

TIMETABLE OF MEETINGS 2003/2004

1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2003/2004 municipal year. The Council's Constitution requires it to agree the dates of its meetings each year.

2 INTRODUCTION

- 2.1 Appendix 1 to this report sets out the proposed Committee timetable for 2003/2004.
- 2.2 The timetable includes meetings of the Standards, Policy and Overview and Scrutiny Committees. It also includes provision for the Taxi Licensing Sub-Committee, a programme of Member training, the Chief Executive's appraisal and activity associated with Comprehensive Performance Assessment (CPA). The Standards Committee is likely to meet on an ad hoc basis beyond the timetabled meetings.
- 2.3 The Government has now taken a decision to hold District Elections on 10 June 2004 to coincide with the European Parliamentary Elections. Due to this it is necessary to extend meetings into May and to move the Annual Council meeting to June. This is reflected in Appendix 1.

3 DISCUSSION

- 3.1 The proposed timetable takes account of the recommendations of the Standards Committee for induction training for new Members to be held during May to July and for competency training in October to November and February to March. Details of the content of the training sessions are being developed and will be allocated to the reserved training dates.
- 3.2 An additional Council meeting on Strategies has been timetabled for 26 June to allow for approval of the Corporate Plan/Best Value Performance Plan within the statutory timeframe, which has led to the Planning Services Committee meeting being scheduled for Tuesday, 24 June.
- 3.3 A further Council meeting has been scheduled on 7 January for the consideration of Comprehensive Performance Assessment.
- 3.4 In the September/October cycle an additional Finance & Procedures Overview & Scrutiny Committee has been timetabled in order for consultation on the budget to take place with the local Chambers of

Trade.

- 3.5 Similarly, in the November/December cycle, only one of each Overview and Scrutiny Committee has been scheduled, with one additional Finance & Procedures Overview & Scrutiny Committee to allow reasonable time to address ongoing issues relating to Budget Strategy.

4 LEGAL IMPLICATIONS

- 4.1 Council is free to determine its own timetable of meetings subject to the Annual meeting being held within 21 days of councillors' retirement following the Council elections.

5 PARISH IMPLICATIONS

- 5.1 The proposed timetable continues to avoid Monday evenings when most of the Town and Parish Councils within the Rochford District hold their meetings.

6 RECOMMENDATION

- 6.1 It is proposed that Council **RESOLVES**

That the timetable of meetings for 2003/2004, as set out in the appendix to this report, be adopted. (HAMS)

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Background Papers:

None

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