

**LEISURE & CULTURE DUNDEE**

**REPORT DEADLINE SCHEDULE - 2021**

**INTRODUCTION**

In terms of good governance and in line with our constitution, it is important that Board and Committee agenda papers be issued in good time (no less than one week in advance). These reports must be comprehensive, with all appropriate consultation, financial implications and equality assessments complete, in order that Trustees have all the information they require to consider and approve items as appropriate.

The Pre-Agenda meetings held with the Chair of the Board and Sub Committee Chairs are an important step in this process and it should be noted that all Reports, ECNs, Vacancy Justifications and Agenda Notes for presentation at Board Meetings should always be available for distribution to the Pre-Agenda group for discussion.

It is important therefore that the timetable below be adhered to. Items not received by specified dates will not be considered and will be deferred to the next meeting cycle. In extraordinary circumstances, where urgent reports require to be considered, Heads of Service should make a request to the Managing Director for consideration by the Chair.

Prior to submission for presentation to the Pre-Agenda Group or the Sub Committees, all items should have already been subject, as required, to:

* confirmation of financial implications by the Head of Support Services – required submission by the dates below in column 2 will ensure that sufficient time, consideration and clarification can be dedicated to financial implications;
* trade union consultation;
* preparation of Integrated Impact Assessment documentation;
* discussion by and agreement of the Senior Management Team;
* approval for presentation to Board/Committee by the Managing Director.

| **MEETING DATES** | 1. **Deadline for submission to HEAD OF SUPPORT SERVICES of:**
* **Reports**
* **Vacancy justifications**
* **Agenda notes**
* **ECNs**

**Items to include, where appropriate, confirmation of:*** **Financial implications**
* **Staff and Trade Union Consultation**
* **Integrated Impact Assessment**
1. **Deadline for notification to MANAGING DIRECTOR of all items to be considered for Board/Committee Agendas in this cycle.**
 | **Date of SENIOR MANAGEMENT TEAM meeting at which Board and Committee items will be discussed** | **Deadline for receipt by MANAGING DIRECTOR of items discussed by SMT and subsequently finalised** | **MANAGING DIRECTOR to agree Agenda items with SUB COMMITTEE CHAIR prior to Distribution of Agenda** | **Issue of PRE-AGENDA Papers for L&CD BOARD (and addition to Google Drive)** | **AMENDMENTS/ CLARIFICATION from Pre-Agenda to be finalised.****AGENDA PAPERS TO BE ISSUED by either Committee Services or Secretary, as required** | **DECISIONS, APPROVALS AND FURTHER ACTION from Board/ Committee to be notified to SMT, Board and Sub Committee in the form of a MEETING ACTION NOTE DISTRIBUTED to BOARD/COMMITTEE AND SMT** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **H&S AND PROPERTY COMMITTEE****~~12 August~~**  | ~~26 July~~ | ~~2 August~~ | ~~3 August~~ | ~~4 August~~ |  | ~~5 August~~  | ~~13 August~~  |
| **FINANCE COMMITTEE****25 August** | 9 August | 18 August | 18 August | 18 August |  | 19 August  | 26 August  |
| **HR & EQUALITIES COMMITTEE****15 September**  | 30 August | 6 September | 7 September | 8 September |  | 9 September  | 16 September  |
| **FINANCE COMMITTEE****22 September**  | 6 September | 13 September | 14 September | 15 September |  | 16 September | 23 September |
| **PRE-AGENDA****20 September** |  |  |  |  | .16 September | 23 September |  |
| **L&CD BOARD****29 September** | 6 September | 13 September |  |  | 16 September | 23 September | 30 September |
| **H&S AND PROPERTY COMMITTEE****7 October**  | 20 September | 27 September | 28 September | 29 September |  | 2 October | 8 October |
| **FINANCE COMMITTEE****20 October**  | 4 October  | 11 October | 12 October | 13 October |  | 14 October | 21 October |
| **PRE-AGENDA****1 November** |  |  |  |  | 28 October | 4 November |  |
| **L&CD 10th AGM****10 November**  |  |  |  |  |  | 27 October  | 11 November |
| **L&CD Post AGM Board****10 November**  | 18 October  | 25 October | 27 October |  | 28 October | 4 November  | 11 November |
| **HR & EQUALITIES COMMITTEE****17 November**  | 1 November | 8 November | 10 November |  |  | 11 November | 18 November  |
| **FINANCE COMMITTEE****24 November**  | 8 November | 15 November | 16 November | 17 November |  | 18 November  | 25 November |
| **PRE-AGENDA****29 November** |  |  |  |  | 18 November | 25 November |  |
| **L&CD BOARD****1 December**  | 8 November  | 15 November | 17 November |  |  | 25 November | 2 December |
| **H&S AND PROPERTY COMMITTEE****9 December**  | 22 November  | 29 November | 1 December |  |  | 2 December | 10 December |

**Supporting Documents:**

L&CD Report Template: [Internal Link](http://cerdms.dundeecity.gov.uk/otcs/cs.exe?func=ll&objaction=overview&objid=47497463)   [External Link](https://dmlink.dundeecity.gov.uk/WebRep/CeRDMSGetNodeContent/OTgetNode.php?node=a598a4a7709b6fa7a309)

Action Points from Board/Sub Committee: [Internal Link](http://cerdms.dundeecity.gov.uk/otcs/cs.exe?func=ll&objaction=overview&objid=46717948)   [External Link](https://dmlink.dundeecity.gov.uk/WebRep/CeRDMSGetNodeContent/OTgetNode.php?node=6c9871a8a1a759976b00)