

## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	11 December 2017
REPORT TITLE	Committee Governance – Council Diary 2018
REPORT NUMBER	CG/17/136
CG LEAD OFFICER	Fraser Bell
REPORT AUTHOR	Lynsey McBain

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### **1. PURPOSE OF REPORT**

- 1.1 To present a proposed calendar of Council, Committee and Sub Committee meetings for April to December 2018 for approval.

### **2. RECOMMENDATIONS**

That Council approves the proposed calendar of meetings from April to December 2018 as set out in Appendix 1.

### **3. BACKGROUND**

- 3.1 The Council diary generally follows a set pattern, based on an 8 week cycle, however as the new cycle starts later in April, there may be times when meetings are every six weeks. 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 such as the Offshore North Seas Conference are generally avoided.
- 3.2 Appeals Committee dates are not included in the diary and are arranged as and when required.
- 3.3 Dates for NESTRANS and the Strategic Development Planning Authority (SDPA) are arranged outwith the Council.
- 3.4 All meetings are scheduled to commence at 2pm unless otherwise stated.
- 3.5 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.

- 3.6 Please note that the committee titles are provisional and are subject to change. The finalised committee structure will be submitted for approval in March 2018.

#### **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**

##### **6.1 Financial**

- 6.1.1 There are no financial risks associated with this report.

##### **6.2 Employee**

- 6.2.1 There are no risks to employees associated with this report.

##### **6.3 Customer / Citizen**

- 6.3.1 There are no risks to customers / citizens associated with this report.

##### **6.4 Environmental**

- 6.4.1 There are no environmental risks associated with this report.

##### **6.5 Technological**

- 6.5.1 There are no technological risks associated with this report.

##### **6.6 Legal**

- 6.6.1 There are no legal risks associated with this report.

##### **6.7 Reputational**

- 6.7.1 There are no reputational risks associated with this report, however 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.

#### **7. IMPACT SECTION**

##### **7.1 Economy**

- 7.1.1 There will be no impact on economy arising from the recommendations.

##### **7.2 People**

- 7.2.1 An Equality and Human Rights Impact Assessment is not required as the proposal does not disproportionately impact on persons with protected characteristics compared to persons without such characteristics.

### **7.3 Place**

- 7.3.1 There will be no direct impact on the environment or the community arising from these recommendations.

### **7.4 Technology**

- 7.4.1 There will be no impact on technology arising from the recommendations.

## **8. BACKGROUND PAPERS**

- 8.1 None.

## **9. APPENDICES**

- 9.1 Appendix 1 – Council Diary April to December 2018

## **10. REPORT AUTHOR DETAILS**

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