

Schedule of Meeting Dates 2014**Report by John Blair, Director, Corporate Resources****1 Purpose of Report**

This report invites the Council to consider approving a schedule of meeting dates for the calendar year 2014. (The Council has previously approved a schedule of meeting dates running to the end of December 2013.)

2 Background

- 2.1** The Council operates on a six weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/New Year and school holidays.
- 2.2** The schedule of meetings for 2014 is shown at **Appendix 1**. This is based on the six weekly meetings cycle approved by Council on 18 December 2012 (**Appendix 2**). An A3 calendar showing the proposed meeting dates, with school holiday dates in yellow, is shown at **Appendix 3**.
- 2.3** In some of the six weekly cycles the weekly sequence has been re-ordered so that where there is overlap with school holidays, the free week (week 4) is used to coincide with the holidays. The schedule has also been structured so that it finishes with a full Council meeting before both the summer recess and the Christmas/New Year festive break.
- 2.4** A meeting of the Council has been scheduled for Tuesday 12 August 2014 at 2.00pm. While this date falls during the school holiday period it is necessary to have regard to the requirement under Standing Order 4 that the period between successive meetings of the Council shall not exceed ten weeks.
- 2.5** Dates for Special Cabinet and Special Performance Review and Scrutiny Committees on performance reporting will be agreed with the Convener/Chair respectively and communicated separately.
- 2.6** The facility also exists under Standing Orders for special meetings to be called if required.

3 Report Implications**3.1 Resource**

There are no resource implications arising from this report.

3.2 Risk

The availability of the schedule of meeting dates contributes to the reduction of risk by:-

- facilitating forward planning for meetings;
- contributing to the framework which allows the Council to conduct its business; and
- providing a timetable to which officers can work to ensure that reports are submitted timeously.

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 Impact on Performance and Outcomes

The absence of a meetings schedule will adversely affect performance reporting and decision-making.

3.5 Adopting a Preventative Approach

Not applicable.

3.6 Involving Communities and Other Stakeholders

Not applicable.

3.7 Ensuring Equalities

An EqIA is not required.

3.8 Supporting Sustainable Development

Not applicable.

3.9 IT Issues

Not applicable.

4 Recommendation

The Council is invited to consider approving the schedule of meeting dates for the calendar year 2014, as shown at **Appendix 1** hereto.

4 July 2013

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Declaration Box

Instructions: *This box must be completed by the author of the report. The box will be copied and saved by the Council Secretariat who will delete it from the report prior to photocopying the agenda.*

Title of Report:
Schedule of Meeting Dates 2014

Meeting Presented to:
Midlothian Council – Tuesday 13 August 2013

Author of Report:
Jim Clifford

I confirm that I have undertaken the following actions before submitting this report to the Council Secretariat (Check boxes to confirm):-

- ☒ *All resource implications have been addressed. Any financial and HR implications have been approved by the Head of Finance and Human Resources.*
- ☒ *All risk implications have been addressed.*
- ☒ *All other report implications have been addressed.*
- ☒ *My Director has endorsed the report for submission to the Council Secretariat.*

For Cabinet reports, please advise the Council Secretariat if the report has an education interest. This will allow the report to be located on the Cabinet agenda among the items in which the Religious Representatives are entitled to participate.

Likewise, please advise the Council Secretariat if any report for Midlothian Council has an education interest. The Religious Representatives are currently entitled to attend meetings of the Council in a non-voting observer capacity, but with the right to speak (but not vote) on any education matter under consideration, subject always to observing the authority of the Chair.