

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	17 August 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Council Diary – January to June 2012
REPORT NUMBER:	CG/11/083

1. PURPOSE OF REPORT

This report presents the proposed Council diary for the period January to June 2012.

2. RECOMMENDATIONS

- (i) that Members agree that no paper diary inserts will be produced for 2012, but to note that paper diaries can be purchased in place of the inserts if required by individual Members; and
- (ii) that Members approve one option from the attached five diary proposals, making any amendments as appropriate.

3. FINANCIAL IMPLICATIONS

The paper diary inserts which are normally produced can only be ordered as a minimum batch of 250 copies at a cost of approximately £3,100. The minimum order level far exceeds the number actually used, particularly as more people move to using electronic diary systems.

It is therefore proposed that no paper inserts will be produced for the 2012 diary, and Democratic Services will instead issue electronic Groupwise appointments to all Elected Members and relevant officers once the diary has been approved. If Council agrees that the paper inserts should not be produced in 2012, hardcover paper diaries can be ordered by Democratic Services for any Member who wishes to use one. As the diary is only prepared to June 2012 as a result of the Local Government Elections in May, if Council agrees to print the diary inserts, this will necessitate two separate orders which will double the cost noted above.

4. OTHER IMPLICATIONS

It is essential that the Council plans its meeting diary to enable officers to report to the democratic process in a planned and timeous way.

5. BACKGROUND/MAIN ISSUES

This report presents five diary options for consideration by Council.

Option 1

This option (attached as Appendix 1) sets out the proposed Council diary from January to June 2012, and assumes no change to the standing Committees following the May 2012 Local Government elections.

Option 2

Members may wish to note that at the time of the last Local Government elections in 2007, Council agreed to hold weekly full Council meetings from the week of 28 May 2007, being the date in the diary when the standing Committees of the Council were planned to commence after the Statutory Meeting. If this option is agreed by Council, the diary would be as attached at Appendix 2.

Options 3 and 4

A further option is to clear April 2012 of all Committee meetings, in the run up to the Local Government Elections in May. This would see the last Council meeting of the previous cycle held on 4 April 2012, and therefore no Committees would meet until after the Statutory Meeting of Council on 16 May 2012.

Option 3 illustrates no meetings in April, and no change to the standing Committee meetings following the Local Government elections. Option 4 illustrates no meetings in April, and weekly Council meetings following the May election.

Option 5

Option 5 illustrates only one Committee cycle prior to the May Local Government Elections, with the option to hold the last Council meeting before the elections on either 28 March or 4 April 2012.

In relation to this option, the Legal Manager (Litigation and Licensing) has commented as follows: - "Four months between meetings of the Licensing Committee (February to June) is a relatively long time. This means that the first meeting of the new and possibly inexperienced Committee could have a large volume of business (applications) to get through. It also means a poorer service to applicants. If there is an issue with an application and it has to go to Committee for determination, that person will have to wait 16 weeks rather than 8 weeks to know the outcome. It also has potential for February having a large amount of applications to consider; not necessarily because there is an issue with the applications but it may be that officers from other services have been unable to inspect premises and officers cannot grant the application but it has to be determined before the June Committee so it will have to go to the February one as there won't be an alternative prior to June.

It is my understanding that the informal business panel does not have powers to refuse, only to grant or refer to full Committee and there may be matters that will need to be determined within more stringent timescales.”

In light of these comments, if Members wish, a second meeting date can be identified and discussions will continue with the Convener and officers to determine the most suitable date for a further meeting.

Other Considerations

Statutory Meeting of Council

In accordance with Standing Order 1(1), which states that the Statutory Meeting of the Council shall take place on such date within 21 clear days of the date of the election, the Statutory Meeting following the Local Government elections in May 2012 has been scheduled for 16 May 2012. The diary normally follows a set pattern, based on an 8 week cycle, however there is often a need to alter where a Committee falls in the cycle, to ensure that various dates are kept clear, including the Easter school holidays and the week of the Local Government elections.

Development Management Sub Committee

At the request of the Enterprise, Planning and Infrastructure Directorate, all meetings of the Development Management Sub Committee and Development Management Sub Committee (Visits) will be held on a Thursday. It is felt that this consistent approach benefits developers, applicants and objectors. The Directorate also requires meetings to be more frequent than one per cycle, to assist them with meeting statutory performance indicators.

Licensing Board

The Licensing Board has already agreed its meeting dates for 2012 and these have been entered unchanged into the diary.

