
Report To:	Inverclyde Council	Date:	30 June 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/057/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2023		

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 2023.

2.0 SUMMARY

- 2.1 The timetable is based on a cycle of five meetings of the Council's thematic committees, the Audit Committee, the Local Police & Fire Scrutiny Committee and the Council. The Planning Board and the General Purposes Board, as regulatory committees, have dates set aside each month for the determination of applications and associated business.
- 2.2 In line with arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during school holidays.
- 2.3 As in previous years, a number of pre-agenda meetings, the August Policy & Resources Committee, the October Audit Committee, the October and January Health and Social Care Committees and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays. However, it is not proposed to make any changes to the dates of these for the reasons set out within section 4.4 of the report.

3.0 RECOMMENDATIONS

- 3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2023 as set out in the report and appendix, subject to any amendments as are required to reflect the Council's decisions in respect of Item 4 on the agenda for this meeting.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND

- 4.1 Each year the Council at its meeting in June approves the schedule of Committee cycles for the period to June of the following year.
- 4.2 The timetable is based on a cycle of five meetings of the thematic committees, the Audit Committee, the Local Police & Fire Scrutiny Committee and the Council. The Planning Board and the General Purposes Board, as regulatory committees, have set dates each month for the determination of applications and associated business.
- 4.3 In line with arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during the school holidays.
- 4.4 As in previous years, a number of pre-agenda meetings, the August Policy & Resources Committee, the October Audit Committee, the October and January Health and Social Care Committees and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays and it is not proposed to make any changes to the suggested dates of these for the following reasons :
 - (a) The pre-agenda meetings are an integral part of the Committee process and cannot be altered without changing the dates of the Committee meetings themselves which would have a knock –on effect on the rest of the timetable;
 - (b) The additional Policy & Resources Committee held in August is arranged with the specific purpose of dealing with items arising during the summer recess period which cannot wait until the resumption of the Committee timetable;
 - (c) The Planning and General Purposes Boards have a date set aside each month for the determination of applications and associated business and it is necessary to continue to hold these meetings on the dates set out to allow the business to be disposed of.

5.0 PROPOSALS

- 5.1 It is proposed that the timetable will run as follows:
 - (a) the Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday of each month with the exception of the months of July and August 2022;
 - (b) all ordinary meetings of the thematic committees, the Audit Committee and Local Police & Fire Scrutiny Committee will normally be held at 3pm with the exception of the Education & Communities Committee which will be held at the times set out in the attached provisional Committee Timetable (Appendix 1), it being suggested that the Communities element of the Education & Communities Committee now starts at 2pm, and not 1pm as was the case previously;
 - (c) the ordinary meetings of the Council will take place at 4pm.
- 5.2 It is not proposed that the Council schedules a meeting of the Audit Committee in August, as it is not anticipated that there will be sufficient business to justify the holding of a meeting at that time. However, as in previous years, a meeting of the Audit Committee will be held at the end of June 2023 to review the draft annual accounts. There, therefore, remain 5 Audit Committee meetings in the Committee cycle.
- 5.3 Linked to the above, the annual accounts require to be considered by the Council before the end of November 2022. Given anticipated timings, and proposed meeting dates for 2022, it has been identified that there will be a need to hold a special meeting of the full Council in advance of the meeting scheduled for 1 December 2022. It is proposed that a special meeting is held at 4pm on Thursday 27 October to consider the annual accounts. It is to be noted that a meeting of the Environment & Regeneration Committee is also proposed to be held on that date, with the intention being that the Environment & Regeneration Committee would commence slightly earlier than normal at 2pm, and adjourn in time for the Council meeting starting at 4pm, with the Committee then recommencing after the Council meeting has finished, so that any remaining Committee business can be dealt with.

- 5.4 The Inverclyde Integration Joint Board (IJB) will be asked on 27 June 2022 to agree to convene five meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2023 and the proposed dates are included in the provisional timetable.
- 5.5 The timetable again also includes proposed dates for the Petitions Committee established by the Council in October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.

6.0 IMPLICATIONS

6.1 Finance

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					

Annually Recurring Costs/ (Savings)

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

6.2 Legal

There are no legal implications.

6.3 Human Resources

There are no HR implications.

6.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report’s recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation implications.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 None.

