

Committee Timetable of Meetings 2018/19
Report by Chief Executive and Administrative Officer (Governance)

Summary:	This report proposes a timetable of meetings for the period July 2018 to July 2019, to take account of the deadline for the preparation and approval of accounts.
Recommendation:	That the timetable of meetings as set out in Appendix 1 be approved.

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 2018. The new timetable runs until the annual meeting in July 2019.
- 1.2 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the Broads Authority (6), Planning Committee (13), Planning Committee site visits (12 provisional), 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 July to consider the end of year accounts provides a rhythm which the other meeting dates need to conform with.
- 1.3 Following the report of the Peer Review Team members may want to review the number and frequency of meetings. It is suggested that until this has been done the draft timetable be adopted. The proposed timetable takes account of the dates for public holidays and the approval of the Statement of Accounts.
- 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 Financial Scrutiny and Audit Committee meeting in 2019 has been scheduled for the 23 July and the accounts are to be approved and adopted by the Broads Authority on 26 July 2019.
- 1.5 Ideally the timetable would also include dates for Member Development Training days. In line with the financial timetable, it is proposed that a Member training/workshop on Finance and the Statement of Accounts is

scheduled prior to the Annual Meeting and Thursday 19 July 2018 for this next year and Thursday 18 July 2019 are suggested. The Planning Design Tour normally takes place in June but given the existing commitments of the relevant members of staff to the Water, Mills and Marshes Programme it is not proposed to hold one in 2018 but to include one for the following year.

- 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.
- 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 3 x a year as and when)
 - Branding Project
 - External Funding Opportunities
 - Acle Bridge Site
 - Tolls Review Group (once a year)
 - Peer Review Group (last meeting on 8th March 2018)

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:	5 March 2018
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2017/18 and items for consideration

APPENDIX 1

DRAFT Committee Timetable 2018/2019

	2018								2019							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	20	17	14	12	9	7	11	8	8	5 April	3 and 31	28 June	19	16
<i>Planning Cttee Site Visit * provisional if required</i>	<i>Fri</i>	<i>10.00 am</i>	6-*		7 Sept	5/ & 26	30		4	1	29	26	24	14 or 21 Design Tour	12	
Broads Forum	Thurs	2.00 pm	12				1			1		26			11	
Local Access Forum	Wed	2.00 pm			5			5			13			5		
Navigation Committee	Thurs	2.00 pm			6	25		13		21		11		13		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	24		25						5				23	
BROADS AUTHORITY	Fri	10.00 am	27		28		23		25		22		17		26	
Members Annual Site Visit	Thurs		5/13												4	
New Members Induction Day	Wed															

Bank Holidays

27 August 2018, Tues and Wed 25, 26 December 2018/
Tues1 January 2019, Good Friday 19 April, Easter Monday 22 April, 6 and 27 May 2019

* 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 of BLAF

September

- Annual Report on Partnership Agreements

November

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

January

- Budget General and Financial Strategy Setting for next Financial Year (2019/2020)
- Timetable of Meetings for forthcoming year July/August to July
- Strategic Priorities – first Draft for following year (2019/20)
- PMSC Safety Management System Hazard Review (Jan) after it's been to NC December

March

- Annual Investment Strategy (Annual March) – EK
- Business Plan
- Adoption of Strategic Priorities for next year (2019/20)
- 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 2019)

May

- Annual Report on Requests to Waive Standing Orders Relating to Contracts (May)
- Annual Safety Audit (May)
- Appointment of 2 co-opted Members to BA (Annual May)
- Corporate Health and Safety Annual Report (May)
- Feedback from Members (May) Appraisals to develop ...
- Member Development Programme
- Summary of Formal Complaints (Annual May)
- Strategic Direction and updates on Guiding Strategies.

Standing items:

Summary of Progress

Port Marine Safety Code – items to raise

Progress on Strategic Directions

Financial Direction – Consolidated Income and Expenditure and Forecast Outturn