

Broads Authority

17 March 2023

Agenda item number 15

Committee calendar 2023/24

Report by Senior Governance Officer

Purpose

To consider the committee calendar for the Broads Authority meetings for the period August 2023 to July 2024, 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. Introduction

- 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 2023/24, as attached at Appendix 1. Meetings are already set until and including July 2023.
- 1.2. The new calendar runs until the annual meeting in July 2024. 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 (6), 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.

2. Meeting location

- 2.1. It is highly likely that all committee meetings will need to be held off site, as a result of the reduction in office space. There is 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. For the 2022/23 accounts, this date is set as 30 September.
- 3.2. The 2023/24 meeting dates for the Audit and Risk Committee include a November meeting to coincide with the provisional audit dates. This is scheduled for 21 November 2023; the statement of accounts would subsequently be presented for approval and adoption by the Broads Authority at the 24 November 2023 meeting.
- 3.3. The Accounts and Audit (Amendment) Regulations 2022 mean the deadline for the preparation of the draft accounts revert to 31 May for the 2022/23 accounts and onwards.

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 18 July 2023, prior to the Annual Meeting on 28 July 2023.
- 4.2. The Annual Site Visit for all Members is scheduled for 6 July 2023.
- 4.3. The Planning Design Quality Tour took place on 30 September 2022 (the first once since before the Covid pandemic). As this is a biennial event, the next one is scheduled for 2024.
- 4.4. As reported to the Audit & Risk Committee, the Monitoring Officer will work with the Chief Executive, Chair of the Authority and Chair of new Standards Committee to review training, and provide refresher training and other training about interests/declarations/Code of Conduct etc.
- 4.5. Other training/briefing events will be organised during the year as necessary.

5. Conclusion

- 5.1. Members are asked to approve the 2023/24 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 2023/24 at the 13 April 2023 meeting.

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Appendix 1 – Committee calendar 2023-2024.docx

Broads Authority committee calendar 2023/2024

Committee meetings	Day	Time	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
Audit and Risk Committee	Tue	10am	25				21				12				23
Broads Authority	Fri	10am	28		22		24		26		15		10		26
Member annual site visit	Thu		6												4
Broads Local Access Forum	Wed	10am		30			29				6			5	
Navigation Committee	Thu	10am			7		2		11			11		6	
Planning Committee	Fri	10am	21	18	15	13	10	8	5	2	1 22	26	24	21	19
Planning Committee site visit (provisional dates if required)	Fri	10am	7		1 29	27	24*		19	16		12		7	5
Heritage Asset Review Group (member group)	Fri	10am			8			15			8			14	
Bank holidays				28				25 26	1		29	1	6 27		

*will be rescheduled if needed

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