

Subject:	Public Meeting Schedule	Status:	For Publication
Report to:	Council	Date:	16 November 2022
Report of:	Committee and Member Services Manager	Lead member:	Environment and Corporate Services
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment:	Required:	No	Attached: No
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1. RECOMMENDATION(S)

That Council agree the Public Meeting Schedule containing dates of public meetings for 2023/2024 as detailed at Appendix A.

2. EXECUTIVE SUMMARY

- To ask members to consider and agree the public committee meeting dates for 2023/2024.
- To inform and publicise public meetings for 2023/24.
- To enable councillors to be aware of key dates.

3. BACKGROUND

The Council is required to agree an annual meeting schedule.

4. DETAILS

4.1 The proposed schedule of public meetings for 2023/2024 is attached at Appendix A for consideration and approval.

4.2 Early approval of the meeting schedule assists with:

- enabling councillors to plan their workloads for the coming year
- informing potential election candidates of expected committees and training dates
- informing partner organisations of councillor availability to attend other meetings
- enabling deadlines and lead-in times to be communicated to the relevant teams

4.3 Consultation has taken place with relevant managers, CMT, portfolio holder, Cabinet members and group leaders.

5. RISK

All the issues raised and the recommendation in this report involve risk considerations as set out below:

- A meeting schedule is required in order to provide good customer service, promote local democracy and encourage public participation and involvement in the decision making process.
- Decisions made at any unscheduled or unpublicised meetings would be breaking the statutory legal requirements, thus making the Council open to legal challenge.

6. FINANCE

There are no specific financial implications arising from this report.

7. LEGAL

There are no specific legal implications identified as arising from this report, other than the need to meet Access to Information requirements for public meetings that take place during the municipal year.

8. POLICY AND EQUALITIES IMPLICATIONS

There are no identified equality impacts or policy implications for the Council arising from this report.

9. REASON FOR DECISION

To agree a committee schedule in order to ensure that the Council can effectively conduct its business.

No background papers

Appendix A

Draft version 1.1 issued 26/08/2022 Rossendale Borough Council – Public Meetings Timetable 2023/24

All the meetings below are held at 6.30pm in the Council Chamber unless otherwise stated on the agenda.												
Meeting	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024
Full Council	19 AM	28			13		15			28 B	20	
Cabinet			18			18		6		7 B	13	
Development Control	23	27	25		5	10	14	5	16	6	19	
Overview and Scrutiny		12	10		26		13		15	5 B	11	
Licensing			4			17					5	
Audit and Accounts			26		27		29				6	

AM = Annual Council Meeting

B = Budget Meeting

E = Extraordinary meeting

S = Special

Community Partnership Meetings are held in a local area venue and usually start at 6.30pm. Please note that these are <u>not</u> Council meetings and dates may be subject to mid-year changes.												
Meeting	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024
Bacup		29				26				22		
Haslingden		8				3				8		
Rawtenstall		26				5				1		
Whitworth		20			26				23			