

| Name and Date of Meeting | Email MT and HOS asking for agenda items, giving deadlines and reminder re clearance of reports(using attachment with deadlines for CMT to approve reports) | Send e-mail reminder for items & outstanding items list(ie, prompt for items you are expecting) | Produce word agenda & e-mail to MT & HOS for comments. Refer to deadline for corporate MT to see reports and for authors to be on standby. | Send to chair for approval & e-mail round a reminder for outstanding reports, again refer to CMT deadlines | All final reports due in by noon for printing. Check on correct report template. When finalised, 'publish agenda' | Date of manual agenda despatch and email alert | DSO | |
|--------------------------------|---|---|--|--|---|--|--------|--|
| June | | | | | | | | |
| Scrutiny 2/6 | 26-Apr | 04-May | 10-May | 17-May | 19-May | 24-May | | |
| STGBCJC 3/6 | 26-Apr | 04-May | 10-May | 17-May | 19-May | 24-May | | |
| Member Training 3/6 | | | | | | | | |
| Faversham LEF 8/6 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 24-May | |
| Executive 9/6 | 05-May | 11-May | 18-May | 25-May | 27-May | 01-Jun | | |
| Member Training 10/6 | | | | | | | | |
| Member Training 12/6 | | | | | | | | |
| JTB 14/6 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 01-Jun | |
| POC 16/6 | 10-May | 17-May | 24-May | 01-Jun | 02-Jun | 07-Jun | | |
| Swale Rural Forum 17/6 | 10-May | 17-May | 24-May | 01-Jun | 02-Jun | 07-Jun | | |
| LDF Panel 22/6 | 17-May | 24-May | 01-Jun | 07-Jun | 09-Jun | 14-Jun | | |
| Council 23/6 | 17-May | 24-May | 01-Jun | 07-Jun | 09-Jun | 14-Jun | | |
| Planning Committee 24/6 | 17-May | 24-May | 01-Jun | 07-Jun | 09-Jun | 14-Jun | | |
| Audit Committee 29/6 | 24-May | 01-Jun | 07-Jun | 14-Jun | 16-Jun | 21-Jun | | |
| Member Training 30/6 | | | | | | | | |
| July | | | | | | | | |
| Executive 1/7 | 24-May | 01-Jun | 07-Jun | 14-Jun | 16-Jun | 21-Jun | | |
| Sittingbourne LEF 6/7 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 28-Jun | |
| Hackney Carriages 7/7 | 01-Jun | 07-Jun | 14-Jun | 21-Jun | 23-Jun | 28-Jun | | |
| Member Training 8/7 | | | | | | | | |
| Standards Committee 14/7 | 07-Jun | 14-Jun | 21-Jun | 28-Jun | 30-Jun | 05-Jul | | |
| Sheppey LEF 20/7 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 12-Jul | |
| Council 21/7 | 14-Jun | 21-Jun | 28-Jun | 05-Jul | 07-Jul | 12-Jul | | |
| Planning Committee 22/7 | 14-Jun | 21-Jun | 28-Jun | 05-Jul | 07-Jul | 12-Jul | | |
| Member Training 27/7 | | | | | | | | |
| Member Training 28/7 | | | | | | | | |
| Scrutiny 29/7 | 21-Jun | 28-Jun | 05-Jul | 12-Jul | 14-Jul | 19-Jul | | |
| August | | | | | | | | |
| Standards Committee 3/8 | 28-Jun | 05-Jul | 12-Jul | 19-Jul | 21-Jul | 26-Jul | | |
| LDF Panel 5/8 | 28-Jun | 05-Jul | 12-Jul | 19-Jul | 21-Jul | 26-Jul | | |
| Planning Committee 19/8 | | | | | | 09-Aug | | |
| Executive 25/8 | 19-Jul | 26-Jul | 02-Aug | 09-Aug | 11-Aug | 16-Aug | | |
| September | | | | | | | | |
| Scrutiny Committee 1/9 | 26-Jul | 02-Aug | 09-Aug | 16-Aug | 18-Aug | 23-Aug | | |
| Member Training 2/9 | | | | | | | | |
| JTB 6/9 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 23-Aug | |
