



COUNCIL EXECUTIVE

TIMETABLE OF MEETINGS 2019/20

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

The approval of a timetable of meetings to July 2020 of the council, its committees and working groups (including Policy Development and Scrutiny Panels) which meet according to a regular timetable.

B. RECOMMENDATIONS

1. Subject to the following, to note and approve the arrangements shown in the appendices for meetings of the council, its committees and working groups from August 2019 until July 2020
2. In relation to Policy Development & Scrutiny Panels (PDSPs):-
 - i. To note that their meeting dates are set through Lead Officers and Chairs
 - ii. To note that although Lead Officers and Chairs have been consulted about the dates proposed in this report those dates may be subject to later change
3. In relation to Local Area Committees (LACs):-
 - i. To note that each LAC sets its own meeting dates and that those in the appendices are not all yet agreed
 - ii. To delegate authority to the Chief Executive to make any changes required after LACs have agreed their meeting arrangements
4. In relation to Members' Training Days:-
 - i. To note and agree the proposed dates
 - ii. To delegate authority to the Chief Executive to adjust those dates in the event of a change of circumstances arising

C. SUMMARY OF IMPLICATIONS

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| I Council Values | Focusing on our customers' needs, being honest, open and accountable, making best use of our resources |
| II Policy and Legal | Council's Standing Orders and Scheme of |

	(including Environmental Assessment, Issues, Health Assessment)	Strategic Equality or Risk	Administration Local Code of Corporate Governance
III	Implications for Scheme of Delegations to Officers		None
IV	Impacts on performance and performance indicators		None
V	Relevance to Single Outcome Agreement		None
VI	Resources – (Financial, Staffing and Property		None
VII	Consideration at PDSP		None
VIII	Other Consultations		Chairs and Lead Officers; Committee Services; Corporate Management Team

D. TERMS OF REPORT

1 Background

- 1.1 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 6 March 2018 the Council Executive approved that timetable for the period until July 2019. In accordance with a recommendation by Internal Audit, and recent practice, a timetable of meetings for the next year is produced 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.
- 1.2 Additionally meetings have been arranged in accordance with a decision taken by council on 26 September 2017 which concerned Family Friendly Working Arrangements and 7 November 2017 which concerned resulting Changes to Standing Orders. Meeting arrangements have been proposed that avoid the main school holiday periods and avoid starting before 9.30 am or after 3.30 pm.
- 1.3 Meetings fixed by some other bodies, for instance, the Licensing Board, West Lothian Integration Joint Board, St John's Hospital Stakeholder Group, Community Planning Partnership Board and Community Safety Board are set independently and they have been shown in Appendix 1, where known, for information purposes only.

2 Council and committees

- 2.1 In general, meetings of council and its committees have been arranged on the same pattern as before.

- 2.2 Council instructed a review of its decision-making arrangements on 13 February 2018. In progressing that through Partnership & Resources PDSP members suggested that the frequency of committee meetings should reflect the business that required to be done. That has been taken into account in proposing the dates shown in the appendices. There is already flexibility in Standing Orders in relation to committees where business is less predictable, such as Employee Appeals Committee and West Lothian Planning Committee.

3 PDSPs

- 3.2 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 have been completed with both the Chair and Lead Officer having been consulted on and agreed the proposed dates for Policy Development Scrutiny Panels. They may be subject to change from time to time.
- 3.2 In progressing the review of decision-making arrangements through Partnership & Resources PDSP members suggested that meetings of PDSPs and committees should be arranged to better facilitate the flow of business. That suggestion has been taken into account. It has not been possible to ensure the ideal for all PDSPs. However, everything practicable has been done to ensure that is the case for the PDSPs that tend to generate the most committee business.

4 LACs

- 4.1 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. Most of these proposed dates have been agreed by the LAC's, but some remain outstanding, and provisional dates are included for those bodies in the appendices.
- 4.2 In progressing the review of decision-making arrangements through Partnership & Resources PDSP members were of the view that the frequency of meetings should reflect the business that required to be done, and that in relation to LACS, quarterly meetings were most appropriate. It is however for each LAC to make its own local arrangements.
- 4.3 In the course of that same review members were advised that the venue for LAC meetings was for each LAC to determine. Holding meetings outwith the Civic Centre would however be subject to finding appropriate and accessible premises and to budget considerations.
- 4.4 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.

5 Training Days

- 5.1 As has been recent practice, a number of dates have also been identified for the purpose of elected member training. These are proposed as follows:-
- Tuesday 13 August 2019
 - Thursday 7 November 2019
 - Wednesday 4 March 2020

- Wednesday 6 May 2020

5.2 Identifying and setting aside these dates for training and member development will assist in the planning and delivery of training. It is hoped that they may lead to an increase in the uptake of the training opportunities offered.

5.3 In case changed circumstances require a training day to be rearranged, authority is sought to allow the Chief Executive to change the dates where required.

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.

West Lothian Council, 26 September 2017

Appendices: 1 List of Meetings 2019/2020
2 Calendar of Meetings 2019/2020
3 Summary of meeting arrangements 2019/2020

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26 March 2019