

REPORT TO THE MEETING OF THE EXECUTIVE 14 MARCH 2012

PORTFOLIO: OVERALL STRATEGY AND POLICY DIRECTION

REPORT FROM: HEAD OF LEGAL, ESTATES AND MEMBER SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2012/13

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2012/13 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.
 - There should be four regular Community Forum meetings in each year, two in the East and two in the West of the District.
- 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, Community Forums and the regulatory/probity Committees. It replicates, where possible, the usual practice of scheduling Review Committee meetings on Tuesday evenings, Development 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 if necessary.

- 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 (Induction/refresher/mandatory) and part 2 (competency/mandatory) training.
- 3.5 Two budget Away days have been scheduled – 24 November 2012 and 12 January 2013. 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.

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: _____

Head of Legal, Estates and Member Services

Background Papers:

None.

For further information please contact John Bostock (Member Services Manager) or 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 2012/13

| 2012 | | | | | | | | | 2013 | | | | |
|-------|---------------------------------|-------------------------------|-----------------------------|-----------------|-----------------|-------------------------------|------------------------|------------------|--------------------------|-----------------------------|-------------------------|-----------------|--------------------|
| | May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May |
| Mon | | | | | | 1 | | | | | | 1 Easter Monday | |
| Tue | 1 | | | | | 2 Mandatory Planning Training | | | 1 New Years Day | | | 2 | |
| Wed | 2 | | | 1 | | 3 | | | 2 | | | 3 | 1 |
| Thurs | 3 District Elections | | | 2 | | 4 Standards | 1 Training | | 3 | | | 4 | 2 County Elections |
| Fri | 4 | 1 | | 3 | | 5 | 2 | | 4 | 1 | 1 | 5 | 3 |
| Sat | 5 | 2 | | 4 | 1 | 6 | 3 | 1 | 5 | 2 | 2 | 6 | 4 |
| Sun | 6 | 3 | 1 | 5 | 2 | 7 | 4 | 2 | 6 | 3 | 3 | 7 | 5 |
| Mon | 7 Bank Holiday | 4 Bank Holiday | 2 | 6 | 3 | 8 | 5 | 3 | 7 | 4 | 4 | 8 | 6 Bank Holiday |
| Tue | 8 | 5 Bank Holiday | 3 Review Committee training | 7 | 4 | 9 Review | 6 West Community Forum | 4 Review | 8 Review | 5 Review | 5 Review | 9 | 7 |
| Wed | 9 | 6 | 4 | 8 | 5 | 10 | 7 Executive | 5 Executive | 9 Executive | 6 Executive | 6 | 10 | 8 |
| Thurs | 10 | 7 | 5 | 9 | 6 | 11 Training | 8 Training | 6 | 10 | 7 | 7 | 11 Standards | 9 |
| Fri | 11 | 8 | 6 | 10 | 7 | 12 | 9 | 7 | 11 | 8 | 8 | 12 | 10 |
| Sat | 12 | 9 | 7 | 11 | 8 | 13 | 10 | 8 | 12 Budget Away Day | 9 | 9 | 13 | 11 |
| Sun | 13 | 10 | 8 | 12 | 9 | 14 | 11 | 9 | 13 | 10 | 10 | 14 | 12 |
| Mon | 14 | 11 | 9 | 13 | 10 | 15 | 12 | 10 | 14 | 11 | 11 | 15 | 13 |
| Tue | 15 Mandatory planning training | 12 Standards | 10 Review | 14 | 11 Review | 16 East Community Forum | 13 Review | 11 Council | 15 | 12 | 12 West Community Forum | 16 Review | 14 |
| Wed | 16 | 13 Audit | 11 Executive | 15 | 12 | 17 Executive | 14 | 12 | 16 | 13 | 13 Executive | 17 Executive | 15 |
| Thurs | 17 | 14 Training | 12 Training | 16 | 13 | 18 Training | 15 Training | 13 Development | 17 | 14 Reserved for Council Tax | 14 | 18 Development | 16 |
| Fri | 18 | 15 | 13 | 17 | 14 | 19 | 16 | 14 | 18 | 15 | 15 | 19 | 17 |
| Sat | 19 | 16 | 14 | 18 | 15 | 20 | 17 | 15 | 19 | 16 | 16 | 20 | 18 |
| Sun | 20 | 17 | 15 | 19 | 16 | 21 | 18 | 16 | 20 | 17 | 17 | 21 | 19 |
| Mon | 21 | 18 | 16 | 20 | 17 | 22 | 19 | 17 | 21 | 18 | 18 | 22 | 20 |
| Tue | 22 Annual Council | 19 Review | 17 Council | 21 | 18 | 23 Council | 20 | 18 Audit | 22 | 19 | 19 East Community Forum | 23 Council | 21 Annual Council |
| Wed | 23 | 20 Executive | 18 | 22 | 19 Executive | 24 | 21 | 19 | 23 | 20 | 20 | 24 | 22 |
| Thurs | 24 Mandatory Licensing training | 21 Mandatory Appeals training | 19 Training | 23 | 20 | 25 Development | 22 Development | 20 | 24 | 21 | 21 Development | 25 | 23 |
| Fri | 25 | 22 | 20 | 24 | 21 | 26 | 23 | 21 | 25 | 22 | 22 | 26 | 24 |
| Sat | 26 | 23 | 21 | 25 | 22 | 27 | 24 Budget Away Day | 22 | 26 | 23 | 23 | 27 | 25 |
| Sun | 27 | 24 | 22 | 26 | 23 | 28 | 25 | 23 | 27 | 24 | 24 | 28 | 26 |
| Mon | 28 | 25 | 23 | 27 Bank Holiday | 24 | 29 | 26 | 24 | 28 | 25 | 25 | 29 | 27 Bank Holiday |
| Tue | 29 Training | 26 | 24 | 28 | 25 CE Appraisal | 30 | 27 | 25 Christmas Day | 29 * Reserved for Budget | 26 Council | 26 Audit | 30 | 28 |
| Wed | 30 Review Committee training | 27 Training | 25 | 29 | 26 Audit | 31 | 28 | 26 Boxing Day | 30 | 27 | 27 CE Appraisal | | 29 |
| Thurs | 31 Development | 28 Development | 26 Development | 30 Development | 27 Development | | 29 | 27 | 31 Development | 28 Development | 28 | | 30 |
| Fri | | 29 | 27 | 31 | 28 | | 30 | 28 | | | 29 Good Friday | | 31 |
| Sat | | 30 | 28 | | 29 | | | 29 | | | | | |
| Sun | | | 29 | | 30 | | | 30 | | | 31 Easter Day | | |
| Mon | | | 30 | | | | | 31 | | | | | |
| Tue | | | 31 | | | | | | | | | | |