| Licensing 2003/General 9/9 | 02-Aug | 09-Aug | 16-Aug | 23-Aug | 25-Aug | 31-Aug | | |
| Policy Overview Committee 14/9 | 09-Aug | 16-Aug | 23-Aug | 31-Aug | 01-Sep | 06-Sep | | |
| Council 15/9 | 09-Aug | 16-Aug | 23-Aug | 31-Aug | 01-Sep | 06-Sep | | |

| | | | | | | | | | | |
|---------------------------------|---|---|--|--|---|--|-------------------|--------|--------|--|
| Planning Committee 16/9 | | | | | | | | 06-Sep | | |
| Faversham LEF 21/9 | | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | 13-Sep | |
| Audit Committee 29/9 | 23-Aug | 31-Aug | 06-Sep | 13-Sep | 20-Sep | 27-Sep | 15-Sep | 20-Sep | | |
| October | | | | | | | | | | |
| Executive 6/10 | 31-Aug | 6-Sep | 13-Sep | 20-Sep | 27-Sep | 04-Oct | | | | |
| LDF Panel 7/10 | 31-Aug | 6-Sep | 13-Sep | 20-Sep | 27-Sep | 04-Oct | | | | |
| Swale Rural Forum 12/10 | 06-Sep | 13-Sep | 20-Sep | 27-Sep | 04-Oct | | | | | |
| Council 13/10 | 06-Sep | 13-Sep | 20-Sep | 27-Sep | 04-Oct | | | | | |
| Planning Committee 14/10 | 06-Sep | 13-Sep | 20-Sep | 27-Sep | 04-Oct | | | | | |
| Sheppey LEF 19/10 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | 11-Oct | |
| Member Training 21/10 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Sittingbourne LEF 26/10 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | 18-Oct | |
| November | | | | | | | | | | |
| Licensing 2003/General 3/11 | 27-Sep | 04-Oct | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | |
| Member Training 4/11 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Scrutiny Committee 10/11 | 04-Oct | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | |
| Planning Committee 11/11 | 04-Oct | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | |
| Standards Committee 16/11 | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | |
| Executive 17/11 | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | |
| Policy Overview Committee 18/11 | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | |
| LDF Panel 25/11 | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | | |
| December | | | | | | | | | | |
| Council 1/12 | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | | | |
| Member Training 2/12 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Faversham LEF 7/12 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Executive 8/12 | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | | | | |
| Planning Committee 9/12 | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | | | | |
| JTB 13/12 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Audit Committee 15/12 | 08-Nov | 15-Nov | 22-Nov | 29-Nov | | | | | | |
| Name and Date of Meeting | <u>Email MT and HOS asking for agenda items, giving deadlines and reminder re clearance of reports(using attachment with deadlines for CMT to approve reports)</u> | <u>Send e-mail reminder for items & outstanding items list(ie. prompt for items you are expecting)</u> | <u>Produce word agenda & e-mail to MT & HOS for comments. Refer to deadline for corporate MT to see reports and for authors to be on standby.</u> | <u>Send to chair for approval & e-mail round a reminder for outstanding reports. again refer to CMT deadlines</u> | <u>All final reports due in by noon for printing. Check on correct report template. When finalised, 'publish agenda'</u> | <u>Date of manual agenda despatch and email alert</u> | <u>DSO</u> | | | |
