



To: Council

On: 26 September 2019

Report by: Director of Finance & Resources

Heading: Timetable of Meetings

1. Summary

- 1.1 The Council at its meeting held on 27 September 2018 agreed its timetable of meetings until June 2020. This report sets out a proposed timetable from August 2020 until June 2021, 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 There is an additional meeting of the Audit, Risk and Scrutiny Board on 21 September 2020 to allow the Board to consider the Council's Audited Annual Accounts.

- 1.5 The Renfrewshire Joint Negotiating Committee for Teaching Staff (JNC) at their meeting held on 3 September agreed that an additional meeting be held at 2pm on Tuesday 12 May 2020.

2 Recommendations

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to June 2021, 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; and
- 2.3 That an additional meeting of the Renfrewshire Joint Negotiating Committee for Teaching Staff (JNC) be held at 2pm on Tuesday 12 May 2020.

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. 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

List of Background Papers – none

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August 2020						
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	18– 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	19 – 10am: Regulatory Functions	20 - 1pm: Education & Children’s Services	21	22
23 - 2/1	24 – 10am: Audit, Risk & Scrutiny	25	26 – 1pm: Infrastructure, Land & Environment	27 - 9.30am: Appeals	28	29
30 - 3/1	31 – 2pm: Petitions					
September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 – 2pm: JNC	2 – 2pm: Finance, Resources & Customer Services	3 - 10am: Regulatory Functions	4	5
6 - 4/1	7	8 – 2pm: Local Review Body	9	10	11	12
13 - 5/1	14	15	16 – 1pm: Leadership	17	18	19
20 - 6/1	21 - 10am: Audit Risk & Scrutiny	22	23	24 – 9.30 am Council	25 Public Holiday	26
27 - 7/1	28 Public Holiday	29	30			
October 2020						
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 & Planning 3pm: - Police and Fire & Rescue Scrutiny	28 - 10am: Regulatory Functions	29 - 1pm: Education & Children’s Services	30	31
November 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 2/2	2 - 10am: Audit Risk & Scrutiny	3	4 – 1pm: Infrastructure, Land & Environment	5 – 9.30am: Appeals	6	7
8 - 3/2	9 – 2pm: Petitions	10 – 2pm: JNC	11 – 2pm: Finance, Resources & Customer Services	12 – 10am: Regulatory Functions	13	14
15 - 4/2	16	17 – 2pm: Local Review Body	18 – 11am: Investment Review Board	19	20	21
22 - 5/2	23	24	25	26	27	28

29 - 6/2	30					
December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 – 1pm: Leadership	3	4	5
6 - 7/2	7	8	9		11	12
13 - 8/2	14	15	16	17 – 9.30am Council	18	19
20	21 recess	22 recess	23 recess	24 recess	25 public holiday	26
27	28 public holiday	29 recess	30 recess	31 recess		
January 2021						
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 & Planning 3pm: Police and Fire & Rescue Scrutiny	20 – 10am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 - 2/3	25 – 10am: Audit, Risk & Scrutiny	26	27 – 1pm: Infrastructure, Land & Environment	28	29	30
31 - 3/3						
February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 – 2pm: Petitions	2 – 2pm: Local Review Body	3 – 2pm: Finance, Resources & Customer Services	4 – 10am: Regulatory Functions	5	6
7 - 4/3	8	9 – 2pm: JNC	10	11	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 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 – 9.30am: Council	5	6
7	8	9	10	11	12	13
14 - 1/4	15	16 – 1pm: Communities, Housing & Planning 3pm: Police, Fire & Rescue Scrutiny	17 – 10am: Regulatory Functions	18 – 1pm: Education & Children’s Services	19	20

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