

**RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE**

DECISION

meeting date: 28 MARCH 2023
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2023/24
submitted by: CHIEF EXECUTIVE
principal author: JENNY MARTIN

1 PURPOSE

1.1 To request Committee's consideration of the proposed meeting cycle for committees for the municipal year 2023/24.

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 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 2023/24

2.2 It is subject to final approval at the Annual meeting on 23 May 2023.

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 2022/23. All the committees are the same and the order in which the meetings are held largely remain the same.

3.2 As there are elections in May 2023 for both Borough and Parish councillors it is proposed to put back the date of the Annual meeting by 2 weeks to allow for the legal requirement of 5 days notice of the meeting to all councillors.

3.2 Consideration has been given to various issues that have resulted in

- Meeting dates being arranged around the Easter holidays
- Meeting dates avoiding, where possible half term holidays
- the 'summer' cycle being condensed as far as possible

3.3 All committees and Council are now held back in the Council Chamber as the legislation allowing for remote meeting expired on 7 May 2021. Members will be kept informed of any changes to legislation should this happen.

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 2023/24.
- 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 23 May 2023.

JENNY MARTIN
DEMOCRATIC SERVICES OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2022/23

For further information please ask for Rebecca Tait, extension 4408

REF: RT/P&F04042023