

Convener – Cllr Gary Holt  
 Lead Officer – Michael Enston  
 Committee Officer – Michelle Hyslop

## People and Communities Scrutiny Committee

### Timetable of Meetings 2024 - 2025

| DRAFT REPORTS<br>DEADLINE TO<br>COMMITTEE SERVICES<br>WEDNESDAY by 12<br>noon | ISSUE AGENDA<br>PLANNING PAPERS<br>FRIDAY | AGENDA PLANNING<br>MEETING<br>REMOTE MEETING AT<br>10AM<br>Thursday | FINAL REPORTS<br>DEADLINE<br>TUESDAY by 12<br>noon | AGENDA ISSUED<br>THURSDAY | COMMITTEE<br>BLENDED MEETING<br>THURSDAY at 10 am |
|---|---|---|--|---------------------------|---|
| <b>2024</b>   |   |   |  |                           |   |
| 7th February  | 9th February                              | <b>15th February</b>  | 19th February                                      | 22nd February             | <b>29th February</b>                              |
| 3rd April   | 5th April                                 | <b>11th April</b>   | 16th April   | 18th April                | <b>25th April</b>                                 |
| 5th June  | 7th June                                  | <b>13th June</b>  | 18th June  | 20th June                 | <b>27th June</b>                                  |
| 4th September   | 6th September                             | <b>12th September</b>   | 17th September                                     | 19th September            | <b>26th September</b>                             |
| 23rd October  | 25th October                              | <b>31st October</b>   | 5th November                                       | 7th November              | <b>14th November</b>                              |
| <b>2025</b>   |   |   |  |                           |   |
| 11th December 2024  | 13th December 2024                        | <b>19th December 2024</b>   | 7th January  | 9th January               | <b>16th January</b>                               |

| <b>DRAFT REPORTS<br/>DEADLINE TO<br/>COMMITTEE SERVICES<br/>WEDNESDAY by 12<br/>noon</b> | <b>ISSUE AGENDA<br/>PLANNING PAPERS<br/>FRIDAY</b> | <b>AGENDA PLANNING<br/>MEETING<br/>REMOTE MEETING AT<br/>10AM<br/>Thursday</b> | <b>FINAL REPORTS<br/>DEADLINE<br/>TUESDAY by 12<br/>noon</b> | <b>AGENDA ISSUED<br/>THURSDAY</b> | <b>COMMITTEE<br/>BLENDED MEETING<br/>THURSDAY at 10 am</b> |
|--|--|--|--|-----------------------------------|--|
| 19 February  | 21 <sup>st</sup> February                          | <b>27th February</b>   | 4 <sup>th</sup> March  | 6 <sup>th</sup> March             | <b>13<sup>th</sup> March</b>                               |
| 23rd April   | 25th April   | <b>1st May</b>   | 6th May  | 8th May                           | <b>15th May</b>  |

Any Service submitting a report to a Committee meeting should note the deadlines for having those reports to the Committee Officer – any reports not submitted in time will not be included on the agenda for that meeting. Reports should be submitted electronically to [Michelle.Hyslop@fife.gov.uk](mailto:Michelle.Hyslop@fife.gov.uk).