

South Ayrshire Council

Report by Head of Legal and Regulatory Services to South Ayrshire Council of 29 June 2023

Subject: Schedule of Meetings

1. **Purpose**

- 1.1 The purpose of this report is to submit for approval a proposed timetable of meetings from August 2024 to June 2025 and amend the frequency of meetings of the Local Review Body.

2. **Recommendation**

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

- 2.1.1 **approves the timetable of Council, Cabinet and Panel meetings from August 2024 to June 2025 as detailed in [Appendix 1](#);**
- 2.1.2 **approves the proposed changes to meetings of the Local Review Body 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 2025 onwards to a future meeting of the Council.**

3. **Background**

- 3.1 The Council is required to set a timetable of meetings for itself, Cabinet and Panels.
- 3.2 Members of the Local Review Body have requested that the frequency of meetings be changed from 3-weekly to 4-weekly.

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 of the Local Review Body from October 2023 to June 2024 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 Priority 4 of the Council Plan: Efficient and effective enabling services.

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.

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	7 July 2023	Service Lead – Democratic Governance

Background Papers [Scheme of Delegation](#)

Person to Contact **Catriona Caves, Head of Legal and Regulatory Services**
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Date: 16 June 2023

Proposed Schedule of Meetings

August 2024 to June 2025

2024			
Schools re-open Thursday 15 August and Friday 16 August 2024 (in-service days) and Monday 19 August (pupils)			
Week 1			
Tuesday 20 August	10.00 am	Service and Partnerships Performance Panel	
Wednesday 21 August	10.00 am	Licensing Board	
Week 2			
Tuesday 27 August	10.00 am	Cabinet	
Thursday 29 August	10.00 am	Regulatory Panel – Licensing	
Week 3			
Tuesday 3 September	2.00 pm	Local Review Body	
Wednesday 4 September	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 11 September	10.00 am	Appeals Panel	
Thursday 12 September	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 17 September	10.00 am	Service and Partnerships Performance Panel	
Thursday 19 September	10.00 am	Licensing Board	
Friday 20 and Monday 23 September 2024 - Public Holidays			
Week 6			
Wednesday 25 September	10.00 am	Cabinet (Education)	
Thursday 26 September	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 1 October	2.00 pm	Local Review Body	
Wednesday 2 October	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 8 October	10.00 am	Appeals Panel	
Wednesday 9 October	10.00 am	Regulatory Panel - Planning	
Thursday 10 October	10.00 am	South Ayrshire Council	
Recess - Schools Close on Friday 11 October 2024 and re-open on Monday 21 October 2024 (in-service day) and Tuesday 22 October 2024 (pupils)			

2024			
Week 1			
Tuesday 22 October	10.00 am	Service and Partnerships Performance Panel	
Thursday 24 October	10.00 am	Licensing Board	
Week 2			
Tuesday 29 October	10.00 am	Cabinet	
Thursday 31 October	10.00 am	Regulatory Panel – Licensing	
Week 3			
Tuesday 5 November	2.00 pm	Local Review Body	
Wednesday 6 November	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 13 November	10.00 am	Appeals Panel	
Thursday 14 November	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 19 November	10.00 am	Service and Partnerships Performance Panel	
Thursday 21 November	10.00 am	Licensing Board	
Week 6			
Tuesday 26 November	10.00 am	Cabinet (Education)	
Thursday 28 November	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 3 December	2.00 pm	Local Review Body	
Wednesday 4 December	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 10 December	10.00 am	Appeals Panel	
Wednesday 11 December	10.00 am	Regulatory Panel - Planning	
Thursday 12 December	10.00 am	South Ayrshire Council	
<p>Recess - Schools Close on Friday 20 December 2024 and re-open on Monday 6 January 2025</p>			

2025			
Week 1			
Tuesday 14 January	10.00 am	Service and Partnerships Performance Panel	
Thursday 16 January	10.00 am	Licensing Board	
Week 2			
Tuesday 21 January	10.00 am	Cabinet	
Thursday 23 January	10.00 am	Regulatory Panel – Licensing	
Week 3			
Tuesday 28 January	2.00 pm	Local Review Body	
Wednesday 29 January	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 5 February	10.00 am	Appeals Panel	
Thursday 6 February	10.00 am	Regulatory Panel - Planning	
<i>Schools Close on Friday 7 February 2025 and re-open on Tuesday 11 February 2025 (in-service day) Wednesday 12 February 2025 (pupils return)</i>			
Week 5			
Tuesday 11 February	10.00 am	Service and Partnerships Performance Panel	
Thursday 13 February	10.00 am	Licensing Board	
Week 6			
Tuesday 18 February	10.00 am	Cabinet (Education)	
Thursday 20 February	10.00 am	Regulatory Panel - Licensing	
Week 7			
Tuesday 25 February	2.00 pm	Local Review Body	
Wednesday 26 February	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 4 March	10.00 am	Appeals Panel	
Wednesday 5 March	10.00 am	Regulatory Panel - Planning	
Thursday 6 March	10.00 am	South Ayrshire Council	
Week 1			
Tuesday 11 March	10.00 am	Service and Partnerships Performance Panel	
Thursday 13 March	10.00 am	Licensing Board	
Week 2			
Tuesday 18 March	10.00 am	Cabinet	
Thursday 20 March	10.00 am	Regulatory Panel – Licensing	

