

**South Ayrshire Council**

**Report by Head of Legal and Regulatory Services  
to South Ayrshire Council  
of 15 December 2022**

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**Subject:      Schedule of Meetings**

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**1.      Purpose**

1.1      The purpose of this report is to submit for approval a proposed timetable of Panel meetings from August 2023 to June 2024.

**2.      Recommendation**

**2.1      It is recommended that the Council:**

**2.1.1      approves the timetable of Council and Panel meetings from August 2023 to June 2024 as detailed in [Appendix 1](#);**

**2.1.2      approves the proposed changes as outlined in [Appendix 2](#) (marked in bold text); and**

**2.1.3      requests the Head of Legal and Regulatory Services to submit a timetable of meetings from August 2024 onwards to a future meeting of the Council.**

**3.      Background**

3.1      The Council is required to set a timetable of meetings for itself and its Panels.

**4.      Proposals**

4.1      The Council is asked to consider for approval the proposed timetable of meetings contained in [Appendix 1](#). This has been prepared in accordance with the current Scheme of Delegation, previous practice in relation to frequency of meetings, and taking account of school holidays where appropriate.

4.2      The Council is also requested to approve changes to meetings scheduled for Week 8 2023 as detailed in [Appendix 2](#) (marked in bold text)..

**5.      Legal and Procurement Implications**

5.1      The contents of this report are in compliance with the provision of the Local Government (Scotland) Act 1973, as amended.

5.2      There are no procurement implications arising from this report.

## **6. Financial Implications**

6.1 Minimal costs for attending meetings, etc, can be met from existing budget.

## **7. Human Resources Implications**

7.1 Not applicable.

## **8. Risk**

### **8.1 *Risk Implications of Adopting the Recommendations***

8.1.1 There are no risks associated with adopting the recommendations.

### **8.2 *Risk Implications of Rejecting the Recommendations***

8.2.1 In the absence of an approved timetable, the Council will be unable to undertake its business efficiently.

## **9. Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 3](#).

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

## **11. Options Appraisal**

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

## **12. Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

## **13. Results of Consultation**

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, and the contents of this report reflect any feedback provided.

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## 14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Head of Legal and Regulatory Services will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Publish the meeting timetable	23 December 2022	Service Lead – Democratic Governance

**Background Papers**    [Scheme of Delegation](#)

**Person to Contact**    **Catriona Caves, Head of Legal and Regulatory Services**  
**County Buildings, Wellington Square, Ayr, KA7 1DR**  
**Phone 01292 612556**  
**E-mail [catriona.caves@south-ayrshire.gov.uk](mailto:catriona.caves@south-ayrshire.gov.uk)**

**Date: 5 December 2022**

## Proposed Schedule of Meetings

### August 2023 to June 2024

<b>2023</b>			
<b>Week 1</b>			
Tuesday 22 August	10.00 am	Service and Performance Panel	
Tuesday 22 August	2.00 pm	Local Review Body	
Wednesday 23 August	10.00 am	Licensing Board	
<b>Week 2</b>			
Tuesday 29 August	10.00 am	Cabinet	
Thursday 31 August	10.00 am	Regulatory Panel – Licensing	
<b>Week 3</b>			
Wednesday 6 September	10.00 am	Audit and Governance Panel	
<b>Week 4</b>			
Tuesday 12 September	2.00 pm	Local Review Body	
Wednesday 13 September	10.00 am	Appeals Panel	
Thursday 14 September	10.00 am	Regulatory Panel - Planning	
<b>Friday 15 and Monday 18 September 2023 - Public Holidays</b>			
<b>Week 5</b>			
Tuesday 19 September	10.00 am	Service and Performance Panel	
Wednesday 20 September	10.00 am	Partnerships Panel	
Thursday 21 September	10.00 am	Licensing Board	
<b>Week 6</b>			
Tuesday 26 September	10.00 am	Cabinet (Education)	
Thursday 28 September	10.00 am	Regulatory Panel – Licensing	
<b>Week 7</b>			
Tuesday 3 October	2.00 pm	Local Review Body	
Wednesday 4 October	10.00 am	Audit and Governance Panel	
<b>Week 8</b>			
Tuesday 10 October	10.00 am	Appeals Panel	
Wednesday 11 October	10.00 am	Regulatory Panel - Planning	
Thursday 12 October	10.00 am	South Ayrshire Council	
<b>Recess</b> - Schools Close on Friday 13 October 2023 and re-open on Monday 23 October 2023 (in-service day) and Tuesday 24 October 2023 (pupils)			

