

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 12

meeting date: 20 MARCH 2018
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2018/19
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 2018/19.

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 8 May 2018.

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 2017/18.

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 2018/19.
- 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 8 May 2018.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2016/17

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F200318

Ribble Valley Borough Council
Meeting Cycle 2018/19
 (8 May 2018 – 14 May 2019)

MEETINGS	Day	TIME	1 ST CYCLE 2018	2 ND CYCLE 2018	3 RD CYCLE 2018	4 TH CYCLE 2019	5 TH CYCLE 2019
Community Services	Tues	6.30pm	22 May	4 Sept	30 Oct	8 Jan	12 March
Planning and Development	Thurs	6.30pm	24 May	6 Sept	1 Nov	10 Jan	14 March
Personnel	Wed	6.30pm	13 June	12 Sept	7 Nov	16 Jan	20 March
Health & Housing	Thurs	6.30pm	7 June	13 Sept	8 Nov	17 Jan	21 March
Licensing	Tues	6.30pm	12 June	18 Sept	13 Nov	29 Jan	26 March
Economic Development	Thurs	6.30pm	14 June	20 Sept	15 Nov	24 Jan	28 March
Policy & Finance	Tues	6.30pm	19 June	25 Sept	20 Nov	22 Jan + 5 Feb	2 April
Parish Liaison	Thurs	6.30pm	21 June	27 Sept	22 Nov	31 Jan	4 April
Planning & Development	Thurs	6.30pm	28 June + 2 August	4 Oct	29 Nov	7 Feb	11 April
Accounts & Audit	Wed	6.30pm	25 July		31 Oct	13 Feb	10 April
Full Council	Tues	6.30pm	10 July	16 Oct	11 Dec	5 March	30 April

2018
Offices Closed

Spring Bank : 28 May 2018
 August Bank : 27 August 2018
 Christmas : 24 - 28 December 2018

Annual Council : 8 May 2018

2019
Offices Closed

New Year : 31 Dec - 1 January 2019
 Good Friday : 19 April 2019
 Easter Monday : 22 April 2019
 May Day : 6 May 2019

Borough & Parish Elections : 2 May 2019
 Annual Council : 14 May 2019