

REPORT

To: POLICY AND RESOURCES COMMITTEE		Subject: COMMITTEE TIMETABLE
From: DIRECTOR OF ADMINISTRATION		
Date: 21 June 1999	Ref: JAF/IL	

1. Background

1.1 The Council, at its meeting on 20 May, approved a Committee Timetable extending to 1 July 1999 and agreed that a further report be submitted proposing a timetable for the balance of the current calendar year.

2. Consideration

2.1 It has been the practice of the Council to arrange committee meetings in cycles of six week duration. For the remainder of the current financial year it is considered that this practice should continue.

2.2 It has been the practice of the Council, also, to recess over the Christmas holiday period. Again it is proposed that this practice continue and that the final Council meeting in the current financial year be held immediately prior to the Christmas recess.

2.3 An important part of the responsibility of committees is budget monitoring and it is desirable that budget monitoring reports be available for Conveners' meetings. For the remainder of the current calendar year the dates on which committee reports on budget monitoring will be available are 9 July; 6 August; 3 September; 1 October; 29 October; 26 November; and 24 December.

2.4 It has further been the practice of the Council to provide for a summer recess and to arrange for three cycles of committee meetings thereafter. It is suggested that there be a further three cycles of committee meetings in 1999 and that there be a summer recess, based on the month of July.

3. Proposals

3.1 Having regard to the foregoing considerations, it is recommended that the Council summer recess commence following the Council meeting on 30 June 1999. Following that date there are twenty five complete weeks in the current calendar year prior to the commencement of the proposed Christmas recess. For three cycles eighteen weeks are required.

3.2 Having regard to the availability of committee budget monitoring reports, it is recommended that the first cycle following the recess commence on Monday 9 August. This will permit Conveners' meetings during that week to consider the budget monitoring report which will be available on 6 August and will enable committees during that cycle to have available the information contained in that report. The Council meeting for that cycle would fall on 16 September 1999.

- 3.3 The final Council meeting in 1999 requires to take place on or before Thursday 23 December. That day falls within the fourteenth week after the completion of the first cycle following the recess. For two complete cycles only twelve weeks are required. There is, accordingly, room for flexibility in the remaining two cycles of 1999.
- 3.4 Thursday 23 December is very close to the Christmas holiday period. It is accordingly suggested that the Council may wish to fix the last meeting of 1999 one week earlier - i.e. Thursday 16 December.
- 3.5 It has, in the past, been the practice of the Council to recess during the October school holiday week. This could, again, be accommodated. If that were done, the second cycle of meetings would begin in the week commencing Monday 20 September and would terminate with a Council meeting on Thursday 4 November. Alternatively the Council may wish to provide for no meetings during the week commencing 20 September in which event the second cycle would begin on Monday 27 September and would, again, terminate with the Council meeting on Thursday 4 November.
- 3.6 The timing of Conveners' meetings, Sub-Committee meetings and Committee meetings within each cycle can follow broadly the pattern previously established. A timetable, drawn up on that basis for the first Committee cycle following the recess is attached as Appendix A. Alternatively there could be advantage in providing for a clear week between each Convener's meeting and the meeting of the Committee to which it relates. A timetable, drawn up on that basis, for the first cycle of meetings following the summer recess is attached as Appendix B. The Committee is asked to determine which of these options should be adopted.

4. Recommendation

- 4.1 The Committee is asked to give consideration to the foregoing and
- (a) determine the dates of commencement and termination of each of the three remaining Committee cycles for 1999;
 - (b) determine whether the pattern of meetings should follow that of previous cycles or should, alternatively, provide for a clear week between each Convener's meeting and the meeting of the Committee to which it relates; and
 - (c) instruct the Director of Administration to draw up a complete timetable of meetings for the remaining part of calendar year 1999.


Director of Administration

Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services on Extension 2228.