<b>2023</b>			
<b>Week 1</b>			
Tuesday 24 October	10.00 am	Service and Performance Panel	
Tuesday 24 October	2.00 pm	Local Review Body	
Thursday 26 October	10.00 am	Licensing Board	
<b>Week 2</b>			
Tuesday 31 October	10.00 am	Cabinet	
Thursday 2 November	10.00 am	Regulatory Panel – Licensing	
<b>Week 3</b>			
Wednesday 8 November	10.00 am	Audit and Governance Panel	
<b>Week 4</b>			
Tuesday 14 November	2.00 pm	Local Review Body	
Wednesday 15 November	10.00 am	Appeals Panel	
Thursday 16 November	10.00 am	Regulatory Panel - Planning	
<b>Week 5</b>			
Tuesday 21 November	10.00 am	Service and Performance Panel	
Wednesday 22 November	10.00 am	Partnerships Panel	
Thursday 23 November	10.00 am	Licensing Board	
<b>Week 6</b>			
Tuesday 28 November	10.00 am	Cabinet (Education)	
Thursday 30 November	10.00 am	Regulatory Panel – Licensing	
<b>Week 7</b>			
Tuesday 5 December	10.00 am	Appeals Panel	
Tuesday 5 December	2.00 pm	Local Review Body	
Wednesday 6 December	10.00 am	Audit and Governance Panel	
Wednesday 6 December	2.00 pm	Regulatory Panel - Planning	
Thursday 7 December	10.00 am	South Ayrshire Council	
<p><b>Recess</b> - Schools Close on Friday 22 December 2023 and re-open on Monday 8 January 2024</p>			

<b>2024</b>			
<b>Week 1</b>			
Tuesday 9 January	10.00 am	Service and Performance Panel	
Tuesday 9 January	2.00 pm	Local Review Body	
Thursday 11 January	10.00 am	Licensing Board	
<b>Week 2</b>			
Tuesday 16 January	10.00 am	Cabinet	
Thursday 18 January	10.00 am	Regulatory Panel – Licensing	
<b>Week 3</b>			
Wednesday 24 January	10.00 am	Audit and Governance Panel	
<b>Week 4</b>			
Tuesday 30 January	2.00 pm	Local Review Body	
Wednesday 31 January	10.00 am	Appeals Panel	
Thursday 1 February	10.00 am	Regulatory Panel - Planning	
<b>Week 5</b>			
Tuesday 6 February	10.00 am	Service and Performance Panel	
Wednesday 7 February	10.00 am	Partnerships Panel	
Thursday 8 February	10.00 am	Licensing Board	
<i>Schools Close on Thursday 8 February 2024 and re-open on Tuesday 13 February 2024 (in-service day) Wednesday 14 February 2024 (pupils return)</i>			
<b>Week 6</b>			
Wednesday 14 February	10.00 am	Cabinet (Education)	
Thursday 15 February	10.00 am	Regulatory Panel - Licensing	
<b>Week 7</b>			
Tuesday 20 February	2.00 pm	Local Review Body	
Thursday 22 February	10.00 am	Audit and Governance Panel	
<b>Week 8</b>			
Tuesday 27 February	10.00 am	Appeals Panel	
Wednesday 28 February	10.00 am	Regulatory Panel - Planning	
Thursday 29 February	10.00 am	South Ayrshire Council	
<b>Week 1</b>			
Tuesday 5 March	10.00 am	Service and Performance Panel	
Thursday 7 March	10.00 am	Licensing Board	

