

REPORT TO ABERDEENSHIRE COUNCIL – 26 SEPTEMBER, 2019

TIMETABLE OF MEETINGS 2020/21

1 Recommendation

- 1.1 **The Council is recommended to approve the timetable of Council, Audit Committee, Policy Committee, Sustainability and Area Committee meetings for 2020/21 as set out in Appendix 1 to the report.**

2 Discussion

- 2.1 Standing Order 2.1.1 requires that the Council shall, not later than 31 December in each year, determine dates of meetings to be held by the Council during the 12 months commencing on 1 May following. A proposed timetable of meetings for 2020/21 is attached as Appendix 1 to this report. This follows closely the timetable operating currently and provides for six cycles of Audit and Policy Committees meeting every 8 weeks where possible, the Sustainability Committee meeting on a quarterly basis and Area Committees meeting every 3 weeks, not including school holiday periods.
- 2.2 The timetable also includes:-
- (a) a proposed date for a meeting of the Vacation Committee and dates for Vacation meetings of the Area Committees in July, if these should be required,
 - (b) a provisional date for a meeting of the Council on 11 February 2021 to consider the Revenue Budget/Council Tax for the financial year 2021/2022, the actual date to be confirmed after advice from the Convention of Scottish Local Authorities,
 - (c) a date for a special meeting of the Infrastructure Services Committee in June to shorten the gap between regular meetings of the Committee before and after the vacation period, primarily to consider development control applications, and
 - (d) a date for a special meeting of the Audit Committee in July, to ensure that the Committee can adequately fulfil its monitoring obligations in the gap between regular meetings of the Committee before and after the vacation period.
- 2.3 Members will be aware that the Council agreed, at the 28 June 2018 meeting, that in 2019/20 six meetings of the Business Services Committee should continue to be scheduled with a view to only four of those meetings taking place. Given the volume of business for the Committee during that period and time sensitive considerations in that respect, it was not considered appropriate to cancel any meetings. It is proposed that this aspiration be kept under review and Members will be aware that there is provision within Standing Order 2.4 which permits the Chair to cancel meetings due to a lack of business, if required.

- 2.4 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and any comments received have been incorporated within the report and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 The Council is able to consider and take a decision on this item in terms of Standing Order 2.1.1 which requires Full Council to determine by no later than 31 December a programme of dates of meetings for Full Council, Policy Committees, Audit Committee, Sustainability Committee and Area Committees for the twelve months commencing 1 May the following year.

4 Implications and Risk

- 4.1 An equality impact assessment has previously been carried out to assess whether the proposed timetable would conflict with religious festivals, holy days and observances. Although some of the dates in the timetable coincide with dates of a variety of Christian, Islamic, Jewish, Buddhist, Hindu, Sikh, Shinto, Confucian, Daoist and Baha'i holy days, there is no evidence to suggest that people would be prevented from attending committee meetings on these dates and accordingly no adverse impact was identified.
- 4.2 The proposals in this report do not require any additional staffing or finance.
- 4.3 The following Risks have been identified as relevant to this matter on a Corporate and Directorate Level –

[Aberdeenshire Corporate Risks](#)

ACORP009 – Operational Risk Management (including health and safety)

[Business Services' Directorate Risks](#)

BSSR003 – Future Governance

Ritchie Johnson
Director of Business Services

Report prepared by:- Ann Riddell, Principal Committee Officer
15 August 2019

APPENDIX 1

TIMETABLE OF MEETINGS – 2020/21

MAY 2020

Tuesday 5	Banff and Buchan Area Committee Marr Area Committee
Tuesday 12	Buchan Area Committee Garioch Area Committee
Thursday 14	Infrastructure Services Committee
Tuesday 19	Formartine Area Committee Kincardine and Mearns Area Committee
Wednesday 20	Sustainability Committee
Thursday 21	Audit Committee
Tuesday 26	Banff and Buchan Area Committee Marr Area Committee
Thursday 28	Education and Children's Services Committee

