City of Edinburgh Council

10.05am, Thursday, 8 February 2024

Council Diary 2024/25

Executive/routine Wards

1. Recommendations

- 1.1 To agree the Council Diary for August 2024 to June 2025 as set out in appendix 1 and authorise the Executive Director of Corporate Services to make minor adjustments, as necessary.
- 1.2 To agree the recess and Council meeting dates for August 2025 to August 2026 as set out in appendix 2.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Rachel Gentleman, Committee Services Manager

Legal and Assurance Division, Corporate Services

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Report

Council Diary 2024/25

2. Executive Summary

2.1 This report proposes meeting dates for all Council and committee meetings from August 2024 to June 2025. It also includes proposed dates for recess periods and Council meetings from August 2025 to August 2026.

3. Background

3.1 Standing Order 4.2 states that committees will hold such meetings as the Council prescribes.

4. Main report

- 4.1 Under the current political management arrangements, there are six executive committees and a number of statutory and other committees and sub-committees. The diary at appendix 1 includes dates of meetings of all committees, Council meetings and recess periods.
- 4.2 The proposed dates take into account the decision of the Corporate Policy and Strategy Committee of May 2019 in relation to family friendly scheduling. Specifically, that Council recess periods broadly match school holiday periods, other than during the summer period; to schedule an additional recess week during summer school holiday periods; and to fully align Easter recess with school holidays.
- 4.3 Discussion sessions were held with representatives of political groups and further feedback was received regarding committee meetings immediately following recess periods, particularly longer recesses such as summer, Christmas and Easter. It was highlighted that meetings in the first week after a major recess period required work to be undertaken in recess which was not always possible for all elected members, for example those with caring duties. Adjustments have been made to the scheduling of executive committee meetings which would normally take place on Tuesdays of those first weeks back. At Christmas and Easter where the council recess is longer than the school holidays, the additional recess weeks have been

- replaced with 'transition' weeks during which no meetings will be held but the council will not be formally in recess. This aims to provide space for members to attend APMs and prepare for upcoming meetings taking place during the first week after recess.
- 4.4 Members in attendance at the discussion sessions agreed to retain the current 8-weekly cycle for executive committee meetings, except the Transport and Environment Committee which has met on a 4-weekly cycle since April 2023 as per the Council decision of December 2022. The four week cycle for Transport and Environment Committee has caused resource pressures. Officers will review how this cycle of meetings is working and proposals will be considered as part of the committee appointments in May 2024.
- 4.5 In some cases, dates are subject to confirmation by the board/committee (e.g. Edinburgh and South East of Scotland City Region Deal Joint Committee; Integration Joint Board; Lothian Valuation Joint Board; Licensing Board). Where known these dates have been marked as provisional.
- 4.6 Special Meetings (and minor changes to cycle patterns) have been included where requested by directorates to meet required timescales, for example, setting the Council budget and approval of annual accounts.
- 4.7 It is normal practice for the Council to agree the timing of recess periods and Council meetings a year in advance. The proposed recess periods and Council meeting dates for August 2025 to August 2026 are included at appendix 2. School term dates for 2023/24 and 2024/25 have been agreed and the recess periods reflect these.

5. Next Steps

5.1 The meeting schedule will be implemented from August 2024 subject to any changes following the review of political management arrangements.

6. Financial impact

6.1 Any financial impact will be contained within existing directorate budgets.

7. Equality and Poverty Impact

7.1 In consultation with elected members, changes to the diary are proposed which aim to assist members with caring and other responsibilities by making better use of the space available and reducing meetings during school holidays. Discussions are ongoing regarding business processes which could improve this further.

8. Climate and Nature Emergency Implications

8.1 There are no climate and nature emergency implications as a result of this report.

9. Risk, policy, compliance, governance and community impact

9.1 Consultation has taken place with all political groups and directorates, and key partners such as Audit Scotland have been engaged with on any possible impact on reporting.

10. Background reading/external references

10.1 None.

11. Appendices

- 11.1 Appendix 1 Proposed Council Diary 2024/25
- 11.2 Appendix 2 Proposed Outline Diary 2025/26

