

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Regulatory and Regeneration****Council: 29 September 2021**

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**Subject: Council and Committee Timetable – November 2021 to June 2022****1. Purpose**

- 1.1** The Council is asked to approve a committee timetable for the period November 2021 to June 2022.

**2. Recommendations**

- 2.1** It is recommended that the Council:-

- (a) agrees a timetable of meetings for the period November 2021 to June 2022 as shown at Appendix 1 to this report; and
- (b) agrees that where a meeting agenda contains three or less reports the Chair, in consultation with the Clerk, will decide whether the meeting is held remotely or in hybrid form.

**3. Background**

- 3.1** At its meeting on 26 August 2021 the Council agreed meeting dates for the month of October 2021 and to continue consideration of meeting dates for the period November 2021 to June 2022 to the September meeting of Council.
- 3.2** It was also agreed that the September 2021 meeting of Council and its committee meetings to be held thereafter would operate as hybrid style meetings that allows a limited number of Elected Members and/or officers to be present in the Civic Space, Church Street, Dumbarton with the remaining members and officers joining remotely via Zoom.
- 3.3** A timetable of meeting dates from 1 November 2021 to 30 June 2022 now needs to be approved to allow Elected Members and officers to plan Council and constituency business for the months ahead.

**4. Main Issues**

- 4.1** The timetable proposed in Appendix 1 to the report 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** Appendix 2 of the report shows the dates proposed by the Administration at the Council meeting on 26 August.

Planning Committee

- 4.3** Meetings of the Planning Committee will be held monthly from November 2021 to June 2022. If there is insufficient business in any month the meeting will be cancelled following consultation with the Chair.

Appeals Committee

- 4.4** Meetings of the Appeals Committee have been scheduled to meet one Thursday per month with the exception of July and December. In the event that there are no appeals to be heard 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

- 4.5** The Licensing Board agrees its own timetable of meetings therefore the dates shown in the appendices are suggested dates only.

Other issues

- 4.6** It should also be noted that the meeting dates of the Joint Consultative Forum and Community Planning West Dunbartonshire Management Board are determined by each of these bodies and therefore the dates shown in the appendices are suggestions only.
- 4.7** The meeting dates of the West Dunbartonshire Health & Social Care Partnership Board and its Audit & Performance Committee are set by the Board. The dates shown in Appendix 1 are dates that will be considered at its meeting on 20 September.
- 4.8** In accordance with Standing Orders, the date of the Statutory Meeting of Council i.e. the first meeting of the newly formed Council following the local government elections in May 2022, will be set by the Chief Executive and therefore the dates shown in the appendices are provisional.

- 4.9** It is anticipated that the remainder of the committee timetable for 2022/23 will be presented to the Council meeting scheduled to be held on 22 June 2022.

Hybrid meetings

- 4.10** It should be noted that some meetings can be short. Examples of this are the Tendering Committee; special meetings and trust committees. A considerable amount of setting-up and officers resource is required to

operate hybrid meetings. Therefore, Council may wish to consider whether it is best use of these resources to hold meetings with fewer than three reports of business in hybrid form or if these should continue as remote meetings.

## **5. People Implications**

- 5.1** Since the introduction of remote meetings in June 2020, two members of the Committee Services team have been required at the majority of meetings. The team has coped however, this has had an impact on other work that the team carries out.
- 5.2** The introduction of hybrid meetings will require a third member of the team to assist at meetings putting considerably more pressure on the small team, particularly during periods of annual leave or sickness absence.
- 5.3** If the number of meetings were to increase this would put significant 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 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** 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.

**Peter Hessett**  
**Chief Officer – Regulatory and Regeneration**  
**Date: 10 September 2021**

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<b>Appendices:</b>	<b>Appendix 1</b> - Timetable of Meetings of West Dunbartonshire Council and its committees – November 2021 to April 2022  <b>Appendix 2</b> – Timetable proposed by the Administration at Council meeting on 26 August 2021
<b>Background Papers:</b>	None
<b>Wards Affected:</b>	All