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## TIMETABLE OF MEETINGS 2008/09

### 1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2008/09 Municipal Year. The Council's Constitution requires it to approve the dates of its meetings each year.

### 2 INTRODUCTION

- 2.1 Appended to this report is the proposed meetings timetable for 2008/09
- 2.2 The timetable includes scheduled meetings of the Review Committee, Standards Committee, Audit Committee, Development Control Committee, Executive Board and the three Area Committees. It also includes provision for a programme of Member training and the Chief Executive's appraisal.
- 2.3 There are no District Elections scheduled for May 2009.

### 3 DISCUSSION

- 3.1 The timetable, where possible, replicates past practice of scheduling Review Committee meetings on Tuesday evenings and Development Control Committee meetings on Thursday evenings. In addition, Executive Board meetings have been scheduled 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 Four meetings of each of the three Area Committees have been scheduled over the course of the year, with an attempt to keep meetings together in blocks. There are occasional minor variations to this pattern in order to schedule the meetings in community venues, including village halls, schools and community centres, when such venues are available for hire.
- 3.3 The proposed timetable includes provision for induction training for newly elected Members on 20, 21, 28 and 29 May, with some competency training scheduled in June and July 2008. Competency training has also been scheduled for October to November 2008 and February to March 2009, as previously recommended by the Standards Committee.
- 3.4 26 June has been reserved for Council to approve an updated version of the Council's Corporate Plan, together with the reporting of the closure of the Council's accounts. An additional meeting of the Audit Committee has been scheduled for 5 June to receive details of the Annual Governance Statement, as required by the External Auditors.
- 3.5 Two Member away days have been scheduled, on 29 November and 17

January, for the development of the budget strategy.

- 3.6 Any Sub-Committees can be fitted in as required around this framework to deal with tasks and areas of work, as required.

#### **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 Council **RESOLVES**

That the timetable of meetings for 2008/09, as set out in the appendix to this report, be approved.

Sarah Fowler

Head of Information and Customer Services

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

None

For further information please contact Sonia Worthington or John Bostock on:-

Tel:- 01702 318141

01702 318140

E-Mail:- [sonia.worthington@rochford.gov.uk](mailto:sonia.worthington@rochford.gov.uk)

[john.bostock@rochford.gov.uk](mailto:john.bostock@rochford.gov.uk)

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

# EXECUTIVE BOARD – 23 April 2008

## Item 15

### CYCLE OF MEETINGS 2008/09

2008									2009				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon					1			1					
Tue			1 Training		2			2					
Wed			2 East Area Committee		3 Executive Board	1 Training		3 East Area Committee				1	
Thurs	1 District Elections		3		4 * Reserved for Standards	2 * Reserved for Standards		4 Audit	1 New Years Day			2 * Reserved for Standards	
Fri	2		4	1	5	3		5	2			3	1
Sat	3		5	2	6	4	1	6	3			4	2
Sun	4	1	6	3	7	5	2	7	4	1	1	5	3
Mon	5 Bank Holiday	2	7	4	8	6	3	8	5	2	2	6	4 Bank Holiday
Tue	6	3 Training	8 Review	5	9 Review	7 Review	4 Review	9 Review	6	3 Review	3 Central Area Committee	7 Review	5
Wed	7	4 Executive Board	9	6	10	8 East Area Committee	5 Executive Board	10 Executive Board	7	4 Training	4 Audit	8 CE Appraisal	6
Thurs	8	5 Audit	10	7	11 Central Area Committee	9 Training	6 * Reserved for Standards	11 * Reserved for Standards	8	5 * Reserved for Standards	5 * Reserved for Standards	9	7
Fri	9	6	11	8	12	10	7	12	9	6	6	10 Good Friday	8
Sat	10	7	12	9	13	11	8	13	10	7	7	11	9
Sun	11	8	13	10	14	12	9	14	11	8	8	12	10
Mon	12	9	14	11	15	13	10	15	12	9	9	13 Easter Monday	11
Tue	13 Annual Council	10 Review	15 Training	12	16	14 Training	11	16 Development Control	13 Review	10 Training	10 Review	14	12
Wed	14	11	16 Executive Board	13	17 West Area Committee	15 Executive Board	12 Training	17	14 Executive Board	11	11 Training	15 Executive Board	13
Thurs	15	12 West Area Committee	17 Standards	14	18	16	13 Central Area Committee	18 Council	15 * Reserved for Standards	12	12 West Area Committee	16	14
Fri	16	13	18	15	19	17	14	19	16	13	13	17	15
Sat	17	14	19	16	20	18	15	20	17 Budget Away Day	14	14	18	16
Sun	18	15	20	17	21	19	16	21	18	15	15	19	17
Mon	19	16	21	18	22	20	17	22	19	16	16	20	18
Tue	20 Training	17 Central Area Committee	22	19	23	21	18 Training	23	20	17 Training	17 Training	21 Development Control	19 Annual Council
Wed	21 Training	18 Training	23	20	24 Executive Board	22	19	24	21	18 Executive Board	18 Executive Board	22	20
Thurs	22 Development Control	19 * Reserved for Standards	24 Development Control	21	25 Development Control	23 Development Control	20 Development Control	25 Christmas Day	22 Development Control	19 * Reserved for Council Tax	19 East Area Committee	23 Council	21
Fri	23	20	25	22	26	24	21	26 Boxing Day	23	20	20	24	22
Sat	24	21	26	23	27	25	22	27	24	21	21	25	23
Sun	25	22	27	24	28	26	23	28	25	22	22	26	24
Mon	26 Bank Holiday	23	28	25 Bank Holiday	29	27	24	29	26	23	23	27	25 Bank Holiday
Tue	27	24 Development Control	29 Council	26	30 CE Appraisal Audit	28 Council	25 West Area Committee	30	27 * Reserved for Budget	24 Development Control	24 Training	28	26
Wed	28 Training	25 Executive Board	30	27		29	26 Executive Board	31	28 Executive Board	25	25	29 Audit	27
Thurs	29 Training	26 * Reserved for Corporate Plan & Closure of Accounts	31	28 Development Control		30	27 Training		29	26 Council	26 Development Control	30	28
Fri	30	27		29		31	28		30	27	27		29
Sat	31	28		30			29 Budget Away day		31	28	28		30
Sun		29		31			30				29		31
Mon		30									30		
Tue											31		