

### **ALEO Governance Schedule: May 2016**

3 March 2016 – ALEO Hub Officers Pre Meeting (to determine areas of scrutiny and documents required to provide assurance to the Council)

10 March 2016 – Clerk sends out 2016-17 meeting appointments to Hub Officers, ALEOs and Internal and External Audit

11 March 2016 – Clerk emails ALEOs to request agenda documentation and to outline areas of scrutiny at the Hub's next meeting

13 April 2016 – Deadline for ALEOs to return requested documentation to the Clerk

20 April 2016 – Clerk compiles and cascades agendas

28 April 2016– Pre Meeting with Conveners and Vice Conveners of Audit, Risk and Scrutiny, Education and Children's Services and Communities, Housing and Infrastructure Committees and Chair of the Integration Joint Board

#### **9 May 2016 Governance Hub Meetings:**

Governance Hub Meeting 1: 9am-10:45am (AECC)

Governance Hub Meeting 2: 11am-12:45pm (Bon Accord Care)

Governance Hub Meeting 3: 2pm-3:45pm (Sport Aberdeen)

#### **10 May 2016 Governance Hub Meetings:**

Governance Hub Meeting 4: 9am-10:45am (Aberdeen Sports Village)

Governance Hub Meeting 5: 11am-12:45am (Aberdeen Performing Arts)

#### **13 May 2016 Governance Hub Meetings:**

Governance Hub Meeting 6: 9am – 10:45am (Aberdeen Heat and Power)

Governance Hub Meeting 7: 11am-12:45am (Garthdee Alpine Sports)

14 June 2016 – Deadline for Officer and ALEO comments on Audit, Risk and Scrutiny covering report and minutes

15 June 2016 – Report deadline for Audit, Risk and Scrutiny Committee

27 June 2016 – Date of the Audit, Risk and Scrutiny Committee

## **Appendix 1**

25 August 2016 - Date of the Communities, Housing and Infrastructure Committee

8 September 2016 - Date of the Education and Children's Services Committee