

10.00am, Thursday, 24 November 2016

Council Diary 2016/17 - Adjustments

Item number	8.6
Report number	
Executive/routine	
Wards	All

Executive summary

The schedule of meetings of Committees and Sub-Committees is a reserved matter for full Council. A change to the meetings schedule for the Licensing Sub-Committee of the Regulatory Committee is now proposed.

It is also suggested that the Council budget meeting should be held on Thursday 9 February 2017, with an ordinary Council meeting held on 26 January 2017. This reverses the agreed schedule.

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Recommendations

- 1.1 To agree to hold meetings of the Licensing Sub-Committees on alternate Fridays in place of the current meetings schedule.
- 1.2 To authorise the Chief Executive, in consultation with the Convener of the Sub-Committee, to prepare a meetings schedule on this basis for the remainder of the current Diary period.
- 1.3 To agree to hold the 2017/18 Council budget meeting on 9 February 2017, with an ordinary Council meeting on 26 January 2017.

Main report

- 2.1 The Council Diary is approved annually by full Council as required by Standing Order 4.2.
- 2.2 While scope exists to call special meetings as necessary, any adjustment to the meetings schedule requires Council approval.
- 2.3 The Licensing Sub-Committee currently meets monthly, on the Wednesday and Friday of the same week. Business is ordered to accommodate this.
- 2.4 It is proposed that there would be business benefits in refocusing scheduled meetings to a single day. While occasional diary clashes may occur, informal consultation with the Sub-Committee members has indicated that the Friday offers the best solution. To accommodate the volume of Sub-Committee business, meetings would be held fortnightly.
- 2.5 If this approach is accepted, it is recommended that authority to schedule Sub-Committee meetings for the remainder of the current Diary period be delegated to the Chief Executive, in consultation with the Convener.
- 2.6 The Council budget meeting is currently scheduled for Thursday, 26 January 2017. To allow maximum budgetary information to be available following the Scottish Parliament's consideration of the national budget, it is proposed that this be delayed slightly to 9 February 2017. An ordinary Council meeting will be held on 26 January 2017.

Measures of success

- 3.1 The Council budget is formed with full knowledge of the national funding to be provided to local authorities.
- 3.2 The Sub-Committee business is dealt with within all statutory and other appropriate timescales.

Financial impact

4.1 Not applicable.

Risk, policy, compliance and governance impact

5.1 The Council could be open to legal challenge for not considering applications within legislative timescales.

5.2 The Council budget decision might also be open to challenge if it appeared that all relevant information had not been made available to members.

Equalities impact

6.1 Not applicable.

Sustainability impact

7.1 Not applicable.

Consultation and engagement

8.1 Not applicable.

Background reading/external references

[Council Diary 2016-17](#)

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Chief Executive

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