



**COUNCIL EXECUTIVE**

**TIMETABLE OF MEETINGS 2015-2016**

**REPORT BY CHIEF EXECUTIVE**

**A. PURPOSE OF REPORT**

The approval of a timetable of meetings to July 2016 of the council, its committees and working groups (including Policy Development and Scrutiny Panels) which meet according to a regular timetable.

**B. RECOMMENDATION**

1. To note and approve the arrangements shown in Appendix 1 of meetings of the council, its committees and working groups from August 2015 until July 2016.
2. To note that dates proposed for meetings of Policy Development and Scrutiny Panels may be subject to change after consideration by Chairs and Lead Officers, and that any changes shall be incorporated into the calendar.
3. To authorise the Chief Executive to adjust the arrangements in Appendix 1 in the event of any changes being advised by Lead Officers for Local Area Committees.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs, being honest, open and accountable, making best use of our resources
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Council's Standing Orders and Scheme of Administration Code of Corporate Governance
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impacts on performance and performance indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	None
<b>VI Resources – (Financial, Staffing and Property)</b>	None

<b>VII Consideration at PDSP</b>	None
<b>VIII Other Consultations</b>	Chairs and Lead Officers of Policy Development and Scrutiny Panels and Local Area Committees
	Local Area Committee meetings
	HR Services (Learning & Development)

#### **D. TERMS OF REPORT**

The council is required to agree a timetable of meetings for the council, its committees and working groups that meet according to a regular timetable. On 4 March 2014 the Council Executive approved that timetable for the period until July 2015. In accordance with a recommendation by Internal Audit, and recent practice, a timetable of meetings for the next year is produced in Appendix 1 for consideration and approval. It has followed past practice so far as practicable in the general pattern and frequency of meetings of bodies in the council's decision-making structure. To assist members, the same information found in Appendix 1 is presented in alternative formats in Appendices 2 and 3.

Meetings fixed by some other bodies, for instance, the Licensing Board, are set independently and they have been shown in Appendix 1, where known, for information purposes. Where possible, clashes with such meetings have been avoided.

Under the council's Scheme of Administration, meetings of Policy Development and Scrutiny Panels are to be fixed by the Clerk in consultation with the Chairs and Lead Officers. Those arrangements are presently being made, and are included in the appendices where known. They are however subject to change from time to time. The meeting days for Development & Transport PDSP have been moved from Thursdays to Mondays. Apart from that change, other arrangements follow the pattern of recent years.

Local Area Committees are required to agree each year a schedule of regular meetings for the succeeding twelve months to be submitted to the Council Executive for approval. Some of those have been agreed, but some remain outstanding, and provisional dates are included for those bodies in the appendices. These arrangements will be finalised as soon as possible at scheduled meetings of Local Area Committees.

It is recommended that authority is delegated to the Chief Executive to make any changes required for Local Area Committees and to incorporate those details in the timetable in the appendices. Any changes needed to the dates proposed for PDSPs will be incorporated as well. That will allow all meeting arrangements to be finalised for the next year and to be published and publicised for internal and public information purposes. It will also help with the booking of accommodation in the Civic Centre.

#### **E. CONCLUSION**

Setting dates and times for meetings of full council, committees and other bodies will ensure compliance with the Code of Corporate Governance and Internal Audit's recommendations, and will assist in the forward planning of council business.

#### **F. BACKGROUND REFERENCES**

## Standing Orders and Scheme of Administration.

- Appendices:
- 1 List of Meetings 2015/2016
  - 2 Calendar of Meetings 2015/2016
  - 3 Summary of meeting arrangements 2015/2016

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Graham Hope, Chief Executive

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