

Schedule of Meeting Dates for the remainder of 2020
Report by Executive Director Place

Report for Decision

1 Recommendation

Council is invited to confirm the current schedule of meeting dates for the remainder of 2020 (Appendix B) and in doing so:- (a) consider whether all of the scheduled meetings are to proceed and (b) note that digital by default is at the core of the Midlothian Route Map Through and Out of the Crisis and the decision taken in June 2020 that virtual meetings will continue.

2 Purpose of Report/Executive Summary

This report advises of the schedule of meeting dates approved by the Council in October 2018 (with small amendments made thereafter) in respect of the remainder of 2020 and asks the Council to consider, in light of the Covid-19 pandemic whether it wishes to continue with the approved schedule.

Date: 21 July 2020

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3 Background

- 3.1** The Council at its meeting on 2 October 2018 approved a schedule of meetings up until the end of 2020. Small amendments in terms of changes of dates and times have been made since then.
- 3.2** Members will be aware of the decision taken on 16 March 2020 to suspend the schedule of meetings due to the Covid-19 pandemic. Since that date only meetings which had to take place due to a need to transact business, namely the Planning and Audit Committees and Council, have taken place albeit on different dates from those approved in October 2018. The 3 meetings were virtual.
- 3.3** Members are therefore requested to confirm that the full schedule of meetings for the remainder of 2020 (as per Appendix B) shall re-commence.
- 3.4** There is a requirement for an additional meeting of the Performance, Review and Scrutiny Committee in December, to permit scrutiny and consideration of the quarterly performance reports. Wednesday 9 December is suggested.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

Key decisions are likely to be required and without a schedule of meetings the Council may be unable to fulfil its obligations.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.4 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information/Links

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☒ Modern
- ☐ Sustainable
- ☒ Transformational
- ☒ Preventative
- ☐ Asset-based
- ☒ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value but the absence of a schedule of meetings may result in delays in the ability to carry out proper scrutiny.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

A.6 Impact on Performance and Outcomes

The absence of a schedule of meetings may impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

Not applicable

APPENDIX B

Background Papers/Resource Links – Report dated 12 September 2018 entitled “Short Life Working Group Schedule of Meeting Dates 2019 and 2020”

Schedule of Meetings for the remainder of 2020 –

August 2020	Thursday 27	14.00	Midlothian Integration Joint Board
	Monday 31	11.00	Police and Fire and Rescue Board
	Monday 31	14.00	Planning Site Visits
September 2020	Tuesday 1	10.00	General Purposes
	Tuesday 1	13.00	Planning
	Tuesday 8	11.00	Cabinet
	Thursday 10	14.00	Special Midlothian Integration Joint Board
	Monday 14	11.00	Business Transformation Steering Board
	Tuesday 15	10.00	Local Review Body Site Visits
	Tuesday 15	13.00	Local Review Body
	Tuesday 22	10.00	Petitions
	Tuesday 22	11.00	Performance, Review and Scrutiny
	Tuesday 29	11.00	Audit
	Tuesday 29	14.30	JCG
October 2020	Tuesday 6	11.00	Midlothian Council
	Thursday 8	14.00	Midlothian Integration Joint Board
	Monday 12	14.00	Planning Site Visits
	Tuesday 13	10.00	General Purposes
	Tuesday 13	13.00	Planning
	Tuesday 20	11.00	Cabinet
	Monday 26	11.00	Business Transformation Steering Group
	Tuesday 27	10.00	Local Review Body Site Visits
	Tuesday 27	13.00	Local Review Body
November 2020	Tuesday 3	10.00	Petitions
	Tuesday 3	11.00	Performance, Review and Scrutiny
	Monday 9	11.00	Police and Fire and Rescue Board
	Tuesday 10	14.30	JCG
	Thursday 12	14.00	Midlothian IJB Development Workshop
	Tuesday 17	11.00	Midlothian Council
	Monday 23	14.00	Planning Site Visits
	Tuesday 24	10.00	General Purposes
	Tuesday 24	13.00	Planning
	Monday 30	10.00	Local Review Body Site Visits
	Monday 30	13.00	Local Review Body
December 2020	Tuesday 1	11.00	Cabinet
	Monday 7	11.00	Business Transformation Steering Group
	Tuesday 8	11.00	Audit
	Tuesday 8	14.30	JCG
	Wednesday 9	11.00	Performance, Review and Scrutiny
	Thursday 10	14.00	Midlothian Integration Joint Board
	Tuesday 15	11.00	Midlothian Council

