
Report To:	The Inverclyde Council	Date: 6 June 2013
Report By:	Corporate Director Environment, Regeneration & Resources	Report No: SL/LA/1013/13
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 2014.

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 early January and concluding with the Council meeting on 5 June 2014.
- 2.4 Additionally, as last year, it is proposed to hold a meeting of the Policy and Resources Committee on Tuesday 13 August 2013 to deal with any items of business requiring consideration during the summer recess period.
- 2.5 The timetable runs as follows:-
- (a) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month;
 - (b) 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 3pm; and
 - (c) The ordinary meetings of the Council will take place at 4pm.
- 2.6 With regard to the Education & Communities Committee, it is proposed, due to the volume of business, to continue with the 3 pm start but to put back the starting time for the Education Authority business to 4.15 pm or at the conclusion of the Communities business if this is later.

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 2013 should be on 29 August 2013.

3.0 RECOMMENDATION

3.1 That the Council approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2014 as set out in the timetable in the appendix.

Sharon Lang
Legal & Democratic Services

Committee/Inverclyde Council	August/September/October 2013				October/November/December 2013			
	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	2 Aug	Mon 12 Aug - 10 am	16 Aug	27 Aug	27 Sept	Mon 7 Oct - 10 am	11 Oct	22 Oct
Inverclyde CHCP Sub-Committee	2 Aug	Mon 12 Aug - 3 pm	16 Aug	29 Aug*	27 Sept	Mon 7 Oct - 2 pm	11 Oct	24 Oct
Environment & Regeneration Committee	14 Aug	Wed 21 Aug - 2 pm	27 Aug	5 Sept	9 Oct	Wed 16 Oct - 2 pm	22 Oct	31 Oct
Education & Communities Committee	16 Aug	Mon 26 Aug - 3 pm	30 Aug	10 Sept	11 Oct	Mon 21 Oct - 3 pm	25 Oct	5 Nov
Policy & Resources Committee	30 Aug	Tues 10 Sept - 1 pm	13 Sept	24 Sept	25 Oct	Tues 5 Nov - 1 pm	8 Nov	19 Nov
Inverclyde Council	23 Sept	Mon 30 Sept - 2 pm	3 Oct	10 Oct	18 Nov	Mon 25 Nov - 4 pm	28 Nov	5 Dec

NB In addition, it is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 13 August 2013** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

Submission Date 19 July
Pre-Agenda Date Mon 29 July 4 pm

Issue Agenda 2 Aug
Date of Meeting 13 Aug

* Annual meeting of the Health and Social Care Committee

	January/February 2014				February/March/April 2014			
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	29 Nov	Mon 9 Dec - 10 am	13 Dec	7 Jan	31 Jan	Mon 10 Feb - 10 am	14 Feb	25 Feb
Inverclyde CHCP Sub-Committee	29 Nov	Mon 9 Dec - 3 pm	13 Dec	9 Jan	31 Jan	Mon 10 Feb - 3 pm	14 Feb	27 Feb
Environment & Regeneration Committee	27 Nov	Wed 4 Dec - 2 pm	13 Dec	16 Jan	5 Feb	TBA	21 Feb	6 Mar
Education & Communities Committee	11 Dec	Mon 6 Jan - 3 pm	10 Jan	21 Jan	14 Feb	Mon 24 Feb - 3 pm	28 Feb	11 Mar
Policy & Resources Committee	10 Jan	Tues 21 Jan - 1 pm	24 Jan	4 Feb	28 Feb	Tues 11 Mar - 1 pm	14 Mar	25 Mar
Inverclyde Council	3 Feb	Mon 10 Feb - 4 pm	13 Feb	20 Feb	24 Mar	Mon 31 Mar - 4 pm	3 Apr	10 Apr

NB Like previous years, the meetings in January 2014 have been moved back a week because of the New Year holidays on Wednesday 1 and Thursday 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.

	April/May/June 2014			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	28 Mar	<u>Tues</u> 8 Apr - 10 am	11 Apr	22 Apr
Inverclyde CHCP Sub-Committee	28 Mar	<u>Tues</u> 8 Apr - 3 pm	11 Apr	24 Apr
Environment & Regeneration Committee	2 Apr	TBA	17 Apr	1 May
Education & Communities Committee	11 Apr	<u>Tues</u> 22 Apr - 1 pm	25 Apr	6 May
Policy & Resources Committee	25 Apr	Tues 6 May - 1 pm	9 May	20 May
Inverclyde Council	19 May	Mon 26 May - 4 pm	29 May	5 June

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

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