

REPORT TO: THE MORAY COUNCIL ON 30 JANUARY 2008

SUBJECT: ADMINISTRATIVE ISSUE: DATES OF COMMITTEE AND SUB-COMMITTEE MEETINGS

BY: CHIEF LEGAL OFFICER

1. REASON FOR REPORT

- 1.1 To invite the meeting to consider an interim review of the current Committee and Sub-Committee timetable (copy attached) and to amend the dates of meetings of the Audit & Performance Review Committee and the Education & Social Services Committee.
- 1.2 This report is submitted to Committee in terms of Section (I) (7) of the Council's Administrative Scheme in resolving matters that may arise between Committees.

2. RECOMMENDATION

- 2.1 The meeting considers swapping the dates of the Audit and Performance Review Committee meetings with dates for meetings of the Licensing Committee and Flood Alleviation Sub-Committee.
- 2.2 If agreed this amendment take effect from the Committee Cycle commencing after the next Full Council meeting on 26 March 2008.
- 2.3 The meeting also considers changing the date of the April meeting of the Education & Social Services Committee from 9 April (am) to 23 April (pm).

3. BACKGROUND

- 3.1 The Administration has committed to a review of the Committee System within one year of the Constitution of the Council in May 2007. In order to meet the timetable for a report to the meeting of The Moray Council on Wednesday 14 May 2008 work has already commenced. The format of the Committee system; the nature and content of Committee Agendas and the role of Members in Community Planning and the emerging Outcome Agreements and issues such as the timetable for implementation of the Planning etc (Scotland) Act 2006 are all being taken into account.

4. REPORT

4.1 In the interim pending this substantive review an administrative issue has arisen in the last two cycles of meetings and a further administrative issue is projected to arise regarding the April/May cycle of meetings.

4.2 The Audit and Performance Review Committee currently meets in advance of the two major Services Committees. This has led to the Scrutiny Committee being precluded from meaningful scrutiny of the performance of Services because aspects of performance have yet to be considered by the Service Committee. Moving meetings of the Scrutiny Committee to a date after the meetings of Service Committees, would allow the Scrutiny Committee to take account of the Service Committee's consideration of performance issues.

4.3 The simplest way to achieve this would be to swap the Audit and Performance Review Committee dates with the Licensing Committee and the Flood Alleviation Sub-Committee dates. To illustrate this the following example is based on the current timetable amended with effect from the Committee Cycle commencing after the next Full Council meeting on 26 March 2008.

Wednesday 2 April 2008: 9.30 am – Licensing

Wednesday 2 April 2008: 2.00 pm – Flood Alleviation Sub-Committee

Wednesday 16 April 2008: 9.30 am – Environmental Services

Wednesday 23 April 2008: 9.30 am – Audit and Performance Review

Wednesday 23 April 2008: 2.00 pm – Education & Social Services

Wednesday 30 April 2008: 9.30 am – Policy

4.4 To avoid the Easter break it is proposed the Education & Social Services Committee meeting in April be changed from Wednesday 9 April at 9.30 am to Wednesday 23 April at 2.00 pm (see the timetable at para 4.3 above).

5. SUMMARY OF IMPLICATIONS

(a) Corporate Development Plan/Community Plan/Service Improvement Plan

Nil

(b) Policy and Legal

Nil

(c) Resources (Financial, Risks, Staffing and property)

Nil

ITEM:

PAGE: 3

(d) Consultations

This Report has been prepared in consultation with the respective Chairs and the Chief Executive and the Central Management Team.

Author of Report: Chief Legal Officer

Background Papers: None

Ref: