

DATA LABEL: Public



COUNCIL EXECUTIVE

TIMETABLE OF MEETINGS 2020/21

REPORT BY CHIEF EXECUTIVE

A PURPOSE OF REPORT

The approval of a timetable of meetings to July 2021 of the council, its committees and working groups (including Policy Development and Scrutiny Panels) which meet according to a regular timetable.

B RECOMMENDATIONS

1. Subject to the following, to note and approve the arrangements shown in the appendices for meetings of the council, its committees and working groups from November 2020 until July 2021.
2. In relation to Policy Development & Scrutiny Panels (PDSPs):-
 - i. To note that their meeting dates are set through Lead Officers and Chairs
 - ii. To note that although Lead Officers and Chairs have been consulted about the dates proposed in this report those dates may be subject to later change
3. In relation to Local Area Committees (LACs):-
 - i. To note that each LAC sets its own meeting dates and that those in the appendices are not all yet agreed
 - ii. To delegate authority to the Chief Executive to make any changes required after LACs have agreed their meeting arrangements
4. In relation to Members' Training Days:-
 - i. To note and agree the proposed dates
 - ii. To delegate authority to the Chief Executive to adjust those dates and times in the event of a change of circumstances arising
5. To agree that meetings until 31 March 2021 should continue by remote access with that to be reviewed at Council Executive in March 2021, or earlier should circumstances change relating to the COVID-19 pandemic

C SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs, being honest, open and accountable, making best use

of our resources

II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Council's Standing Orders and Scheme of Administration Local Code of Corporate Governance
III	Implications for Scheme of Delegations to Officers	None
IV	Impacts on performance and performance indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources – (Financial, Staffing and Property	None
VII	Consideration at PDSP	None
VIII	Other Consultations	Chairs and Lead Officers; Committee Services; Corporate Management Team

D TERMS OF REPORT

1 Background

- 1.1 The council is required to agree a timetable of meetings for the council, its committees and working groups that meet according to a regular timetable. In accordance with a recommendation by Internal Audit and recent practice, a timetable of meetings is produced for consideration and approval at Council Executive in March each year. That was scheduled to be done at Council Executive on 24 March 2020 but that meeting was cancelled due to lockdown restrictions imposed in reaction to the coronavirus pandemic. Meetings on a restricted basis resumed on 26 May 2020. On 23 June 2020 committee agreed meeting arrangements until 31 October 2020 and that a proposed timetable of meetings for the period from 1 November 2020 should be brought to an appropriate meeting of Council Executive before 31 October 2020.
- 1.2 As instructed by committee, a proposed timetable of meetings is produced for approval, contained in the appendices to this report, in accordance with the rules in Standing Orders. It covers the period from November 2020 to July 2021. It complies with Standing Orders and with previous council decisions concerning Family Friendly Working Arrangements. It takes into account the changes made to school holiday periods at Education Executive on 8 September 2020.
- 1.3 Meetings fixed by some other bodies, for instance, the Licensing Board, West Lothian Integration Joint Board, St John's Hospital Stakeholder Group, Community Planning Partnership Board and Community Safety Board are set independently and they have been shown in Appendix 1, where known, for information purposes only.

2 Council and committees

- 2.1 In general, meetings of council and its committees have been arranged on the same familiar and well-established pattern as before, in pre-COVID times. They take into account changes made to Standing Orders to allow meetings of regulatory committees to be more flexible and adaptable.
- 2.2 Council instructed a review of its decision-making arrangements on 13 February 2018. There have been no changes through that process in 2019/20 that make any significant difference to the way the proposed calendar has been prepared.

3 PDSPs

- 3.2 Under the council's Scheme of Administration, meetings of Policy Development and Scrutiny Panels are to be fixed by the Clerk in consultation with the Chairs and Lead Officers. Those arrangements have been completed with both the Chair and Lead Officer having been consulted on and agreed the proposed dates for Policy Development Scrutiny Panels. They may be subject to change from time to time.
- 3.2 In progressing the review of decision-making arrangements through Partnership & Resources PDSP members suggested that meetings of PDSPs and committees should be arranged to better facilitate the flow of business. That suggestion has been taken into account. It has not been possible to ensure the ideal for all PDSPs. However, everything practicable has been done to ensure that is the case for the PDSPs that tend to generate the most committee business.

4 LACs

- 4.1 Local Area Committees are required to agree each year a schedule of regular meetings for the succeeding twelve months to be submitted to the Council Executive for approval. Most of these proposed dates have been agreed by the LACs, but some remain outstanding, and provisional dates are included for those bodies in the appendices.
- 4.2 In progressing the review of decision-making arrangements through Partnership & Resources PDSP members were of the view that the frequency of meetings should reflect the business that required to be done, and that in relation to LACs, quarterly meetings were most appropriate. It is however for each LAC to make its own local arrangements.
- 4.3 In the course of that same review members were advised that the venue for LAC meetings was for each LAC to determine. Holding meetings outwith the Civic Centre would however be subject to finding appropriate and accessible premises and to budget considerations. That has been superseded to some extent by remote access meetings but may remain a constraint in future.
- 4.4 It is recommended that authority is delegated to the Chief Executive to make any changes required for Local Area Committees and to incorporate those details in the timetable in the appendices.

