

Timetable of Meetings 2015/16
Report by Head of Governance and Executive Assistant

Summary: This report proposes a timetable of meetings for the period July 2015 to July 2016.

Recommendations:

- (i) To approve the timetable of meetings as set out in Appendix 1.
- (ii) To note the New Members' Induction date set for 23 April 2015.

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 2016.
- 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 In April, there will have been a number of new members appointed to the Broads Authority including Navigation Committee co-opted members. In accordance with the Broads Authority Members' Development Strategy, an induction for members should commence as soon as a member is appointed to the Broads Authority. It is proposed to set a Members' Induction date on the morning of 23 April 2015, prior to the already scheduled Navigation Committee.
- 1.4 Provision will be made in the 2015/16 and 2016/17 budgets to accommodate the travelling and subsistence costs for members.

Background papers:	Nil
Author:	John Organ
Date of Report:	13 January 2015
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2015/16

DRAFT Committee Timetable 2015/16

	2015								2016							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	24	21	11	9	6	4	8	5	4	1/29	27	24	22	19
Planning Cttee Site Visit *	Fri	10.00 am	17	7		2/23	27	18	29	19		15	20	10	15	5
Broads Forum	Thurs	2.00 pm	30				5			4		28			28	
Local Access Forum	Wed	2.00 pm			9			9			2			8		
Navigation Committee	Thurs	1.00 pm			3	22		10		25		21		2		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	7		22					9					5	
BROADS AUTHORITY	FRI	10.00 am	10		25		20		22		18		13		8	
Member Development Day																
New Members Induction Day	Wed															

Bank Holidays	29 August 2015; 2 and 30 May 2016
Good Friday	25 March 2016
Easter Monday	28 March 2016
National Parks UK New Members Induction Courses	22-24 September 2015 Pembrokeshire Coast 19-21 January 2016 Dartmoor 20-22 September 2016 North York Moors

NB: Local Government Election 2016 will be held on 5 May

* Scheduled dates if required