

## **TIMETABLE OF MEETINGS 2000/01**

### **1 SUMMARY**

- 1.1. This report recommends the adoption of a timetable of meetings for the 2000/01 municipal year. The Council is required by law to agree the dates of its meetings each year.

### **2 INTRODUCTION**

- 2.1 Last year, the Committee asked the Head of Administrative and Member Services to look afresh at the structure of the meetings timetable for the forthcoming year. Members were concerned that the timetable had become disjointed with little time available between meetings to attend to constituency duties or to discuss the content of agenda with colleagues. Problems have also been encountered arranging meetings of ad hoc Sub-Committees at an appropriate point in the cycle of meetings so that they can report to their respective parent committees.
- 2.2 Appendix A to this report is an alternative timetable for the 2000/01 municipal year. A timetable based on the arrangements in the current year is given at Appendix B, for comparative purposes. (Appendices to follow)

### **3 A NEW TIMETABLE**

- 3.1 The timetable at Appendix A seeks to group meetings of sub-committees and committees in a manner that allows sufficient time

for members to discuss issues that are to be referred up from a sub-committee to a parent committee and from Finance and General Purposes Committee to full Council

for officers to obtain additional information for consideration by the parent committee where this is requested by a sub-committee

for minutes of meetings to be prepared and circulated in good time for the meeting of a parent committee

By leaving gaps in the timetable as proposed, it is possible to slot in meetings of sub-committees that meet on an ad hoc basis at the correct point for them to report into their parent committee. The gaps also provide periods of time for Members to undertake their constituency duties.

- 3.2 Members will be aware that the Corporate Resources Committee at its meeting on 28 March considered the provision of a comprehensive

---

programme of member training in the two weeks immediately following the Annual Council meeting. To accommodate this training, it is proposed to reduce the number of committee cycles from 6 to 5 with only one cycle taking place in the summer. Traditionally, the summer meetings have less business to determine than at other times of the year and it is not anticipated that the reduction of committee cycles will delay the decision making process.

- 3.3 The provision of Member training immediately following the Annual Council meeting does require the meeting of the Planning Services Committee previously scheduled for 25 May to be put back one week to 1 June.
- 3.4 Meetings of the Structural and Procedural Working Party have also been scheduled for the first time to reflect the anticipated workload arising from the Government's modernising agenda.

#### **4 ENVIRONMENTAL IMPLICATIONS**

- 4.1 The reduction from 6 to 5 cycles of meetings will result in fewer meetings to which Members and Officers will have to travel. There will also be a slight reduction in the amount of paper used in the preparation of agenda.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 The proposed reduction in the number of meetings held would result in savings in the allowances paid to Members and Officers as well as a reduction in overtime payments for those Officers that qualify.

#### **6 LEGAL IMPLICATIONS**

- 6.1 The Council is free to determine its own timetable of meetings.

#### **7 PARISH IMPLICATIONS**

- 7.1 The proposed timetable continues to avoid Monday evenings when most of the Town and Parish Councils within the Rochford district hold their meetings.

#### **8 RECOMMENDATION**

- 8.1 It is proposed that the Committee **RECOMMENDS** the Council to adopt the timetable of meetings for 2000/01 as set out in Appendix A to this report. (HAMS)

