



**Rochford District  
Council**

<b>REPORT TITLE:</b>	<b>Committee Calendar for 2024/2025</b>
<b>REPORT OF:</b>	<b>Acting Director of Governance</b>

## **REPORT SUMMARY**

The Committee Calendar for 2024/2024 was approved at Full Council on 14th December 2023 and is attached at Appendix A.

## **SUPPORTING INFORMATION**

### **2.0 BACKGROUND INFORMATION**

2.1 Members agreed the date, time and place of ordinary meetings of the Council and its committees for the 2024-2025 Municipal Year at Full Council on 14<sup>th</sup> December 2023.

### **3.0 OTHER OPTIONS CONSIDERED**

3.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published to informing the public of the meetings of the Council and its Committees.

2.2 If changes are made to the public notice by the Proper Officer, the notice will be updated, and information fully publicised on the Council's website.

### **4.0 RELEVANT RISKS**

4.1 None.

## **5.0 ENGAGEMENT/CONSULTATION**

5.1 None.

## **6.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Director – Resources & Section 151 Officer**

**Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk**

6.1 The cost of the governance arrangements at the Council can be met from existing budgets within the Medium Term Financial Plan 2024/2025. However, any increase in the number of meetings will have an impact on the officer support structure.

## **7.0 LEGAL/GOVERNANCE IMPLICATIONS**

**Name & Title: Claire Mayhew, Acting Director of Governance and Monitoring Officer**

**Tel & Email 01277 312741 / claire.mayhew@brentwood.rochford.gov.uk**

7.1 The Council's Constitution provides that the Full Council will consider and agree the timetable for ordinary meetings of Council for the current municipal year.

## **8.0 EQUALITY & HEALTH IMPLICATIONS**

**Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health**

**Tel & Email 01277 312500/kim.anderson@brentwood.gov.uk**

8.1 Section 149 of the Equality Act requires the Council to have due regard to the Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics. Listed Authorities must comply with the requirements under the Equality Act 2010 (Specific Duties) Regulations 2011 (the Regulations), to publish equality data and list specific equality objectives. These Regulations apply to the Council.

**REPORT AUTHOR: Name: Claire Mayhew**

**Title: Acting Director of Governance**

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**APPENDICES**

Appendix A – Calendar of meetings

**BACKGROUND PAPERS**

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Annual Council	May 2023
Annual Council	May 2022
Annual Council	May 2021