

**Schedule of Meeting Dates 2016/2017 - General Purposes Committee
Dates****Report by John Blair, Director, Resources****1 Purpose of Report**

This report requests that Council amends the schedule of meeting dates approved on 22 September 2015 in respect of 2 meetings of the General Purposes Committee.

2 Background

- 2.1** The Council operates on a 6 weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/New Year and school holidays.
- 2.2** The schedule of meeting dates approved by Council on 22 September 2015 listed a meeting of the General Purposes Committee for 3 January 2017. This date is a public holiday.
- 2.3** The approved schedule of meeting dates also lists the last meeting of the General Purposes Committee prior to local government elections as 21 February 2017. The majority of business conducted by the Committee relates to licensing applications under the Civic Government legislation and it is therefore considered necessary to ensure that as late a date as possible is available should there be a need for applications to go before the Committee prior to the local government elections.
- 2.4** Accordingly it is proposed to alter the schedule of General Purposes Committee Meetings as follows:-

Existing Date	Proposed Date
Tuesday 3 January 2017 at 1400 hrs	Tuesday 31 January 2017 at 1000 hrs
Tuesday 21 February 2017 at 1400 hrs	Tuesday 28 March 2017 at 1100 hrs

3 Report Implications**3.1 Resource**

There are no direct resource implications arising from this report.

3.2 Risk

Re-scheduling two meetings of the Committee contributes to the mitigation of risk by:-

- facilitating forward planning of meetings;
- contributing to the governance framework which allows the Council to conduct its business and;
- ensures customers are being put first in terms of the availability of meetings to consider applications lodged.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☐ Business transformation and Best Value
- ☒ None of the above

3.4 Key Priorities within the Single Midlothian Plan

The availability of a schedule of meetings which takes into account the needs of the Council and its customers supports the decision making process but does not otherwise impact on the key priorities in the Single Midlothian Plan.

3.5 Impact on Performance and Outcomes

The absence of a schedule of meetings which takes into account the needs of the Council and its customers will adversely impact on the decision making process of the Council and cause a delay for its customers in terms of a final outcome during a pre-election period.

3.6 Adopting a Preventative Approach

The rescheduling at this time of the meeting set for 3 January 2016 allows the governance process to continue uninterrupted.

3.7 Involving Communities and Other Stakeholders

The rescheduling at this time of the meetings set for 3 January and 21 February 2017 supports the decision making process of the Council and recognising the needs of customers.

3.8 Ensuring Equalities

Not applicable

3.9 Supporting Sustainable Development

Not applicable

3.10 IT Issues

Not applicable

4 Recommendations

Council is requested to:-

- (a) amend the schedule of meeting dates of the General Purposes Committee by changing the meeting scheduled for 3 January 2017 as it falls on a public holiday to 31 January 2017 at 10 am;
- (b) amend the schedule of meeting dates by changing the meeting of the General Purposes Committee scheduled for 21 February 2017 to 28 March 2017 at 11 am to accommodate licensing applications which may require to be considered by the Committee and;
- (c) authorise the Director, Resources to make the necessary arrangements.

Date 22 July 2016

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Background Papers:

Schedule of Meeting Dates 2016/17 - Report by Director, Resources dated 27 August 2015 approved by Council on 22 September 2015