

REPORT TO THE MEETING OF THE EXECUTIVE 15 APRIL 2009**PORTFOLIO: OVERALL STRATEGY AND POLICY DIRECTION****REPORT FROM THE HEAD OF INFORMATION AND CUSTOMER SERVICES****SUBJECT: TIMETABLE OF MEETINGS 2009/10****1 DECISION BEING RECOMMENDED**

- 1.1 That the timetable of meetings for 2009/10, as set out in the appendix to this report, be approved.

2 REASONS FOR RECOMMENDATION

- 2.1 The Constitution requires that the Council approves a programme of meetings each municipal year.

3 OTHER SALIENT INFORMATION

- 3.1 The timetable, where possible, replicates the usual practice of scheduling Review Committee meetings on Tuesday evenings, Development Control Committee meetings on Thursday evenings and Executive meetings on Wednesday evenings. The timing of some Executive meetings reflects the performance reporting timetable. The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings, according to levels of work throughout the course of the year.
- 3.2 Six meetings of each of the three Area Committees have been scheduled over the course of the year, with an attempt to keep meetings together in blocks. There are occasional minor variations to this pattern in order to schedule the meetings in community venues, including village halls, schools and community centres, when such venues are available for hire.
- 3.3 Given that there are no District Elections in 2009, the proposed timetable does not include provision for induction training, but has scheduled competency training in May, June and July. Following the decision of Council on 18 December 2008 to introduce mandatory training for Members of the Development Control Committee and the Licensing Committee, mandatory development control training has been scheduled for 21 May 2009 and mandatory licensing training has been scheduled for 27 May 2009. Competency training has also been scheduled for October to November 2009 and February to March 2010, as previously recommended by the Standards Committee.
- 3.4 30 June has been reserved for Council for the reporting of the closure of the Council's accounts. An additional meeting of the Audit Committee has been

scheduled for 10 June to receive details of the Annual Governance Statement, as required by the External Auditors.

- 3.5 Two Member away days have been scheduled, on 28 November and 16 January, for the development of the medium term financial strategy.
- 3.6 Any Sub-Committees can be fitted in as required around this framework to deal with tasks and areas of work, as required.
- 3.7 The timetable also includes provision for the Chief Executive's appraisal.
- 3.8 The timetable continues to avoid Monday evenings when most of the Town and Parish Councils within Rochford District hold their meetings.
- 3.9 There are County/European Elections on 4 June 2009 and District Elections will take place on 6 May 2010.

4 LEGAL IMPLICATIONS

- 4.1 The Council is free to determine its own timetable of meetings, subject to the Annual meeting being held within 21 days of Councillors' retirement following Council 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 Information and Customer Services

Background Papers:-

None.

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If you would like this report in large print, braille or another language please contact 01702 546366.

MEETINGS TIMETABLE 2009/10

Appendix

2009									2010				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon		1								1			
Tue		2 Training			1			1		2	2		
Wed		3 Executive	1 Training		2 Executive			2 Audit		3 Training	3		
Thurs		4 County/European Elections	2 Training		3	1 Standards		3		4	4 West Area Committee	1	
Fri	1	5	3		4	2		4	1 New Years Day	5	5	2 Good Friday	
Sat	2	6	4	1	5	3		5	2	6	6	3	1
Sun	3	7	5	2	6	4	1	6	3	7	7	4	2
Mon	4 Bank Holiday	8	6	3	7	5	2	7	4	8	8	5 Easter Monday	3 Bank Holiday
Tue	5	9 Standards	7	4	8 Review	6 Review	3 Review	8 Review	5	9 Review	9 Review	6	4
Wed	6	10 Audit	8	5	9	7	4 Executive	9 Executive	6	10 Training	10	7 CE Appraisal	5
Thurs	7	11 East Area Committee	9 Training	6	10 Central Area Committee	8 Training	5	10	7	11	11 Central Area Committee	8 Standards	6 District Elections
Fri	8	12	10	7	11	9	6	11	8	12	12	9	7
Sat	9	13	11	8	12	10	7	12	9	13	13	10	8
Sun	10	14	12	9	13	11	8	13	10	14	14	11	9
Mon	11	15	13	10	14	12	9	14	11	15	15	12	10
Tue	12	16 Review	14 Review	11	15 West Area Committee	13 Training	10	15 Council	12 Review	16 * Reserved for Council Tax	16 Audit	13 Review	11
Wed	13	17 West Area Committee	15 Training	12	16 East Area Committee	14 East Area Committee	11 East Area Committee	16	13	17 Executive	17 East Area Committee	14	12
Thurs	14	18 Training	16	13	17	15 Central Area Committee	12 Training	17 Development Control	14 West Area Committee	18 Training	18 Training	15	13
Fri	15	19	17	14	18	16	13	18	15	19	19	16	14
Sat	16	20	18	15	19	17	14	19	16 Budget Away Day	20	20	17	15
Sun	17	21	19	16	20	18	15	20	17	21	21	18	16
Mon	18	22	20	17	21	19	16	21	18	22	22	19	17
Tue	19 Annual Council	23 Development Control	21	18	22	20 Development Control	17 Training	22	19 Central Area Committee	23 Council	23 Training	20 Audit	18 Annual Council
Wed	20	24 Executive	22 Executive	19	23 Executive	21 Executive	18 Central Area Committee	23	20	24	24 Executive	21 Executive	19
Thurs	21 Training	25 Central Area Committee	23 Development Control	20 Development Control	24 Development Control	22 West Area Committee	19 Development Control	24	21 Development Control	25 Development Control	25 Development Control	22 Development Control	20
Fri	22	26	24	21	25	23	20	25 Christmas Day	22	26	26	23	21
Sat	23	27	25	22	26	24	21	26 Boxing Day	23	27	27	24	22
Sun	24	28	26	23	27	25	22	27	24	28	28	25	23
Mon	25 Bank Holiday	29	27	24	28	26	23	28 Bank Holiday	25		29	26	24
Tue	26	30 * Reserved for Closure of Accounts	28 Council	25	29 CE Appraisal	27 Council	24 West Area Committee	29	26 * Reserved for Budget		30 Training	27 Council	25
Wed	27 Training		29	26	30 Audit	28 Training	25 Executive	30	27 Executive		31	28	26
Thurs	28 Development Control		30	27		29	26 Training	31	28 East Area Committee			29	27
Fri	29		31	28		30	27		29			30	28
Sat	30			29		31	28 Budget Away day		30				29
Sun	31			30			29		31				30
Mon				31 Bank Holiday			30						31 Bank Holiday
Tue													

NB: 21 May – mandatory development control training: 27 May – mandatory licensing training.