

ANGUS COUNCIL – 11 FEBRUARY 2016

**TIMETABLE OF COUNCIL MEETINGS
FOR THE PERIODS AUGUST 2016 – APRIL 2017
AND MAY – JUNE 2017**

REPORT BY THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

ABSTRACT

This report sets out Timetables of Meetings from August 2016 – June 2017 separated into two phases which includes proposed arrangements for the period covering the Local Government Elections in May 2017.

1. RECOMMENDATIONS

It is recommended that the Council approves the Timetables of Meetings covering the period August 2016 - April 2017 (**Appendix 1**) and May - June 2017 (**Appendix 2**).

2. ALIGNMENT TO THE ANGUS COMMUNITY PLAN/SINGLE OUTCOME AGREEMENT/COPORATE PLAN

This report contributes to the following local outcome contained within the Angus Community Plan and Single Outcome Agreement 2013-2016:

5. Individuals are involved in decisions which affect them.

3. BACKGROUND

- 3.1 Standing Orders stipulate that the Council must hold its meetings in accordance with the approved timetable (Standing Order 8(2) and Standing Order 35(1)). It is for the Council to determine the frequency and pattern of such meetings.
- 3.2 Provision also exists within Standing Orders for special meetings to take place (Standing Orders 8(3) and 35(2)). Conveners can also cancel, advance or postpone an ordinary meeting (Standing Order 35(3)).

4. PROPOSALS

- 4.1 Members will be aware that Local Government Elections are scheduled to take place on Thursday 4 May 2017. It has been accepted practice that the programme of meetings for the cycle immediately prior to the Local Government Elections in May confines that cycle to one meeting respectively of the Development Standards Committee and Civic Licensing Committee, along with one meeting of the Council in order that regulatory matters such as planning applications and civic government licenses can be dealt with. It is suggested that this be adopted again for the same period in the run up to the elections in May 2017.
- 4.2 In accordance with the Local Government (Scotland) Act 1973, the statutory or first meeting of the Council, after the election of Councillors, must take place within 21 days of the date of the election. The statutory meeting forms part of the Timetable of Meetings and therefore it is required to have been determined prior to the election.
- 4.3 Advice from the Society of Local Government Lawyers and Administrators in Scotland (SOLAR) suggests that local authorities should take time in arranging their statutory meeting in order to allow newly elected councillors to complete induction training. It is suggested therefore that the statutory meeting of the Council take place on Tuesday 16 May 2017 to

deal with the election of Provost Depute Provost and to confirm committee memberships (incorporating conveners and vice conveners).

- 4.4 Since the introduction of the Protection of Vulnerable Groups (Scotland) Act 2007, all elected members are required to be a member of the Protection of Vulnerable Groups Scheme. In order to satisfy the requirements of the Scheme meetings of the Children and Learning and Social Work and Health Committees have been arranged towards the end of the cycle in May 2017, in order that members' applications in relation to the Scheme can be processed.
- 4.5 The Council is therefore asked to approve the Timetable of Meetings for the period August 2016 – April 2017 (attached as **Appendix 1** to the Report) and the Timetable of Meetings for the period May – June 2017 (attached as **Appendix 2** to the Report).

5. FINANCIAL IMPLICATIONS

There are no financial implications arising as a direct result of the recommendations contained in this report.

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List of Appendices:

Appendix 1: Timetable of Meetings August 2016- April 2017

Appendix 2 Timetable of Meetings May – June 2017

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

L&DS/DM

ANGUS COUNCIL – TIMETABLE OF MEETINGS: AUGUST 2016 – APRIL 2017

		DEVELOPMENT STANDARDS	CIVIC LICENSING	CHILDREN AND LEARNING	SOCIAL WORK AND HEALTH	COMMUNITIES	SCRUTINY AND AUDIT	POLICY AND RESOURCES	ANGUS COUNCIL
		Tues 10.00am	Thur 10.30am	Tues 2.00pm	Following Children and Learning	Tues 2.00pm	Tues 2.00pm	Tues 2.00pm	Thurs 2.00pm
CYCLE	5	2 Aug 2016	4 Aug 2016	9 Aug 2016	9 Aug 2016	16 Aug 2016	23 Aug 2016	30 Aug 2016	8 Sept 2016
		23 Aug 2016							
	6	13 Sept 2016	15 Sept 2016	20 Sept 2016	20 Sept 2016	27 Sept 2016	27 Sept 2016	11 Oct 2016	20 Oct 2016
		4 Oct 2016					(see Note 1)		
	7	1 Nov 2016	3 Nov 2016	8 Nov 2016	8 Nov 2016	15 Nov 2016	22 Nov 2016	29 Nov 2016	8 Dec 2016
		22 Nov 2016							
	1	5 Jan 2017 (See Note 2)	5 Jan 2017	10 Jan 2017	10 Jan 2017	17 Jan 2017	24 Jan 2017	31 Jan 2017	9 Feb 2017
		24 Jan 2017							
	2	14 Feb 2017	16 Feb 2017	21 Feb 2017	21 Feb 2017	28 Feb 2017	7 March 2017	14 March 2017	23 March 2017
		7 March 2017							
	3	4 April 2017	6 April 2017						
									20 April 2017

NOTE 1: The meeting of the Scrutiny and Audit Committee in September 2016 is 1 week earlier than the normal 6 weekly cycle and will be held at 11.00am to allow the Committee to sign off the Council's Annual Accounts and Auditor's Report to Members

NOTE 2: The first meeting of the Development Standards Committee in January 2017 will take place on Thursday 5th at 2.00pm as the 3rd of January is a Public Holiday

ANGUS COUNCIL – TIMETABLE OF MEETINGS: MAY – JUNE 2017

	DEVELOPMENT STANDARDS	CIVIC LICENSING	COMMUNITIES	CHILDREN AND LEARNING	SOCIAL WORK AND HEALTH	POLICY AND RESOURCES	SCRUTINY AND AUDIT	ANGUS COUNCIL
	Tues 10.00am	Thurs 10.30am	Tues 2.00pm	Tues 2.00pm	Tues (following Children and Learning)	Tues 10.00am	Thurs 2.00pm	Thurs 2.00pm
								(Tues) 16 May 2017
4	30 May 2017	1 June 2017	6 June 2017	13 June 2017	13 June 2017	20 June 2017	22 June 2017	29 June 2017
	20 June 2017							

NOTE 1: The statutory meeting of the Council will take place on Tuesday 16 May.

NOTE 2: Meetings of the Children and Learning Committee and Social Work Committees have been scheduled a week later in the Committee Cycle to allow time for applications from members of these Committees to be processed under the Protection of Vulnerable Adults Group Scheme

NOTE 3: The meeting of the Scrutiny and Audit Committee has been scheduled for 22 June to allow the Audit Manager’s Annual Report to inform the Annual Governance Statement