
REPORT OF THE POLICY & FINANCE COMMITTEE – 7 APRIL 2004

1 TIMETABLE OF MEETINGS 2004/05

1.1 This item of business was referred by the Policy and Finance Committee on 7 April to Council with a recommendation that the proposed timetable of meetings for 2004/05 be adopted. A copy of the Officer's report to the Committee is attached.

1.2 It is proposed that Council **RESOLVES**

That the timetable of meetings for 2004/05, as set out in the Appendix to the report, be adopted. (HAMS)

Sarah Fowler

Head of Administrative and Member Services

Background Papers:

None

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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

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CYCLE OF MEETINGS 2004/05

2004								2005				
	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon						1						
Tue	1					2 Community Services			1 Community Services	1 Community Services		
Wed	2			1 Community Services		3 Training	1 Community Services		2 Training	2 Training		
Thurs	3	1 Community Services		2 Environmental Services		4	2 Environmental Services		3 Environmental Services	3 Environmental Services		
Fri	4	2		3	1	5	3		4	4	1	
Sat	5	3		4	2	6	4	1	5	5	2	
Sun	6	4	1	5	3	7	5	2	6	6	3	1
Mon	7	5	2	6	4	8	6	3 Bank Holiday	7	7	4	2 Bank Holiday
Tue	8	6 Environmental Services	3	7 Policy & Finance	5	9 Environmental Services	7 Policy & Finance	4	8 Policy & Finance	8 Policy & Finance	5 Community Services	3
Wed	9	7 Training	4	8	6	10 Training	8 Community O&S	5	9 Community O&S	9 Training	6 Environmental Services	4
Thurs	10 District Elections	8 Policy & Finance	5	9 Community O&S	7	11 Policy & Finance	9 Fin & Proc O&S	6	10 Fin & Proc O&S	10 Community O&S	7 Policy & Finance	5
Fri	11	9	6	10	8	12	10	7	11	11	8	6
Sat	12	10	7	11	9	13 Budget Away Day	11	8	12	12	9	7
Sun	13	11	8	12	10	14	12	9	13	13	10	8
Mon	14	12	9	13	11	15	13	10	14	14	11	9
Tue	15	13 Standards	10	14 Environment O&S	12 Environmental Services	16 Standards	14 Taxi Licensing Sub Environment O&S	11 Community Services	15 Environment O&S	15 Environment O&S	12 Fin & Proc O&S	10
Wed	16	14 Training	11	15	13 Training	17 Training	15 Fin & Proc O&S	12 Environmental Services	16 Fin & Proc O&S	16 Training	13 CE's Appraisal	11
Thurs	17	15 Community O&S	12	16 Fin & Proc O&S	14 Policy & Finance	18 Fin & Proc O&S	16 Planning Services	13 Policy & Finance	17 Planning Services	17 Fin & Proc O&S	14 Standards	12
Fri	18	16	13	17	15	19	17	14	18	18	15	13
Sat	19	17	14	18	16	20	18	15 Budget Away Day	19	19	16	14
Sun	20	18	15	19	17	21	19	16	20	20	17	15
Mon	21	19 Taxi Licensing Sub	16	20	18	22	20	17	21	21	18	16
Tue	22 Annual Council	20 Environment O&S	17	21	19 Environment O&S	23	21 Council	18 Community O&S	22 Council	22 Planning Services	19 Community O&S	17 Annual Council
Wed	23 Training	21 Training	18	22	20 Community O&S	24 Training	22	19 Fin & Proc O&S	23 Training	23 Training	20 Environment O&S	18
Thurs	24 Training	22 Fin & Proc O&S	19	23 Planning Services	21 Planning Services	25 Planning Services	23	20 Planning Services	24	24	21 Fin & Proc O&S	19
Fri	25	23	20	24	22	26	24	21	25	25 Bank Holiday	22	20
Sat	26	24	21	25	23	27	25	22	26	26	23	21
Sun	27	25	22	26	24	28	26	23	27	27	24	22
Mon	28	26	23	27	25	29	27 Bank Holiday	24	28	28 Bank Holiday	25	23
Tue	29 Council (Strategies)	27 Planning Services	24	28 CE's Appraisal	26 Fin & Proc O&S	30 Environment O&S	28 Bank Holiday	25 Environment O&S		29	26 Planning Services	24
Wed	30 Planning Services	28 Training	25	29 Fin & Proc O&S	27 Training		29	26		30	27	25
Thurs		29 Council	26 Planning Services	30 Community Services	28 Council		30	27 Council (Budget)		31	28 Council	26
Fri		30	27		29		31	28			29	27
Sat		31	28		30			29			30	28
Sun			29		31			30				29
Mon			30 Bank Holiday					31				30 Bank Holiday
Tue			31									31