

Broads Authority

18 March 2022

Agenda item number 14

Committee calendar 2022/2023

Report by Governance Officer

Purpose

To consider the committee calendar for the Broads Authority meetings for the period August 2022 to July 2023, to take account of the deadline for the preparation and approval of accounts.

Recommended decision

To approve the committee calendar in Appendix 1, subject to consultation with the Navigation Committee.

1. 2022/2023 calendar

- 1.1. At this time of year, members consider the proposed calendar of meetings for the following committee year. This report sets out a draft committee calendar for 2022/23, as attached at Appendix 1. Meetings are already set until and including July 2022.
- 1.2. The new calendar runs until the annual meeting in July 2023. It takes account of the dates for public holidays and financial regulations, including approval of the Statement of Accounts. However, it should be noted that the Authority is also reliant on the ability of the external auditors to carry out their task.
- 1.3. The draft calendar takes account of the particular factors relating to each committee to facilitate meetings of the Broads Authority (4 main meetings plus 2 meetings with workshop/site visit), Planning Committee (13) plus provisional Planning Committee site visits, Navigation Committee (5), Audit and Risk Committee (3), and Broads Local Access Forum (4). The need to schedule a Planning Committee every four weeks, and to schedule a meeting of the Authority to consider the end of year accounts and the appointment of the Chair and Vice-Chair and members to committees, provides a rhythm with which the other meeting dates need to conform. The meeting dates are set to enable comments on matters to be incorporated into reports to the Authority. The Navigation Committee will have the opportunity to review the dates at its April meeting.
- 1.4. Appendix 1 does not show dates for the three Reference Groups, as the Tolls Review Group has been replaced by an annual briefing to which all Members are invited. The

Chairs Group meets as and when required. The Heritage Asset Review Group is now open to all Broads Authority members and meets 4 times a year; the dates for 2022/23 are as follows: 9 Sep 2022, 16 Dec 2022, 10 Mar 2023, 16 Jun 2023.

2. Meeting location

- 2.1. Whilst some committee meetings have been held off site, it is intended that they will all return to the Broads Authority offices, Yare House, and the Dockyard for Navigation Committee meetings. There is also the option for the Navigation Committee and Audit and Risk Committee to meet remotely, subject to consultation with the Chairs of those committees. This was resolved by members at the 19 November 2021 Broads Authority meeting.

3. Statement of accounts deadline

- 3.1. In March 2021 new regulations extended the 2020/21 deadline for the preparation and publishing of audited local authority accounts to 31 July and 30 September respectively. Due to the backlog of delayed 2020/21 audits and other pressures, the Department for Levelling Up, Housing and Communities (previously the Ministry of Housing, Communities and Local Government) has introduced secondary legislation to extend the deadline for publishing accounts to 30 November 2022 for the 2021/22 accounts.
- 3.2. The 2022/23 meeting dates for the Audit and Risk Committee include a November meeting to coincide with the revised audit deadline date. This is scheduled for 15 November 2022; the statement of accounts would subsequently be presented for approval and adoption by the Broads Authority at the 18 November 2022 meeting.
- 3.3. Subject to consultation, the Department for Levelling Up, Housing and Communities intend the deadline for the preparation of accounts to revert to 31 May for the 2022/23 accounts and onwards. Timelines may change in the future and will be reported to members at the earliest opportunity.

4. Member development training days

- 4.1. In line with the financial timetable, the member training on Finance and the Statement of Accounts is scheduled on 20 July 2022 and 18 July 2023, prior to the Annual Meeting on 29 July 2022 and 28 July 2023.
- 4.2. The Annual Site Visit for all Members is scheduled for 7 July. Two annual training days for members of the Planning Committee (to which all Broads Authority members are invited) are scheduled in October/November and March/April. These will follow a committee meeting. A Planning Design Tour is also scheduled on a two-yearly basis. The next was due to be held in 2021, however was delayed due to the pandemic. A date for the rescheduled tour is to be confirmed.

5. Conclusion

- 5.1. Members are asked to approve the 2022/23 Committee calendar at Appendix 1. It should be noted that meeting dates and times may be subject to change. The Navigation Committee will be consulted on the proposed Navigation Committee dates for 2022/23 at the 14 April 2022 meeting.

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Date of report: 03 March 2022

Appendix 1 – Committee calendar 2022/2023

Appendix 1 - Broads Authority committee calendar 2022/2023

Committee meetings	Day	Time	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023
Audit and Risk Committee	Tue	10am	26				15				14				25
Broads Authority (*BA business/member workshop/site visit)	Fri	10am	29		23*		18		27		17*		12		28
Member annual site visit	Thu		7												6
Broads Local Access Forum	Wed	10am		31			30				8			7	
Navigation Committee	Thu	10am			1	20			12			13		8	
Planning Committee	Fri	10am	22	19	16	14	11	9	6	3	3 31	28	26	23	21
Planning Committee site visit (provisional dates if required)	Fri	10am	1		2 30	28	25		20	17		14		9	7
Bank holidays				29				26 27	2			7 10	1 29		