

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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Agenda Item No.

meeting date: TUESDAY 24 MARCH 2015  
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 2015/16.

1.2 Relevance to the Council's ambitions and priorities:

One of the stated aims of the Council 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 the time of year for the forthcoming municipal year.

2.2 It is subject to final approval at the Annual meeting on 19 May 2015.

2.3 Some meetings 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 in 2014/15 (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 and August;
- The first cycle of meetings being put back a week to accommodate the Parliamentary and 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 2015/16.
- 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 19 May 2015.

OLWEN HEAP  
ADMINISTRATION OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

Meeting Cycle 2014/15

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F240315

**Ribble Valley Borough Council**  
**Meeting Cycle 2015/16**  
 (19 May 2015 – 10 May 2016)

MEETINGS	Day	TIME	1ST CYCLE 2015	2ND CYCLE 2015	3RDCYCLE 2015	4TH CYCLE 2016	5TH CYCLE 2016
Community Services	Tues	6.30pm	2 June	1 Sept	13 Oct	12 Jan	15 March
Planning and Development	Thurs	6.30pm	4 June	30 July & 20 Aug	15 Oct	14 Jan	17 March
Personnel	Wed	6.30pm	10 June	2 Sept	21 Oct	20 Jan	23 March
Health & Housing	Thurs	6.30pm	11 June	3 Sept	22 Oct	21 Jan	31 March
Policy & Finance	Tues	6.30pm	16 June	8 Sept	27 Oct	26Jan & 9 Feb	5 April
Parish Liaison	Thurs	6.30pm	18 June	10 Sept	29 Oct	28 Jan	7 April
Licensing	Tues	6.30pm	23 June	15 Sept	3 Nov		12 April
Planning & Development	Thurs	6.30pm	2 July	17 Sept	12 Nov & 17 Dec	11 Feb	14 April
Accounts & Audit	Wed	6.30pm	24 June	26 Aug	18 Nov		30 March
Full Council	Tues	6.30pm	14 July	6 Oct	15 Dec	1 Mar	26 April

2015

Offices Closed

Spring Bank : 25 May 2015

August Bank : 31 August 2015

Christmas : 25 - 31 December 2015

Annual Council : 19 May 2015

Parliamentary &amp; Borough Elections : 7 May 2015

2016

Offices Closed

New Year : 1 January 2016

Good Friday : 25 March 2016

Easter Monday : 28 March 2016

May Day : 2 May 2016

PCC Elections : May 2016

Annual Council : 10 May 2016