

**Schedule of Meeting Dates 2018****Report by John Blair, Director, Resources****1 Purpose of Report**

This report invites the Council to approve a schedule of meeting dates for Council, Cabinet and Committee meetings for 2018.

**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 proposed schedule of meetings is shown at **Appendix 1**.

**2.3** Members are reminded that a review of the Council's Governance arrangements is ongoing and should there be any change as a result of this work a further report will be brought to Council.

**2.4** Members are also reminded that the facility also exists under Standing Orders for special meetings to be called if required.

**3 Report Implications****3.1 Resource**

There are no direct resource implications arising from this report.

**3.2 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.

**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 meetings schedule supports the decision making process of the Council, 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 meetings schedule will adversely impact on the performance reporting and the Council decision making process.

### **3.6 Adopting a Preventative Approach**

Not applicable.

### **3.7 Involving Communities and Other Stakeholders**

Not applicable.

### **4.8 Ensuring Equalities**

An EqIA is not required.

### **3.9 Supporting Sustainable Development**

Not applicable.

### **3.10 IT Issues**

Not applicable.

## **4 Recommendation**

The Council is invited to:

Approve the schedule of meeting dates for 2018 as shown at  
**Appendix 1.**

**1 September 2017**

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