

**REPORT TO:** East Lothian Council

**MEETING DATE:** 22 February 2022

**BY:** Executive Director for Council Resources

**SUBJECT:** Schedule of Meetings 2022/23

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## **1 PURPOSE**

- 1.1 To set the Schedule of Meetings of the Council, committees and other forums for the period August 2022 to June 2023, subject to the provisions set out in Section 3.6 of this report.

## **2 RECOMMENDATIONS**

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2022/23;
  - ii. to note that the date of the budget-setting meeting will be set at a later date;
  - iii. to note that the schedule is subject to change, and that any changes will be communicated to Members and officers as soon as practicable; and
  - iv. to note that any proposed changes to the decision-making structures will be presented to Council for approval.

## **3 BACKGROUND**

- 3.1 The annual Schedule of Meetings for 2022/23 is presented to Members for approval. There are c.120 committee meetings scheduled for 2022/23, and the schedule largely follows the pattern set in recent years.
- 3.2 Members should note that the Integration Joint Board (IJB) sets its own dates (including those for the IJB Audit & Risk Committee). As these meeting dates have not yet been approved by the IJB, the dates included on the schedule are provisional and therefore subject to change.
- 3.3 Members should also note that the date of the budget-setting meeting (likely to take place mid-late February) will be scheduled and communicated to Members in due course. In addition, it is likely that a special meeting of the Audit & Governance Committee will be required

during October; Members will be advised of the date of this meeting as soon as possible.

- 3.4 A number of dates have been included for Members' briefings. Members will be advised of the topics during the course of the session.
- 3.5 Details of meeting arrangements (remote meetings/venues) will be issued in due course, in accordance with COVID-19 guidance and subject to the installation of the hybrid meeting/webcasting system in the Council Chamber.
- 3.6 Members are asked to note that the schedule is subject to change and that any changes will be communicated as soon as practicable. Should there be any proposed changes to the decision-making structures following the local government election, then any such proposals and associated changes to the Schedule of Meetings will be presented to Council for approval.

#### **4 POLICY IMPLICATIONS**

- 4.1 None

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - None
- 6.2 Personnel - None
- 6.3 Other - None

#### **7 BACKGROUND PAPERS**

- 7.1 East Lothian Council Standing Orders

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<b>DATE</b>	31 January 2022

**East Lothian Council  
Schedule of Meetings 2022/23**

Day	Date	Time	Committee/Meeting	Venue*
Tues	16 August 2022	10.00	Planning Committee	
Thurs	18 August 2022	14.00	Local Review Body (Planning)	
Tues	23 August 2022	10.00	East Lothian Council	
Thurs	25 August 2022	10.00	East Lothian Licensing Board	
Tues	30 August 2022	14.00	Musselburgh Common Good Committee	
Thurs	1 September 2022	10.00	Employee Appeals Sub-Committee	
Tues	6 September 2022	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee Members' Briefing	
Thurs	8 September 2022	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	13 September 2022	10.00 14.00	Cabinet IJB Audit & Risk Committee (tbc by IJB)	
Wed	14 September 2022	14.00	Joint Consultative Committee	
Thurs	15 September 2022	10.00 14.00	Homelessness Appeals Sub-Committee East Lothian Integration Joint Board (tbc by IJB)	
Tue	20 September 2022	10.00	Audit & Governance Committee	
Thurs	22 September 2022	10.00 14.00	East Lothian Licensing Board, to be followed by East Lothian Local Licensing Forum/Board Joint Meeting Petitions & Community Empowerment Review Committee	
Thurs	29 September 2022	10.00 14.00	Dunbar Common Good Committee North Berwick Common Good Committee	
Tues	4 October 2022	10.00 14.00	Planning Committee Members' Briefing	
Thurs	6 October 2022	10.00 14.00	Employee Appeals Sub-Committee Local Review Body (Planning)	
Thurs	13 October 2022	10.00	Licensing Sub-Committee	
<i>Autumn Recess: Friday 14 October – Monday 24 October 2022</i>				
Tues	25 October 2022	10.00	East Lothian Council	
Thurs	27 October 2022	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	

