

Frequency of Meetings, Workshops and Site Visits

Report by Chief Executive

Summary: At the Broads Authority meeting on 18th May it was decided to reschedule the meetings of the Authority so that there are four formal meetings a year to make space for additional workshops and site visits in line with the recommendations of the Peer Review team.

The views of the Committee are sought on reducing the number of meetings of the Navigation Committee to four per annum supplemented by attendance at workshops and site visits.

1 Introduction

1.1 At the Broads Authority meeting on 18 May 2018 proposals developed with the members of the Financial Scrutiny and Audit Committee were adopted which involved:

- Moving to a quarterly cycle of meetings – four meetings of the Authority per annum; the timetable set to meet the key business deadlines. (Meetings of the Navigation Committee to be determined following this meeting)
- Creating more informal opportunities for members and officers to interact through a minimum of four site visit/workshops for all members of the Authority in addition to the quarterly business meetings.

1.2 These changes were made in response to: (i) the report of the peer review team and the reference to creating more opportunities for informal engagement between members and officers; and (ii) the reduction in support staff; (iii) alignment of meetings to the annual business cycle which is summarised in Table 1 overleaf.

1.3 Appendix 3 of the agreement between the Authority and the RYA and British Marine states:

“The Navigation Committee will continue to operate as a separate committee, meeting 6 times a year with the ability to require additional meetings, in exceptional circumstances, (after discussions between the Chairman of the Authority, the Chairman of the Navigation Committee and the Chief Executive) or at the request of the full Authority. The number of meetings per year may be reduced from time to time with the agreement of the Navigation Committee.”

1.4 There may be occasions when the views of the Committee may be required between meetings, for instance where there are planning applications with navigation implications. This could be done by using modern electronic methods and consultation through the Chairman and Vice-Chairman of the Committee.

Table 1. Broads Authority business cycle – essential elements

Audit and Risk Committee	Navigation Committee	Broads Authority
July Draft Statement of Accounts Annual Governance Statement Risk Register Partnerships Review Data Protection Officer Report Feedback from Auditors	July	July Annual Meeting: Appointment of Chair and Vice-Chair Appointment of committees and representation on outside bodies Statement of Accounts Annual Governance Statement Annual Reports (Waiver of Standing Orders, BLAF etc.)
	October Tolls Setting	November Tolls Setting
December Draft Budget Annual Investment Strategy	January Draft Budget	February Business Plan including Financial Strategy & Strategic Priorities for following year Budget for next Financial Year Annual Investment Strategy
March Approve Audit Plans – internal and external	April Consultation on Appointment of 2 Members to the Broads Authority Appointment of Chair and Vice-Chair Annual Safety Audit	May Appointment of 2 co-opted Members to BA <i>from the Navigation Committee</i> Annual reports from the last financial year including: Carry forwards of expenditure Waivers to Standing Orders Annual Safety Audit Summary of Formal Complaints
	Standing Items Summary of Progress against previous decisions Income and Expenditure and Forecast Outturn Exercise of powers	Standing Items Summary of progress against previous decisions Progress on Strategic Priorities Income and Expenditure and Forecast Outturn Port Marine Safety Code items to raise

Note: Broads Authority meetings also include key items on strategy and policy including planning for adoption. Navigation Committee meetings also include consultation on any significant new or amended policy, plan and strategy and planning applications with a potentially significant effect on the use of the navigation area.

1.5 The timetable for all the Broads Authority meetings is attached at Appendix 1. This was approved by the Authority at its meeting on 18 May 2018, subject to the views of the Navigation in relation to its meetings.

1.6 The views of the Committee are sought on implementing the change to four meetings per annum.

Background papers: Report to the Broads Authority 18 May 2018
Author: John Packman
Date of report: 31 May 2018
Broads Plan Objectives: N/A

Appendices: Appendix 1 - Draft Committee Timetable 2018/19

REVISED DRAFT Committee Timetable 2018/2019

	2018									2019						
	Day	Time	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Planning	Fri	10.00 am	22	20	17	14	12	9	7	11	8	8	5	3 and 31	28	19
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	<i>8*</i>	<i>6*</i>		<i>7*</i>	<i>5*& 26*</i>	<i>30*</i>		<i>4*</i>	<i>1*</i>	<i>29*</i>	<i>26*</i>	<i>24*</i>	<i>14 Or 21 Design Tour</i>	
Broads Forum /Workshop							17					25				
Local Access Forum	Wed	2.00 pm				5			5			13			5	
Navigation Committee	Thurs	2.00 pm	14			6	25		13	17	24		11 to avoid Easter		13	
Audit and Risk Committee	Tues	2.00 pm		24					11			5				23
BROADS AUTHORITY	Fri	10.00 am		27		28		23			1			17		26
Parish Forum						19						20				
Member Site Visit/ Workshop	Thurs			13		28						22				4
New Members Induction Day																

Bank Holidays	27 August 2017, Tues and Wed 25, 26 December 2018/ Tues 1 January 2019, 6 and 27 May 2019
Good Friday	19 April 2019
Easter Monday	22 April 2019