

TIMETABLE OF MEETINGS 2007/08

1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2007/08 Municipal Year. The Council's Constitution requires it to approve the dates of its meetings each year.

2 INTRODUCTION

- 2.1 Appended to this report is the proposed meetings timetable for 2007/08.
- 2.2 The timetable reflects the new political decision making structure, approved by Council on 26 April. It includes scheduled meetings of the Review Committee, Standards Committee, Audit Committee, Development Control Committee, Executive Board and the three Area Committees. It also includes provision for a programme of Member training and the Chief Executive's appraisal.
- 2.3 District Elections will be held on 1 May 2008.

3 DISCUSSION

- 3.1 The timetable, where possible, replicates past practice of scheduling Review Committee meetings on Tuesday evenings and Development Control Committee meetings on Thursday evenings. In addition, Executive Board meetings have been scheduled on Thursday evenings. 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 Meetings of each of the three Area Committees have been scheduled, where possible, at six weekly intervals. 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 As a result of District Elections being held in May 2007, the proposed timetable includes provision for induction training for newly elected Members on 22, 23, 30 and 31 May, with some competency training scheduled in June and July 2007. Competency training has also been scheduled for October to November 2007 and February to March 2008, as previously recommended by the Standards Committee. Details of the content of the training sessions are considered by the Standards Committee.
- 3.4 26 June has been reserved for Council to approve the Performance Plan within the statutory timeframe and for reporting of the closure of the Council's

accounts. An additional meeting of the Audit Committee has been scheduled for 6 June to receive details of the Statement of Internal Control, as required by the External Auditors.

- 3.5 Two Member away days have been scheduled, on 24 November and 19 January, for the development of the budget strategy.

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 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 Council **RESOLVES**

That the timetable of meetings for 2007/08, as set out in the appendix to this report, be approved.

Sarah Fowler

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.

CYCLE OF MEETINGS 2007/08

2007									2008				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon						1							
Tue	1					2			1 New Years Day			1 Standards	
Wed	2			1		3 Training			2			2 West Area Committee	
Thurs	3 District Elections			2		4 Standards	1		3			3 Executive Board	1 District Elections
Fri	4	1		3		5	2		4	1		4	2
Sat		2		4	1	6	3	1	5	2	1	5	3
Sun	6	3	1	5	2	7	4	2	6	3	2	6	4
Mon	7 Bank Holiday	4	2	6	3	8	5	3	7	4	3	7	5 Bank Holiday
Tue	8	5 Review	3	7	4 West Area Committee	9 Review	6 Review	4 Central Area Committee	8 West Area Committee	5	4	8 East Area Committee	6
Wed	9	6 Audit	4 Training	8	5	10 Training	7 Training	5	9 Audit	6 Training	5 Training	9	7
Thurs	10	7 Executive Board	5 Standards	9	6 Executive Board	11	8 Executive Board	6	10 Executive Board	7	6 Central Area Committee	10 CE Appraisal	8
Fri	11	8	6	10	7	12	9	7	11	8	7	11	9
Sat	12	9	7	11	8	13	10	8	12	9	8	12	10
Sun	13	10	8	12	9	14	11	9	13	10	9	13	11
Mon	14	11	9	13	10	15	12	10	14	11	10	14	12
Tue	15 Annual Council	12 Central Area Committee	10 East Area Committee	14	11 Review Committee	16 West Area Committee	13	11 Review	15 Review	12 Review	11 Review	15 Review	13 Annual Council
Wed	16	13 Training	11 Training	15	12 East Area Committee	17 Training	14 Training	12 East Area Committee	16 East Area Committee	13 Training	12 Training	16	14
Thurs	17 Development Control	14	12 Audit	16	13 Development Control	18 Executive Board	15 Audit	13 Executive Board	17	14 West Area Committee	13 Executive Board	17	15
Fri	18	15	13	17	14	19	16	14	18	15	14	18	16
Sat	19	16	14	18	15	20	17	15	19 Budget Away Day	16	15	19	17
Sun		17	15	19	16	21	18	16	20	17	16	20	18
Mon	21	18	16	20	17	22	19	17	21	18	17	21	19
Tue	22 Training	19	17 Review	21	18	23	20	18 Development Control	22 Central Area Committee	19 Reserved for Council Tax	18 Audit	22 Development Control	20
Wed	23 Training	20 Training	18 West Area Committee	22	19 Audit	24 Central Area Committee	21 Training	19	23	20	19 Training	23 Executive Board	21
Thurs	24 Development Control	21 Development Control	19 Executive Board	23 Development Control	20 Central Area Committee	25 Development Control	22 Development Control	20 Council	24 Development Control	21 Executive Board	20	24 Council	22
Fri	25	22	20	24	21	26	23	21	25	22	21 Good Friday	25	23
Sat	26	23	21	25	22	27	24 Budget Away Day	22	26	23	22	26	24
Sun	27	24	22	26	23	28	25	23	27	24	23	27	25
Mon	28 Bank Holiday	25	23	27 Bank Holiday	24	29	26	24	28	25	24 Easter Monday	28	26 Bank Holiday
Tue	29	26 * Reserved for Performance Plans & Closure of Accounts	24 Central Area Committee	28	25	30 Council	27	25 Christmas Day	29 * Reserved for Budget	26 Development Control	25	29	27
Wed	30 Training	27	25	29	26 CE Appraisal	31 East Area Committee	28 West Area Committee	26 Boxing Day	30	27 East Area Committee	26	30	28
Thurs	31 Training	28 Executive Board	26 Development Control	30	27 Executive Board		29 Executive Board	27	31 Executive Board	28 Council	27 Development Control		29
Fri		29	27	31	28		30	28		29	28		30
Sat		30	28		29			29			29		31
Sun			29		30			30			30		
Mon			30					31			31		
Tue			31 Council										