
NORTH AYRSHIRE COUNCIL

13 September 2023

North Ayrshire Council

Title: Committee Timetable 2024

Purpose: To invite the Council to consider a timetable of meetings of the Council and its committees for the period from January – December 2024

Recommendation: That the Council agrees:

- (a) to approve the draft committee timetable set out at Appendix 1; and
 - (b) to note that arrangements for Locality Partnership meetings and any ad hoc or Special Meetings will be intimated separately to Members
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1. Executive Summary

1.1 The Council sets a timetable of committee meetings for each calendar year. The appendix to this report proposes a timetable for 2024.

2. Background

2.1 The proposed timetable of meetings set out at Appendix 1 incorporates six-weekly meetings of the Council, as well as Cabinet, standing committees of the Council and meetings of the Policy Advisory Board.

2.2 Recess periods have been included for Easter, Summer, October and Christmas. Any further recess required as the result of an electoral event will be added in due course and any Council/committee meetings rescheduled as necessary.

2.3 Dates for the Integration Joint Board (and IJB PAC) are provisional, to be formally agreed by the IJB. An indicative date for the Special Meeting of Council to consider the budget is included for information only at this stage, with arrangements to be finalised in due course.

2.4 The proposed timetable does not include the following meetings which will be intimated separately to Members:

- the Ayrshire Regional Economic Joint Committee (and Partnership Board) and the Ayrshire Shared Services Joint Committee, which set their own meeting dates.

- the six Locality Partnerships, which take place in the early evening on a quarterly basis;
- the Local Development Plan Committee, Staffing and Recruitment Committee, Education Appeal Committee, Appeals Committee and Special Council (Planning), which meet on an ad hoc basis, as required;
- any Special Meetings of the Council and its committees which may be required, including meetings to consider Cabinet Call In requests
- any meetings of the 1st Tier Joint Consultative Committee, which sets its own meetings calendar

3. Proposals

3.1 The Council is invited:

- (a) to approve the draft committee timetable for 2024 set out at Appendix 1; and
- (b) note that arrangements for Locality Partnership meetings, joint committees and any ad hoc or Special Meetings will be intimated separately to Members.

4. Implications/Socio-economic Duty

Financial

4.1 None arising from the recommendations of this report.

Human Resources

4.2 None arising from the recommendations of this report.

Legal

4.3 None arising from the recommendations of this report.

Equality/Socio-economic

4.4 None arising from the recommendations of this report.

Climate Change and Carbon

4.5 None arising from the recommendations of this report.

Key Priorities

4.6 None arising from the recommendations of this report.

Community Wealth Building

4.7 None arising from the recommendations of this report.

5. Consultation

- 5.1 Group Leaders and Independent Members have been consulted on the proposed timetable.
- 5.2 Consultation has also taken place with Services of the Council on the proposed meeting dates. In particular, efforts have been made to ensure that the timing of relevant meetings of the Cabinet, Audit and Scrutiny and Council align as far as possible with accounting period requirements.

Craig Hatton
Chief Executive

For further information please contact **Melanie Anderson, Senior Manager (Committee and Member Services)**, on **01294 324131/melanieanderson@north-ayrshire.gov.uk**.

Background Papers

None

Draft Committee Timetable January – December 2024

Meeting Cycle 1

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 January		Public Holiday	Public Holiday	Recess	Recess	Recess
8 January	1			2.00 p.m. Licensing Committee		
15 January	2		2.30 p.m. Cabinet Pre-Agenda		2.00 p.m. Audit & Scrutiny Pre-Agenda	
22 January	3		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	10.00 a.m. Audit & Scrutiny	
29 January	4		10.00 a.m. Policy Advisory Panel		10.00 a.m. Appeals Committee (if required)	
5 February	5		2.30 p.m. Cabinet Pre-Agenda*	2.00 p.m. Licensing Committee	10.00 a.m. IJB (TBC)	
12 February	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council		

