
Report To:	The Inverclyde Council	Date: 5 June 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No: SL/LA/1162/14
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 2015.

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 4 June 2015.
- 2.4 Additionally, as in previous years, it is proposed to hold a meeting of the Policy and Resources Committee on Tuesday 12 August 2014 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 to continue with the 3pm start, with Education Authority business commencing at 4.30pm 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 2014 should be on 28 August 2014.

3.0 RECOMMENDATION

3.1 That the Council approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2015 as set out in the timetable in the appendix.

Sharon Lang
Legal & Property Services

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Committee/Inverclyde Council	August/September/October 2014				October/November/December 2014			
	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	1 Aug	Mon 11 Aug - 10 am	15 Aug	26 Aug	26 Sept	Mon 6 Oct - 10 am	10 Oct	21 Oct
Inverclyde CHCP Sub-Committee	1 Aug	Mon 11 Aug - 3 pm	15 Aug	28 Aug*	26 Sept	<u>Tues</u> 7 Oct - 3 pm	10 Oct	23 Oct
Environment & Regeneration Committee	8 Aug	Tues 19 Aug - 2 pm	22 Aug	4 Sept	3 Oct	Tues 14 Oct - 2 pm	17 Oct	30 Oct
Education & Communities Committee	15 Aug	Mon 25 Aug - 3 pm	29 Aug	9 Sept	10 Oct	Mon 20 Oct - 3 pm	24 Oct	4 Nov
Policy & Resources Committee	29 Aug	Tues 9 Sept - 1 pm	12 Sept	23 Sept	24 Oct	Tues 4 Nov - 1 pm	7 Nov	18 Nov
Inverclyde Council	22 Sept	Mon 29 Sept - 10 am	2 Oct	9 Oct	17 Nov	Mon 24 Nov - 10 am	27 Nov	4 Dec

NB In addition, it is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 12 August 2014** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

Submission Date 18 July
Pre-Agenda Date Tues 29 July 1 pm

Issue Agenda 1 Aug
Date of Meeting 12 Aug

* Annual meeting of the Health and Social Care Committee

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Committee/Inverclyde Council	January/February 2015				February/March/April 2015			
	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	5 Dec	Mon 15 Dec - 10 am	19 Dec	6 Jan	30 Jan	Mon 9 Feb - 11 am	13 Feb	24 Feb
Inverclyde CHCP Sub-Committee	5 Dec	Tues 16 Dec - 3 pm	19 Dec	8 Jan	30 Jan	Mon 9 Feb - 3 pm	13 Feb	26 Feb
Environment & Regeneration Committee	5 Dec	Tues 16 Dec - 2 pm	19 Dec	15 Jan	6 Feb	Tues 17 Feb - 2 pm	20 Feb	5 Mar
Education & Communities Committee	12 Dec	Mon 5 Jan - 3 pm	9 Jan	20 Jan	13 Feb	Mon 23 Feb - 3 pm	27 Feb	10 Mar
Policy & Resources Committee	9 Jan	Tues 20 Jan - 1 pm	23 Jan	3 Feb	27 Feb	Tues 10 Mar - 1 pm	13 Mar	24 Mar
Inverclyde Council	2 Feb	Mon 9 Feb - 10 am	12 Feb	19 Feb	23 Mar	Mon 30 Mar - 10 am	2 Apr	9 Apr

NB 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.

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	April/May/June 2015			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	27 Mar	<u>Tues</u> 7 Apr - 10 am	10 Apr	21 Apr
Inverclyde CHCP Sub-Committee	27 Mar	<u>Tues</u> 7 Apr - 3 pm	10 Apr	23 Apr
Environment & Regeneration Committee	2 Apr	Tues 14 Apr - 2 pm	17 Apr	30 Apr
Education & Communities Committee	10 Apr	<u>Tues</u> 21 Apr - 1 pm	24 Apr	5 May
Policy & Resources Committee	24 Apr	Tues 5 May - 1 pm	8 May	19 May
Inverclyde Council	18 May	<u>Tues</u> 26 May - 10 am	28 May	4 June

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PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
24 July	n/a	29 July	6 Aug
21 Aug	n/a	26 Aug	3 Sept
18 Sept	n/a	23 Sept	1 Oct
23 Oct	n/a	28 Oct	5 Nov
20 Nov	n/a	25 Nov	3 Dec
11 Dec	n/a	16 Dec	7 Jan
22 Jan	n/a	27 Jan	4 Feb
19 Feb	n/a	24 Feb	4 Mar
19 Mar	n/a	24 Mar	1 Apr
23 Apr	n/a	28 Apr	6 May
21 May	n/a	26 May	3 June

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
25 July	n/a	31 July	13 Aug
22 Aug	n/a	28 Aug	10 Sept
19 Sept	n/a	25 Sept	8 Oct
24 Oct	n/a	30 Oct	12 Nov
21 Nov	n/a	27 Nov	10 Dec
16 Dec	n/a	5 Jan	14 Jan
23 Jan	n/a	29 Jan	11 Feb
20 Feb	n/a	26 Feb	11 Mar
20 Mar	n/a	26 Mar	8 Apr
24 Apr	n/a	30 Apr	13 May
22 May	n/a	28 May	10 June