

## **Schedule of Meeting Dates 2015**

### **Report by John Blair, Director, Resources**

#### **1 Purpose of Report**

This report invites the Council to consider approving a schedule of meeting dates for the calendar year 2015. (The Council has previously approved a schedule of meeting dates running to the end of December 2014.)

#### **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 for 2015 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 also 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 made to coincide with these. 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 also been scheduled for Tuesday 11 August 2015 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 the quarterly Special Cabinet and Special Performance Review and Scrutiny Committee meetings on Performance Reporting have also been included, following as far as possible the pattern in 2014 (i.e. Special Cabinet meetings to be held at 9.00am on the same day as the last Ordinary Cabinet meeting in each quarter and the Special Performance Review and Scrutiny meetings at 11.00am and 2.00pm respectively on the Wednesday of the following week).
- 2.6** The facility also exists under Standing Orders for special meetings to be called if required.

#### **3 Other Meetings**

##### **3.1/**

### **3.1 Midlothian Safer Communities Board**

The Midlothian Safer Communities Board meets on a 12 weekly cycle at 10.30am on the Tuesday of Week 1. Dates for its four meetings in 2015 have been included in the schedule at Appendix 1, again as far as possible following the pattern adopted in 2014.

### **3.2 Shadow Midlothian Health and Social Care Partnership Board**

The Shadow Midlothian Health and Social Care Partnership Board comprises representatives from Midlothian Council and NHS Lothian (non-executive members), with attendance also from the third sector, carers and users and senior officials of the Council and NHS Lothian. Meetings have tended to be held on an eight weekly cycle primarily on a Thursday afternoon. On occasion workshops rather than formal meetings have been held. In view of this it is proposed that the Shadow Board should continue to agree its own meeting dates. In due course it is proposed to establish an Integration Joint Board with NHS Lothian, but this is not expected to happen until 2015. A further report will be brought forward on this in due course.

## **4 Report Implications**

### **4.1 Resource**

There are no resource implications arising from this report.

### **4.2 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.

### **4.3 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

### **4.4 Key Priorities within the Single Midlothian Plan**

The availability of a meetings schedule supports the decision-making process, but does not otherwise impact on the key priorities in the Single Midlothian Plan.

### **4.5 Impact on Performance and Outcomes**

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

**4.6 Adopting a Preventative Approach**

Not applicable.

**4.7 Involving Communities and Other Stakeholders**

Not applicable.

**4.8 Ensuring Equalities**

An EqlA is not required.

**4.9 Supporting Sustainable Development**

Not applicable.

**4.10 IT Issues**

Not applicable.

**5 Recommendation**

The Council is invited to consider approving the schedule of meeting dates for the calendar year 2015, as shown at **Appendix 1** hereto.

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**Report Contact:**

**Jim Clifford Tel No 0131 271 3155**

**E-mail [jim.clifford@midlothian.gov.uk](mailto:jim.clifford@midlothian.gov.uk)**