

REPORT TO: THE MORAY COUNCIL ON 14 MAY 2008

SUBJECT: COUNCIL BUSINESS : TIMETABLE AND CALENDAR OF MEETINGS

BY: THE CHIEF LEGAL OFFICER

1. REASON FOR REPORT

- 3.1 To invite the Council to consider a recommendation from the Policy Committee to a proposed eight week cycle of meetings, with the Service Committees and Scrutiny Committee meeting once in the eight week cycle and the Community Planning Board and Theme Groups meeting once in a twelve week cycle and that consideration be given to remanming the Service Committee titled 'Children and Young People' in order to avoid confusion with the similarly named Community Planning Theme Group.
- 1.2 This report is submitted to Committee in terms of Section (A) (42) of the Council's Administrative Scheme relating to the organisation, administrative and management processes of the Council.

2. RECOMMENDATION

- 1.1 **That the Council agrees to the proposed eight-week cycle of meetings, set out in Section 3 below and a proposed calendar of meetings set out in Appendix 1 to the report for the period 14 May to 31 December 2008 and that consideration be given to remanming the Service Committee titled 'Children and Young People'.**

3. REPORT

- 3.2 At its meeting on 30 April 2008, the Policy Committee considered a proposed eight-week cycle of meetings to accommodate the new Committee Structure which Members will recall had been approved at the meeting of The Moray Council held on 26 March 2008, along with the establishment of a Community Planning Board and five Theme Groups. It was also agreed that the Committee timetable be amended to reflect the new structure. The Policy Committee also agreed that the Service Committee titled ' Children and Young People' be renamed in order to avoid confusion with the similarly named Community Planning Theme Group.
- 3.3 Detailed below for consideration is a proposed 8 week cycle of meetings based on Service Committees taking place on a Tuesday and Wednesday as follows:-

Week 1	No Meetings		
Week 2	Tues -	9.30 am :	Policy & Resources Committee
	Wed –	9.30 am :	Health & Social Care Committee
		2.00 pm :	Health & Social Care Sub-Committees
	Thurs -	9.30 am	Community Planning Board
Week 3	Tues -	9.30 am	Planning & Regulatory Services Committee
		2.00 pm	Planning Application Hearings
	Wed -	9.30 am	Appeals
Week 4	Tues -	09.30 am	Communities Committee
		2.00 am	Communities Appeals Sub-Committees
	Wed -	9.30 am	Children & Young People Committee
		2.00 pm	Education Sub- Committees
Week 5	Tues -	9.30 am	Economic Development & Infrastructure Committee
	Wed –	9.30 am	Licensing Committee
		2.00 pm	Flood Alleviation Sub-Committee
Week 6	Tues -	9.30 am	Policy & Resources Committee
	Wed -	9.30 am	Audit & Performance Review Committee
	Thurs -	9.30 am	Housing Sub-Committee
Week 7	No Meetings		
Week 8	Wed -	9.30 am	Moray Council

It is suggested that the Community Planning Theme Groups be programmed in quarterly to coincide with the performance reporting cycle – either before or after each parent Committee – to meet on Thursdays.

- 3.4 A proposed calendar of meetings based on the eight week cycle is attached as **Appendix 1**. The calendar includes the Community Planning Theme Groups. It should be noted that in order to facilitate a meeting of each Theme Group prior to the summer recess, they have been scheduled into an initial 6 week cycle, following the summer recess they revert to a quarterly cycle. Other sub-committees, working parties etc other than the Housing Sub Committee have not been included within the calendar at this time. It should also be noted that meetings of the Service Development Group and Planning Site Visits will normally be scheduled to take place on appropriate Mondays.

4. SUMMARY OF IMPLICATIONS

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

None.

(b) Policy and Legal

None.

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

None

(d) Consultations

In relation to the report submitted to the Policy Committee the Corporate Policy Unit Manager has been consulted in regard to the Community Planning Theme Groups element of the report and her comments incorporated within the report.

5. CONCLUSION

- 5.1 That the proposed eight-week cycle of meetings, set out in Section 3 of the report and a proposed calendar of meetings set out in Appendix 1 to the report for the period 14 May to 31 December 2008 be approved and consideration be given to remanining the Service Committee titled 'Children and Young People'.

Authors of Report: Moira Patrick, Principal Committee Services Officer
Background Papers: Report to meeting of the Policy Committee dated 30 March 2008

Ref:

APPENDIX 1

THE MORAY COUNCIL
PROPOSED MEETING DIARY
MAY 2008 – DECEMBER 2008

All meetings held in the Chambers, Council Office, Elgin unless otherwise specified.