NORTH LANARKSHIRE COUNCIL

COMMITTEE CYCLE 2 - 1999

AUGUST

Week 1	Tuesday	10:	1100 1400 & following	Social Work (Planning and Services) Planning and Environment (Environmental Health) Planning and Environment (Conveners)
	Wednesday	11:	1000 1100 1400	Civic Functions Group Housing and Property Services (Property) Planning and Environment (Roads and Transport)
	Thursday	12:	1000 1400	Housing and Property Services (Capital Programme and Repairs) Policy and Resources (Performance and Best Value)
Week 2	Monday	16:	1030 1300	Social Inclusion (Conveners) Social Work (Conveners)
	Tuesday	17:	1000 1400	Economic Development (Conveners) General Purposes (Conveners)
	Wednesday	18:	1100 1400	Planning and Environment Community Services (Operations Review)
	Thursday	19:	0930 1400	General Purposes (Licensing) Education (Resources)
Week 3	Monday	23:	1000 1000 1100	Construction Services (Conveners) Community Services (Conveners) Education (Conveners)
	Tuesday	24:	1100 1400 1500	Social Work Social Inclusion Personnel Services (Conveners)
	Wednesday	25:	1000 1100 1400	Housing and Property Services (Conveners) Community Services (Community Development) General Purposes
	Thursday	26:	1100 1400	Finance (Conveners) Economic Development
Week 4	Tuesday	31:	0900 1100 1100 1400	Policy and Resources (Conveners) Planning and Environment (Conveners) Construction Services Education

SEPTEMBER

	Wednesday	1:	1000 1400	Community Services Housing and Property Services
	Thursday	2:	0900 1100 1400	Finance (Monitoring) Personnel Services Finance
Week 5	Tuesday	7:	1400	Policy and Resources
	Wednesday	8:	1000	Planning and Environment
	Thursday	9:	0930	General Purposes (Licensing)
Week 6	Thursday	16:	1600	Council

NORTH LANARKSHIRE COUNCIL

COMMITTEE CYCLE 2 - 1999

AUGUST

Week 1	Tuesday	10:	1000	Construction Services (Conveners)
			1100	Social Work (Planning and Services)
			1300	Social Work (Conveners)
			1400	Planning and Environment (Environmental Health)
			& following	Planning and Environment (Conveners)
	Wednesday	11:	1000	Civic Functions Group
			1100	Housing and Property Services (Property)
			1400	General Purposes (Conveners)
			1400	Planning and Environment (Roads and Transport)
			1500	Social Inclusion (Conveners)
	Thursday	12:	1000	Housing and Property Services (Capital Programme and Repairs)
			1400	Policy and Resources (Performance and Best Value)
			1500	Economic Development (Conveners)
Week 2	Tuesday	17:	1000	Community Services (Conveners)
			1530	Education (Conveners)
	Wednesday	18:	0930	Housing and Property Services (Conveners)
1100			Planning and Environment	
1400			Community Services (Operations Review)	
Thursday	19:	0930	General Purposes (Licensing)	
		1400	Education (Resources)	
		1400	Finance (Conveners)	
		1500	Personnel Services (Conveners)	
Week 3	Tuesday	24:	0900	Policy and Resources (Conveners)
			1100	Social Work
			1400	Construction Services
Wednesday	25:	1100	Planning and Environment (Conveners)	
		1100	Community Services (Community Development)	
		1400	General Purposes	
Thursday	26:	1000	Social Inclusion	
		1400	Economic Development	
Week 4	Tuesday	31:	1100	Community Services
			1400	Education

SEPTEMBER

	Wednesday	1:	1000	Finance (Monitoring)
			1400	Housing and Property Services
	Thursday	2:	1100	Personnel Services
			1400	Finance
Week 5	Tuesday	7:	1400	Policy and Resources
			Wednesday	8:
	Thursday	9	0930	General Purposes (Licensing)
Week 6	Thursday	16:	1600	Council