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                      MARSHAL SCOTT
ADMINISTRATION OFFICER           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

<table>
<thead>
<tr>
<th>MEETINGS</th>
<th>Day</th>
<th>TIME</th>
<th>4TH CYCLE 2021</th>
<th>5TH CYCLE 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>Tues</td>
<td>6.30pm</td>
<td>5 Jan</td>
<td>9 March</td>
</tr>
<tr>
<td>Planning and Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>7 Jan</td>
<td>11 March</td>
</tr>
<tr>
<td>Personnel</td>
<td>Wed</td>
<td>6.30pm</td>
<td>13 Jan</td>
<td>17 March</td>
</tr>
<tr>
<td>Health &amp; Housing</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>14 Jan</td>
<td>18 March</td>
</tr>
<tr>
<td>Licensing</td>
<td>Tues</td>
<td>6.30pm</td>
<td>26 Jan</td>
<td>23 March</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>21 Jan</td>
<td>25 March</td>
</tr>
<tr>
<td>Policy &amp; Finance</td>
<td>Tues</td>
<td>6.30pm</td>
<td>19 Jan + 2 Feb</td>
<td>30 March</td>
</tr>
<tr>
<td>Parish Liaison</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>28 Jan</td>
<td>1 April</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>4 Feb</td>
<td>15 April</td>
</tr>
<tr>
<td>Accounts &amp; Audit</td>
<td>Wed</td>
<td>6.30pm</td>
<td>10 Feb</td>
<td>14 April</td>
</tr>
<tr>
<td>Full Council</td>
<td>Tues</td>
<td>6.30pm</td>
<td>2 March</td>
<td>27 April</td>
</tr>
</tbody>
</table>

### 2021
**Offices Closed**
- 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