2025			
Week 3			
Tuesday 25 March	2.00 pm	Local Review Body	
Wednesday 26 March	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 2 April	10.00 am	Appeals Panel	
Thursday 3 April	10.00 am	Regulatory Panel - Planning	
Recess - Schools close on Friday 4 April 2025 and re-open on Tuesday 22 April 2025			
Friday 18 April 2025 – Public Holiday			
Monday 21 April 2025 – Public Holiday			
Week 5			
Tuesday 22 April	10.00 am	Service and Partnerships Performance Panel	
Thursday 24 April	10.00 am	Licensing Board	
Week 6			
Tuesday 29 April	10.00 am	Cabinet (Education)	
Thursday 1 May	10.00 am	Regulatory Panel - Licensing	
Monday 5 May 2025 – Public Holiday			
Week 7			
Tuesday 6 May	2.00 pm	Local Review Body	
Wednesday 7 May	10.00 am	Audit and Governance Panel	
Week 8			
Wednesday 14 May	10.00 am	Appeals Panel	
Thursday 15 May	10.00 am	Regulatory Panel - Planning	
Week 1			
Tuesday 20 May	10.00 am	Service and Partnerships Performance Panel	
Thursday 22 May	10.00 am	Licensing Board	
Schools close on Friday 23 May 2025 and re-open on Tuesday 27 May 2025 (in-service day)			
Wednesday 28 May 2025 (pupils return)			
Monday 26 May 2025 – Public Holiday			

2025			
Week 2			
Wednesday 28 May	10.00 am	Cabinet	
Thursday 29 May	10.00 am	Regulatory Panel - Licensing	
Week 3			
Tuesday 3 June	2.00 pm	Local Review Body	
Wednesday 4 June	10.00 am	Audit and Governance Panel	
Thursday 5 June	10.00 a.m.	Regulatory Panel (Planning)	
Week 4			
Tuesday 10 June	10.00 am	Service and Partnerships Performance Panel	
Wednesday 11 June	10.00 am	Appeals Panel	
Thursday 12 June	10.00 am	Licensing Board	
Week 5			
Tuesday 17 June	10.00 am	Cabinet (Education)	
Thursday 19 June	10.00 am	Regulatory Panel - Licensing	
Week 6			
Tuesday 24 June	10.00 am	Regulatory Panel - Planning	
Tuesday 24 June	2.000 pm	Local Review Body	
Wednesday 25 June	10.00 am	Audit and Governance Panel	
Thursday 26 June	10.00 am	South Ayrshire Council	
Recess			
<i>Schools close on Friday 27 June 2025</i>			

Proposed Changes to Schedule of Meetings

Local Review Body

October 2023 to June 2024

Week 1			
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	
Week 3			
Tuesday 7 November	2.00 pm	Local Review Body	
Wednesday 8 November	10.00 am	Audit and Governance Panel	
2024			
Week 1			
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	
Week 3			
Tuesday 23 January	2.00 pm	Local Review Body	
Wednesday 24 January	10.00 am	Audit and Governance Panel	
Week 4			
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	
Week 2			
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	
2024			
Week 3			
Tuesday 19 March	2.00 pm	Local Review Body	
Wednesday 20 March	10.00 am	Audit and Governance Panel	
Week 5			
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	
Week 7			
Tuesday 30 April	2.00 pm	Local Review Body	
Wednesday 1 May	10.00 am	Audit and Governance Panel	
Week 8			
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	
Week 6			
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	
Week 7			
Tuesday 25 June	10.00 am	Regulatory Panel - Planning	
Tuesday 25 June	2.00 pm	Local Review Body	
Wednesday 26 June	10.00 am	Audit and Governance Panel	
Thursday 27 June	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)
Eliminate unlawful discrimination, harassment and victimisation	Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low
Foster good relations 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? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES NO
Rationale for decision: This report submits for approval a timetable of Council and Panel meetings from August 2024 to June 2025. Members' decision on this has no specific equality implications	
Signed : Catriona Caves	Head of Service
Date: 10 May 2023	