5 Training Days

- 5.1 As has been recent practice, a number of dates have also been identified for the purpose of elected member training. These are proposed as follows:-

- Wednesday 9 December 2020 (am)
- Monday 8 February 2021 (am)
- Thursday 1 April 2021 (am)
- Thursday 10 June 2021 (am)

- 5.2 Identifying and setting aside these dates for training and member development will assist in the planning and delivery of training. Since that practice was introduced there has been an increase in the take-up of training opportunities. It is hoped that will continue. Officers are considering how training and briefings can be carried out without physical attendance and members will be consulted about those arrangements in due course.
- 5.3 In case changed circumstances require a training day to be rearranged, authority is sought to allow the Chief Executive to change the dates where required.

6 Remote access, recording and webcasting

- 6.1 Although not specifically written with remote participation in mind the council's Standing Orders allow meetings to be convened and conducted in this way. Meetings from 26 May 2020 have been conducted by remote access using WebEx. Meetings during and since June 2020 have also been webcast for business for which the public would have had access were it not for the ban on public attendance imposed by the emergency coronavirus legislation. They have included regulatory meetings where members of the public have participated using the same platform. There have been occasional glitches where connections have been lost or sound quality has dropped but those are not typical. Overall, as a result of careful planning, testing, support, cooperation and goodwill, meetings have gone well and feedback from members and members of the public has been positive. Standing Orders were amended at full council on 29 September 2020 to formalise these previously informal webcasting arrangements.
- 6.2 It is recommended that meetings for the remainder of 2020/21 take place by remote access only. The council's business needs to be done and a further step back towards a normal meetings calendar is to be welcomed. However, restrictions on movement and gatherings continue in place and can vary at short notice on a national or local basis as COVID-19 circumstances change. the coronavirus emergency period is being extended to 31 March 2021. WebEx is becoming familiar to members and officers and to members of the public. A report will be brought to an appropriate meeting of Council Executive in March 2021 to again review the position and to make recommendations for meetings going forward. Proposals then will have to take account of circumstances current at the time. The impact on the calendar of meetings of changing coronavirus regulations and guidance and local circumstances will in the meantime be kept under review in case further decisions are needed before March next year
- 6.3 Officers will continue to support participants in the use of WebEx. That will apply in particular to community councils' representatives at LAC meetings and outside body representatives to PDSPs.

E CONCLUSION

Setting dates and times for meetings of full council, committees and other bodies will ensure compliance with the Code of Corporate Governance and Internal Audit's recommendations, and will assist in the forward planning of council business.

F BACKGROUND REFERENCES

Standing Orders and Scheme of Administration

West Lothian Council, 26 September 2017, 13 February 2018, 19 November 2019

Council Executive 26 May 2020 and 23 June 2020

Appendices: 1 List of Meetings 2020/2021
 2 Calendar of Meetings 2020/2020
 3 Summary of meeting arrangements 2020/2021

Contact Person: Carol Johnston, Chief Solicitor

Graham Hope, Chief Executive

6 October 2020

DRAFT

Appendix 1

SCHEDULE OF MEETINGS 2020/2021

DATE	MEETING	TIME	VENUE
	<u>NOVEMBER 2020</u>		
02/11/2020	Joint Consultative Group	14.00	Council Chambers
03/11/2020	Linlithgow Local Area Committee	09.30	TBC
03/11/2020	Education Quality Assurance Committee	14.00	Council Chambers
06/11/2020	Broxburn, Uphall & Winchburgh Local Area Committee	09.30	TBC
09/11/2020	Governance and Risk Committee	14.00	
10/11/2020	Development & Transport PDSP	09.30	Council Chambers
10/11/2020	Environment PDSP	11.00	Council Chambers
10/11/2020	WL Integration Joint Board	14.00	TBC
11/11/2020	Local Review Body	11.00	Council Chambers
12/11/2020	Livingston South Local Area Committee	09.30	Council Chambers
13/11/2020	Licensing Board	10.00	Council Chambers
16/11/2020	Community Planning Partnership Board	10.00	TBC
16/11/2020	Performance Committee	14.00	Council Chambers
17/11/2020	Education Executive	10.00	Council Chambers
17/11/2020	Council Executive	11.00	Council Chambers
18/11/2020	Licensing Committee	09.30	Council Chambers
19/11/2020	Voluntary Organisations PDSP	09.30	Council Chambers
19/11/2020	Placing in School Appeals Committee	09.30	TBC
20/11/2020	Livingston North Local Area Committee	09.30	Council Chambers
23/11/2020	Bathgate Local Area Committee	10.00	TBC
23/11/2020	Joint Consultative Group (Teaching)	14.00	Council Chambers

Appendix 1

24/11/2020	West Lothian Council	10.00	Council Chambers
25/11/2020	Development Management Committee	10.00	Council Chambers
26/11/2020	Culture & Leisure PDSP	09.30	Council Chambers
26/11/2020	West Lothian Leisure Advisory Committee	10.00	Council Chambers
26/11/2020	Asset Transfer Review Body	14.00	Council Chambers
27/11/2020	Employee Appeals Committee	10.00	Council Chambers
30/11/2020	Asset Transfer Committee	14.00	Council Executive
	<u>DECEMBER 2020</u>		
01/12/2020	Armada & Blackridge Local Area Committee	10.00	Council Chambers
02/12/2020	West Lothian Council (Planning)	10.00	Council Chambers
02/12/2020	West Lothian Council Planning Committee	11.00	Council Chambers
02/12/2020	WL Integration Joint Board Audit Risk & Governance	14.00	Council Chambers
03/12/2020	East Livingston & East Calder Local Area Committee	09.30	Council Chambers
04/12/2020	Partnership & Resources PDSP	09.30	Council Chambers
07/12/2020	Whitburn & Blackburn Local Area Committee	10.00	TBC
07/12/2020	Community Safety Board	14.00	Council Chambers
08/12/2020	Education Executive (Additional Meeting)	10.00	
09/12/2020	Members Training	10.00	Council Chambers
09/12/2020	Livingston Youth Trust	14.00	Council Chambers
10/12/2020	Placing in School Appeals Committee	09.30	TBC
10/12/2020	Asset Transfer Review Body	14.00	Council Chambers
11/12/2020	Licensing Board	10.00	Council Chambers
15/12/2020	Council Executive	11.00	Council Chambers
15/12/2020	Services for the Community PDSP	14.00	Council Chambers

Appendix 1

16/12/2020	Development Management Committee	10.00	Council Chambers
17/12/2020	Education PDSP	10.00	
17/12/2020	Health & Care PDSP	14.00	Council Chambers
18/12/2020	Employee Appeals Committee	10.00	Council Chambers
23/12/2020	Licensing Committee	09.30	Council Chambers
	<u>JANUARY 2021</u>		
08/01/2021	Licensing Board	10.00	Council Chambers
12/01/2020	Fauldhouse & Breich Valley Local Area Committee	09.30	Council Chambers
12/01/2021	Education Quality Assurance Committee	14.00	Council Chambers
13/01/2021	Local Review Body	11.00	Council Chambers
15/01/2021	Social Policy PDSP	09.30	Council Chambers
18/01/2021	Asset Transfer Committee	14.00	Council Chambers
19/01/2021	Education Executive	10.00	Council Chambers
19/01/2021	Council Executive	11.00	Council Chambers
19/01/2021	WL Integration Joint Board	14.00	TBC
20/01/2021	Development Management	10.00	Council Chambers
22/01/2021	Livingston North Local Area Committee	09.30	Council Chambers
25/01/2021	Governance and Risk Committee	14.00	Council Chambers
25/01/2021	Audit Committee	15.00	Council Chambers
26/01/2021	West Lothian Council	10.00	Council Chambers
27/01/2021	Licensing Committee	09.30	Council Chambers
28/01/2021	Placing in School Appeals Committee	09.30	TBC
28/01/2021	Asset Transfer Review Body	14.00	Council Chambers
29/01/2021	Employee Appeals Committee	10.00	Council Chambers

Appendix 1

	<u>FEBRUARY 2021</u>		
01/02/2021	Performance Committee	14.00	Council Chambers
02/02/2021	Development & Transport PDSP	09.30	Council Chambers
02/02/2021	Environment PDSP	11.00	Council Executive
02/02/2021	Education PDSP	14.00	Council Executive
05/02/2021	Partnership & Resources PDSP	09.30	Council Chambers
08/02/2021	Members Training	10.00	TBC
08/02/2021	Joint Consultative Group (Teaching)	14.00	Council Chambers
09/02/2021	Council Executive	10.00	Council Chambers
09/02/2021	Services for the Community PDSP	14.00	Council Chambers
10/02/2021	Local Review Body	11.00	Council Chambers
11/02/2021	Livingston South Local Area Committee	09.30	Council Chambers
11/02/2021	Placing in School Appeals Committee	09.30	TBC
12/02/2021	Licensing Board	10.00	Council Chambers
15/02/2021	Asset Transfer Committee	14.00	Council Chambers
17/02/2021	Development Management Committee	10.00	Council Chambers
18/02/2021	Voluntary Organisations PDSP	09.30	Council Chambers
18/02/2021	Health & Care PDSP	14.00	Council Chambers
19/02/2021	Employee Appeals Committee	10.00	Council Chambers
22/02/2021	Community Planning Partnership Board	10.00	TBC
22/02/2021	Joint Consultative Group	14.00	Council Chambers
23/02/2021	Armadale & Blackridge Local Area Committee	10.00	TBC
23/02/2021	Council Executive	10.00	Council Chambers
24/02/2021	Licensing Committee	09.30	Council Chambers

Appendix 1

24/02/2021	WL Integration Joint Board Audit, Risk & Governance	14.00	Council Chambers
25/02/2021	Culture & Leisure PDSP	09.30	Council Chambers
25/02/2021	West Lothian Leisure Advisory Committee	10.00	Council Chambers
25/02/2021	Asset Transfer Review Body	14.00	Council Chambers
26/02/2021	Social Policy PDSP	09.30	Council Chambers
	<u>MARCH 2021</u>		
01/03/2021	Whitburn & Blackburn Local Area Committee	10.00	TBC
02/03/2021	Linlithgow Local Area Committee	09.30	TBC
02/03/2021	Education PDSP	14.00	Council Chambers
04/03/2021	East Livingston & East Calder Local Area Committee	09.30	Council Chambers
05/03/2021	Broxburn, Uphall & Winchburgh Local Area Committee	09.30	TBC
08/03/2021	Bathgate Local Area Committee	10.00	TBC
08/03/2021	Governance & Risk Committee	14.00	Council Chambers
09/03/2021	Fauldhouse & Breich Valley Local Area Committee	09.30	Council Chambers
09/03/2021	Education Quality Assurance Committee	14.00	Council Chambers
10/03/2021	Local Review Body	11.00	Council Chambers
12/03/2021	Licensing Board	10.00	Council Chambers
15/03/2021	Community Safety Board	14.00	Council Chambers
16/03/2021	West Lothian Council	10.00	Council Chambers
17/03/2021	Development Management Committee	10.00	Council Chambers
19/03/2021	Livingston North Local Area Committee	09.30	Council Chambers
22/03/2021	Audit Committee	14.00	Council Chambers
23/03/2021	Education Executive	10.00	Council Chambers

