

## **Proposed Schedule of Meeting Dates for 2021/2022**

### **Report by Executive Director Place**

### **Report for Decision**

#### **1 Recommendation**

The Council is invited to consider and approve the schedule of meeting dates for 2021 and 2022 as shown at **Appendix B**.

#### **2 Purpose of Report/Executive Summary**

This report invites the Council to approve a schedule of meeting dates for the calendar years 2021 and 2022 up until the next Local Government Elections scheduled for May 2022.

**Date: 23 July 2020**

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### **3 Background**

- 3.1** The Council currently operates on a six weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/New Year and wherever possible school holidays.
- 3.2** The proposed schedule of meetings for 2021 and 2022 is shown at **Appendix B**.
- 3.3** 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 would be brought to Council.
- 3.4** Members are also reminded that the facility also exists under Standing Orders for special meetings to be called if and when required.
- 3.5** Other issues Members may wish to take into account in considering the proposed schedule of meetings are:-
- Digital by default is at the core of the Midlothian Route Map Through and Out of the Crisis, so meetings should continue to be held virtually wherever possible;
  - Arrangements for the access of the public and press to virtual meetings;
  - The success of the adoption of amended start times, where applicable and whether Members would wish to continue with them;
  - The use of days other than a Tuesday for meetings, eg Police, Fire and Rescue Board, Local Review Body;
  - The need for meetings such as BTSG during the summer recess.

### **4 Report Implications (Resource, Digital and Risk)**

#### **4.1 Resource**

None

#### **4.2 Digital**

None

#### **4.3 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.

#### **4.4 Ensuring Equalities (if required a separate IIA must be completed)**

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

#### **4.4 Additional Report Implications**

See Appendix A

### **Appendices**

**Appendix A – Additional Report Implications**

**Appendix B – Background information/Links**

## APPENDIX A – Report Implications

### A.1 Key Priorities within the Single Midlothian Plan

Not applicable

### A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☒ Modern
- ☐ Sustainable
- ☒ Transformational
- ☒ Preventative
- ☐ Asset-based
- ☒ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

### A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

### A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value but the absence of a schedule of meetings may result in delays in the ability to carry out proper scrutiny.

### A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

### A.6 Impact on Performance and Outcomes

The absence of a schedule of meetings may impact on Midlothian Council's performance and outcomes

### A.7 Adopting a Preventative Approach

Not applicable

### A.8 Supporting Sustainable Development

Not applicable

## APPENDIX B

**Background Papers/Resource Links** – Report dated 12 September 2018 entitled “Short Life Working Group Schedule of Meeting Dates 2019 and 2020”

### Proposed Schedule of Meetings Dates for 2021 and 2022

#### January 2021

Monday 11	10.00	Combined Local Review Body and Planning Site Visits
Monday 11	13.00	Local Review Body
Tuesday 12	10.00	General Purposes Committee
Tuesday 12	13.00	Planning Committee
Thursday 14	14.00	Midlothian Integration Joint Board Development Workshop
Tuesday 19	11.00	Cabinet
Monday 25	11.00	Business Transformation Steering Group
Tuesday 26	11.00	Audit Committee

#### February 2021

Tuesday 2	10.00	Petitions Committee
Tuesday 2	11.00	Performance, Review and Scrutiny Committee
Tuesday 2	14.30	JCG
Tuesday 9	11.00	Midlothian Council
Thursday 11	14.00	Midlothian Integration Joint Board
Monday 15	11.00	Police and Fire and Rescue Board
Tuesday 16	10.00	Local Review Body Site Visits
Tuesday 16	13.00	Local Review Body
Monday 22	10.00	Planning Site Visits
Tuesday 23	10.00	General Purposes Committee
Tuesday 23	13.00	Planning Committee

#### March 2021

Tuesday 2	11.00	Cabinet
Thursday 4	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 8	11.00	Business Transformation Steering Group
Tuesday 9	11.00	Audit Committee

Thursday 11	14.00	Special Midlothian Integration Joint Board
Tuesday 16	10.00	Petitions Committee
Tuesday 16	11.00	Performance, Review and Scrutiny Committee
Tuesday 16	14.30	JCG
Tuesday 23	11.00	Midlothian Council
Tuesday 30	10.00	Local Review Body Site Visits
Tuesday 30	13.00	Local Review Body

### **April 2021**

Monday 5	10.00	Planning Site Visits
Tuesday 6	10.00	General Purposes Committee
Tuesday 6	13.00	Planning Committee
Thursday 8	14.00	Midlothian Integration Joint Board
Tuesday 13	11.00	Cabinet
Monday 26	11.00	Business Transformation Steering Group
Tuesday 27	10.00	Petitions Committee
Tuesday 27	11.00	Performance, Review and Scrutiny Committee