JUNE 2020

Tuesday 2	Buchan Area Committee Garioch Area Committee
Thursday 4	Communities Committee
Tuesday 9	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 11	Business Services
Tuesday 16	Banff and Buchan Area Committee Marr Area Committee
Thursday 18	Infrastructure Services
Tuesday 23	Buchan Area Committee Garioch Area Committee
Thursday 25	Aberdeenshire Council
Tuesday 30	Formartine Area Committee Kincardine and Mearns Area Committee

JULY 2020

Thursday 2	Audit Committee
Tuesday 14	Banff and Buchan Area Committee (Vacation) Garioch Area Committee (Vacation) Marr Area Committee (Vacation)
Tuesday 21	Buchan Area Committee (Vacation) Formartine Area Committee (Vacation) Kincardine and Mearns Area Committee (Vacation)
Thursday 23	Vacation Committee

AUGUST 2020

Tuesday 18	Banff and Buchan Area Committee Marr Area Committee
Thursday 20	Infrastructure Services Committee
Tuesday 25	Buchan Area Committee Garioch Area Committee
Wednesday 26	Sustainability Committee
Thursday 27	Education and Children's Services Committee

SEPTEMBER 2020

Tuesday 1	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 3	Communities Committee
Tuesday 8	Banff and Buchan Area Committee Marr Area Committee
Thursday 10	Business Services Committee
Tuesday 15	Buchan Area Committee Garioch Area Committee
Thursday 17	Audit Committee
Tuesday 22	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 24	Aberdeenshire Council
Tuesday 29	Banff and Buchan Area Committee Marr Area Committee

OCTOBER 2020

Thursday 1	Infrastructure Services Committee
Tuesday 6	Buchan Area Committee Garioch Area Committee
Thursday 8	Education and Children's Services Committee
Tuesday 27	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 29	Audit Committee

NOVEMBER 2020

Tuesday 3	Banff and Buchan Area Committee Marr Area Committee
Thursday 5	Communities Committee
Tuesday 10	Buchan Area Committee Garioch Area Committee
Wednesday 11	Sustainability Committee
Thursday 12	Business Services Committee
Tuesday 17	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 19	Aberdeenshire Council
Tuesday 24	Banff and Buchan Area Committee Marr Area Committee
Thursday 26	Infrastructure Services Committee

DECEMBER 2020

Tuesday 1	Buchan Area Committee Garioch Area Committee
Thursday 3	Education and Children's Services Committee
Tuesday 8	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 10	Audit Committee
Tuesday 15	Banff and Buchan Area Committee Marr Area Committee

Thursday 17 Communities Committee

JANUARY 2021

Thursday 7 Business Services Committee

Tuesday 12 Buchan Area Committee
Garioch Area Committee

Thursday 14 **Aberdeenshire Council**

Tuesday 19 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 21 Infrastructure Services Committee

Tuesday 26 Banff and Buchan Area Committee
Marr Area Committee

Thursday 28 Education and Children's Services Committee

FEBRUARY 2021

Tuesday 2 Buchan Area Committee
Garioch Area Committee

Thursday 4 Audit Committee

Tuesday 9 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 11 **Aberdeenshire Council (Revenue Budget)**

Tuesday 16 Banff and Buchan Area Committee
Marr Area Committee

Wednesday 17 Sustainability Committee

Thursday 18 Communities Committee

Tuesday 23 Buchan Area Committee
Garioch Area Committee

Thursday 25 Business Services Committee

MARCH 2021

Tuesday 2 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 4 **Aberdeenshire Council**

Tuesday 9	Banff and Buchan Area Committee Marr Area Committee
Thursday 11	Infrastructure Services Committee
Tuesday 16	Buchan Area Committee Garioch Area Committee
Thursday 18	Education and Children's Services Committee
Tuesday 23	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 25	Audit Committee
Tuesday 30	Banff and Buchan Area Committee Marr Area Committee

APRIL 2021

Thursday 1	Communities Committee
Tuesday 20	Buchan Area Committee Garioch Area Committee
Thursday 22	Business Services
Tuesday 27	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 29	Aberdeenshire Council

