

**PERTH AND KINROSS COUNCIL**

**3 OCTOBER 2018**

**PROPOSED TIMETABLE OF MEETINGS 2019**

**Report by Head of Democratic Services (Report No. 18/328)**

**PURPOSE OF REPORT**

This report seeks approval of the 2019 timetable of meetings for the Council and Committees.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The existing 2018 timetable of meetings provides for an eight-weekly cycle of meetings for the Council and Committees, apart from the Planning and Development Management Committee and the Licensing Committee which meet on a four-weekly and six-weekly basis respectively. The existing timetable also takes account of fixed recess periods at Easter, Summer and October holiday periods. The Committees with regulatory responsibilities meet on a regular cycle throughout the year, and if there is urgent business to be considered, there is the ability to call meetings of an Executive Sub-Committee of some Committees or special meetings.
- 1.2 Between May and December 2017 a review was undertaken of the Council's political decision making structures. At its meeting on 20 December 2017, the current timetable of meetings for 2018 was approved by Council as part of this review ([Report 17/419 refers](#)). It was also agreed that further discussion take place on the future start time of the Lifelong Learning Committee, and that the possibility of holding all future committee meetings on Mondays and Wednesdays be investigated.

**2. PROPOSED TIMETABLE**

- 2.1 Due to the volume and frequency of Local Review Body meetings, as well as the availability of the Independent Planning Adviser, it is proposed that meetings of the Local Review Body continue to take place on a Tuesday. Following consultation with the Convener of the Licensing Committee, it is proposed that meetings of that Committee continue to take place on a Thursday.
- 2.2 Following discussion with the Convener and members of the Lifelong Learning Committee and the Executive Director (Education and Children's Services), it is preferred that meetings of the Lifelong Learning Committee continue to take place at 2.00pm.
- 2.3 The draft timetable, as set out in Appendix 1, proposes that the majority of public Council / Committee meetings continue to take place on Wednesdays.

- 2.4 In line with the practice in previous years, the first meeting of the Housing and Communities Committee to determine the Housing Revenue Account and the Capital Investment Programme and to set rent levels and service charges has been timetabled to take place on Wednesday 23 January 2019.
- 2.5 A special meeting of the Council for determining the revenue and capital budgets and setting Council Tax levels has been included provisionally for Wednesday 20 February 2019.
- 2.6 It is proposed to have meetings of the Housing and Communities Committee and the Environment and Infrastructure Committee on the same day.
- 2.7 It is further proposed that there should be a change to the current running order of the meetings of the Common Good Fund Committees with Perth to be held last.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report outlines the proposed timetable of meetings of the Council and Committees for 2019.
- 3.2 It is recommended that Council –  
 (a) approve the dates for the 2019 timetable of meetings of the Council and Committees as set out in Appendix 1 to this report; and  
 (b) determine the start times for public Council / Committee meetings on Wednesdays but otherwise agree the start times as set out in the timetable.

#### Author

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#### Approved

Name	Designation	Date
Gillian Taylor	Head of Democratic Services	25 September 2018

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>None</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals in this report support delivery of the Council's objectives within the Corporate Plan and the Community Plan.

### 2. Resource Implications

#### Financial

- 2.1 N/A

#### Workforce

- 2.2 N/A

#### Asset Management (land, property, IT)

- 2.3 N/A

### **3. Assessments**

#### Equality Impact Assessment

3.1 N/A

#### Strategic Environmental Assessment

3.2 N/A

#### Sustainability

3.3 N/A

#### Legal and Governance

3.4 N/A

#### Risk

3.5 N/A

### **4. Consultation**

#### Internal

4.1 Consultation has taken place with elected members, staff and relevant partner agencies and has also taken place through the Modernising Governance Member/Officer Working Group.

#### External

4.2 N/A

### **5. Communication**

5.1 Following approval by Council, the timetable of meetings for 2019 will be implemented across the Council and published on the Council's website.

## **2. BACKGROUND PAPERS**

N/A

## **3. APPENDICES**

Appendix 1 – Proposed Council and Committee Timetable for 2019