

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead - Regulatory****Council: 24 June 2020**

Subject: Council and Committee Timetable - September 2020 to September 2021

1. Purpose

1.1 The purpose of this report is to ask the Council to approve a Committee Timetable for the period September 2020 to September 2021.

2. Recommendations

2.1 It is recommended that the Council:-

- (a) approves the timetable attached as the Appendix to the report;
- (b) agrees that once meetings no longer require to be held remotely that they will be held in 16 Church Street, Dumbarton to allow adequate social distancing to be observed; and
- (c) notes that the alternating of meeting venues between Dumbarton and Clydebank will be reintroduced as and when social distancing rules are relaxed.

3. Background

3.1 The Council at its meeting on 26 June 2019 agreed an annual committee timetable from September 2019.

3.2 A new timetable now requires to be approved in order to allow Elected Members and officers to plan Council and constituency business for the year ahead.

3.3 At its budget setting meeting in March 2018 the Council agreed to the introduction of live audio streaming of meetings of the undernoted which commenced in November 2018:-

- West Dunbartonshire Council
- Corporate Services Committee
- Educational Services Committee
- Infrastructure, Regeneration & Economic Development Committee
- Housing & Communities Committee

3.4 Specialist equipment was installed in the Civic Space, Dumbarton and the Council Chamber, Clydebank Town Hall to enable the live audio streaming of these meetings. Therefore, no other room in either venue can be used for meetings that have to be audio streamed.

4. Main Issues

4.1 The proposed timetable is based on the current governance arrangements that have been in place for the last year. The current programme of meetings has worked satisfactorily and ensured that Council business is dealt with timeously.

4.2 Currently meetings are being held remotely in line with the Government's guidance that where possible people should work from home. It may be that after the summer recess meetings initially require to be remote but once it is possible to safely hold meetings where Elected Members and staff can be present that these meetings are in 16 Church Street, Dumbarton as it has space to allow social distancing.

4.3 The attached timetable shows the alternating venues that will be reintroduced as and when social distancing measures can be fully relaxed. Until that time it is recommended that all meetings are held in 16 Church Street.

4.4 It is important that a new timetable of meetings is considered now to allow officers to plan business, arrange pre-agenda meetings and for diary invites to be issued to Elected Members and officers well in advance.

Appeals Committee

4.5 As in previous years, meetings of the Appeals Committee have been timetabled to meet one Thursday per month with the exception of July and December. In the event that there are no appeals to be heard then the scheduled monthly meeting will be cancelled in consultation with the Chair and similarly additional dates may be set if there are a number of appeals to be considered at any one time.

Licensing Board

4.6 The Licensing Board agrees its own timetable of meetings therefore the dates shown are suggested dates.

Other issues

4.7 It should be noted that the timetable for meetings of the West Dunbartonshire Health & Social Care Partnership Board (IJB) and its Audit & Performance Committee; Joint Consultative Forum; Local Negotiating Committee for Teachers and Community Planning West Dunbartonshire are determined by each of those bodies and therefore the dates shown within the proposed timetable are suggestions at this stage.

5. People Implications

- 5.1** There are no employee issues arising from the recommendations of this report as the Council currently operates a quarterly timetable of meetings. However, if the number of meetings were to increase there would be an increase in the workload of the officers directly involved. Any increase in the number of meetings would also put pressure on the limited resources in Committee Services.

6. Financial Implications

- 6.1** A programme of meetings based on the frequency similar to last year's timetable will have no financial implications. However, any increase would have an impact on the staffing resources currently available. The continuation of daytime meetings also removes the need for overtime costs for some of the officers who have to attend these meetings.

7. Risk Analysis

- 7.1** If the Council fails to approve a timetable of meetings at this time then all matters requiring Council/committee decision will need to be submitted to special meetings of Council. Given that a Council meeting would not be a suitable forum to consider regulatory matters such as planning and licensing, it is recommended that Council approves the proposed dates as detailed in the Appendix attached, or agrees alternatives.

8. Equalities Impact Assessment (EIA)

- 8.1** An initial equalities impact screening was carried out on the issue of venues for committee meetings. The outcome of that screening was that there would be little or no impact on equalities groups in West Dunbartonshire.
- 8.2** The introduction of live audio streaming provides that meetings are now accessible to some groups that may not have previously been able to attend.

9. Consultation

- 9.1** Officers from the Legal and Finance sections have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** This report does not have a direct impact on the Council's strategic priorities. However, it is essential that the Council's decision making structures are effective therefore enabling the Council to make the necessary decisions and monitor the work of Council departments which will implement the strategic priorities across a range of services.

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Date: 29 May 2020

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Appendix: Timetable of Meetings of West Dunbartonshire Council
and its committees – September 2020 to September
2021.

