

Corporate Policy and Strategy Committee

10.00am, Tuesday, 14 May 2019

Council Diary

Item number
Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To fully acknowledge the importance of Council business being scheduled in as family-friendly way as is feasible.
- 1.2 To note that Council recess periods broadly match Council school holiday periods, other than during the summer period.
- 1.3 To therefore agree to schedule an additional recess week during summer school holiday periods, from summer 2019 onwards.
- 1.4 To review the recess arrangements for Easter to fully align with school holidays.

Andrew Kerr

Chief Executive

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Report

Council Diary

2. Executive Summary

- 2.1 This report addresses the options for Council recess periods to mirror the Council school calendar, as requested by Council
- 2.2 It recognises that Council recesses currently broadly match school holidays, other than during the summer period, when the school holidays are longer.

3. Background

- 3.1 At its meeting on 7 February 2019, the Council agreed the Council Diary for 2019/20.
- 3.2 The Chief Executive was authorised to make minor adjustments to the meetings schedule as required. Some changes were subsequently made, including the removal of Locality Committees.
- 3.3 At the same time Council requested a report to this committee exploring options to allow Council recess periods to mirror the school calendar.

4. Main report

- 4.1 The 2019/20 Diary allows for twelve weeks of recess. This includes the statutory religious holidays of Easter (three weeks) and Christmas/New Year (three weeks). One week is allocated as recess for each of the October and February school holiday weeks, and a further four during the summer period.
- 4.2 Other than for the summer holiday period, these dates are broadly in line with the school dates. The Council recesses for four weeks during summer, whereas the school holiday period lasts up to seven weeks. The comparable dates are set out in the Appendix.
- 4.3 While volume of business requires some meetings to take place during recess (eg the Development Management and Licensing Sub-Committees), most of the Council's business is conducted during the remaining 40-week period.
- 4.4 This provides scope for the main executive committees to meet no more than five times annually, on an eight-week cycle. Some additional committee meetings have been arranged, mostly because of urgent business.

- 4.5 Further meetings requiring to be scheduled include committee agenda planning meetings; officer/member working groups etc.
- 4.6 Given these pressures on the Council Diary, and with most recess periods coinciding with school holidays, it is recommended an extra summer recess week be added to the calendar. For 2019/20 this would be 27 – 31 July 2020, with Council business re-commencing on week commencing 3 August 2020.
- 4.7 This addition could be accommodated without any negative impact on Council business, and implemented under the Chief Executive's existing authority to make minor adjustments.
- 4.8 A second week's extension to the summer recess period is likely to impact on business – during w/c 3 August 2020 there are two executive committees; a Planning Committee, and a Planning Local Review Body meetings scheduled. Agendas for two executive committees and a Development Management Sub-Committee also require to be published. It would be difficult to re-arrange these without wholesale changes to the Diary.

5. Next Steps

- 5.1 If necessary arrangements will be made to reschedule any informal meetings affected by the recess extension.

6. Financial impact

- 6.1 None

7. Stakeholder/Community Impact

- 7.1 Not applicable

8. Background reading/external references

- 8.1 [Minute of City of Edinburgh Council of 7 February 2019](#)

9. Appendices

Appendix – Council Recess/School Holidays dates 2019/20

Council Recess/School Holidays 2019/20

Holiday	Council Recess	School Holiday
Mid-term	–	16 September 2019
October Week	14 – 21 October	14 – 21 October
Christmas/New Year	23 December – 10 January 2020	23 December – 7 January 2020
February Week	10 – 14 February	10 -14 February
Easter	30 March – 17 April	6 – 20 April
May Day	–	4 – 5 May
Victoria Day	–	18 May
Summer	29 June – 24 July	26 June – 19 August