

To: Council

On: 9 May 2024

Report by: Director of Finance and Resources

Heading: Council Meetings Timetable and Governance Arrangements

1. Summary

1.1 The Council at its meeting held on 29 September 2022 agreed its timetable of meetings until December 2024. This report sets out a proposed timetable from January 2025 until May 2027, 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 The school holidays for session 2026/27 have still to be agreed and as a result the proposed recess in 2026 may require to be changed at a later date.

1.5 The dates of the meetings of the Audit, Risk & Scrutiny Board and Council in September 2025 and September 2026 have been arranged to synchronise with the Council's audited accounts timetable.

1.6 The Council meeting to be held in May 2026 would usually take place on 7 May, the same day as the Scottish Parliamentary Elections. This has been moved in the attached timetable to 14 May to avoid this clash.

1.7 The statutory meeting of Council has been timetabled for 20 May 2027.

- 1.8 In the current agreed timetable for 2022/24, a meeting of the Finance, Resources & Customer Services Policy Board has been programmed for 19 September 2024. As it stands the meeting would be held the day following the meeting of the Leadership Board which is usually the final meeting of any Board cycle before Council and which also allows a mechanism for any items to be called in. It is suggested that the date of the Finance, Resources & Customer Services Policy Board meeting be changed to 12 September 2024.
- 1.9 There has been an inconsistency of approach between the Joint Consultative Committee (Non-Teaching), which agrees its own meeting dates, and the Renfrewshire Council Joint Negotiating Committee for Teaching Staff where the meeting dates have been fixed by Council. It is therefore proposed that the JNC revert to setting its own meeting dates from January 2025 onwards.
- 1.10 The Conservative group has intimated that it wishes to replace Councillor McGonigle on the Finance, Resources and Customer Service Policy Board with Councillor Leishman and replace Councillor McGonigle on the Investment Review Board with Councillor Graham.
- 1.11 At the meeting of Renfrewshire Council held on 4 May 2023 it was agreed that the Council's participation in developing the Advanced Manufacturing Innovation District Scotland (AMIDS) site in partnership with Tarras Park Properties Limited through membership of a Limited Liability Partnership (LLP) be approved. It was also agreed that the nomination of Barbara Walker, City Deal and Infrastructure Programme Director and Alastair MacArthur, Director of Finance & Resources as the Council's representatives on the Board of the AMIDS (Renfrewshire) LLP be authorised. Agreement is now requested to add Alasdair Morrison, Head of Economy and Development, as an alternate member on the Board of the LLP, which would enable him to attend meetings in the absence of either of the Council's two existing representatives.
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2. Recommendations

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to May 2027, 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;
- 2.3 That the meeting of the Finance, Resources & Customer Services Policy Board timetabled to be held on 19 September 2024 be changed to 12 September 2024;
- 2.4 That the Renfrewshire Council Joint Negotiating Committee for Teaching Staff will set its meeting dates from January 2025 onwards;

- 2.5 That Councillor Leishman replaces Councillor McGonigle on the Finance, Resources and Customer Service Policy Board and Councillor Graham replaces Councillor McGonigle on the Investment Review Board; and
- 2.6 That the Alasdair Morrison, Head of Economy and Development, be nominated as an alternate member to the Board of AMIDS (Renfrewshire) LLP as detailed in section 1.10 of this report.

