
Report To:	The Inverclyde Council	Date: 11 June 2009
Report By:	Corporate Director Regeneration & Resources	Report No: SL/LA/372/09
Contact Officer:	Sharon Lang	Contact No: 01475 712112
Subject:	Administrative Arrangements: Cycle of Council, 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 2010.

2.0 SUMMARY

- 2.1 The proposed cycle of Council/Committee/Board meetings for the period is detailed in the timetable set out in the appendix to the report. Appendix
- 2.2 The timetable is based on an 8 week cycle for the Strategic Committees, 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 9 June 2010.
- 2.4 The timetable runs as follows:-
- (a) Weeks 1, 5 and 7 in the 8 week cycle have no ordinary meetings arranged for the Tuesday and Thursday of those weeks;
 - (b) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month;
 - (c) All ordinary meetings of the Strategic Committees (with the exception of the Education & Lifelong Learning Committee), the Policy & Resources Committee, the Planning Board and the General Purposes Board will normally be held at 3 pm. As agreed by the Council on 28 June 2007, all ordinary meetings of the Education & Lifelong Learning Committee will commence at 4 pm;
 - (d) The ordinary meetings of the Council will take place at 4 pm.

3.0 RECOMMENDATION

- 3.1 That the Council approve the proposed cycle of Council/Committee/Board meetings for the year to June 2010 as set out in the timetable in the appendix.

Sharon Lang
Legal & Administration

APPENDIX

	August/September 2009				October/November 2009			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	Date of Meeting
Audit Committee	31 July	Mon 10 Aug - 10am	14 Aug	25 Aug	25 Sept	Mon 5 Oct - 10am	9 Oct	20 Oct
Health & Social Care Committee	31 July	Mon 10 Aug - 3pm	14 Aug	27 Aug	25 Sept	Mon 5 Oct - 3pm	9 Oct	22 Oct
Safe, Sustainable Communities Committee	7 Aug	Tues 18 Aug - 10am	21 Aug	1 Sept	2 Oct	Tues 13 Oct - 10am	16 Oct	27 Oct
Regeneration Committee	7 Aug	Tues 18 Aug - 4pm	21 Aug	3 Sept	2 Oct	Tues 13 Oct - 4pm	16 Oct	29 Oct
Education & Lifelong Learning Committee	14 Aug	Mon 24 Aug - 3.30pm	28 Aug	8 Sept	9 Oct	Mon 19 Oct - 3.30pm	23 Oct	3 Nov
Policy & Resources Committee	28 Aug	Mon 7 Sept - 3.30 pm	11 Sept	22 Sept	23 Oct	Mon 2 Nov - 3.30pm	6 Nov	17 Nov
Inverclyde Council	23 Sept	Tues 29 Sept - 3.30pm	1 Oct	8 Oct	18 Nov	Tues 24 Nov - 3.30pm	26 Nov	3 Dec

	January/February 2010				March/April 2010			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	Date of Meeting
Audit Committee	4 Dec	Mon 14 Dec - 10am	18 Dec	5 Jan	5 Feb	Mon 15 Feb - 10am	19 Feb	2 Mar
Health & Social Care Committee	4 Dec	Mon 14 Dec - 3pm	18 Dec	7 Jan	5 Feb	Mon 15 Feb - 3pm	19 Feb	4 Mar
Safe, Sustainable Communities Committee	4 Dec	Tues 15 Dec - 10am	18 Dec	12 Jan	12 Feb	Tues 23 Feb - 10am	26 Feb	9 Mar
Regeneration Committee	4 Dec	Tues 15 Dec - 4pm	18 Dec	14 Jan	12 Feb	Tues 23 Feb - 4pm	26 Feb	11 Mar
Education & Lifelong Learning Committee	14 Dec	<u>Tues</u> 5 Jan - 3.30pm	8 Jan	19 Jan	19 Feb	Mon 1 Mar - 3.30pm	5 Mar	16 Mar
Policy & Resources Committee	8 Jan	Mon 18 Jan - 3.30 pm	22 Jan	2 Feb	5 Mar	Mon 15 Mar - 3.30pm	19 Mar	30 Mar
Inverclyde Council	3 Feb	Tues 9 Feb - 3.30pm	11 Feb	18 Feb	31 Mar	Tues 6 Apr - 3.30pm	8 Apr	15 Apr

NB The submission and pre-agenda dates for the Safe, Sustainable Communities and Regeneration Committees and submission dates for the Education & Lifelong Learning Committee have been brought forward to avoid holding pre-agenda meetings in the week between Christmas and New Year.

	May/June 2010			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	Date of Meeting
Audit Committee	1 Apr	Mon 12 Apr - 10am	16 Apr	27 Apr
Health & Social Care Committee	1 Apr	Mon 12 Apr - 3pm	16 Apr	29 Apr
Safe, Sustainable Communities Committee	9 Apr	Tues 20 Apr - 10am	23 Apr	4 May
Regeneration Committee	9 Apr	Tues 20 Apr - 4pm	23 Apr	6 May
Education & Lifelong Learning Committee	16 Apr	Mon 26 Apr - 3.30pm	30 Apr	11 May
Policy & Resources Committee	30 Apr	Mon 10 May - 3.30pm	14 May	25 May
Inverclyde Council	26 May	Tues 1 June - 3.30pm	3 June	10 June

PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	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
11 Dec	n/a	17 Dec	6 Jan
21 Jan	n/a	26 Jan	3 Feb
18 Feb	n/a	23 Feb	3 Mar
25 Mar	n/a	30 Mar	7 Apr
22 Apr	n/a	27 Apr	5 May
20 May	n/a	25 May	2 June

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda - 9 am	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
22 Dec	n/a	5 Jan	13 Jan
22 Jan	n/a	28 Jan	10 Feb
19 Feb	n/a	25 Feb	10 Mar
26 Mar	n/a	1 Apr	14 Apr
23 Apr	n/a	29 Apr	12 May
21 May	n/a	27 May	9 June