Andrew Smith  
Head of Administrative and Member Services

---

**Background Papers:**

None

For further information please contact Andrew Smith on (01702) 318135

CYCLE OF MEETINGS 2000/01

		2000							2001					
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Mon	1									1				
Tues	2				1					2 Env Health Sub				1
Weds	3				2			1 Transport Sub		3 Transport Sub				2
Thurs	4		1 Planning Services		3			2 Planning Policy Sub		4 Planning Policy Sub	1 Audit Services	1 Planning Policy Sub		3
Fri	5		2		4		1	3	1	5	2	2		4
Sat	6		3	1	5		2	4	2	6	3	3		5
Sun	7		4	2	6		3	5	3	7	4	4	1	6
Mon	8		5	3	7		4	6	4	8	5	5	2	7
Tues	9		6 Env Health Sub	4 Corp Res Sub	8		5 Env Health Sub	3 Corp Res Sub	7 Leisure Sub	5 S & P Review WP	8 Leisure Sub	6 Corp Res Sub	6 Env Health Sub	3 Corp Res Sub
Weds	10		7 Transport Sub	5 Budget Mon Gp	9		6 Transport Sub	4 Budget Mon Gp	8 Community Safety Sub	6	10 Community Safety Sub	7 Budget Mon Gp	7 Transport Sub	4 Budget Mon Gp
Thurs	11		8 Planning Policy Sub	6 Audit Services	10		7 Planning Policy Sub	5 Audit Services	9 Housing Man. Sub	7 F & GP	11 Planning Services	8 Planning Services	8 Planning Services	5 Planning Services
Fri	12		9	7	11		8	6	10 Contracts Panel *	8	12	9	9	6
Sat	13		10	8	12		9	7	11	9	13	10	10	7
Sun	14		11	9	13		10	8	12	10	14	11	11	8
Mon	15		12	10	14		11	9	13	11	15	12	12	9
Tues	16		13 Leisure Sub	11	15		12 Leisure Sub	10	14 S & P Review WP	12 Budget Mon Gp	16 Budget Mon Gp	13	13 Leisure Sub	10 S & P Review WP
Weds	17 Annual Council		14 Community Safety Sub	12	16		13 Community Safety Sub	11	15	13	17 Partnership Sub	14	14 Community Safety Sub	11
Thurs	18		15 Housing Man. Sub	13 F & GP	17		14 Housing Man. Sub	12 F & GP	16 T & ES	14 Planning Services	18 Housing Man. Sub	15 F & GP	15 Housing Man. Sub	12 F & GP
Fri	19		16 Contracts Panel *	14	18		15 Contracts Panel *	13	17	15	19 Contracts Panel *	16	16 Contracts Panel *	13
Sat	20		17	15	19		16	14	18	16	20	17	17	14
Sun	21		18	16	20		17	15	19	17	21	18	18	15
Mon	22		19	17	21		18	16	20	18	22	19	19	16
Tues	23		20 S & P Review WP	18 S & P Review WP	22		19 S & P Review WP	17 S & P Review WP	21 Community Services	19 Council	23 Council - Budget	20 Council - Council Tax	20 S & P Review WP	17
Weds	24		21	19	23		20	18	22	20	24 S & P Review WP	21	21	18
Thurs	25		22 T & ES	20 Partnership Sub	24		21 T & ES	19 Partnership Sub	23 Planning Services	21	25 T & ES	22	22 T & ES	19 Partnership Sub
Fri	26		23	21	25		22	20	24	22	26	23	23	20
Sat	27		24	22	26		23	21	25	23	27	24	24	21
Sun	28		25	23	27		24	22	26	24	28	25	25	22
Mon	29		26	24	28		25	23	27	25	29	26	26	23
Tues	30		27 Community Services	25 Council	29		26 Community Services	24 Council	28 Corp. Res Sub	26	30 Community Services	27 Council	27 Community Services	24 Council
Weds	31		28	26	30		27	25	29 Budget Mon Gp	27	31	28	28	25
Thurs			29 Planning Services	27 Planning Services	31 Planning Services		28 Planning Services	26 Planning Services	30 Audit Services	28			29 Audit Services	26 Planning Services
Fri			30	28			29	27		29			30	27
Sat			29				30			30			31	28
Sun			30							31				29
Mon			31											30
Tues								31 Env Health Sub						

Notes:  
 \* Contracts Panel starts at 10.00am. All other meetings start at 7.30pm  
 Member training takes place on Monday 15, 18, 23, 24, 25, 29, 30, 31 May 2000