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 as it deals with Member appointments to Boards. 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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January 2025						
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 3pm: - Police and Fire & Rescue Scrutiny	15 – 10 am: Regulatory Functions	16 - 1pm: Education & Children’s Services	17	18
19 – 2/3	20 – 3pm: Audit, Risk & Scrutiny	21 – 10 am: Economy and Regeneration 1pm: Planning and Climate Change	22 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	23 - 9.30am : Appeals	24	25
26 – 3/3	27 - 2pm: Petitions	28 - 2pm: Local Review Body	29	30	31	
February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 - 10 am : Fairer Renfrewshire Sub-committee	6 -10 am : Regulatory Functions	7	8
9 – 4/3	10	11- 2pm: JNC	12	13 - 10 am: Finance, Resources & Customer Services	14	15
16 – 5/3	17	18	19- 1pm: Leadership	20	21	22
23 – 6/3	24	25	26	27- 9.30am: Council	28	
26– 7/3	27	28				
March 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 - 8/3	3	4	5	6	7	8
9 – 1/4	10	11- 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	12- 10 am: Regulatory Functions	13- 1pm: Education & Children’s Services	14	15
16 – 2/4	17- 3pm: Audit, Risk & Scrutiny	18– 10 am: Economy and Regeneration 1pm : Planning and Climate Change	19- 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	20- 9.30am Appeals	21	22
23 -3/4	24- 2pm: Petitions	25	26- 10 am : Fairer Renfrewshire Sub-committee	27-10 am : Regulatory Functions	28	29
30 4/4	31					

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1- 2pm: Local Review Body	2	3- 10 am: Finance, Resources & Customer Services	4	5
6	7 recess	8 recess	9 recess	10 recess	11 recess	12
13	14 recess	15 recess	16 recess	17 recess	18 public holiday	19
20 5/4	21 public holiday	22	23	24	25	26
27 6/4	28	29	30 - 1pm: Leadership			
May 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/4				1- 9.30am: Council	2	3
4	5 public holiday	6	7	8	9	10
11 – 1/5	12	13 - 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	14 - 10am: Regulatory Functions	15 - 1pm: Education & Children’s Services	16	17
18 – 2/5	19 - 3pm: Audit, Risk & Scrutiny	20 - 10 am: Economy and Regeneration 1pm : Planning and Climate Change	21 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	22 - 9.30am: Appeals	23	24
25 -3/5	26 Public Holiday	27- 2pm: Local Review Body	28- 10 am : Fairer Renfrewshire Sub-committee	29 – 10 am: Regulatory Functions	30	31
June 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 4/5	2-- 2pm: Petitions	3	4	5	6	7
8 – 5/5	9	10	11 - 11am: Investment Review Board	12 – 10 am: Finance, Resources & Customer Services	13	14
15 – 6/5	16	17	18 - 1pm: Leadership	19	20	21
22 – 7/5	23	24	25	26 - 9.30am: Council	27	28
29	30 recess					
	July recess	July recess	July recess	July recess	July recess	

August 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 recess	2
3	4 public holiday	5 recess	6 recess	7 recess	8 recess	9
10	11 recess	12 recess	13 recess	14 recess	15 recess	16
17 – 1/1	18- 3pm: Audit, Risk & Scrutiny	19 – 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	20 - 10am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 – 2/1	25	26 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	27 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 – 9.30am: Appeals	29	30
31 3/1						
September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/1	1 – 2pm: Petitions	2	3 - 10 am – Fairer Renfrewshire Sub-committee	4 - 10am: Regulatory Functions	5	6
7 -4/1	8	9 – 2pm: Local Review Body	10	11– 10 am: Finance, Resources & Customer Services	12	13
14 – 5/1	15	16	17 – 1pm: Leadership	18	19	20
21 – 6/1	22 – 3pm: Audit, Risk & Scrutiny	23	24	25 - 9.30 am: Council	26 public holiday	27
28	29 public holiday	30				
October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 recess	14 recess	15 recess	16 recess	17 recess	18
19	20 recess	21 recess	22 recess	23 recess	24 recess	25
26 1/2	27	28 – 1pm : Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	29 10 am: Regulatory Functions	30 1pm : Education & Children’s Services	31	1

