

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

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Legal and Assurance Division, Corporate Services

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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

Appendix 1

(Summer Recess w/c 1 July until w/c 5 August 2024)

Licensing 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.		
Wk 2	Fri	9	August	a.m.	
				p.m.	
	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	
Wk 3	Thu	15	August	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	16	August	a.m.	
				p.m.	
	Mon	19	August	a.m.	
				p.m.	
	Tue	20	August	a.m.	Edinburgh Integration Joint Board
			p.m.		
Wk 4	Wed	21	August	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	22	August	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Fri	23	August	a.m.	
				p.m.	
	Mon	26	August	a.m.	Licensing Board
			p.m.		
Wk 5	Tue	27	August	a.m.	
				p.m.	
	Wed	28	August	a.m.	Local Review Body (Panel 2)
				p.m.	
	Thu	29	August	a.m.	COUNCIL
				p.m.	
	Fri	30	August	a.m.	Edinburgh and South East Scotland City Region Deal Joint Committee
			p.m.		
Wk 5	Mon	2	September	a.m.	
				p.m.	
	Tue	3	September	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
				p.m.	
	Wed	4	September	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	5	September	a.m.	
			p.m.		
	Fri	6	September	a.m.	
			p.m.		

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Wk 6	Mon	9	September	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	10	September	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	11	September	a.m.	Local Review Body (Panel 1)
				p.m.	Planning Committee
	Thu	12	September	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
			p.m.		
Wk 7	Fri	13	September	a.m.	
				p.m.	
	Mon	16	September	a.m.	Lothian Valuation Joint Board (Provisional)
				p.m.	
	Tue	17	September	a.m.	Governance, Risk and Best Value Committee
				p.m.	
	Wed	18	September	a.m.	Development Management Sub-Committee
			p.m.		
Wk 8	Thu	19	September	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Fri	20	September	a.m.	
				p.m.	
	Mon	23	September	a.m.	Licensing Board
				p.m.	
	Tue	24	September	a.m.	Edinburgh Integration Joint Board
			p.m.	Pensions Audit Sub-Committee (Provisional)	
Wk 1	Wed	25	September	a.m.	Local Review Body (Panel 2)
				p.m.	Pensions Committee (Provisional)
	Thu	26	September	a.m.	COUNCIL
				p.m.	
	Fri	27	September	a.m.	
				p.m.	
	Mon	30	September	a.m.	Regulatory Committee
			p.m.		
Wk 2	Tue	1	October	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
				p.m.	
	Wed	2	October	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	3	October	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	
	Fri	4	October	a.m.	
			p.m.		
Wk 2	Mon	7	October	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	8	October	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	9	October	a.m.	Local Review Body (Panel 1)
				p.m.	Planning Committee Site Visits
	Thu	10	October	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
			p.m.		
	Fri	11	October	a.m.	
			p.m.		
<i>(October School Week Recess w/c 14 October until w/c 21 October 2024)</i>					

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Wk 3	Mon	21	October	a.m.		
				p.m.		
	Tue	22	October	a.m.	POLICY AND SUSTAINABILITY COMMITTEE	
				p.m.	Edinburgh Integration Joint Board (rescheduling TBC)	
	Wed	23	October	a.m.	Development Management Sub-Committee	
				p.m.		
	Th	24	October	a.m.		
			p.m.			
Wk 4	Fri	25	October	a.m.		
				p.m.		
	Mon	28	October	a.m.	Licensing Board	
				p.m.		
	Tue	29	October	a.m.		
				p.m.		
Wk 5	Wed	30	October	a.m.	Local Review Body (Panel 2)	
				p.m.		
	Th	31	October	a.m.	Governance, Risk and Best Value Committee	
				p.m.		
	Fri	1	November	a.m.		
				p.m.		
Wk 6	Mon	4	November	a.m.	Lothian Valuation Joint Board (Provisional)	
				p.m.		
	Tue	5	November	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE	
				p.m.		
	Wed	6	November	a.m.	Development Management Sub-Committee	
				p.m.		
Wk 7	Th	7	November	a.m.	COUNCIL	
				p.m.		
	Fri	8	November	a.m.		
				p.m.		
	Wk 6	Mon	11	November	a.m.	Licensing Sub-Committee
					p.m.	
Tue		12	November	a.m.	Licensing Sub-Committee	
				p.m.	Joint Consultative Group (Provisional)	
Wed		13	November	a.m.	Local Review Body (Panel 1)	
				p.m.	Planning Committee	
Wk 7	Th	14	November	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE	
				p.m.		
	Fri	15	November	a.m.		
				p.m.		
	Wk 7	Mon	18	November	a.m.	
					p.m.	
Tue		19	November	a.m.	FINANCE AND RESOURCES COMMITTEE	
				p.m.		
Wed		20	November	a.m.	Development Management Sub-Committee	
				p.m.		
Wk 7	Th	21	November	a.m.		
				p.m.		
	Fri	22	November	a.m.		
				p.m.		