PROVISIONAL TIMETABLE

	August/September 2022				October/November 2022			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	Friday 15 July	Tuesday 26 July 12 noon	Friday 29 July	Tuesday 9 August 3pm	-	-	-	-
Audit Committee	NO MEETING				Friday 23 Sept	Monday 3 Oct 10am	Friday 7 Oct	Tuesday 18 Oct 3pm
Health & Social Care Committee	Friday 22 July	Tuesday 2 August 3pm	Friday 5 August	Thursday 18 August 3pm	Friday 23 Sept	Tuesday 4 Oct 3pm	Friday 7 Oct	Thursday 20 Oct 3pm
Environment & Regeneration Committee	Friday 29 July	Tuesday 9 August 1pm	Friday 12 August	Thursday 25 August 3pm	Friday 30 Sept	Tuesday 11 Oct 2pm	Friday 14 Oct	Thursday 27 Oct 2pm
Inverclyde Council (SPECIAL MEETING FOR ACCOUNTS)								Thursday 27 Oct 4pm
Education & Communities Committee	Friday 5 August	Monday 15 August 3pm	Friday 19 August	Tuesday 30 August 2pm & 4pm	Friday 7 Oct	Tuesday 18 Oct 12 noon	Friday 21 Oct	Tuesday 1 Nov 2pm & 4pm
IJB Audit Committee	Friday 26 August	Monday 5 Sept 2.15pm	Friday 9 September	Monday 26 Sept 12 noon & 1pm	NO MEETING			
Inverclyde Integration Joint Board	Friday 26 August	Monday 5 Sept 3pm	Friday 9 Sept	Monday 26 Sept 2pm	Friday 14 Oct	Monday 24 Oct 3pm	Friday 28 Oct	Monday 7 Nov 2pm
Petitions Committee	-	-	Friday 26 August	Thursday 8 Sept 3pm	-	-	Friday 28 Oct	Thursday 10 Nov 3pm
Policy & Resources Committee	Friday 19 August	Tuesday 30 August 10am	Friday 2 Sept	Tuesday 13 Sept 3pm	Friday 21 Oct	Tuesday 1 Nov 10am	Friday 4 Nov	Tuesday 15 Nov 3pm
Local Police & Fire Scrutiny Committee	Friday 19 August	Monday 29 August 10am	Friday 2 Sept	Thursday 15 Sept 3pm	Friday 21 Oct	Monday 31 Oct 10am	Friday 4 Nov	Thursday 17 Nov 3pm
Inverclyde Council	Monday 5 Sept	Monday 12 Sept 2pm	Thursday 15 Sept	Thursday 22 Sept 4pm	Monday 14 Nov	Monday 21 Nov 2pm	Thursday 24 Nov	Thursday 1 Dec 4pm

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	January/February 2023				February/March/April 2023			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 25 Nov	Monday 12 Dec 10am	Friday 16 Dec	Tuesday 10 Jan 3pm	Friday 27 Jan	Monday 6 Feb 10am	Friday 10 Feb	Tuesday 21 Feb 3pm
Health & Social Care Committee	Friday 25 Nov	Tuesday 6 Dec 3pm	Friday 9 Dec	Thursday 5 Jan 3pm	Friday 27 Jan	Tuesday 7 Feb 3pm	Friday 10 Feb	Thursday 23 Feb 3pm
Environment & Regeneration Committee	Friday 2 Dec	Tuesday 13 Dec 2pm	Friday 16 Dec	Thursday 12 Jan 3pm	Friday 3 Feb	Tuesday 14 Feb at 2pm	Friday 17 Feb	Thursday 2 March 3pm
Education & Communities Committee	Friday 9 Dec	Tuesday 10 Jan 12 noon	Friday 13 Jan	Tuesday 24 Jan 2pm & 4pm	Friday 10 Feb	Monday 20 Feb 12 noon	Friday 24 Feb	Tuesday 7 March 2pm & 4pm
IJB Audit Committee	No Meeting				Friday 24 Feb	Monday 6 March 2.15pm	Friday 10 March	Monday 20 March 1pm
Inverclyde Integration Joint Board	Friday 16 Dec	Monday 9 Jan 3pm	Friday 13 Jan	Monday 23 Jan 2pm	Friday 24 Feb	Monday 6 March 3pm	Friday 10 March	Monday 20 March 2pm
Petitions Committee	-	-	Friday 13 Jan	Thursday 26 Jan 3pm	-	-	Friday 3 March	Thursday 16 Mar 3pm
Policy & Resources Committee	Friday 6 Jan	Tuesday 17 Jan 12 noon	Friday 20 Jan	Tuesday 31 Jan 3pm	Friday 24 Feb	Tuesday 7 March 10am	Friday 10 March	Tuesday 21 March 3pm
Local Police & Fire Scrutiny Committee	Friday 6 Jan	Monday 16 Jan 10am	Friday 20 Jan	Thursday 2 Feb 3pm	Friday 24 Feb	Monday 6 March 10am	Friday 10 March	Thursday 23 March 10am
Inverclyde Council	Monday 30 Jan	Monday 6 Feb 2pm	Thursday 9 Feb	Thursday 16 Feb 4pm	Monday 3 April	Tuesday 11 April 2pm *	Thursday 13 April	Thursday 20 April 4pm

NB 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.