Appeals Committee

Meetings of the Appeals Committee are scheduled in the diary to allow for the quickest possible processing of appeals, but they are not always required.

Grampian Joint Police Board / Grampian Joint Fire and Rescue Board

Please note that dates for meetings of the Grampian Joint Police Board and the Grampian Joint Fire and Rescue Board are not set by these bodies until after the summer recess, and therefore are not included in the diary at this time. These meetings are however normally held on a Friday and should not clash with any Committee meetings.

Other Issues

It would be useful if the dates of party conferences were checked against the draft diary, and if it does not cause too much disruption, that these dates be avoided for Committee meetings.

All meetings listed in the diary appendices are scheduled to commence at 2pm unless otherwise stated.

Comments

Councillor Boulton has advised that she would not wish to see any meetings in the week commencing Monday 2 April 2012, as this is the first week of the Easter school holidays.

6. IMPACT

Corporate – Although this report is of a housekeeping nature, it links to the Community Plan in regard to strengthening local democracy.

Public – The Council diary is of great interest to members of the public who wish to attend meetings, and by planning the Council's diary of meetings; publishing it on the internet; and making it available to the public at Council premises including the Town House and public libraries; members of the community are made aware of Council Committee meetings, allowing them to engage in the democratic process.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4	5	6	7
8	School Term Starts 9	Licensing 10	11	12 Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing	13	14
15	16	17 Enterprise, Planning and Infrastructure	18 Housing and Environment	19 Development Management Sub Committee (Visits) (am) Education, Culture and Sport	20	21
22	23	24 Audit and Risk	25 Appeals Committee (10am)	26 Corporate Policy and Performance	27 Grampian Valuation Joint Board	28
29	30	31 Local Review Body (10am) Finance and Resources				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2	3	4
5	6 Elected Member Development Day	7 Licensing Board (10.30am)	8	9 Council Budget	10	11
12	13 School Mid-Term	14 Housing Cases Review Sub Committee	15	16 Development Management Sub Committee (10am) Local Review Body (12pm)	17	18
19	20	21 Appeals Committee (10am)	22 Council (10.30am)	23 Development Management Sub Committee (Visits) (am)	24	25
26	27	28 Housing and Environment	29			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1	2	3
4	5	6 Local Review Body (10am)	7	8 Social Care and Wellbeing	9	10
11	12	13 Enterprise, Planning and Infrastructure	14	15	16	17
18	19	20 Licensing	21 Appeals Committee (10am)	22 Education, Culture and Sport	23	24
25	26 Elected Member Development Day	27 Audit and Risk	28	29 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	30 School Term Ends	31

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3 Licensing Board (10.30am)	4	5 Development Management Sub Committee (Visits) (am)	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts Local Review Body (10am) Finance and Resources	18 Housing Cases Review Sub Committee	19	20	21
22	23	24 Appeals Committee (10am)	25 Council (10.30am)	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	KEEP CLEAR	KEEP CLEAR	KEEP CLEAR	KEEP CLEAR Election	KEEP CLEAR	
6	May Day Holiday					12
13			Council (Statutory Meeting)	Training for Elected Members		19
20 Kirkin' o' the Council	Elected Member Development Day	Housing and Environment		Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing		26
27		Licensing Board (10.30am)	Appeals Committee (10am)	Development Management Sub Committee (Visits) (am) Enterprise, Planning and Infrastructure		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					Local Review Body (10am)	
3	4	Licensing	6	Education, Culture and Sport	8	9
10	11	Audit and Risk	Housing Cases Review Sub Committee	Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	15	16
17	18	Finance and Resources	20	Development Management Sub Committee (Visits) (am)	22	23
24	25	Appeals Committee (10am)	Council	28	School Term Ends Grampian Valuation Joint Board	30