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Wk 8	Mon	25	November	a.m.	Licensing Board
				p.m.	
	Tue	26	November	a.m.	
				p.m.	
	Wed	27	November	a.m.	Local Review Body (Panel 2)
				p.m.	
	Thu	28	November	a.m.	
			p.m.		
Wk 1	Fri	29	November	a.m.	Edinburgh and South East Scotland City Region Deal Joint Committee
				p.m.	
	Mon	2	December	a.m.	Regulatory Committee
				p.m.	
	Tue	3	December	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
				p.m.	Pensions Audit Sub-Committee (Provisional)
	Wed	4	December	a.m.	Development Management Sub-Committee
			p.m.		
Wk 2	Thu	5	December	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	Pensions Committee (Provisional)
	Fri	6	December	a.m.	
				p.m.	
	Mon	9	December	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	10	December	a.m.	POLICY AND SUSTAINABILITY COMMITTEE Licensing Sub-Committee
			p.m.		
Wk 3	Wed	11	December	a.m.	Local Review Body (Panel 1)
				p.m.	
	Thu	12	December	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	13	December	a.m.	
				p.m.	
	Mon	16	December	a.m.	
			p.m.		
Wk 4	Tue	17	December	a.m.	Edinburgh Integration Joint Board
				p.m.	
	Wed	18	December	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	19	December	a.m.	COUNCIL
				p.m.	
	Fri	20	December	a.m.	
			p.m.		
<p><i>(Christmas and New Year Recess w/c 23 December 2024 until w/c 6 January 2025)</i> <i>6 January – 10 January 2025 – transition week, no meetings</i></p>					
Wk 4	Mon	13	January	a.m.	
				p.m.	
	Tue	14	January	a.m.	Licensing Sub-Committee (additional meeting, if required)
				p.m.	
	Wed	15	January	a.m.	Local Review Body (Panel 2)
				p.m.	
	Thu	16	January	a.m.	FINANCE AND RESOURCES COMMITTEE
			p.m.		
Wk 4	Fri	17	January	a.m.	
				p.m.	

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Wk 5	Mon	20	January	a.m.	Licensing Board	
				p.m.		
	Tue	21	January	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE	
				p.m.		
	Wed	22	January	a.m.	Development Management Sub-Committee	
				p.m.		
	Thu	23	January	a.m.	Governance, Risk and Best Value Committee	
				p.m.		
Wk 6	Fri	24	January	a.m.		
				p.m.		
	Mon	27	January	a.m.	Licensing Sub-Committee	
				p.m.		
	Tue	28	January	a.m.	Licensing Sub-Committee	
				p.m.	Joint Consultative Group (Provisional)	
	Wed	29	January	a.m.	Local Review Body (Panel 1)	
				p.m.	Planning Committee	
Wk 7	Thu	30	January	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE	
				p.m.		
	Fri	31	January	a.m.		
				p.m.		
	Mon	3	February	a.m.	Lothian Valuation Joint Board (Provisional)	
				p.m.	Regulatory Committee	
	Tue	4	February	a.m.	FINANCE AND RESOURCES COMMITTEE – Special Meeting (budget)	
				p.m.		
Wk 8	Wed	5	February	a.m.	Development Management Sub-Committee	
				p.m.		
	Thu	6	February	a.m.	COUNCIL	
				p.m.		
	Fri	7	February	a.m.		
				p.m.		
	<i>(February Recess w/c 10 February until w/c 17 February 2025)</i>					
	Wk 9	Mon	17	February	a.m.	
				p.m.		
Tue		18	February	a.m.		
				p.m.		
Wed		19	February	a.m.	Local Review Body (Panel 2)	
				p.m.		
Thu		20	February	a.m.	COUNCIL (budget)	
				p.m.		
Wk 10	Fri	21	February	a.m.		
				p.m.		
	Mon	24	February	a.m.	Licensing Board	
				p.m.		
	Tue	25	February	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE	
				p.m.		
	Wed	26	February	a.m.	Development Management Sub-Committee	
				p.m.		
Wk 11	Thu	27	February	a.m.	CULTURE AND COMMUNITIES COMMITTEE	
				p.m.		
	Fri	28	February	a.m.		
				p.m.		

