

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	24 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Governance - Council Diary 2020 and External Member
REPORT NUMBER	GOV/19/287
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Lynsey McBain
TERMS OF REFERENCE	7 and 13

1. PURPOSE OF REPORT

To present a proposed calendar of Council and Committee meetings for January to December 2020 for approval and to seek approval for the appointment of a new Church of Scotland representative to the Education Operational Delivery Committee.

2. RECOMMENDATIONS

That Council:-

- 2.1 approves the proposed calendar of meetings from January to December 2020 as set out in Appendix 1; and
- 2.2 agrees the appointment of Reverend Shuna Dicks as the new Church of Scotland representative on the Education Operational Delivery Committee with immediate effect.

3. BACKGROUND

Diary of Meetings

- 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 Committee dates have been set in line with 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 proposed diary. These dates should then be avoided for Committee meetings, where possible.
- 3.7 There are an additional two in-service days in 2020 and the dates are still to be agreed.

Appointment of Church of Scotland Representative – Education Operational Delivery Committee

- 3.8 The Education Operational Delivery Committee has seven persons with voting rights who are not members of the Council. This includes one representative of the Church of Scotland nominated in such manner as may be determined by the General Assembly of that church.
- 3.9 The previous Church of Scotland representative was Reverend Hutton Steel, who resigned from the Committee in February 2019. The Church of Scotland's Standing Committee on Education has unanimously agreed to nominate Reverend Shuna Dicks to Aberdeen City Council to be considered as the new Church of Scotland representative on the Education Operational Delivery Committee and Council approval of the nomination is required.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	None		
Legal	Failure to appoint a representative from the Church of Scotland would mean that the Council is not complying with the requirements of Section 124(4) of the Local Government (Scotland) Act 1973.	L	Appointment of the nominated representative will ensure that the Council meets its obligations in respect of the Local Government (Scotland) Act 1973.
Employee	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.
Customer	None		
Environment	None		
Technology	None		
Reputational	There is a reputational risk if the Council does not agree the diary. 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 members in terms of their availability to attend meetings and the press, public and partners who take an interest in those meetings and attend.	L	The diary has been subject to consultation in advance of the meeting.

7. OUTCOMES

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

The proposals in this report have no direct impact on the Local Outcome Improvement Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

Appendix 1 – Council Diary January to December 2020.

11. REPORT AUTHOR CONTACT DETAILS

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