

ITEM No ...11.....

REPORT TO: POLICY & RESOURCES COMMITTEE - 11TH DECEMBER, 2017

REPORT ON: CITY COUNCIL AND COMMITTEE TIMETABLE

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 445-2017

1.0 PURPOSE OF REPORT

1.1 The purpose of this Report is to review the Council's timetable of meetings.

2.0 RECOMMENDATIONS

2.1 The Committee's instructions are sought.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising directly out of this Report.

4.0 BACKGROUND

4.1 Reference is made to item III of the Minute of Meeting of Dundee City Council on 22nd February, 2016 when the City Council agreed to the introduction of the Children and Families Services Committee, the Community Safety and Public Protection Committee and the Neighbourhood Services Committee in order to align the Council's Committee Structure with the Council's new service delivery and service management arrangements. The City Council also agreed to a new cycle of meetings (Report No 73-2016 refers).

4.2 Since that time there have been various developments of relevance to the Council's Committee timetable.

Firstly, it is clear that the Dundee Health and Social Care Integration Joint Board is dealing with, and will continue to deal with, significant Agenda and that membership of the IJB (Councillor Lynn as Chair and Councillor Smith and Bailie Wright as members and the Performance and Audit Committee (Councillor Smith and Bailie Wright as members) represents a major commitment.

Secondly, City Council Elected Members have joined the Dundee Partnership Forum (Bailie Sawers, Bailie Keenan, Bailie Macpherson, Councillors, Ross, Short and Cruickshank) Management Group (Councillor Alexander and Bailie Keenan), Work and Enterprise Executive Board (Councillors Short and McCready), Children and Families Executive Board (Councillors Murray and Cruickshank), Health, Care and Wellbeing Executive Board (Councillor Lynn and Bailie Wright) and Community Safety and Justice Executive Board (Councillor Ross and Bailie Wright), which again represents a major commitment.

Thirdly, it is becoming more common for Briefings to be held for Elected Members between 12.00 and 2.00 pm on topics of local interest or on policy issues which will shortly be considered by Committee and it is not always possible for Elected Members to attend them because of other commitments.

4.3 It is clear that Elected Members are now making a significant additional contribution of time and expertise to formal meetings, in addition to those of the City Council and its Committee.

4.4 In light of that, Elected Members are asked to consider whether they would wish to move to a new Committee timetable as show in Appendix 1. Elected Members are asked to note, in particular:-

(a) Existing Committee dates have been utilised as far as practically possible.

- (b) Evening meetings would continue to be held on Mondays.
 - (c) No changes would be made to the existing groupings of Service Committees.
 - (d) The practice of all Service Committees meeting on the same evening immediately after a Recess would cease.
 - (e) Special meetings of Service Committees could be called if necessary.
 - (f) The number of Service Committee meetings would be reduced from 11 per annum to 7 per annum in light of Elected Members' other commitments at formal meetings.
 - (g) The number of evening Service Committee dates would be reduced from 17/18 per annum to 14 per annum, again in light of Elected Members' other commitments at formal meetings.
 - (h) Meetings of Service Committee groups would be held separately and 3 weeks apart with adjustments for the Recess periods in Spring, Summer and Autumn and the Festive period.
 - (i) There would be no change to the existing Recess periods.
 - (j) There would be no change to the frequency of meetings of the Planning Committee, Scrutiny Committee, Licensing Committee, Licensing Board and Local Review Body.
- 4.5 On the four nights when Service Committee meetings will no longer be held Officers would arrange Briefings as necessary which would help to reduce the pressure on Elected Members diaries during the day and also enable more Elected Members to attend future Briefings.
- 4.6 The times of the meetings would not be altered unless Elected Members wished the practice of meetings beginning at 6.00 pm to be reviewed.

5.0 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality and Risk Management. There are no major issues.

6.0 CONSULTATIONS

- 6.1 The Council Management Team have been consulted in the preparation of this Report.

7.0 BACKGROUND PAPERS

- 7.1 None.

David Martin,
Chief Executive.

Date: 30th November, 2017

ITEM No ...11.....

APPENDIX 1

2018

DRAFT PROPOSALS

COMMITTEES	MEETINGS COMMENCE	2018											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Licensing Committee	10.00 a.m.	NO CHANGE TO EXISTING ARRANGEMENTS											
Licensing Board	10.00 a.m.	NO CHANGE TO EXISTING ARRANGEMENTS											
Scrutiny Committee	2.00 p.m.	NO CHANGE TO EXISTING ARRANGEMENTS											
Local Review Body	2.00 p.m.	NO CHANGE TO EXISTING ARRANGEMENTS											
Planning Committee	6.00 p.m.	15	19	19	16	21	18	-	13	17	22	12	17
City Council	6.00 p.m.	8	12	-	23	-	4	-	20	24	-	19	-
Community Safety & Public Protection Committee	After above												
Neighbourhood Services Committee	After above												
Policy & Resources Committee	After above												
Children & Families Services Committee	6.00 p.m.	22	26	12	-	14	25	-	-	10	29	-	10
City Development Committee	After above												

Spring Recess begins Saturday, 31 March 2018 and ends Saturday, 14 April 2018, Summer Recess begins Saturday, 30 June 2018 and ends Saturday, 10 August 2018; Autumn Recess begins Saturday, 6 October 2018 and ends Saturday, 20 October 2018 (in line with school holidays).

Other Committee meetings held as necessary.

Licensing Committee and Licensing Board meetings are held in Committee Room No 1, 14 City Square, Dundee. The City Council and Committee meetings are held in the City Chambers. Doors normally open at least 15 minutes before commencement of meetings.