Appendix 1

23/03/2021	Council Executive	11.00	Council Chambers
23/03/2021	WL Integration Joint Board	14.00	TBC
24/03/2021	Licensing Committee	09.30	Council Chambers
25/03/2021	Placing in School Appeals Committee	09.30	TBC
25/03/2021	Asset Transfer Review Body	14.00	Council Chambers
26/03/2021	Employee Appeals Committee	10.00	Council Chambers
29/03/2021	Asset Transfer Committee	14.00	Council Chambers
30/03/2021	Development & Transport PDSP	09.30	Council Chambers
30/03/2021	Environment PDSP	11.00	Council Chambers
30/03/2021	Services for the Community PDSP	14.00	Council Chambers
	<u>APRIL 2021</u>		
01/04/2021	Members Training	10.00	TBC
07/04/2021	Local Review Body	11.00	Council Chambers
09/04/2021	Licensing Board	10.00	Council Chambers
14/04/2021	Development Management Committee	10.00	Council Chambers
19/04/2021	Performance Committee	14.00	Council Chambers
20/04/2021	Council Executive	10.00	Council Chambers
20/04/2021	WL Integration Joint Board	14.00	Council Chambers
21/04/2021	Licensing Committee	10.00	Council Chambers
22/04/2021	Asset Transfer Review Body	14.00	Council Chambers
23/04/2021	Partnership & Resources PDSP	10.00	Council Chambers
26/04/2021	Asset Transfer Committee	14.00	Council Chambers
27/04/2021	Education Quality Assurance Committee	14.00	Council Chambers
28/04/2021	Placing in School Appeals Committee	09.30	TBC

Appendix 1

28/04/2021	Livingston Youth Trust	14.00	Council Chambers
29/04/2021	West Lothian Leisure Advisory Committee	10.00	Council Chambers
29/04/2021	Health & Care PDSP	14.00	Council Chambers
30/04/2021	Employee Appeals Committee	10.00	Council Chambers
	<u>MAY 2021</u>		
04/05/2020	Linlithgow Local Area Committee	09.30	Council Chambers
04/05/2021	Education PDSP	14.00	Council Chambers
05/05/2021	Local Review Body	11.00	Council Chambers
07/05/2021	Livingston North Local Area Committee	09.30	Council Chambers
11/05/2021	Fauldhouse & Breich Valley Local Area Committee	09.30	Council Chambers
11/05/2021	Armadale & Blackridge Local Area Committee	10.00	TBC
12/05/2021	Development Management Committee	10.00	Council Chambers
13/05/2021	Livingston South Local Area Committee	09.30	Council Chambers
14/05/2021	Licensing Board	10.00	Council Chambers
17/05/2021	Joint Consultative Group	14.00	Council Chambers
18/05/2021	Education Executive	10.00	Council Chambers
18/05/2021	Council Executive	11.00	Council Chambers
19/05/2021	Licensing Committee	09.30	Council Chambers
20/05/2021	Voluntary Organisations PDSP	09.30	Council Chambers
20/05/2021	Placing in School Appeals Committee	09.30	TBC
20/05/2021	Asset Transfer Review Body	14.00	Council Chambers
21/05/2021	Broxburn, Uphall & Winchburgh Local Area Committee	09.30	TBC
24/05/2021	Placing in School Appeals Committee	09.00	TBC

Appendix 1

24/05/2021	Community Planning Partnership Board	10.00	TBC
24/05/2021	Joint Consultative Group (Teaching)	14.00	Council Chambers
25/05/2021	West Lothian Council	10.00	Council Chambers
26/05/2021	Placing in School Appeals Committee	09.30	TBC
27/05/2021	Culture & Leisure PDSP	09.30	Council Chambers
27/05/2021	Placing in School Appeals Committee	09.30	TBC
27/05/2021	West Lothian Leisure Advisory Committee	10.00	Council Chambers
28/05/2021	Employee Appeals Committee	10.00	Council Chambers
31/05/2021	Placing in School Appeals Committee	09.30	TBC
31/05/2021	Asset Transfer Committee	10.00	Council Chambers
	<u>JUNE 2021</u>		
01/06/2021	Development & Transport PDSP	09.30	Council Chambers
01/06/2021	Environment PDSP	11.00	Council Chambers
01/06/2021	Services for the Community PDSP	14.00	Council Chambers
02/06/2021	Local Review Body	11.00	Council Chambers
03/06/2021	East Livingston & East Calder Local Area Committee	09.30	Council Chambers
03/06/2021	Placing in School Appeals Committee	09.30	TBC
03/06/2021	Health & Care PDSP	14.00	Council Chambers
04/06/2021	Placing in School Appeals Committee	09.30	TBC
04/06/2021	Social Policy PDSP	09.30	Council Chambers
07/06/2021	Placing in School Appeals Committee	09.30	TBC
07/06/2021	Whitburn & Blackburn Local Area Committee	10.00	TBC
07/06/2021	Performance Committee	14.00	Council Chambers
08/06/2021	Council Executive	10.00	Council Chambers

Appendix 1

08/06/2021	Education Quality Assurance Committee	14.00	Council Chambers
09/06/2021	Development Management Committee	10.00	Council Chambers
10/06/2021	Members Training	10.00	TBC
11/06/2021	Licensing Board	10.00	Council Chambers
14/06/2021	Bathgate Local Area Committee	10.00	TBC
14/06/2021	Governance and Risk Committee	14.00	Council Chambers
16/06/2021	Licensing Committee	09.30	Council Chambers
16/06/2021	Placing in School Appeals Committee	09.30	TBC
17/06/2021	Placing in School Appeals Committee	09.30	TBC
17/06/2021	WL Integration Joint Board Audit, Risk & Governance	14.00	Council Chambers
18/06/2021	Livingston North Local Area Committee	09.30	Council Chambers
18/06/2021	Partnership & Resources PDSP	09.30	TBC
21/06/2021	Placing in School Appeals Committee	09.30	TBC
21/06/2021	Audit Committee	14.00	Council Chambers
22/06/2021	Education Executive	10.00	Council Chambers
22/06/2021	Council Executive	11.00	Council Chambers
23/06/2021	Placing in School Appeals Committee	09.30	TBC
23/06/2021	Livingston Youth Trust	14.00	Council Chambers
24/06/2021	Placing in School Appeals Committee	09.30	TBC
24/06/2021	Asset Transfer Review Body	14.00	Council Chambers
25/06/2021	Employee Appeals Committee	10.00	Council Chambers
28/06/2021	Asset Transfer Committee	14.00	Council Chambers
29/06/2021	WL Integration Joint Board	14.00	TBC
30/06/2021	Licensing Committee	09.30	Council Chambers

Appendix 1

	<u>JULY 2021</u>		
07/07/2021	Licensing Committee	09.30	Council Chambers
14/07/2021	Development Management Committee	10.00	Council Chambers

November 2020

November 2020							December 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	7	1	2	3	4	5	6
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Nov 14:00 Joint Consultative Group (Non Teaching)	3 09:30 Linlithgow Local Area Committee 14:00 Education Quality Assurance Committee	4	5	6 09:30 Broxburn, Uphall & Winchburgh Local Area Committee
9 10:00 Education Executive Agenda Setting 10:30 Council Executive Agenda 14:00 Governance and Risk Committee 14:00 West Lothian Council Agenda	10 09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 WL Integration Joint Board	11 11:00 Local Review Body	12 09:30 Livingston South Local Area Committee	13 10:00 Licensing Board
16 10:00 Community Planning Partnership Board 14:00 Performance Committee	17 10:00 Education Executive 11:00 Council Executive	18 09:30 Licensing Committee	19 09:30 Placing in School Appeals Committee	20 09:30 Livingston North Local Area Committee
23 10:00 Bathgate Local Area Committee 14:00 Joint Consultative Group (Teaching)	24 10:00 West Lothian Council	25 10:00 Development Management Committee	26 09:30 Culture & Leisure PDSP 10:00 West Lothian Leisure Advisory Committee 11:00 Voluntary Organisations PDSP 14:00 Asset Transfer Review Body	27 Cosla Leader Meeting 10:00 Employee Appeals Committee
30 10:00 Council Executive Agenda Setting 14:00 Asset Transfer Committee	1 Dec	2	3	4

December 2020

December 2020							January 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Nov	1 Dec 10:00 Armadale & Blackridge Local Area Committee	2 10:00 West Lothian Council (Planning) 11:00 West Lothian Council Planning Committee 14:00 IJB Audit, Risk & Governance Committee	3 09:30 East Livingston & East Calder Local Area Committee	4 09:30 Partnership & Resources PDSP
7 10:00 Council Executive Agenda Setting 10:00 Whitburn & Blackburn Local Area Committee 14:00 Community Safety Board	8 10:00 Education Executive	9 10:00 Members Training 14:00 Livingston Youth Trust	10 09:30 Placing in School Appeals Committee 14:00 Asset Transfer Review Body 14:00 IJB Strategic Planning Group (officer only meeting)	11 10:00 Licensing Board
14	15 10:00 Council Executive 14:00 Services for the Community PDSP	16 10:00 Development Management Committee	17 10:00 Education PDSP 14:00 Health & Care PDSP	18 10:00 Employee Appeals Committee
21 School Holiday	22 School Holiday	23 09:30 Licensing Committee	24 School Holiday	25 Public Holiday To 6 Jan →
28 Public Holiday	29 School Holiday	30	31 To 6 Jan →	1 Jan 21

January 2021

January 2021							February 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Dec	29	30	31	1 Jan 21 School Holiday Public Holiday
4 ← From 23 Dec Public Holiday	5 School Holiday	6	7	8 10:00 Licensing Board
11 10:00 Education Executive Agenda Setting 10:30 Council Executive Agenda Setting 14:00 West Lothian Council Agenda	12 09:30 Fauldhouse & Breich Valley Local Area Committee 14:00 Education Quality Assurance Committee	13 11:00 Local Review Body	14	15 09:30 Social Policy PDSP
18 14:00 Asset Transfer Committee	19 10:00 Education Executive 11:00 Council Executive 14:00 WL Integration Joint Board	20 10:00 Development Management Committee	21	22 09:30 Livingston North Local Area Committee
25 14:00 Governance & Risk Committee 15:00 Audit Committee	26 10:00 West Lothian Council	27 09:30 Licensing Committee	28 09:30 Placing in School Appeals Committee 14:00 Asset Transfer Review Body	29 10:00 Employee Appeals Committee

February 2021

February 2021							March 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
							29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Feb <div>10:00 Council Executive Agenda Setting</div> <div>14:00 Performance Committee</div>	2 <div>09:30 Development & Transport PDSP</div> <div>11:00 Environment PDSP</div> <div>14:00 Education PDSP</div>	3 <div>14:00 St John's Hospital Stakeholder Group</div>	4	5 <div>09:30 Partnership & Resources PDSP</div>
8 <div>10:00 Members Training</div> <div>14:00 Joint Consultative Group (Teaching)</div>	9 <div>10:00 Council Executive</div> <div>14:00 Services for the Community PDSP</div>	10 <div>11:00 Local Review Body</div>	11 <div>09:30 Livingston South Local Area Committee</div> <div>09:30 Placing in School Appeal</div> <div>14:00 IJB Strategic Planning Group (officer only meeting)</div>	12
15 <div>10:00 Council Executive Agenda Setting</div> <div>14:00 Asset Transfer Committee</div>	16 <div>School Holiday</div>	17 <div>10:00 Development Management Committee</div>	18 <div>14:00 Health & Care PDSP</div>	19 <div>10:00 Employee Appeals Committee</div>
22 <div>10:00 Community Planning Partnership Board</div> <div>14:00 Joint Consultative Group (Non Teaching)</div>	23 <div>10:00 Armadale & Blackridge Local Area Committee</div> <div>10:00 Council Executive</div>	24 <div>09:30 Licensing Committee</div> <div>14:00 IJB Audit, Risk & Governance Committee</div>	25 <div>09:30 Culture & Leisure PDSP</div> <div>10:00 West Lothian Leisure Advisory Committee</div> <div>11:00 Voluntary Organisations PDSP</div> <div>14:00 Asset Transfer Review Body</div>	26 <div>09:30 Social Policy PDSP</div>

March 2021

March 2021							April 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14							
15	16	17	18	19	20	21	5	6	7	8	9	10	11
22	23	24	25	26	27	28	12	13	14	15	16	17	18
29	30	31					19	20	21	22	23	24	25
							26	27	28	29	30		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Mar <div>10:00 Whitburn & Blackburn Local Area Committee</div> <div>14:00 West Lothian Council Agenda Setting</div>	2 <div>09:30 Linlithgow Local Area Committee</div> <div>14:00 Education PDSP</div>	3	4 <div>09:30 East Livingston & East Calder Local Area Committee</div>	5 <div>09:30 Broxburn, Uphall & Winchburgh Local Area Committee</div>
8 <div>10:00 Bathgate Local Area Committee</div> <div>14:00 Governance & Risk Committee</div>	9 <div>09:30 Fauldhouse & the Breich Valley Local Area Committee</div> <div>14:00 Education Quality Assurance Committee</div>	10 <div>11:00 Local Review Body</div>	11	12 <div>10:00 Licensing Board</div>
15 <div>10:00 Education Executive Agenda Setting</div> <div>10:30 Council Executive Agenda Setting</div> <div>14:00 Community Safety Board</div>	16 <div>10:00 West Lothian Council</div>	17 <div>10:00 Development Management Committee</div>	18	19 <div>09:30 Livingston North Local Area Committee</div>
22 <div>14:00 Audit Committee</div>	23 <div>10:00 Education Executive</div> <div>11:00 Council Executive</div> <div>14:00 WL Integration Joint Board</div>	24 <div>09:30 Licensing Committee</div>	25 <div>09:30 Placing in School Appeals Committee</div> <div>14:00 Asset Transfer Review Body</div>	26 <div>10:00 Employee Appeals Committee</div>
29 <div>14:00 Asset Transfer Committee</div>	30 <div>09:30 Development & Transport PDSP</div> <div>11:00 Environment PDSP</div> <div>14:00 Services for the Community PDSP</div>	31 <div>14:00 Livingston Youth Trust</div>	1 Apr	2

April 2021

April 2021							May 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	15	16	17	18	17	18	19	20	21	22	23
26	27	28	22	23	24	25	24	25	26	27	28	29	30
			29	30			31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Mar	30	31	1 Apr 10:00 Members Training 14:00 IJB Strategic Planning Group (officers meeting only)	2 School Holiday Public Holiday
5 Public Holiday	6	7 11:00 Local Review Body	8	9 To 16 Apr →
12 10:00 Council Executive Agenda Setting	13	14 10:00 Development Management Committee	15	16 10:00 Licensing Board
19 14:00 Performance Committee	20 10:00 Council Executive 14:00 WL Integration Joint Board	21 09:30 Licensing Committee	22 14:00 Asset Transfer Review Body	23 09:30 Partnership & Resources PDSP
26 14:00 Asset Transfer Committee	27 14:00 Education Quality Assurance Committee	28 09:30 Placing in School Appeals Committee	29 10:00 West Lothian Leisure Advisory Committee 14:00 Health & Care PDSP	30 10:00 Employee Appeal Committee

May 2021

May 2021							June 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	7	1	2	3	4	5	6
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 May <div>Public Holiday</div>	4 <div>09:30 Linlithgow Local Area Committee</div> <div>14:00 Education PDSP</div>	5 <div>11:00 Local Review Body</div> <div>14:00 St John's Hospital Stakeholder Group</div>	6 <div>In-Service Day (possible SG election day)</div>	7 <div>09:30 Livingston North Local Area Committee</div>
10 <div>10:00 Education Executive Agenda Setting</div> <div>10:30 Council Executive Agenda Setting</div> <div>14:00 West Lothian Council Agenda</div>	11 <div>09:30 Fauldhouse & the Breich Valley Local Area Committee</div> <div>10:00 Armadale & Blackridge Local Area Committee</div>	12 <div>10:00 Development Management Committee</div>	13 <div>09:30 Livingston South Local Area Committee</div>	14
17 <div>14:00 Joint Consultative Group (Non Teaching)</div>	18 <div>10:00 Education Executive</div> <div>11:00 Council Executive</div>	19 <div>09:30 Licensing Committee</div>	20 <div>09:30 Placing in School Appeals Committee</div> <div>14:00 Asset Transfer Review Body</div>	21 <div>09:30 Broxburn, Uphall & Winchburgh Local Area Committee</div>
24 <div>09:30 Placing in School Appeals Committee (Block Appeals)</div> <div>10:00 Community Planning Partnership Board</div> <div>14:00 Community Safety Board</div>	25 <div>10:00 West Lothian Council</div>	26 <div>09:30 Placing in School Appeals Committee (Block Appeals)</div> <div>14:00 Joint Consultative Group (Teaching)</div>	27 <div>09:30 Culture & Leisure PDSP</div> <div>09:30 Placing in School Appeals Committee (Block Appeals)</div> <div>10:00 West Lothian Leisure Advisory</div> <div>11:00 Voluntary Organisations PDSP</div>	28 <div>10:00 Employee Appeals Committee</div>
31 <div>09:30 Placing in School Appeals Committee (Block Appeals)</div> <div>10:00 Council Executive Agenda Setting</div> <div>14:00 Asset Transfer Committee</div>	1 Jun	2	3	4

June 2021

June 2021							July 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 May	1 Jun 09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 Services for the Community PDSP	2 11:00 Local Review Body	3 09:30 East Livingston & East Calder Local Area Committee 09:30 Placing in School Appeals Committee (Block Appeals) 14:00 Health & Care PDSP	4 09:30 Placing in School Appeals Committee (Block Appeals) 09:30 Social Policy PDSP
7 Newlands Day (Bathgate only) 09:30 Placing in School Appeals Committee (Block Appeals) 10:00 Whitburn & Blackburn Local 14:00 Performance Committee	8 10:00 Council Executive 14:00 Education Quality Assurance Committee	9 10:00 Development Management Committee	10 10:00 Members Training 14:00 IJB Strategic Planning Group (officers meeting only)	11 10:00 Licensing Board
14 10:00 Bathgate Local Area Committee 10:00 Education Executive Agenda Setting 10:30 Council Executive Agenda 14:00 Governance & Risk Committee	15 Linlithgow Marches	16 09:30 Licensing Committee 09:30 Placing in School Appeals Committee (Block Appeals)	17 09:30 Placing in School Appeals Committee (Block Appeals) 14:00 IJB Audit, Risk & Governance Committee	18 09:30 Livingston North Local Area Committee 09:30 Partnership & Resources PDSP
21 09:30 Placing in School Appeals Committee (Block Appeals) 14:00 Audit Committee	22 10:00 Education Executive 11:00 Council Executive	23 09:30 Placing in School Appeals Committee (Block Appeals) 14:00 Livingston Youth Trust	24 09:30 Placing in School Appeals Committee (Block Appeals) 14:00 Asset Transfer Review Body	25 10:00 Employee Appeals Committee
28 14:00 Asset Transfer Committee	29 School Holidays 14:00 WL Integration Joint Board	30	1 Jul	2

July 2021

July 2021							August 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Jun	29	30	1 Jul	2
			School Holidays To 16 Aug →	
5	6	7	8	9
		School Holidays To 16 Aug →		
		09:30 Licensing Committee		
12	13	14	15	16
		School Holidays To 16 Aug →		
		10:00 Development Management Committee		10:00 Licensing Board
19	20	21	22	23
		School Holidays To 16 Aug →		
26	27	28	29	30
		School Holidays To 16 Aug →		

Appendix 3

COMMITTEE TIMETABLE 2020-21 - SUMMARY

Asset Transfer Committee	Monday afternoons: 30/11/2020, 18/01/2021, 15/02/2021, 29/03/2021, 26/04/2021, 31/05/2021, 28/06/2021
Asset Transfer Review Body	Thursday afternoons: 26/11/2021, 10/12/2020, 28/01/2021, 25/02/2021, 25/03/2021, 22/04/2021, 20/05/2021, 24/06/2021
Armadale and Blackridge Local Area Committee	Tuesday mornings: 01/12/2020, 23/02/2021, 11/05/2021
Audit Committee	Monday afternoons: 25/01/2021, (3pm) 22/03/2021, 21/06/2021
Avoidance of Disputes Committee	Ad hoc
Bathgate Local Area Committee	Monday mornings: 23/11/2020, 08/03/2021, 14/06/2021
Broxburn, Uphall and Winchburgh Local Area Committee	Friday mornings: 06/11/2020, 05/03/21, 21/05/21
Community Planning Partnership Board	Monday mornings: 16/11/2020, 22/02/2021, 24/05/2021
Community Safety Board	Monday afternoons: 07/12/2020, 15/03/2021
Council Executive	Tuesday mornings: 27/10/2020, 17/11/2020, 15/12/2020, 19/01/2021, 09/02/2021, 23/03/2021, 20/04/2021, 18/05/2021, 08/06/2021, 22/06/21
Culture and Leisure Policy Development and Scrutiny Panel	Thursday mornings: 26/11/2020, 25/02/2021, 27/05/2021
Development and Transport Policy Development and Scrutiny Panel	Tuesday mornings: 10/11/2020, 02/02/2021, 30/03/2021, 01/06/2021
Development Management Committee	Wednesday mornings: 25/11/2020, 16/12/2020, 20/01/2021, 17/02/2021, 17/03/2021, 14/04/2021, 12/05/2021, 09/06/2021, 14/07/2021
East Livingston and East Calder Local Area Committee	Thursday mornings: 03/12/2020, 04/03/2021, 03/06/2021
Education Executive	Tuesday mornings: 17/11/2020, add in 08/12/2020 , 19/01/2021, 23/03/2021 18/05/2021, 22/06/2021
Education Quality Assurance Committee	Tuesday afternoons: 03/11/2020, 12/01/2021, 09/03/2021, 27/04/2021, 08/06/2021
Education Policy Development and Scrutiny Panel	Tuesday afternoon: 17/12/2020 am, 02/02/2021, 02/03/2021, 04/05/2021,
Employee Appeals Committee	Friday mornings: 27/11/2020, 18/12/2020, 29/01/2021, 19/02/2021, 26/03/2021, 30/04/2021, 28/05/2021, 25/06/2021
Environment Policy Development and Scrutiny Panel	Tuesday mornings: 10/11/2020, 02/02/2021, 30/03/2021, 01/06/2021
Fauldhouse and The Breich Valley Local Area Committee	Tuesday mornings: 12/01/2021, 09/03/2021, 11/05/2021
Governance and Risk Committee	Monday afternoons: 09/11/2020 25/01/2021 08/03/2021, 14/06/2021
Health and Care Policy Development and Scrutiny Panel	Thursday afternoons: 17/12/2020,

Appendix 3

	18/02/2021, 29/04/2021, 03/06/2021
Joint Consultative Group (Non-Teaching)	Monday afternoons; 02/11/2020, 22/02/2021, 17/05/2021
Joint Consultative Group (Teaching)	Monday afternoons; 23/11/2020, 08/02/2021, 24/05/2021
Licensing Committee	Wednesday mornings; 18/11/2020, 23/12/2020, 27/01/2021, 24/02/2021, 24/03/2021, 21/04/2021, 19/05/2021, 16/06/2021, 07/07/2021
Linlithgow Local Area Committee	Tuesday mornings; , 03/11/2020, 02/03/2021, 04/05/2021
Livingston North Local Area Committee	Friday mornings; 20/11/2020, 22/01/2021, 19/03/2021, 07/05/2021, 18/06/2021
Livingston South Local Area Committee	Thursday mornings; 12/11/2020, 11/02/2021, 13/05/2021
Local Review Body	Wednesday mornings; 11/11/2020, 13/01/2021, 10/02/2021, 10/03/2021, 07/04/2021, 05/05/2021, 02/06/2021
Miscellaneous Appeals Committee	Ad hoc
Partnership and Resources Policy Development and Scrutiny Panel	Friday mornings; 04/12/2020, 05/02/2021, 23/04/2021, 18/06/2021
Performance Committee	Monday afternoon; 16/11/2020, 01/02/2021, 19/04/2021, 07/06/2021
Senior Officer Appointment Committee	Ad hoc
Services for the Community Policy Development and Scrutiny Panel	Tuesday afternoons; 15/12/2020, 09/02/2021, 30/03/2021, 01/06/2021
Social Policy, Policy Development and Scrutiny Panel	Friday mornings; 15/01/2021, 26/02/2021, 04/06/2021
St John's Hospital Stakeholder Group	Wednesday afternoons; (meeting dates set by the group for each calendar year and this group will transfer back to the council in the summer of 2020)
Voluntary Organisations Policy Development and Scrutiny Panel	Thursday mornings; 19/11/2020, 18/02/2021, 20/05/2021
West Lothian (Placing In Schools) Appeals Committee	19/11/2020, 10/12/2020, 28/01/2021, 11/02/2021, 25/03/2021, 28/04/2021, 20/05/2021, plus block appeals 24/05/2021, 26/05/2021, 27/05/2021, 31/05/2021 03/06/2021, 04/06/2021, 07/06/2021, 16/06/2021, 17/06/2021, 21/06/2021 23/06/2021, 24/06/2021
West Lothian Integration Joint Board	Tuesday afternoon; 10/11/2021, 19/01/2021, 23/03/2021, 20/04/2021, 29/06/2021 (to be agreed by the IJB)
West Lothian Integration Joint Board Appointments Committee	Ad hoc
West Lothian Integration Audit, Risk & Governance	Wednesday afternoons; 09/12/2020, 24/02/2021, 17/06/2021
West Lothian Council	Tuesday mornings; 24/11/2020, 26/01/2021, 16/03/2021, 25/05/2021
West Lothian Leisure Advisory Committee	Thursday morning; 22/10/2020, 26/11/2020, 25/02/2021,

Appendix 3

	29/04/2021,27/05/2021
West Lothian Licensing Board	Friday mornings; 13/11/2020, 11/12/2020, 08/01/2021, 12/02/2021, 12/03/2021, 09/04/2021, 14/05/2021, 11/06/2021, 09/07/2021
West Lothian Council (Planning)	02/12/2020
West Lothian Council Planning Committee	02/12/2020
Whitburn and Blackburn Local Area Committee	Monday mornings; 07/12/2020, 01/03/2021, 07/06/2021