

REPORT TO: East Lothian Council

MEETING DATE: 26 April 2016

BY: Depute Chief Executive (Resources & People Services)

SUBJECT: Schedule of Meetings 2016/17

1 PURPOSE

- 1.1 To set the Schedule of Meetings of the Council, Committees and other forums for 2016/17.

2 RECOMMENDATIONS

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2016/17;
 - ii. to note that the date of the budget-setting meeting will be set at a later date; and
 - iii. to note that the schedule is subject to change, and that any changes will be communicated to Members and officers as soon as practicable.

3 BACKGROUND

- 3.1 The annual Schedule of Meetings for 2016/17 is presented to Members for approval. There will be approximately 130 committee meetings during 2016/17. The schedule largely follows the pattern set for previous years, with a week-long mid-term break in October, and a two-week winter break over Christmas/New Year. As 2017 is a Local Government Election year, the Council will break for the election recess at the end of March 2016. In accordance with Standing Orders, the first meeting of the newly-elected Council must be held within 21 days of the date of the election. In 2017 the date of this meeting has been scheduled for the 23 May.
- 3.2 It should be noted that, due to anticipated changes to the Council Tax system and uncertainty as regards the timescales for the announcement of the local government grant settlement, it is proposed that the date for the Council's budget-setting meeting will be set a later date.
- 3.3 Members are asked to note that there will be additional meetings of the Planning Committee, at the end of March 2017 and the end of June

2017, to meet the demands generated by the Local Development Plan. The Service Manager – Planning has also advised that a further meeting of the Committee will be required during the 2016 summer recess. Members of the Planning Committee have been consulted on their availability during August, and are advised that 9 August is the preferred date for this meeting.

3.4 The Integration Joint Board (IJB) and Musselburgh Joint Racing Committee set their own meeting dates and these are included on the schedule for noting rather than approval.

3.5 A number of dates have been scheduled for Members’ briefing sessions. The briefing session topics will be communicated to Members in due course.

3.6 On approval of the dates, venues for meetings and briefings will be booked and confirmed with Members and officers.

Members are asked to note that the schedule is subject to change and that any changes will be communicated as soon as practicable.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 East Lothian Council Standing Orders

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DATE	13 April 2016

**East Lothian Council
Draft Schedule of Meetings 2016/17**

Day	Date	Time	Committee/Meeting	Venue (tbc)
Tues	9 August 2016	10.00	Planning Committee	
Tues	23 August 2016	10.00	East Lothian Council	
Thurs	25 August 2016	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
Tues	30 August 2016	15.00	Musselburgh Common Good Committee	
Wed	31 August 2016	10.00	Police, Fire & Community Safety Scrutiny Committee	
Thurs	1 September 2016	10.00 14.00	Employee Appeals Sub-Committee Social Work Complaints Review Committee	
Tues	6 September 2016	09.15 10.00 15.00	Haddington Common Good Committee Planning Committee IJB Audit & Risk Committee	
Thurs	8 September 2016	10.00 14.00	Licensing Sub-Committee Petitions Committee	
Tues	13 September 2016	09.00 10.00 14.00	Musselburgh Joint Racing Committee Cabinet Audit & Governance Committee	
Wed	14 September 2016	10.00 14.00	Policy & Performance Review Committee Joint Consultative Committee	
Thurs	15 September 2016	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tues	20 September 2016	09.15 10.00 13.00	North Berwick Common Good Committee Education Committee Members' Briefing	
Thurs	22 September 2016	10.00 14.00	East Lothian Licensing Board / East Lothian Local Licensing Forum East Lothian Integration Joint Board*	
Thurs	29 September 2016	10.00	Dunbar Common Good Committee	
<i>Autumn Recess: Friday 14 October – Monday 24 October 2016</i>				
Tues	25 October 2016	10.00	East Lothian Council	
Wed	26 October 2016	14.00	East Lothian Partnership	
Thurs	27 October 2016	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
Tues	1 November 2016	10.00	Planning Committee	

