

Schedule of Meeting Dates 2019 and 2020

Report by 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 2019 and 2020.

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 pending 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.

2.5 The proposed schedule of meetings is for 2 years which is a change from what has happened in the past whereby the Council has been asked on an annual basis to approve a list for the following year. This change has been done to provide Members and officials with clarity with regard to planned meetings for a longer period of time. The proposed schedule has, where possible, taken into account school holidays and also relevant dates not previously included such as provision for the proposed Planning Committee and LRB site visits.

2.6 In addition, at the request of members of the Local Review Body (LRB), the Chair has agreed that in future the LRB site visits and meeting will be held on the same day, where it has not been possible to accommodate this on a Tuesday, due to pressure of other meetings, a Monday has been used instead. The start time for this Committee has also, where possible within the Schedule, been changed from 2 pm to 1 pm. Again, as a result of a request from members of the LRB

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

Not applicable.

3.9 Supporting Sustainable Development

Not applicable.

3.10 IT Issues

Not applicable.

4 Recommendation

The Council is invited to consider and approve the schedule of meeting dates for 2019 and 2020 as shown at **Appendix 1**.

12 July 2018

Report Contact:

Verona MacDonald Tel No 0131 271 3161

E-mail verona.macdonald@midlothian.gov.uk