*Provisional – brought forward a week to avoid full Council week

Meeting Cycle 2

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
19 February	1		2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body		
26 February	2	2.00 p.m. Police & Fire & Rescue Committee		2.00 p.m. Special Council (Budget) TBC	10.00 a.m. Appeals Committee (if required)	10.00 a.m. IJB PAC (TBC)
4 March	3					
11 March	4		2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Licensing Committee	10.00 a.m. IJB (TBC) 2.00 p.m. Audit & Scrutiny Pre-Agenda	
18 March	5		2.30 p.m. Cabinet (Education)	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	10.00 a.m. Audit & Scrutiny	
25 March	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council	10.00 a.m. Appeals Committee (if required)	Good Friday
1 April		Easter Monday Public Holiday & Expected School Hols	Easter Recess & Expected School Hols	Easter Recess/ & Expected School Hols	Easter Recess & Expected School Hols	Easter Recess & Expected School Hols

Meeting Cycle 3

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
8 April	1	<i>(Expected School Hols)</i>	10.00 a.m. Policy Advisory Panel	<i>(Expected School Hols)</i> 2.00 p.m. Licensing Committee	<i>(Expected School Hols)</i>	<i>(Expected School Hols)</i>
15 April	2					
22 April	3		2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body		
29 April	4		2.30 p.m. Cabinet		10.00 a.m. Appeals Committee (if required)	
6 May	5	Public Holiday		2.00 p.m. Licensing Committee	10.00 a.m. IJB (TBC)	
13 May	6	1.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council		

Meeting Cycle 4

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
20 May	1	2.00 p.m. Police & Fire & Rescue Committee		2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	2.00 p.m. Audit & Scrutiny Pre-Agenda	
27 May	2		2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. Audit & Scrutiny	
3 June	3		2.30 Cabinet (Education)	2.00 p.m. Licensing Committee	10.00 a.m. Appeals Committee (if required)	
10 June	4	2.00 p.m. Police & Fire & Rescue Committee			10.00 a.m. IJB (TBC)	
17 June	5			2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body		10.00 a.m. IJB PAC (TBC)
24 June	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council		

Meeting Cycle 5

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 July						
8 July						
15 July				Summer Recess Period & Expected School Hols		
22 July						
29 July						
5 August						
12 August	1	(Expected School Hols)	(Expected School Hols)	(Expected School Hols) 2.00 p.m. Licensing Committee	(Expected School Hols) 10.00 a.m. Appeals Committee (if required)	(Expected School Hols)
19 August	2	2.00 p.m. Police & Fire & Rescue Committee	2.30 p.m. Cabinet Pre-Agenda		10.00 a.m. IJB (TBC) 2.00 p.m. Audit & Scrutiny Pre-Agenda	
26 August	3		2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	10.00 a.m. Audit & Scrutiny	10.00 a.m. IJB PAC (TBC)
2 September	4					
9 September	5		10.00 a.m. Policy Advisory Panel	2.00 p.m. Licensing Committee	10.00 a.m. Appeals Committee (if required)	
16 September	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council	10.00 a.m. IJB (TBC)	

Meeting Cycle 6

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
23 September	1	Public Holiday (provisional)	2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	10.00 a.m. Special Audit & Scrutiny (if required)	
30 September	2		2.30 p.m. Cabinet (Education)			
7 October	3				10.00 a.m. IJB (TBC)	
14 October				October Recess & Expected School Hols		
21 October	4		2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Licensing Committee	10.00 a.m. Appeals Committee (if required) 2.00 p.m. Audit & Scrutiny Pre-Agenda	
28 October	5		2.30 p.m. Cabinet	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body	10.00 a.m. Audit & Scrutiny	
4 November	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council		

Meeting Cycle 7

Week Beginning	Week	Monday	Tuesday	Wednesday	Thursday	Friday
11 November	1		10.00 a.m. Policy Advisory Panel		10.00 a.m. IJB (TBC)	
18 November	2	2.00 p.m. Police & Fire & Rescue Committee		2.00 p.m. Licensing Committee	10.00 a.m. Appeals Committee (if required)	
25 November	3		2.30 p.m. Cabinet Pre-Agenda	2.00 p.m. Planning Committee 2.15 p.m.* Local Review Body		
2 December	4		2.30 p.m. Cabinet (Education)			
9 December	5				10.00 a.m. IJB (TBC)	
16 December	6	2.00 p.m. Council Pre-Meeting (Provost & Group Leaders)		2.00 p.m. Council		10.00 a.m. IJB (TBC)
23 December				Winter Recess & Expected School Hols		
30 December						