### **May 2021**

Tuesday 4	11.00	Audit Committee
Tuesday 4	14.30	JCG
Tuesday 11	11.00	Midlothian Council
Thursday 13	14.00	Midlothian Integration Joint Board Development Workshop
Monday 17	10.00	Combined Local Review Body and Planning Site Visits
Monday 17	13.00	Local Review Body
Tuesday 18	10.00	General Purposes Committee
Tuesday 18	13.00	Planning Committee
Tuesday 25	11.00	Cabinet
Monday 31	11.00	Police and Fire and Rescue Board

### **June 2021**

Thursday 3	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 7	11.00	Business Transformation Steering Group
Tuesday 8	10.00	Petitions Committee
Tuesday 8	13.00	Performance, Review and Scrutiny Committee

Thursday 10	14.00	Midlothian Integration Joint Board
Monday 14	10.00	Combined Local Review Body and Planning Site Visits
Monday 14	13.00	Local Review Body
Tuesday 15	10.00	General Purposes Committee
Tuesday 15	13.00	Planning Committee
Tuesday 22	11.00	Audit Committee
Tuesday 22	14.30	JCG
Tuesday 29	11.00	Midlothian Council

### **July**

### **SUMMER RECESS**

### **August 2021**

Tuesday 24	11.00	Midlothian Council
Thursday 26	14.00	Midlothian Integration Joint Board
Monday 30	11.00	Police and Fire and Rescue Board
Monday 30	14.00	Planning Site Visits
Tuesday 31	10.00	General Purposes Committee
Tuesday 31	13.00	Planning Committee

### **September 2021**

Thursday 2	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 6	11.00	Business Transformation Steering Group
Tuesday 7	11.00	Cabinet
Thursday 9	14.00	Special Midlothian Integration Joint Board
Tuesday 14	10.00	Local Review Body Site Visits
Tuesday 14	13.00	Local Review Body
Tuesday 21	10.00	Petitions Committee
Tuesday 21	11.00	Performance, Review and Scrutiny Committee
Tuesday 28	11.00	Audit Committee
Tuesday 28	14.30	JCG

### **October 2021**

Tuesday 5	11.00	Midlothian Council
Monday 11	10.00	Planning Site Visits

Tuesday 12	10.00	General Purposes Committee
Tuesday 12	13.00	Planning Committee
Thursday 14	14.00	Midlothian Integration Joint Board
Monday 18	11.00	Business Transformation Steering Group
Tuesday 19	11.00	Cabinet
Tuesday 26	10.00	Local Review Body Site Visits
Tuesday 26	13.00	Local Review Body

### **November 2021**

Tuesday 2	10.00	Petitions Committee
Tuesday 2	11.00	Performance, Review and Scrutiny Committee
Monday 8	11.00	Police and Fire and Rescue Board
Tuesday 9	14.30	JCG
Thursday 11	14.00	Midlothian Integration Joint Board Development Workshop
Tuesday 16	11.00	Midlothian Council
Monday 22	10.00	Planning Site Visits
Tuesday 23	10.00	General Purposes Committee
Tuesday 23	13.00	Planning Committee
Monday 29	11.00	Business Transformation Steering Group
Tuesday 30	11.00	Cabinet

### **December 2021**

Thursday 2	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 6	10.00	Local Review Body Site Visits
Monday 6	13.00	Local Review Body
Tuesday 7	11.00	Audit Committee
Tuesday 7	14.30	JCG
Thursday 9	14.00	Midlothian Integration Joint Board
Monday 13	10.00	Petitions Committee
Monday 13	11.00	Performance, Review and Scrutiny Committee
Tuesday 14	11.00	Midlothian Council

### **January 2022**

Monday 10	10.00	Combined Local Review Body and Planning Site Visits
Monday 10	13.00	Local Review Body



Tuesday 11	10.00	General Purposes Committee
Tuesday 11	13.00	Planning Committee
Tuesday 18	11.00	Cabinet
Monday 24	11.00	Business Transformation Steering Group
Tuesday 25	11.00	Audit Committee

### **February 2022**

Tuesday 1	10.00	Petitions Committee
Tuesday 1	11.00	Performance, Review and Scrutiny Committee
Tuesday 8	14.30	JCG
Tuesday 15	11.00	Midlothian Council
Monday 21	11.00	Police and Fire and Rescue Board
Tuesday 22	10.00	Local Review Body Site Visits
Tuesday 22	13.00	Local Review Body

### **March 2022**

Tuesday 1	11.00	Audit Committee
Monday 7	11.00	Business Transformation Steering Group
Tuesday 8	11.00	Cabinet
Monday 14	10.00	Planning Site Visits
Tuesday 15	10.00	General Purposes Committee
Tuesday 15	13.00	Planning Committee
Tuesday 22	11.00	Performance, Review and Scrutiny Committee
Tuesday 22	14.30	JCG
Tuesday 29	11.00	Midlothian Council