

## **Schedule of Meeting Dates 2016/2017**

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

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

This report invites the Council to approve a schedule of meeting dates for the calendar year 2016 and 2017 until the next Council Election. The Council at its meeting on 23 September 2014 approved a schedule of meeting dates running to the end of December 2015.

#### **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 2016/2017 is shown at **Appendix 1**. This is based on the six weekly meetings cycle approved by Council on 18 December 2012. An A3 calendar detailing the proposed meeting dates, with school holiday dates detailed in yellow, is also shown at **Appendix 2**.

**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 16 August 2016 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 adopted in 2015 (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.

**2.7** It is also proposed that on the free week (week 4), the Tuesday is earmarked for meetings which arise as a result of other actions. This includes Appeals Committee and Social Work Complaints Review Panel.

### 3 Other Meetings

#### 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 2016 have been included in the schedule at Appendix 1, again as far as possible following the pattern adopted in 2015.

#### 3.2 Midlothian Integration Joint Board

The Midlothian Integration Joint Board approved their schedule of meetings at the inaugural meeting on the 20 August 2015. Under the standing orders for the Midlothian Integration Joint Board, the schedule of meetings is planned for the successive twelve months. A copy of the report that the Midlothian Integration Joint Board approved on the 20 August 2015 is attached in **Appendix 3** for information and this schedule of the meetings of the Midlothian Integration Joint Board has been included within Appendix 1 and Appendix 3.

#### 3.3 Member Development Sessions

A suggested schedule for Member Development has also been included within the schedule of meetings.

### 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 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.

#### 4.3 **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 of the Council, 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 impact on the performance reporting and the Council decision making process.

**4.6 Adopting a Preventative Approach**

Not applicable.

**4.7 Involving Communities and Other Stakeholders**

Not applicable.

**4.8 Ensuring Equalities**

An EqIA is not required.

**4.9 Supporting Sustainable Development**

Not applicable.

**4.10 IT Issues**

Not applicable.

**5 Recommendation**

The Council is invited to:

- a) Approve the schedule of meeting dates for the calendar year 2016/2017 as shown at **Appendix 1**; and
- b) Agree to the earmarking of the Tuesday on the free week as slot for other non routine meetings as detailed in paragraph 2.7.

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