

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Executive Director of Corporate Services

Council – 24 September 2008

---

### Subject: Committee Timetable - January 2009 to December 2009

#### 1. Purpose

- 1.1 To provide the Council with a timetable of meetings from January 2009 to December 2009.

#### 2. Background

- 2.1 The current Committee timetable, which was agreed by Council on 29 August 2007, runs until December 2008.
- 2.2 At the meeting of Council held on 25 June 2008, it was agreed that the Education and Lifelong Learning Committee would swap its dates with the Social Work and Health Improvement Committee, in order to avoid a clash with the school holiday periods during August and October 2008. This has been taken into account in the setting of the proposed committee timetable of meetings for 2009.
- 2.3 At the meeting of Council held on 27 August 2008, it was agreed to continue this report to the next meeting of Council to allow officers to consult with Councillors on the proposed timetable.
- 2.4 Accordingly, the Council is now required to set a timetable of meetings for January to December 2009.

#### 3. Main Issues

- 3.1 A timetable of meetings for the period up to December 2009 is appended for consideration and approval.
- 3.2 Following consultation with Members, a suggestion has been made to use the Council Chambers, Municipal Buildings, Dumbarton instead of Meeting Room 3 in Garshake Road for certain Committee meetings, particularly the Planning Committee. This is because of capacity issues in terms of those in attendance in the public gallery.
- 3.3. /

- 3.3 As the Council Chambers, Municipal Buildings, Dumbarton may not accommodate everyone present in the public gallery for a Planning Committee meeting where planning application(s) of a contentious nature are being considered, it is suggested that the venue could be moved to the Council Chambers in Garshake Road, Dumbarton instead and that appropriate notice would be given in advance of the meeting with regard to advertising the change of venue, etc. This would also apply to the Council Chambers, Clydebank Town Hall where the Planning Committee meeting could be moved to the Lesser Town Hall as appropriate.
- 3.4 Members have indicated to officers that consideration should be given to adjusting the timing of meetings of the Planning Committee and Licensing Committee when they are held on the same day. As Members are aware, currently the Planning Committee meets at 10.00 a.m. with the Licensing Committee following on at 2.00 p.m. on alternate months. It has been suggested that consideration be given to adjusting the times for the Committee meetings to start at 10.00 a.m. for Planning and either 11.00 a.m. or 12 noon for Licensing.
- 3.5 The meetings of the Joint Consultative Forum are arranged one meeting in advance and are therefore not included in the timetable. It has not been possible to include dates for meetings of the Local Negotiating Committee for Teachers as these are still to be agreed.
- 3.6 Due to a backlog in cases submitted to the Council's Appeals Committee, meetings of the Appeals Committee have been scheduled to take place at least twice a month until December and these dates have been included in the timetable.

#### **4. Personnel Issues**

- 4.1 There are no personnel issues.

#### **5. Financial Implications**

- 5.1 There are no financial implications.

#### **6. Risk Analysis**

- 6.1 There was no requirement for a risk analysis to be carried out.

#### **7. Recommendations**

- 7.1 Council is asked to approve the timetable of main meetings from January 2009 to December 2009 as contained in the Appendix to the report.

7.2 /

7.2 Council is also asked to give consideration to using the Council Chambers, Municipal Buildings, Dumbarton instead of Meeting Room 3 in Garshake Road for certain Committee meetings, especially the Planning Committee for the reason previously given in paragraph 3.2 of the report.

7.3 Council is further requested to give consideration to:-

- (a) moving the venue of a Committee meeting, particularly the Planning Committee, to the Council Chambers in Garshake Road, Dumbarton if necessary, in view of the fact that the Council Chambers, Municipal Buildings, Dumbarton may not accommodate all those present in the public gallery where planning application(s) of a contentious nature are being considered. This would also apply to the Council Chambers, Clydebank Town Hall where the Planning Committee meeting could be moved to the Lesser Town Hall as appropriate; and
- (b) adjusting the timing of meetings of the Planning Committee and Licensing Committee when they are held on the same day. Currently the Planning Committee meets at 10.00 a.m. with the Licensing Committee following on at 2.00 p.m. on alternate months. It has been suggested that consideration be given to adjusting the times for the Committee meetings to start, and it is proposed that the Planning Committee would meet at its usual time of 10.00 a.m. with the Licensing Committee commencing at either 11.00 a.m. or 12 noon instead of 2.00 p.m.

.....  
**Joyce White**  
**Executive Director of Corporate Services**

Date: 16 September 2008

---

**Person to Contact:** Craig Stewart, Committee Officer, Legal,  
Administrative and Regulatory Services Tel (01389)  
737251 email: craig.stewart@west-dunbarton.gov.uk

**Background Papers:** Report by Chief Executive on Committee Timetable  
2007/08 (Council 29 August 2007).  
Report by Executive Director of Corporate Services  
on Proposed Changes to Committee Timetable  
(Council 25 June 2008).

Minutes of Council Meeting held on 27 August 2008 –  
'Committee Timetable – January to December 2009'

**Appendix:** Timetable of Meetings – January 2009 – December  
2009.

**Wards Affected:** All wards.