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Wk 2	Mon	3	March	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	4	March	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	5	March	a.m.	Local Review Body (Panel 1)
				p.m.	Planning Committee Site Visits
	Thu	6	March	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
			p.m.		
Wk 3	Fri	7	March	a.m.	
				p.m.	
	Mon	10	March	a.m.	
				p.m.	
	Tue	11	March	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
Wk 4	Wed	12	March	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	13	March	a.m.	FINANCE AND RESOURCES COMMITTEE – Special Meeting
				p.m.	
	Fri	14	March	a.m.	
				p.m.	
Wk 5	Mon	17	March	a.m.	
				p.m.	
	Tue	18	March	a.m.	
				p.m.	Joint Consultative Group (Provisional)
	Wed	19	March	a.m.	Local Review Body (Panel 2)
				p.m.	
Wk 6	Thu	20	March	a.m.	COUNCIL
				p.m.	
	Fri	21	March	a.m.	
				p.m.	
	Mon	24	March	a.m.	Lothian Valuation Joint Board (Provisional) Licensing Board
				p.m.	
Wk 7	Tue	25	March	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
				p.m.	Pensions Audit Sub-Committee (Provisional)
	Wed	26	March	a.m.	Development Management Sub-Committee
				p.m.	Pensions Committee (Provisional)
	Thu	27	March	a.m.	Governance, Risk and Best Value Committee
				p.m.	
Wk 8	Fri	28	March	a.m.	
				p.m.	
	Mon	31	March	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	1	April	a.m.	Licensing Sub-Committee
				p.m.	
Wk 9	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.		

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

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Wk 7	Mon	28	April	a.m.	Licensing Board	
				p.m.		
	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.			
Wk 8	Fri	2	May	a.m.		
				p.m.		
	Mon	5	May	a.m.		
				p.m.		
	Tue	6	May	a.m.	Regulatory Committee	
				p.m.		
Wk 1	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 2	Mon	12	May	a.m.		
				p.m.		
	Tue	13	May	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE	
				p.m.		
	Wed	14	May	a.m.	Development Management Sub-Committee	
				p.m.		
Wk 3	Thu	15	May	a.m.	CULTURE AND COMMUNITIES COMMITTEE	
				p.m.		
	Fri	16	May	a.m.		
				p.m.		
	Wk 2	Mon	19	May	a.m.	
					p.m.	
Tue		20	May	a.m.	Licensing Sub-Committee	
				p.m.		
Wed		21	May	a.m.	Local Review Body (Panel 1)	
				p.m.	Planning Committee Site Visits	
Wk 3	Thu	22	May	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE	
				p.m.		
	Fri	23	May	a.m.	Licensing Sub-Committee	
				p.m.		
	Wk 3	Mon	26	May	a.m.	Licensing Board
					p.m.	
Tue		27	May	a.m.	POLICY AND SUSTAINABILITY COMMITTEE	
				p.m.		
Wed		28	May	a.m.	Development Management Sub-Committee	
				p.m.		
Wk 3	Thu	29	May	a.m.		
				p.m.		
	Fri	30	May	a.m.		
				p.m.		

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Wk 4	Mon	2	June	a.m.	
				p.m.	
	Tue	3	June	a.m.	
				p.m.	
	Wed	4	June	a.m.	Local Review Body (Panel 2)
				p.m.	
	Thu	5	June	a.m.	COUNCIL
			p.m.		
Wk 5	Fri	6	June	a.m.	
				p.m.	
	Mon	9	June	a.m.	
				p.m.	
	Tue	10	June	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
				p.m.	
	Wed	11	June	a.m.	Development Management Sub-Committee
			p.m.		
Wk 6	Thu	12	June	a.m.	Governance, Risk and Best Value Committee
				p.m.	
	Fri	13	June	a.m.	
				p.m.	
	Mon	16	June	a.m.	Licensing Sub-Committee
				p.m.	
	Tue	17	June	a.m.	Licensing Sub-Committee
			p.m.	Joint Consultative Group (Provisional)	
Wk 7	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.	
	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.		
<p><i>(Summer Recess w/c 30 June until w/c 4 August 2025)</i> Licensing Sub-Committee – 21 July 2025</p>					

Appendix 2

Outline 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	<i>Recess (schools week)</i>
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	<i>Recess (schools week)</i>
29	December	2025	<i>Recess (schools week)</i>
5	January	2026	<i>Transition week – no meetings</i>
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	<i>Recess (schools week)</i>
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	<i>Recess (schools week)</i>
13	April	2026	<i>Recess (schools week)</i>
20	April	2026	<i>Transition week – no meetings</i>
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	<i>Recess (schools week)</i>
6	July	2026	<i>Recess (schools week)</i>
13	July	2026	<i>Recess (schools week)</i>
20	July	2026	<i>Recess (schools week)</i>
27	July	2026	<i>Recess (schools week)</i>