

Subject:	Public Meeting Schedule	Status:	For Publication
Report to:	Council	Date:	15 November 2023
Report of:	Committee and Member Services Manager	Portfolio Holder:	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
Contact Officer:	Carolyn Sharples	Telephone:	01706 252422
Email:	carolynsharples@rossendalebc.gov.uk		

1. RECOMMENDATION

That Council agree the Public Meeting Schedule containing dates of public meetings for 2024/2025 as detailed at Appendix A.

2. EXECUTIVE SUMMARY

- To ask members to consider and agree the public committee meeting dates for 2024/2025.
- To enable councillors and those standing for election to be aware of key dates.
- To inform and publicise public meetings for 2024/25.

3. BACKGROUND

The Council is required to agree an annual meeting schedule.

4. DETAILS

4.1 The proposed schedule of public meetings for 2024/2025 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 officers

4.3 Consultation has taken place with relevant managers, Corporate Management Team, the lead member, 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 24/10/2023 Rossendale Borough Council – Public Meetings Timetable 2024/25

All the meetings below are held at 6.30pm in the Council Chamber unless otherwise stated on the agenda.												
Meeting	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
Full Council	17 AM		17		25			4			5 B 19	
Cabinet		5	11		18	16	20			12 B	12	
Development Control	21	25	23		3	8	12	3	14	4	18	
Overview and Scrutiny		24			9		11		13	10 B	17	
Licensing											4	
Audit and Accounts			24		30		27				11	

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 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
Bacup		27				24				20		
Haslingden		6				1				6		
Rawtenstall			4			3			30			
Whitworth		11			24				21			