

Broads Authority

19 March 2021

Agenda item number 14

Committee calendar 2021/22

Report by Governance Officer

Purpose

To consider the calendar for meetings of the Broads Authority and its committees for the period August 2021 to July 2022 (Appendix 1).

Recommended decision

To approve the committee calendar for the period August 2021 to July 2022, subject to consultation with the Navigation Committee.

1. 2021/22 timetable

- 1.1. This report sets out the proposed calendar of meetings for the forthcoming committee year. The calendar runs from August 2021 to the annual general meeting (AGM) in July 2022 and 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.
- 1.2. The committee meeting dates are set to enable comments on agenda matters to be incorporated into reports to the Broads Authority. The meetings are set as follows: 4 Broads Authority meetings, plus 2 meetings that may be used for committee business and for member workshops/site visits; 13 four-weekly Planning Committee meetings, plus provisional Planning Committee site visits; 5 Navigation Committee meetings; 3 Audit and Risk Committee meetings and 4 Broads Local Access Forum meetings.
- 1.3. The calendar also includes dates for the Heritage Asset Review Group, a member working group that meets four times a year. Other meetings such as the annual Tolls Review Briefing and the Chairs Group are not included, as they are arranged on an ad hoc basis.

2. Change of time

- 2.1. The dates for all committees in 2021/22 follow a similar pattern to previous years, but it is proposed to move Navigation Committee, Broads Local Access Forum and Audit and Risk Committee meetings to 10am, in line with Broads Authority and Planning Committee meetings.

- 2.2. Broads Local Access Forum and Audit and Risk Committee members will be notified of the change at their March meetings. The Navigation Committee will have the opportunity to review the dates and change of time at its April meeting.

3. Statement of accounts - deadline

- 3.1. In response to the independent review into the oversight of local audit and the transparency of local authority financial reporting, the Ministry of Housing, Communities and Local Government intends to amend regulations to extend the deadline for publishing audited local authority accounts. This would move the date from 31 July to 30 September for a two-year period, after which the need for this extension will be reviewed.
- 3.2. The 2021/22 meeting dates for the Audit and Risk Committee (ARC) include a September meeting to coincide with the revised audit deadline date. The statement of accounts would subsequently be presented for approval and adoption by the Broads Authority on 24 September 2021.
- 3.3. This change in deadline date is temporary, covering the audit of the 2020/21 and 2021/22 accounting years. ARC meeting dates may revert back to July for the 2022/23 financial year. Members will be kept informed of any further updates.

4. Member development training days

- 4.1. In line with the financial timetable, the member training workshop on Finance and the Statement of Accounts is scheduled on 15 July 2021, prior to the Annual Meeting. The 2022 training date is to be confirmed.
- 4.2. 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 follow a committee meeting. A Planning Design Tour is also scheduled on a two-yearly basis, with the next tour due in 2021. A date is to be confirmed.
- 4.3. The members' annual site visit is usually held in early July, and a provisional date for 2021 is 8 July. This will be dependent on Government Covid-19 restrictions being lifted.

5. Conclusion

- 5.1. Members are asked to approve the 2021/22 Committee calendar at Appendix 1. It should be noted that meeting dates and times may be subject to change and are dependent on the flexibility granted to the Broads Authority and Local Authorities to hold remote meetings during Covid-19 restrictions.

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Appendix 1 – Committee calendar 2021/2022

Broads Authority committee calendar 2021/2022

Committee meetings	Day	Time	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Audit and Risk Committee	Tue	10am	20		21					8					12
Broads Authority (*BA business/member workshop/site visit)	Fri	10am	23		24*		19		28		18*		13		15
Member annual site visit	Thu		8												7
Broads Local Access Forum	Wed	10am			1			1			9			8	
Navigation Committee	Thu	10am			2	21			13			14		9	
Planning Committee	Fri	10am	16	13	10	8	5	3	7	4	4	1 29	27	24	22
Planning Committee site visit (provisional dates if required)	Fri	10am	2		3	1 22	26		21	18		8		10	1
Bank holidays				30				27 28	3			15 18	2	2 3	

Other meetings	Day	Time	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Broads Engage (public event)	Tbc	Tbc													
Heritage Asset Review Group (member group)	Fri	10am			17			17			11			17	
Parish Forum (public event)	Tbc	Tbc				13					16				
Bank holidays				30				27 28	3			15 18	2	2 3	