CYCLE OF MEETINGS 2000/01

		2000								2001				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Mon	1									1				
Tues	2				1					2 Community Safety Sub				1
Weds	3				2			1 Housing Man. Sub		3 Leisure Sub				2
Thurs	4	1			3			2 Transport. Sub		4 Transport Sub	1 S & P Review WP	1 Planning Policy Sub		3
Fri	5	2			4	1		3 Contracts Panel *	1	5 Contracts Panel *	2	2		4
Sat	6	3		1	5	2		4	2	6	3	3		5
Sun	7	4		2	6	3	1	5	3	7	4	4	1	6
Mon	8	5		3	7	4	2	6	4	8	5	5	2	7
Tues	9	6 Budget Mon Gp	4 Audit Services	8	5 Community Safety Sub	3 Budget Mon Gp	7 Env Health Sub	5 Council	6	9 Audit Services	6 Council	6 Transport. Sub	3 Audit Services	8
Weds	10	7	5 Env Health Sub	9	6 Leisure Sub	4	8	6	7	10 Env Health Sub	7 Community Safety Sub	7	4	9 Annual Council
Thurs	11	8 S & P Review WP	6 Planning Services	10	7 Transport Sub	5	9 Corp. Res Sub	7 Planning Policy Sub	8	11 Planning Services	8 Planning Services	8 Planning Services	5 Planning Services	10
Fri	12	9 Contracts Panel *	7	11	8 Contracts Panel *	6	10	8	9	12	9	9	6	11
Sat	13	10	8	12	9	7	11	9	10	13	10	10	7	12
Sun	14	11	9	13	10	8	12	10	11	14	11	11	8	13
Mon	15	12	10	14	11	9	13	11	12	15	12	12	9	14
Tues	16	13 Partnership Sub	11 Community Services	15	12 Env Health Sub	10 F & GP	14 Community Services	12 Budget Mon Gp	13	16 Budget Mon Gp	13 F & GP - Council Tax	13 Env Health Sub	10 F & GP	15
Weds	17 Annual Council	14	12 Corp. Res Sub	16	13 Planning Policy Sub	11	15 S & P Review WP	13 Housing Man. Sub	14	17 Corp. Res Sub	14 Housing Man. Sub	14	11	16
Thurs	18 Planning Services	15 Planning Services	13 T & ES	17	14 Community Services	12	16 T & ES	14 Planning Services	15	18 Community Services	15 Leisure Sub	15 S & P Review WP	12	17
Fri	19	16	14	18	15	13	17	15	16	19	16	16 Contracts Panel *	13	18
Sat	20	17	15	19	16	14	18	16	17	20	17	17	14	19
Sun	21	18	16	20	17	15	19	17	18	21	18	18	15	20
Mon	22	19	17	21	18	16	20	18	19	22	19	19	16	21
Tues	23	20 Community Safety Sub	18 F & GP	22	19 Partnership Sub	17 Council	21 Audit Services	19 S & P Review WP	20	23 Council - Budget	20 Council - Council Tax	20 Partnership Sub	17	22
Weds	24	21	19	23	20 S & P Review WP	18	22 Budget Mon Gp	20	21	24 Partnership Sub	21	21	18	23
Thurs	25	22 Planning Policy Sub	20 S & P Review WP	24	21 T & ES	19 Community Safety Sub	23 Planning Services	21	22	25 T & ES	22	22 T & ES	19 S & P Review WP	24
Fri	26	23	21	25	22	20	24	22	23	26	23	23	20	25
Sat	27	24	22	26	23	21	25	23	24	27	24	24	21	26
Sun	28	25	23	27	24	22	26	24	25	28	25	25	22	27
Mon	29	26	24	28	25	23	27	25	26	29	26	26	23	28
Tues	30	27 Transport. Sub	25 Council	29	26 Corp Res Sub	24 Planning Policy Sub	28 F & GP	26	27	30 F & GP	27 Community Services	27 Corp Res. Sub	24 Council	29
Weds	31	28 Housing Man. Sub	26	30 Housing Man. Sub	27 Audit Services	25 S & P Review WP	29	27	28	31	28	28	25	30
Thurs		29 Leisure Sub	27 Planning Services	31 Planning Services	28 Planning Services	26 Planning Services	30	28				29 Budget Mon. Gp	26 Planning Services	31
Fri		30	28		29	27		29				30	27	
Sat			29		30	28		30				31	28	
Sun			30			29		31					29	
Mon			31			30							30	
Tues						31 Leisure Sub								

Notes:  
 \* Contracts Panel starts at 10.00am. All other meetings start at 7.30pm.  
 Member training takes place on Monday 15. 23. 24. 25. 29. 30. 31 May 2000