

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Council: 27 June 2007

Subject: Committee Timetable

1. Purpose

- 1.1** To request the Council to make arrangements for the preparation of a timetable for future meetings of the Council and its committees.

2. Background

- 2.1** The Council, at its meeting on 16 May 2007, approved an interim timetable of meetings to June 2007 in order to allow the Council time to consider the findings of the report by the external consultants (Brodies) on the Council's decision making structures, which appears as a separate item on the agenda of this meeting. The Council also agreed that it should meet on the last Wednesday of every month at 7.00 p.m.

3. Main Issues

- 3.1** It has not been possible for officers to prepare a draft timetable in advance of the Council deliberations on its decision making structures as any changes to the proposed structures are likely to have an impact on the proposed timetable. Therefore, in order to enable Committees to meet in August and officers to plan their workloads, the Council needs to make provision for the timetable to be prepared during the Summer Recess and then circulated to all relevant parties timeously.
- 3.2** It is therefore suggested that the Chief Executive, in consultation with the Leader of the Council and the Leader of the Opposition, prepares the timetable in accordance with the outcome of the Council's deliberations on its decision making structures.
- 3.3** The Council is also asked to note that no decision has been taken on the membership of the committees shown in the Appendix to this report, which had been established under the previous Administration and therefore, if these committees are to be included in the new decision making structures, a decision will be required in terms of their composition and membership. Members are asked to note that it is felt that a Tendering Committee will require to be re-established.

4. Personnel Issues

4.1 It is important that the Council makes provision for a timetable to be circulated in advance of August 2007 in order to allow officers to plan their workloads, prepare reports, etc.

5. Financial Implications

5.1 There are no financial implications.

6. Risk Analysis

6.1 If the Council fails to put in place a committee timetable in advance of August then all matters requiring a Council/committee decision will need to be submitted to the next meeting of Council scheduled to take place on 29 August 2007 or alternatively to a Special Meeting of Council. Given that a full Council meeting would not be a suitable forum to consider regulatory matters such as planning and licensing, it is recommended that Council approves the proposal in paragraph 3.2 above.

7. Conclusions

7.1 Given the volume of business which the Council's committees consider each month, it is essential that a committee timetable is prepared in advance of August to allow the committees to meet on a regular basis.

8. Recommendations

8.1 The Council is asked:-

- (a) to authorise the Chief Executive, in consultation with the Leader of the Council and the Leader of the Opposition, to prepare a timetable in accordance with the outcome of the Council's deliberations on its decision making structures and to circulate it to all relevant parties as soon as possible; and
- (b) to note the requirement to make appointments to any committees to be included in the new structure where no nominations have been made to date, as detailed in the appendix to this report.

.....
David McMillan
Chief Executive
Date: 12 June 2007

Person to Contact: George Hawthorn, Senior Administrative Officer, Legal and Administrative Services. Tel: (01389) 737204
e-mail – george.hawthorn@west-dunbarton.gov.uk

Appendix: Committees not yet established.

Background Papers: Report by Chief Executive to West Dunbartonshire Council on 16 May 2007.

Wards Affected: None affected.

APPENDIX

Committee	Previous Composition
Community Ownership Programme/ Housing Stock Transfer Committee	5 Members: 4 Administration 1 Independent
Community Participation Committee	10 Members: 7 Administration 1 SNP 2 Independent
Recruitment Committee	Leader of Council (Convener) Depute Leader of Council Convener of Corporate Services 1 Administration 1 Opposition Plus relevant Service Convener
Schools Procurement Committee	5 Members: 4 Administration 1 Independent
Tendering Committee	7 Members: 5 Administration 1 SNP 1 SSP