1 PURPOSE

1.1 To request Committee’s consideration of the proposed meeting cycle for committees for the municipal year 2017/18.

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 9 May 2017.

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 2016/17.

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 2017/18.
- 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 9 May 2017.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2016/17

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F280317
# Ribble Valley Borough Council

**Meeting Cycle 2017/18**

(9 May 2017 – 8 May 2018)

<table>
<thead>
<tr>
<th>MEETINGS</th>
<th>Day</th>
<th>TIME</th>
<th>1st CYCLE 2017</th>
<th>2nd CYCLE 2017</th>
<th>3rd CYCLE 2017</th>
<th>4th CYCLE 2018</th>
<th>5th CYCLE 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>Tues</td>
<td>6.30pm</td>
<td>16 May</td>
<td>29 Aug</td>
<td>17 Oct</td>
<td>9 Jan</td>
<td>13 March</td>
</tr>
<tr>
<td>Planning and Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>18 May</td>
<td>27 July &amp; 31 Aug</td>
<td>26 Oct</td>
<td>11 Jan</td>
<td>8 March</td>
</tr>
<tr>
<td>Health &amp; Housing</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>25 May</td>
<td>7 Sept</td>
<td>19 Oct</td>
<td>18 Jan</td>
<td>15 March</td>
</tr>
<tr>
<td>Policy &amp; Finance</td>
<td>Tues</td>
<td>6.30pm</td>
<td>6 June</td>
<td>12 Sept</td>
<td>7 Nov</td>
<td>23 Jan &amp; 6 Feb</td>
<td>20 March</td>
</tr>
<tr>
<td>Parish Liaison</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>8 June</td>
<td>14 Sept</td>
<td>9 Nov</td>
<td>25 Jan</td>
<td>22 March</td>
</tr>
<tr>
<td>Licensing</td>
<td>Tues</td>
<td>6.30pm</td>
<td>13 June</td>
<td>19 Sept</td>
<td>14 Nov</td>
<td>30 Jan</td>
<td>10 April</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>22 June</td>
<td>28 Sept</td>
<td>30 Nov</td>
<td>8 Feb</td>
<td>12 April</td>
</tr>
<tr>
<td>Accounts &amp; Audit</td>
<td>Wed</td>
<td>6.30pm</td>
<td>26 July</td>
<td>18 Oct</td>
<td>21 Feb</td>
<td>11 April</td>
<td></td>
</tr>
<tr>
<td>Full Council</td>
<td>Tues</td>
<td>6.30pm</td>
<td>11 July</td>
<td>10 Oct</td>
<td>12 Dec</td>
<td>6 March</td>
<td>24 April</td>
</tr>
</tbody>
</table>

**2017**
- Offices Closed
  - Spring Bank: 29 May 2017
  - August Bank: 28 August 2017
  - Christmas: 25 - 29 December 2017
- Annual Council: 9 May 2017
- LCC Elections: 4 May 2017
- EU Referendum: 23 June 2016

**2018**
- Offices Closed
  - New Year: 1 - 2 January 2018
  - Good Friday: 30 March 2018
  - Easter Monday: 2 April 2018
  - May Day: 7 May 2018
- Annual Council: 8 May 2018
- Elections: None 2018