

To: Council

On: 23 February 2017

Report by: Director of Finance and Resources

Heading: Timetable of Meetings May to December 2017

1. Summary

- 1.1 A proposed timetable, as appended to this report, for meetings of the Council and its Boards, has been drawn up until the December, 2017 recess, on the basis of the Council's current decision making structure. Therefore, should the Council decide, following the local government elections, to make modifications to the structure these will require to be reflected within the timetable of meetings.
 - 1.2 The timetable is again based on five cycles per annum and is broadly similar to the previous timetable operated by the Council. The usual recess periods have been incorporated:
 - Summer – 7 weeks (starting after the June Council meeting and allowing for the Paisley Fair)
 - October - 2 weeks
 - Christmas - 2 weeks
 - 1.3 To assist members' diary arrangements, dates of the first meetings of the Licensing Board, and a number of joint boards etc, where these are known, have been included and marked*. It should be noted that these dates are set by bodies other than the Council and may be subject to change. In addition, the training date for members of the Licensing Board has also been included.
 - 1.4 As previously, meetings of the Appeals Board and Local Review Body have been timetabled. However, it may be that these meetings are not required and will be cancelled as appropriate.
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2. Recommendations

- 2.1 That the Council determines the timetable for meetings of the Council and its Boards, including the dates during which there are to be recesses until December 2017.

- 2.2 That a report be submitted to the December meeting of the Council relative to the timetable from January 2018 onwards; and
- 2.3 That it be agreed that meetings of the Appeals and Local Review Body, although timetabled, be cancelled if there is no substantive business.
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Implications of this report

1. **Financial Implications** – none
 2. **HR and Organisational Development Implications** – none
 3. **Community Plan/Council Plan Implications** – none
 4. **Legal Implications** – none.
 5. **Property/Assets Implications** – none
 6. **Information Technology Implications** – none
 7. **Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health and Safety Implications** – none
 9. **Procurement Implications** – none
 10. **Risk Implications** – none
 11. **Privacy Impact** – none
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List of Background Papers –

- (a) none
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May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				18 9.30am: Statutory Meeting	19	20
21	22	23	24	25	26	27
28 1/5	29	30	31 9.30am: Renfrewshire Educational Trust* 10am: Regulatory Functions			
June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 1pm: Education & Children	2	3
4 2/5	5 10am: Audit, Scrutiny & Petitions	6 1pm: Housing & Community Safety 3pm: Planning & Property	7 11am: Investment Review Board 1pm: Environment 2pm: Finance & Resources 2.30pm: Procurement Sub	8	9	10
11 3/5	12 11.15am: Strategic Development Planning Authority*	13 1pm: Economy & Jobs 2pm: JNC	14 3pm: JCB (non teaching)*	15 10am: Regulatory Functions 4pm: Renfrewshire Leisure*	16	17
18 4/5	19	20 1pm: Leadership 2pm: Procurement Sub	21 10am: Licensing Board*	22	23 9.30am: Renfrewshire Health & Social Care Integration Joint Board* 11.30am: Clyde Muirshiel Park Authority Joint Committee*	24
25 5/5	26	27 2pm: Local Review Body	28	29 9.30am Council	30 9.45am: Scotland Excel Executive Sub-Committee* 10.45am: Scotland Excel Joint Committee* 2pm: Renfrewshire Valuation Joint Board*	
July 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 recess	4 recess	5 recess	6 recess	7 recess	8
9	10 recess	11 recess	12 recess	13 recess	14 recess	15
16	17 recess	18 recess	19 recess	20 recess	21 recess	22
23	24 recess	25 recess	26 recess	27 recess	28 recess	29
30	31 recess					

*meetings are set by bodies other than the Council and may be subject to change.

August 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 recess	2 recess	3 recess	4 recess	5
6	7 recess public holiday	8 recess	9 recess	10 recess	11 recess	12
13	14 recess	15 recess	16 recess	17 recess 4pm: Renfrewshire Leisure*	18 recess	19
20 1/1	21	22	23 10am: Regulatory Functions	24 1pm: Education & Children	25	26
27 2/1	28 10am: Audit, Scrutiny & Petitions	29 1pm: Housing & Community Safety 2pm: Local Review Body 3pm: Planning & Property	30 10am: Renfrewshire Educational Trust* 1pm: Environment 2pm: Finance & Resources 2.30pm: Procurement Sub	31 9.30am: Appeals		
September 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 11.30 am Clyde Muirshiel Park Authority Joint Committee*	2
3 3/1	4	5 1pm: Economy & Jobs 2pm: JNC	6 10am: Licensing Board*	7 10am: Regulatory Functions	8	9
10 4/1	11	12	13 3pm: JCB (non teaching)*	14 10am: Appeals	15 10.45am: Scotland Excel Executive Sub-Committee*	16
17 5/1	18	19 1pm: Leadership 2pm: Procurement Sub	20 10am: Regulatory Functions	21	22 public holiday	23
24 6/1	25 public holiday	26 10 am: Audit, Scrutiny & Petitions 2 pm: Local Review Body	27	28 9.30 am Council	29	30
October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 10am: Regulatory Functions	6	7
8	9 recess	10 recess	11 recess	12 recess 4pm: Renfrewshire Leisure*	13 recess 10.45am Scotland Excel Executive Sub- Committee	14
15	16 recess	17 recess	18 recess	19 recess	20 recess	21
22	23	24 2pm: Local Review Body	25 3pm: JCB (non teaching)*	26	27	28
29	30	31				

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November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/2			1 10am: Regulatory Functions	21pm: Education & Children	3	4
5 2/2	6 10am: Audit, Scrutiny & Petitions	71pm: Housing & Community Safety 2pm: Local Review Body 3pm: Planning & Property	8 1pm: Environment 2pm: Finance & Resources 2.30pm: Procurement Sub	9 9.30am: Appeals	10	11
12 3/2	13	14 1pm: Economy & Jobs 2pm: JNC	15	16 10am: Regulatory Functions	17 10.45 am: Scotland Excel Executive Sub-Committee*	18
19 4/2	20 10am: Licensing Board*	21	22 1pm: Investment Review Board	23	24	25
26 5/2	27	28	29	30 9.30am: Appeals		
December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 11.30am Clyde Muirshiel Park Authority Joint Committee*	2
3 6/2	4	5 2pm: Local Review Body	6	7 10am: Regulatory Functions	8 9.45am: Scotland Excel Executive Sub-Committee* 10.45am: Scotland Excel Joint Committee*	9
10 7/2	11	12 1pm: Leadership 2pm: Procurement Sub	13 3pm: JCB (non teaching)*	14	15	16
17 8/2	18	19	20	21 9.30 am: Council	22 recess	23
	27 public holiday	28 public holiday	29 recess	30 recess	31 recess	

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