

**FALKIRK COUNCIL**

**Subject: PROGRAMME OF MEETINGS 2015**  
**Meeting: FALKIRK COUNCIL**  
**Date: 8 OCTOBER 2014**  
**Author: CHIEF GOVERNANCE OFFICER**

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present, for consideration, a draft programme of meetings for 2015 in the form of two options.

**2. PROGRAMME**

- 2.1 Council introduced a new decision making structure in March 2013. The programme of meetings agreed in June 2013 for the remainder of 2013 and in September 2013 for 2014 was on the basis of 5 ordinary meetings of Council in a 12 month period (January – December) and a three weekly cycle of Executive meetings (with one in three being the Education Executive) together with monthly meetings of the Scrutiny Committee. A draft programme for 2015 which follows this cycle is attached at appendix1.
- 2.2 An alternative programme is provided at appendix 2, showing meetings of the Scrutiny Committee taking place every 6 weeks rather than every 4 weeks, with the exception of the last meetings before the Christmas and summer recesses. This follows a decision of the Scrutiny Committee taken at its meeting on 25 September 2014 to recommend an adjusted programme to Council on the basis that it would better accommodate the work of any scrutiny panels and the Performance Panel.
- 2.3 Neither programme includes 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.
- 2.4 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 Valuation Joint Board. Each of these bodies sets its own programme of meetings and they will be uploaded onto the meetings diary at [http://underground.falkirk.gov.uk/corporate/services/chief\\_executive\\_office/governance/democratic\\_services/timetable\\_of\\_meetings.aspx](http://underground.falkirk.gov.uk/corporate/services/chief_executive_office/governance/democratic_services/timetable_of_meetings.aspx) to allow members to manage their diaries.

#### 4. RECOMMENDATIONS

Council is invited to :-

- (1) consider the draft programmes of meetings for 2015, as set out in the appendices to the report, and agree a programme for 2015; and
- (2) note that special meetings of Council or its committees may be called as necessary.

.....  
Chief Governance Officer

Date: 26 September 2014

Contact Officer: Brian Pirie (Tel: 01324 506110)

#### LIST OF BACKGROUND PAPERS

Nil

## FALKIRK COUNCIL - PROGRAMME OF MEETINGS - 2015

### JANUARY TO JUNE 2015

<b>8 January – Scrutiny Committee</b>	12 March – Pensions Committee	<b>14 May – Scrutiny Committee</b>
<b>13 January – Executive</b>	<b>17 March – Executive</b>	19 May – Executive
14 January - Civic Licensing Committee	18 March – Civic Committee	20 May – Civic Licensing Committee
28 January – Planning Committee	25 March - Planning Committee	27 May – Planning Committee
<b>3 February - Education Executive</b>	<b>7 April – Education Executive</b>	8 June – Planning On-Site Committee
<b>5 February – Scrutiny Committee</b>	<b>9 April – Scrutiny Committee</b>	<b>9 June – Education Executive</b>
9 February – Planning On-Site Committee	13 April – Planning On-Site Committee	<b>11 June – Scrutiny Committee</b>
<b>11 February – Falkirk Council (budget meeting) *</b>	20 April – Audit Committee	17 June – Civic Licensing Committee
17 February – Joint Consultative Committee	21 April – Joint Consultative Committee	22 June – Audit Committee
18 February – Civic Licensing Committee	22 April – Civic Licensing Committee	<b>24 June – Falkirk Council</b>
<b>24 February – Executive</b>	<b>28 April – Executive</b>	25 June – Planning Committee
25 February – Planning Committee	29 April – Planning Committee	26 June – Pensions Committee
<b>5 March – Scrutiny Committee</b>	11 May – Planning On-Site Committee	
9 March – Planning On-Site Committee	<b>13 May – Falkirk Council</b>	
<b>11 March – Falkirk Council</b>		

Performance Panel: Thursday 22 January, Thursday 19 March, Thursday 21 May, Thursday 18 June, Thursday 17 September and Thursday 19 November 2015

\* To be Confirmed

## FALKIRK COUNCIL - PROGRAMME OF MEETINGS – 2015

### AUGUST TO DECEMBER 2015

3 August – Planning On-Site Committee	<b>8 October – Scrutiny Committee</b>
10 August – Civic Licensing Committee	<b>20 October – Executive</b>
11 August - Joint Consultative Committee	28 October – Planning Committee
<b>13 August – Scrutiny Committee</b>	4 November – Civic Licensing Committee
<b>18 August – Executive</b>	9 November - Planning On-Site Committee
19 August – Planning Committee	<b>10 November – Education Executive</b>
31 August – Planning On-Site Committee	11 November – Joint Consultative Committee
2 September – Civic Licensing Committee	<b>12 November – Scrutiny Committee</b>
<b>8 September – Education Executive</b>	25 November – Planning Committee
<b>10 September – Scrutiny Committee</b>	<b>1 December – Executive</b>
15 September – Planning Committee	2 December – Civic Licensing Committee
21 September – Audit Committee	7 December - Planning On-Site Committee
24 September – Pensions Committee	10 December – Pensions Committee
28 September – Planning On-Site Committee	14 December – Audit Committee
<b>29 September – Executive</b>	16 December – Falkirk Council
30 September – Civic Licensing Committee	
<b>7 October – Falkirk Council</b>	

