

To: Council

On: 28 September 2017

Report by: Director of Finance and Resources

Heading: Timetable of Meetings

1. Summary

- 1.1. At the statutory meeting held on 18 May 2017 the Council approved its decision making structure and agreed dates of meetings to December 2017.
 - 1.2. To assist members' diaries, a proposed timetable, as appended to this report, for meetings of the Council and its Boards, has been drawn up from January 2018 until June 2019, on the basis of the current governance arrangements.
 - 1.3. 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
 - 1.4. 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 in consultation with the respective convener.
 - 1.5. There is an additional meeting of the Audit, Risk and Scrutiny Board on 25 September 2018 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 2019, including the dates during which there are to be recesses, as detailed in the appendix to this report;

- 2.2 That it be agreed that meetings of the Appeals Board and Local Review Body, although be timetabled, be cancelled in consultation with the respective convener, if there is no substantive business.

Implications of this report

1. **Financial Implications** – none
2. **HR and Organisational Development Implications** – none
3. **Community Plan/Council Plan Implications** – none
4. **Legal Implications** – none
5. **Property/Assets Implications** – none
6. **Information Technology Implications** – none
7. **Equality and Human Rights Implications**
 - (a) 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 and Safety Implications** – none
9. **Procurement Implications** – none
10. **Risk Implications** – none
11. **Privacy Impact** – none
12. **CoSLA Policy Position** – n/a

List of Background Papers – none

Author: Lilian Belshaw, Democratic Services Manager, 0141 618 7112

January 2018						
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	13
14 1/3	15 16 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	17 - 10am: Regulatory Functions	18 - 1pm: Education & Children's Services	19	20	
21 2/3	22 - 10am: Audit, Risk & Scrutiny	23	24 - 1pm: Infrastructure, Land & Environment	25 - 9.30am: Appeals	26	27
28 3/3	29 - 10 am: Petitions	30 - 2pm: Local Review Body	31 - 2pm: Finance, Resources & Customer Services			
February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 - 10am Regulatory Functions	2	3
4 4/3	5	6 - 2pm: JNC	7	8	9	10
11 5/3	12	13	14	15	16	17
18 6/3	19	20	21 - 1pm Leadership	22	23	24
25 7/3	26	27	28			
March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 - 9.30 pm Council	2	3
4	5	6	7	8	9	10
11 1/4	12	13 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	14 - 10am: Regulatory Functions	15 - 1pm: Education & Children's Services	16	17
18 2/4	19 - 10am: Audit, Risk & Scrutiny	20 - 2pm: JNC	21 - 1pm: Infrastructure, Land & Environment	22 - 9.30am: Appeals	23	24
25 3/4	26 - 10am: petitions	27 - 2pm: Local Review Body	28 - 2pm: Finance, Resources & Customer Services	29 - 10am: Regulatory Functions	30	31
April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Public Holiday	3 recess	4 recess	5 recess	6 recess	7
8	9 recess	10 recess	11 recess	12 recess	13 recess	14
15 4/4	16	17	18	19	20	21
22 5/4	23	24 - 2pm: JNC	25 - 1pm: Leadership	26	27	28
29 6/4	30					
May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				3 - 9.30 am: Council	4	5
6	7 public holiday	8	9		11	12
13	14	15	16	17	18	19

20 1/5	21	22 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	23 - 10am: Regulatory Functions	24 - 1pm: Education & Children's Services	25	26
27 2/5	28 public holiday	29 - 10am: Audit, Risk & Scrutiny Planning	30 - 11am: Investment Review 1pm: Infrastructure, Land & Environment	31 - 9.30am: Appeals		
June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 3/5	4 - 10 am: petitions	5 - 2pm: Local Review Body	6 - 2pm: Finance, Resources & Customer Services	7 - 10am: Regulatory Functions	8	9
10 4/5	11	12 - 2pm: JNC	13 - 11am: Investment Review Board	14	15	16
17 5/5	18	19	20 - 1pm: Leadership	21	22	23
24 6/5	25	26	27	28 - 9.30 am: Council	29	30
July 2018 – recess						
August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 recess	2 recess	3 recess	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 1/1	20	21 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	22 - 10am: Regulatory Functions	23 - 1pm: Education & Children's Services	24	25
26 2/1	27 - 10am: Audit, Risk & Scrutiny	28	29 - 1pm: Infrastructure, Land & Environment	30 - 9.30am: Appeals	31	
September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 3/1	3 - 10am: petitions	4 - 2pm: JNC	5 - 2pm: Finance, Resources & Customer Services	6 - 10am: Regulatory Functions	7	8
9 4/1	10	11- 2pm: Local Review Body	12	13	14	15
16 5/1	17	18	19 - 1pm: Leadership	20	21 Public Holiday	22
23 6/1	24 Public Holiday	25 - 10am: Audit, Risk & Scrutiny	26	27 - 9.30am: Council	28	29
30						
October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 recess	9 recess	10 recess	11 recess	12 recess	13
14	15 recess	16 recess	17 recess	18 recess	19 recess	20
21	22	23	24	25	26	27
28 1/2	29	30 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	31 - 10am: Regulatory Functions			

