

DOCUMENTATION/FUNCTION - SCHEDULE OF COUNCIL MEETINGS

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>Public, Members, Chief Officers Executive, Assistant Directors and Senior Managers</b>			
<b>Duty</b>	<b>To ensure that Members meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery</b>			
<b>Training Requirements</b>	<b>General awareness amongst Members and Employees</b>			
<b>Lead Officer</b>	<b>Assistant Director, Law and Governance and Monitoring Officer</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
AWARENESS (keeping it live in people's minds)	Published on website, in Council calendars, on e-mail system, as agreed by Council.	Annually, following annual meeting.	The public, Members and employees are aware of the programme of Council meetings.	Assistant Director, Law and Governance and Monitoring Officer/Head of Democratic and Customer Services
MONITORING (keeping it effective – recording when it happens)	Update where meetings re-scheduled or added.	As and when required.	The public, Members and employees are kept up to date.	Assistant Director, Law and Governance and Monitoring Officer/Head of Democratic and Customer Services
REVIEW (keeping it up to date)	The schedule is agreed at each Annual Meeting.	May each year.	Public, Members and employees are aware of the schedule of meetings for the forthcoming year.	Assistant Director, Law and Governance and Monitoring Officer/Head of Democratic and Customer Services