

**REPORT TO:** East Lothian Council

**MEETING DATE:** 25 April 2023

**BY:** Executive Director for Council Resources

**SUBJECT:** Schedule of Meetings 2023/24

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## **1 PURPOSE**

- 1.1 To set the Schedule of Meetings of the Council, committees and other forums for 2023/24.

## **2 RECOMMENDATIONS**

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2023/24; and
  - ii. to note that the schedule is subject to change, and that any changes will be communicated to Members and officers as soon as practicable.

## **3 BACKGROUND**

- 3.1 The annual Schedule of Meetings for 2023/24 is presented to Members for approval. There are approximately 120 committee meetings scheduled for 2023/24, 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). The dates for these meetings have already been approved by the IJB.
- 3.3 Members should also note that two dates for Council meetings have been scheduled in February 2024; one of these dates will be used for the budget-setting meeting, to be confirmed in due course.
- 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. Unless otherwise advised, Members' briefings will continue to take place via MS Teams.
- 3.5 Public meetings taking place in the Council Chamber will be held via Public-i's Hybrid Link system, which allows for physical or remote participation. As with meetings that have taken place via Connect

Remote, these meetings will also be webcast live, and the recordings will be available for six months following the meeting date.

- 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.

#### **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>	21 March 2023

**East Lothian Council  
Draft Schedule of Meetings 2023/24**

Day	Date	Time	Committee/Meeting	Venue
Tues	22 August 2023	10.00	Planning Committee	CC
Thurs	24 August 2023	10.00	East Lothian Licensing Board	CC
Tues	29 August 2023	10.00	East Lothian Council	CC
Thurs	31 August 2023	14.00	Local Review Body (Planning)	CC
Tues	5 September 2023	10.00	Planning Committee	CC
Thurs	7 September 2023	10.00 14.00	Employee Appeals Sub-Committee Haddington Common Good Committee	CC tbc
Tues	12 September 2023	10.00 14.00	Cabinet Members' Briefing	CC MS Teams
Wed	13 September 2023	14.00	Joint Consultative Committee	CC
Thurs	14 September 2023	10.00 14.00	Homelessness Appeals Sub-Committee Licensing Sub-Committee	tbc CC
Tues	19 September 2023	10.00 10.00	IJB Audit & Risk Committee Musselburgh Common Good Committee	tbc tbc
Wed	20 September 2023	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	21 September 2023	10.00 13.00	Policy & Performance Review Committee East Lothian Integration Joint Board	CC tbc
Tues	26 September 2023	10.00	Audit & Governance Committee	CC
Thurs	28 September 2023	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Tues	3 October 2023	10.00	Planning Committee	CC
Thurs	5 October 2023	10.00	Employee Appeals Sub-Committee	CC
Tues	10 October 2023	10.00 14.00	Dunbar Common Good Committee Members' Briefing	CC MS Teams
Thurs	12 October 2023	10.00 14.00	North Berwick Common Good Committee Licensing Sub-Committee	tbc CC
<i>Autumn Recess: Friday 13 October – Monday 23 October 2023</i>				
Thurs	26 October 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC tbc
Tues	31 October 2023	10.00	East Lothian Council	CC
Thurs	2 November 2023	10.00	Employee Appeals Sub-Committee	CC
Tues	7 November 2023	10.00	Planning Committee	CC
Thurs	9 November 2023	14.00	Licensing Sub-Committee	CC
Tues	14 November 2023	10.00 14.00	Cabinet Members' Briefing	CC MS Teams
Wed	15 November 2023	10.00	Police, Fire & Community Safety Scrutiny Committee	CC
Thurs	16 November 2023	10.00	Homelessness Appeals Sub-Committee	tbc
Tues	21 November 2023	10.00	Education Committee	CC
Thurs	23 November 2023	10.00	East Lothian Licensing Board	CC
Tues	28 November 2023	10.00	Musselburgh Common Good Committee	tbc
Thurs	30 November 2023	14.00	Local Review Body (Planning)	CC

