

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	21 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Governance - Council Diary 2022 and EODC External Member
REPORT NUMBER	COM/21/144
DIRECTOR	Commissioning
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Shereen Balaban
TERMS OF REFERENCE	7 and 18

1. PURPOSE OF REPORT

To present a proposed calendar of Council and Committee meetings for January to December 2022 for approval, and to seek approval for the appointment of a new primary/ASN parent representative to the Education Operational Delivery Committee.

2. RECOMMENDATIONS

That Council

- 2.1 approves the proposed calendar of meetings from January to December 2022 as set out in Appendix 1; and
- 2.2 agrees the appointment of Mr Duncan Milne as the new primary/ASN parent representative on the Education Operational Delivery Committee with immediate effect, subject to a satisfactory Disclosure Scotland check being undertaken.

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.
- 3.2 The City Growth and Resources Committee and the Audit, Risk and Scrutiny Committee follow a slightly different pattern in line with deadlines for the Annual Accounts and Financial Reporting.
- 3.3 It is proposed that there will only be one cycle of meetings before the Local Government elections in May 2022, apart from regulatory committees. This is consistent with the calendar of meetings in previous Local Government election years.

- 3.4 Appeals Sub Committee dates are not included in the diary and are arranged as and when required.
- 3.5 The Integration Joint Board set their meeting dates outwith the Council and have set dates up to the end of March 2022. Dates will be added to the diary in due course, once they are agreed.

Appointment of Primary/ ASN parent representative - Educational Operational Delivery Committee

- 3.6 The Education Operational Delivery Committee (EODC) has seven persons with voting rights who are not members of the Council. This includes two parent representatives, one to represent primary and additional support needs, including nursery, schools and one to represent secondary schools.
- 3.7 In accordance with the procedure agreed by Council in October 2011, the Aberdeen City Parent Councils Forum (ACPCF) selects two representatives who are capable of remaining in post for two years and who must have parental responsibility, be a guardian, and/or be liable to maintain or have parental responsibilities (within the meaning of Section 1 (3) of the Children (Scotland Act 1995) in relation to a child, or who will have care of a child or young person who is currently receiving education and is expected to do so for at least two years within Aberdeen City Council schools. The parent representatives must also be members of the ACPCF.
- 3.8 The current primary parent representative, Mrs Tracey Blackie has now stepped down from EODC and the ACPCF has selected Mr Duncan Milne as their new Primary/ASN representative. Mr Milne is the current chair of the Glashieburn Parent Council.

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
Strategic Risk	No direct risk	L	
Compliance	The primary sector is not represented if no primary parent representative is appointed to EODC.	L	The nomination is reported to the first available Council meeting, it has gone through the appropriate channels and is fully compliant with the EODC Terms of Reference.
Operational	Failure to approve the diary would have a detrimental impact on the ability of officers to plan ahead in terms of business requiring approval by members.	L	Consultation on dates has been undertaken with officers and the proposed dates reflect that.
Financial	Dates are not set in line with the deadlines for the Annual Accounts and Financial Reporting.	L	Consultation has taken place with the relevant officers and the proposed dates reflect that.
Reputational	Failure to provide sufficient notice of Council and Committee meetings.	L	Submission of the diary to the June Council meeting will enable members, officers and the public to have sufficient notice of meetings for 2022.
Environment / Climate	No direct risk	L	

7. OUTCOMES

7.1 The proposals in this report have no direct impact on the Council Delivery Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not Required
Data Protection Impact Assessment	Not Required

9. BACKGROUND PAPERS

None.

10. APPENDICES

Appendix 1 - Council Diary January - December 2022

11. REPORT AUTHOR CONTACT DETAILS

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