

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 12

meeting date: 17 NOVEMBER 2020
title: COMMITTEE MEETINGS CYCLE FROM JANUARY – MAY 2021
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 To consider of the proposed meeting cycle for committees for the period January 2021 to May 2021.

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 usually drawn up in March for the forthcoming municipal year ie 2020/21

2.2 It would normally be subject to final approval at the Annual meeting in May.

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 Following the onset of Covid-19 and the subsequent enforced lockdown all committee meetings were cancelled from 16 March 2020 for the foreseeable future.

3.2 A subsequent meeting cycle for the period from July to December 2020 was agreed on 10 July 2020 by the Chief Executive in consultation with the Leader of the Council and Leader of the Opposition and to date all these meetings have taken place by Zoom as committees could not meet in the Council Chamber.

3.3 A draft timetable has now been drawn up for the remaining period of the municipal year, namely January to May 2021, concluding with the Annual meeting on 11 May 2021 as shown in Appendix 1 to this report.

3.4 It is not yet known whether these meetings will take place in the Council Chamber or by Zoom. Members will be kept updated as Government guidance is received.

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 2020/21.
- 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

- 5.1 Committee approve the draft cycle of meetings for the period January to May 2021 as outlined in Appendix 1.

OLWEN HEAP
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2019/20

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F/17/11/20

Ribble Valley Borough Council Meeting Cycle January 2021 – May 2021				
MEETINGS	Day	TIME	4TH CYCLE 2021	5TH CYCLE 2021
Community Services	Tues	6.30pm	5 Jan	9 March
Planning and Development	Thurs	6.30pm	7 Jan	11 March
Personnel	Wed	6.30pm	13 Jan	17 March
Health & Housing	Thurs	6.30pm	14 Jan	18 March
Licensing	Tues	6.30pm	26 Jan	23 March
Economic Development	Thurs	6.30pm	21 Jan	25 March
Policy & Finance	Tues	6.30pm	19 Jan + 2 Feb	30 March
Parish Liaison	Thurs	6.30pm	28 Jan	1 April
Planning & Development	Thurs	6.30pm	4 Feb	15 April
Accounts & Audit	Wed	6.30pm	10 Feb	14 April
Full Council	Tues	6.30pm	2 March	27 April

2021 <u>Offices Closed</u>	
New Year	: 1 January 2021
Good Friday	: 2 April 2021
Easter Monday	: 5 April 2021
May Day	: 3 May 2021
Annual Council	: 11 May 2021