

FALKIRK COUNCIL

Subject: PROGRAMME OF MEETINGS 2016
Meeting: FALKIRK COUNCIL
Date: 7 OCTOBER 2015
Author: CHIEF GOVERNANCE OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present for approval a draft programme of meetings for 2016.

2. PROGRAMME

- 2.1 Council agreed a revised decision making structure on 13 May 2015 which incorporates the Executive (and Education Executive) and two Scrutiny Committees – the Scrutiny Committee and Scrutiny Committee (External) - and agreed a 4 weekly cycle of scrutiny meetings with the Committees meeting alternately.
- 2.2 The proposed programme is based upon a cycle of five meetings of Council (plus a budget setting meeting in February) and a three weekly cycle of Executive meetings (with one in three being the Education Executive).
- 2.3 The timetable has been adjusted from that agreed in previous years with the following:-
- the Chief Finance Officer has advised that the Scottish Government will announce its budget settlement later in the year than has been the case previously and, as such, it is not possible, at this stage, to identify a date for the Council's budget setting meeting. The date of the budget meeting will accordingly be set by the Provost in accordance with Standing Orders with notice of the date being given whenever it is available;
 - the period between meetings of the Executive and the Education Executive is reduced to two weeks in March. This is to accommodate the school holidays in early April. In previous years the Education Executive has been scheduled to meet during these holidays and in 2014 and 2015 the meetings were then rescheduled to a later date in the calendar to accommodate the period when schools are closed;
 - it is suggested that both the Education Executive and the Executive meet on 7 June. This is to allow the Executive to meet and complete any business prior to the recess;
 - the Planning Committee will meet on 21 June. Any site visits which flow from the June meeting of the Committee have, in recent years, taken place in early August prior to the end of the recess. It is now proposed to hold the meeting of the Planning On-site Committee on 30 June to allow any business to be dealt with prior to the summer break; and
 - Council will meet in September rather than October to shorten the gap between the pre and post recess Council meetings.

- 2.4 The proposed programme does not include meetings of the Performance Panel which sets its own timetable (potential dates are given, however, for reference), nor ad hoc meetings such as Appeals, Appointments and Planning Review Committees.
- 2.5 In addition to the meetings shown on the programmes, there may be a requirement to call special meetings. These will be arranged in accordance with Standing Orders.

3. BOARDS

- 3.1 Council appoints the full membership of the Licensing Board and 8 members to the Central Scotland Valuation Joint Board. Each of these bodies sets its own programme of meetings and these will be uploaded onto the meetings diary at <http://www.falkirk.gov.uk/coins/calendar.asp> to allow members to manage their diaries.

4. RECOMMENDATIONS

Council is invited to :-

- (1) Consider the draft programme of meetings, as set out in the appendix to the report, and agree a programme for 2016; and
- (2) note that special meetings of Council or its Committees may be called as necessary.

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Director of Corporate and Housing Services
Ref: AAC071015 – Programme of Meetings
Date: 14 September 2015
Contact Officer: Brian Pirie (Tel: 01324 506110)

LIST OF BACKGROUND PAPERS

Nil

FALKIRK COUNCIL - PROGRAMME OF MEETINGS - 2016
JANUARY TO JUNE 2016

7 January – Scrutiny Committee – External	10 March – Scrutiny Committee - External	12 May – Scrutiny Committee - External
12 January – Executive	11 March – Pensions Committee and Board	17 May – Executive
13 January - Civic Licensing Committee	15 March – Executive	18 May – Civic Licensing Committee
27 January – Planning Committee	16 March – Civic Licensing Committee	25 May – Planning Committee
2 February - Education Executive	23 March - Planning Committee	6 June – Planning On-Site Committee
4 February – Scrutiny Committee	29 March – Education Executive	7 June – Education Executive/ Executive
8 February – Planning On-Site Committee	30 March – Scrutiny Committee	15 June – Civic Licensing Committee
* February – Falkirk Council (budget meeting)	4 April – Planning On-Site Committee	16 June – Scrutiny Committee
16 February – Joint Consultative Committee	18 April – Audit Committee	20 June – Audit Committee
17 February – Civic Licensing Committee	19 April – Joint Consultative Committee	21 June – Planning Committee
23 February – Executive	20 April – Civic Licensing Committee	22 June – Falkirk Council
24 February – Planning Committee	26 April – Executive	23 June – Pensions Committee and Board
7 March – Planning On-Site Committee	27 April – Planning Committee	30 June – Planning On-Site Committee
9 March – Falkirk Council	9 May – Planning On-Site Committee	
	11 May – Falkirk Council	

Performance Panel: Thursday 18th February, 24th March, 19th May, 11th August, 29th September, 20th October and 15th December (to be confirmed)

Licensing Board Meetings 6th January, 3rd February, 2nd March, 13th April, 24th May, 14th June, 10th August, 7st September, 19th October, 16th November and 14th December 2016 (to be confirmed by the Board)

Central Scotland Valuation Joint Board – January/February, 17 June, 9 September and 18 November 2016 (to be confirmed by the Board)

Community Planning Leadership Board – Thursday 18 February, 19 May, 18 August and 17 November 2016

Integration Joint Board – Friday 8 January, 5 February, 4 March, 1 April, 6 May, 3 June, 5 August, 2 September, 7 October, 4 November and 2 December (to be confirmed)

Public Holiday: 1st and 4th January, 25th and 28th March, 2nd May, 12th September and 26th and 27th December 2016

FALKIRK COUNCIL – PROGRAMME OF MEETINGS – 2016

AUGUST TO DECEMBER 2016

16 August – Executive	6 October – Scrutiny Committee – External
17 August – Planning Committee	18 October – Executive
18 August – Scrutiny Committee – External	26 October – Planning Committee
23 August - Joint Consultative Committee	2 November – Civic Licensing Committee
24 August – Civic Licensing Committee	7 November - Planning On-Site Committee
29 August – Planning On-Site Committee	8 November – Education Executive
6 September – Education Executive	9 November – Joint Consultative Committee
14 September – Planning Committee	17 November – Scrutiny Committee
15 September – Scrutiny Committee	23 November – Planning Committee
21 September – Falkirk Council	29 November – Executive
22 September – Pensions Committee and Board	30 November – Civic Licensing
26 September – Planning On-Site Committee	1 December – Scrutiny Committee – External
26 September – Audit Committee	5 December - Planning On-Site Committee
27 September – Executive	7 December – Falkirk Council
28 September – Civic Licensing Committee	8 December – Pensions Committee and Board
	12 December – Audit Committee