

TIMETABLE OF MEETINGS 2002/03

1 SUMMARY

- 1.1. This report recommends the adoption of a timetable of meetings for the 2002/03 municipal year. The Council is required by law to agree the dates of its meetings each year.

2 DISCUSSION

- 2.1 The appendix to this report sets out the proposed committee timetable for 2002/03.
- 2.2 The Council has been carrying out a trial of a new political structure since 1 March 2002. The attached meetings timetable includes meetings of the new committees as well as those of Council.

3 NEW TIMETABLE

- 3.1 The proposed timetable allows sufficient gaps for additional meetings of Overview and Scrutiny Committees to be held as necessary.
- 3.2 Care has been taken to ensure that there is sufficient time between Policy and Overview and Scrutiny Committee meetings to allow for call-in of policy decisions.
- 3.3 Time has also been set aside in the period following Annual Council for the provision of a programme of Member training.
- 3.4 The provision of Member training during this period does require that the Planning Services Committee meet on 30 May 2002.
- 3.5 An additional Council meeting on Strategies has been timetabled for 27 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, 25 June.

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 the date 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 Council adopt the timetable of meetings for 2002/03 as set out in the appendix to this report. (HAMS)

Head of Administrative and Member Services

Background Papers:

None

For further information please contact Sonia Worthington on:-

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CYCLE OF MEETINGS 2002/03

	2002								2003				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon			1										
Tue			2 Community Services			1 Community Services						1 Community Services	
Wed	1		3			2			1 Bank Holiday			2	
Thurs	2		4 Environmental Services	1		3 Environmental Services			2			3 Environmental Services	1
Fri	3		5	2		4	1		3			4	2
Sat	4	1	6	3		5	2		4	1	1	5	3
Sun	5	2	7	4	1	6	3	1	5	2	2	6	4
Mon	6 Bank Holiday	3 Bank Holiday	8	5	2	7	4	2	6	3	3	7	5 Bank Holiday
Tue	7	4 Bank Holiday	9 Policy & Finance	6	3 Community Services	8	5 Community Services	3 Community Services	7 Community Services	4 Community Services	4 Community Services	8 Policy & Finance	6
Wed	8	5 Community Services	10	7	4	9	6	4 Environmental Services	8	5 Environmental Services	5	9	7
Thurs	9	6 Environmental Services	11	8	5 Environmental Services	10 Policy & Finance	7 Environmental Services	5 Policy & Finance	9 Environmental Services	6 Policy & Finance	6 Environmental Services	10	8
Fri	10	7	12	9	6	11	8	6	10	7	7	11	9
Sat	11	8	13	10	7	12	9	7	11	8	8	12	10
Sun	12	9	14	11	8	13	10	8	12	9	9	13	11
Mon	13	10	15	12	9	14	11	9	13	10	10	14	12
Tue	14 Annual Council	11 Policy & Finance	16 Community O&S	13	10 Policy & Finance	15 Community O&S	12 Policy & Finance	10 Community O&S	14 Policy & Finance	11 Community O&S	11 Policy & Finance	15 Community O&S	13 Annual Council
Wed	15	12	17	14	11	16	13	11 Environment O&S	15	12 Environ-ment O&S	12	16	14
Thurs	16	13	18 Environ-ment O&S	15	12	17 Environ-ment O&S	14 Community O&S	12 Fin & Proc O&S	16 Community O&S	13 Fin & Proc O&S	13 Community O&S	17 Environ-ment O&S	15
Fri	17	14	19	16	13	18	15	13	17	14	14	18	16
Sat	18	15	20	17	14	19	16	14	18	15	15	19	17
Sun	19	16	21	18	15	20	17	15	19	16	16	20	18
Mon	20 Training	17	22	19	16	21	18	16	20	17	17	21	19
Tue	21 Training	18 Community O&S	23 Fin & Proc O&S	20	17 Community O&S	22 Fin & Proc O&S	19 Environ-ment O&S	17 Planning Services	21 Environment O&S	18 Council - Council tax	18 Environ-ment O&S	22 Fin & Proc O&S	20
Wed	22 Training	19 Environ-ment O&S	24	21	18	23	20	18	22 Fin & Proc O&S	19	19	23	21
Thurs	23 Training	20 Fin & Proc O&S	25 Planning Services	22	19 Environ-ment O&S	24 Planning Services	21 Planning Services	19 Council	23 Planning Services	20 Planning Services	20 Planning Services	24 Planning Services	22
Fri	24	21	26	23	20	25	22	20	24	21	21	25	23
Sat	25	22	27	24	21	26	23 Fin & Proc O&S	21	25	22	22	26	24
Sun	26	23	28	25	22	27	24	22	26	23	23	27	25
Mon	27 Training	24	29	26 Bank Holiday	23	28	25	23	27	24	24	28	26
Tue	28 Training	25 Planning Services	30 Council	27	24 Fin & Proc O&S	29 Council	26	24	28 Council (Budget)	25 Council	25 Fin & Proc O&S	29 Council	27
Wed	29 Training	26	31	28	25	30	27	25 Bank Holiday	29	26	26	30	28
Thurs	30 Planning Services	27 Council		29 Planning Services	26 Planning Services	31	28	26 Bank Holiday	30	27	27		29 Planning Services
Fri	31	28		30	27		29	27	31	28	28		30
Sat		29		31	28		30	28		29	29		31
Sun		30			29			29			30		
Mon					30			30			31		
Tue								31					