JANUARY

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4	5	6	7
8	School Term Starts 9	Licensing 10	11	Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing 12	13	14
15	16	Enterprise, Planning and Infrastructure 17	Housing and Environment 18	Development Management Sub Committee (Visits) (am) Education, Culture and Sport 19	20	21
22	23	Audit and Risk 24	Appeals Committee (10am) 25	Corporate Policy and Performance 26	Grampian Valuation Joint Board 27	28
29	30	Local Review Body (10am) Finance and Resources 31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2	3	4
5	6 Elected Member Development Day	7 Licensing Board (10.30am)	8	9 Council Budget	10	11
12	13 School Mid-Term	14 Housing Cases Review Sub Committee	15	16 Development Management Sub Committee (10am) Local Review Body (12pm)	17	18
19	20	21 Appeals Committee (10am)	22 Council (10.30am)	23 Development Management Sub Committee (Visits) (am)	24	25
26	27	28 Housing and Environment	29			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1	2	3
4	5	6 Local Review Body (10am)	7	8 Social Care and Wellbeing	9	10
11	12	13 Enterprise, Planning and Infrastructure	14	15	16	17
18	19	20 Licensing	21 Appeals Committee (10am)	22 Education, Culture and Sport	23	24
25	26 Elected Member Development Day	27 Audit and Risk	28	29 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	30 School Term Ends	31

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3 Licensing Board (10.30am)	4	5 Development Management Sub Committee (Visits) (am)	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts Local Review Body (10am) Finance and Resources	18 Housing Cases Review Sub Committee	19	20	21
22	23	24 Appeals Committee (10am)	25 Council (10.30am)	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	KEEP CLEAR	KEEP CLEAR	KEEP CLEAR	KEEP CLEAR Election	KEEP CLEAR	
6	May Day Holiday					12
13			Council (Statutory Meeting)			19
20 Kirkin' o' the Council	Elected Member Development Day		Council (Housing and Environment / Social Care and Wellbeing)	Development Management Sub Committee (10am) Local Review Body (12pm)		26
27		Licensing Board (10.30am)	Council (Enterprise, Planning and Infrastructure)	Development Management Sub Committee (Visits) (am)		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1 Local Review Body (10am)	2
3	4	5 Licensing	6 Council (Education, Culture and Sport)	7 Appeals Committee (10am)	8	9
10	11	12 Housing Cases Review Sub Committee	13 Council (Audit and Risk / Corporate Policy and Performance)	14 Development Management Sub Committee (10am) Local Review Body (12pm)	15	16
17	18	19	20 Council (Finance and Resources)	21 Development Management Sub Committee (Visits) (am)	22	23
24	25	26 Appeals Committee (10am)	27 Council (10.30am)	28	29 School Term Ends Grampian Valuation Joint Board	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4	5	6	7
8	School Term Starts	Licensing		Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing		
15		Enterprise, Planning and Infrastructure	Housing and Environment	Development Management Sub Committee (Visits) (am) Education, Culture and Sport		
22		Audit and Risk	Appeals Committee (10am)	Corporate Policy and Performance	Grampian Valuation Joint Board	
29		Local Review Body (10am) Finance and Resources				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2	3	4
5	6 Elected Member Development Day	7 Licensing Board (10.30am)	8	9 Council Budget	10	11
12	13 School Mid-Term	14 Housing Cases Review Sub Committee	15	16 Development Management Sub Committee (10am) Local Review Body (12pm)	17	18
19	20	21 Appeals Committee (10am)	22 Council (10.30am)	23 Development Management Sub Committee (Visits) (am)	24	25
26	27	28 Housing and Environment	29			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1 Social Care and Wellbeing	2	3
4	5	6 Local Review Body (10am) Enterprise, Planning and Infrastructure	7	8	9	10
11	12	13 Licensing	14	15 Education, Culture and Sport	16	17
18	19	20 Audit and Risk	21 Appeals Committee (10am)	22 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	23	24
25	26 Elected Member Development Day	27 Finance and Resources	28	29 Development Management Sub Committee (Visits) (am)	30 School Term Ends	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2 Housing Cases Review Sub Committee	3 Licensing Board (10.30am)	4 Council (10.30am)	5	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1	2	3 Election	4	5
6	7 May Day Holiday	8	9	10	11	12
13	14	15	16 Council (Statutory Meeting)	17 Training for Elected Members	18	19
20 Kirkin' o' the Council	21 Elected Member Development Day	22 Housing and Environment	23	24 Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing	25	26
27	28	29 Licensing Board (10.30am)	30 Appeals Committee (10am)	31 Development Management Sub Committee (Visits) (am) Enterprise, Planning and Infrastructure		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	4 Local Review Body (10am)	5 Licensing	6	7 Education, Culture and Sport	8	9
10	11 Housing Cases Review Sub Committee	12 Audit and Risk	13	14 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	15	16
17	18	19 Finance and Resources	20	21 Development Management Sub Committee (Visits) (am)	22	23
24	25	26 Appeals Committee (10am)	27 Council (10.30am)	28	29 School Term Ends Grampian Valuation Joint Board	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4	5	6	7
8	9 School Term Starts	10 Licensing	11	12 Development Management Sub Committee (10am) Local Review Body (12pm) Social Care and Wellbeing	13	14
15	16	17 Enterprise, Planning and Infrastructure	18 Housing and Environment	19 Development Management Sub Committee (Visits) (am) Education, Culture and Sport	20	21
22	23	24 Audit and Risk	25 Appeals Committee (10am)	26 Corporate Policy and Performance	27 Grampian Valuation Joint Board	28
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12	13 School Mid-Term	14 Housing Cases Review Sub Committee	15	16 Development Management Sub Committee (10am) Local Review Body (12pm)	17	18
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26	27	28 Housing and Environment	29			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1 Social Care and Wellbeing	2	3
4	5	6 Local Review Body (10am) Enterprise, Planning and Infrastructure	7	8	9	10
11	12	13 Licensing	14	15 Education, Culture and Sport	16	17
18	19	20 Audit and Risk	21 Appeals Committee (10am)	22 Corporate Policy and Performance	23	24
25	26 Elected Member Development Day	27 Finance and Resources	28	29 Development Management Sub Committee (10am) Local Review Body (12pm)	30 School Term Ends	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2 Housing Cases Review Sub Committee	3 Licensing Board (10.30am)	4 Council (10.30am)	5 Development Management Sub Committee (Visits) (am)	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1	2	3 Election	4	5
6	7 May Day Holiday	8	9	10	11	12
13	14	15	16 Council (Statutory Meeting)	17	18	19
20 Kirkin' o' the Council	21 Elected Member Development Day	22	23 Council (Housing and Environment / Social Care and Wellbeing)	24 Development Management Sub Committee (10am) Local Review Body (12pm)	25	26
27	28	29 Licensing Board (10.30am)	30 Council (Enterprise, Planning and Infrastructure)	31 Development Management Sub Committee (Visits) (am)		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	Local Review Body (10am) 4	Licensing 5	Council (Education, Culture and Sport) 6	Appeals Committee (10am) 7	8	9
10	Housing Cases Review Sub Committee 11	12	Council (Audit and Risk / Corporate Policy and Performance) 13	Development Management Sub Committee (10am) Local Review Body (12pm) 14	15	16
17	18	19	Council (Finance and Resources) 20	Development Management Sub Committee (Visits) (am) 21	22	23
24	25	Appeals Committee (10am) 26	Council (10.30am) 27	28	School Term Ends 29 Grampian Valuation Joint Board	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4	5	6	7
8	9 School Term Starts	10	11	12 Development Management Sub Committee (10am) Local Review Body (12pm)	13	14
15	16	17	18	19 Development Management Sub Committee (Visits) (am)	20	21
22	23	24 Housing and Environment	25 Appeals Committee (10am)	26	27 Grampian Valuation Joint Board	28
29	30	31 Local Review Body (10am) Enterprise, Planning and Infrastructure				

