

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Executive Director of Corporate Services

Council: 25 June 2008

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**Subject: Proposed Changes to Committee Timetable**

### **1. Purpose**

- 1.1** The Council is asked to consider making changes to the existing Committee timetable.

### **2. Background**

- 2.1** The current Committee Timetable for August 2007 to December 2008 was approved by the Council on 29 August 2008. However, it is now apparent that the dates for the Education and Lifelong Learning Committee clash with school holiday periods during August and October 2008 and need to be reviewed.

### **3. Main Issues**

- 3.1** As Members will be aware the Council operates a rolling programme of meetings whereby committees meet every two months in alternating venues (Clydebank and Dumbarton) with a recess in July. Unfortunately, this type of programme results in pattern whereby the month in which each committee meets will vary from year to year. For example, the Education & Lifelong Learning Committee will meet in September one year and in August the following year and so on. This has inadvertently resulted in a clash with school holidays in 2008 which will mean that the teachers' representatives on that Committee would be on holiday when the Committee meets in August and October this year.
- 3.2** In order to guarantee that the Education and Lifelong Learning (E&LL) Committee does not clash with the Easter, Summer and October holidays, the whole timetable will need to be reviewed with a view to swapping the E&LL Committee with another Committee. This will be taken into account during the preparation of all future committee timetables.
- 3.3** However, in order to address the immediate problem it is proposed that the meetings of the E&LL Committee scheduled to be held on 13 August and 15 October 2008 be moved to 20 August and 22 October 2008 respectively. In order to accommodate this change, and avoid having 2 main committees on the same day, it is also proposed that the August and October meetings of the Social Work and Health Improvement Committee should meet on 13 August and 15 October 2008 respectively i.e. swapping dates with the E&LL Committee.

**4. Personnel Issues**

4.1 There are no adverse personnel issues.

**5. Financial Implications**

5.1 There are no major financial issues associated with this report.

**6. Risk Analysis**

6.1 Failure to change the dates could result in complaints being received from teachers' representatives who would be asked to attend a meeting during the school holiday period.

**7. Recommendations**

7.1 The Council is asked:-

- (a) to change the dates of the meetings of the Education and Lifelong Learning Committee and Social Work and Health Improvement Committee in accordance with the proposals outlined in paragraph 3.3 of the report; and
- (b) to note that all future committee timetables will take into account the issues highlighted in this report.

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

Date: 4 June 2008

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**Background papers:** Report by Chief Executive on Committee Timetable 2007/08 (Council 29 August 2007)

**Appendices:** None.

**Wards Affected:** All.