

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Council
<b>DATE</b>	17 December 2018
<b>REPORT TITLE</b>	Council Diary 2019
<b>REPORT NUMBER</b>	GOV/18/248
<b>CHIEF OFFICER</b>	Fraser Bell
<b>REPORT AUTHOR</b>	Lynsey McBain
<b>TERMS OF REFERENCE</b>	12

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### 1. PURPOSE OF REPORT

To present a proposed calendar of Council and Committee meetings for May to December 2019 for approval.

### 2. RECOMMENDATION(S)

That Council approves the proposed calendar of meetings from May to December 2019 as set out in Appendix 1.

### 3. BACKGROUND

- 3.1 The Council diary generally follows a set pattern, based on an 8 week cycle. The Planning Development Management Committee is required to meet more frequently and normally meets every four weeks. There are a few exceptions to this in the weeks around the school holidays. No meetings are arranged for the Easter and October school holidays, and dates where conferences are scheduled are generally avoided.
- 3.2 Appeals Sub Committee dates are not included in the diary and are arranged as and when required.
- 3.3 Dates for the Strategic Development Planning Authority (SDPA) are arranged outwith the Council.
- 3.4 Audit, Risk and Scrutiny dates have been set in line deadlines for the Annual Accounts.
- 3.5 All meetings are scheduled to commence at 2pm unless otherwise stated.
- 3.6 It would be useful if the dates of party conferences were checked against the draft diary. These dates should then be avoided for Committee meetings, where possible.

#### 4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the recommendations of this report.

#### 5. LEGAL IMPLICATIONS

There are no direct legal implications arising from the recommendations of this report.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	None		
<b>Legal</b>	None		
<b>Employee</b>	Failure to approve the diary would have a detrimental impact on the ability of employees to plan ahead in terms of business requiring approval by members.	L	The diary has been subject to consultation in advance of the meeting and officers can plan around the draft diary until otherwise agreed.
<b>Customer</b>	None		
<b>Environment</b>	None		
<b>Technology</b>	None		
<b>Reputational</b>	There is a reputational risk if the Council does not agree the diary beyond April 2019 at this meeting as the next scheduled Council meeting is not until 4 March 2019. This would impact on the ability of officers to schedule reports to enable the Council to conduct its business, as well as impacting on elected members and external	L	The diary has been subject to consultation in advance of the meeting.

	members in terms of their availability to attend meetings and the press, public and partners who take an interest in those meetings and attend.		
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## 7. OUTCOMES

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Governance</b>	Council business will be able to be conducted timeously.
<b>Workforce</b>	Officers will be able to ensure deadlines are met in regard to committee reports and plan their workload accordingly.
<b>Partnerships and Alliances</b>	The agreed diary will allow for other meetings with partners to be arranged and organised.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not required

## 9. BACKGROUND PAPERS

None.

## 10. APPENDICES

Appendix 1 – Council Diary May to December 2019.

## 11. REPORT AUTHOR CONTACT DETAILS

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