

REPORT TO THE MEETING OF THE EXECUTIVE 6 MARCH 2013

PORTFOLIO: OVERALL STRATEGY AND POLICY DIRECTION

REPORT FROM: HEAD OF LEGAL, ESTATES AND MEMBER SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2013/14

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2013/14 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.
 - There should be four regular Community Forum meetings in each year, two in the East and two in the West of the District.
- 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.
- 3.3 The timetable covers Council, the Executive, Community Forums 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 – 30 November 2013 and 18 January 2014. 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.
- 3.6 The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings if necessary. There may be a need for some future adjustments to the timetable as a result of any decisions the Executive may make with respect to item 8 of the Agenda, which proposes changes to the governance structure. It is not anticipated that this will, however, impact on meetings of the Council, Executive or regulatory/probity Committees. Any such revisions will be reported back to the Executive.

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 2013/14

2013									2014				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon			1										
Tue			2			1 Standards						1	
Wed	1		3			2 Training			1 New Years Day			2 Executive	
Thurs	2 County Elections		4	1		3			2			3 Standards	1 District Elections
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	8	5	2	7	4	2	6	3	3	7	5 Bank Holiday
Tue	7	4 Standards	9 Review	6	3 Review	8 Review	5	3 Review	7 Review	4 Review	4 Review	8 Review	6
Wed	8	5	10	7	4	9 Executive	6 Executive	4 Executive	8 Executive	5 Executive	5 Executive	9	7
Thurs	9 Mandatory planning training	6 Training	11 Training	8	5 Mandatory planning training	10	7 Training	5	9	6	6	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	11 Review	16	13	10	15 West Community Forum	12 Review	10 Audit	14	11	11 East Community Forum	15 Council	13
Wed	15	12 EXECUTIVE	17 Executive	14	11 Executive	16	13 Mandatory Planning Training	11	15	12	12	16	14
Thurs	16 Mandatory Licensing training	13 Mandatory Appeals training	18	15	12	17 Training	14	12	16	13 Mandatory planning training	13	17 Development	15
Fri	17	14	19	16	13	18	15	13	17	14	14	18 Good Friday	16
Sat	18	15	20	17	14	19	16	14	18 Budget Away Day	15	15	19	17
Sun	19	16	21	18	15	20	17	15	19	16	16	20	18
Mon	20	17	22	19	16	21	18	16	20	17	17	21 Bank Holiday	19
Tue	21 Annual Council	18	23 Training	20	17	22 Council	19 Training	17 Council	21	18 * Reserved for Council Tax	18 West Community Forum	22	20 Annual Council
Wed	22	19 AUDIT	24	21	18	23	20	18	22	19	19	23	21
Thurs	23 Training	20	25 Development	22 Development	19 Development	24 Development	21 Development	19 Development	23	20	20	24	22
Fri	24	21	26	23	20	25	22	20	24	21	21	25	23
Sat	25	22	27	24	21	26	23	21	25	22	22	26	24
Sun	26	23	28	25	22	27	24	22	26	23	23	27	25
Mon	27 Bank Holiday	24	29	26 Bank Holiday	23	28	25	23	27	24	24	28	26 Bank Holiday
Tue	28	25	30 Council	27	24 Audit	29 East Community Forum	26	24	28 * Reserved for Budget	25 Council	25 Audit	29	27
Wed	29 Review Committee training	26 Training	31	28	25 CE Appraisal	30	27	25 Christmas Day	29	26	26 CE Appraisal	30	28
Thurs	30 Development	27 Development		29	26	31	28	26 Boxing Day	30 Development	27 Development	27 Development		29
Fri	31	28		30	27		29	27	31	28	28		30
Sat		29		31	28		30 Budget Away Day	28			29		31
Sun		30			29			29			30		
Mon					30			30			31		
Tue								31					