
To: Council

On: 24 September, 2015

Report by: Director of Finance and Resources

Heading: **Timetable of Meetings**

1. Summary

1.1 The Council at its meeting held on 9 October, 2015 agreed its timetable of meetings to June, 2016.

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 August, 2016 until the local government elections in May, 2017, on the basis of the current governance arrangements. This results in four seven-week cycles and one six-week cycle.

1.3 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.

- 1.5 The Convener of the Regulatory Functions Board has requested that, in view of the level of business to be conducted and the duration of meetings, additional meetings of the Board be timetabled. It is proposed that the following meetings be held in the period to June, 2016 and an additional meeting has been added, where possible, to each timetabled cycle from August, 2016 to April, 2017. In addition, it is proposed that the meeting of the Appeals Panel scheduled to be held at 9.30 am on 4 February, 2016 be rescheduled to 9.30 am on 11 February, 2016. As indicated at paragraph 1.4 above, although these meetings are scheduled they do not take place unless they are required.
- 8 October, 2015
 - 19 November, 2015
 - 4 February, 2016
 - 26 May, 2016
- 1.6 The Convener of the Audit, Scrutiny & Petitions Board has requested that in view of the number of reviews the Board has agreed to include within its 2015/16 annual programme that two additional meetings be incorporated into the timetable, being
- 25 January, 2016
 - 25 April, 2016
- 1.7 The statutory meeting of the Council will require to be held on Thursday 25 May, 2017 at the latest. However, it would be prudent to schedule this particular meeting prior to this deadline and in line with established practice it is proposed that the statutory meeting be held on Thursday, 18 May, 2017.
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2. Recommendations

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to May, 2017, including the dates during which there are to be recesses, as detailed in the appendix to this report;
- 2.2 That the meeting of the Appeals Panel scheduled to be held at 9.30 am on 4 February, 2016 be rescheduled to 9.30 am on 11 February, 2016.
- 2.3 That the additional meetings of the Regulatory Functions Board and Audit Scrutiny & Petitions Board as detailed in paragraphs 1.5 and 1.6 of the report be agreed;
- 2.4 That it be agreed that meetings of the Appeals and Local Review Body, although timetabled, be cancelled if there is no substantive business.
- 2.5 That it be agreed that the statutory meeting of the Council be held on Thursday, 18 May, 2017.

Implications of the Report

1. **Financial** - none
2. **HR & Organisational Development** - none
3. **Community Planning** –
4. **Legal** – In terms of Schedule 7 of the Local Government (Scotland) Act 1973 a council shall hold in every year such meetings as they think necessary and in an election year shall hold a meeting within 21 days from the date of the election.
5. **Property/Assets** - none
6. **Information Technology** - none
7. **Equality & Human Rights**
 - (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 & Safety** - none
9. **Procurement** – none
10. **Risk** - none
11. **Privacy Impact** - none

Background papers: e-mail dated 1 June, 2015 from Public-i re live and archive viewings

