

## Summary Sheet

### Committee Name and Date of Committee Meeting

Council – 26 February 2020

### Report Title

Calendar of Council and Committee Meetings for the 2020-21 Municipal Year

### Is this a Key Decision and has it been included on the Forward Plan?

No

### Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

### Report Author(s)

James McLaughlin, Head of Democratic Services  
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### Ward(s) Affected

All

### Summary

The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.

### Recommendation

That the Calendar of Meetings for the 2020-21 municipal year be approved.

### List of Appendices Included

Appendix 1 Draft Calendar of Meetings 2020-21

### Background Papers

None

### Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

### Council Approval Required

Yes

### Exempt from the Press and Public

No

## **Calendar of Council and Committee Meetings for the 2020-21 Municipal Year**

### **1. Background**

- 1.1 The calendar of Council and committee meetings for the 2020-21 municipal year is presented for adoption.

### **2. Key Issues**

- 2.1 The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.
- 2.2 In making the amendment to the Constitution, the Council stipulated that there should be an Annual Meeting, a Budget Council meeting and a minimum of six ordinary Council meetings per year. The proposed schedule of meetings meets that requirement.

### **3. Timetable and Accountability for Implementing this Decision**

- 3.1 The determination of the Calendar of Council and Committee Meetings for the ensuing municipal year is a matter for the Council.
- 3.2 The Head of Democratic Services will be responsible for the implementation of the calendar and production of the Council Yearbook and Diary.

### **4. Financial and Procurement Implications**

- 4.1 There are no direct financial or procurement implications associated with this report.

### **5. Legal Implications**

- 5.1 There are no direct legal implications associated with this report.

### **6. Human Resources Implications**

- 6.1 There are no direct human resources implications associated with this report.

### **7. Implications for Children and Young People and Vulnerable Adults**

- 7.1 There are no direct implications for children and young people and vulnerable adults associated with this report.

### **8. Equalities and Human Rights Implications**

- 8.1 There are no direct equalities or human rights implications associated with this report.

## **9. Implications for Partners**

9.1 There are no direct implications for partners arising from this report.

## **10. Risks and Mitigation**

10.1 There are no risks directly associated with this report.

## **11. Accountable Officer(s)**

James McLaughlin, Head of Democratic Services