

South Ayrshire Council

**Report by Head of Legal and Regulatory Services
to South Ayrshire Council
of 7 December 2023**

Subject: Revised Schedule of Meetings

1. Purpose

1.1 The purpose of this report is to seek approval of revisions to the timetables of Council and Panel meetings for the period January 2024 to June 2025.

2. Recommendation

2.1 **It is recommended that the Council approves revisions to the timetables of Council and Panel meetings for the period January 2024 to June 2025 as detailed in para 4 below.**

3. Background

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

3.2 The timetable of Council and Panel meetings for the period August 2023 to June 2024 was approved by Council on 15 December 2022; and the timetable for the period August 2024 to June 2025 was approved by Council on 29 June 2023.

3.3 As a result of changes to the school holiday schedule, meetings of the Appeals Panel on 10 April and the Regulatory Panel – Planning on 11 April 2024 will now fall during the school holiday period.

3.4 At the Licensing Board on 23 November 2023, Members asked that the meeting scheduled for 21 November 2024 be deferred to December to allow the licensed trade a couple of weeks extra for reports on extended hours, 'occasionals', etc, in the festive season.

3.5 Recommended practice is that a separate Council meeting be set aside in February each year for the budget setting exercise, with a further meeting in early March for consideration of general Council business.

4. Proposals

4.1 In line with the Council's commitment that Panel meetings should not be held during school holidays, Members are asked to approve the undernoted revisions to the timetable of meetings for the period January to June 2024:

Current/

Current:

Week 4		
Wednesday 10 April	10.00 am	Appeals Panel
Thursday 11 April	10.00 am	Regulatory Panel - Planning

Proposed:

Week 4		
Wednesday 27 March	10.00 am	Appeals Panel
Thursday 28 March	10.00 am	Regulatory Panel - Planning

- 4.2 Members are also asked to approve the undernoted revision to the timetable of meetings for the period August to December 2024:

Current:

Week 5		
Thursday 21 November	10.00 am	Licensing Board

Proposed:

Week 7		
Thursday 5 December	10.00 am	Licensing Board

- 4.3 Members are also asked to approve the inclusion of additional Council meetings in the timetables of meetings as noted below:

2024 - Week 1		
Wednesday 6 March	10.00 am	South Ayrshire Council

2025 - Week 7		
Thursday 27 February	10.00 am	South Ayrshire Council

Subject to approval, the existing Council meeting on Thursday 26 February 2024 and the meeting on Thursday 27 February 2025 would be set aside for the budget setting exercise and financial papers, and the meeting on Wednesday 6 March 2024 and the existing meeting on Thursday 6 March 2025 for consideration of general Council business.

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 1](#).

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 Dowe, 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 Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Publish the updated meeting timetable	15 December 2023	Service Lead – Democratic Governance

Background Papers **Report to South Ayrshire Council of 15 December 2022 – [Schedule of Meetings](#)**

Report to South Ayrshire Council of 29 June 2023 – [Schedule of Meetings](#)

[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**

Date: 29 November 2023

**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	Revised 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)	-	-

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
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 revisions to the timetable of Council and Panel meetings for the period January to December 2024. Members' decision on this has no specific equality implications	
Signed : Wynne Carlaw Service Lead Date: 14 November 2023	