
Report to Council

Date of Meeting: 23rd October 2014

Subject: Change of Meeting Cycle to Eight Week Period

Report by: Councillor G Watt

1.0 Purpose

- 1.1. Notice was given at the Meeting of Council on 14 August 2014 of the intention to bring forward amendments to Standing Orders and this report follows on from that notice.
- 1.2. Changes are required to Standing Orders 6.2 and 6.3 to give effect to my proposal to alter the timetable of Council and Committee Meetings to an eight week cycle from nine weeks.
- 1.3. Existing Standing Orders 6.2 and 6.3 state as follows:-
- 1.4. "6.2 Subject to 6.3, Ordinary meetings will usually be held every nine weeks in the Council Chamber, or at such other places and on such other dates and at such other times as the Provost may set."
- 1.5. " 6.3 Subject to there being business for the Committee, the Planning Committee will usually be held every six weeks in the Council Chamber, or at such other places and on such other dates and at such other times as the Convener may set."
- 1.6. This report is submitted to enable Council to approve the proposed changes detailed below in the recommendation.

2.0 Recommendation

- 2.1. It is recommended that the Council agrees to amend Standing Orders as follows:-
- 2.2. Delete existing Standing Order 6.2 and insert:-
 - "6.2 Ordinary meetings will usually be held every eight weeks in the Council Chamber. Such meetings will be postponed or cancelled only if there is insufficient business or some other exceptional circumstances. The consent of the Provost will be required for any change of date or venue. An annual programme of meeting dates will be submitted to the appropriate meeting of the Council in the previous year."

2.3 Delete existing Standing Order 6.3 and insert:-

"6.3 Subject to there being business for the Committee, the Planning Committee will usually be held every four weeks in the Council Chamber, normally on a Tuesday, or at such other places and on such other dates and at such other times as the Convener may set."

3.0 Consideration

- 3.1. The Council's current Meetings cycle is based on a nine week cycle predominantly based on Meetings being held on a Thursday. My proposal involves making greater use of Tuesdays for meetings which are regulatory in nature and sub-committees. Tuesdays are frequently used at present for Licensing Board matters and my proposal involves making greater use of Tuesday for standing meetings.
- 3.2. I attach as Appendix A to this report an illustrative example of how this could work for the 2015 cycle of meetings. If council agrees the principle of changing to an eight week cycle a detailed report on the proposed timetable of meetings can be brought back to the next meeting of Council.
- 3.3. To give effect to this suggested change, it will first be necessary to amend Standing Orders as set out in my recommendation at Section 2.

4.0 Sustainability Implications

- 4.1. There are no sustainability implications arising from this report

5.0 Resource Implications

5.1. Financial Details

- 5.2. There are no financial implication arising from this report

5.3. Staffing

- 5.4. There are no staffing implications arising from this report

6.0 Exempt Reports

- 6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

- The area has a positive image and attracts people and businesses
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
Yes No

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix A Illustrative Example of Meetings Timetable on 8 Week Cycle

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)
Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	SIGNATURE
Graham Watt	Councillor	Signed: G Watt

COUNCIL AND COMMITTEEJANUARY 2015 - DECEMBER 2015 - ****Draft for Cllr Graham Watt ****

