

PERTH AND KINROSS COUNCIL**Council Meeting – 3 October 2012****TIMETABLE OF MEETINGS – 2013****Report by Head of Democratic Services****ABSTRACT**

This report seeks approval of a timetable of meetings for the period January – June 2013.

1. RECOMMENDATIONS

- 1.1 It is recommended that the Council approve the proposed provisional timetable of meetings for the period January – June 2013 as set out in Appendix 1 to this report.

2. BACKGROUND

- 2.1 At its meeting on 23 May 2012, the Council agreed a timetable of meetings for the remainder of 2012 based on an 8-week cycle for the Council and Committees; a 4-week cycle for the Development Management Committee; a 6-week cycle for the Licensing Committee and fixed recess periods. The Council also agreed at that meeting that the existing political decision-making structure be continued until the end of the current calendar year, but that it be remitted to the Modernising Governance Member/Officer Working Group to consider options for models of political decision-making structures and to submit reports to the Council as the Group considers necessary on aspects of its work, but to submit a final report to the Council meeting on 12 December 2012 with recommendations for a structure to be implemented with effect from January 2013.

3. PROPOSED TIMETABLE

- 3.1 Whilst members will be aware that the review of the political decision-making structures is ongoing, it is recognised that notwithstanding the requirement to report to the Council meeting in December 2012, there is a need for members to be able to plan commitments now for the early part of 2013.
- 3.2 Accordingly, a proposed provisional timetable of meetings for the period from January to June 2013 is contained at **Appendix 1** to this report. It is recognised that some elements of the timetable may require to be amended in the light of decisions made by the Council in relation to the decision-making structure.

4. RESOURCE IMPLICATIONS

- 4.1 There are no resource implications arising directly from the proposals contained in this report.

5. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

- 5.1 The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. The recommendations within this report support the delivery of all the Council's corporate objectives.

6. EQUALITIES IMPACT ASSESSMENT (EqIA)

- 6.1 An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 6.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process and was assessed as **not relevant** for the purposes of EqIA

7. STRATEGIC ENVIRONMENTAL ASSESSMENT

- 7.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).
- 7.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

8. CONCLUSION

- 8.1 The previously agreed cycles for Council and Committee meetings together with fixed recess periods has operated well and it is proposed that these arrangements be continued for the early part of 2013.

GILLIAN A TAYLOR
Head of Democratic Services

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

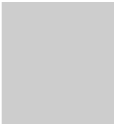
Contact Officer:	Maureen Kay
Telephone No:	01738 475119
Email Address:	mkay@pkc.gov.uk
Address of Service:	Council Building, 2 High Street, PERTH, PH1 5PH
Date of Report:	21 September 2012

COUNCIL AND COMMITTEE TIMETABLE FOR JANUARY-JUNE 2013

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Monday				1		3 CHS&W
Tuesday	1			2		4 Local Review Body (am)
Wednesday	2			3	1 Common Goods Council	5 Community Safety Environment Enterprise & Infrastructure
Thursday	3			4 Licensing	2	6
Friday	4	1	1	5	3	7
Monday	7	4	4 CHS&W	8	6	10
Tuesday	8	5 Local Review Body (am)	5	9 Local Review Body	7 Local Review Body (am)	11
Wednesday	9 Property Sub (am)	6 Housing & Health (am) Lifelong Learning Exec Ins	6 Property Sub	10	8	12 SP&R (am) Provost's Sub Scrutiny (pm)
Thursday	10 Licensing (am)	7	7 Attendance Sub	11	9	13
Friday	11	8	8	12	10	14
Monday	14	11	11	15	13	17 TVJB TCJC
Tuesday	15 Local Review Body (am)	12	12 Local Review Body (am)	16	14	18 Community Justice Authority (Perth) (am)
Wednesday	16 Lifelong Learning Audit Sub	13 SP&R (am) Provost's Sub (pm) Scrutiny (pm)	13 Housing & Health Lifelong Learning	17 SP&R (am) Provost's Sub (pm) Scrutiny (pm)	15 Property Sub Audit Sub	19 Development Management Lifelong Learning Exec Ins
Thursday	17	14 Special Council (Budget) (Provisional)	14	18	16 Licensing	20
Friday	18	15	15	19	17	21
Monday	21	18	18	22	20	24
Tuesday	22	19	19	23	21	25
Wednesday	23 Development Management	20 Development Management	20 Community Safety Environment Enterprise & Infrastructure	24 Development Management Lifelong Learning Exec Ins	22 Development Management	26 Common Goods Council
Thursday	24	21 Licensing	21 Licensing Board (Prov)	25	23 Attendance Sub Joint Consultative Committee	27 Licensing
Friday	25	22	22 Licensing Board (Prov)	26	24 Licensing Board (prov)	28
Monday	28 TVJB TJPB TFRB	25 TCJC	25 TJPB TFRB	29	27	
Tuesday	29	26	26 Community Justice Authority (Angus) (am)	30	28	
Wednesday	30 Community Safety Environment (am) Enterprise & Infrastructure (pm)	27 Common Goods Council	27 Development Management Audit Sub (pm)		29 Housing & Health Lifelong Learning	
Thursday	31 Licensing Board (prov)	28 Joint Consultative Committee	28 Attendance Sub		30 Licensing Board (prov)	
Friday			29		31 Licensing Board (prov)	



Public Holidays



Recess Periods (all inclusive)
1-4 January
29 March - 12 April

CHS&W	=	Corporate Health, Safety and Wellbeing Committee
SP&R	=	Strategic Policy and Resources
TJPB	=	Tayside Joint Police Board
TFRB	=	Tayside Fire and Rescue Board
TVJB	=	Tayside Valuation Joint Board
TCJC	=	Tayside Contracts Joint Committee