| January | | | | | | | | | | |
| Executive 5/1 | 22-Nov | 29-Nov | 6-Dec | 13-Dec | 20-Dec | 27-Dec | 04-Jan | 11-Jan | 18-Jan | |
| Planning Committee 6/1 | 22-Nov | 29-Nov | 6-Dec | 13-Dec | 20-Dec | 27-Dec | 04-Jan | 11-Jan | 18-Jan | |
| Swale Rural Forum 11/1 | 29-Nov | 06-Dec | 13-Dec | 20-Dec | 27-Dec | 04-Jan | 11-Jan | 18-Jan | | |
| Council 12/1 | 06-Dec | 13-Dec | 20-Dec | 27-Dec | 04-Jan | 11-Jan | 18-Jan | | | |
| Policy Overview Committee 13/1 | 06-Dec | 13-Dec | 20-Dec | 27-Dec | 04-Jan | 11-Jan | 18-Jan | | | |
| Sittingbourne LEF 18/1 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | 10-Jan | |
| Member Training 20/1 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Sheppey LEF 25/1 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | | | | |
| Scrutiny Committee 27/1 | 20-Dec | 29-Dec | 04-Jan | 10-Jan | 17-Jan | 24-Jan | | | | |
| February | | | | | | | | | | |
| Hackney Carriages 1/2 | 29-Dec | 04-Jan | 10-Jan | 17-Jan | 24-Jan | | | | | |

| | | | | | | | | |
|--------------------------------|--------|---|--------|--------|--------|--------|--------|--|
| Audit Committee 2/2 | 29-Dec | 04-Jan | 10-Jan | 17-Jan | 19-Jan | 24-Jan | | |
| Planning Committee 3/2 | 29-Dec | 04-Jan | 10-Jan | 17-Jan | 19-Jan | 24-Jan | | |
| Executive 9/2 | 04-Jan | 10-Jan | 17-Jan | 24-Jan | 26-Jan | 31-Jan | | |
| Standards Committee 22/2 | 17-Jan | 24-Jan | 31-Jan | 07-Feb | 09-Feb | 14-Feb | | |
| Council 23/2 | 17-Jan | 24-Jan | 31-Jan | 07-Feb | 09-Feb | 14-Feb | | |
| LDF Panel 24/2 | 17-Jan | 24-Jan | 31-Jan | 07-Feb | 09-Feb | 14-Feb | | |
| March | | | | | | | | |
| Scrutiny Committee 1/3 | 24-Jan | 31-Jan | 07-Feb | 14-Feb | 16-Feb | 21-Feb | | |
| Planning Committee 3/3 | 24-Jan | 31-Jan | 07-Feb | 14-Feb | 16-Feb | 21-Feb | | |
| Swale Rural Forum 9/3 | 31-Jan | 07-Feb | 14-Feb | 21-Feb | 23-Feb | 28-Feb | | |
| JTB 14/3 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 28-Feb | |
| Executive 16/3 | 07-Feb | 14-Feb | 21-Feb | 28-Feb | 02-Mar | 07-Mar | | |
| Policy Overview Committee 17/3 | 07-Feb | 14-Feb | 21-Feb | 28-Feb | 02-Mar | 07-Mar | | |
| Faversham LEF 22/3 | | SEE SEPARATE AGENDA PREP TIMETABLE | | | | | 14-Mar | |
| Planning Committee 31/3 | 21-Feb | 28-Feb | 07-Mar | 14-Mar | 16-Mar | 21-Mar | | |
| April | | | | | | | | |
| Member Training 14/4 | | | | | | | | |
| Executive 20/4 | 14-Mar | 21-Mar | 28-Mar | 04-Apr | 06-Apr | 11-Apr | | |
| Planning Committee 28/4 | 21-Mar | 28-Mar | 04-Apr | 11-Apr | 13-Apr | 18-Apr | | |
| May | | | | | | | | |
| Member Training 11/5 | | | | | | | | |
| Annual Council 17/5 | 11-Apr | 18-Apr | 26-Apr | 03-May | 04-May | 09-May | | |
| Annual Council 18/5 | 11-Apr | 18-Apr | 26-Apr | 03-May | 04-May | 09-May | | |
| Executive 24/5 | 18-Apr | 26-Apr | 03-May | 09-May | 11-May | 16-May | | |
| Audit Committee 25/5 | 18-Apr | 26-Apr | 03-May | 09-May | 11-May | 16-May | | |
| Planning Committee 26/5 | 18-Apr | 26-Apr | 03-May | 09-May | 11-May | 16-May | | |