

PERTH AND KINROSS COUNCIL

1 July 2015

**PROPOSED TIMETABLE OF MEETINGS 2016 AND INDICATIVE TIMETABLE
2017****Report by Head of Democratic Services****PURPOSE OF REPORT**

This report provides an update on the operation of the 2015 Committee cycle and seeks approval of a timetable for meetings for 2016 and indicative timetable for 2017.

1. BACKGROUND / MAIN ISSUES

- 1.1 Since 2007, the Council has successfully operated an eight weekly cycle of committee meetings. In addition to this, the Development Management Committee operates on a four weekly basis, the Licensing Committee on a six weekly basis, and the Local Review Body meets approximately every four weeks. Timetables have also continued to take account of fixed recess periods at Easter, summer and October holiday periods.
- 1.2 The 2015 timetable has continued to work well and helped facilitate to timetable an increasing number of other meeting commitments for elected members and officers.
- 1.3 In previous years, it has been normal practice to submit a report to Council in October putting forward a proposed timetable of meetings for the following year. However, as part of the overall Perth Office Programme with Council and Committee meetings currently taking place at the Dewars Centre in Perth, this report is submitted in July 2015 to enable preparations and forward planning to begin over the summer recess period.

2. PROPOSED TIMETABLE

- 2.1 In continuing similar practice to previous years, the first meeting of the Housing and Health Committee has been timetabled to take place on 27 January 2016 to enable consideration of any proposed rent changes. A special meeting of the Council for setting the budget has been included provisionally for 11 February 2016.
- 2.2 Some amendments have been made to the 2016 timetable that was indicatively presented to Council in October 2014. As part of reporting arrangements for the Business Management and Improvement Plan process, it is proposed that the meetings of the Community Safety committee take place nearer the end of the committee cycle. As a result of this, there have been some amendments to the timings of the meetings of both the Audit Committee and the Executive Sub-Committee (Inspections) of the Lifelong Learning Committee.

It is also proposed that due to the timing of the celebrations taking place in Aschaffenburg to mark the 60th anniversary of the twinning between Perth and Aschaffenburg between 25 and 28 June 2016 and the Provost's attendance at the celebrations, the Council meeting before the summer recess takes place on 22 June 2016. In line with the revised timetable for 2015, it is proposed that the Council meeting in May be scheduled to take place on 18 May 2016 following the Scottish Parliament Elections on 5 May 2016.

The indicative timetable for 2017 up until the Scottish Local Government Elections on 4 May 2017 follows a similar pattern to the proposed 2016 timetable and includes an indicative date of 17 May 2017 for the Council Statutory meeting following the elections.

3. CONCLUSION AND RECOMMENDATIONS

3.1 This report outlines the committee cycle for 2016 and provides details of an indicative timetable for 2017 (up to the local government elections).

3.2 It is recommended that the Council:

- (i) Approve the timetable of meetings for 2016 as set out in Appendix 1 of this report.
- (ii) Approves the indicative timetable for 2017 (up to the local government elections) as set out in Appendix 2 of this report.

Authors

Name	Designation	Contact Details
Scott Hendry	Team Leader (Committee Services)	Ext.75126 sbhendry@pkc.gov.uk

Approved

Name	Designation	Date
Gillian Taylor	Head of Democratic Services	5 June 2015

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 This proposals in this report support delivery of the Council's objectives within the Corporate Plan and the Community Plan.

2. Resource Implications

Financial

- 2.1 N/A

Workforce

- 2.2 N/A

Asset Management (land, property, IT)

- 2.3 N/A

3. Assessments

Equality Impact Assessment

3.1 N/A

Strategic Environmental Assessment

3.2 N/A

Sustainability

3.3 N/A

Legal and Governance

3.4 N/A

Risk

3.5 N/A

4. Consultation

Internal

4.1 Consultation on the proposed timetable has taken place with Elected Members, services across the Council, and relevant partner organisations. A report was also submitted to the meeting of the Modernising Governance Member/Officer Working Group on 20 May 2015.

External

4.2 N/A

5. Communication

5.1 Following approval, the timetable of meetings for 2016 will be implemented across the Council and published on the Council's website.

