



REPORT TO: MORAY COUNCIL ON 18 MAY 2022

SUBJECT: TIMETABLE AND CALENDAR OF MEETINGS

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

1. REASON FOR REPORT

1.1 To invite the Council to consider, subject to approval of the preceding item on the agenda 'Constitution of Committees and Appointment of Chairs and Depute Chairs', a proposed eight-week cycle and calendar of meetings.

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:-

(i) consider and agree the cycle of meetings, as detailed in paragraph 3.3 of the report;

(ii) agrees the calendar of meetings for the period 31 May 2022 to 29 June 2023, as set out in Appendix 1 of the report; and

(iii) should the Council agree (i) and (ii) above, note that a meeting diary will be prepared and published for the period to April 2027.

3. BACKGROUND

3.1 Subject to the approval of the proceeding item on the agenda 'Constitution of Committees and Appointment of Chairs and Depute Chairs', the Council are invited to consider the cycle of meetings.

3.2 During the previous Administration, the cycle of meetings did not take into account the school holiday periods which was problematic in terms of the provision of reports, the timely issuing of agenda papers and the attendance of both Officers and Members during these periods. In order to try and alleviate these issues the weekly cycle has been amended to avoid the school holiday periods.

3.3 Based on the information above, the Council are invited to consider the following for its cycle of meetings avoiding school holidays:-

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 – Wednesday: Audit & Scrutiny Committee

Week 7 – No scheduled meetings

Week 8 – Wednesday: Moray Council

3.4 In addition, the Moray Local Review Body will meet on the third Thursday of each calendar month, excluding July and October (school holidays).

3.5 The Police and Fire and Rescue Services Committee will meet on a quarterly basis and the dates have been incorporated into the proposed calendar in consultation with senior officials from both Police Scotland and the Scottish Fire and Rescue Service.

3.6 A calendar of meetings, based on the proposed cycle, for the period 31 May 2022 to 29 June 2023 is attached as **Appendix 1**.

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**
None arising from this report.

(d) **Risk Implications**
None arising from this report.

(e) Staffing Implications

None arising from this report.

(f) Property

None arising from this report.

(g) Equalities/Socio Economic Impact

None arising from this report.

(h) Climate Change and Biodiversity Impacts

None arising from this report.

(i) Consultations

The Head of Governance, Strategy and Performance has been consulted and is in agreement with the terms of the report.

5. CONCLUSION

5.1 A cycle of meetings has been proposed for the Council's consideration and a calendar, for the period 31 May 2022 to 29 June 2023, provided as Appendix 1 to the report.

5.2 Should the Council agree the proposed cycle, a calendar for the period to April 2027, based on that cycle, will be prepared and published.

Author of Report: Democratic Services Manager

Background Papers:

Ref: