

REPORT TO: East Lothian Council

MEETING DATE: 23 April 2024

BY: Executive Director for Council Resources

SUBJECT: Schedule of Meetings 2024/25

1 PURPOSE

- 1.1 To set the Schedule of Meetings of the Council, committees and other forums for 2024/25.

2 RECOMMENDATIONS

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2024/25; 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 2024/25 is presented to Members for approval. There are approximately 120 committee meetings scheduled for 2024/25, 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 the date for the budget-setting meeting will be confirmed in due course (potential dates for this meeting are noted on the schedule).
- 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 It is anticipated that 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. Any changes to meeting venues/format will be communicated as soon as possible.

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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DATE	26 March 2024

**East Lothian Council
Draft Schedule of Meetings 2024/25**

Day	Date	Time	Committee/Meeting	Venue
Tues	20 August 2024	10.00	Planning Committee	CC
Thurs	22 August 2024	14.00	Local Review Body (Planning)	CC
Tues	27 August 2024	10.00	East Lothian Council	CC
Thurs	29 August 2024	10.00 14.00	East Lothian Licensing Board Dunbar Common Good Committee	CC CC
Tues	3 September 2024	10.00 15.00	Planning Committee Haddington Common Good Committee	CC CC
Thurs	5 September 2024	10.00 14.00	Employee Appeals Sub-Committee North Berwick Common Good Committee	CC CC
Tues	10 September 2024	10.00 14.00	Cabinet Members' Briefing	CC MS Teams
Wed	11 September 2024	14.00	Joint Consultative Committee	
Thurs	12 September 2024	10.00 14.00	Homelessness Appeals Sub-Committee Licensing Sub-Committee	CC CC
Tues	17 September 2024	10.00 14.00	Audit & Governance Committee Musselburgh Common Good Committee	CC CC
Wed	18 September 2024	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	19 September 2024	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	CC CC
Tues	24 September 2024	15.00	IJB Audit & Risk Committee	MS Teams
Thurs	26 September 2024	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC MS Teams
Tues	1 October 2024	10.00	Planning Committee	CC
Thurs	3 October 2024	10.00	Employee Appeals Sub-Committee	CC
Tues	8 October 2024	14.00	Members' Briefing	MS Teams
Thurs	10 October 2024	14.00	Licensing Sub-Committee	CC
Autumn Recess: Friday 11 October – Monday 21 October 2024				
Thurs	24 October 2024	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC MS Teams
Tues	29 October 2024	10.00	East Lothian Council	CC
Thurs	31 October 2024	14.00	Local Review Body (Planning)	CC
Tues	5 November 2024	10.00	Planning Committee	CC
Thurs	7 November 2024	10.00	Employee Appeals Sub-Committee	CC
Tues	12 November 2024	10.00 14.00	Cabinet Members' Briefing	CC MS Teams

Thurs	14 November 2024	10.00	Homelessness Appeals Sub-Committee	CC
		14.00	Licensing Sub-Committee	CC
Tues	19 November 2024	10.00	Education & Children's Services Committee	CC
Thurs	21 November 2024	10.00	Dunbar Common Good Committee	CC
		14.00	Local Review Body (Planning)	CC
Tues	26 November 2024	10.00	Musselburgh Common Good Committee	CC
		14.00	Haddington Common Good Committee	CC
Thurs	28 November 2024	10.00	East Lothian Licensing Board	CC
Tues	3 December 2024	10.00	Planning Committee	CC
		14.00	IJB Audit & Risk Committee	MS Teams
Wed	4 December 2024	14.00	Joint Consultative Committee	CC
Thurs	5 December 2024	10.00	Employee Appeals Sub-Committee	CC
		14.00	North Berwick Common Good Committee	CC
Tues	10 December 2024	10.00	East Lothian Council	CC
Wed	11 December 2024	10.00	Police, Fire & Community Safety Scrutiny Committee	CC
Thurs	12 December 2024	10.00	Policy & Performance Review Committee	CC
		14.00	Licensing Sub-Committee	CC
Tues	17 December 2024	10.00	Audit & Governance Committee	CC
Wed	18 December 2024	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	19 December 2024	13.00	East Lothian Integration Joint Board	MS Teams
Winter Recess: Friday 20 December 2024 – Friday 3 January 2025				
Tues	14 January 2025	10.00	Planning Committee	CC
Thurs	16 January 2025	10.00	Homelessness Appeals Sub-Committee	CC
		14.00	Licensing Sub-Committee	CC
Tues	21 January 2025	10.00	Cabinet	CC
		14.00	Members' Briefing	MS Teams
Thurs	23 January 2025	14.00	Local Review Body (Planning)	CC
Thurs	30 January 2025	10.00	East Lothian Licensing Board	CC
Tues	4 February 2025	10.00	Planning Committee	CC
Thurs	6 February 2025	10.00	Employee Appeals Sub-Committee	CC
Tues	11 February 2025	10.00	East Lothian Council (budget-setting - tbc)	CC
		14.00	Members' Briefing (if no budget mtg)	MS Teams
Thurs	13 February 2025	14.00	Licensing Sub-Committee	CC
Tues	18 February 2025	10.00	East Lothian Council (budget-setting tbc)	CC
		14.00	Members' Briefing (if no budget mtg)	MS Teams
Thurs	20 February 2025	10.00	Dunbar Common Good Committee	CC
		14.00	East Lothian Integration Joint Board	MS Teams
Tues	25 February 2025	10.00	East Lothian Council	CC