2. BACKGROUND PAPERS

N/A

3. APPENDICES

Appendix 1 – Draft Council and Committee Timetable for 2016

Appendix 2 – Indicative Council and Committee Timetable for 2017

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3. Assessments

Equality Impact Assessment

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COUNCIL AND COMMITTEE TIMETABLE FOR 2016

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER
Monday		1			2			1		3		
Tuesday		2	1 LRB (10.30am)		3			2		4	1	
Wednesday		3 CS (10am) Audit (2pm)	2 Property Sub (10am)		4	1 Env (10am) E&I (2pm)		3		5 Common Good (11am) Council (2pm)	2 H&H (10am) LL (2pm)	
Thursday		4 Attendance Sub (11.30am)	3 School Estate Sub (11.30am)		5	2 School Estate Sub (11.30am)		4 Licensing (11.30am)	1 Attendance Sub (11.30am)	6 Licensing Board (9am)	3 Attendance Sub (11.30am)	1
Friday	1	5	4	1	6	3 Licensing Board (9am)	1	5	2	7	4	2
Monday	4	8	7	4	9	6	4	8	5	10	7	5
Tuesday	5	9	8	5	10	7	5	9	6 Ed Trust (2pm)	11	8 LRB (10.30am)	6 LRB (10.30am)
Wednesday	6 Property Sub (10am)	10 SP&R (10am) Scrutiny (2pm)	9 H&H (10am) LL (2pm)	6	11 Dev Mgt (10am)	8 Dev Mgt (10am) CS (2pm)	6	10 Dev Mgt (10am)	7 Env (10am) E&I (2pm)	12	9 Env (10am) E&I (2pm)	7 Dev Mgt (10am)
Thursday	7 Licensing (11.30am)	11 Special Council (2pm) (Provisional)	10 Licensing Board (9am)	7	12 Licensing (10am)	9	7	11	8 Appeals Sub	13	10 Appeals Sub	8 Licensing (10am)
Friday	8	12	11	8	13	10	8	12	9	14	11	9
Monday	11	15	14 CHS&W (10am)	11	16	13 CHS&W (10am)	11	15	12 CHS&W (10am)	17	14	12 CHS&W (10am)
Tuesday	12 JNC(T) (2.30pm)	16	15	12	17	14 JNC(T) AGM (2.30pm)	12	16 Appeals Sub	13	18 LRB (10.30am)	15 JNC(T) (2.30pm)	13 Appeals Sub
Wednesday	13 Dev Mgt (10am) LL Insp (2pm)	17 Dev Mgt (10am)	16 Dev Mgt (10am)	13 Dev Mgt (10am)	18 Common Good (11am) Council (2pm)	15 SP&R (10am) Scrutiny (2pm)	13 Dev Mgt (10am)	17 Property Sub (10am) LL Exec (2pm)	14 Dev Mgt (10am)	19 Dev Mgt (10am)	16 Dev Mgt (10am)	14 Common Good (9.30am) Council (11am)
Thursday	14	18 Licensing (10am)	17 Appeals Sub	14	19 Attendance Sub (10am)	16	14 Licensing Board (9am)	18	15 Licensing (10am)	20 Appeals Sub	17 School Estate Sub (10am)	15 Attendance Sub (10am)
Friday	15	19	18	15	20	17	15	19	16	21	18 Licensing Board (9am)	16 Licensing Board (9am)
Monday	18	22	21	18	23	20	18	22	19	24	21	19
Tuesday	19	23 Appeals Sub	22 JNC(T) (2.30pm)	19	24 LRB (10.30am)	21 Appeals Sub	19	23 LRB (10.30am)	20 JNC(T) (2.30pm)	25	22	20
Wednesday	20 Env (10am) E&I (2pm)	24 Common Good (11am) Council (2pm)	23 Env (10am) E&I (2pm)	20 SP&R (10am) Scrutiny (2pm)	25 H&H (10am) LL (2pm) Ed Trust Sub (3.45pm)	22 Common Good (11am) Council (2pm)	20	24 H&H (10am) LL (2pm)	21 SP&R (10am) Scrutiny (2pm)	26 Property Sub (10am) LL Exec (2pm)	23 CS (10am) Audit (2pm)	21
Thursday	21 Appeals Sub	25 JCC (10am)	24 Attendance Sub (10am)	21	26 JCC (10am)	23 Licensing (10am)	21 Appeals Sub	25 School Estate Sub (10am)	22 JCC (10am)	27 Licensing (10am)	24 JCC (10am)	22
Friday	22	26	25	22 Licensing Board (9am)	27 Appeals Sub	24	22	26 Licensing Board (9am)	23	28	25	23
Monday	25	29	28	25	30	27	25	29	26	31	28	26
Tuesday	26 LRB (10.30am)		29 LRB (10.30am)	26 LRB (10.30am)	31	28 LRB (10.30am)	26 LRB (10.30am)	30	27 LRB (10.30am)		29	27
Wednesday	27 H&H (10am) LL (2pm)		30 CS (10am) Audit (2pm)	27 Property Sub (10am) LL Insp (2pm)		29 Audit (10am)	27	31 CS (10am)	28 Audit (10am)		30 SP&R (10am) Scrutiny (2pm)	28
Thursday	28		31 Licensing (10am)	28 Appeals Sub		30	28		29			29
Friday	29 Licensing Board (9am)			29			29		30			30

Recess Periods
(all inclusive)

1 – 4 January
4 - 15 April
4 July - 12 August
10 – 21 October
24 – 31 December

End of Cycle

Office Closed

Notes: Development Management Committee (12 meetings)

Local Review Body (12 meetings)

The Joint Boards (Valuation and Tayside Contracts). Dates and venue to be confirmed.

