
TIMETABLE OF MEETINGS 2006/07

1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2006/07 Municipal Year. The Council's Constitution requires it to agree the dates of its meetings each year.

2 INTRODUCTION

- 2.1 Appended to this report is the proposed meetings timetable for 2006/07.
- 2.2 The proposed timetable reflects the new Committee structure, formally approved by Council on 22 December 2005 (Minute 525(6)(a)). It includes scheduled meetings of the Standards Committee, Audit Committee, Development Control Committee (formerly Planning Services Committee), the five new Policy Committees and regular meetings of the Review Committee, which will replace the current Overview and Scrutiny Committees. It also includes provision for a programme of Member training and the Chief Executive's appraisal.
- 2.3 District Elections will be held on 3 May 2007.

3 DISCUSSION

- 3.1 The timetable, where possible, replicates the traditional practice of scheduling Policy Committee meetings on Tuesday evenings and regulatory and probity related Committee meetings on Thursday evenings. The timetable allows more flexibility than was previously the case for both the cancellation of pre-arranged meetings and the scheduling of additional meetings, according to levels of work throughout the course of the year.
- 3.2 As a result of District Elections being held in May 2006, the proposed timetable includes provision for induction training for newly elected Members on 23, 24 and 31 May, with some competency training scheduled in June and July 2006. Competency training has also been scheduled for October to November 2006 and February to March 2007, as recommended by the Standards Committee. Details of the content of the training sessions are to be considered by the Standards Committee.
- 3.3 27 June has been reserved for Council to approve the Performance Plan within the statutory timeframe and for reporting of the closure of the Council's accounts. An additional meeting of the Audit Committee has been scheduled for 30 May to receive details of the Statement of Internal Control, as required by the External Auditors.
- 3.4 Two Member away days have been scheduled, on 25 November and 20 January, for the development of the budget strategy.

- 3.5 It should be noted that no set dates have been set aside for the Licensing Sub-Committee to hold licensing hearings. However, the proposed timetable allows for the scheduling of ad hoc hearings.

4 LEGAL IMPLICATIONS

- 4.1 The 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 Rochford District hold their meetings.

6 RECOMMENDATION

- 6.1 It is proposed that the Committee **RECOMMENDS** to Council that the timetable of meetings for 2006/07, as set out in the appendix to this report, be adopted.

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Background Papers:

None

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