

Proposed Revised Schedule of Meeting Dates for January – June 2023

Report by Executive Director Place

Report for Decision

1 Recommendation

To Approve the Revised Schedule of Meeting Dates for January – June 2023 as detailed in Appendix B.

2 Purpose of Report/Executive Summary

At the meeting of Council on 24 May 2022 it was proposed that a short life working group review the schedule of dates.

The schedule of dates have been reviewed by Democratic Services taking into consideration school holidays and this revised proposed schedule is now presented to Council for consideration.

Date: 25 October 2022

Report Contact:

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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 reviewed schedule of meetings for January – June 2022 is shown at **Appendix B**.
- 3.3** Members are aware 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 forward to Council.
- 3.4** Members are also reminded that the facility also exists under Standing Orders for special meetings to be called as and when required.

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.

4.5 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Proposed Revised Schedule of Meeting Dates January – June 2023

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**Proposed Schedule of Meetings Dates for January - June 2023****January 2023**

Tuesday 10	10.00	General Purposes
Tuesday 10	13.00	Planning
Thursday 12	14.00	Midlothian Integration Joint Board Development Workshop
Tuesday 17	11.00	Cabinet
Monday 23	10.00	Local Review Body Site Visits
Monday 23	13.00	Local Review Body
Tuesday 24	11.00	Audit Committee
Monday 30	11.00	Business Transformation Steering Group
Tuesday 31	11.00	Performance, Review and Scrutiny Committee
Tuesday 31	14.30	JCG

February 2023

Monday 6	11.00	Police Fire and Rescue Board
Tuesday 7	10.00	General Purposes
Thursday 9	14.00	Midlothian Integration Joint Board

School Holidays**13 – 17 February 2023**

Monday 20	10.00	Planning Site Visits
Tuesday 21	11.00	Midlothian Council
Monday 27	10.00	Planning Site Visits
Tuesday 28	10.00	Cabinet
Tuesday 28	13.00	Planning

March 2023

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
Monday 13	11.00	Business Transformation Steering Group
Tuesday 14	11.00	Performance, Review and Scrutiny Committee
Tuesday 14	14.30	JCG
Thursday 16	14.00	Special Midlothian Integration Joint Board
Tuesday 21	11.00	Midlothian Council
Tuesday 28	10.00	General Purposes
Tuesday 28	13.00	Planning

April 2023**School Holidays****3 – 14 April 2023**

Thursday 13	14.00	Midlothian Integration Joint Board
Monday 17	10.00	Local Review Site Visits
Monday 17	13.00	Local Review Body
Tuesday 18	11.00	Cabinet
Monday 24	11.00	Business Transformation Steering Group
Tuesday 25	11.00	Audit Committee

May 2023

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 Development Workshop
Monday 15	11.00	Police Fire and Rescue Board
Tuesday 16	10.00	General Purposes Committee
Tuesday 16	13.00	Planning Committee
Monday 22	10.00	Local Review Body Site Visits
Monday 22	13.00	Local Review Body
Tuesday 30	11.00	Cabinet

June 2023

Thursday 1	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 5	11.00	Business Transformation Steering Group
Tuesday 13	10.00	General Purposes Committee
Tuesday 13	13.00	Planning Committee
Thursday 15	14.00	Midlothian Integration Joint Board
Monday 19	10.00	Local Review Body Site Visits
Monday 19	13.00	Local Review Body
Tuesday 20	11.00	Performance Review and Scrutiny
Tuesday 20	14.30	JCG
Monday 26	11.00	Audit Committee
Tuesday 27	11.00	Midlothian Council

July 2023**SUMMER RECESS 29 June – 16 August 2023**

Note: Dates of meetings of Midlothian Integration Joint Board (MIJB) and the MIJB Audit and Risk Committee are included for information and completeness however these are not set by the Council