Background Papers: None

Wards Affected: All

Draft Council and Committee Timetable (Sept 2020 – Sept 2021)September 2020

- 2nd - 10am Housing and Communities Committee (Dumbarton)
2pm Licensing Board
- 9th - 9:30am Tendering Committee (Dumbarton)
10am Licensing Committee (Dumbarton)
2pm Corporate Services Committee (Dumbarton)
- 16th - 10am Audit Committee (Dumbarton)
2pm Infrastructure, Regeneration & Economic Development Committee (Dumbarton)
- 23rd - 10am Educational Services (Clydebank)
2pm HSCP
- 24th - 9:30am Appeals Committee (Dumbarton)
- 30th - 10am Planning Committee (Clydebank)
2pm Council (Clydebank)

October 2020

- 21st – 9:30am Tendering Committee (Clydebank)
10am Planning Committee (Clydebank)
2pm Licensing Committee (Clydebank)
- 22nd - 9:30am Appeals Committee (Dumbarton)

November 2020

- 4th - 10am Housing & Communities Committee (Clydebank)
2pm HSCP
- 11th - 9:30am Tendering Committee (Clydebank)
10am Planning Committee (Clydebank)
2pm Corporate Services Committee (Clydebank)
- 18th - 10am Infrastructure, Regeneration & Economic Development Committee (Clydebank)
2pm Audit Committee (Clydebank)
- 19th - 10am Community Planning West Dunbartonshire
- 23rd - 10am Cultural Committee (Clydebank)
- 25th – 2pm Council (Dumbarton)
- 26th - 9:30am Appeals Committee (Dumbarton)

December 2020

2nd - 9:30am Tendering Committee (Dumbarton)
10am Licensing Committee (Dumbarton)
2pm Educational Services Committee (Dumbarton)

9th - 10am Licensing Board (Dumbarton)
2pm Planning Committee (Dumbarton)

16th - 2pm Council (Clydebank)

January 2021

13th - 9:30am Tendering Committee (Clydebank)
10am Planning Committee (Clydebank)

27th - 10am Cultural Committee (Clydebank)
2pm HSCP

28th - 9:30am Appeals Committee (Dumbarton)

February 2021

3rd - 10am Licensing Committee (Dumbarton)
2pm Housing & Communities (Dumbarton)

10th - 10am Planning Committee (Dumbarton)
2pm Infrastructure, Regeneration & Economic Development Committee
(Dumbarton)

17th - 9:30am Tendering Committee (Dumbarton)
10am Corporate Services Committee (Dumbarton)

18th - 9:30am Appeals Committee (Dumbarton)

24th - 2pm Council (Dumbarton)

March 2021

- 3rd - 2pm Council [Budget & Statutory Reports Only] (Dumbarton)
- 10th - 10 am Audit Committee (Clydebank)
2pm Educational Services Committee (Clydebank)
- 17th - 9:30am Tendering Committee (Dumbarton)
10am Planning Committee (Dumbarton)
- 24th - 2pm Licensing Board (Dumbarton)
- 25th - 9:30am Appeals Committee (Dumbarton)
- 29th - 10am Cultural Committee (Clydebank)
- 31st - 10am Licensing Committee (Clydebank)

April 2021

- 21st – 9:30am Tendering (Dumbarton)
10am Planning (Dumbarton)
- 22nd - 9:30am Appeals Committee (Dumbarton)

May 2021

- 5th - 10am Licensing Committee (Clydebank)
2pm Housing & Communities Committee (Clydebank)
- 12th - 9.30 am Tendering Committee (Clydebank)
10am Planning Committee (Clydebank)
2pm Infrastructure, Regeneration & Economic Development Committee (Clydebank)
- 17th - 10am Cultural Committee (Clydebank)
- 19th - 10am Corporate Services Committee (Clydebank)
2pm HSCP
- 26th - 10am Council (Clydebank)
- 27th - 9:30am Appeals Committee (Dumbarton)

June 2021

- 2nd – 9:30am Tendering Committee (Dumbarton)
10am Planning Committee (Dumbarton)
2pm Licensing Committee (Dumbarton)
- 9th - 10am Educational Services Committee (Dumbarton)
2pm Licensing Board (Dumbarton)
- 16th - 10am Audit Committee (Clydebank)
2pm HSCP
- 23rd - 10 am Planning Committee (Clydebank)
2 pm Council (Dumbarton)
- 24th - 9:30am Appeals Committee (Dumbarton)

August 2021

- 4th - 9.30 am Tendering Committee (Clydebank)
10 am Planning Committee (Clydebank)
- 18th - 2pm Licensing Committee (Clydebank)
- 19th - 9:30am Appeals Committee (Dumbarton)
- 23rd - 10am Cultural Committee (Clydebank)
- 26th - 2pm Council (Clydebank)

September 2021

- 1st - 10am Housing and Communities Committee (Dumbarton)
2pm Licensing Board (Dumbarton)
- 8th - 9:30am Tendering Committee (Dumbarton)
10am Planning Committee (Dumbarton)
2pm Corporate Services Committee (Dumbarton)
- 15th - 10am Audit Committee (Dumbarton)
2pm Infrastructure, Regeneration & Economic Development Committee (Dumbarton)
- 22nd - 10am Licensing Committee (Clydebank)
2pm Educational Services Committee (Clydebank)
- 23rd - 9:30am Appeals Committee (Dumbarton)
- 29th - 10am Council (Dumbarton)

Exceptions:

- The Licensing Board, as a separate legal entity, sets its own timetable. Any changes proposed here to Licensing Board meetings are subject to the Board's decision. Council asks the Chair of the Board to consider raising these proposals with the Clerk to the Board, with a view to presenting the proposals for discussion and decision as soon as practicable.
- The Health and Social Care Partnership and Community Planning West Dunbartonshire also set their own meeting timetable. Their meetings are shown here for information only.