

**Committee Timetable of Meetings**  
**2019/2020**

Report by Chief Executive and Administrative Officer (Governance)

<b>Summary:</b>	This report proposes a timetable of meetings for the period July 2019 to July 2020, to take account of the deadline for the preparation and approval of accounts.
<b>Recommendation:</b>	That the timetable of meetings as set out in Appendix 1 be approved subject to consultation with the Navigation Committee.

## **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. Meetings have already been fixed until July 2019. The new timetable runs until the annual meeting in July 2020. The proposed timetable takes account of the dates for public holidays and the approval of the Statement of Accounts.
- 1.2 Following the report of the Peer Review Team members reviewed the number and frequency of meetings and agreed to reduce the number of main business meetings of the Authority to 4 and to have 2 dates set aside for workshop/site visits. Over the last 6 – 8 months, it has been apparent that there is a need for certain items of business that require Authority decision between the main meetings. Given that a date is scheduled, it has been possible to hold a short meeting to deal with essential business and then proceed with more informal discussion and site visits. Members may wish to comment on how the arrangements have worked. It is proposed to adopt the same principle for this next year 2019/20.
- 1.3 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the Broads Authority (4 main and 2 with workshop/site visits), Planning Committee (13), Planning Committee site visits (12 provisional), Navigation Committee (5 as agreed on a trial basis for a year from June 2018), Audit and Risk Committee (3), 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 July to consider the end of year accounts provides a rhythm with which the other meeting dates need to conform. As previously agreed, the Navigation Committee will have the opportunity to review the dates at its meeting in April. At present the meetings are set to enable comments on matters to be incorporated into reports to the Authority.
- 1.4 The Accounts and Audit Regulations 2015 were adopted by Parliament on 17 February 2015. From 2017/18 financial year, the timetable for the

preparation and approval of accounts has been brought forward for a draft accounts deadline of 31 May and will be audited and approved by 31 July. Subsequently, the Audit and Risk Committee meeting in 2020 has been scheduled for the 21 July and the accounts are to be approved and adopted by the Broads Authority on 24 July 2020.

- 1.5 Ideally the timetable would also include dates for Member Development Training days. In line with the financial timetable, the Member training/workshop on Finance and the Statement of Accounts is scheduled prior to the Annual Meeting for Thursday 18 July 2019 for this year and Thursday 16 July 2020 is suggested for the following year. A Planning Design tour is also included as part of member development. However, for practical reasons the Planning Design Tour has actually been held on a two yearly basis and the tour is scheduled for 14 June 2019 in this year. Therefore, there is no scheduled date for 2020, the next one being in 2021.
- 1.6 The Members' Annual Site visit is scheduled for the beginning of July. Two Training Days per year for members of the Planning Committee (all Broads Authority members are invited) are scheduled to take place in October/November and March/April. These follow a Committee meeting.
- 1.7 The dates in the timetable do not take account of any of the Reference Groups that meet on an ad hoc basis. The number of Reference Groups at present stands at:
- Heritage Asset Review Group (following the Planning Committee 2 or 3 x a year as and when)
  - Tolls Review Group (once a year)
  - Chairs Group – (as and when required)

## **2 Financial Implications**

- 2.1 Clearly there are costs associated with meetings and members will no doubt take this into account when reviewing the Committee cycles and the Working Groups.

Background papers:	Nil
Author:	John Packman/ Sandra Beckett
Date of Report:	1 March 2019
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2019/20 and items for consideration

## DRAFT Committee Timetable 2019/2020

	2019								2020							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	19	16	13	11	8	6	10	7	6	3	1 &29	26	17	
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	<i>5*</i>	<i>2*</i>	<i>6*</i>	<i>4*</i>	<i>1/ 29</i>		<i>24*</i>	<i>21*</i>	<i>27*</i>	<i>17*</i>	<i>15*</i>	<i>12*</i>	<i>10*</i>	
Broads Engage (tbc depending on topics)																
Parish Forum (tbc)					18						18					
Local Access Forum	Wed	2.00 pm			4			4			11			3		
Navigation Committee	Thurs	2.00 pm			5	31			16			23		11		
Audit and Risk Committee	Tues	2.00 pm	23				12				3				21	
<b>BROADS AUTHORITY</b>	Fri	<b>10.00 am</b>	<b>26</b>				<b>22</b>		<b>31</b>				<b>22</b>		<b>24</b>	
<b>BA Business if required + Member Site Visit Workshop</b>					<b>27</b>						<b>20</b>					
Member Annual Site Visit	Thurs		4												2?	
New Members Induction Day	Wed															

Bank Holidays	26 Aug 2019, Christmas Wed 25 & Thurs 26 Dec, Wed 1 Jan
Good Friday Easter Monday	10 April 2020, 13 April 2020
Spring and Summer	4 May and 25 May 2020, 31 August 2020

\* Scheduled dates if required

Standing Items that need to be considered by **the Authority** including those for financial regulations:

**July Annual Meeting:**

- Appointment of Chair and Vice Chair
- Welcome to new Members
- Appointment of committees and representation on outside bodies.
- Statement of Accounts and Annual Governance Statement
- Progress on Strategic Priorities
- Annual Report from Broads Local Access Forum

**September: Workshop/Site visit – business if required**

**November**

- Tolls Setting and Draft Budget
- Strategic Direction with updates on the Guiding Strategies
- Financial Direction

**End of January/February**

- Budget Setting for next Financial Year
- Treasury and Investment Strategy
- Business Plan
- Strategic Priorities – first Draft for following year and adoption (2020/21)
- PMSC Safety Management System Hazard Review (Jan)
- Timetable of Meetings

**March: Site visit/Workshop–setting of strategic priorities.**

- Annual Investment Strategy (Annual March) – EK
- Adoption of Strategic Priorities for next year (2020/2021) if not dealt with in Jan/February.
- Standing Tender List of Contractors: Piling Contracts – Arrangements for the Review and renewal of the Standing List to be considered on a 3 yearly basis (next for approval at BA March/April 2022)

**May**

- Statement of Accounts with Key Issues
- Appointment of Co-opted members from Navigation Committee to BA

- Annual Report on Requests to Waive Standing Orders Relating to Contracts (May)
- Annual Safety Audit (May)
- Corporate Health and Safety Annual Report (May)
- Feedback from Members (May) Annual Reviews to develop ...
- Member Development Programme
- Summary of Formal Complaints (Annual May)
- Strategic Direction and updates on Guiding Strategies

**Standing items for main meetings:**

Summary of Progress

Port Marine Safety Code – items to raise

Progress on Strategic Directions

Financial Direction – Consolidated Income and Expenditure and Forecast Outturn

Member Feedback from meetings attended

Minutes from meetings in last quarter confirmed by each of the respective committees.