

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

meeting date: 30 MARCH 2021
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2021/22
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 To request Committee's consideration of the proposed meeting cycle for committees for the municipal year 2021/22.

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 2021/22

2.2 It is subject to final approval at the Annual meeting on 11 May 2021.

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 2019/20. All the committees are the same and the order in which the meetings are held largely remain the same also.

3.2 As there are elections for 3 Borough councillors as well as LCC and PCC elections on 6 May 2021 the previously approved date of the Annual meeting will have to be changed from the 11 May 2021 to 18 May 2021 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 to avoid August;

3.3 At this moment in time it is unknown as to whether these meetings will be held remotely or whether other arrangements will have to be made as the appropriate legislation is not

yet in place. The current legislation allowing for remote meeting expires on 7 May 2021. Members will be kept informed.

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 2021/22.
- 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 18 May 2021.

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&F300321