DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 29 MARCH 2011

title: DRAFT CYCLE OF COMMITTEE MEETINGS

submitted by: CHIEF EXECUTIVE principal author: OLWEN HEAP

1 PURPOSE

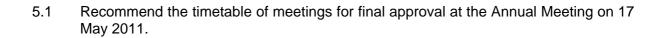
- 1.1 To inform Committee of the proposed meeting cycle for Committees for the municipal year 2011/12.
- 1.2 Relevance to the Council's ambitions and priorities.

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 17 May 2011.
- 2.3 Some meeting dates have to fit into other timetables, eg approval of the Statement of Accounts, setting of the Council Tax.
- 3 ISSUES
- 3.1 The timetable accommodates the Local Elections on 5 May 2011 which means Mayor-making in 2011 is a week later than normal, ie 17 May 2011.
- 3.2 As last year a summer recess (excluding Planning and Development Committee) has been included. See Appendix A.
- 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 2011/12.
 - 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.

5 **RECOMMENDED THAT COMMITTEE**



CHIEF EXECUTIVE

For further information please ask for Olwen Heap, extension 4408