
NORTH AYRSHIRE COUNCIL

23 September 2020

North Ayrshire Council

Title: Committee Timetable 2021

Purpose: To present a proposed committee timetable for 2021, for consideration by the Council.

Recommendation: That the Council agrees (a) to approve the committee timetable for 2020 set out in Appendix 1; (b) to note (i) that the dates for meetings referred to at Section 2 are subject to confirmation separately, in addition to those for any ad hoc committees and Special Meetings which may be required over the course of the year and (ii) assumptions about the likely format of meetings, as set out at Section 2.6.

1. Executive Summary

- 1.1 The current committee timetable was approved by the Council in September 2019.
- 1.2 A draft 2021 timetable has been prepared on the basis of a similar pattern of meetings, amended to accommodate an election recess period for the 2021 Scottish Parliamentary elections in May.

2. Background

- 2.1 The proposed committee timetable for 2021 is set out at Appendix 1.
- 2.2 The draft has been prepared around the principle of a six-week cycle of meetings, with recess periods for Easter, the Scottish Parliamentary Elections, Summer, October and Winter.
- 2.3 Dates for the undernoted will be set by the committees/board in question and will be the subject of separate notification:
 - Locality Planning Partnerships;
 - Ayrshire Regional Economic Joint Committee (and sub-committee/Partnership Board);
 - Ayrshire Shared Services Joint Committee
 - Integration Joint Board and IJB Performance and Audit Committee; and
 - Community Planning Partnership Board.

- 2.4 In addition, meetings of the Education Appeals Committee, Council (Planning), Local Development Plan Committee and Staffing and Recruitment Committee will take place on an ad hoc basis, as required. From time to time, Special Meetings of the Council or its committees may also require to be called.
- 2.5 The provisional date of the Special Meeting of Council for the Budget is included in the draft timetable. Arrangements for this meeting will be confirmed when the Scottish Parliament budget-setting timetable is known. Similarly, the date of the September meeting of the Audit and Scrutiny Committee will require to be confirmed following discussion with the Council's external auditors.
- 2.6 In terms of the format of meetings of the Council and its committees, on basis of the Scottish Government's Routemap and health and safety risk assessment, remote working remains the default position for those who can do so. This will continue to be the case until the end of Phase 4 of the Routemap, when either a vaccine has been rolled out or there is no longer any significant risk from COVID-19. It is, therefore, likely that Council and committee meetings will continue to take place by remote access for the earlier part of 2021. Thereafter, the new Public-i hardware (which is currently being installed but will not be operational immediately) will allow hybrid (both physical and remote) access to meetings. This will be of particular benefit to Members unable to access meetings due to weather or transport/ferry difficulties. The exact timing of the move from remote to hybrid will be dependent on Scottish Government guidance

3. Proposals

3.1 The Council is invited to:

- (a) approve the committee timetable for 2020 set out in Appendix 1; and
- (b) note (i) that the dates for the committees/boards referred to at Section 2 are subject to confirmation separately, in addition to those for any ad hoc committees and Special Meetings which may be required over the course of the year and (ii) assumptions about the likely format of meetings, as set out at Section 2.6.

4. Implications/Socio-economic Duty

Financial

4.1 None arising from this report.

Human Resources

4.2 None arising from this report.

Legal

4.3 None arising from this report.

Equality/Socio-economic

4.4 None arising from this report.

Environmental and Sustainability

4.5 None arising from this report.

Key Priorities

4.6 None arising from this report.

Community Wealth Building

4.7 None arising from this report.

5. Consultation

- 5.1 Political Group Leaders, Independent Members and Executive Directors have been consulted on the proposed timetable of meetings.
- 5.2 The draft timetable has been revised to take into account Elected Member feedback in respect of the May meeting of Cabinet.
- 5.3 Provisional dates for meetings of the IJB and IJB PAC have been amended in light of feedback from the IJB Chair and the Director (Health and Social Care Partnership). These dates will be subject to consideration by the IJB.

Craig Hatton
Chief Executive

For further information please contact Melanie Anderson, Senior Manager (Committee and Member Services), on Tel: 01294 324131.

Background Papers

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Draft Committee Timetable January - December 2021

Based on Six 6-Weekly Cycles, with 2 weeks of Easter Recess, 2 Weeks of Election Recess and 7-week Summer Recess

Meeting Cycle 1

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
4 January		Public Holiday	11.00 a.m. Audit & Scrutiny Pre-Agenda		10.00 a.m. Policy Advisory Panel	
11 January	1		10.00 a.m. Audit & Scrutiny	10.00 a.m. Licensing	10.00 a.m. IJB Budget Briefing TBC	
18 January	2		2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Appeals (if required)	
25 January	3		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning 2.30 p.m. LRB		
1 February	4	NHS Board (for info) TBC	10.00 a.m. IJB Pre-Agenda TBC		10.00 a.m. Policy Advisory Panel	
8 February	5		2.00 p.m. Police & Fire & Rescue	10.00 a.m. Licensing	10.00 a.m. Integration Joint Board TBC	
15 February	6	1.00 p.m. Council Pre-Meeting	2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Council	10.00 a.m. Appeals (if required)	