<b>2024</b>			
<b>Week 2</b>			
Tuesday 12 March	10.00 am	Cabinet	
Tuesday 12 March	2.00 pm	Local Review Body	
Thursday 14 March	10.00 am	Regulatory Panel – Licensing	
<b>Week 3</b>			
Wednesday 20 March	10.00 am	Audit and Governance Panel	
<b>Recess</b> - Schools close on Friday 22 March 2024 and re-open on Monday 8 April 2024			
<b>Friday 29 March 2024 – Public Holiday</b>			
<b>Monday 1 April 2024 – Public Holiday</b>			
<b>Week 4</b>			
Wednesday 10 April	10.00 am	Appeals Panel	
Thursday 11 April	10.00 am	Regulatory Panel - Planning	
<b>Week 5</b>			
Tuesday 16 April	10.00 am	Service and Performance Panel	
Tuesday 16 April	2.00 pm	Local Review Body	
Wednesday 17 April	10.00 am	Partnerships Panel	
Thursday 18 April	10.00 am	Licensing Board	
<b>Week 6</b>			
Tuesday 23 April	10.00 am	Cabinet (Education)	
Thursday 25 April	10.00 am	Regulatory Panel - Licensing	
<b>Week 7</b>			
Wednesday 1 May	10.00 am	Audit and Governance Panel	
<b>Monday 6 May 2024 – Public Holiday</b>			
<b>Week 8</b>			
Tuesday 7 May	2.00 pm	Local Review Body	
Wednesday 8 May	10.00 am	Appeals Panel	
Thursday 9 May	10.00 am	Regulatory Panel - Planning	
<b>Week 1</b>			
Tuesday 14 May	10.00 am	Service and Performance Panel	
Thursday 16 May	10.00 am	Licensing Board	
<b>Week 2</b>			
Tuesday 21 May	10.00 am	Cabinet	
Thursday 23 May	10.00 am	Regulatory Panel - Licensing	
<b>Monday 27 May 2024 – Public Holiday</b>			

<b>2024</b>			
<b>Week 3</b>			
Tuesday 28 May	2.00 pm	Local Review Body	
Wednesday 29 May	10.00 am	Audit and Governance Panel	
<b>Week 4</b>			
Wednesday 5 June	10.00 am	Appeals Panel	
Thursday 6 June	10.00 am	Regulatory Panel - Planning	
<b>Week 5</b>			
Tuesday 11 June	10.00 am	Service and Performance Panel	
Wednesday 12 June	10.00 am	Partnerships Panel	
Thursday 13 June	10.00 am	Licensing Board	
<b>Week 6</b>			
Tuesday 18 June	10.00 am	Cabinet (Education)	
Tuesday 18 June	2.00 pm	Local Review Body	
Thursday 19 June	10.00 am	Regulatory Panel - Licensing	
<b>Week 7</b>			
Tuesday 25 June	10.00 am	Regulatory Panel - Planning	
Wednesday 26 June	10.00 am	Audit and Governance Panel	
Thursday 27 June	10.00 am	South Ayrshire Council	
<p><b>Recess</b></p> <p><i>Schools close on Friday 28 June 2024 and re-open on Thursday 15 August and Friday 16 August 2024 (in-service days) and Monday 19 August 2024 (pupils)</i></p>			



## Proposed Changes to Schedule of Meetings

### Week 8 2023

Week 8			
<del>Wednesday 1 March</del> Tuesday 28 February	10.00 am	Regulatory Panel - Planning	
Tuesday 28 February	<del>10.00 am</del> 2.00 pm	Appeals Panel	
<del>Thursday 2</del> Wednesday 1 March	10.00 am	South Ayrshire Council	

## South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

### 1. Policy details

Policy Title	Schedule of Meetings
Lead Officer (Name/Position/Email)	Wynne Carlaw, Service Lead – Democratic Governance – wynne.carlaw@south-ayrshire.gov.uk

**2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	-	-
Disability	-	-
Gender Reassignment (Trans/Transgender Identity)	-	-
Marriage or Civil Partnership	-	-
Pregnancy and Maternity	-	-
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	-	-
Religion or Belief (including lack of belief)	-	-
Sex – (issues specific to women & men or girls & boys)	-	-
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	-	-

**3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.**

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent's education, employment and income	-	-

**4. Do you have evidence or reason to believe that the policy will support the Council to:**

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	Low
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Low
<b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low
Increase participation of particular communities or groups in public life	Low
Improve the health and wellbeing of particular communities or groups	Low
Promote the human rights of particular communities or groups	Low
Tackle deprivation faced by particular communities or groups	Low

**5. Summary Assessment**

Is a full Equality Impact Assessment required?	<input checked="" type="checkbox"/> <b>YES</b>
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