

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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Agenda Item No. 11

meeting date: 2 APRIL 2019  
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2019/20  
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 2019/20.

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 draft meeting cycle is drawn up at this time of year for the forthcoming municipal year ie 2019/20

2.2 It is subject to final approval at the Annual meeting on 14 May 2019.

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 2018/19. All the committees are the same and the order in which the meetings are held largely remain the same also.

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;

3.3 All meetings commence at 6.30pm with the exception of the first cycle of meetings where it is proposed the meetings should start at 6.00pm to accommodate a committee information briefing – particularly for new members on the committee– at the start of each meeting.

#### 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 2019/20.
- 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 14 May 2019.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2018/19

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F020419

**Ribble Valley Borough Council**  
**Meeting Cycle 2019/20**  
(14 May 2019 – 12 May 2020)

MEETINGS	Day	TIME	1 <sup>ST</sup> CYCLE 2019	2 <sup>ND</sup> CYCLE 2019	3 <sup>RD</sup> CYCLE 2019	4 <sup>TH</sup> CYCLE 2020	5 <sup>TH</sup> CYCLE 2020
Community Services	Tues	6.30pm	28 May	3 Sept	29 Oct	7 Jan	10 March
Planning and Development	Thurs	6.30pm	23 May	5 Sept	31 Oct	9 Jan	12 March
Personnel	Wed	6.30pm	12 June	18 Sept	6 Nov	15 Jan	18 March
Health & Housing	Thurs	6.30pm	6 June	12 Sept	7 Nov	16 Jan	19 March
Licensing	Tues	6.30pm	4 June	10 Sept	12 Nov	28 Jan	24 March
Economic Development	Thurs	6.30pm	13 June	19 Sept	14 Nov	23 Jan	26 March
Policy & Finance	Tues	6.30pm	18 June	24 Sept	19 Nov	21 Jan + 4 Feb	31 March
Parish Liaison	Thurs	6.30pm	20 June	26 Sept	21 Nov	30 Jan	2 April
Planning & Development	Thurs	6.30pm	27 June + 1 August	3 Oct	28 Nov	6 Feb	9 April
Accounts & Audit	Wed	6.30pm	24 July		27 Nov	12 Feb	8 April
Full Council	Tues	6.30pm	9 July	15 Oct	17 Dec	3 March	28 April

2019

Offices Closed

Spring Bank : 27 May 2019  
August Bank : 26 August 2019  
Christmas : 25 - 31 December 2019

Annual Council : 14 May 2019

2020

Offices Closed

New Year : 1 January 2020  
Good Friday : 10 April 2020  
Easter Monday : 13 April 2020  
May Day : 4 May 2020

Annual Council : 12 May 2020