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 - 1pm: Education & Children's Services	2	3
4 2/2	5 - 10am: Audit, Risk & Scrutiny	6	7 - 1pm: Infrastructure, Land & Environment	8 - 9.30am: Appeals	9	10
11 3/2	12 - 10 am: Petitions	13 - 2pm: JNC	14 - 2pm: Finance, Resources & Customer Services	15 - 10am: Regulatory Functions	16	17
18 4/2	19	20 - 2pm: Local Review Body	21 - 11am: Investment Review Board	22	23	24
25 5/2	26	27	28	29	30	
December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 6/2	3	4	5 1pm Leadership	6	7	8
9 7/2	10	11	12	13 - 9.30am: Council	14	15
16	17	18	19	20	21	22
23	24 recess	25 Public Holiday	26 Public Holiday	27 recess	28 recess	29
30	31 recess					
January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
13 1/3	14	15 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	16 - 10am Regulatory Functions	17 - 1pm: Education & Children's Services	18	19
20 2/3	21 - 10am: Audit, Risk & Scrutiny	22	23 - 1pm: Infrastructure, Land & Environment	24 - 9.30am: Appeals	25	26
27 3/3	28 - 10am: petitions	29 - 2pm: Local Review Body	30 - 2pm: Finance, Resources & Customer Services	31 - 10am: Regulatory Functions		
February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 4/3	4	5 - 2pm: JNC	6	7	8	9
10 5/3	11	12	13	14	15	16
17 6/3	18	19	20 - 1pm: Leadership	21	22	23
24 7/3	25	26	27	28 - 9.30am: Council		
March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2

3	4	5	6	7	8	9
10 3/4	11	12 - 1pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning 19 - 2pm: JNC	13 - 10am: Regulatory Functions	14 - 1.00pm: Education & Children's Services	8	9
17 2/4	18 - 10am: Audit, Risk & Scrutiny	19 - 2pm: JNC	20 - 1pm: Infrastructure, Land & Environment	21 - 9.30am: Appeals	22	23
24 3/4	25 - 10am: Petitions	26 - 2pm: Local Review Body	27 - 2pm: Finance, Resources & Customer Services	28 - 10am: Regulatory Functions	29	30
31						
April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 recess	2 recess	3 recess	4 recess	5 recess	6
7	8 recess	9 recess	10 recess	11 recess	12 recess	13
14 4/4	15	16	17	18	19 Public Holiday	20
21 5/4	22 Public Holiday	23 - 2pm: JNC	24	25	26	27
28 6/4	29	30				
May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1pm Leadership Board	2	3	4
5 7/4	6 Public Holiday	7	8	9 - 9.30am: Council	10	11
12	13	14 - 2pm: JNC	15	16	17	18
19 1/5	20	2 - 11pm: Police and Fire & Rescue Scrutiny 2pm: Communities, Housing & Planning	22 - 10am: Regulatory Functions	23 - 1pm: Education & Children's Services	24	25
26 2/5	27 Public Holiday	28 - 10am: Audit, Risk & Scrutiny	29 - 1pm: Infrastructure, Land & Environment	30 - 9.30am: Appeals	31	
June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 3/5	3 - 10am: Petitions	4 - 2pm: Local Review Body	5 - 2pm: Finance, Resources & Customer Services	6 - 10am: Regulatory Functions	7	8
9 4/5	10	11 - 2pm: JNC	12 - 11am: Investment Review Board	13	14	15
16 5/5	17	18	19 - 1pm: Leadership	20	21	22
23 6/5	24	25	26	27 - 9.30 am: Council	28	29
30						