
Report To:	Inverclyde Council	Date:	2 June 2016
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/046/16
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2017		

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 2017.

2.0 SUMMARY

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

2.2 The timetable is based on a cycle of five meetings of the Thematic Committees, the Policy & Resources Committee and the Council. The Planning Board and the General Purposes Board, 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 two cycles beginning early January and concluding in early April 2017.

2.4 The Local Government Elections are set for 4 May 2017 and the statutory meeting of the new Council must take place within 21 days of the date of the elections. Following the last elections on 3 May 2012, the statutory meeting was held on 17 May.

2.5 At a similar point in the Council's cycle in 2011, it was agreed to provide for one cycle to be arranged between the statutory meeting and the summer recess on the basis that a new Administration would be unlikely to effect changes to the political management arrangements prior to the summer recess.

2.6 This final cycle is a compressed cycle ending with a meeting of the Council on 29 June 2017. It is, of course, not possible at this stage to fix dates for the pre-agenda meetings in this cycle.

2.7 Additionally, as in previous years, it is proposed to hold a meeting of the Policy & Resources Committee on Tuesday 9 August 2016 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 (excepting the Education & Communities Committee), the Policy & Resources Committee, the Planning Board and the General Purposes Board will normally be held at 3pm; and
- (c) The ordinary meeting of the Council will take place at 4pm.

- 2.9 In respect of the Education & Communities Committee, it was agreed, when setting last year's timetable, that the option of a 2pm start for the Communities business and a 4pm start for the Education business (with provision for a later start if necessary), be adopted for a trial period of a year. All Members of the Committee, including the five non-Council Members, have been contacted for their views on the arrangement.
- 2.10 The feedback from those responding is generally positive. The issue is the time between conclusion of the Communities business and the start of the Education business which obviously alters from meeting to meeting. It would not, however, be possible to arrange the start times of either parts of the agenda on an ad hoc basis as this would not allow for proper notice to be given.
- 2.11 It is therefore proposed for the Education & Communities Committee, to continue the current arrangement for a further year and, during that period, to monitor the length of time between conclusion of the Communities business and start of the Education items of business for each meeting held, with a view to reviewing the position before setting the timetable for 2017/18 after the Council election.
- 2.12 With regard to the administrative and governance arrangements arising from Health and Social Care integration, it is proposed that the Health & Social Care Committee continue to meet each cycle on the Tuesday of week 1. The Inverclyde Integration Joint Board has agreed to convene five meetings in the period to June 2017 and the dates of these meetings, which were agreed by the Board on 10 May 2016, are included in the timetable.
- 2.13 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.
- 2.14 The timetable also includes proposed dates for the Petitions Committee established by the Council on 8 October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.

3.0 RECOMMENDATION

- 3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2017 as set out in the report and appendix.

Gerard Malone
Head of Legal & Property Services

4.0 IMPLICATIONS

Finance

4.1 There are no financial implications.

Financial Implications:

One Off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

Legal

4.2 There are no legal implications arising from this report.

Human Resources

4.3 There are no HR implications arising from this report.

Equalities

4.4 There are no equalities implications arising from this report.

Repopulation

4.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 This report has been considered by the Corporate Management Team.

7.0 BACKGROUND PAPERS

7.1 None.

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	August/September 2016				October/November/December 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
Policy & Resources Committee	15 July	Tues 26 July – 12 noon	29 July	9 Aug				
Audit Committee	29 July	Mon 8 Aug - 10 am	12 Aug	23 Aug	23 Sept	Mon 3 Oct - 10 am	7 Oct	18 Oct
Health & Social Care Committee	29 July	Mon 8 Aug - 3 pm	12 Aug	25 Aug	23 Sept	<u>Tues</u> 4 Oct - 3 pm	7 Oct	20 Oct
Environment & Regeneration Committee	5 Aug	Tues 16 Aug - 2 pm	19 Aug	1 Sept	30 Sept	Tues 11 Oct - 2 pm	14 Oct	27 Oct
Education & Communities Committee	12 Aug	Mon 22 Aug - 3 pm	26 Aug	6 Sept	7 Oct	Mon 17 Oct - 3 pm	21 Oct	1 Nov
Inverclyde Integration Joint Board	22 July	Mon 1 Aug – 3 pm	5 Aug	<u>18 Aug</u>	14 Oct	Mon 24 Oct – 3 pm	28 Oct	8 Nov
Petitions Committee	-	-	-	15 Sept	-	-	-	10 Nov
Policy & Resources Committee	26 Aug	Tues 6 Sept – 12 noon	9 Sept	20 Sept	21 Oct	Tues 1 Nov – 12 noon	4 Nov	15 Nov
Local Police & Fire Scrutiny Sub-Committee	8 Sept	n/a	22 Sept	<u>29 Sept</u>	NO MEETING			
Inverclyde Council	12 Sept	Mon 19 Sept - 10 am	22 Sept	<u>29 Sept</u>	14 Nov	Mon 21 Nov - 10 am	24 Nov	1 Dec

