

Co-Conveners – Councillors David Alexander / David Ross
 Lead Officer – Steve Grimmond
 Committee Officer – Michelle McDermott

Policy and Co-ordination Committee

Timetable of Meetings 2021/22 (up to April 2022)

DRAFT REPORTS DEADLINE TO COMMITTEE ADMINISTRATOR by 12 noon Wednesday (unless otherwise stated)	ISSUE AGENDA PLANNING PAPERS Friday (unless otherwise stated)	AGENDA PLANNING MEETING Remote meeting 10.00 a.m. Wednesday (unless otherwise stated)	FINAL REPORTS DEADLINE By 12 noon Monday	AGENDA ISSUED Thursday (unless otherwise stated)	COMMITTEE Remote meeting 10.00 a.m. Thursday (unless otherwise stated)
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2021

2nd December	4th December	9th December	14th December	Monday, 28th December	7th January
27th January	29th January	3rd February	8th February	11th February	18th February
Thursday, 11th February	12th February	17th February	22nd February	25th February	4th March
Thursday, 11th March	Monday, 15th March	Thursday, 18th March – 2.00 p.m.	22nd March	25th March	1st April
21st April	23rd April	28th April	3rd May	6th May	13th May
2nd June	4th June	9th June	14th June	17th June	24th June

DRAFT REPORTS DEADLINE TO COMMITTEE ADMINISTRATOR by 12 noon Wednesday (unless otherwise stated)	ISSUE AGENDA PLANNING PAPERS Friday (unless otherwise stated)	AGENDA PLANNING MEETING Remote meeting 10.00 a.m. Wednesday (unless otherwise stated)	FINAL REPORTS DEADLINE By 12 noon Monday	AGENDA ISSUED Thursday (unless otherwise stated)	COMMITTEE Remote meeting 10.00 a.m. Thursday (unless otherwise stated)
14th July	16th July	21st July	26th July	29th July	5th August
25th August	27th August	1st September	6th September	9th September	16th September
13th October	15th October	20th October	25th October	28th October	4th November
17th November	19th November	24th November	29th November	2nd December	9th December
2022					
Tuesday, 21st December	Wednesday, 22nd December	5th January	10th January	13th January	20th January
9th February	11th February	16th February	21st February	24th February	3rd March
23rd March	25th March	30th March	4th April	7th April	14th April

Any Service submitting a report to a Committee meeting should note the deadlines for having those reports to the Committee Administrator – any reports not submitted in time will not be included on the agenda for that meeting. Reports should be submitted electronically to michelle.mcdermott@fife.gov.uk.