
To: Council

On: 16 December 2021

Report by: Director of Finance and Resources

Heading: Timetable of Meetings May to December 2022

1. Summary

- 1.1 A proposed timetable, as appended to this report, for meetings of the Council and its Boards, has been drawn up until the December 2022 recess, on the basis of the Council's current decision making structure. Therefore, should the Council decide, following the local government elections, to make modifications to the structure these will require to be reflected within the timetable of meetings.
- 1.2 The timetable is again based on five cycles per annum and is broadly similar to the previous timetable operated by the Council. The usual recess periods have been incorporated:
- Summer – 7 weeks (starting after the June Council meeting and allowing for the Paisley Fair)
 - October - 2 weeks
 - Christmas - 2 weeks
- 1.3 To assist members' diary arrangements, dates of the first meetings of the Licensing Board have been included. The training date for members of the Licensing Board has still to be confirmed.

- 1.4 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 as appropriate.
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2. Recommendations

- 2.1 That the Council determines the timetable for meetings of the Council and its Boards, including the dates during which there are to be recesses until December 2022;
- 2.2 That a report be submitted to the December 2022 meeting of the Council relative to the timetable from January 2023 onwards;
- 2.3 That it be agreed that meetings of the Appeals and Local Review Body, although timetabled, be cancelled if there is no substantive business;
- 2.4 That it be noted that the timetable of meetings may be subject to change following the Local Government Elections in May 2022
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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** – none
 - 13. **Climate Change** - none
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List of Background Papers: none

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May 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 – public holiday	3	4	5 local government elections	6	7
8	9	10	11	12	13	14
15	16	17	18	19 - 9.30am: Statutory meeting of Council	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			18	2 – public holiday	3 – day of no work requirement	4
5	6	7 – 10am: Climate Change Sub-committee 1pm: Communities, Housing, & Planning 3pm – Police, Fire & Rescue Scrutiny	10am: Regulatory Functions	9 – 1pm: Education & Children’s Services	10	11
12	13 - 10am: Audit, Risk & Scrutiny	14	15 – 1pm: Infrastructure, Land & Environment 2pm: Finance Resources and Customer Services	16 – 9.30am: Appeals	17	18
19	20 – 10 am: Licensing Board 2pm: Petitions	21	22 – 1pm: Leadership	23	24	25
26	27	28 – Local Review Body	29	30 – 0930 Council		
July 2022 recess						

August 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 public holiday	2 recess	3 recess	4 recess	5 recess	6
7	8 recess	9 recess	10 recess	11 recess	12 recess	13
14	15	16– 1pm: Communities, Housing, & Planning 3pm – Police, Fire & Rescue Scrutiny	17 – 10am: Regulatory Functions	18 – 1pm: Education & Children’s Services	19	20
21	22 – 10am: Audit, Risk & Scrutiny	23	24 – 1pm: Infrastructure, Land & Environment	25 – 9.30am: Appeals	26	27
28	29 – 2pm: Petitions	30– 2pm: Joint Negotiating Committee for Teaching Staff	31 – 10am: Climate Change Sub-committee 2pm: Finance, Resources & Customer Services			
September 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 – 10am: Regulatory Functions	2	3
4	5 – 10 am – Licensing Board	6 – 2pm: Local Review Body	7	8	9	10
11	12	13	14 – 1pm: Leadership	15	16	17
18	19	20	21	22	23 Public Holiday	24
25	26 Public Holiday	27 – 10am: Audit, Risk & Scrutiny	28	29 – 9.30am: Council	30	
October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 recess	4 recess	5 recess	6 recess	7 recess	8
9	10 recess	11 recess	12 recess	13 recess	14 recess	15
16	17	18	19	20	21	22
23	24	25 – 1pm: Communities, Housing & Planning 3pm: Police and Fire & Rescue Scrutiny	26 – 10am: Regulatory Functions	27 – 1pm: Education &	28	29

				Children's Services		
30	31 – 10am: Audit, Risk & Scrutiny					
November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 – 1pm: Infrastructure, Land & Environment	3 – 9.30am: Appeals	4	5
6	7 – 2pm: Petitions	8 – 2pm: Joint Negotiating Committee for Teaching Staff	9 – 2pm: Finance, Resources & Customer Services	10 – 10am: Regulatory Functions	11	12
13	14	15 – 2pm: Local Review Body	16 – 10am: Climate Change Sub-committee 11am: Investment Review Board	17	18	19
20	21 – 10 am – Licensing Board	22	23	24	25	26
27	28	29	30– 1pm: Leadership			
December 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15– 9.30am: Council	16	17
18	19 recess	20 recess	21 recess	22 recess	23 recess	24
25	26 public holiday	27 public holiday	28 recess	29 recess	30 recess	31