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	January/February 2017				February/March/April 2017			
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	2 Dec	Mon 12 Dec - 10 am	16 Dec	<u>10 Jan</u>	27 Jan	Mon 6 Feb - 10 am	10 Feb	21 Feb
Health & Social Care Committee	2 Dec	<u>Tues</u> 13 Dec - 3 pm	16 Dec	5 Jan	27 Jan	Mon 6 Feb - 3 pm	10 Feb	23 Feb
Environment & Regeneration Committee	2 Dec	Tues 13 Dec - 2 pm	16 Dec	12 Jan	3 Feb	Tues 14 Feb - 2 pm	17 Feb	2 Mar
Education & Communities Committee	9 Dec	<u>Wed</u> 4 Jan - 1 pm	<u>9 Jan</u>	17 Jan	10 Feb	Mon 20 Feb - 3 pm	24 Feb	7 Mar
Inverclyde Integration Joint Board	16 Dec	Mon 9 Jan – 3 pm	13 Jan	24 Jan	17 Feb	Mon 27 Feb – 3 pm	3 Mar	14 Mar
Petitions Committee	-	-	-	26 Jan	-	-	-	16 Mar
Policy & Resources Committee	6 Jan	Tues 17 Jan – 12 noon	20 Jan	31 Jan	24 Feb	Tues 7 Mar – 12 noon	10 Mar	21 Mar
Local Police & Fire Scrutiny Sub-Committee	26 Jan	n/a	9 Feb	16 Feb	16 Mar	n/a	30 Mar	6 Apr
Inverclyde Council	30 Jan	Mon 6 Feb - 10 am	9 Feb	16 Feb	20 Mar	Mon 27 Mar - 10 am	30 Mar	6 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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	May/June 2017			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	5 May	n/a	19 May	30 May
Health & Social Care Committee	5 May	n/a	19 May	1 June
Environment & Regeneration Committee	12 May	n/a	26 May	8 June
Education & Communities Committee	19 May	n/a	2 June	13 June
Inverclyde Integration Joint Board	12 May	n/a	26 May	<u>6 June</u>
Petitions Committee	-	-	-	<u>15 June</u>
Policy & Resources Committee	26 May	n/a	9 June	20 June
Local Police & Fire Scrutiny Sub-Committee	8 June	n/a	22 June	29 June
Inverclyde Council	12 June	n/a	22 June	29 June

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PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
21 July	n/a	26 July	3 Aug
25 Aug	n/a	30 Aug	7 Sept
22 Sept	n/a	27 Sept	5 Oct
20 Oct	n/a	25 Oct	2 Nov
24 Nov	n/a	29 Nov	7 Dec
8 Dec	n/a	13 Dec	4 Jan
19 Jan	n/a	24 Jan	1 Feb
16 Feb	n/a	21 Feb	1 Mar
23 Mar	n/a	28 Mar	5 Apr
25 May	n/a	30 May	7 June

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
22 July	n/a	28 July	10 Aug
26 Aug	n/a	1 Sept	14 Sept
23 Sept	n/a	29 Sept	12 Oct
21 Oct	n/a	27 Oct	9 Nov
25 Nov	n/a	1 Dec	14 Dec
9 Dec	n/a	16 Dec	11 Jan
20 Jan	n/a	26 Jan	8 Feb
17 Feb	n/a	23 Feb	8 Mar
24 Mar	n/a	30 Mar	12 Apr
26 May	n/a	1 June	14 June