

MEETING DATE	Timescales	12th May	9th June	1st July	25th August	6th October	17th November	8th December	5th January	9th February	16th March	20th April	11th May
<b>ACTION</b>													
DS to send email to HoS for monthly update of Forward Plan and to remind of items due for this Executive	6 weeks before the meeting (on a Monday) and 5 weeks before	29th March and reminder 6th April	26th April and reminder 4th May	17th May and reminder 1st June	12th July and reminder 19th July	23rd August and reminder 31st August	4th October and reminder 11th October	25th October and 1st November	22nd November and 29th November	27th December and 3rd January	31st January and 7th February	7th March and 14th March	28th March and 4th April
HoS to discuss content of their report with Directors/advisory officers and to inform appropriate Executive Member of intention to produce report. <b>Author to add report heading via workflow to the forward plan and agenda.</b>	Same first Monday - Friday in second week	29th March - 9th April	26th April - 7th May	17th May - 4th June	12th July - 23rd July	23rd August - 3rd September	4th October - 15th October	25th October - 5th November	22nd November - 3rd December	27th December - 7th January	31st January - 11th February	7th March - 18th March	28th March - 8th April
Forward Plan published. No more items can be added to this month's meeting if they are not on the FP. (This date cannot be altered)	<b>For info</b>	<b>(May - August) Published 16th April</b>	<b>(June - September) Published 18th May</b>	<b>(July - October) Published 16th June</b>	<b>(August - November) Published 16th July</b>	<b>(October - January) published 16th September</b>	<b>(November - February) Published 15th October</b>	<b>(December - March) published 16th November</b>					
Draft report (approved by Director) circulated to advisory officers eg, legal, finance, human resources etc for comments/sign off	Wednesday afterwards	by 14th April	by 12th May	by 9th June	by 28th July	by 8th September	by 20th October	by 10th November	by 8th December	by 12th January	by 16th February	by 23rd March	by 13th April
Report finalised and circulated to SMT by Sue Parry	Friday afterwards	Author to e-mail draft report to Sue Parry by 16th April	Author to e-mail draft report to Sue Parry by 14th May	Author to e-mail draft report to Sue Parry by 11th June	Author to e-mail draft report to Sue Parry by 30th July	Author to e-mail draft report to Sue Parry by 10th September	Author to e-mail draft report to Sue Parry by 22nd October	Author to e-mail draft report to Sue Parry by 12th November	Author to e-mail draft report to Sue Parry by 10th December	Author to e-mail draft report to Sue Parry by 14th January	Author to e-mail draft report to Sue Parry by 18th February	Author to e-mail draft report to Sue Parry by 25th March	Author to e-mail draft report to Sue Parry by 15th April
Report considered by SMT Business Meeting	Tuesday afterwards	20th April	18th May	15th June	3rd August	14th September	26th October	16th November	14th December	18th January	22nd February	29th March	19th April
Report author to circulate report to Executive Member for comment by this date.	Thursday	22nd April	20th May	17th June	5th August	16th September	28th October	18th November	16th December	20th January	24th February	31st March	21st April
<b>DRAFT REPORTS TO BE SENT TO DEMOCRATIC SERVICES for circulating to informal Executive</b>	Friday	E-mail draft report to Democratic Services by 23rd April	E-mail draft report to Democratic Services by 21st May	E-mail draft report to Democratic Services by 18th June	E-mail draft report to Democratic Services by 6th August	E-mail draft report to Democratic Services by 17th September	E-mail draft report to Democratic Services by 29th October	E-mail draft report to Democratic Services by 19th November	E-mail draft report to Democratic Services by 17th December	E-mail draft report to Democratic Services by 21st January	E-mail draft report to Democratic Services by 25th February	E-mail draft report to Democratic Services by 1st April	E-mail draft report to Democratic Services by 21st April
<i>Agenda and reports considered by informal Executive (usually 11am in the Committee Room)</i>	Monday (two weeks before meeting)	26th April	24th May	21st June	9th August	20th September	1st November	22nd November	20th December	24th January	28th February	4th April	26th April
<b>Final</b> reports to be uploaded onto system (there will be a job in your work queue) -	Thursday	Upload report on 29th April	Upload report on 27th May	Upload report on 22nd June	Upload report on 12th August	Upload report on 23rd September	Upload report on 4th November	25th November	Upload report 23rd December	Upload report on 27th January	Upload report on 3rd March	Upload report on 7th April	Upload report on 28th April
Agenda sent to print - <b>Friday before despatch</b>	Friday	30th April	28th May	22nd June	13th August	24th September	5th November	26th November	24th December	28th January	4th March	8th April	29th April
Agenda published and despatched - <b>Monday (the week before the meeting)</b>	Monday	4th May	1st June	23rd June	16th August	27th September	8th November	29th November	27th December	31st January	7th March	12th April	2nd May
<b>The Meeting - Wednesday</b>		<b>12th May</b>	<b>9th June</b>	<b>1st July</b>	<b>25th August</b>	<b>6th October</b>	<b>17th November</b>	<b>8th December</b>	<b>5th January</b>	<b>9th February</b>	<b>16th March</b>	<b>20th April</b>	<b>11th May</b>