November 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 – 2/2	3 - 3pm: Audit, Risk & Scrutiny	4 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	5 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	6- 9.30am : Appeals	7	8
9 - 3/2	10 - 2pm: Petitions	11	12 - 10 am : Fairer Renfrewshire Sub-committee	13 – 10am: Regulatory Functions	14	15
16 – 4/2	17	18 - 2pm: Local Review Body	19 - 11am: Investment Review Board	20- 10 am: Finance, Resources & Customer Services	21	22
23 – 5/2	24	25	26	27	28	29
30 – 6/2						
December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/2	1	2	3 - 1pm: Leadership	4	5	6
7 – 7/2	8	9	10	11 - 9.30am: Council	12	13
14	15	16	17	18	19	20
21	22 recess	23 recess	24 recess	25 public holiday	26	27
28	29 public holiday	30 recess	31 recess			
January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 public holiday	2 public holiday	3
4	5 public holiday	6	7	8	9	10
11 – 1/3	12	13 - 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	14 – 10 am: Regulatory Functions	15 - 1pm: Education & Children's Services	16	17
18 – 2/3	19 - 3pm: Audit, Risk & Scrutiny	20 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	21 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	22 - 9.30am : Appeals	23	24
25 – 3/3	26 - 2pm: Petitions	27 - 2pm: Local Review Body	28- 10 am : Fairer Renfrewshire Sub-committee	29 – 10 am Regulatory Functions	30	31

February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 4/3	2	3	4	5 – 10 am: Finance, Resources & Customer Services	6	7
8 – 5/3	9	10	11	12	13	14
15 – 6/3	16	17	18 - 1pm: Leadership	19	20	21
22 – 7/3	23	24	25	26- 9.30am: Council	27	28
March 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 – 1/4	9	10- 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	11- 10am: Regulatory Functions	12- 1pm: Education & Children’s Services	13	14
15 – 2/4	16- 3pm: Audit, Risk & Scrutiny	17 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	18- 10 am: Infrastructure, Land & Environment 1pm: Community Asset Sub-committee	19- 9.30am: Appeals	20	21
22 – 3/4	23- 2pm: Petitions	24- 2pm: Local Review Body	25- 10 am – Fairer Renfrewshire Sub-committee	26- 10am: Regulatory Functions	27	28
29	30	31				
April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 – public holiday	4
5	6 – public holiday	7 - recess	8 - recess	9 - recess	10 - recess	11
12	13 recess	14 recess	15 recess	16 – recess	17 recess	18
19 - 4/4	20	21	22	23 - 10 am: Finance, Resources & Customer Services	24	25
26- 5/4	27	28	29 – 1pm: Leadership	30		

May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 -6/4	4 Public holiday	5	6	7 Scottish Parliamentary Elections	8	9
10	11	12 - 2pm: JNC	13	14 - 9.30 am: Council	15	16
17 - 1/5	18- 3pm: Audit, Risk & Scrutiny	19 - 1pm: Communities & Housing 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 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	27 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 - 9.30am: Appeals	29	30
31						
June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/5	1 - 2pm: Petitions	2 - 2pm: Local Review Body	3- 10 am : Fairer Renfrewshire Sub-committee	4 - 10am: Regulatory Functions	5	6
7 - 4/5	8	9	10 - 11am: Investment Review Board	11– 10 am: Finance, Resources & Customer Services	12	13
14 - 5/5	15	16	17 - 1pm: Leadership	18	19	20
21 - 6/5	22	23	24	25 - 9.30am: Council	26 recess	27
28	29 recess	30 recess				
	July recess	July recess	July recess	July recess		
August 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Public Holiday	4 recess	5 recess	6 recess	7 recess	8
9	10 recess	11 recess	12 recess	13 recess	14 recess	15
16 - 1/1	17– 3pm: Audit, Risk & Scrutiny	18– 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	19 – 10am: Regulatory Functions	20 - 1pm: Education & Children's Services	21	22
23 - 2/1	24	25– 10 am: Economy and Regeneration 1pm : Planning and Climate Change	26 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	27 - 9.30am: Appeals	28	29
30 3/1	31 – 2pm: Petitions					