Thurs	27 February 2025	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Tues	4 March 2025	10.00 14.00	Planning Committee Haddington Common Good Committee	CC CC
Wed	5 March 2025	14.00	Joint Consultative Committee	CC
Thurs	6 March 2025	10.00 14.00	Employee Appeals Sub-Committee North Berwick Common Good Committee	CC CC
Tues	11 March 2025	10.00 14.00	Cabinet Musselburgh Common Good Committee	CC CC
Thurs	13 March 2025	10.00 14.00	Homelessness Appeals Sub- Committee Licensing Sub-Committee	CC CC
Tues	18 March 2025	10.00 14.00	Education & Children's Services Committee IJB Audit & Risk Committee	CC MS Teams
Wed	19 March 2025	10.00	Petitions & Community Empowerment Review Committee	CC
Thurs	20 March 2025	10.00 14.00	Policy & Performance Review Committee East Lothian Integration Joint Board	CC MS Teams
Tues	25 March 2025	10.00 14.00	Audit & Governance Committee Members' Briefing	CC MS Teams
Thurs	27 March 2025	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Tues	1 April 2025	10.00	Planning Committee	CC
Thurs	3 April 2025	10.00	Employee Appeals Sub-Committee	CC
Spring Recess: Friday 4 to Monday 21 April 2025				
Tues	22 April 2025	14.00	Members' Briefing	MS Teams
Thurs	24 April 2025	10.00 14.00	East Lothian Licensing Board Local Review Body (Planning)	CC CC
Tues	29 April 2025	10.00	East Lothian Council	CC
Thurs	1 May 2025	10.00	Employee Appeals Sub-Committee	CC
Tues	6 May 2025	10.00	Planning Committee	CC
Thurs	8 May 2025	10.00 14.00	Homelessness Appeals Sub- Committee Licensing Sub-Committee	CC CC
Tues	13 May 2025	10.00 14.00	Cabinet Members' Briefing	CC MS Teams
Tues	20 May 2025	14.00	Haddington Common Good Committee	CC
Thurs	22 May 2025	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC MS Teams
Mon	26 May 2025		(Education Appeals)	(CC)
Tue	27 May 2025		(Education Appeals)	(CC)
Wed	28 May 2025		(Education Appeals)	(CC)

Thurs	29 May 2025	14.00	(Education Appeals) Local Review Body (Planning)	(CC) CC
Fri	30 May 2025		(Education Appeals)	(CC)
Mon	2 June 2025		(Education Appeals)	(CC)
Tue	3 June 2025	10.00 14.00	Planning Committee IJB Audit & Risk Committee	CC MS Teams
Wed	4 June 2025	10.00 14.00	Petitions & Community Empowerment Review Committee Joint Consultative Committee	CC CC
Thurs	5 June 2025	10.00 14.00	Employee Appeals Sub-Committee Dunbar Common Good Committee	CC CC
Tue	10 June 2025	10.00 14.00	Education & Children's Services Committee Musselburgh Common Good Committee	CC CC
Wed	11 June 2025	10.00	Police, Fire & Community Safety Scrutiny Committee	CC
Thurs	12 June 2025	10.00 14.00	Policy & Performance Review Committee Licensing Sub-Committee	CC CC
Tue	17 June 2025	10.00	Audit & Governance Committee	CC
Thurs	19 June 2025	10.00 14.00	North Berwick Common Good Committee Local Review Body (Planning)	CC CC
Tue	24 June 2025	10.00	East Lothian Council	CC
Wed	25 June 2025	10.00	Planning Committee	CC
Thurs	26 June 2025	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	CC MS Teams

CC = Council Chamber (it is anticipated that meetings taking place in the Council Chamber will be held via the Council's hybrid meeting system and webcast live)