Tues	5 December 2023	10.00 14.00	Planning Committee IJB Audit & Risk Committee	CC tbc
Thurs	7 December 2023	10.00 14.00	Employee Appeals Sub-Committee Haddington Common Good Committee	CC tbc
Tues	12 December 2023	10.00	East Lothian Council	CC
Wed	13 December 2023	14.00	Joint Consultative Committee	CC
Thurs	14 December 2023	10.00 14.00	Policy & Performance Review Committee East Lothian Integration Joint Board	CC tbc
Tues	19 December 2023	10.00 14.00	Audit & Governance Committee Members' Briefing	CC MS Teams
Wed	20 December 2023	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	21 December 2023	14.00	Licensing Sub-Committee	CC
<i>Winter Recess: Friday 22 December 2023 – Friday 5 January 2024</i>				
Thurs	11 January 2024	10.00	Homelessness Appeals Sub-Committee	tbc
Tues	16 January 2024	10.00 14.00	Planning Committee Dunbar Common Good Committee	CC tbc
Thurs	18 January 2024	10.00 14.00	North Berwick Common Good Committee Licensing Sub-Committee	tbc CC
Tues	23 January 2024	10.00 14.00	Cabinet Members' Briefing	CC MS Teams
Thurs	25 January 2024	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Thurs	1 February 2024	10.00	Employee Appeals Sub-Committee	CC
Tues	6 February 2024	10.00 14.00	Planning Committee Members' Briefing	CC MS Teams
Thurs	8 February 2024	14.00	Licensing Sub-Committee	CC
Tues	20 February 2024	10.00	East Lothian Council*	CC
Thurs	22 February 2024	10.00 14.00	East Lothian Licensing Board East Lothian Joint Integration Board	CC tbc
Tues	27 February 2024	10.00	East Lothian Council*	CC
Thurs	29 February 2024	14.00	Local Review Body (Planning)	CC
Tues	5 March 2024	10.00	Planning Committee	CC
Thurs	7 March 2024	10.00 14.00 14.00	Employee Appeals Sub-Committee Policy & Performance Review Committee Haddington Common Good Committee	CC CC tbc
Tues	12 March 2024	10.00 14.00	Cabinet IJB Audit & Risk Committee	CC tbc
Wed	13 March 2024	14.00	Joint Consultative Committee	CC
Thurs	14 March 2024	10.00 14.00	Homelessness Appeals Sub-Committee Licensing Sub-Committee	tbc CC
Tues	19 March 2024	10.00 14.00	Education Committee Musselburgh Common Good Committee	CC tbc
Wed	20 March 2024	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	21 March 2024	14.00	Local Review Body (Planning)	CC
Tues	26 March 2024	10.00 14.00	Audit & Governance Committee Members' Briefing	CC MS Teams
Thurs	28 March 2024	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC tbc

<i>Spring Recess: Friday 29 March – Monday 15 April</i>				
Tues	16 April 2024	10.00 14.00	Dunbar Common Good Committee Members' Briefing	CC MS Teams
Thurs	18 April 2024	10.00 14.00	North Berwick Common Good Committee Licensing Sub-Committee	CC tbc
Tues	23 April 2024	10.00	East Lothian Council	CC
Thurs	25 April 2024	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Thurs	2 May 2024	10.00	Employee Appeals Sub-Committee	CC
Tues	7 May 2024	10.00	Planning Committee	CC
Thurs	9 May 2024	14.00	Licensing Sub-Committee	CC
Tues	14 May 2024	10.00	Cabinet	CC
Wed	15 May 2024	10.00	Police, Fire & Community Safety Scrutiny Committee	CC
Thurs	16 May 2024	10.00	Homelessness Appeals Sub-Committee	tbc
Tues	21 May 2024	14.00	Members' Briefing	MS Teams
Thurs	23 May 2024	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC tbc
Mon	27 May 2024		(Education Appeals, tbc)	tbc
Tues	28 May 2024		(Education Appeals, tbc)	tbc
Wed	29 May 2024		(Education Appeals, tbc)	tbc
Thurs	30 May 2024	14.00	Local Review Body	CC
Fri	31 May 2024		(Education Appeals, tbc)	tbc
Mon	3 June 2024		(Education Appeals, tbc)	tbc
Tues	4 June 2024	10.00 14.00	Planning Committee Dunbar Common Good Committee	CC CC
Thurs	6 June 2024	10.00 14.00	Employee Appeals Sub-Committee Haddington Common Good Committee	CC tbc
Tues	11 June 2024	10.00 14.00	Audit & Governance Committee Musselburgh Common Good Committee	CC tbc
Wed	12 June 2024	14.00	Joint Consultative Committee	CC
Thurs	13 June 2024	10.00 14.00	North Berwick Common Good Committee Licensing Sub-Committee	tbc CC
Tues	18 June 2024	10.00 14.00	Education Committee IJB Audit & Risk Committee	CC tbc
Wed	19 June 2024	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	20 June 2024	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	CC CC
Tues	25 June 2024	10.00	East Lothian Council	CC
Thurs	27 June 2024	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC tbc

\* Note that one of these meetings will deal with the budget-setting, and the other will deal with regular Council business. The arrangements will be confirmed early in 2024.