

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Executive Director of Corporate Services

Council: 29 September 2010

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**Subject: Committee Timetable – January to December 2011**

### **1. Purpose**

- 1.1** The Council is asked to approve the Committee timetable for January to December 2011.

### **2. Background**

- 2.1** In order to ensure that Council business is conducted efficiently and all accommodation is booked for forthcoming meetings of Council, the Council is presented with the proposed timetable of meetings for 2011 for consideration and approval.

### **3. Main Issues**

- 3.1** The attached timetable has been circulated to all Directors for comment and has been adjusted accordingly. Furthermore, the Executive Director of Educational Services has confirmed that there are no clashes with school holidays which would affect the Education and Lifelong Learning Committee.
- 3.2** Since its introduction last year, there have only been two meetings of the Local Review Body. Last year the Local Review Body meetings were scheduled to take place on the same day as the Planning Committee (in the afternoon). As these meetings were included on the timetable, cancellations notices have had to be issued whenever there was no business. Next year, in order to reduce unnecessary administration and cost, it is proposed that the Local Review Body is not included on the timetable but will meet on the same day as the Planning Committee (at 2.00 p.m.) as and when required.
- 3.3** Members will note that no meetings of the Social Work and Health Improvement Committee have been scheduled to take place in 2011 as it is anticipated that this will be replaced by the West Dunbartonshire Community Health and Care Partnership Committee (subject to Council approval) which will determine its own timetable of meetings.
- 3.4** Due to the planned refurbishment works at the Clydebank Town Hall, it will not be possible for Council meetings to be held in the Council Chambers, Clydebank, during 2011. Accordingly, Members are asked to consider where these meeting should be held during this period. One option would be to hold committee meetings in the Dalmuir Community Education Centre; the other option is for all meeting to be held in Dumbarton either in the Council Offices, Garshake Road, or in the Municipal Buildings, Station Road.

**3.5** While the accommodation in the Dalmuir Community Education Centre is large enough to host committee meetings (meetings of Local Area Committees were held there in the past) it is not certain if they would be suitable to host a full meeting of Council. Given this uncertainty, Council might want to consider whether all meetings of the full Council should be held in the Council Chambers, Garshake Road, Dumbarton.

**3.6** Members will be aware that the Council timetable is also used in the preparation of the Council diary which is produced every year. The Council diary involves a great deal of officer time in its preparation and costs £2545 (£9.25 per unit) per annum to print. Members will also be aware that the Committee Administration Team has recently introduced electronic notification of Council Committee meetings which automatically inserts the dates of Council meetings into Members' electronic calendars via Microsoft Outlook. It is also intended that the Information Pages currently issued with the Council Diary are made available to Members and public on the Council's Website and updated on a regular basis. Given the current financial pressures on the Council and the amount of officers' time taken up in the production of the diary it is recommended that the Council should no longer produce a diary.

#### **4. People Implications**

**4.1** There are no adverse personnel issues associated with this report. However, if the Council agrees to stop producing a Council diary, then a significant amount of officers' time could be saved.

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

**5.1** There are no major financial issues associated with this report. However, if the Council agrees to stop producing a Council diary, then the Council will save £2545 per annum.

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

**6.1** Any delay in approving the new committee timetable could have an adverse impact on the timely production of the Council diary.

#### **7. Equalities Impact**

**7.1** It is important to note that all accommodation used to host Council/Committee meetings must be accessible to all members of public. The Dalmuir Community Education Centre has confirmed that all the proposed meeting rooms are on ground floor and are accessible.

## **8. Conclusions and Recommendations**

- 8.1** The Council is asked to approve the Committee timetable for January to December 2011 as shown in the Appendix to this report;
- 8.2** The Council is asked to consider the issue of accommodation for meetings scheduled to be held in Clydebank and make a decision thereon; and
- 8.3** Given the current financial pressures on the Council and the amount of officers' time taken up in the production of the Council Diary, it is recommended that the Council should no longer produce a diary.

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

Date: 30 August 2010

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**Background papers:** None

**Appendix:** Proposed Committee Timetable for 2011.

**Wards Affected:** All.