

Proposed Schedule of Meeting Dates for August 2024 to June 2025

Report by Kevin Anderson, Executive Director Place

Report for Decision

1 Recommendation

Council is recommended to approve the Schedule of Meeting Dates for August 2024 to June 2025 as detailed in Appendix B.

2 Purpose of Report/Executive Summary

Good governance requires that the Council forward plan dates of its governance meetings.

The schedule of dates has been developed taking into consideration school holidays and this schedule is now presented to Council for approval.

Date: Thursday 2 November 2023

Report Contact:

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3 Background

- 3.1** The Council currently operates on a six-weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/ New Year and wherever possible school holidays.
- 3.2** The proposed reviewed schedule of meetings for August 2024 to June 2025 is shown at **Appendix B**.
- 3.3** Members are aware that a review of the Council's Governance arrangements is pending and should there be any change as a result of this work a further report would be brought forward to Council.
- 3.4** Members are also reminded that the facility exists under Standing Orders for special meetings to be called as and when required.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

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

- facilitating forward planning for meetings;
- contributing to the governance 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.

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.

4.5 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Proposed Schedule of Meeting Dates August 2024 to June 2025

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