

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Regulatory and Regeneration

Council: 22 June 2022

Subject: Committee Timetable - August 2022 to June 2023

1. Purpose

- 1.1** The Council is asked to approve a committee timetable for the period August 2022 to June 2023.

2. Recommendations

2.1 It is recommended that the Council agrees:-

- (a) a timetable of meetings for the period August 2022 to June 2023 as shown in the Appendix to this report;
- (b) that meetings of Council and the four policy committees (Corporate Services, Educational Services, Housing and Communities and Infrastructure, Regeneration and Economic Development) will be held in hybrid format in the Civic Space, Council Offices, Church Street, Dumbarton;
- (c) that the venue for meetings of regulatory committees, namely Planning and Licensing, will alternate between the Council Offices, Dumbarton and Clydebank Town Hall;
- (d) that Appeals Committee meetings continue to be held in the Council Offices, Dumbarton to ensure a sufficient number of rooms are available for the parties involved;
- (e) that meetings of the remaining committees will be held in the Council Chamber, Clydebank Town Hall; and
- (f) to note that a timetable of meetings for the period August 2023 to April 2027 will be submitted to Council for consideration before the end of 2022.

3. Background

- 3.1** At its meeting on 29 September 2022 the Council agreed dates up to the end of June 2022. Dates from August 2022 to June 2023 now require to be agreed to allow continuity of Council business.

4. Main Issues

- 4.1** The timetable proposed in the Appendix to this report is based on the current governance arrangements that have been in place for some time. This format has worked satisfactorily and ensured that Council business is dealt with timeously.
- 4.2** After consultation with the Administration it is proposed that Council and the main policy committees (Corporate Services, Educational Services, Housing and Communities and Infrastructure, Regeneration and Economic Development) continue to be held in hybrid format, and therefore in the Civic Space, Church Street, Dumbarton where the equipment is installed to allow this type of meeting.
- 4.3** To better balance meeting locations, other than those for Council, regulatory, policy and Appeals committees, meetings for the remaining committees will be held in Clydebank.
- 4.4** Having consulted further with the Administration, no meetings of the Cultural Committee have been scheduled in the proposed timetable, but can be fixed as required by the Chair.

5. People Implications

- 5.1** The proposed cycle of meetings has no implications on current staffing levels.

6. Financial Implications

- 6.1** A programme of meetings based on the frequency similar to last year's timetable will have no financial implications. The continuation of daytime meetings also removes the need for overtime costs for some of the officers who attend these meetings.

7. Risk Analysis

- 7.1** If the Council fails to approve a timetable of meetings for those service committees that have not met since February/March 2022 then all matters requiring 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 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 provision of live audio streaming of meetings means that meetings are now accessible to some groups that may not have previously been able to attend.

9. Consultation

9.1 Finance and legal officers 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: June 2022

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Appendices:	Committee Timetable - August 2022 to June 2023
Background Papers:	None
Wards Affected:	All

