

**To:** Council

**On:** 24 September 2020

---

**Report by:** Director of Finance and Resources

---

**Heading:** **Timetable of Meetings**

---

**1. Summary**

- 1.1 The Council at its meeting held on 26 September 2019 agreed its timetable of meetings to June 2021. The purpose of this report is to agree the timetable to April 2022, to agree the date of the statutory meeting following the local government elections in May 2022 and to consider the date of the Council meeting in May 2021.
- 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 2021 until the local government elections in May 2022, on the basis of the current governance arrangements.
- 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 meeting of the Council scheduled to be held on 6 May 2021 is on the same day as the Scottish Parliamentary Election. It is proposed that this meeting be rescheduled to 9.30 am on Thursday 13 May 2021.
- 1.6 The statutory meeting of the Council will require to be held on Thursday 26 May 2022 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, 19 May 2022.
- 

## **2. Recommendations**

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to May 2022, 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 and Local Review Body, although timetabled, be cancelled if there is no substantive business;
- 2.3 That the Council meeting scheduled to be held on 6 May 2021 be rescheduled to 9.30 am on Thursday 13 May 2021; and
- 2.4 That it be agreed that the statutory meeting of the Council be held on Thursday 19 May 2022.
- 

## **Implications of the Report**

1. Financial – none
2. HR & Organisational Development – none
3. Community Planning – none
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

12. Cosla Policy Position – not applicable

13. Climate Risk - none

---

**Background papers:** none

**Author:** Lilian Belshaw, Democratic Services Manager  
0141 618 7112  
Lilian.belshaw@renfrewshire.gov.uk

July 2021 recess						
August 2021						
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 - 1/1	16	17 – 1pm: Communities, Housing, & Planning 3pm – Police, Fire & Rescue Scrutiny	18 – 10am: Regulatory Functions	19 – 1pm: Education & Children’s Services	20	21
22 - 2/1	23 – 10am: Audit, Risk & Scrutiny	24	25 – 1pm: Infrastructure, Land & Environment	26 – 9.30am: Appeals	27	28
29 – 3/1	30 – 2pm: Petitions	31 – 2pm: Joint Negotiating Committee for Teaching Staff				
September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 – 2pm: Finance, Resources & Customer Services	2 – 10am: Regulatory Functions	3	4
5 – 4/1	6	7 – 2pm: Local Review Body	8	9	10	11
12 – 5/1	13	14	15 – 1pm: Leadership	16	17	18
19 – 6/1	20	21	22	23	24 Public Holiday	25
26 – 7/1	27 Public Holiday	28 – 10am: Audit, Risk & Scrutiny	29	30 – 9.30am: Council		
October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 recess	5 recess	6 recess	7 recess	8 recess	9
10	11 recess	12 recess	13 recess	14 recess	15 recess	16
17	18	19	20	21	22	23
24 – 1/2	25	26 – 1pm: Communities, Housing & Planning 3pm: Police and Fire & Rescue Scrutiny	27 – 10am: Regulatory Functions	28 – 1pm: Education & Children’s Services	29	30
31 – 2/2						
November 2021						
	1 – 10am: Audit, Risk & Scrutiny	2	3 – 1pm: Infrastructure, Land & Environment	4 – 9.30am: Appeals	5	6
7 – 3/2	8 – 2pm: Petitions	9 – 2pm: Joint Negotiating Committee for Teaching Staff	10 – 2pm: Finance, Resources & Customer Services	11 – 10am: Regulatory Functions	12	13
14 – 4/2	15	16 – 2pm: Local Review Body	17 – 11am: Investment Review Board	18	19	20
21 – 5/2	22	23	24	25	26	27
28 – 6/2	29	30				

December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 – 1pm: Leadership	2	3	4
5 – 7/2	6	7	8	9	10	11
12 – 8/2	13	14	15	16 – 9.30am: Council	17	18
19	20 recess	21 recess	22 recess	23 recess	24 recess	25
26	27 public holiday	28 public holiday	29 recess	30 recess	31 recess	
January 2022						
						1
2	3 public holiday	4 public holiday	5 public holiday	6	7	8
9	10	11	12	13	14	15
16 – 1/3	17	18 – 1pm: Communities, Housing & Planning 3pm: Police, Fire & Rescue Scrutiny	19 10am: Regulatory Functions	20 – 1pm: Education & Children's Services	21	22
23 – 2/3	24 – 10am: Audit, Risk & Scrutiny	25	26 – Infrastructure, Land & Environment	27 – 9.30am: Appeals	28	29
30 – 3/3	31 – 2pm: Petitions					
February 2022						
		1 – 2pm: Local Review Body	2 – 2pm: Finance, Resources & Customer Services	3 – 10am: Regulatory Functions	4	5
6 – 4/3	7	8 – 2pm: Joint Negotiating Committee for Teaching Staff	9	10	11	12
13 – 5/3	14	15	16	17	18	19
20 – 6/3	21	22	23 – 1pm: Leadership	24	25	26
27 – 7/3	28					
March 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 – 9.30am: Council	4	5
6	7	8	9	10	11	12
13 – 1/4	14	15 – 1pm: Communities, Housing & Planning 3pm: Police and Fire & Rescue Scrutiny	16 – 10am: Regulatory Functions	17 – 1pm: Education & Children's Services	18	19
20 – 2/4	21 – Audit, Risk & Scrutiny	22 – 2pm: Joint Negotiating Committee for Teaching Staff	23 – 1pm: Infrastructure, Land & Environment	24 – 9.30am: Appeals	25	26
27 – 3/4	28 – 2pm: Petitions	29 – 2pm: Local Review Body	30 – Finance, Resources & Customer Services	31 – 10am: Regulatory Functions		
April 2022						
					1	2
3	4 recess	5 recess	6 recess	7 recess	8 recess	9

10	11 recess	12 recess	13 recess	14 recess	15 public holiday	16
17 – 4/4	18 public holiday	19 – 2pm: Joint Negotiating Committee for Teaching Staff	20 – 1pm: Leadership	21	22	23
24 – 5/4	25	26 – 2pm: Local Review Body	27	28 9.30am: Council	29	30
May 2022						
1	2	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				