

South Ayrshire Council

**Report by Head of Legal, HR and Regulatory Services
to South Ayrshire Council
of 19 May 2022**

Subject: Schedule of Meetings

1. Purpose

- 1.1 The purpose of this report is to submit for approval a proposed timetable of Panel meetings for June 2022 and for August 2022 to June 2023.

2. Recommendation

2.1 It is recommended that the Council:

- 2.1.1 **approves the timetable of Council and Panel meetings for June 2022 as detailed in [Appendix 1](#) and the timetable of Council and Panel meetings for August 2022 to June 2023 as detailed in [Appendix 2](#); and**
- 2.1.2 **requests the Head of Legal, HR and Regulatory Services to submit a timetable of meetings from August 2023 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 timetables of meetings contained in [Appendix 1](#) and [Appendix 2](#). These have 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.

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 consultation on the contents of this report.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Head of Legal, HR 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 meeting timetables	27 May 2022	Service Lead – Democratic Governance

Background Papers [Scheme of Delegation](#)

Person to Contact **Catriona Caves, Head of Legal, HR and Regulatory Services**
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Date: 12 May 2022

Proposed Schedule of Meetings

June 2022

2022			
Week 1			
Tuesday 14 June	10.00 am	Leadership Panel (Education)	
Wednesday 15 June	10.00 am	Licensing Board	
Thursday 16 June	10.00 am	Regulatory Panel - Licensing	
Week 2			
Tuesday 21 June	10.00 am	Appeals Panel	
Tuesday 21 June	2.00 pm	Local Review Body	
Wednesday 22 June	10.00 am	Audit and Governance Panel	
Wednesday 22 June	2.00 pm	Service and Performance Panel	
Thursday 23 June	10.00 am	Regulatory Panel - Planning	
Week 3			
Tuesday 28 June	10.00 am	Partnerships Panel	
Tuesday 28 June	2.00pm	Audit and Governance Panel (Special)	
Wednesday 29 June	10.00am	South Ayrshire Council	
Recess			
<p><i>Schools close on Wednesday 29 June 2022 and re-open on Thursday 18 August and Friday 19 2022 (in-service days) and Monday 22 August 2022 (pupils)</i></p>			

Schedule of Meetings – August 2022 to June 2023

2022			
Week 1			
Tuesday 23 August	10.00 am	Service and Performance Panel	
Tuesday 23 August	2.00 pm	Local Review Body	
Thursday 25 August	10.00 am	Licensing Board	
Week 2			
Tuesday 30 August	10.00 am	Leadership Panel	
Thursday 1 September	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 7 September	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 13 September	2.00 pm	Local Review Body	
Wednesday 14 September	10.00 am	Appeals Panel	
Thursday 15 September	10.00 am	Regulatory Panel - Planning	
Friday 16 and Monday 19 September 2022 - Public Holidays			
Week 5			
Tuesday 20 September	10.00 am	Service and Performance Panel	
Wednesday 21 September	10.00 am	Partnerships Panel	
Thursday 22 September	10.00 am	Licensing Board	
Week 6			
Tuesday 27 September	10.00 am	Leadership Panel (Education)	
Thursday 29 September	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 4 October	2.00 pm	Local Review Body	
Wednesday 5 October	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 11 October	10.00 am	Appeals Panel	
Wednesday 12 October	10.00 am	Regulatory Panel - Planning	
Thursday 13 October	10.00 am	South Ayrshire Council	
Recess - Schools Close on Friday 14 October 2022 and re-open on Monday 24 October 2022 (in-service day) and Tuesday 25 October 2022 (pupils)			

2022			
Week 1			
Tuesday 25 October	10.00 am	Service and Performance Panel	
Tuesday 25 October	2.00 pm	Local Review Body	
Thursday 27 October	10.00 am	Licensing Board	
Week 2			
Tuesday 1 November	10.00 am	Leadership Panel	
Thursday 3 November	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 9 November	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 15 November	2.00 pm	Local Review Body	
Wednesday 16 November	10.00 am	Appeals Panel	
Thursday 17 November	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 22 November	10.00 am	Service and Performance Panel	
Wednesday 23 November	10.00 am	Partnerships Panel	
Thursday 24 November	10.00 am	Licensing Board	
Week 6			
Tuesday 29 November	10.00 am	Leadership Panel (Education)	
Thursday 1 December	10.00 am	Regulatory Panel – Licensing	
Week 7			
Tuesday 6 December	2.00 pm	Local Review Body	
Wednesday 7 December	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 13 December	10.00 am	Appeals Panel	
Wednesday 14 December	10.00 am	Regulatory Panel - Planning	
Thursday 15 December	10.00 am	South Ayrshire Council	
<p>Recess - Schools Close on Friday 23 December 2022 and re-open on Monday 9 January 2023</p>			

