

Broads Authority

15 March 2024

Agenda item number 16

Committee timetable of meetings 2024/2025

Report by Senior Governance Officer

Purpose

To consider the committee calendar for the Broads Authority meetings for the period August 2024 to July 2025, to take account of the deadline for the preparation and approval of accounts.

Recommended decision

To approve the committee calendar for 2024/25 as shown in Appendix 1.

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 2024/25, as attached at Appendix 1. Meetings are already set until and including July 2024.
- 1.2. The new calendar runs until the annual meeting in July 2025. 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), Navigation Committee (5), Risk, Audit and Governance 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. Meetings of the Standards Committee will be convened as necessary but, as a minimum, it will meet once per annum.

2. Meeting location

- 2.1. Broads Authority meetings and some committee meetings will need to be held off site, as a result of the decision to down-size the Authority's office space.

3. Statement of accounts deadline

- 3.1. The 2024/25 meeting dates for the Risk, Audit and Governance Committee include a September meeting to coincide with the current Accounts and Audit (Amendment) Regulations 2022. This is scheduled for 17 September 2024; the statement of accounts would subsequently be presented for approval and adoption by the Broads Authority at the 20 September 2024 meeting.
- 3.2. The Government issued a consultation document on 8 February on measures to clear the current audit backlog. It is seeking views on amending the Accounts and Audit Regulations 2015 as part of a package of cross-system measures to clear the backlog and put the system on a sustainable footing. The consultation closes on 7 March. Further information on this can be found in the report on external audit presented to the [Risk, Audit & Governance Committee](#).

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 for 16 July at 2pm, prior to the Annual Meeting on 26 July 2024.
- 4.2. The Annual Site Visit for all Members is scheduled for 4 July 2024.
- 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 early September 2024.
- 4.4. Other training/briefing events will be organised during the year as necessary.

5. Risk implications

- 5.1. Not having an agreed timetable of meetings could put the Authority at risk of failing to meet its governance commitments and make the necessary decisions as part of fulfilling its role.

6. Conclusion

- 6.1. Members are asked to approve the 2024/25 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 2024/25 at the 11 April 2024 meeting.
- 6.2. In future, the calendar will be presented to the January Broads Authority meeting to provide Members with more advance notice of meeting dates.

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Date of report: 28 February 2024

Background papers: none

[Broads Plan](#) strategic objectives: n/a

Appendix 1 – Committee timetable of meetings for 2024/25

Appendix 1 - Broads Authority committee calendar 2024/2025

Committee meetings	Day	Time	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
Broads Authority	Fri	10am	26		20		29		24		14		9		25
Broads Local Access Forum	Wed	10am			4		20				5			4	
Navigation Committee	Thu	10am			5		7		9			3		5	
Planning Committee	Fri	10am	19	16	13	11	8	6	10	7	7	4	2 30	27	18
Risk, Audit and Governance Committee	Tue	10am	23		17					11					22
Standards Committee (as and when necessary)		10am													
Heritage Asset Review Group (member group)	Fri	10am			6			13			21			13	
Member annual site visit	Thu		4												3
Tolls briefing	Tue	tbc				8									
Bank holidays				26				25 26	1			18 21	5 26		