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| August, 2016 | | | | | | |
|-----------------|---|---|---|----------------------------------|-------------------|----------|
| 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 1/1 | 15 | 16 | 17 10am: Regulatory Functions | 18 1pm: Education & Children | 19 | 20 |
| 21 2/1 | 22 | 23 1pm: Housing & Community Safety 2pm: Local Review Body 3pm: Planning & Property | 24 1pm: Environment 2pm: Finance & Resources 2.30pm: Procurement Sub | 25 9.30am: Appeals | 26 | 27 |
| 28 3/1 | 29 | 30 | 31 1pm: Economy & Jobs | | | |
| September, 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 10am: Regulatory Functions | 2 | 3 |
| 4 4/1 | 5 | 6 2pm: JNC Teachers | 7 | 8 10am: Appeals | 9 | 10 |
| 11 5/1 | 12 | 13 2pm: Local Review Body | 14 1pm: Leadership 2pm: Procurement Sub | 15 | 16 | 17 |
| 18 6/1 | 19 10am: Audit, Scrutiny & Petitions | 20 | 21 | 22 10am: Regulatory Functions | 23 Public Holiday | 24 |
| 25 7/1 | 26 Public Holiday | 27 | 28 | 29 9.30am Council | 30 | |
| October, 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 10am: Regulatory Functions | 7 | 8 |
| 9 | 10 recess | 11 recess | 12 recess | 13 recess | 14 recess | 15 |
| 16 | 17 recess | 18 recess | 19 recess | 20 recess | 21 recess | 22 |
| 23 | 24 | 27 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November, 2016 | | | | | | |
|----------------|---|--|--|---------------------------------|-----------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1/2 | | 1 | 2 10am: Regulatory Functions | 3 1pm: Education & Children | 4 | 5 |
| 6 2/2 | 7 | 8 1pm: Housing & Community Safety 2pm: Local Review Body 3pm: Planning & Property | 9 1pm: Environment 2pm: Finance & Resources 2:30pm: Procurement Sub | 10 9:30am: Appeals | 11 | 12 |
| 13 3/2 | 14 | 15 2pm: JNC Teachers | 16 1pm: Economy & Jobs | 17 10am Regulatory Functions | 18 | 19 |
| 20 4/2 | 21 | 22 | 23 1pm: Investment Review Board | 24 9:30am: Appeals | 25 | 26 |
| 27 5/2 | 28 10am: Audit, Scrutiny & Petitions | 29 2pm: Local Review Body | 30 1pm: Leadership 2pm: Procurement Sub | | | |
| December, 2016 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 10am: Regulatory Functions | 2 | 3 |
| 4 6/2 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 7/2 | 12 | 13 | 14 | 15 9:30am Council | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 Public Holiday | 27 Public Holiday | 28 recess | 29 recess | 30 recess | 31 |
| January, 2017 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 Public Holiday | 3 Public Holiday | 4 Public Holiday | 5 | 6 | 7 |
| 8 1/3 | 9 | 10 | 11 | 12 10am: Appeals | 13 | 14 |
| 15 2/3 | 16 | 17 | 18 10am: Regulatory Functions | 19 1pm: Education & Children | 20 | 21 |
| 22 3/3 | 23 | 24 1pm: Housing & Community | 25 1pm: Environment | 26 | 27 | 28 |

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|----------------|---|--|---|-----------------------------------|----------|----------|
| | | Safety 2pm: Local Review Body 3pm: Planning & Property | 2pm: Finance & Resources 2.30pm: Procurement Sub | | | |
| 29 4/3 | 30 | 31 | | | | |
| February, 2017 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 1pm: Economy & Jobs | 2 10am: Regulatory Functions | 3 | 4 |
| 5 5/3 | 6 | 7 2pm: JNC Teachers | 8 | 9 9.30am: Appeals | 10 | 11 |
| 12 6/3 | 13 10am: Audit, Scrutiny & Petitions | 14 2pm: Local Review Body | 15 1pm: Leadership 2pm: Procurement Sub | 16 10am: Regulatory Functions | 17 | 18 |
| 19 7/3 | 20 | 21 | 22 | 23 9.30am: Council | 24 | 25 |
| 26 | 27 | 28 | | | | |
| March, 2017 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 | 2 | 3 | 4 |
| 5 1/4 | 6 | 7 | 8 10am: Regulatory Functions | 9 1pm: Education & Children | 10 | 11 |
| 12 2/4 | 13 | 14 1pm: Housing & Community Safety 2pm: Local Review Body 3pm: Planning & Property | 15 1pm: Environment 2pm: Finance & Resources 2.30pm: Procurement Sub | 16 9.30am: Appeals | 17 | 18 |
| 19 3/4 | 20 10am: Audit, Scrutiny & Petitions | 21 2pm: JNC Teachers | 22 1pm: Economy & Jobs | 23 10am: Regulatory Functions | 24 | 25 |
| 26 4/4 | 27 | 28 | 29 1pm: Leadership 2pm: Procurement Sub | 30 9.30 am Appeals | 31 | |
| April, 2017 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 2 | 3 recess | 4 recess | 5 recess | 6 recess | 7 recess | 8 |

| | | | | | | |
|-----------|----------------------|------------------------------|----------------------------------|---|-------------------|----------|
| 9 | 10 recess | 11 recess | 12 recess | 13 recess | 14 Public Holiday | 15 |
| 16 5/4 | 17 Public Holiday | 18 2pm: Local Review Body | 19 10am: Regulatory Functions | 20 9.30am Council | 21 | 22 |
| 23 6/4 | 24 | 25 2pm JNC Teachers | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| May, 2017 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 30 | 1 Public Holiday | 2 | 3 | 4 Local Government Elections | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 statutory meeting preferred date | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 statutory meeting last possible date | 26 | 27 |
| 28 | 29 Public Holiday | 30 | 31 | | | |