



To: Council
On: 30 April 2015

Report by: Director of Finance & Resources

Heading: **Timetable of Meetings**

1. Summary

- 1.1 The purpose of this report is to propose change to the timetable of meetings to take account of the Local Authority Accounts (Scotland) Regulations 2014. In addition, there has been a request to reschedule certain meetings of the Procurement Sub-Committee.
- 1.2 The Council at its meeting held on 9 October, 2014 agreed its timetable of meetings until June, 2016, which included a meeting of the Council on 8th October, 2015. Subsequent to this decision, following the introduction of the Local Authority Accounts (Scotland) Regulations 2014, the required date for sign off of the Audited Accounts is no later than 30th September. Accordingly, it is proposed that the meeting of the Council be rescheduled to 9.30 am on Thursday, 24th September, 2015 and the meeting of the Regulatory Functions Board scheduled for 10.00 am on that day be rescheduled to 10.00am on Thursday 17th September.
- 1.3 In relation to the Procurement Sub-Committee, this meeting takes place twice in each cycle of meetings - at 3.00pm after the meeting of the Finance & Resources Policy Board and at 2.00pm when it follows the Leadership Board Meeting. The membership of the Sub-Committee is drawn from the Finance & Resources Policy Board and on occasion, this meeting has concluded significantly earlier than 3.00pm. Accordingly it is proposed that the meeting of the Procurement Sub-Committee which takes place following the Finance & Resources Policy Board is rescheduled from 3.00pm to 2.30pm or at the conclusion of the Policy Board meeting whichever is the later.
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2 Recommendations

- 2.1 That the meeting of the Council scheduled to be held at 9.30 am on Thursday, 8 October, 2015 be rescheduled to 9.30 am on Thursday, 24 September and that the meeting of the Regulatory Functions Board scheduled to be held on that day be rescheduled to 10.00 am on Thursday, 17 September, 2015.
- 2.2 That the meetings of the Procurement Sub-Committee which are currently scheduled at 3.00pm following Finance & Resources Policy Board are rescheduled to 2.30pm or at the conclusion of the Policy Board, whichever is the later.
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Implications of the Report

1. **Financial** – none.
 2. **HR & Organisational Development** – none.
 3. **Community 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.
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List of Background Papers – none

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