

## SUBMISSION OF LATE REPORT

**NAME OF COMMITTEE** : Communities, Housing and Infrastructure Committee

**DATE OF COMMITTEE** : 24 May 2017

**TITLE OF REPORT** : Various small scale traffic management and development associated proposals (Stage 3- Public Advert)

**Please explain why this report is late.**

Clerk omitted to attach report to first circulation of the agenda – this report was received at final deadline so should be considered at this Committee – failure to consider this report at the meeting would lead to a delay in traffic orders being implemented.

**Please explain:**

- why this report must be submitted to the next meeting of the Council/Committee; and
- why it cannot be submitted to a meeting of the Council/Committee at a later date.

  
Director

Date 22.05.2017

The following section must be completed by the Convener where a report must be submitted less than three clear days<sup>1</sup> before a meeting of the Council/Committee.

By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.


An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.

Please explain why you are of the opinion that the item should be considered as a matter of urgency.

*As above*

Convener

Date

  
22-5-17

Please note that under Standing Order 12.9, the Head of Legal and Democratic Services may refuse to allow any item of business on to the agenda or may withdraw any item of business from an agenda, following consultation with the Convener and Vice Convener.

<sup>1</sup> For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.