* Inverclyde Council Pre-Agenda Meeting - Date takes account of Easter Monday (Monday 10 April)

PROVISIONAL TIMETABLE

	April/May/June 2023			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	<i>Friday 31 March</i>	<i>Tuesday 11 April 10am*</i>	<i>Friday 14 April</i>	<i>Tuesday 25 April 3pm</i>
Health & Social Care Committee	<i>Friday 31 March</i>	<i>Tuesday 11 April 3pm</i>	<i>Friday 14 April</i>	<i>Thursday 27 April 3pm</i>
Environment & Regeneration Committee	<i>Thursday 6 April **</i>	<i>Tuesday 18 April 2pm</i>	<i>Friday 14 April</i>	<i>Thursday 4 May 3pm</i>
Education & Communities Committee	<i>Friday 14 April</i>	<i>Monday 24 April 3pm</i>	<i>Friday 28 April</i>	<i>Tuesday 9 May 2pm & 4pm</i>
Inverclyde Integration Joint Board	<i>Friday 21 April</i>	<i>Tuesday 2 May 10am***</i>	<i>Friday 5 May</i>	<i>Monday 15 May 2pm</i>
Petitions Committee	-	-	<i>Friday 5 May</i>	<i>Thursday 18 May 3pm</i>
Policy & Resources Committee	<i>Friday 28 April</i>	<i>Tuesday 9 May 10am</i>	<i>Friday 12 May</i>	<i>Tuesday 23 May 3pm</i>
Local Police & Fire Scrutiny Committee	<i>Friday 28 April</i>	<i>Monday 8 May 10am</i>	<i>Friday 12 May</i>	<i>Thursday 25 May 3pm</i>
Inverclyde Council	<i>Monday 22 May</i>	<i>Monday 29 May 10am</i>	<i>Thursday 1 June</i>	<i>Thursday 8 June 4pm</i>
IJB Audit Committee	<i>Friday 2 June</i>	<i>Monday 12 June 2.15pm</i>	<i>Friday 16 June</i>	<i>Monday 26 June 1pm</i>
Inverclyde Integration Joint Board	<i>Friday 2 June</i>	<i>Monday 12 June 3pm</i>	<i>Friday 16 June</i>	<i>Monday 26 June 2pm</i>
Audit Committee (ACCOUNTS)	<i>Friday 26 May</i>	<i>Monday 5 June 10am</i>	<i>Friday 9 June</i>	<i>Thursday 22 June 3pm</i>

*Audit Pre-Agenda Meeting– Date takes account of Easter Monday (Monday 10 April)

**E&R Submission Date - Date takes account of Good Friday (Friday 7 April)

***IJB Pre Agenda Meeting - Date takes account of May Day Holiday (Monday 1 May)

PROVISIONAL TIMETABLE

PLANNING BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Thurs 25 Aug	n/a	Tue 30 Aug	Wed 7 Sep 3pm
Thurs 22 Sep	n/a	Tue 27 Sep	Wed 5 Oct 3pm
Thurs 20 Sep	n/a	Tue 25 Oct	Wed 2 Nov 3pm
Thurs 24 Oct	n/a	Tue 29 Nov	Wed 7 Dec 3pm
Thurs 15 Dec	n/a	Tue 20 Dec	Wed 4 Jan 3pm
Thurs 26 Jan	n/a	Tue 31 Jan	Wed 1 Feb 3pm
Thurs 23 Feb	n/a	Tue 28 Feb	Wed 1 Mar 3pm
Thurs 23 Mar	n/a	Tue 28 Mar	Wed 5 Apr 3pm
Thurs 20 Apr	n/a	Tue 25 Apr	Wed 3 May 3pm
Thurs 25 May	n/a	Tue 30 May	Wed 7 Jun 3pm

GENERAL PURPOSES BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Fri 26 Aug	n/a	Thurs 1 Sep	Wed 14 Sep 3pm
Fri 23 Sep	n/a	Thurs 29 Sep	Wed 12 Oct 3pm
Fri 21 Oct	n/a	Thurs 27 Oct	Wed 9 Nov 3pm
Fri 25 Nov	n/a	Thurs 1 Dec	Wed 14 Dec 3pm
Fri 16 Dec	n/a	Thurs 22 Dec	Wed 11 Jan 3pm
Fri 20 Jan	n/a	Thurs 26 Jan	Wed 8 Feb 3pm
Fri 17 Feb	n/a	Thurs 23 Feb	Wed 8 Mar 3pm
Fri 17 Mar	n/a	Thurs 23 Mar	Wed 12 Apr 3pm
Fri 21 Apr	n/a	Thurs 27 Apr	Wed 10 May 3pm
Fri 26 May	n/a	Thurs 1 Jun	Wed 14 Jun 3pm

LICENSING BOARD DATES:

Thursday 1 September 2022 – 10am

Thursday 1 December 2022 – 10am

Thursday 3 March 2023 – 10am

Thursday 2 June 2023 – 10am