
Report To:	Inverclyde Council	Date:	4 June 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/068/15
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 2016.

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 Since last year's timetable, the Council has agreed to the administrative and governance arrangements arising from the implementation of Health and Social Care integration in Inverclyde. This has led to the establishment of the Inverclyde Integration Joint Board and the re-establishment of the Health & Social Care Committee as a regular Standing Committee in terms of the Council's cycle of meetings.

2.3 It is proposed that the Health & Social Care Committee meet on the days previously allocated to the CHCP Sub-Committee and that the Shadow Integration Joint Board and thereafter the Integration Joint Board meet, with the exception of the first meeting, on the Tuesday of the "free" week between the Education & Communities Committee and the Policy & Resources Committee. These dates have been submitted for approval at the meeting of the Shadow Integration Joint Board on 28 May.

2.4 The Local Police & Fire Scrutiny Sub-Committee has been meeting before the Inverclyde Council and it is proposed to continue this arrangement on four of the five occasions on which the Council meets.

2.5 The timetable is based on an eight week cycle for the Thematic Committees, the Policy & Resources Committee, the Council and the Inverclyde Integration Joint Board. 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.

2.6 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 2 June 2016.

2.7 Additionally, as in previous years, it is proposed to hold a meeting of the Policy & Resources Committee on Tuesday 11 August 2015 to deal with any items of business requiring consideration during the summer recess period.

2.8 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 Policy & Resources Committee, the Integration Joint Board, 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.

2.9 For the Education & Communities Committee, it is recognised that the current arrangements present issues in relation to dealing with the volume of business within the time available. The current arrangements provide for a 3pm start with Education business commencing at 4.30pm or at the conclusion of the Communities business, if this is later.

In order to address this, one option is to commence the Communities business at 2pm and the Education business at 4pm (with provision for a later start if necessary). This could be done on a trial basis for the meetings set out in the timetable and it would allow for an assessment to be carried out before the setting of the 2016/17 timetable.

3.0 RECOMMENDATION

3.1 That the Council approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2016 as set out in the timetable in the appendix.

Gerard Malone
Head of Legal & Property Services

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	August/September/October 2015				October/November/December 2015			
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	31 July	Mon 10 Aug - 10 am	14 Aug	25 Aug	25 Sept	Mon 5 Oct - 10 am	9 Oct	20 Oct
Health & Social Care Committee	31 July	Mon 10 Aug - 3 pm	14 Aug	<u>1 Sept</u>	25 Sept	<u>Tues</u> 6 Oct - 3 pm	9 Oct	22 Oct
Environment & Regeneration Committee	7 Aug	Tues 18 Aug - 2 pm	21 Aug	3 Sept	2 Oct	Tues 13 Oct - 2 pm	16 Oct	29 Oct
Education & Communities Committee	14 Aug	Mon 24 Aug - 3 pm	28 Aug	8 Sept	9 Oct	Mon 19 Oct - 3 pm	23 Oct	3 Nov
(Shadow) Inverclyde Integration Joint Board	<u>17 July</u>	<u>Mon 27 July – 3 pm</u>	<u>31 July</u>	<u>10 Aug</u>	16 Oct	Mon 26 Oct – 3 pm	30 Oct	10 Nov
Policy & Resources Committee	28 Aug	Tues 8 Sept - 1 pm	11 Sept	22 Sept	23 Oct	Tues 3 Nov - 1 pm	6 Nov	17 Nov
Local Police & Fire Scrutiny Sub-Committee	17 Sept	n/a	1 Oct	8 Oct	NO MEETING			
Inverclyde Council	21 Sept	Mon 28 Sept - 10 am	1 Oct	8 Oct	16 Nov	Mon 23 Nov - 10 am	26 Nov	3 Dec

NB In addition, it is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 11 August 2015** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

Submission Date 17 July
Pre-Agenda Date Tues 28 July 1 pm

Issue Agenda 31 July
Date of Meeting 11 Aug

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	January/February 2016				February/March/April 2016			
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	4 Dec	Mon 14 Dec - 10 am	18 Dec	5 Jan	29 Jan	<u>Tues</u> 9 Feb - 10 am	12 Feb	23 Feb
Health & Social Care Committee	4 Dec	<u>Tues</u> 15 Dec - 3 pm	18 Dec	7 Jan	29 Jan	Mon 8 Feb - 3 pm	12 Feb	25 Feb
Environment & Regeneration Committee	4 Dec	Tues 15 Dec - 2 pm	18 Dec	14 Jan	5 Feb	Tues 16 Feb - 2 pm	19 Feb	3 Mar
Education & Communities Committee	11 Dec	<u>Tues</u> 5 Jan - 1 pm	8 Jan	19 Jan	12 Feb	Mon 22 Feb - 3 pm	26 Feb	8 Mar
(Shadow) Inverclyde Integration Joint Board	18 Dec	Mon 11 Jan – 3 pm	15 Jan	26 Jan	19 Feb	Mon 29 Feb – 3 pm	4 Mar	15 Mar
Policy & Resources Committee	8 Jan	Tues 19 Jan - 1 pm	22 Jan	2 Feb	26 Feb	Tues 8 Mar - 1 pm	11 Mar	22 Mar
Local Police & Fire Scrutiny Sub-Committee	28 Jan	n/a	11 Feb	18 Feb	17 Mar	n/a	31 Mar	7 Apr
Inverclyde Council	1 Feb	Mon 8 Feb - 10 am	11 Feb	18 Feb	21 Mar	<u>Tues</u> 29 Mar - 10 am	31 Mar	7 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 2016			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	24 Mar	Mon 4 Apr - 10 am	8 Apr	19 Apr
Health & Social Care Committee	24 Mar	Mon 4 Apr - 3 pm	8 Apr	21 Apr
Environment & Regeneration Committee	1 Apr	Tues 12 Apr - 2 pm	15 Apr	28 Apr
Education & Communities Committee	8 Apr	Mon 18 Apr - 3 pm	22 Apr	3 May
(Shadow) Inverclyde Integration Joint Board	15 Apr	Mon 25 Apr – 3 pm	29 Apr	10 May
Policy & Resources Committee	22 Apr	Tues 3 May - 1 pm	6 May	17 May
Local Police & Fire Scrutiny Sub-Committee	12 May	n/a	26 May	2 June
Inverclyde Council	16 May	Mon 23 May - 10 am	26 May	2 June

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PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
23 July	n/a	28 July	5 Aug
20 Aug	n/a	25 Aug	2 Sept
24 Sept	n/a	29 Sept	7 Oct
22 Oct	n/a	27 Oct	4 Nov
19 Nov	n/a	24 Nov	2 Dec
10 Dec	n/a	15 Dec	6 Jan
21 Jan	n/a	26 Jan	3 Feb
18 Feb	n/a	23 Feb	2 Mar
24 Mar	n/a	29 Mar	6 Apr
21 Apr	n/a	26 Apr	4 May
19 May	n/a	24 May	1 June

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
24 July	n/a	30 July	12 Aug
21 Aug	n/a	27 Aug	9 Sept
25 Sept	n/a	1 Oct	14 Oct
23 Oct	n/a	29 Oct	11 Nov
20 Nov	n/a	26 Nov	9 Dec
15 Dec	n/a	5 Jan	13 Jan
22 Jan	n/a	28 Jan	10 Feb
19 Feb	n/a	25 Feb	9 Mar
24 Mar	n/a	31 Mar	13 Apr
22 Apr	n/a	28 Apr	11 May
20 May	n/a	26 May	8 June