2023			
Week 1			
Tuesday 10 January	10.00 am	Service and Performance Panel	
Tuesday 10 January	2.00 pm	Local Review Body	
Thursday 12 January	10.00 am	Licensing Board	
Week 2			
Tuesday 17 January	10.00 am	Leadership Panel	
Thursday 19 January	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 25 January	10.00 am	Audit and Governance Panel	
Week 4			
Tuesday 31 January	2.00 pm	Local Review Body	
Wednesday 1 February	10.00 am	Appeals Panel	
Thursday 2 February	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 7 February	10.00 am	Service and Performance Panel	
Wednesday 8 February	10.00 am	Partnerships Panel	
Thursday 9 February	10.00 am	Licensing Board	
<p><i>Schools Close on Thursday 9 February 2023 and re-open on Tuesday 14 February 2023 (in-service day) Wednesday 15 February 2023 (pupils return)</i></p>			
Week 6			
Wednesday 15 February	10.00 am	Leadership Panel (Education)	
Thursday 16 February	10.00 am	Regulatory Panel - Licensing	
Week 7			
Tuesday 21 February	2.00 pm	Local Review Body	
Wednesday 22 February	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 28 February	10.00 am	Appeals Panel	
Wednesday 1 March	10.00 am	Regulatory Panel - Planning	
Thursday 2 March	10.00 am	South Ayrshire Council	
Week 1			
Tuesday 7 March	10.00 am	Service and Performance Panel	
Thursday 9 March	10.00 am	Licensing Board	

2023			
Week 2			
Tuesday 14 March	10.00 am	Leadership Panel	
Tuesday 14 March	2.00 pm	Local Review Body	
Thursday 16 March	10.00 am	Regulatory Panel – Licensing	
Week 3			
Wednesday 22 March	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 29 March	10.00 am	Appeals Panel	
Thursday 30 March	10.00 am	Regulatory Panel - Planning	
Recess - Schools close on Friday 31 March 2023 and re-open on Monday 17 April 2023			
Friday 7 April 2023 – Public Holiday			
Monday 10 April 2023 – Public Holiday			
Week 5			
Tuesday 18 April	10.00 am	Service and Performance Panel	
Tuesday 18 April	2.00 pm	Local Review Body	
Wednesday 19 April	10.00 am	Partnerships Panel	
Thursday 20 April	10.00 am	Licensing Board	
Week 6			
Tuesday 25 April	10.00 am	Leadership Panel (Education)	
Thursday 27 April	10.00 am	Regulatory Panel - Licensing	
Monday 1 May 2023 – Public Holiday			
Week 7			
Wednesday 3 May	10.00 am	Audit and Governance Panel	
Week 8			
Tuesday 9 May	2.00 pm	Local Review Body	
Wednesday 10 May	10.00 am	Appeals Panel	
Thursday 11 May	10.00 am	Regulatory Panel - Planning	
Week 1			
Tuesday 16 May	10.00 am	Service and Performance Panel	
Thursday 18 May	10.00 am	Licensing Board	
Week 2			
Tuesday 23 May	10.00 am	Leadership Panel	
Thursday 25 May	10.00 am	Regulatory Panel - Licensing	
Monday 29 May 2023 – Public Holiday			

2023			
Week 3			
Tuesday 30 May	2.00 pm	Local Review Body	
Wednesday 31 May	10.00 am	Audit and Governance Panel	
Week 4			
Wednesday 7 June	10.00 am	Appeals Panel	
Thursday 8 June	10.00 am	Regulatory Panel - Planning	
Week 5			
Tuesday 13 June	10.00 am	Service and Performance Panel	
Wednesday 14 June	10.00 am	Partnerships Panel	
Thursday 15 June	10.00 am	Licensing Board	
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Tuesday 20 June	10.00 am	Leadership Panel (Education)	
Tuesday 20 June	2.00 pm	Local Review Body	
Thursday 22 June	10.00 am	Regulatory Panel - Licensing	
Week 7			
Tuesday 27 June	10.00 am	Regulatory Panel - Planning	
Wednesday 28 June	10.00 am	Audit and Governance Panel	
Thursday 29 June	10.00 am	South Ayrshire Council	
<p>Recess</p> <p><i>Schools close on Friday 30 June 2023 and re-open on Thursday 17 August and Friday 18 August 2023 (in-service days) and Monday 21 August 2023 (pupils)</i></p>			

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: [Equality Impact Assessment including Fairer Scotland Duty](#)

Further guidance is available here: [Assessing impact and the Public Sector Equality Duty: a guide for public authorities \(Scotland\)](#)

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. See information here: [Interim Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018.

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 – gender identity (issues specific to women & men or girls & boys)	-	-
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? (Fairer Scotland Duty). 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

<p>Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)</p>	<p>— YES</p> <p>NO</p>
<p>Rationale for decision:</p> <p>This report submits for approval a timetable of Council and Panel meetings for June 2022 and from August 2022 to June 2023. Members’ decision on this has no specific equality implications</p>	
<p>Signed : Catriona Caves</p>	<p>Head of Service</p>
<p>Date: 28 April 2022</p>	