

REPORT TO ABERDEENSHIRE COUNCIL – 29 SEPTEMBER, 2022

TIMETABLE OF MEETINGS 2023-24

1 Executive Summary/Recommendations

1.1 This report seeks approval of the timetable of meetings for Council, Audit Committee, Policy Committee, Sustainability Committee and Area Committee meetings for 2023/24.

1.1.1 The proposed timetable of meetings for 2023/24 is attached as Appendix 1 to this report. This follows closely the timetable operating currently and provides for six cycles of Council, 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.

1.2 The Council is recommended to:

1.2.1 approve the timetable of Council, Audit, Policy, Sustainability and Area Committee meetings for 2023/24 as set out in Appendix 1 to the report.

2 Decision Making Route

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.

3 Discussion

3.1 As indicated, the proposed timetable of meetings for 2023/24 is attached as Appendix 1 to this report and follows closely the timetable operating currently.

3.2 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,

(b) a provisional date for a meeting of the Council on 15 February 2024 to consider the Revenue Budget/Council Tax for the financial year 2024/2025, the actual date to be confirmed after advice from the Convention of Scottish Local Authorities.

(c) a date for an additional 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 an additional meeting of the Audit Committee in June, to ensure that the Committee can adequately fulfil its financial monitoring obligations in the gap between regular meetings of the Committee before and after the vacation period.

3.3 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.

4 Council Priorities, Implications and Risk

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

4.2 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	

4.3 The screening section as part of Stage One of the Integrated Impact Assessment process has not identified the requirement for any further detailed assessments to be undertaken as although some of the dates in the timetable may coincide with those dates 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.

4.4 The following Risk has been identified as relevant to this matter on a Corporate Level.

[Aberdeenshire Corporate Risks](#)

ACCORP004 – Business and Organisational Transformation

5 Scheme of Governance

5.1 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.

- 5.2 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
3 August, 2022

List of Appendices – Appendix 1 – Timetable of Meetings - 2023/2024

APPENDIX 1

TIMETABLE OF MEETINGS – 2023/24

MAY 2023

Tuesday 2	Banff and Buchan Area Committee Marr Area Committee
Tuesday 9	Buchan Area Committee Garioch Area Committee
Thursday 11	Infrastructure Services Committee
Tuesday 16	Formartine Area Committee Kincardine and Mearns Area Committee
Wednesday 17	Sustainability Committee
Thursday 18	Audit Committee
Tuesday 23	Banff and Buchan Area Committee Marr Area Committee
Thursday 25	Education and Children's Services Committee
Tuesday 30	Buchan Area Committee Garioch Area Committee

JUNE, 2023

Thursday 1	Communities Committee
Tuesday 6	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 8	Business Services
Tuesday 13	Banff and Buchan Area Committee Marr Area Committee
Thursday 15	Infrastructure Services
Tuesday 20	Buchan Area Committee Garioch Area Committee
Thursday 22	Audit Committee
Tuesday 27	Formartine Area Committee Kincardine and Mearns Area Committee

Thursday 29

Aberdeenshire Council

JULY, 2023

Tuesday 18

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

Tuesday 25

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

Thursday 27

Consolidated Business Committee (Vacation)

AUGUST 2023

Tuesday 22

Banff and Buchan Area Committee
Marr Area Committee

Thursday 24

Infrastructure Services Committee

Tuesday 29

Buchan Area Committee
Garioch Area Committee

Wednesday 30

Sustainability Committee

Thursday 31

Education and Children's Services Committee

SEPTEMBER 2023

Tuesday 5

Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 7

Communities Committee

Tuesday 12

Banff and Buchan Area Committee
Marr Area Committee

Thursday 14

Business Services Committee

Tuesday 19

Buchan Area Committee
Garioch Area Committee

Thursday 21

Audit Committee

Tuesday 26

Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 28

Aberdeenshire Council

OCTOBER 2023

Tuesday 3	Banff and Buchan Area Committee Marr Area Committee
Thursday 5	Infrastructure Services Committee
Tuesday 10	Buchan Area Committee Garioch Area Committee
Thursday 12	Education and Children's Services Committee
Tuesday 31	Formartine Area Committee Kincardine and Mearns Area Committee

NOVEMBER, 2023

Thursday 2	Communities Committee
Tuesday 7	Banff and Buchan Area Committee Marr Area Committee
Thursday 9	Audit Committee
Tuesday 14	Buchan Area Committee Garioch Area Committee
Wednesday 15	Sustainability Committee
Thursday 16	Business Services Committee
Tuesday 21	Formartine Area Committee Kincardine and Mearns Area Committee
Thursday 23	Aberdeenshire Council
Tuesday 28	Banff and Buchan Area Committee Marr Area Committee
Thursday 30	Infrastructure Services Committee

DECEMBER, 2023

Tuesday 5	Buchan Area Committee Garioch Area Committee
Thursday 7	Education and Children's Services Committee
Tuesday 12	Formartine Area Committee

Kincardine and Mearns Area Committee

Thursday 14 Communities Committee

Tuesday 19 Banff and Buchan Area Committee
Marr Area Committee

Thursday 21 Audit Committee

JANUARY 2024

Thursday 11 Business Services Committee

Tuesday 16 Buchan Area Committee
Garioch Area Committee

Thursday 18 **Aberdeenshire Council**

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

FEBRUARY, 2024

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

Thursday 15 **Aberdeenshire Council (Revenue Budget)**

Tuesday 20 Banff and Buchan Area Committee
Marr Area Committee

Wednesday 21 Sustainability Committee

Thursday 22 Audit Committee

Tuesday 27 Buchan Area Committee
Garioch Area Committee

Thursday 29 Business Services Committee

MARCH 2024

Tuesday 5 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 7 **Aberdeenshire Council**

Tuesday 12 Banff and Buchan Area Committee
Marr Area Committee

Thursday 14 Infrastructure Services Committee

Tuesday 19 Buchan Area Committee
Garioch Area Committee

Thursday 21 Education and Children's Services Committee

Tuesday 26 Formartine Area Committee
Kincardine and Mearns Area Committee

Thursday 28 Communities Committee

APRIL, 2024

Tuesday 16 Banff and Buchan Area Committee
Marr Area Committee

Wednesday 17 Audit Committee

Thursday 18 Business Services

Tuesday 23 Buchan Area Committee
Garioch Area Committee

Thursday 25 **Aberdeenshire Council**

Tuesday 30 Formartine Area Committee
Kincardine and Mearns Area Committee