Tues	1 November 2022	10.00	Planning Committee	
Thurs	3 November 2022	10.00	Employee Appeals Sub-Committee	
Tues	8 November 2022	10.00 14.00	Cabinet Members' Briefing	
Thurs	10 November 2022	10.00 14.00	Licensing Sub-Committee Police, Fire & Community Safety Scrutiny Committee	
Tues	15 November 2022	10.00	Musselburgh Common Good Committee	
Wed	16 November 2022	10.00	Dunbar Common Good Committee	
Thurs	17 November 2022	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Tues	22 November 2022	09.15 10.00	North Berwick Common Good Committee Education Committee	
Thurs	24 November 2022	10.00	East Lothian Licensing Board	
Tues	29 November 2022	10.00	Audit & Governance Committee	
Thurs	1 December 2022	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	6 December 2022	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee IJB Audit & Risk Committee (tbc by IJB)	
Wed	7 December 2022	14.00	Joint Consultative Committee	
Thurs	8 December 2022	10.00 14.00	Licensing Sub-Committee East Lothian Integration Joint Board (tbc by IJB)	
Tues	13 December 2022	10.00	East Lothian Council	
Thurs	15 December 2022	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	
<i>Winter Recess: Tuesday 20 December 2022 – Tuesday 3 January 2023</i>				
Tues	10 January 2023	10.00	Planning Committee	
Thurs	12 January 2023	10.00	Licensing Sub-Committee	
Tues	17 January 2023	10.00 14.00	Cabinet Members' Briefing	
Thurs	19 January 2023	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Thurs	26 January 2023	10.00	East Lothian Licensing Board	
Thurs	2 February 2023	10.00	Employee Appeals Sub-Committee	
Tues	7 February 2023	10.00 14.00	Planning Committee Members' Briefing	
Wed	8 February 2023	10.00	Dunbar Common Good Committee	
Thurs	9 February 2023	10.00	Licensing Sub-Committee	
Tues	14 February 2023	10.00	Audit & Governance Committee	

Wed	15 February 2023	10.00	North Berwick Common Good Committee	
Thurs	16 February 2023	14.00	Local Review Body (Planning)	
Tues	21 February 2023	10.00	Haddington Common Good Committee	
Thurs	23 February 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	
Tues	28 February 2023	10.00	East Lothian Council	
Wed	1 March 2023	14.00	Joint Consultative Committee	
Thurs	2 March 2023	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	7 March 2023	10.00 14.00	Planning Committee Members' Briefing	
Thurs	9 March 2023	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	14 March 2023	10.00 14.00	Cabinet IJB Audit & Risk Committee (tbc by IJB)	
Thurs	16 March 2023	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body (Planning)	
Tues	21 March 2023	10.00 14.00	Education Committee Musselburgh Common Good Committee	
Thurs	23 March 2023	14.00	East Lothian Integration Joint Board (tbc by IJB)	
Tues	28 March 2023	10.00	Planning Committee	
Thurs	30 March 2023	10.00	East Lothian Licensing Board	
<i>Spring Recess: Friday 31 March – Monday 17 April 2023</i>				
Tues	18 April 2023	14.00	Members' Briefing	
Tues	25 April 2023	10.00	East Lothian Council	
Thurs	27 April 2023	10.00	East Lothian Licensing Board	
Tues	2 May 2023	10.00	Planning Committee	
Thurs	4 May 2023	10.00	Employee Appeals Sub-Committee	
Tues	9 May 2023	10.00 14.00	Cabinet Members' Briefing	
Thurs	11 May 2023	10.00 14.00	Licensing Sub-Committee Police, Fire and Community Safety Scrutiny Committee	
Tues	16 May 2023	14.00	Musselburgh Common Good Committee	
Thurs	18 May 2023	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body (Planning)	
Thurs	25 May 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	

Thurs	1 June 2023	10.00 14.00 14.00	Employee Appeals Sub-Committee Dunbar Common Good Committee North Berwick Common Good Committee	
Tues	6 June 2023	10.00 14.00	Planning Committee IJB Audit & Risk Committee (tbc by IJB)	
Thurs	8 June 2023	10.00 14.00	Licensing Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	13 June 2023	10.00 14.00	Audit & Governance Committee Haddington Common Good Committee	
Wed	14 June 2023	14.00	Joint Consultative Committee	
Thurs	15 June 2023	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	
Tues	20 June 2023	10.00	Education Committee	
Thurs	22 June 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	
Tues	27 June 2023	10.00	East Lothian Council	

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**\*Key to venues**

Venues to be added once:

- the position is known regarding the return to face-to-face meetings, and
- the completion date is known for the building works being carried out in the Council Chamber (*currently estimated at September 2022*).