

PERTH AND KINROSS COUNCIL

25 June 2014

**PROPOSED TIMETABLE OF MEETINGS 2015 AND INDICATIVE TIMETABLES
2016-2017****Report by Head of Democratic Services****PURPOSE OF REPORT**

This report provides an update on the operation of the 2014 Committee cycle and seeks approval of a timetable for meetings for 2015 and indicative timetables for 2016 and 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 2014 timetable has worked well and helped facilitate an increasing number of other meeting commitments for elected members and officers.
- 1.3 It has been normal practice to submit a report to Council in October of each year putting forward a proposed timetable of meetings for the following year, however, as part of forward planning for 2015 in line with the Perth Office Programme, this report is presented in June 2014 to enable preparations 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 21 January 2015 to enable consideration of any proposed rent changes. A special meeting of the Council for setting the budget has been included provisionally for 12 February 2015. As introduced in 2014, scheduled dates for meetings of the Appeals Sub-Committee have been inserted for each month, however these meetings may not take place.
- 2.2 Some amendments have been made to the 2015, 2016 and 2017 timetables that were indicatively presented to Council in October 2013, namely the scheduling of the Audit Committee in August / September to take account of External Audit reporting timescales, and the meeting of the Community Safety Committee in January to assist with reporting arrangements.

3. CONCLUSION AND RECOMMENDATIONS

3.1 This report outlines the committee cycle for 2015 and provides details of the indicative timetables for 2016 and 2017 (up to the local government elections).

3.2 It is recommended that the Council:

- (i) Approve the timetable for meetings for 2015 as set out in Appendix 1 of this report.
- (ii) Approves the indicative timetables for 2016 and 2017 (up to the local government elections) as set out in Appendices 2 and 3 of this report.

Authors

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Approved

Name	Designation	Date
Gillian Taylor	Head of Democratic Services	2 June 2014

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Council Text Phone Number 01738 442573

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 and some concerns were raised in relation to the date and timings of Common Good Fund Committees. These issues have not been addressed in this report, however further consultation will take place with elected members to address these concerns. Services across the Council and relevant partner organisations have also been consulted with no negative feedback.

External

4.2 N/A

5. Communication

5.1 Following approval by Council on 25 June 2014, the timetable of meetings for 2015 will be implemented across the Council and published on the Council's website.

2. BACKGROUND PAPERS

N/A

3. APPENDICES

Appendix 1 – Council and Committee Timetable for 2015

Appendix 2 – Indicative Council and Committee Timetable for 2016

Appendix 3 – Indicative Council and Committee Timetable for 2017

COUNCIL AND COMMITTEE TIMETABLE FOR 2015

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

Recess Periods
(all inclusive)

1 – 2 January
6 - 17 April
6 July - 14 August
12 - 23 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 2016

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

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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 (10am)	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 (10am) JNC(T) (2.30pm)	7 LRB (10am)	7 LRB (10am)	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	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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