Public Holiday: 1<sup>st</sup> and 2<sup>nd</sup> January, 3<sup>rd</sup> and 6<sup>th</sup> April, 4<sup>th</sup> May, 7<sup>th</sup> September and 25<sup>th</sup> and 28<sup>th</sup> December 2015

Licensing Board Meetings 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 15<sup>th</sup> April, 12<sup>th</sup> May, 10<sup>th</sup> June, 12<sup>th</sup> August, 23<sup>rd</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November and 9<sup>th</sup> December 2015 **(to be confirmed by the Board)**

## FALKIRK COUNCIL - PROGRAMME OF MEETINGS - 2015

### JANUARY TO JUNE 2015

<b>8 January – Scrutiny Committee</b>	12 March – Pensions Committee	<b>14 May – Scrutiny Committee</b>
<b>13 January – Executive</b>	<b>17 March – Executive</b>	19 May – Executive
14 January - Civic Licensing Committee	18 March – Civic Committee	20 May – Civic Licensing Committee
28 January – Planning Committee	25 March - Planning Committee	27 May – Planning Committee
<b>3 February - Education Executive</b>	<b>2 April – Scrutiny</b>	8 June – Planning On-Site Committee
9 February – Planning On-Site Committee	<b>7 April – Education Executive</b>	<b>9 June – Education Executive</b>
<b>11 February – Falkirk Council (budget meeting) *</b>	13 April – Planning On-Site Committee	17 June – Civic Licensing Committee
17 February – Joint Consultative Committee	20 April – Audit Committee	<b>18 June – Scrutiny</b>
18 February – Civic Licensing Committee	21 April – Joint Consultative Committee	22 June – Audit Committee
<b>19 February – Scrutiny</b>	22 April – Civic Licensing Committee	<b>24 June – Falkirk Council</b>
<b>24 February – Executive</b>	<b>28 April – Executive</b>	25 June – Planning Committee
25 February – Planning Committee	29 April – Planning Committee	26 June – Pensions Committee
9 March – Planning On-Site Committee	11 May – Planning On-Site Committee	
<b>11 March – Falkirk Council</b>	<b>13 May – Falkirk Council</b>	

Performance Panel: Thursday 22 January, Thursday 26 March, Thursday 21 May, Tuesday 16 June, Thursday 17 September and Thursday 19 November 2015

\* To be Confirmed

## FALKIRK COUNCIL - PROGRAMME OF MEETINGS – 2015

### AUGUST TO DECEMBER 2015

3 August – Planning On-Site Committee	<b>20 October – Executive</b>
10 August – Civic Licensing Committee	28 October – Planning Committee
11 August - Joint Consultative Committee	4 November – Civic Licensing Committee
<b>18 August – Executive</b>	9 November - Planning On-Site Committee
19 August – Planning Committee	<b>10 November – Education Executive</b>
<b>20 August – Scrutiny Committee</b>	11 November – Joint Consultative Committee
31 August – Planning On-Site Committee	<b>12 November – Scrutiny Committee</b>
2 September – Civic Licensing Committee	25 November – Planning Committee
<b>8 September – Education Executive</b>	<b>1 December – Executive</b>
15 September – Planning Committee	2 December – Civic Licensing Committee
21 September – Audit Committee	7 December - Planning On-Site Committee
24 September – Pensions Committee	10 December – Pensions Committee
28 September – Planning On-Site Committee	14 December – Audit Committee
<b>29 September – Executive</b>	16 December – Falkirk Council
30 September – Civic Licensing Committee	
<b>1 October – Scrutiny Committee</b>	
<b>7 October – Falkirk Council</b>	

Public Holiday: 1<sup>st</sup> and 2<sup>nd</sup> January, 3<sup>rd</sup> and 6<sup>th</sup> April, 4<sup>th</sup> May, 7<sup>th</sup> September and 25<sup>th</sup> and 28<sup>th</sup> December 2015

Licensing Board Meetings 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 15<sup>th</sup> April, 12<sup>th</sup> May, 10<sup>th</sup> June, 12<sup>th</sup> August, 23<sup>rd</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November and 9<sup>th</sup> December 2015 **(to be confirmed by the Board)**