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26	27	28 Audit and Risk	29			

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				1	2	3
4	5	6 Local Review Body (10am)	7	8 Corporate Policy and Performance	9	10
11	12	13	14	15 Finance and Resources	16	17
18	19	20 Appeals Committee (10am)	21	22 Development Management Sub Committee (10am) Local Review Body (12pm)	23	24
25	26 Elected Member Development Day	27	28 Possible Council meeting	29 Development Management Sub Committee (Visits) (am)	30 School Term Ends	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2 Housing Cases Review Sub Committee	3 Licensing Board (10.30am)	4 Possible Council meeting	5	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18	19	20	21
22	23	24	25	26	27	28
29	30					

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1	2	3 Election	4	5
6	7 May Day Holiday	8	9	10	11	12
13	14	15	16 Council (Statutory Meeting)	17 Training for Elected Members	18	19
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27	28	29 Licensing Board (10.30am)	30 Appeals Committee (10am)	31 Development Management Sub Committee (Visits) (am) Enterprise, Planning and Infrastructure		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
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3	4 Local Review Body (10am)	5 Licensing	6	7 Education, Culture and Sport	8	9
10	11 Housing Cases Review Sub Committee	12 Audit and Risk	13	14 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy and Performance	15	16
17	18	19 Finance and Resources	20	21 Development Management Sub Committee (Visits) (am)	22	23
24	25	26 Appeals Committee (10am)	27 Council (10.30am)	28	29 School Term Ends Grampian Valuation Joint Board	30