

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 26 MARCH 2013
title: DRAFT CYCLE OF COMMITTEE MEETINGS
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 To request Committee's consideration of the proposed meeting cycle for committees for the municipal year 2013/14.

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 Councils 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 14 May 2013.

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

3 ISSUES

3.1 The draft meeting cycle at Appendix A is similar to the cycle for 2012/13 (dates around Easter have moved)

3.2 Consideration has been given to various issues that have resulted in

- the 'summer' cycle being condensed as far as possible into July;
- an additional Planning & Development committee being added on 6 June for consideration of the Core Strategy;

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 2013/14.
- 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.
- Equality & Diversity – None arising as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the draft meeting cycle at Appendix A for ratification at the Annual Meeting on 14 May 2013.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2012/13

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F260313

DRAFT**RIBBLE VALLEY BOROUGH COUNCIL
MEETINGS CYCLE 2013/2014**Effective from
14 May 2013 – 13 May 2014

MEETINGS	Day	TIME	1ST CYCLE 2013	2ND CYCLE 2013	3RD CYCLE 2013	4TH CYCLE 2013	5TH CYCLE 2014	6TH CYCLE 2014
Community Services	Tues	6.30pm	21 May	16 July	17 Sept	5 Nov	14 Jan	11 March
Planning and Development	Thurs	6.30pm	23 May	18 July	19 Sept	7 Nov	16 Jan	13 March
Personnel	Wed	6.30pm	5 June		2 Oct	13 Nov	22 Jan	19 March
Health & Housing	Thurs	6.30pm	30 May	25 July	3 Oct	14 Nov	23 Jan	20 March
Policy & Finance	Tues	6.30pm	11 June	30 July	8 Oct	19 Nov	28Jan/11 Feb	25 March
Parish Liaison	Thurs	6.30pm	20 June		10 Oct	21 Nov	30 Jan	27 March
Licensing	Tues	6.30pm	18 June		24 Sept	26 Nov		18 March
Planning & Development	Thurs	6.30pm	6 + 13 June	15 Aug	17 Oct	12 Dec	13 Feb	10 April
Accounts & Audit	Wed	6.30pm	26 June	28 Aug		27 Nov		2 April
Full Council	Tues	6.30pm	9 July	3 Sept	29 Oct	17 Dec	4 Mar	29 April

2013

Offices Closed

Spring Bank : 27 May 2013
 August Bank : 26 August 2013
 Christmas : 25 - 31 December 2013

Annual Council : 14 May 2013

2014

Offices Closed

New Year : 1 January 2014
 Good Friday : 18 April 2014
 Easter Monday : 21 April 2014
 May Day : 5 May 2014

Annual Council : 13 May 2014

SUBJECT TO FINAL APPROVAL AT THE ANNUAL MEETING ON 14 MAY 2013