Where a body is shown in italics, it is not for the Council to agree meeting dates for that body.

CS	= Community Safety
Env	= Environment
E&I	= Enterprise & Infrastructure
Dev Mgt	= Development Management
H&H	= Housing & Health
LL	= Lifelong Learning
SP&R	= Strategic Policy and Resources
JCC	= Joint Consultative Committee
CHS&W	= Corporate Health, Safety and Wellbeing Consultative Committee
JNC(T)	= Joint Negotiating Committee (Teachers)
LL Insp	= Lifelong Learning Executive Sub-Committee
TVJB	= Tayside Valuations Joint Board
TCJC	= Tayside Contracts Joint Committee
Appeals Sub	= Appeals Sub-Committee of Strategic Policy and Resources (These meeting dates are provisional and may not take place)

INDICATIVE COUNCIL AND COMMITTEE TIMETABLE FOR 2017

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER
Monday	2			3	1		3			2		
Tuesday	3			4 LRB (10.30am)	2		4	1		3		
Wednesday	4 Property Sub (10am)	1 LL Insp (10am) Audit (2pm)	1 Property Sub (10am) CS (2pm)	5	3		5	2		4	1	
Thursday	5	2 Attendance Sub (11.30am)	2 School Estate Sub (11.30am)	6 Licensing (11.30am)	4 Scottish Local Government Elections	1	6	3		5	2	
Friday	6	3	3	7	5	2	7	4	1	6	3	1
Monday	9	6	6	10	8	5	10	7	4	9	6	4
Tuesday	10 LRB (10.30am) JNC(T) (2.30pm)	7 LRB (10.30am)	7 LRB (10.30am)	11	9	6	11	8	5	10	7	5
Wednesday	11 Env (10am) E&I (2pm)	8 SP&R (10am) Scrutiny (2pm)	8 Env (10am) E&I (2pm)	12 Dev Mgt (10am)	10	7	12	9	6	11	8	6
Thursday	12 Licensing (10am)	9 Special Council (2pm) (Provisional)	9	13	11	8	13	10	7	12	9	7
Friday	13	10	10	14	12	9	14	11	8	13	10	8
Monday	16	13	13 CHS&W (10am)	17	15	12	17	14	11	16	13	11
Tuesday	17	14	14	18	16	13	18	15	12	17	14	12
Wednesday	18 Dev Mgt (10am) CS (2pm)	15 Dev Mgt (10am)	15 Dev Mgt (10am)	19 SP&R (10am) Scrutiny (2pm)	17 Council Statutory Meeting (Indicative)	14	19	16	13	18	15	13
Thursday	19 Appeals Sub	16 JCC (10am)	16 Appeals Sub	20	18	15	20	17	14	19	16	14
Friday	20	17	17	21	19	16	21	18	15	20	17	15
Monday	23	20	20	24	22	19	24	21	18	23	20	18
Tuesday	24	21 Appeals Sub	21 JNC(T) (2.30pm)	25 Appeals Sub	23	20	25	22	19	24	21	19
Wednesday	25 H&H (10am) LL (2pm)	22 Common Good (11am) Council (2pm)	22 LL Insp (10am) Audit (2pm)	26 Common Good (11am) Council (2pm)	24	21	26	23	20	25	22	20
Thursday	26	23 Licensing (10am)	23 Attendance Sub (10am)	27	25	22	27	24	21	26	23	21
Friday	27	24	24	28	26	23	28	25	22	27	24	22
Monday	30	27	27		29	26	31	28	25	30	27	25
Tuesday	31	28	28		30	27		29	26	31	28	26
Wednesday			29 H&H (10am) LL (2pm)		31	28		30	27		29	27
Thursday			30			29		31	28		30	28
Friday			31			30			29			29

Scottish Local Government Elections – 4 May 2017

Recess Periods
(all inclusive)

1 – 2 January
3 - 14 April

End of Cycle

Office Closed

Notes: Development Management Committee (12 meetings)

Local Review Body (12 meetings)

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