

FALKIRK COUNCIL

Subject: PROGRAMME OF MEETINGS – 2011
Meeting: FALKIRK COUNCIL
Date: 6 OCTOBER 2010
Author: ACTING DIRECTOR OF LAW AND ADMINISTRATION SERVICES

1. INTRODUCTION

- 1.1 The purpose of this report is to present a programme of meetings for 2011 for approval.

2. PROGRAMME

- 2.1 The programme for meetings in 2010 was approved by Council in October 2009.
- 2.2 A draft programme for 2011 is attached as an Appendix to this Report.
- 2.3 Following decisions taken by Council on 5 March and 25 June 2008, meetings of the Council's five scrutiny committees, the Planning Committee and the Civic Licensing Committee all start at 9.30am. In the main, the other standing committees (Policy and Resources, Audit, Joint Consultative and Investment) retain their traditional start time of 10.30am, as does Council itself. It is suggested that there would be benefit in having a consistent approach to the start time of all standing committees (and Council) and the programme for next year has accordingly been prepared on that basis, while recognising that this is ultimately a decision for members.
- 2.4 Should Council approve the draft programme it will be necessary to amend Standing Order 31.1 which currently states:-

“31.1. Meetings of Council will generally start at 10.30 a.m. (unless the Provost specifies an earlier start time)...”

3. PLANNING COMMITTEE

- 3.1 In 2009, 9 meetings of the Planning Committee were held on site and 11 meetings have been held in 2010 so far. Arrangements for the meetings have been made on an ad hoc basis, in consultation with the Convener and Depute Convener and with reference to the Council's agreed schedule of meetings. This has sometimes meant that the meetings have been called at relatively short notice which makes it difficult for members to manage their other diary commitments. In order to address this, it is proposed that Council agrees to include the dates on which the Planning Committee may meet on site within the annual programme. The meetings can be cancelled if there is no business for them. In order to allow time to ensure that due notice of the meetings is given to those persons entitled to attend and be heard at them (including applicants and those who have

made representations on the application) and then to enable reports of the issues arising to be prepared for the following meeting of the Committee, it is proposed that the site meetings will be held on the second Monday following the Planning Committee, with two exceptions being Monday 9 May (when the Monday preceding is a public holiday) and Monday 8 August 2011 (as the second Monday after the Committee meets falls in the Council recess).

- 3.2 In addition to the proposed programme, meetings of the Planning Review Committee may be held as required.

4. LICENSING BOARD

- 4.1 The attached draft programme is for Falkirk Council meetings and accordingly does not include arrangements for the Licensing Board. However, to assist Members to manage their diaries, the dates of meetings of the Licensing Board scheduled for 2011 are included with the Council programme, for information.

5. SPECIAL MEETINGS

- 5.1 Members should be aware that, notwithstanding the draft programme set out in the appendix, there may be a requirement to call special meetings of Council or Committees during the year, as necessary.

6. RECOMMENDATIONS

6.1 Council is invited to:-

- (i) approve the draft programme of meetings 2011 as detailed in the Appendix to the Report;**
- (ii) note that special meetings of Council or its Committees may be called as necessary; and**
- (iii) authorise those changes to Standing Orders required to give effect to these decisions.**

.....
Acting Director of Law and Administration Services
Date: 23 September 2010
Contact Officer: Brian Pirie (Tel: 01324 506110)

LIST OF BACKGROUND PAPERS

Nil.