Meeting Cycle 2

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
22 February	1		2.30 p.m. Cabinet	2.00 p.m. Special Council (Budget) (TBC)	2.00 p.m. Planning 2.30 p.m. LRB	
1 March	2	1.00 p.m. Council Pre-Meeting	11.00 a.m. Audit & Scrutiny Pre-Agenda		10.00 a.m. Policy Advisory Panel	10.00 a.m. IJB PAC TBC
8 March	3		10.00 a.m. Audit and Scrutiny 2.00 p.m. IJB Pre-Agenda TBC	10.00 a.m. Licensing		10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
15 March	4		2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Integration Joint Board TBC	
22 March	5		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning 2.30 p.m. LRB	10.00 a.m. Appeals (if required)	
29 March	6	NHS Board (for info) TBC 1.00 p.m. Council Pre-Meeting		2.00 p.m. Council	10.00 a.m. Policy Advisory Panel	Public Holiday
5 April		Public Holiday		Easter Recess		
12 April						

Meeting Cycle 3

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
19 April	1		2.30 p.m. Cabinet Pre-Agenda	10.00 a.m. Licensing		
26 April	2		2.30 p.m. Cabinet		10.00 a.m. Appeals (if required)	10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
3 May		Public Holiday	10.00 a.m. IJB Pre-Agenda TBC	Election Recess	Scottish Parliamentary Election	
10 May					10.00 a.m. Integration Joint Board TBC	
17 May	3	2.00 p.m. Police & Fire & Rescue		2.00 p.m. Planning 2.30 p.m. LRB		
24 May	4	NHS Board (for info) TBC	11.00 a.m. Audit & Scrutiny Pre-Agenda		10.00 a.m. Policy Advisory Panel	
31 May	5		10.00 a.m. Audit and Scrutiny	10.00 a.m. Licensing	10.00 a.m. Appeals (if required)	10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
7 June	6	1.00 p.m. Council Pre-Meeting	10.00 a.m. IJB Pre-Agenda TBC 2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Council		

Meeting Cycle 4

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
14 June	1		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning 2.30 p.m. LRB	10.00 a.m. Integration Joint Board TBC	
21 June	2	NHS Board (for info) TBC 1.00 p.m. Council Pre-Meeting		2.00 p.m. Special Council (accounts)	10.00 a.m. Appeals (if required)	10.00 a.m. IJB PAC
28 June						
5 July						
12 July						
19 July				Summer Recess		
26 July						
2 August						
9 August					10.00 a.m. Policy Advisory Panel	
16 August	3	NHS Board (for info) TBC	10.00 a.m. IJB Pre-Agenda TBC 2.00 p.m. Police & Fire & Rescue	10.00 a.m. Licensing	10.00 a.m. Appeals (if required)	
23 August	4		2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Integration Joint Board TBC	
30 August	5		2.30 p.m. Cabinet	2.00 p.m. Planning 2.30 p.m. LRB		10.00 a.m. IJB PAC 10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
6 September	6	1.00 p.m. Council Pre-Meeting	11.00 a.m. Audit & Scrutiny Pre-Agenda	2.00 p.m. Council	10.00 a.m. Policy Advisory Panel	

Meeting Cycle 5

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
13 September	1		10.00 a.m. Audit and Scrutiny (TBC) 2.00 p.m. IJB Pre-Agenda TBC	10.00 a.m. Licensing	10.00 a.m. Appeals (if required)	
20 September	2	Public Holiday	2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Integration Joint Board TBC	
27 September	3		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning 2.30 p.m. LRB		
4 October	4	NHS Board (TBC)			10.00 a.m. Policy Advisory Panel	
11 October			10.00 a.m. IJB Pre-Agenda TBC	October Recess		
18 October	5			10.00 a.m. Licensing	10.00 a.m. Integration Joint Board TBC	
25 October	6	1.00 p.m. Council Pre-Meeting	2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Council	10.00 a.m. Appeals (if required)	

Meeting Cycle 6

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 November	1		2.30 p.m. Cabinet	2.00 p.m. Planning 2.30 p.m. LRB		10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
8 November	2		10.00 a.m. IJB Pre-Agenda TBC 11.00 a.m. Audit & Scrutiny Pre-Agenda		10.00 a.m. Policy Advisory Panel	
15 November	3	2.00 p.m. Police & Fire & Rescue	10.00 a.m. Audit and Scrutiny	10.00 a.m. Licensing	10.00 a.m. Integration Joint Board TBC	
22 November	4		2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Appeals (if required)	10.00 a.m. IJB PAC TBC
29 November	5	NHS Board (for info) TBC	2.30 p.m. Cabinet (Education)	2.00 p.m. Planning 2.30 p.m. LRB		10.00 a.m. Ayrshire Shared Services Joint Cttee TBC
6 December	6	1.00 p.m. Council Pre-Meeting	10.00 a.m. IJB Pre-Agenda TBC	2.00 p.m. Council		
13 December					10.00 a.m. Integration Joint Board TBC	
20 December				Winter Recess		
27 December						

To be added – Ayrshire Regional Economic Joint Committee and Partnership Board (dates to be advised) and any ad hoc meetings including Education Appeals, Staffing and Recruitment, Local Development Plan Committee and Council (Planning)