
Report To:	The Inverclyde Council	Date: 9 June 2011
Report By:	Corporate Director Regeneration & Environment	Report No: SL/LA/693/11
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 2012.

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, with the exception noted below, 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 two cycles beginning in mid January and concluding with the Council meeting on 12 April 2012.
- 2.4 Additionally, as last year, it is proposed to hold a meeting of the Policy and Resources Committee on Tuesday 16 August 2011 to deal with any items of business requiring consideration during the summer recess period.
- 2.5 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 CHCP Sub-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.
- 2.6 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 agreed at its last meeting that the annual meeting of the Health and Social Care Committee in 2011 should be in August which, on the basis of the timetable, would be on 25 August 2011.

- 2.7 The Council elections are presently set for 3 May 2012, being the first Thursday in May. The statutory meeting of the new Council following these elections must take place in terms of the Local Government etc (Scotland) Act 1994 and the Council's Standing Orders within 21 days of the day of the election. Following the last election on 3 May 2007, the statutory meeting was held on 24 May.
- 2.8 At a similar point in the Council's life in 2006, the Council 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.
- 2.9 This final cycle is a compressed cycle ending with a meeting of the Council in June. It is, of course, not possible at this stage to fix dates for the pre-agenda meetings in this cycle.

3.0 RECOMMENDATION

- 3.1 That the Council approve the proposed cycle of Council/Committee/Board meetings for the year to June 2012 as set out in the timetable in the appendix.

Sharon Lang
Legal & Democratic Services

	August/September 2011				October/November 2011			
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	29 July	Mon 8 Aug - 10am	12 Aug	23 Aug	23 Sept	Mon 3 Oct - 10am	7 Oct	18 Oct
Inverclyde CHCP Sub-Committee	29 July	Mon 8 Aug - 3pm	12 Aug	25 Aug*	23 Sept	Mon 3 Oct - 3pm	7 Oct	20 Oct
Safe, Sustainable Communities Committee	5 Aug	Fri 12 Aug - 2pm	19 Aug	30 Aug	30 Sept	Fri 7 Oct - 2pm	14 Oct	25 Oct
Regeneration Committee	5 Aug	Tues 16 Aug - 4pm	19 Aug	1 Sept	30 Sept	Tues 11 Oct - 4pm	14 Oct	27 Oct
Education & Lifelong Learning Committee	12 Aug	Mon 22 Aug - 3.30pm	26 Aug	6 Sept	7 Oct	Mon 17 Oct - 3.30pm	21 Oct	1 Nov
Policy & Resources Committee	26 Aug	Mon 5 Sept - 3.30 pm	9 Sept	20 Sept	21 Oct	Mon 31 Oct - 3.30pm	4 Nov	15 Nov
Inverclyde Council	19 Sept	Mon 26 Sept - 3.30pm	29 Sept	6 Oct	14 Nov	Mon 21 Nov - 3.30pm	24 Nov	1 Dec

NB In addition, it is proposed to hold a meeting of the Policy & Resources Committee on **Tuesday 16 August 2011** to deal with any items of business requiring consideration during the summer recess period. The arrangements for this meeting are as follows:

Submission Date 22 July
Pre-Agenda Date Mon 1 Aug 3.30 pm

Issue Agenda 5 Aug
Date of Meeting 16 Aug

* Annual meeting of the Health and Social Care Committee

	January/February 2012				March/April 2012			
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 - 10am	16 Dec	10 Jan	3 Feb	Mon 13 Feb - 10am	17 Feb	28 Feb
Inverclyde CHCP Sub-Committee	2 Dec	Mon 12 Dec - 3pm	16 Dec	12 Jan	3 Feb	Mon 13 Feb - 3pm	17 Feb	1 Mar
Safe, Sustainable Communities Committee	2 Dec	Fri 9 Dec - 2pm	16 Dec	17 Jan	10 Feb	Fri 17 Feb - 2 pm	24 Feb	6 Mar
Regeneration Committee	2 Dec	Tues 13 Dec - 4pm	16 Dec	19 Jan	10 Feb	Tues 21 Feb - 4pm	24 Feb	8 Mar
Education & Lifelong Learning Committee	12 Dec	Mon 9 Jan - 3.30pm	13 Jan	24 Jan	17 Feb	Mon 27 Feb - 3.30pm	2 Mar	13 Mar
Policy & Resources Committee	13 Jan	Mon 23 Jan - 3.30 pm	27 Jan	7 Feb	2 Mar	Mon 12 Mar - 3.30pm	16 Mar	27 Mar
Inverclyde Council	6 Feb	Mon 13 Feb - 3.30pm	16 Feb	23 Feb	26 Mar	Mon 2 Apr - 3.30pm	5 Apr	12 Apr

NB Like last year, the meetings in January 2012, with the exception of the two Boards, have been moved back a week because of the New Year holidays on Monday 2 and Tuesday 3 January. 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.

	May/June 2012			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	4 May	TBA	18 May	29 May
Inverclyde CHCP Sub-Committee	4 May	TBA	18 May	31 May
Safe, Sustainable Communities Committee	11 May	TBA	25 May	5 June
Regeneration Committee	11 May	TBA	25 May	7 June
Education & Lifelong Learning Committee	18 May	TBA	1 June	12 June
Policy & Resources Committee	25 May	TBA	8 June	19 June
Inverclyde Council	11 June	TBA	21 June	28 June

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
9 Dec	n/a	15 Dec	4 Jan
19 Jan	n/a	24 Jan	1 Feb
23 Feb	n/a	28 Feb	7 Mar
22 Mar	n/a	27 Mar	4 Apr
24 May	n/a	29 May	6 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
20 Dec	n/a	4 Jan	11 Jan
20 Jan	n/a	26 Jan	8 Feb
24 Feb	n/a	1 Mar	14 Mar
23 Mar	n/a	29 Mar	11 Apr
25 May	n/a	31 May	13 June