

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No.

meeting date: 27 MARCH 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 has been given to various issues, which have resulted in several dates being altered, namely

- Full Council – now 17 July
- Standards – now 6 June
- Personnel – now 21 November
- Health and Housing – now 29 November to accommodate the Police Commissioner Elections
- The 5th Cycle has been put back a week to give officers time after returning in the New Year to produce the necessary reports.

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 for ratification at the Annual Meeting on 15 May 2012.

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	15 Jan	12 March
Planning and Development	Thurs	6.30pm	24 May	19 July	13 Sept	8 Nov	17 Jan	14 March
Personnel	Wed	6.30pm	30 May		12 Sept	21 Nov	23 Jan	20 March
Health & Housing	Thurs	6.30pm	31 May	2 August	20 Sept	29 Nov	24 Jan	21 March
Policy & Finance	Tues	6.30pm	12 June	7 August	25 Sept	20 Nov	29 Jan/12 Feb	26 March
Parish Liaison	Thurs	6.30pm	14 June		27 Sept	22 Nov	31 Jan	28 March
Licensing	Tues	6.30pm	19 June		4 Sept	27 Nov		19 March
Standards Committee	Wed	6.30pm	6 June		19 Sept		6 Feb	
Planning & Development	Thurs	6.30pm	21 June	16 Aug	11 Oct	6 Dec	14 Feb	11 April
Overview & Scrutiny	Tues	6.30pm	26 June		18 Sept	4 Dec	19 Feb	9 April
Accounts & Audit	Wed	6.30pm	27 June	22 Aug		28 Nov		27 March
Full Council	Tues	6.30pm	17 July	28 Aug	23 Oct	18 Dec	5 Mar	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