2008

Wednesday 14 May : 9.30 am – Moray Council

Tuesday 27 May :	9.30 am – Policy & Resources Committee
Wednesday 28 May :	9.30 am – Health & Social Care Services Committee
Thursday 29 May :	9.30 am – Community Planning Board
Tuesday 3 June :	9.30 am – Planning & Regulatory Services Committee 2.00 pm – Planning Hearings
Wednesday 4 June :	9.30 am – Appeals
Thursday 5 June :	9.30 am – Community Safety Strategic Group 2.00 pm - Wealthier Strategic Group
Tuesday 10 June :	9.30 am – Communities Committee
Wednesday 11 June :	9.30 am – Children & Young People's Services Committee
Thursday 12 June :	9.30 am – Children & Young People's Strategic Group
Tuesday 17 June :	9.30 am – Economic Development & Infrastructure Services Committee
Wednesday 18 June :	9.30 am – Licensing Committee 2.00 pm – Flood Alleviation Sub-Committee
Thursday 19 June :	9.30 am – Greener Strategic Group
Friday 20 June :	11.30 am – Grampian Valuation Joint Board 2.00 pm – Housing Sub-Committee
Tuesday 24 June :	9.30 am – Policy & Resources Committee
Wednesday 25 June:	9.30 am – Audit & Performance Review Committee
Thursday 26 June :	9.30 am – Health & Social Care Strategic Group

Friday 27 June : 10.00 am - **Grampian Joint Fire Board : Council Chambers, Elgin**
1.00 pm – Grampian Joint Police Board :Woodhill House Aberdeen

Wednesday 2 July : 9.30 am – Moray Council

Thursday 3 July : 9.30 am – **Community Engagement**

Summer Recess

Tuesday 5 August : 9.30 am – Policy & Resources Committee

Wednesday 6 August : 9.30 am – Health & Social Care Services Committee

Thursday 7 August : 9.30 am – **COMMUNITY PLANNING BOARD**

Tuesday 12 August : 9.30 am – **Planning & Regulatory Services Committee**
2.00 pm – Planning Hearings

Wednesday 13 August : 9.30 am – Appeals Committee

Tuesday 19 August : 9.30 am – Communities Committee

Wednesday 20 August : 9.30 am – Children & Young People's Services Committee

Thursday 21 August : 9.30 am – **Community Safety Strategic Group**
2.00 pm - **Wealthier Strategic Group**

Tuesday 26 August : 9.30 am – Economic Development & Infrastructure Services Committee

Wednesday 27August : 9.30 am – Licensing Committee
2.00 pm – Flood Alleviation Sub Committee

Friday 29 August : 1.00 pm – Grampian Joint Police Board

Tuesday 2 September: 9.30 am – Policy & Resources Committee

Wednesday 3 September : 9.30 am – Audit & Performance Review Committee

Thursday 4 September: 9.30 am – **Children & Young People Strategy Group**

Friday 5 September : 9.30 am – Housing Sub-Committee

Wednesday 17 September : 9.30 am - Moray Council

Thursday 18 September : 9.30 am – **Greener Strategic Group**

Tuesday 23 September : 9.30 am – Policy & Resources Committee

Wednesday 24 September : 9.30 am – Health & Social Care Services Committee

Friday 26 September : 10.00 am – Grampian Joint Fire Board : Fire HQ, Aberdeen

Tuesday 30 September : 9.30 am – Planning & Regulatory Services Committee
2.00 pm – Planning Hearings

Wednesday 1 October : 9.30 am – **Appeals Committee**

Thursday 2 October : 9.30 am – **Health & Social Care Strategic Group**

Tuesday 7 October : 9.30 am – Communities Committee

Wednesday 8 October : 9.30 am – Children & Young People’s Services Committee

Tuesday 14 October : 9.30 am – Economic Development & Infrastructure Services Committee

Wednesday 15 October : 9.30 am – Licensing Committee
2.00 pm – Flood Alleviation Sub-Committee

Thursday 16 October : 9.30 am – **Community Engagement Strategic Group**

Tuesday 21 October : 9.30 am – Policy & Resources Committee

Wednesday 22 October : 9.30 am – Audit & Performance Review Committee

Friday 24 October : 9.30 am – Housing Sub-Committee

Thursday 30 October : 9.30 am – **Community Planning Board**

Friday 31 October : 1.00 pm– Grampian Joint Police Board

Wednesday 5 November : 9.30 am – Moray Council

Friday 7 November : 11.30 am – Grampian Valuation Joint Board : Chambers

Tuesday 11 November : 9.30 am – Policy & Resources Committee

Wednesday 12 November : 9.30 am – Health & Social Care Services Committee

Thursday 13 November : 9.30 am – **Community Safety Strategic Group**
2.00 pm – **Wealthier Strategic Group**

Tuesday 18 November : 9.30 am – Planning & Regulatory Services Committee
2.00 pm - Planning Hearings

Wednesday 19 November : 9.30 am – Appeals Committee

Tuesday 25 November : 9.30 am – Communities

Wednesday 26 November: 9.30 am – Children & Young People’s Services Committee

Thursday 27 November : 9.30 am – **Children & Young Peoples Strategic Group**

Tuesday 2 December : 9.30 am – Economic Development & Infrastructure Services Committee

Wednesday 3 December : 9.30 am – Licensing Committee
2.00 pm - Flood Alleviation Sub-Committee

Tuesday 9 December : 9.30 am –Policy & Resources Committee

Wednesday 10 December: 9.30 am – Audit & Performance Review Committee

Thursday 11 December : 9.30 am – **Greener Strategic Group**

Friday 12 December : 9.30 am – Housing Sub-Committee
10.00 am – Grampian Joint Fire Board : Fire HQ, Aberdeen
1.00 pm – Grampian Joint Police Board (Town House, Aberdeen)

Wednesday 17 December: 9.30 am – Moray Council

* The Housing Sub-Committee has been added by request in order that it can be timetabled at two week intervals following the Communities Committee