

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Corporate Services

Council – 24 September 2011

Subject: Committee Timetable - January 2012 to April 2012

1. Purpose

- 1.1 The Council is asked to approve the Committee timetable for meetings from January to April 2012.

2. Background

- 2.1 The current Committee timetable, which was agreed by Council on 29 September 2010, runs until December 2011.

3. Main Issues

- 3.1 The attached timetable has been circulated to all Directors for comment and has been adjusted as appropriate. Furthermore, the Executive Director of Educational Services has confirmed that there are no clashes with school holidays which would affect the Education and Lifelong Learning Committee.
- 3.2 As agreed at the meeting of Council held on 29 September 2010, it is proposed to continue the practice of not including meetings of the Local Review Body (LRB) in the timetable but that the LRB will meet on the same day as the Planning Committee (i.e. at 2.00 p.m.) as and when required. This is in order to reduce the burden of unnecessary administration and cost by issuing notices of cancellation whenever there was no business for the LRB to consider.
- 3.3 Due to ongoing refurbishment works at the Clydebank Town Hall which is anticipated to last for several months into 2012, Members are asked whether they wish to continue with the existing arrangements to have full Council meetings in the Abbotsford Church Hall and Committee meetings in the St Margaret of Scotland Hospice.
- 3.4 In the event that Members indicate a preference to change the existing accommodation arrangements outlined in paragraph 3.3 above, it is recommended that a further report be presented to the next meeting of Council detailing the list of venues available.
- 3.5 It is proposed that the Corporate Culture Sub-Committee be permitted to agree its own dates to give it the flexibility to time its meetings to suit the planning of key events next year.

4. People Implications

4.1 There are no staffing implications for the Council in this report.

5. Financial Implications

5.1 There are no financial issues associated with this report other than the rental costs for meeting accommodation for Council and Committee meetings in Clydebank.

6. Risk Analysis

6.1 There are no risks associated with this report.

7. Equalities, Health & Human Rights Impact Assessment (EIA)

7.1 With regard to choice of meeting venue(s), it is important to note that all accommodation used to host Council/Committee meetings must be accessible to all members of the public and therefore this should be a key consideration in the choice of venue.

8. Strategic Assessment

8.1 A fit for purpose committee system and timetable which enables the Council to conduct its business efficiently and effectively is essential to empower the Council and its committees to fulfil all of its strategic priorities and objectives in an open and accountable manner.

9. Conclusions and Recommendations

9.1 The Council is asked:

- (a) to approve the Committee timetable for January to April 2012 as contained in the Appendix to this report; and
- (b) to consider the issue of accommodation for meetings scheduled to take place in Clydebank and advise officers accordingly.

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Background Papers: Report to West Dunbartonshire Council on 29 September 2010 – Timetable of Meetings January to December 2011.

Report to West Dunbartonshire Council on 27 October 2010
– Venues for Council Meetings in Clydebank in 2011.

Appendix: Proposed Committee Timetable – January to April 2012.

Wards Affected: All wards.