tuesday 14 August 2012 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 Thematic Committees, the CHCP Sub-Committee, the Policy & Resources Committee, the Planning Board and the General Purposes Board will normally be held at 3 pm; and
- (d) The ordinary meetings of the Council will take place at 4 pm.

- 2.6 The Education & Communities Committee, although integrated in the one thematic Committee, deals with two distinct areas of the Council's functions. The external representatives are appointed specifically to consider Education Authority items of business and accordingly they have no remit in relation to the remaining items on the Committee agenda. For this reason, it is proposed that while the Committee will commence at 3 pm, no Education Authority business will be transacted until 4 pm to assist the attendance arrangements of the external members.

2.7 As Members will be aware, in terms of Standing Orders, the Health and Social Care Committee requires to sit once a year (on a date to be determined by the Convener in agreement with the Members of the CHCP Sub-Committee) with the CHCP Sub-Committee sitting on all other occasions which would ordinarily have been a sitting of the Health and Social Care Committee. The Sub-Committee at its last meeting agreed that the annual meeting of the Health and Social Care Committee in 2012 should be on 18 October 2012.

3.0 RECOMMENDATION

3.1 That the Council approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2013 as set out in the timetable in the appendix.

Sharon Lang
Legal & Democratic Services

	August/September 2012				October/November 2012			
Committee/Inverclyde Council	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	27 July	Mon 6 Aug - 10 am	10 Aug	21 Aug	21 Sept	Mon 1 Oct - 10 am	5 Oct	16 Oct
Inverclyde CHCP Sub-Committee	27 July	Mon 6 Aug - 3 pm	10 Aug	23 Aug	21 Sept	Mon 1 Oct - 2 pm	5 Oct	18 Oct*
Environment & Regeneration Committee	1 Aug	Wed 8 Aug - Time to be arranged	17 Aug	30 Aug	26 Sept	Wed 3 Oct - Time to be arranged	12 Oct	25 Oct
Education & Communities Committee	10 Aug	Mon 20 Aug - 3 pm	24 Aug	4 Sept	5 Oct	<u>Fri</u> 12 Oct - 10 am	19 Oct	30 Oct
Policy & Resources Committee	24 Aug	<u>Tues</u> 4 Sept - 1 pm	7 Sept	18 Sept	19 Oct	Mon 29 Oct - 4 pm	2 Nov	13 Nov
Inverclyde Council	17 Sept	Mon 24 Sept - 4 pm	27 Sept	4 Oct	12 Nov	Mon 19 Nov - 4 pm	22 Nov	29 Nov

NB In addition, it is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 14 August 2012** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

Submission Date 20 July
Pre-Agenda Date Mon 30 July 4 pm

Issue Agenda 3 Aug
Date of Meeting 14 Aug

* Annual meeting of the Health and Social Care Committee

	January/February 2013				March/April 2013			
Committee/Inverclyde Council	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 Nov	Mon 10 Dec - 10 am	14 Dec	8 Jan	1 Feb	Mon 11 Feb - 10 am	15 Feb	26 Feb
Inverclyde CHCP Sub-Committee	30 Nov	Mon 10 Dec - 3 pm	14 Dec	10 Jan	1 Feb	Mon 11 Feb - 3 pm	15 Feb	28 Feb
Environment & Regeneration Committee	28 Nov	Wed 5 Dec - Time to be arranged	14 Dec	17 Jan	6 Feb	Wed 13 Feb - Time to be arranged	22 Feb	7 Mar
Education & Communities Committee	10 Dec	Mon 7 Jan - 3 pm	11 Jan	22 Jan	15 Feb	Mon 25 Feb - 3 pm	1 Mar	12 Mar
Policy & Resources Committee	11 Jan	Mon 21 Jan - 4 pm	25 Jan	5 Feb	1 Mar	Mon 11 Mar - 4 pm	15 Mar	26 Mar
Inverclyde Council	4 Feb	Mon 11 Feb - 4 pm	14 Feb	21 Feb	25 Mar	<u>Tues</u> 2 Apr - 4 pm	4 Apr	11 Apr

NB Like last year, the meetings in January 2013 have been moved back a week because of the New Year holidays on Tuesday 1 and Wednesday 2 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.

	May/June 2013			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	27 Mar	Mon 8 Apr - 10 am	12 Apr	23 Apr
Inverclyde CHCP Sub-Committee	27 Mar	Mon 8 Apr - 3 pm	12 Apr	25 Apr
Environment & Regeneration Committee	3 Apr	Wed 10 Apr - Time to be arranged	19 Apr	2 May
Education & Communities Committee	12 Apr	Mon 22 Apr - 3 pm	26 Apr	7 May
Policy & Resources Committee	26 Apr	<u>Tues</u> 7 May - 1 pm	10 May	21 May
Inverclyde Council	20 May	Mon 27 May - 4 pm	30 May	6 June

PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
19 July	n/a	24 July	1 Aug
23 Aug	n/a	28 Aug	5 Sept
20 Sept	n/a	25 Sept	3 Oct
25 Oct	n/a	30 Oct	7 Nov
22 Nov	n/a	27 Nov	5 Dec
13 Dec	n/a	18 Dec	9 Jan
24 Jan	n/a	29 Jan	6 Feb
21 Feb	n/a	26 Feb	6 Mar
21 Mar	n/a	26 Mar	3 Apr
18 Apr	n/a	23 Apr	1 May
23 May	n/a	28 May	5 June

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
20 July	n/a	26 July	8 Aug
24 Aug	n/a	30 Aug	12 Sept
21 Sept	n/a	27 Sept	10 Oct
26 Oct	n/a	1 Nov	14 Nov
23 Nov	n/a	29 Nov	12 Dec
21 Dec	n/a	3 Jan	16 Jan
25 Jan	n/a	31 Jan	13 Feb
22 Feb	n/a	28 Feb	13 Mar
22 Mar	n/a	28 Mar	10 Apr
19 Apr	n/a	25 Apr	8 May
24 May	n/a	30 May	12 June