

TIMETABLE OF MEETINGS 2004/5

1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2004/2005 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 2004/5.
- 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.
- 2.3 There will be no District Elections held in 2005.

3 DISCUSSION

- 3.1 As a result of District Elections being held in June 2004, the proposed timetable includes induction training for new Members in June and July. Competency training has, however, been scheduled for October to November 2004 and February to March 2005, as recommended by the Standards Committee. 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 29 June to allow for approval of the Corporate Plan/Best Value Performance Plan within the statutory timeframe, which has led to the Planning Services Committee meeting being scheduled for Tuesday, 27 June. One of the days currently set aside for training purposes in June may also be required for consideration of the final CPA inspection report, although much depends upon when the report is published.
- 3.3 Additional Finance & Procedures Overview & Scrutiny meetings have been scheduled for 29 September, 15 December, 10 February and 12 April for consideration of Internal Audit reports.

- 3.4 In the November/December cycle, only one Community Overview and Scrutiny Committee and one Environment Overview and Scrutiny Committee has been scheduled, but an additional Finance & Procedures Overview & Scrutiny Committee has been timetabled on 18 November, to allow reasonable time to address ongoing issues relating to Budget Strategy. Similarly, two Member away days have been scheduled, on 13 November and 15 January, for the development of the budget strategy.
- 3.5 One additional meeting of the Environment Overview & Scrutiny Committee has been timetabled for 30 November for the purpose of progressing the Local Development Documents.

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 the Rochford District hold their meetings.

6 RECOMMENDATION

- 6.1 It is proposed that the Committee **RECOMMENDS** to Council

That the timetable of meetings for 2004/05, as set out in the appendix to this report, be adopted.

Sarah Fowler

Head of Administrative and Member Services

Background Papers:

None

For further information please contact Sonia Worthington on:-

Tel:- 01702 318141

E-Mail:- sonia.worthington@rochford.gov.uk