

**REPORT TO: THE POLICY COMMITTEE ON 30 APRIL 2008**

**SUBJECT: COUNCIL BUSINESS : TIMETABLE AND CALENDAR OF MEETINGS**

**BY: THE CHIEF LEGAL OFFICER**

**1. REASON FOR REPORT**

- 1.1 To invite the Committee to consider recommending to the Full Council a proposed eight week cycle of meetings, with the Service Development Group meeting every four weeks, 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.
- 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**

- 2.1 **That the Committee consider recommending to the Full Council a 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.**

**3. REPORT**

- 3.1 Members will recall that at the meeting of The Moray Council held on 26 March 2008, a new Committee Structure was approved 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.
- 3.2 Detailed below for consideration is a proposed 8 week cycle of meetings based on Service Committees taking place on a Tuesday and Thursday as follows:-

Week 1      No Meetings

Week 2	Tues -	9.30 am :	Policy & Resources Committee
	Wed -	9.30 am	Community Planning Board
	Thurs –	9.30 am :	Health & Social Care Committee

		2.00 pm :	Health & Social Care Sub-Committees
Week 3	Tues -	9.30 am	Planning & Regulatory Services Committee
		2.00 pm	Planning Application Hearings
	Thurs -	9.30 am	Appeals
Week 4	Tues -	09.30 am	Communities Committee
		2.00 am	Communities Appeals Sub-Committees
	Thurs -	9.30 am	Children & Young People Committee
		2.00 pm	Education Sub- Committees
Week 5	Tues -	9.30 am	Economic Development & Infrastructure Committee
	Thurs –	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	Housing Sub-Committee
	Thurs -	9.30 am	Audit & Performance Review Committee
Week 7	No Meetings		
Week 8	Thurs -	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 Wednesdays.

- 3.3 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**

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 Committee consider recommending to the Full Council 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.**

Authors of Report: Moira Patrick, Principal Committee Services Officer  
Background Papers: Reports to meeting of the Council dated 26 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 – **Community Planning Board**

Thursday 29 May : 9.30 am – Health & Social Care Services Committee

Tuesday 3 June : 9.30 am – Planning & Regulatory Services Committee  
2.00 pm – Planning Hearings

Wednesday 4 June : 9.30 am – **Community Safety Strategic Group**  
2.00 pm - **Wealthier Strategic Group**

Thursday 5 June : 9.30 am – Appeals Committee

Tuesday 10 June : 9.30 am – Communities Committee

Wednesday 11 June : 9.30 am – **Children & Young People**

Thursday 12 June : 9.30 am – Children & Young People's Services Committee

Tuesday 17 June : 9.30 am – Economic Development & Infrastructure Services Committee

Wednesday 18 June : 9.30 am – **Greener Strategic Group**

Thursday 19 June : 9.30 am – Licensing Committee  
2.00 pm – Flood Alleviation Sub-Committee

Friday 20 June : 11.30 am – Grampian Valuation Joint Board : Chambers  
9.30 pm – Housing Sub-Committee

Tuesday 24 June : 9.30 am – Policy & Resources Committee

Wednesday 25 June: 9.30 am – **Health & Social Care Strategic Group**

Thursday 26 June : 9.30 am – Audit & Performance Review Committee

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

Wednesday 1 July: 9.30 am – **Community Engagement**

Thursday 3 July : 9.30 am – Moray Council

### **Summer Recess**

Tuesday 5 August : 9.30 am – Policy & Resources Committee

Wednesday 6 August : 9.30 am – **COMMUNITY PLANNING BOARD**

Thursday 7 August : 9.30 am – Health & Social Care Services Committee

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

Thursday 14 August : 9.30 am – Appeals Committee

Tuesday 19 August : 9.30 am – Communities Committee

Wednesday 20 August : 9.30 am - **Community Safety Strategic Group**  
2.00 pm - **Wealthier Strategic Group**

Thursday 21 August : 9.30 am – Children & Young People’s Services Committee

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

Thursday 28 August : 9.30 am – Licensing Committee  
2.00 pm – Flood Alleviation Sub Committee

Friday 29 August : 1.00 pm – Grampian Joint Police Board (Council Chambers, Elgin)

Tuesday 2 September: 9.30 am – Policy & Resources Committee

Wednesday 3 September : 9.30 am – **Children & Young People Strategy Group**

Thursday 4 September: 9.30 am – Audit & Performance Review Committee

Friday 5 September : 9.30 am – Housing Sub-Committee

Wednesday 17 September : 9.30 am - **Greener Strategic Group**

Thursday 18 September : 9.30 am – Moray Council

Tuesday 23 September : 9.30 am – Policy & Resources Committee

Thursday 25 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 – **Health & Social Care Strategic Group**

Thursday 2 October : 9.30 am – Appeals Committee

Tuesday 7 October : 9.30 am – Communities Committee

Thursday 9 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 – **Community Engagement Strategic Group**

Thursday 16 October : 9.30 am – Licensing Committee  
2.00 pm – Flood Alleviation Sub-Committee

Tuesday 21 October : 9.30 am – Policy & Resources Committee

Thursday 23 October : 9.30 am – Audit & Performance Review Committee

Friday 24 October : 9.30 am – Housing Sub-Committee

Wednesday 29 October : 9.30 am – **Community Planning Board**

Friday 31 October : 1.00 pm – Grampian Joint Police Board (Woodhill House Aberdeen)

Thursday 6 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 – **Community Safety Strategic Group**  
2.00 pm – **Wealthier Strategic Group**

Thursday 13 November : 9.30 am – Health & Social Care Services Committee

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

Thursday 20 November : 9.30 am – Appeals Committee

Wednesday 25 November: 09.30 am – **Children & Young Peoples Strategic Group**

Thursday 27 November : 9.30 am – Children & Young People's Services Committee

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

Thursday 4 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: 09.30 am – **Greener Strategic Group**

Thursday 11 December : 9.30 am – Audit & Performance Review Committee

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)

Thursday 18 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