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)

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<tbody>
<tr>
<td>Community Services</td>
<td>Tues</td>
<td>6.30pm</td>
<td>28 May</td>
<td>3 Sept</td>
<td>29 Oct</td>
<td>7 Jan</td>
<td>10 March</td>
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<tr>
<td>Planning and Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>23 May</td>
<td>5 Sept</td>
<td>31 Oct</td>
<td>9 Jan</td>
<td>12 March</td>
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<td>12 June</td>
<td>18 Sept</td>
<td>6 Nov</td>
<td>15 Jan</td>
<td>18 March</td>
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<td>Thurs</td>
<td>6.30pm</td>
<td>6 June</td>
<td>12 Sept</td>
<td>7 Nov</td>
<td>16 Jan</td>
<td>19 March</td>
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<td>10 Sept</td>
<td>12 Nov</td>
<td>28 Jan</td>
<td>24 March</td>
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<td>18 June</td>
<td>24 Sept</td>
<td>19 Nov</td>
<td>21 Jan + 4 Feb</td>
<td>31 March</td>
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<tr>
<td>Parish Liaison</td>
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<td>20 June</td>
<td>26 Sept</td>
<td>21 Nov</td>
<td>30 Jan</td>
<td>2 April</td>
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<tr>
<td>Planning &amp; Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>27 June + 1 August</td>
<td>3 Oct</td>
<td>28 Nov</td>
<td>6 Feb</td>
<td>9 April</td>
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<td>Accounts &amp; Audit</td>
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<td>24 July</td>
<td>27 Nov</td>
<td>12 Feb</td>
<td>8 April</td>
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<td>15 Oct</td>
<td>17 Dec</td>
<td>3 March</td>
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#### 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