

REPORT TO THE MEETING OF THE EXECUTIVE 5 MARCH 2013

PORTFOLIO: OVERALL STRATEGY AND POLICY DIRECTION

REPORT FROM: HEAD OF LEGAL, ESTATES AND MEMBER SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2014/15

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2014/15 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.
- 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. As a result of the District Elections being put back to 22 May 2014 to coincide with the European Elections, it has been necessary to put back the Annual Council meeting to 3 June 2014 (this date is to be confirmed at the Council meeting scheduled for 25 February 2014). In order to facilitate mandatory planning training one of the sessions has been scheduled prior to the Annual Council meeting.
- 3.3 The timetable covers Council, the Executive 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.

- 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 (refresher/mandatory) and part 2 (competency/mandatory) training.
- 3.5 Two budget Away days have been scheduled – 4 October 2014 and 24 January 2015. 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. The Council budget setting meeting has been scheduled for 10 February 2015 to allow a margin for any late budgetary announcements from Central Government. Similarly, no Council Tax setting meeting has been scheduled as precept announcements from other Authorities have been late in recent years. Council Tax setting will take place at the Council meeting scheduled for 24 February 2015.
- 3.6 The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings if necessary.

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 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 2014/15

2014									2015				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon					1			1					
Tue			1		2			2 Review					
Wed			2		3	1 Training		3 Executive				1	
Thurs	1		3		4	2 Standards		4	1 New Years Day			2	
Fri	2		4	1	5	3		5	2			3 Good Friday	1
Sat	3		5	2	6	4 Budget Away Day	1	6	3			4	2
Sun	4	1	6	3	7	5	2	7	4	1	1	5 Easter Day	3
Mon	5 Bank Holiday	2	7	4	8	6	3	8	5	2	2	6 Easter Monday	4 Bank Holiday
Tue	6	3 Annual Council	8 Review	5	9 Review	7 Review	4 Review	9 Audit	6 Review	3 Review	3 Review	7	5
Wed	7	4 Review Committee Training	9	6	10	8	5 Executive	10	7 Executive	4 Executive	4 Executive	8	6
Thurs	8	5 Development	10 Training	7	11 Mandatory planning training	9	6 Training	11	8	5	5	9 Standards	7 District Elections
Fri	9	6	11	8	12	10	7	12	9	6	6	10	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	11
Tue	13	10 Review	15	12	16	14	11	16 Council	13	10 * Reserved for Budget	10 Audit	14 Review	12
Wed	14	11 Executive	16 Executive	13	17 Executive	15 Executive	12 Mandatory Planning Training	17	14	11	11	15 Executive	13
Thurs	15	12 Mandatory Licensing training	17 Training	14	18	16 Training	13	18 Development	15	12 Mandatory planning training	12	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	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	17 Training	22 Training	19	23	21 Council	18 Training	23	20	17	17	21 Council	19 Annual Council
Wed	21	18 Audit	23	20	24 CE Appraisal	22	19	24	21	18	18 CE Appraisal	22	20
Thurs	22 District Elections	19 Mandatory Appeals Training	24 Development	21 Development	25 Development	23	20 Development	25 Christmas Day	22	19	19	23 Development	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 Budget Away Day	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 Standards	29 Council	26	30 Audit	28	25	30	27	24 Council	24	28	26
Wed	28	25 Training	30	27		29	26	31	28	25	25	29	27
Thurs	29 Mandatory Planning Training	26 Development	31	28		30 Development	27		29 Development	26 Development	26 Development	30	28
Fri	30	27		29		31	28		30	27	27		29
Sat	31	28		30			29		31	28	28		30
Sun		29		31			30				29		31
Mon		30									30		
Tue											31		