

REPORT TO THE MEETING OF THE EXECUTIVE 2 MARCH 2016

PORTFOLIO: LEADER

REPORT FROM ASSISTANT DIRECTOR, DEMOCRATIC SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2016/17

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2016/17 Municipal Year, as set out in the appendix to this report, be approved.

2 REASON/S FOR RECOMMENDATION

- 2.1 A formalised meetings timetable facilitates the management of Council business. Administrative arrangements should be in place in advance of the new Municipal Year.

3 DISCUSSION

- 3.1 The Council's Constitution sets out some requirements in relation to meetings, specifically:-
- All ordinary meetings of Full Council take place in accordance with a programme decided at the Council's Annual Meeting.
 - There should be at least ten ordinary meetings of the Review Committee in each year.
 - There should be at least four meetings of the Executive in each year.
- 3.2 The dates scheduled for Full Council meetings will need to be included on the Annual Council meeting agenda for endorsement. Executive meetings scheduled in the appended timetable reflect the usual throughput of business, including the performance reporting timetable.
- 3.3 The timetable covers Council, the Executive and the regulatory/probity Committees. It replicates, where possible, the usual practice of scheduling Council and Review Committee meetings on Tuesday evenings and Executive meetings on Wednesday evenings. Meetings have also been scheduled of the Investment Board, at two-monthly intervals.
- 3.4 In accordance with usual practice, the timetable includes training dates that have been agreed in advance. These cover a facility for part 1 (refresher/mandatory) and part 2 (competency/mandatory) training. The week commencing 9 May 2016 has been earmarked to schedule intensive induction training for newly elected Members.

- 3.5 Two budget Away days have been scheduled – 1 October 2016 and 21 January 2017. The timetable includes provision for the Chief Executive's appraisal and continues to avoid Monday evenings when most of the Town/Parish Council main meetings are held. The Council budget setting meeting has been scheduled for 14 February 2017 to allow a margin for any late budgetary announcements from Central Government. Similarly, no Council Tax setting meeting has been scheduled as precept announcements from other Authorities have been late in recent years. Council Tax setting will take place at the Council meeting scheduled for 28 February 2017.
- 3.6 The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings if necessary.

4 LEGAL IMPLICATIONS

- 4.1 Requirements within the Council's Constitution are identified at paragraph 3.1 above. The Council's Annual Meeting has to be held within 21 days of Councillors' retirement following elections.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: John Boslock

Assistant Director, Democratic Services

Background Papers:-

None.

For further information please contact Sonia Worthington (Committee Administrator) on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.

MEETINGS TIMETABLE 2016/17

2016									2017				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon				1									1 Bank Holiday
Tue				2			1	Review					2
Wed		1 Executive		3			2	Executive		1 Executive	1 Executive		3
Thurs		2 Review Committee Training		4	1	Standards	3	1		2	2		4 District Elections
Fri		3	1	5	2		4	2		3	3		5
Sat		4	2	6	3	1 Budget Away Day	5	3		4	4	1	6
Sun	1	5	3	7	4	2	6	4	1 New Years Day	5	5	2	7
Mon	2 Bank Holiday	6	4	8	5	3	7	5	2 Bank Holiday	6	6	3	8
Tue	3	7	5 Review	9	6 Review	4 Review	8 Review	6 Audit	3	7 Review	7 Audit	4 Review	9
Wed	4	8	6 Investment Board	10	7 Executive	5 Executive	9 Executive	7	4	8	8	5 Executive	10
Thurs	5 District Elections	9 Mandatory Appeals Training	7 Training	11	8 Mandatory planning training	6 Training	10 Training	8	5	9 Mandatory planning training	9	6	11
Fri	6	10	8	12	9	7	11	9	6	10	10	7	12
Sat	7	11	9	13	10	8	12	10	7	11	11	8	13
Sun	8	12	10	14	11	9	13	11	8	12	12	9	14
Mon	9	13	11	15	12	10	14	12	9	13	13	10	15
Tue	10	14 Review	12	16	13 Audit	11	15 Mandatory Planning Training	13 Council	10 Review	14 * Reserved for Budget	14 Review	11 Standards	16 Annual Council
Wed	11	15	13 Executive	17	14 Investment Board	12	16 Investment Board	14	11 Executive	15	15 Investment Board	12 Development	17
Thurs	12	16 Mandatory Licensing training	14 Training	18 Development	15	13 Training	17	15 Development	12	16	16 Development	13	18
Fri	13	17	15	19	16	14	18	16	13	17	17	14 Good Friday	19
Sat	14	18	16	20	17	15	19	17	14	18	18	15	20
Sun	15	19	17	21	18	16	20	18	15	19	19	16 Easter Day	21
Mon	16	20	18	22	19	17	21	19	16	20	20	17 Easter Monday	22
Tue	17 Annual Council	21 Audit	19 Council	23	20	18 Council	22 Training	20	17	21	21	18	23
Wed	18	22 Training	20 Training	24	21	19	23 CE Appraisal	21	18 Investment Board	22	22	19	24
Thurs	19 Mandatory Planning Training	23 EU Referendum	21 Development	25	22 Development	20 Development	24 Development	22	19 Development	23 Development	23	20	25
Fri	20	24	22	26	23	21	25	23	20	24	24	21	26
Sat	21	25	23	27	24	22	26	24	21 Budget Away Day	25	25	22	27
Sun	22	26	24	28	25	23	27	25 Christmas Day	22	26	26	23	28
Mon	23	27	25	29 Bank Holiday	26	24	28	26 Boxing Day	23	27	27	24	29 Bank Holiday
Tue	24 Development	28 Standards	26	30	27	25	29	27 Bank Holiday	24	28 Council	28	25 Council	30
Wed	25 CE Appraisal	29 Training	27	31	28	26	30	28	25		29	26	31
Thurs	26	30 Development	28		29	27		29	26		30	27	
Fri	27		29		30	28		30	27		31	28	
Sat	28		30			29		31	28			29	
Sun	29		31			30			29			30	
Mon	30 Bank Holiday					31			30				
Tue	31								31				