

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 10

meeting date: 28 MARCH 2017
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2017/18
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 2017/18.

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 9 May 2017.

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 2016/17.

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

- Meeting dates being arranged around the Easter holidays
- Meeting dates avoiding the LGA conference and half term holidays
- 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 2017/18.
- 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 9 May 2017.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2016/17

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F280317

APPENDIX A

**Ribble Valley Borough Council
Meeting Cycle 2017/18
(9 May 2017 – 8 May 2018)**

MEETINGS	Day	TIME	1ST CYCLE 2017	2ND CYCLE 2017	3RD CYCLE 2017	4TH CYCLE 2018	5TH CYCLE 2018
Community Services	Tues	6.30pm	16 May	29 Aug	17 Oct	9 Jan	13 March
Planning and Development	Thurs	6.30pm	18 May	27 July & 31 Aug	26 Oct	11 Jan	8 March
Personnel	Wed	6.30pm	24 May	6 Sept	25 Oct	17 Jan	14 March
Health & Housing	Thurs	6.30pm	25 May	7 Sept	19 Oct	18 Jan	15 March
Policy & Finance	Tues	6.30pm	6 June	12 Sept	7 Nov	23 Jan & 6 Feb	20 March
Parish Liaison	Thurs	6.30pm	8 June	14 Sept	9 Nov	25 Jan	22 March
Licensing	Tues	6.30pm	13 June	19 Sept	14 Nov	30 Jan	10 April
Planning & Development	Thurs	6.30pm	22 June	28 Sept	30 Nov	8 Feb	12 April
Accounts & Audit	Wed	6.30pm		26 July	18 Oct	21 Feb	11 April
Full Council	Tues	6.30pm	11 July	10 Oct	12 Dec	6 March	24 April

2017
Offices Closed
Spring Bank : 29 May 2017
August Bank : 28 August 2017
Christmas : 25 - 29 December 2017

Annual Council : 9 May 2017
LCC Elections : 4 May 2017
EU Referendum : 23 June 2016

2018
Offices Closed
New Year : 1 - 2 January 2018
Good Friday : 30 March 2018
Easter Monday : 2 April 2018
May Day : 7 May 2018

Elections : None 2018
Annual Council : 8 May 2018