

REPORT TO ABERDEENSHIRE COUNCIL – 23 SEPTEMBER, 2021

TIMETABLE OF MEETINGS 2022/23

1 Reason for Report / Summary

- 1.1 This report seeks approval of the timetable of meetings for Council, Audit, Policy, Sustainability and Area Committee meetings for 2022/23.

2 Recommendations

The Council is recommended to:

- 2.1 approve the timetable of Council, Audit, Policy, Sustainability and Area Committee meetings for 2022/23 as set out in Appendix 1 to the report.**

3 Purpose and Decision Making Route

- 3.1 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.

4 Discussion

- 4.1 A proposed timetable of meetings for 2022/23 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.

- 4.2 The timetable also includes:-

- (a) a proposed date for a meeting of the Consolidated Business Committee and dates for Vacation meetings of the Area Committees in July, if these should be required, and
- (b) a provisional date for a meeting of the Council on 9 February 2023 to consider the Revenue Budget/Council Tax for the financial year 2023/2024, the actual date to be confirmed after advice from the Convention of Scottish Local Authorities.

- 4.3 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.

5 Council Priorities, Implications and Risk

- 5.1 The report helps deliver all six Strategic Priorities by ensuring the underlying key principle of “right people, right place, right time”.

- 5.2 The table below shows whether risks and implications apply if the recommendation is agreed.

Subject	Yes	No	N/A
Financial		X	
Staffing		X	
Equalities and Fairer Duty Scotland		X	
Children and Young People's Rights and Wellbeing		X	
Climate Change and Sustainability		X	
Health and Wellbeing		X	
Town Centre First		X	

- 5.3 An integrated impact assessment has 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 may coincide with dates of a variety of religious festivals, holy days and observances, 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
- 5.4 The following Risk has been identified as relevant to this matter on a Corporate Level.

[Aberdeenshire Corporate Risks](#)

ACCORP004 – Business and Organisational Transformation

6 Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 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.

Ritchie Johnson, Director of Business Services

Report prepared by Ann Riddell, Principal Committee Services Officer
26 August, 2021

List of Appendices – Appendix 1 – Timetable of Meetings - 2022/2023

APPENDIX 1
ABERDEENSHIRE COUNCIL
TIMETABLE OF MEETINGS - 2022/23

MAY 2022

Thursday 19 **Aberdeenshire Council**

Tuesday 31 Banff and Buchan Area Committee
Marr Area Committee

JUNE 2022

Thursday 2 Infrastructure Services Committee

Tuesday 7 Buchan Area Committee
Garioch Area Committee

Wednesday 8 Sustainability Committee

Thursday 9 Education and Children's Services Committee

Tuesday 14 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 16 Communities Committee

Tuesday 21 Banff and Buchan Area Committee
Marr Area Committee

Thursday 23 Business Services Committee

Tuesday 28 Buchan Area Committee
Garioch Area Committee

Wednesday 29 Audit Committee

Thursday 30 **Aberdeenshire Council**

JULY 2022

Tuesday 19 Buchan Area Committee (Vacation)
Formartine Area Committee (Vacation)
Kincardine and Mearns Area Committee (Vacation)

Tuesday 26 Banff and Buchan Area Committee (Vacation)
Garioch Area Committee (Vacation)
Marr Area Committee (Vacation)

Thursday 28 **Consolidated Business Committee (Vacation)**

AUGUST 2022

Tuesday 23 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 25 Infrastructure Services Committee

Tuesday 30 Banff and Buchan Area Committee
Marr Area Committee

SEPTEMBER 2022

Thursday 1 Education and Children's Services Committee

Tuesday 6 Buchan Area Committee
Garioch Area Committee

Thursday 8 Communities Committee

Tuesday 13 Formartine Area Committee
Kincardine and Mearns Area Committee

Wednesday 14 Sustainability Committee

Thursday 15 Business Services Committee

Tuesday 20 Banff and Buchan Area Committee
Marr Area Committee

Thursday 22 Audit Committee

Tuesday 27 Buchan Area Committee
Garioch Area Committee

Thursday 29 **Aberdeenshire Council**

OCTOBER 2022

Tuesday 4 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 6 Infrastructure Services Committee

Tuesday 11 Banff and Buchan Area Committee
Marr Area Committee

Thursday 13 Education and Children's Services Committee

NOVEMBER 2022

Tuesday 1 Buchan Area Committee
Garioch Area Committee

Thursday 3 Communities 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 Business Services Committee

Tuesday 21 Buchan Area Committee
Garioch Area Committee

Thursday 24 **Aberdeenshire Council**

Tuesday 29 Formartine Area Committee
Kincardine and Mearns Area Committee

Wednesday 30 Sustainability Committee

DECEMBER 2022

Thursday 1 Infrastructure Services Committee

Tuesday 6 Banff and Buchan Area Committee
Marr Area Committee

Thursday 8 Education and Children's Services Committee

Tuesday 13 Buchan Area Committee
Garioch Area Committee

Thursday 15 Audit Committee

Thursday 22 Communities Committee

JANUARY 2023

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

Tuesday 31

Buchan Area Committee
Garioch Area Committee

FEBRUARY 2023

Wednesday 1

Audit Committee

Thursday 2

Education and Children's Services Committee

Tuesday 7

Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 9

Aberdeenshire Council (Revenue Budget)

Tuesday 14

Banff and Buchan Area Committee
Marr Area Committee

Thursday 16

Communities Committee

Tuesday 21

Buchan Area Committee
Garioch Area Committee

Thursday 23

Sustainability Committee

Tuesday 28

Formartine Area Committee
Kincardine and Mearns Area Committee

MARCH 2023

Thursday 2

Business Services Committee

Tuesday 7

Banff and Buchan Area Committee
Marr Area Committee

Thursday 9

Aberdeenshire Council

Tuesday 14

Buchan Area Committee
Garioch Area Committee

Thursday 16

Infrastructure Services Committee

Tuesday 21

Formartine Area Committee
Kincardine and Mearns Area Committee

Wednesday 22	Audit Committee
Thursday 23	Education and Children's Services Committee
Tuesday 28	Banff and Buchan Area Committee Marr Area Committee
Thursday 30	Communities Committee
APRIL 2023	
Tuesday 18	Buchan Area Committee Garioch Area Committee
Thursday 20	Business Services Committee
Tuesday 25	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 27	Aberdeenshire Council