

Timetable of Meetings 2014/15
Report by Head of Governance and Executive Assistant

Summary: This report proposes a timetable of meetings for the period July 2014 to July 2015.

Recommendation: To approve the timetable of meetings as set out in Appendix 1.

1 Introduction

- 1.1 A report setting out a proposed timetable of meetings for the following committee year is considered by members at this time of year. This report sets out a draft timetable which is attached at Appendix 1. The new timetable runs until the annual meeting in July 2015.
- 1.2 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the full Authority (6), Planning Committee (13), Planning Committee site visits (13), Navigation Committee (6), Financial Scrutiny and Audit Committee (3), Broads Forum (4) and Local Access Forum (4). In particular, the need to schedule a Planning Committee meeting every four weeks and the need to schedule a meeting of the Authority in September to consider the end of year accounts provides a rhythm which the other meeting dates need to conform with. The dates for public holidays have also been taken into consideration when drafting this timetable. The draft timetable has been circulated to the Chairs and Vice Chairs of the Authority and its committees and their views have been taken into account in preparing the new programme. The programme is very similar to the previous years' timetables, which have worked well.
- 1.3 Provision will be made in the 2014/15 and 2015/16 budgets to accommodate the travelling and subsistence costs for members.

Background papers: Nil

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Date of Report: 6 February 2014

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Committee Timetable 2014/15

DRAFT Committee Timetable 2014/15

	2014								2015							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	18	15	12	10	7	5	9	6	6	Thurs 2	1/29	26	24	21
Planning Cttee Site Visit	Fri	10.00 am	4	1/29		3/24	28	19	30	20	27	17	22	12	17	7
Broads Forum	Thurs	2.00 pm	31				6			5		30			30	
Local Access Forum	Wed	2.00 pm			10			3			4			10		
Navigation Committee	Thurs	1.00 pm			4	23		11		26		23		4		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	8		23					10					7	
BROADS AUTHORITY	FRI	10.00 am	11		26		21		23		20		15		10	
Member Development Day																
New Members Induction Day	Wed				17											

Bank Holidays	4 and 25 May 2015; 31 August 2015
Good Friday	3 April 2015
Easter Monday	6 April 2015
ANPA New Members Induction Courses	Tues 16 to Thurs 18 September 2014 – Brecon Beacons

NB: Local Government Election 2014 will be held on 22 May to coincide with the European Parliamentary Election
 ANPA Workshop will be held on 14 May 2014 – in Perth