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|---------------------------------------|--|--------------------------|--|
| <b>Subject:</b>                       | Public Meeting Schedule  | <b>Status:</b>           | For Publication  |
| <b>Report to:</b>                     | Council  | <b>Date:</b>             | 23 <sup>rd</sup> December 2019   |
| <b>Report of:</b>                     | Chief Executive  | <b>Portfolio Holder:</b> | Corporate Services   |
| <b>Key Decision:</b>                  | <input type="checkbox"/> Forward Plan <input type="checkbox"/>                               | <b>General Exception</b> | <input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/> |
| <b>Equality Impact Assessment:</b>    | Required:  | No                       | Attached: No   |
| <b>Biodiversity Impact Assessment</b> | Required:  | No                       | Attached: No   |
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|           |   |
|-----------|---|
| <b>1.</b> | <b>RECOMMENDATIONS</b>  |
| 1.1       | That members agree the Public Meeting Schedule containing dates of public meetings for 2020/2021 as detailed at Appendix 1. |

## 2. PURPOSE OF REPORT

2.1 To ask members to consider and agree the public committee meeting dates for 2020/2021.

## 3. CORPORATE PRIORITIES

3.1 The matters discussed in this report impact directly on the following of the Council's corporate priorities:

- **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.

## 4. RISK ASSESSMENT IMPLICATIONS

4.1 All the issues raised and the recommendation(s) 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.

## 5. BACKGROUND AND OPTIONS

5.1 The proposed schedule of public meetings for 2020/2021 is attached at Appendix 1 for consideration.

### COMMENTS FROM STATUTORY OFFICERS:

## 6. SECTION 151 OFFICER

6.1 There are no specific financial implications arising from this report.

## 7. MONITORING OFFICER

7.1 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 IMPLICATIONS AND CONSULTATION CARRIED OUT**

- 8.1 There are no identified equality impacts or specific human resources implications for the Council arising from this report.
- 8.2 Consultation has taken place with Management Team, Managers, Cabinet members and Group Leaders.

**9. CONCLUSION**

- 9.1 It is important to agree a committee schedule in order to ensure that the Council can effectively conduct its business.

No background documents.

**DRAFT**  
**Rossendale Borough Council – Public Meetings Timetable**

| All the meetings below are held at 6.30pm in the Council Chamber unless otherwise stated on the agenda. |              |              |              |             |              |             |             |             |             |             |             |             |
|---|--------------|--------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Meeting   | May<br>2020  | June<br>2020 | July<br>2020 | Aug<br>2020 | Sept<br>2020 | Oct<br>2020 | Nov<br>2020 | Dec<br>2020 | Jan<br>2021 | Feb<br>2021 | Mar<br>2021 | Apr<br>2021 |
| Full Council  | 22 <b>AM</b> |              | 15           |             | 23           |             |             | 9           |             | 24 <b>B</b> | 17          |             |
| Cabinet   |              |              | 1            |             | 9            | 7           | 25          |             |             | 10 <b>B</b> | 3           |             |
| Development<br>Control  |              | 9            | 21           |             | 1            | 6           | 3           | 8           | 12          | 23          | 16          |             |
| Overview and<br>Scrutiny  |              | 15           | 6            |             | 14           | 12          | 2<br>30     |             | 18          | 1 <b>B</b>  | 8           |             |
| Licensing   |              |              | 14           |             |              |             | 10          |             |             | 2           |             |             |
| Audit and<br>Accounts   |              |              | 28           |             |              |             |             | 1           |             |             | 9           |             |

**AM** = Annual Council Meeting      **B** = Budget Meeting      **E** = Extraordinary meeting

Community Partnership Meetings are held in a local area venue and usually start at 6.30pm.

**Please note that these are not Council meetings and dates may be subject to mid-year changes.**

| Meeting     | May<br>2020 | June<br>2020 | July<br>2020 | Aug<br>2020 | Sept<br>2020 | Oct<br>2020 | Nov<br>2020 | Dec<br>2020 | Jan<br>2021 | Feb<br>2021 | Mar<br>2021 | Apr<br>2021 |
|-------------|-------------|--------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Whitworth   |             | 18 TBC       |              |             | 29 TBC       |             |             |             |             |             | 2 TBC       |             |
| Bacup       |             |              | 2 TBC        |             |              | 15 TBC      |             |             |             | 25 TBC      |             |             |
| Haslingden  |             | 8 TBC        |              |             |              | 13 TBC      |             |             |             | 4 TBC       |             |             |
| Rawtenstall |             | 11 TBC       |              |             |              | 8 TBC       |             |             |             | 3 TBC       |             |             |

Neighbourhood Forum Venue Codes:

ABD – AB&D Centre, Bacup      CCC – Crawshawbooth Community Centre  
MH – Manchester Road Methodist Church, Haslingden  
UC – Unitarian Church, Bank Street, Rawtenstall

ECC – Edenfield Community Centre      FP - Council Chamber Futures Park  
SA – St. Annes Church, Edgeside      SM – Stacksteads Methodist Church  
WB – Whitwell Bottom Community Centre

HCL – Haslingden Community Link  
TBC – To be confirmed  
WL – Whitworth Library