

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 29 MARCH 2011
title: DRAFT CYCLE OF COMMITTEE MEETINGS
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 To inform Committee of the proposed meeting cycle for Committees for the municipal year 2011/12.

1.2 Relevance to the Council's ambitions and priorities.

One of the Council's stated aims is to be a well run Council. Meetings of the Council and its committees are arranged to be as accessible as possible in order to enhance the transparency of the Council's work.

2 BACKGROUND

2.1 The meeting cycle is drawn up at this time of year for the forthcoming municipal year.

2.2 It is subject to final approval at the Annual meeting on 17 May 2011.

2.3 Some meeting dates have to fit into other timetables, eg approval of the Statement of Accounts, setting of the Council Tax.

3 ISSUES

3.1 The timetable accommodates the Local Elections on 5 May 2011 which means Mayor-making in 2011 is a week later than normal, ie 17 May 2011.

3.2 As last year a summer recess (excluding Planning and Development Committee) has been included. See Appendix A.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the estimated costs of administering the Committee arrangements is included in the approved budget for 2011/12.
- Technical, Environmental and Legal – None arising as a direct result of this report.
- Political – None arising as a direct result of this report.
- Reputation – None arising as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

5.1 Recommend the timetable of meetings for final approval at the Annual Meeting on 17 May 2011.

CHIEF EXECUTIVE

For further information please ask for Olwen Heap, extension 4408