

To: Council

On: 27 September 2018

Report by: Director of Finance & Resources

Heading: Timetable of Meetings

1. Summary

1.1 The Council at its meeting held on 28 September 2017 agreed its timetable of meetings until June 2019. This report sets out a proposed timetable from August 2019 until June 2020, on the basis of current governance arrangements.

1.2 As usual, the following recess periods have been incorporated:

Summer – 7 weeks to accommodate the Paisley Fair
October – 2 weeks
Christmas/New Year – 2 weeks
Spring – 2 weeks

1.3 As previously, meetings of the Appeals Board and Local Review Body have been timetabled. However, it may be that these meetings are not required and will be cancelled in consultation with the respective convener.

1.4 There is an additional meeting of the Audit, Risk and Scrutiny Board on 23 September 2019 to allow the Board to consider the Council's Audited Annual Accounts.

2. Recommendations

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to June 2020, including the dates during which there are to be recesses, as detailed in the appendix to this report;
 - 2.2 That it be noted that meetings of the Appeals Board and Local Review Body, although timetabled, will be cancelled in consultation with the respective convener, if there is no substantive business.
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Implications of the Report

- 1. **Financial** – none
 - 2. **HR & Organisational Development** - none
 - 3. **Community/Council Planning** – none
 - 4. **Legal** - none
 - 5. **Property/Assets** - none.
 - 6. **Information Technology** – none
 - 7. **Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 - 8. **Health & Safety** – none
 - 9. **Procurement** – none
 - 10. **Risk** – none
 - 11. **Privacy Impact** – none
 - 12. **CoSLA Policy Position** – not applicable
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List of Background Papers – none

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August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 recess	2 recess	3
4	5 public holiday	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18 - 1/1	19	20 – 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	21 - 10am: Regulatory Functions	22 – 1pm: Education & Children’s Services	23	24
25 - 2/1	26 – 10am: Audit, Risk & Scrutiny	27	28 - 1pm: Infrastructure, Land & Environment	29 – 9.30am: Appeals	30	31
September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 3/1	2 – 2pm: Petitions	3 – 2pm: JNC	4 – 2pm: Finance, Resources & Customer Services	5 - 10am: Regulatory Functions	6	7
8 - 4/1	9	10 – 2pm: Local Review Body	11	12	13	14
15 - 5/1	16	17	18 – 1pm: Leadership	19	20	21
22 - 6/1	23 – 10am: Audit, Risk & Scrutiny	24	25	26 - 9.30 am: Council	27 Public Holiday	28
29	30 Public Holiday					
October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 recess	8 recess	9 recess	10 recess	11 recess	12
13	14 recess	15 recess	16 recess	17 recess	18 recess	19
20	21	22	23	24	25	26
27 - 1/2	28	29- 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	30 - 10am: Regulatory Functions	31 - 1pm: Education & Children’s Services		
November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 - 2/2	4 - 10am: Audit, Risk & Scrutiny	5	6 - 1pm: Infrastructure, Land & Environment	7 - 9.30am Appeals	8	9
10 - 3/2	11 - 2pm: Petitions	12 - 2pm: JNC	13 - 2pm: Finance, Resources & Customer Services	14 – 10am: Regulatory Functions	15	16
17 - 4/2	18	19 - 2pm: Local Review Body	20 - 11am: Investment Review Board	21	22	23
24	25	26	27	28	29	30

December 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 5/2	2	3	4 - 1pm: Leadership	5	6	7
8 - 6/2	9	10	11	12 - 9.30am: Council	13	14
15	16	17	18	19	20	21
22	23 recess	24 recess	25 public holiday	26 public holiday	27	28
29	30 recess	31 recess				
January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 public holiday	2 public holiday	3 public holiday	4
5	6	7	8	9	10	11
12 - 1/3	13	14 - 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	15 - 10am: Regulatory Functions	16 - 1pm: Education & Children's Services	17	18
19 - 2/3	20 - 10am: Audit, Risk & Scrutiny	21	22 - 1pm: Infrastructure, Land & Environment	23 - 9.30am Appeals	24	25
26 - 3/3	27 - 2pm: Petitions	28 - 2pm: JNC	29 - 2pm: Finance, Resources & Customer Services	30 - 10am Regulatory Functions	31	
February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 - 4/3	3	4 - 2pm: Local Review Body	5	6	7	8
9 - 5/3	10	11	12	13	14	15
16 - 6/3	17	18	19 - 1pm: Leadership	20	21	22
23 - 7/3	24	25	26	27 - 9.30am: Council	28	29
March 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 - 1/4	9	10 - 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	11- 10am: Regulatory Functions	12- 1pm: Education & Children's Services	13	14
15 - 2/4	16 - 10am: Audit, Risk & Scrutiny	17	18- 1pm: Infrastructure, Land & Environment	19- 9.30am Appeals	20	21
22 - 3/4	23 - 2pm: Petitions	24- 2pm: JNC	25- 2pm: Finance, Resources & Customer Services	26 - 10am Regulatory Functions	27	28
29 - 4/4	30	31- 2pm: Local Review Body				

April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 recess	7 recess	8 recess	9 recess	10 public holiday	11
12	13 public holiday	14 recess	15 recess	16 recess	17 recess	18
19 - 5/4	20	21	22	23	24	25
26 - 6/4	27	28	29 - 1pm: Leadership	30		
May 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 - 7/4	4 Public holiday	5	6	7 - 9.30am: Council	8	9
10	11	12	13	14	15	16
17 - 1/5	18	19 - 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	20 - 10am: Regulatory Functions	21 - 1pm: Education & Children's Services	22	23
24 - 2/5	25 Public Holiday	26 - 10am: Audit, Risk & Scrutiny	27 - 1pm: Infrastructure, Land & Environment	28 - 9.30am: Appeals	29	30
31 - 3/5						
June 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 - 2pm: Petitions	2 - 2pm: JNC	3 - 2pm: Finance, Resources & Customer Services	4 - 10am: Regulatory Functions	5	6
7 - 4/5	8	9 - 2pm: Local Review Body	10 - 11am: Investment Review Board	11	12	13
14 - 5/5	15	16	17 - 1pm: Leadership	18	19	20
21 - 6/5	22	23	24	25 - 9.30am: Council	26	27
28	29 recess	30 recess				
	July recess	July recess	July recess	July recess		