

TIMETABLE OF MEETINGS 2005/06**1 SUMMARY**

- 1.1 This report recommends the adoption of a timetable of meetings for the 2005/06 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 2005/06.
- 2.2 The timetable includes meetings of the Standards, Policy and Overview and Scrutiny Committees. It also includes provision for the Taxi Licensing Sub-Committee, a programme of Member training and the Chief Executive's appraisal. The timetable also addresses the requirement for regular meetings of the Licensing Committee to deal with liquor licensing, as necessary.
- 2.3 District Elections will be held on 4 May 2006.

2 DISCUSSION

- 3.1 As a result of there being no District Elections in May 2005, the proposed timetable includes provision for competency training for Members in May and June 2005, rather than the usual induction training for new Members, and competency training in October to November 2005 and February to March 2006. Details of the content of the training sessions are being developed and will be considered by the Standards Committee.
- 3.2 An additional Council meeting on Strategies has been timetabled for 28 June to allow for approval of the Performance Plan within the statutory timeframe and for reporting of the Financial Statements. There may be a need to call a Council meeting during the forthcoming year for the purpose of Gershon Statement Approval.
- 3.3 Additional Finance & Procedures Overview & Scrutiny meetings have been scheduled for 8 September, 15 December, 1 March and 20 April for consideration of Internal Audit reports, as it is the main 'Audit' Committee.
- 3.4 In the November/December cycle, only one Community Overview and Scrutiny Committee and one Environment Overview and Scrutiny Committee have been scheduled, but a Finance & Procedures Overview & Scrutiny Committee has been timetabled in both November (17) and December (8), to allow reasonable time to address ongoing issues relating to the CPA Improvement Plan, the Budget Strategy and to consider National Non Domestic Rates. Similarly, two Member away days have been scheduled, on 26 November and 21 January, for the development of the budget strategy.

4 LEGAL IMPLICATIONS

- 4.1 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 2005/06, as set out in the appendix to this report, be adopted.

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Background Papers:

None

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