

## **Schedule of Meeting Dates Post the Local Government Election**

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

### **1 Purpose of Report**

The purpose of this report is to invite Council to consider approving a schedule of meeting dates for the incoming Council following the May 2017 elections to cover the period to December 2017.

### **2 Background**

- 2.1** The current schedule of meeting dates runs until 28 March 2017, when the last meeting of Council is due to be held prior to the local government elections on 4 May 2017
- 2.2** In 2012 there was a schedule of meeting dates available for the incoming Council which ran until the end of the following year. It included the date for the first meeting of Council following the elections.
- 2.3** There is a statutory requirement for the incoming Council to meet within 21 days of the elections and Standing Order 4.1 sets out the business to be dealt with at that meeting.

### **3 Current 6 Weekly Schedule of Meetings**

- 3.1** Meetings of the Council and Committees presently take place on successive Tuesdays on a 6 week rolling cycle (except in July when the summer recess is held, and with minor variation for the Christmas and New Year breaks)
- 3.2** The frequency of each type of meeting is set out in the Scheme of Administration.
- 3.3** There are of course other meetings which are convened separately or are not included within the meetings schedule, e.g. those which meet on a different cycle or which meet on an ad hoc basis - the Appeals Committee, Education Appointment Committee, Midlothian Joint Consultative Group, Seminars, Briefings, Midlothian Integration Joint Board, Community Safety and Justice Partnership Board etc.

### **4 Post Election Arrangements**

- 4.1** At the first meeting of Council after the elections, the Council will be asked, in terms of Standing Order 4.1(viii), to determine the Scheme of Administration and consider the associated schedule of meeting dates.

- 4.2** It will be for the incoming Council to decide whether to keep or amend the existing Committee structure and the attached meeting schedule. However, in advance of that debate, the present Council may wish to consider approving a temporary schedule of meeting dates so that there is at least a schedule available which could then be revised depending on the wishes of the new Council.

## **5 Report Implications**

### **5.1 Resource**

There are no resource implications arising from this report.

### **5.2 Risk**

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

- facilitating 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.

### **5.3 Policy**

This report is not linked to a policy.

### **5.4 Strategy**

This report is not linked to a strategy.

### **5.5 Consultation**

The issues discussed in this report have been considered by the Corporate Management Team.

### **5.6 Equalities**

An equalities impact assessment has not been required in connection with this report.

### **5.7 Sustainability**

There are no sustainability implications arising from this report.  
This report is not linked to a strategy.

## **6 IT Issues**

There are no IT issues arising from this report.

## **7 Recommendation**

To consider approving a temporary schedule of meeting dates for the incoming Council based on a 6 weekly cycle as per Appendix 1.

**Date: 18 January 2017**

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**APPENDIX 1 (6 weekly)****May 2017**

Tuesday 23	10.00	Midlothian Council
Tuesday 30	11.00	Police and Fire and Rescue Board
Tuesday 30	14.00	Audit

**June 2017**

w/c	Monday 5		Education Appeals Committee
	Tuesday 6	11.00	General Purposes
	Tuesday 6	14.00	Planning
	Monday 12	10.30	Business Transformation Steering Group
	Tuesday 13	11.00	Cabinet
	Tuesday 13	14.00	Local Review Body
	Tuesday 20	11.00	Performance, Review and Scrutiny
	Tuesday 20	14.00	Audit
	Wednesday 21	10.00	Midlothian Licensing Board
	Tuesday 27	10.00	Petitions
	Tuesday 27	11.00	Midlothian Council

**July 2017****SUMMER RECESS**

**Note:** Due to time restraints, this schedule does not make provision for meetings of Special Cabinet and Special Performance, Review and Scrutiny Committees. Business which will normally go to these Committees will be referred to the meetings of Cabinet on 13 June and the Performance, Review and Scrutiny Committee on 20 June.

**August 2017**

Tuesday 15	10.00	Midlothian Council
Monday 21	10.00	Police and Fire and Rescue Board
Tuesday 22	11.00	General Purposes
Tuesday 22	14.00	Planning
Monday 28	10.00	Business Transformation Steering Group
Tuesday 29	11.00	Cabinet
Tuesday 29	14.00	Local Review Body

**September 2017**

Tuesday 5	10.00	Petitions
Tuesday 5	11.00	Performance, Review and Scrutiny
Tuesday 19	11.00	Audit
Tuesday 26	10.00	Midlothian Council

**October 2017**

Tuesday 3	11.00	General Purposes
Tuesday 3	14.00	Planning
Monday 9	10.00	Business Transformation Steering Group
Tuesday 10	11.00	Cabinet
Tuesday 10	14.00	Local Review Body
Tuesday 17	10.00	Petitions
Tuesday 17	11.00	Performance, Review and Scrutiny

**November 2017**

Tuesday 7	10.00	Midlothian Council
Monday 13	10.00	Police and Fire and Rescue Board
Tuesday 14	11.00	General Purposes
Tuesday 14	14.00	Planning
Monday 20	10.00	Business Transformation Steering Group
Tuesday 21	11.00	Cabinet
Tuesday 21	14.00	Local Review Body
Tuesday 28	10.00	Petitions
Tuesday 28	11.00	Performance, Review and Scrutiny

**December 2017**

Tuesday 12	11.00	Audit
Tuesday 19	10.00	Midlothian Council

Note: Dates of meetings of Midlothian Licensing Board after the summer recess are not included