September 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 - 10 am : Fairer Renfrewshire Sub-committee	3 - 10am: Regulatory Functions	4	5
6 - 4/1	7	8 – 2pm: Local Review Body	9	10– 10 am: Finance, Resources & Customer Services	11	12
13 - 5/1	14	15	16 – 1pm: Leadership	17	18	19
20 - 6/1	21 – 3pm: Audit, Risk & Scrutiny	22	23	24 – 9.30 am Council	25 Public Holiday	26
27	28 Public Holiday	29	30			
October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		-		1	2	3
4	5 recess	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18	19	20	21	22	23	24
25 – 1/2	26	27– 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	28 - 10am: Regulatory Functions	29 - 1pm: Education & Children’s Services	30	31
November 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 2/2	2 - 3pm: Audit, Risk & Scrutiny	3– 10 am: Economy and Regeneration 1pm – Planning and Climate Change	4 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	5 – 9.30am: Appeals	6	7
8 - 3/2	9 – 2pm: Petitions	10	11- 10 am : Fairer Renfrewshire Sub-committee	12 – 10am: Regulatory Functions	13	14
15 - 4/2	16	17 – 2pm: Local Review Body	18 – 11am: Investment Review Board	19– 10 am: Finance, Resources & Customer Services	20	21
22 - 5/2	23	24	25	26	27	28
29	30					
December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/2		1	2 – 1pm: Leadership	3	4	5
6 - 7/2	7	8	9	10 – 9.30 am: Council	11	12
13	14	15	16	17	18	19
20	21 recess	22 recess	23 recess	24 recess	25 public holiday	26

27	28 public holiday	29 recess	30	31		
January 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 – public holiday	2
3	4 – public holiday	5 – public holiday	6	7	8	9
10	11	12	13	14	15	16
17 1/3	18	19 – 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	20 10 am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 2/3	25 – 3pm: Audit, Risk & Scrutiny	26 – 10am: Economy & Regeneration 1pm: Planning & Climate Change	27 – 10am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 – 9.30am: Appeals	29	30
31 3/3						
February 2027						
	1 – 2pm: Petitions	2 – 2pm: Local Review Body	3 – 10am: Fairer Renfrewshire Sub-committee	4 – 10 am: Regulatory Functions	5	6
7 4/3	8	9	10	11 – 10am: Finance, Resources & Customer Services	12	13
14 5/3	15	16	17	18	19	20
21 6/3	22	23	24 – 1pm: Leadership	25	26	27
28 7/3						
March 2027						
	1	2	3	4 – 9.30am: Council	5	6
7 1/4	8	9 – 1pm: Communities & Housing 3pm: Police and Fire & Rescue Sub-committee	10 – 10 am: Regulatory Functions	11 – 1pm: Education & Children’s Services	12	13
14 2/4	15 - 3pm: Audit, Risk & Scrutiny	16 – 10am: Economy & Regeneration 1pm: Planning & Climate Change	17 – 10am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	18 – 9.30am: Appeals	19	20
21 3/4	22 – 2pm: Petitions	23	24 – 10am: Fairer Renfrewshire Sub-committee	25 – 10am: Regulatory Functions	26 public holiday	27
28 4/4	29 public holiday	30 – 2pm: Local Review Body	31			
April 2027						
				1 – 10am: Finance, Resources & Customer Services	2	3

4	5 recess	6 recess	7 recess	8 recess	9 recess	10
11	12 rcesss	13 recess	14 recess	15 recess	16 recess	17
18 5/4	19	20	21 – 1pm: Leadership	22	23	24
25 6/4	26	27	28	29 – 9.30am: Council	30	
May 2027						
						1
2	3 public holiday	4	5	6 Local Government Elections	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Statutory Meeting of Council	21	22
23	24 public holiday	25	26	27	28	29
30	31					