	Apper	ndix 1			
					Recess w/c 1 July until w/c 5 August 2024)
				Licens	ing Sub-Committee – 15 July 2024
Wk 1	Mon	5	August	a.m.	
				p.m.	
	Tue	6	August	a.m.	
				p.m.	Joint Consultative Group (Provisional)
	Wed	7	August	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	8	August	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	
	Fri	9	August	a.m.	
				p.m.	
Wk 2	Mon	12	August	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	13	August	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
			_		Licensing Sub-Committee
				p.m.	
	Wed	14	August	a.m.	Local Review Body (Panel 1)
			_	p.m.	Planning Committee Site Visits
	Thu	15	August	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	16	August	a.m.	
				p.m.	
Wk 3	Mon	19	August	a.m.	
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	Tue	20	August	a.m.	Edinburgh Integration Joint Board
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	Fri	23	August	a.m.	
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	Tue	27	August	a.m.	
	Tue	21	August	p.m.	
	Wed	28	August	a.m.	Local Review Body (Panel 2)
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	Thu	29	August	p.m.	COUNCIL
	IIIu	29	August	a.m.	COUNCIL
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	Fri	30	August	a.m.	Edinburgh and South East Scotland City Region Deal Joint Committee
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	Wed	4	September	a.m.	Development Management Sub-Committee
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,	Wed	18	September	a.m.	Development Management Sub-Committee
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,	Thu	19	September	a.m.	FINANCE AND RESOURCES COMMITTEE
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	Wed	25	September	a.m.	Local Review Body (Panel 2)
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, .	Fri	27	September	a.m.	
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	Wed	30	October	a.m.	Local Review Body (Panel 2)
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	Th	31	October	a.m.	Governance, Risk and Best Value Committee
				p.m.	
	Fri	1	November	a.m.	
				p.m.	
Wk 5	Mon	4	November	a.m.	Lothian Valuation Joint Board (Provisional)
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	Tue	5	November	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
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	Wed	6	November	a.m.	Development Management Sub-Committee
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	_	-		p.m.	Regulatory Committee
	Tue	4	February	a.m.	FINANCE AND RESOURCES COMMITTEE – Special Meeting
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	Wed	5	February	a.m.	Development Management Sub-Committee
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Fri		Thu	13	March		FINANCE AND RESOURCES COMMITTEE – Special Meeting
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Thu 27 March a.m. Governance, Risk and Best Value Committee Fri 28 March a.m. p.m. p.m. Wk 6 Mon 31 March a.m. Licensing Sub-Committee p.m. Tue 1 April a.m. Licensing Sub-Committee Wed 2 April a.m. Local Review Body (Panel 1) Wed 2 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE Thu 3 April a.m. Fri 4 April a.m. Fri 4 April a.m. p.m. p.m.		Wed	26	March	a.m.	
Fri 28 March a.m. p.m.					p.m.	
Fri 28 March a.m. p.m. p.m. Wk 6 Mon 31 March a.m. Licensing Sub-Committee Tue 1 April a.m. Licensing Sub-Committee p.m. p.m. Wed 2 April a.m. Local Review Body (Panel 1) p.m. Planning Committee Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE Fri 4 April a.m. p.m. p.m.		Thu	27	March	a.m.	Governance, Risk and Best Value Committee
Wk 6 Mon 31 March a.m. Licensing Sub-Committee p.m.					p.m.	
Wk 6 Mon 31 March a.m. Licensing Sub-Committee Tue 1 April a.m. Licensing Sub-Committee Ved 2 April a.m. Local Review Body (Panel 1) Description p.m. Planning Committee Thu 3 April a.m. Transport and Environment Committee p.m. Fri 4 April a.m. p.m. p.m.		Fri	28	March	a.m.	
Description					p.m.	
Tue 1 April a.m. Licensing Sub-Committee p.m. Wed 2 April a.m. Local Review Body (Panel 1) p.m. Planning Committee Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. Fri 4 April a.m. p.m.	Wk 6	Mon	31	March	a.m.	Licensing Sub-Committee
P.m. Wed 2 April a.m. Local Review Body (Panel 1) p.m. Planning Committee Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. Fri 4 April a.m. p.m. p.m.					p.m.	
Wed 2 April a.m. Local Review Body (Panel 1) p.m. Planning Committee Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. p.m. Fri 4 April a.m. p.m. p.m.		Tue	1	April	a.m.	Licensing Sub-Committee
p.m. Planning Committee Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. Fri 4 April a.m. p.m.					p.m.	
Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. p.m. Fri 4 April a.m. p.m. p.m.		Wed	2	April	a.m.	Local Review Body (Panel 1)
Thu 3 April a.m. TRANSPORT AND ENVIRONMENT COMMITTEE p.m. p.m. Fri 4 April a.m. p.m. p.m.					p.m.	Planning Committee
Fri 4 April a.m. p.m.		Thu	3	April	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
Fri 4 April a.m. p.m.					p.m.	
		Fri	4	April		
					p.m.	
						Pecess w/c 7 April until w/c 21 April 2025

(Easter Recess w/c 7 April until w/c 21 April 2025 21 April – 25 April 2025 – transition week, no meetings