Week	Meeting	Date	Day	
	JANUARY 2015			
1	Resources and Audit Sub	06 January 2015	Tuesday	
1	Housing, Health and Care	08 January 2015	Thursday	
2	Licensing Board	13 January 2015	Tuesday	
3	Regulatory Committee	20 January 2015	Tuesday	
3	Education, Sport and Leisure Committee	22 January 2015	Thursday	
4	Planning Committee	27 January 2015	Tuesday	
	FEBRUARY 2015			
5	Resources and Audit Sub	03 February 2015	Tuesday	
5	Enterprise and Environment	05 February 2015	Thursday	
6	Licensing Board	10 February 2015	Tuesday	
6	Resources and Audit	12 February 2015	Thursday	
7	Regulatory Committee	17 February 2015	Tuesday	
8	Planning Committee	24 February 2015	Tuesday	
8	Council	26 February 2015	Thursday	
	MARCH 2015			
1	Resources and Audit Sub	03 March 2015	Tuesday	
1	Housing, Health and Care	05 March 2015	Thursday	
2	Licensing Board	10 March 2015	Tuesday	
3	Regulatory Committee	17 March 2015	Tuesday	
3	Education, Sport and Leisure Committee	19 March 2015	Thursday	
4	Planning Committee	24 March 2015	Tuesday	
5	Resources and Audit Sub	31 March 2015	Tuesday	
	APRIL 2015			
5	Enterprise and Environment	02 April 2015	Thursday	
6	Licensing Board	14 April 2015	Tuesday	
6	Resources and Audit	16 April 2015	Thursday	
7	Regulatory Committee	21 April 2015	Tuesday	
8	Planning Committee	28 April 2015	Tuesday	
8	Council	30 April 2015	Thursday	
	MAY 2015			
1	Resources and Audit Sub	05 May 2015	Tuesday	
1	Housing Health and Care	07 May 2015	Thursday	
2	Licensing Board	12 May 2015	Tuesday	
3	Regulatory Committee	19 May 2015	Tuesday	
3	Education, Sport and Leisure Committee	21 May 2015	Thursday	
4	Planning Committee	26 May 2015	Tuesday	
	JUNE 2015			
5	Resources and Audit Sub	02 June 2015	Tuesday	
5	Enterprise and Environment	04 June 2015	Thursday	
6	Licensing Board	09 June 2015	Tuesday	
7	Regulatory Committee	16 June 2015	Tuesday	
8	Planning Committee	23 June 2015	Tuesday	
	Council	25 June 2015	Thursday	

Week	Meeting	Date	Day	
	JULY 2015			
	RECESS			
	AUGUST 2015			
	FULL COUNCIL	13 August 2015	Thursday	If required
1	Resources and Audit Sub Committee	18 August 2015	Tuesday	
1	Housing, Health and Care Committee	20 August 2015	Thursday	
2	Licensing Board	25 August 2015	Tuesday	
	SEPTEMBER 2015			
3	Regulatory Committee	01 September 2015	Tuesday	
3	Education Sport & Leisure Committee	03 September 2015	Thursday	
5	Planning Committee	08 September 2015	Tuesday	
5	Resources and Audit Sub Committee	21 September 2015	Tuesday	
5	Enterprise and Environment Committee	23 September 2015	Thursday	
6	Licensing Board	28 September 2015	Tuesday	
6	Resources and Audit Committee	30 September 2015	Thursday	
	OCTOBER 2015			
7	Regulatory Committee	06 October 2015	Tuesday	
8	Planning Committee	20 October 2015	Tuesday	
8	COUNCIL	22 October 2015	Thursday	
1	Resources and Audit Sub Committee	27 October 2015	Tuesday	
1	Housing, Health and Care Committee	29 October 2015	Thursday	
	NOVEMBER 2015			
2	Licensing Board	03 November 2015	Tuesday	
3	Regulatory Committee	10 November 2015	Tuesday	
3	Education Sport & Leisure Committee	12 November 2015	Thursday	
4	Planning Committee	17 November 2015	Tuesday	
5	Resources and Audit Sub Committee	24 November 2015	Tuesday	
5	Enterprise and Environment Committee	26 November 2015	Thursday	
	DECEMBER 2015			
6	Licensing Board	01 December 2015	Tuesday	
6	Resources and Audit	03 December 2015	Thursday	
7	Regulatory Committee	08 December 2015	Tuesday	
8	Planning Committee	15 December 2015	Tuesday	
8	COUNCIL	17 December 2015	Thursday	

Note

Local Review Body meets on the afternoon of the Planning Committee.

Proposal-

This schedule of meetings is based on an eight week cycle. The sequence of meetings on Tuesdays and Thursdays need not be as shown here. Planning Committee and Local Review Body moved to Tuesday because of the need to meet on a more regular cycle than 8 weeks. If Planning and Local Review Body require to meet on a Thursday they could be accommodated on weeks 2 and 7.

Note: Good Friday, 3 April 2015, Easter Monday, 6th April 2015.

Version 2 - Drawn up because I received some informal feed back that July is late to have the council meeting before recess.