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**REPORT TO: MORAY COUNCIL ON 2 FEBRUARY 2023**

**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 with regards to when Education, Children's and Leisure Services Committee (ECLS) falls 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 change with effect from July 2023, when Education, Children's and Leisure Services Committee falls within the Committee cycle going forward.**

**3. BACKGROUND**

- 3.1 At the meeting of Moray Council on 18 May 2022 (para 4 of the minute refers) the Committee calendar was agreed up to 29 June 2023 with further agreement to then produce the calendar up to 2027.
- 3.2 During the previous administration there was agreement from all parties that Committee meetings would not be held during school holiday periods as this impacted on Members and Officers ability to attend meetings and the meeting calendar was changed to accommodate the request.
- 3.3 The timing of the ECLS Committee within the Committee cycle has proven to be increasingly difficult to manage as report deadlines are also often falling within school holiday periods which means Officers are under increasing pressure to meet the deadlines.
- 3.4 School holidays impact on Officers across all services however, it has proven more difficult for Officers in Education due to the schools being closed and the availability of key staff from within the Service and this has impacted on information being available at the appropriate times.

- 3.5 It is proposed that ECLS Committee be moved from Wednesday of week 3 to Tuesday of week 7 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~~  
No scheduled meetings

Week 4 – Tuesday: Corporate Committee

Week 5 – Tuesday: Economic Development and Infrastructure Services Committee

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~~  
Tuesday: Education, Children's and Leisure Services Committee

Week 8 – Wednesday: Moray Council

- 3.6 The proposal to move the meeting to the Tuesday of week 7 rather than the Wednesday, as it currently is, means that should any reports from ECLS Committee need referred to Moray Council for approval, it would allow Officers time to draft the reports for the agenda which is scheduled to go out the following day for the meeting of Moray Council in week 8.

- 3.7 Should the change to the timing of ECLS Committee be agreed, it is proposed to make the changes to the Committee cycle from July 2023.

#### **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 Education, Head of Education Resources and Communities 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 moving Education, Children's and Leisure Services Committee within the Committee cycle.**

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