

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 9

meeting date: 5 APRIL 2016
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 2016/17.

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 10 May 2016.

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 2015/16.

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

- Meeting dates being arranged around the Easter holidays
- Meeting dates being arranged around the Referendum
- the 'summer' cycle being condensed as far as possible to avoid July/August;

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 2016/17.
- 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 10 May 2016.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2015/16

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F050416

APPENDIX A

**Ribble Valley Borough Council
Meeting Cycle 2016/17
(10 May 2016 – 9 May 2017)**

MEETINGS	Day	TIME	1ST CYCLE 2016	2ND CYCLE 2016	3RDCYCLE 2016	4TH CYCLE 2017	5TH CYCLE 2017
Community Services	Tues	6.30pm	17 May	23 Aug	11 Oct	10 Jan	14 March
Planning and Development	Thurs	6.30pm	19 May	21 July & 18 Aug	13 Oct	12 Jan	16 March
Personnel	Wed	6.30pm	25 May	31 Aug	19 Oct	18 Jan	22 March
Health & Housing	Thurs	6.30pm	26 May	1 Sept	20 Oct	19 Jan	23 March
Policy & Finance	Tues	6.30pm	7 June	6 Sept	25 Oct	24Jan & 7 Feb	28 March
Parish Liaison	Thurs	6.30pm	9 June	8 Sept	27 Oct	26 Jan	30 March
Licensing	Tues	6.30pm	14 June	13 Sept	1 Nov	31 Jan	4 April
Planning & Development	Thurs	6.30pm	30 June	15 Sept	10 Nov & 15 Dec	16 Feb	13 April
Accounts & Audit	Wed	6.30pm	29 June	17 Aug	16 Nov		29 March
Full Council	Tues	6.30pm	12 July	27 Sept	13 Dec	28 Feb	25 April

2016
Offices Closed

Spring Bank : 30 May 2016
August Bank : 29 August 2016
Christmas : 25 - 31 December 2016

PCC Elections : 5 May 2016
Annual Council : 10 May 2016
EU Referendum : 23 June 2016

2017
Offices Closed

New Year : 2 January 2017
Good Friday : 14 April 2017
Easter Monday : 17 April 2017
May Day : 1 May 2017

County Council Elections : 4 May 2017
Annual Council : 9 May 2017