

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO POLICY AND FINANCE COMMITTEE**Agenda Item No. **5**

meeting date: 25 MARCH 2014  
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 2014/15.

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 13 May 2014.

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 2013/14 (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 to avoid July/August;
- the first P & D committee being put back a week to accommodate the European Elections on 22 May 2014
- the Annual meeting in 2015 also being put back a week to accommodate the Borough Elections on 7 May 2015

**4 RISK ASSESSMENT**

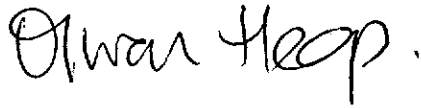
4.1 The approval of this report may have the following implications:

- Resources – the estimated costs of administering the committee arrangements is included in the approved budget for 2014/15.

- 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 Approve the draft meeting cycle at Appendix A for ratification at the Annual Meeting on 13 May 2014.



ADMINISTRATION OFFICER



CHIEF EXECUTIVE

**BACKGROUND PAPERS**

Meeting Cycle 2014/15

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F250314

**Ribble Valley Borough Council**  
**Meeting Cycle 2014/15**  
 (13 May 2014 – 19 May 2015)

MEETINGS	Day	TIME	1ST CYCLE 2014	2ND CYCLE 2014	3RD CYCLE 2014	4TH CYCLE 2015	5TH CYCLE 2015
Community Services	Tues	6.30pm	20 May	2 Sept	14 Oct	13 Jan	10 March
Planning and Development	Thurs	6.30pm	29 May	24 July / 21 Aug	16 Oct	15 Jan	12 March
Personnel	Wed	6.30pm	28 May	3 Sept	22 Oct	21 Jan	18 March
Health & Housing	Thurs	6.30pm	5 June	4 Sept	23 Oct	22 Jan	19 March
Policy & Finance	Tues	6.30pm	10 June	9 Sept	28 Oct	27 Jan/10 Feb	24 March
Parish Liaison	Thurs	6.30pm	12 June	11 Sept	30 Oct	29 Jan	26 March
Licensing	Tues	6.30pm	17 June	16 Sept	4 Nov		17 March
Planning & Development	Thurs	6.30pm	26 June	18 Sept	13 Nov/18 Dec	12 Feb	14 April
Accounts & Audit	Wed	6.30pm	25 June	27 Aug	19 Nov		1 April
Full Council	Tues	6.30pm	15 July	7 Oct	16 Dec	3 Mar	28 April

2014

Offices Closed

Spring Bank : 26 May 2014

August Bank : 25 August 2014

Christmas : 25 - 31 December 2014

Annual Council : 13 May 2014

European Elections : 22 May 2014

2015

Offices Closed

New Year : 1 & 2 January 2015

Good Friday : 3 April 2015

Easter Monday : 6 April 2015

May Day : 4 May 2015

Borough Elections : 7 May 2015

Annual Council : 19 May 2015