



REPORT TO: MORAY COUNCIL ON 7 DECEMBER 2022

SUBJECT: CHANGES TO CALENDAR OF MEETINGS

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To seek approval from the Council to make changes to the meeting calendar for Moray Council in February and March 2023 and the timing Housing and Community Safety Committee within the Committee Cycle.
- 1.2 This report is submitted to Council in terms of Section II (10) of the Council's Scheme of Administration relating to Committee structures, distribution of functions and responsibilities.

2. RECOMMENDATION

2.1 It is recommended that the Council agree to:

- i) **make the scheduled ordinary meeting on 1 March 2023 a special meeting to consider the proposed budget for 2023/24;**
- ii) **the additional meeting on 2 February 2023 be considered as an ordinary meeting to replace the meeting on 1 March 2023; and**
- iii) **change with immediate effect when Housing and Community Safety Committee falls within the Committee cycle going forward.**

3. BACKGROUND

Changes to Moray Council Meetings

- 3.1 In previous years, a special meeting of Moray Council has taken place in February to agree the budget for the following year.
- 3.2 Due to the delayed Autumn Statement from UK Government, Scottish Government budget announcements will not be made until December 2022 with the stage 3 parliamentary debate scheduled for mid February 2023. Past years have seen material shifts between initial announcements and the final budget approved. To enable the Council to set its budget on the best information available on funding, budget pressures, use of reserves etc it is proposed that budget setting is deferred until 1 March 2023. Council tax is a

fundamental aspect of budget setting and given the current very dynamic financial environment, it is prudent to ensure the rate is set with the best information available, bearing in mind the period required to ensure council tax bills are printed and posted on time.

- 3.3 There is a scheduled meeting of Moray Council on 1 March 2023 and it is proposed to use this date to present the budget. In line with previous custom and practice, to allow a full debate of the budget, it is proposed that the meeting on 1 March 2023 is a Special meeting with the budget and associated reports on the agenda.
- 3.4 This would mean that the next scheduled meeting of Moray Council following the March date is 24 May 2023 and Officers are of the view that it would be prudent to schedule in a further ordinary meeting of Moray Council on 2 February 2023 to deal with any other business aside from the budget including the annual charges report.
- 3.5 Standing Order 12 states that a special meeting can be called at any time, however, Standing Order 30 states that special meetings only allow for urgent business. Minutes, written questions, notices of motion and question time are not accepted onto the agendas.
- 3.6 Agreement is therefore sought from Council to make the meeting on 2 February 2023 an ordinary meeting and to enable other items to be considered such as notices of motion and question time.

Changes to Committee Cycle: Housing and Community Safety Committee

- 3.7 At the meeting of Moray Council on 30 June 2021 (para 24 of the minute refers) it was agreed to hold Housing and Community Safety Committee in the afternoon following Economic Development and Infrastructure Services Committee.
- 3.8 It was further agreed at the meeting to review the decision to assess the effectiveness following a number of Committee cycles. Officers feel that given the increase in Committee business, agendas for both meetings are increasingly quite large and it would be sensible to consider moving the Committees to separate days.
- 3.9 Concern has also been raised by some Members about the volume of business and the impact this has when holding both meetings on the same day and could the meetings be held on separate days.
- 3.10 There is also an impact on Officers workload servicing 2 Committees on the same day.
- 3.11 It is proposed that Housing and Community Safety Committee could be moved from Tuesday of week 5 to Tuesday week 6 of the Committee cycle as follows:

Week 1 – No scheduled meetings

- Week 2 – Tuesday: Planning and Regulatory Services Committee
Wednesday: Appeals Committee
- Week 3 – Wednesday: Education, Children's and Leisure Services Committee
- Week 4 – Tuesday: Corporate Committee
- Week 5 – Tuesday: Economic Development and Infrastructure Services Committee (am)
~~Housing and Community Safety Committee (pm)~~
Wednesday: Licensing Committee (am)
Licensing Board (pm)
- Week 6 – Tuesday: **Housing and Community Safety Committee**
Wednesday: Audit and Scrutiny Committee
- Week 7 – No scheduled meetings
- Week 8 – Wednesday: Moray Council

3.12 The next scheduled meeting of Housing and Community Safety is 7 February 2023. The proposed change would mean the next meeting would be 14 February 2023.

3.13 Should the change to Housing and Community Safety Committee be agreed, it is proposed to make the change with immediate effect.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

None

(b) Policy and Legal

None

(c) Financial implications

There are no financial implications arising from this report.

(d) Risk Implications

There are no risk implications arising from this report.

(e) Staffing Implications

There are no staffing implications arising from this report

(f) Property

There are no property implications arising from this report

(g) Equalities/Socio Economic Impact

There are not equalities/social economic impacts arising from this report.

(h) Climate Change and Biodiversity Impacts

There are not climate change and biodiversity impacts related to this report.

(i) Consultations

The Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Communities and Organisational Development), Head of Governance, Strategy and Performance, Chief Financial Officer, Head of Housing and Property and Democratic Services Manager have all been consulted and their comments have been incorporated into the report.

5. CONCLUSION

5.1 Council is asked to approve changes to the calendar of meetings for February and March 2023 and move Housing and Community Safety Committee within the Committee cycle.

Author of Report: Tracey Sutherland, Committee Services Officer
Background Papers:
Ref: