

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 24 JANUARY 2012
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 2012/13.

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 15 May 2012.

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 draft meeting cycle at Appendix A is based on the cycle for 2011/12 (dates around Easter have moved).

3.2 Consideration needs to be given to the following issues:

1. The number of meetings per committee.
2. The future status of the Standards Committee.
3. Whether there should be a summer cycle (2nd cycle) and if so, should it only include service committees.
4. If there are any dates in particular that need to be avoided.
5. What direction to give to officers if Committee wishes to suggest alterations to the draft meeting cycle.

3.3 Committee can either agree the draft meeting cycle now or ask for further work to be carried out and report back to the March Committee.

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 2012/13.
- 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

5.1 Consider the draft meeting cycle at Appendix A and suggest any amendments or alterations.

CHIEF EXECUTIVE

For further information please ask for Olwen Heap, extension 4408

DRAFT**RIBBLE VALLEY BOROUGH COUNCIL
MEETINGS CYCLE 2012/2013****Effective from****15 May 2012 – 14 May 2013**

MEETINGS	Day	TIME	1ST CYCLE 2012	2ND CYCLE 2012	3RD CYCLE 2012	4TH CYCLE 2012	5TH CYCLE 2013	6TH CYCLE 2013
Community Services	Tues	6.30pm	22 May	24 July	11 Sept	6 Nov	8 Jan	5 March
Planning and Development	Thurs	6.30pm	24 May	19 July	13 Sept	8 Nov	10 Jan	7 March
Personnel	Wed	6.30pm	30 May		12 Sept	14 Nov	16 Jan	13 March
Health & Housing	Thurs	6.30pm	31 May	2 August	20 Sept	15 Nov	17 Jan	14 March
Policy & Finance	Tues	6.30pm	12 June	7 August	25 Sept	20 Nov	22 Jan/5 Feb	19 March
Parish Liaison	Thurs	7.15pm	14 June		27 Sept	22 Nov	24 Jan	21 March
Licensing	Tues	6.30pm	19 June		4 Sept	27 Nov		12 March
Standards committee	Wed	6.30pm	13 June		19 Sept		30 Jan	
Planning & Development	Thurs	6.30pm	21 June	16 Aug	11 Oct	6 Dec	7 Feb	11 April
Overview & Scrutiny	Tues	6.30pm	26 June		18 Sept	4 Dec	12 Feb	9 April
Accounts & Audit	Wed	6.30pm	27 June	22 / 29 Aug		28 Nov		27 March
Full Council	Tues	6.30pm	10 July	28 Aug	9 Oct	18 Dec	26 Feb	23 April

2012

Offices Closed

Spring Bank : 4 June 2012
 Diamond Jubilee : 5 June 2012
 August Bank : 27 August 2012
 Christmas : 24 -28 December 2012

Annual Council : 15 May 2012

2013

Offices Closed

New Year : 1 January 2013
 Good Friday : 29 March 2013
 Easter Monday : 1 April 2013
 May Day : 6 May 2013

Annual Council : 14 May 2013

Subject to final approval at the Annual Meeting on 15 May 2012