

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	11 May 2016
DIRECTOR	Richard Ellis
TITLE OF REPORT	Council Diary
REPORT NUMBER	CG/16/058
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report presents the diary of meetings for 2017 for approval.

2. RECOMMENDATION(S)

That the Council approve the attached diary, making any changes as appropriate.

3. FINANCIAL IMPLICATIONS

None.

4. OTHER IMPLICATIONS

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

5. BACKGROUND/MAIN ISSUES

- (1) At the request of the Communities, Housing and Infrastructure Directorate, all meetings of the Planning Development Management Committee 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.
- (2) The diary generally follows a set pattern, based on an 8 week cycle, with the exception of the Planning Development Management

Committee as detailed in (1) above. There are a few exceptions to this in the weeks following the Christmas, Easter, Summer and October holidays.

- (3) There will only be one cycle of meetings before the Local Government elections in May, apart from the statutory Committees.
- (4) The school holidays in Easter and October have been kept free of Committee meetings.
- (5) Several dates in the diary have been kept clear of Committee meetings as a result of Offshore Technology Conference in Houston and Offshore Europe.
- (6) While in previous years, Appeals Committee dates have been scheduled each month, it is proposed that no fixed dates are set for 2017, and that meetings are arranged as and when required. Of the twelve dates set in the diary for 2015, none proceeded. There have also been no appeals which have proceeded in 2016 as of the time of this report. Arranging dates as and when required would allow the process to be more flexible for both sides and will ensure that appeals can be processed as quickly as possible.
- (7) 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.
- (8) All meetings are scheduled to commence at 2pm unless otherwise stated.
- (9) NESTRANS and Strategic Development Planning Authority meeting dates are set outwith the Council.
- (10) The Integration Joint Board set their dates outwith the Council and have agreed dates up to the end of 2017.

6. IMPACT

Improving Customer Experience –

By setting the Council diary early in 2016, it will allow Councillors and officers efficient time to arrange their 2017 diary of meetings. It will also be beneficial for members of the public to get plenty notice for meeting dates.

7. MANAGEMENT OF RISK

Should the diary not be approved at this stage, it will impact on the ability of officers to schedule reports to enable the Council to conduct its business.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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