

**REPORT TO THE MEETING OF THE EXECUTIVE 27 JANUARY 2010****PORTFOLIO: OVERALL STRATEGY & POLICY DIRECTION****REPORT FROM: HEAD OF INFORMATION AND CUSTOMER SERVICES****SUBJECT: TIMETABLE OF MEETINGS 2010/11****1 DECISION BEING RECOMMENDED**

- 1.1 That the timetable of meetings for the 2010/11 municipal year, as set out in the appendix to this report, be approved.

**2 REASON FOR RECOMMENDATION**

- 2.1 A formalised meetings timetable facilitates the management of Council business.

**3 DISCUSSION**

- 3.1 The appended timetable covers Council, Executive, Area Committee and the regulatory/probity Committees. It replicates, where possible, the usual practice of scheduling Review Committee meetings on Tuesday evenings, Development Control on Thursday evenings and Executive meetings on Wednesday evenings. The timetable allows flexibility 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 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.
  - There should be at least four meetings of the Executive.
- 3.3 The dates scheduled for Council meetings will need to be included on the Annual Council meeting agenda for endorsement. Executive meetings scheduled in the timetable reflect the meetings held during the 2009/10 municipal year and the performance reporting timetable.
- 3.4 At the moment, the timetable provides for five meetings of each of the three Area Committees, with an attempt to keep meetings together in blocks. Occasional minor variations to this pattern reflect the availability of venues. In the 2009/10 municipal year six meetings of each Committee were scheduled, achieved by the inclusion of a set of meetings in each of the months of September, October and November. In practice, the short time frame between the meetings during this period has meant that issues have not necessarily

been effectively resolved from one meeting to the next. In addition, consultation with partners on their attendance at each of three meetings under the spotlight items has identified October as a period when attendance is least likely. Public attendance last October at the Area Committees was generally lower than in September and November. That said, additional meetings could be scheduled for October if it is felt there is a need.

- 3.5 With regard to Member training, the appended timetable includes the training dates agreed in advance of the calendar year to accord with the Charter for elected Member Development Action Plan. All Members have been provided with these dates, which include provision for mandatory training requirements.
- 3.6 29 June has been reserved for the closure of the Council's accounts. The Audit Committee scheduled for 15 June fits the timing for receiving details of the Annual Governance Statement, as required by the external auditors.
- 3.7 Two budget away days have been scheduled – 27 November 2010 and 15 January 2011.
- 3.8 The timetable includes provision for the Chief Executive's appraisal and continues to avoid Monday evenings when most of the Town and Parish Councils within the Rochford District hold their meetings.

#### **4 LEGAL IMPLICATIONS**

- 4.1 Subject to Constitutional requirements, 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 Council 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: \_\_\_\_\_

**Head of Information and Customer Services**

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#### **Background Papers:-**

None.

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If you would like this report in large print, Braille or another language please contact 01702 546366.

## MEETINGS TIMETABLE 2010/11

2010									2011				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon							1						
Tue		1 Review Committee Training					2 Review			1	1		
Wed		2			1		3 Executive	1 Audit		2	2 Audit		
Thurs		3 Review	1 Training		2 Central Area		4 Training	2		3	3 Training		
Fri		4	2		3	1	5	3		4	4	1	
Sat	1	5	3		4	2	6	4	1 New Years Day	5	5	2	
Sun	2	6	4	1	5	3	7	5	2	6	6	3	1
Mon	3 Bank Holiday	7	5	2	6	4	8	6	3	7	7	4	2 Bank Holiday
Tue	4	8 Standards	6 Review Committee Training	3	7 Review	5 Review	9 Central Area	7 Review	4	8 Review	8 Review	5 Review	3
Wed	5	9 East Area	7	4	8	6 Training	10	8 Executive	5	9	9 Training	6 CE Appraisal	4
Thurs	6 District Elections	10 Training	8	5	9	7 Standards	11 Training	9	6	10 Training	10 East Area	7 Standards	5 District Elections
Fri	7	11	9	6	10	8	12	10	7	11	11	8	6
Sat	8	12	10	7	11	9	13	11	8	12	12	9	7
Sun	9	13	11	8	12	10	14	12	9	13	13	10	8
Mon	10	14	12	9	13	11	15	13	10	14	14	11	9
Tue	11	15 Audit	13 Review	10	14	12 Mandatory Development Control Training	16	14 Council	11 Review	15 * Reserved for Council Tax	15 Central Area	12 Audit	10
Wed	12	16 Training	14 Mandatory Appeals Training	11	15	13	17 East Area	15	12 East Area	16 Executive	16 Executive	13 Executive	11
Thurs	13 Mandatory Development Control Training	17 Central Area	15	12	16 East Area	14	18 Training	16 Development Control	13 Central Area	17 Training	17 Training	14 Development Control	12
Fri	14	18	16	13	17	15	19	17	14	18	18	15	13
Sat	15	19	17	14	18	16	20	18	15 Budget Away Day	19	19	16	14
Sun	16	20	18	15	19	17	21	19	16	20	20	17	15
Mon	17	21	19	16	20	18	22	20	17	21	21	18	16
Tue	18 Annual Council	22 Training	20	17	21 West Area	19 Review Committee Training	23	21	18	22 Council	22 West Area	19 Council	17 Annual Council
Wed	19	23 Executive	21 Executive	18	22 Executive	20 Executive	24	22	19 Executive	23 Training	23	20	18
Thurs	20 Development Control	24 Development Control	22 Development Control	19 Development Control	23 Development Control	21 Development Control	25 Development Control	23	20 Development Control	24 Development Control	24	21	19
Fri	21	25	23	20	24	22	26	24	21	25	25	22 Good Friday	20
Sat	22	26	24	21	25 Members Tour of the District	23	27 Budget Away Day	25 Christmas Day	22	26	26	23	21
Sun	23	27	25	22	26	24	28	26 Boxing Day	23	27	27	24	22
Mon	24	28	26	23	27	25	29	27 Bank Holiday	24	28	28	25 Easter Monday	23
Tue	25 Training	29 * Reserved for Closure of Accounts	27 Council	24	28 Review Committee Training	26 Council	30 West Area	28 Bank Holiday	25 * Reserved for Budget		29 Development Control	26	24
Wed	26	30 West Area	28	25	29 Audit	27		29	26 West Area		30	27	25
Thurs	27 Mandatory Licensing Training		29	26	30 CE Appraisal	28 Training		30	27		31	28	26
Fri	28		30	27		29		31	28			29	27
Sat	29		31	28		30			29			30	28
Sun	30			29		31			30				29
Mon	24 Bank Holiday			30 Bank Holiday					31				30 Bank Holiday
Tue				31									31