

PERTH AND KINROSS COUNCIL

30 August 2023

REVIEW OF COMMITTEE TIMETABLE 2023 AND INDICATIVE 2024 TIMETABLE

Report by Head of Legal and Governance Services
(Report No.23/238)

1. PURPOSE

- 1.1 This report presents a review of the committee timetable for 2023 and an indicative committee timetable for 2024.

2. RECOMMENDATION

- 2.1 It is recommended that Council agrees the proposals below and indicative committee timetable for 2024 as set out in Appendix 2.

3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Proposals
- Section 6: Conclusion
- Appendices

4. BACKGROUND

- 4.1 Council originally agreed a [committee timetable for 2023](#) in November 2022. It was agreed that meetings would take place on a Monday or a Wednesday wherever possible to help facilitate improved work/life balance arrangements for elected members. It was also agreed that a review would take place in mid-2023.
- 4.2 There are some adjustments that are required to be made both in terms of current scheduled dates and also the scheduling of some additional meetings. These are set out below and summarised in Appendix 1. An indicative committee timetable for 2024 is also presented to assist with forward planning for the business of Council and Committees (Appendix 2)

5. PROPOSALS

- 5.1 Special Licensing Committee meetings to be arranged when required due to the nature of the increased business.
- 5.2 The Employees Joint Consultative Committee Scheduled on 4 September 2023 to be moved to 25 September 2023 at 10.00am.

- 5.3 A Special Meeting of the Audit and Risk Committee to be arranged for 30 October 2023 at 9.30am.
- 5.4 A Special Meeting of the IJB Audit and Performance Committee has been arranged for 30 October 2023 at 2.00pm. The Executive Sub-Committee of the Learning and Families Committee to be moved from 1.00pm to 11.30am on this date.
- 5.5 The Audit and Risk Committee scheduled for 25 September 2023 be cancelled.
- 5.6 The Kinross-shire Local Committee scheduled for 23 November 2023 to be moved to 16 November 2023 at 5.00pm.
- 5.7 The Climate Change and Sustainability Committee scheduled for 1 November 2023 to be moved to 27 November 2023 at 10.00am.
- 5.8 In addition to the formal business of the Council, it is also proposed to hold regular elected member briefings and training sessions on Mondays between 9.30am and 10.30am wherever possible.

6. CONCLUSION

- 6.1 As it had been agreed to review the committee timetable mid-2023, the proposed adjustments outlined in the report are required to be made both in terms of current scheduled dates and also the scheduling of some additional meetings. An indicative timetable of meeting dates is also presented for 2024.

Author

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Approved

Name	Designation	Date
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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Corporate Plan

- 1.1 This report supports the delivery of the Strategic Objectives within Perth and Kinross Community Plan (Local Outcomes Improvement Plan) 2017-2027 and Corporate Plan 2018-2022.

2. Resource Implications

Financial

- 2.1 There are no financial implications arising from this report.

Workforce

- 2.2 There are no workforce implications arising from this report.

Asset Management (land, property, IT)

- 2.3 There are no asset management implications arising from this report.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and
 - in a way that it considers most sustainable.

- 3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Legal and Governance

- 3.6 Not applicable.

Risk

- 3.7 Not applicable.

4. Consultation

Internal

4.1 Consultation has taken place with relevant staff and elected members.

External

4.2 Not applicable.

5. Communication

5.1 Not applicable.

2. BACKGROUND PAPERS

2.1 Not applicable.

3. APPENDICES

- Appendix 1 – Changes to 2023 Committee Timetable
- Appendix 2 - Indicative Timetable of Committee Meetings 2024