
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.

Sarah Fowler

Head of Administrative and Member Services

Background Papers:

None

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CYCLE OF MEETINGS 2005/06

2005									2006				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon				1									1 Bank Holiday
Tue				2 Licensing *			1 Licensing *						2
Wed		1 Training		3			2			1 Training	1 Fin & Proc O&S (Audit)		3
Thurs		2 Community Services		4	1 Community Services		3 Community Services	1 Community Services		2	2 Community Services		4 District Elections
Fri		3	1	5	2		4	2		3	3		5
Sat		4	2	6	3	1	5	3		4	4	1	6
Sun	1	5	3	7	4	2	6	4	1 New Year's Day	5	5	2	7
Mon	2 Bank Holiday	6	4	8	5	3	7	5	2 Bank Holiday	6	6	3	8
Tue	3 Licensing *	7 Licensing * Environmental Services	5 Licensing * Community Services	9 Licensing *	6 Licensing * Environmental Services	4 Licensing * Community Services	8 Licensing * Standards	6 Licensing * Environmental Services	3 Licensing *	7 Licensing * Community Services	7 Licensing * Environmental Services	4 Licensing * Community Services	9
Wed	4	8 Training	6	10	7	5 Training	9 Training	7 Policy & Finance	4	8 Environmental Services	8 Training	5 Environmental Services	10
Thurs	5	9 Policy & Finance	7 Taxi Licensing Sub /Environmental Services	11	8 Fin & Proc O&S (Audit)	6	10 Environmental Services	8 Fin & Proc O&S	5	9 Policy & Finance	9 Policy & Finance	6 Policy & Finance	11
Fri	6	10	8	12	9	7	11	9	6	10	10	7	12
Sat	7	11	9	13	10	8	12	10	7	11	11	8	13
Sun	8	12	10	14	11	9	13	11	8	12	12	9	14
Mon	9	13	11	15	12	10	14	12	9	13	13	10	15
Tue	10 Licensing *	14 Licensing *	12 Licensing * Policy & Finance	16 Licensing *	13 Licensing * Policy & Finance	11 Licensing * Environmental Services	15 Licensing * Policy & Finance	13 Licensing * Environment O&S	10 Licensing * Community Services	14 Licensing * Community O&S	14 Licensing * Community O&S	11 Licensing * Community O&S	16 Annual Council
Wed	11	15 Training	13	17	14	12 Policy & Finance	16 Training	14	11 Environmental Services	15 Environment O&S	15 Training	12 CE Appraisal	17
Thurs	12	16 Community O&S	14 Community O&S	18	15 Community O&S	13 Community O&S	17 Fin & Proc O&S	15 Fin & Proc O&S (Audit)	12 Policy & Finance	16 Fin & Proc O&S	16 Environment O&S	13 Fin & Proc O&S	18
Fri	13	17	15	19	16	14	18	16	13	17	17	14 Bank Holiday	19
Sat	14	18	16	20	17	15	19	17	14	18	18	15	20
Sun	15	19	17	21	18	16	20	18	15	19	19	16	21
Mon	16	20	18	22	19	17	21	19	16	20	20	17 Bank Holiday	22
Tue	17 Annual Council /Licensing *	21 Licensing * Environment O&S	19 Licensing * Standards	23 Licensing *	20 Licensing * Environment O&S	18 Licensing * Environment O&S	22 Licensing * Community O&S	20 Licensing * Planning Services	17 Licensing * Community O&S	21 Licensing * Planning Services	21 Licensing *	18 Licensing * Standards	23
Wed	18	22 Training	20 Environment O&S	24	21	19 Training	23 Training	21	18 Environment O&S	22 Training	22 Training	19 Environment O&S	24
Thurs	19	23 Fin & Proc O&S	21 Fin & Proc O&S	25 Planning Services	22 Fin & Proc O&S	20 Planning Services	24 Planning Services	22 Council	19 Fin & Proc O&S	23 Council	23 Fin & Proc O&S	20 Fin & Proc O&S (Audit)	25
Fri	20	24	22	26	23	21	25	23	20	24	24	21	26
Sat	21	25	23	27	24	22	26 Budget Away Day	24	21 Budget Away Day	25	25	22	27
Sun	22	26	24	28	25	23	27	25 Christmas Day	22	26	26	23	28
Mon	23	27	25	29 Bank Holiday	26	24	28	26 Bank Holiday	23 Taxi Licensing Sub	27	27	24	29 Bank Holiday
Tue	24 Licensing *	28 Licensing * Council (Strategies)	26 Licensing * Planning Services	30 Licensing *	27 Licensing *	25 Licensing * Fin & Proc O&S	29 Licensing *	27 Bank Holiday	24 Licensing *	28 Licensing *	28 Licensing *	25 Licensing * Planning Services	30
Wed	25 Training	29 Training	27	31	28 CE Appraisal	26 Training	30	28	25		29 Training	26	31
Thurs	26 Planning Services	30 Planning Services	28 Council		29 Planning Services	27 Council		29	26 Planning Services		30 Planning Services	27 Council	
Fri	27		29		30	28		30	27		31	28	
Sat	28		30			29		31	28			29	
Sun	29		31			30			29			30	
Mon	30 Bank Holiday					31			30				
Tue	31 Licensing *								31 Licensing * Reserved for Budget				

* Note: Provision has been made for daytime licensing hearings to be held on Tuesdays, when required.