14/1. 7	Man	20	A m mil		Licensian Deard
Wk 7	Mon	28	April	a.m.	Licensing Board
	_			p.m.	FINANCE AND DECOUDED COMMITTEE
	Tue	29	April	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Wed	30	April	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	1	May	a.m.	
				p.m.	
	Fri	2	May	a.m.	
				p.m.	
Wk 8	Mon	5	May	a.m.	
				p.m.	
	Tue	6	May	a.m.	Regulatory Committee
				p.m.	
	Wed	7	May	a.m.	Local Review Body (Panel 2)
				p.m.	
	Thu	8	May	a.m.	COUNCIL
				p.m.	
	Fri	9	May	a.m.	
				p.m.	
Wk 1	Mon	12	May	a.m.	
				p.m.	
	Tue	13	May	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
			1	p.m.	,
	Wed	14	May	a.m.	Development Management Sub-Committee
			,	p.m.	
	Thu	15	May	a.m.	CULTURE AND COMMUNITIES COMMITTEE
			1	p.m.	
	Fri	16	May	a.m.	
				p.m.	
Wk 2	Mon	19	May	a.m.	
		1.0	1110.	p.m.	
	Tue	20	May	a.m.	Licensing Sub-Committee
	1 40		ay	p.m.	Licensing Gas Germinico
	Wed	21	May	a.m.	Local Review Body (Panel 1)
	*****	 - '	iviay	p.m.	Planning Committee Site Visits
	Thu	22	May	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
	1110		iviay	p.m.	TOUTO ON AND ENTINONMENT COMMITTEE
	Fri	23	May	a.m.	Licensing Sub-Committee
	1 11	20	iviay	p.m.	Licensing Sub Committee
Wk 3	Mon	26	May	a.m.	Licensing Board
VVKJ	IVIOIT	20	iviay		Licensing Dould
	Tue	27	May	p.m.	POLICY AND SUSTAINABILITY COMMITTEE
	Tue	<u> </u>	iviay	a.m.	I OLIGI AND SOSTAINADILITI CONNINITTEE
	Wed	28	May	p.m.	Development Management Sub-Committee
	vveu	<u> </u>	iviay	a.m.	Development Management Sub-Committee
	Thu	20	Mov	p.m.	
	Thu	29	May	a.m.	
		20	Movi	p.m.	
	Fri	30	May	a.m.	
				p.m.	

Wk 4	Mon	2	June	a.m.	
VVK 4	IVIOIT		Julie	p.m.	
	Tue	3	June	a.m.	
	Tue	-	Julie	p.m.	
	Wed	4	June		Local Review Body (Panel 2)
	vveu	4	Julie	a.m.	Local Review Body (Fallel 2)
	Thu	5	lung	p.m.	COLINCIA
	Thu	5	June	a.m.	COUNCIL
	F.:		la	p.m.	
	Fri	6	June	a.m.	
\A/I =				p.m.	
Wk 5	Mon	9	June	a.m.	
	_	1.0		p.m.	
	Tue	10	June	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
		1		p.m.	
	Wed	11	June	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	12	June	a.m.	Governance, Risk and Best Value Committee
				p.m.	
	Fri	13	June	a.m.	
				p.m.	
Wk 6	Mon	16	June	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	17	June	a.m.	Licensing Sub-Committee
				p.m.	Joint Consultative Group (Provisional)
	Wed	18	June	a.m.	Local Review Body (Panel 1)
				p.m.	Planning Committee
	Thu	19	June	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	20	June	a.m.	
				p.m.	
Wk 7	Mon	23	June	a.m.	Licensing Board
					Lothian Valuation Joint Board (Provisional)
				p.m.	Pensions Audit Sub-Committee (Provisional)
	Tue	24	June	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Wed	25	June	a.m.	Development Management Sub-Committee
				p.m.	Pensions Committee (Provisional)
	Thu	26	June	a.m.	COUNCIL
				p.m.	
	Fri	27	June	a.m.	
				p.m.	
	1	1	(.9		cess w/c 30 June until w/c 4 August 2025)

(Summer Recess w/c 30 June until w/c 4 August 2025) Licensing Sub-Committee – 21 July 2025

	Diary 2025-26		
W/C	Month	Year	Week
4	August	2025	1
11	August	2025	2
18	August	2025	3
25	August	2025	4 Council meeting – 28 August
1	September	2025	5
8	September	2025	6
15	September	2025	7
22	September	2025	8 Council meeting – 25 September
29	September	2025	1
6	October	2025	2
13	October	2025	Recess (schools week)
20	October	2025	3
27	October	2025	4 Council meeting – 30 October
3	November	2025	5
10	November	2025	6
17	November	2025	7
24	November	2025	8
1	December	2025	1
8	December	2025	2
15	December	2025	3 Council meeting – 18 December
22	December	2025	Recess (schools week)
29	December	2025	Recess (schools week)
5	January	2026	Transition week – no meetings
12	January	2026	4
19	January	2026	5
26	January	2026	6
2	February	2026	7 Council meeting – 5 February
9	February	2026	8
16	February	2026	Recess (schools week)
23	February	2026	1 - Council meeting (Budget) – 26 February
2	March	2026	2
9	March	2026	3
16	March	2026	4 Council meeting – 12 March
23	March	2026	5
30	March	2026	6
6	April	2026	Recess (schools week)
13	April	2026	Recess (schools week)
20	April	2026	Transition week – no meetings
27	April	2026	7
4	May	2026	8 Council meeting – 7 May
11	May	2026	1
18	May	2026	2
25	May	2026	3
1	June	2026	4 Council meeting – 4 June
8	June	2026	5
15	June	2026	6
22	June	2026	7 Council meeting – 25 June
29	June	2026	Recess (schools week)
6	July	2026	Recess (schools week)
13	July	2026	Recess (schools week)
20	July	2026	Recess (schools week)
27	July	2026	Recess (schools week)