Thurs	3 November 2016	10.00	Employee Appeals Sub-Committee	
Tues	8 November 2016	10.00 13.00	Cabinet Members' Briefing	
Wed	9 November 2016	10.00	Policy & Performance Review Committee	
Thurs	10 November 2016	10.00	Licensing Sub-Committee	
Tues	15 November 2016	10.00	Musselburgh Common Good Committee	
Wed	16 November 2016	10.00	Dunbar Common Good Committee	
Thurs	17 November 2016	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tues	22 November 2016	09.15 10.00	North Berwick Common Good Committee Education Committee	
Thurs	24 November 2016	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
Tues	29 November 2016	10.00	Audit & Governance Committee	
Wed	30 November 2016	10.00	Police, Fire & Community Safety Scrutiny Committee	
Thurs	1 December 2016	10.00 14.00	Employee Appeals Sub-Committee Social Work Complaints Review Committee	
Tues	6 December 2016	09.15 10.00 15.00	Haddington Common Good Committee Planning Committee IJB Audit & Risk Committee	
Wed	7 December 2016	14.00	Joint Consultative Committee	
Thurs	8 December 2016	10.00 14.00	Licensing Sub-Committee Petitions Committee	
Tues	13 December 2016	09.00 10.00 13.00	Musselburgh Joint Racing Committee Cabinet Members' Briefing	
Thurs	15 December 2016	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tues	20 December 2016	10.00	East Lothian Council	
<i>Winter Recess: Friday 23 December 2016 – Monday 9 January 2017</i>				
Tues	10 January 2017	10.00	Planning Committee	
Wed	11 January 2017	10.00	Policy & Performance Review Committee	
Thurs	12 January 2017	10.00	Licensing Sub-Committee	
Tues	17 January 2017	10.00 13.00	Cabinet Members' Briefing	
Thurs	19 January 2017	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tues	24 January 2017	10.00	Audit & Governance Committee	
Wed	25 January 2017	14.00	East Lothian Partnership	
Thurs	26 January 2017	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
Thurs	2 February 2017	10.00	Employee Appeals Sub-Committee	
Tues	7 February 2017	10.00	Planning Committee	
Wed	8 February 2017	10.00	Dunbar Common Good Committee	
Thurs	9 February 2017	10.00	Licensing Sub-Committee	
Tues	14 February 2017	10.00	Cabinet	
Thurs	16 February 2017	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	

Tues	21 February 2017	09.00 10.00 14.00	Musselburgh Joint Racing Committee North Berwick Common Good Committee IJB Audit & Risk Committee	
Thurs	23 February 2017	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
Tues	28 February 2017	10.00 14.00	East Lothian Council Members' briefing	
Wed	1 March 2017	10.00 14.00	Police, Fire & Community Safety Scrutiny Committee Joint Consultative Committee	
Thurs	2 March 2017	10.00 14.00	Employee Appeals Sub-Committee Social Work Complaints Review Committee	
Tues	7 March 2017	09.15 10.00	Haddington Common Good Committee Planning Committee	
Wed	8 March 2017	10.00	Policy & Performance Review Committee	
Thurs	9 March 2017	10.00 14.00	Licensing Sub-Committee Petitions Committee	
Tues	14 March 2017	10.00 14.00	Cabinet Audit & Governance Committee	
Thurs	16 March 2017	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tues	21 March 2017	10.00 14.00	Education Committee Musselburgh Common Good Committee	
Mon	27 March 2017	09.00	Musselburgh Joint Racing Committee	
Tues	28 March 2017	10.00 14.00	East Lothian Council Planning Committee	
Thurs	30 March 2017	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	
<i>Election Recess: Friday 31 March – Monday 22 May 2017</i>				
Tues	23 May 2017	10.00	East Lothian Council	
Thurs	25 May 2017	10.00	Homelessness Appeals Sub-Committee	
Thurs	1 June 2017	10.00	Employee Appeals Sub-Committee	
Tue	6 June 2017	09.15 10.00	Haddington Common Good Committee Planning Committee	
Wed	7 June 2017	09.00 10.00	Dunbar Common Good Committee Police Fire & Community Safety Scrutiny Committee	
Thurs	8 June 2017	10.00 14.00	Licensing Sub-Committee Petitions Committee	
Tue	13 June 2017	10.00 14.00	Cabinet Education Committee	
Wed	14 June 2017	10.00 14.00	Policy & Performance Review Committee North Berwick Common Good Committee	
Thurs	15 June 2017	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body	
Tue	20 June 2017	10.00 14.00	Audit & Governance Committee Musselburgh Common Good Committee	
Wed	21 June 2017	14.00	Joint Consultative Committee	
Thurs	22 June 2017	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board*	

Tue	27 June 2017	10.00 14.00	East Lothian Council Planning Committee	
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* Some IJB meeting dates may be used as development sessions.

13 April 2016