

Appointment to Outside Bodies and Timetable of Meetings 2016/17
Report by Chair and Chief Executive

Summary: This report proposes a timetable of meetings for the period July 2016 to July 2017; to bring forward the deadline for the preparation and approval of accounts in 2017/18; and the appointment of a member to the Norfolk Mills and Pumps Trust.

Recommendations:

- (i) To approve the timetable of meetings as set out in Appendix 1.
- (ii) To note the new deadline for the preparation and approval of accounts to 31 May and 31 July respectively in 2017/18.
- (iii) To approve the appointment of Sholeh Blane to the Norfolk Mills and Pumps Trust and John Ash to the Climate Change Adaptation Partnership.

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. The new timetable runs until the annual meeting in July 2017.
- 1.2 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the full Authority (6), Planning Committee (13), Planning Committee site visits (13), 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 September 2016 to consider the end of year accounts provides a rhythm which the other meeting dates need to conform with. The dates for public holidays have also been taken into consideration when drafting this timetable. The draft timetable has been circulated to the Chairs and Vice Chairs of the Authority and its committees and their views have been taken into account in preparing the new programme. The programme is very similar to the previous years' timetables, which have worked well.
- 1.3 In accordance with The Accounts and Audit Regulations 2015 which was adopted by Parliament on 17 February 2015, from 2017/18 financial year, the timetable for the preparation and approval of accounts will be brought

forward to a draft accounts deadline of 31 May and be audited and approved by 31 July. Subsequently, the Financial Scrutiny and Audit Committee meeting in 2017/18 has been scheduled for the 25 July 2017 and be approved and adopted by the Broads Authority on 28 July 2017. Members may wish to consider if they need to review the draft Statement of Accounts prior to the July meeting although this is not essential.

- 1.4 Provision will be made in the 2016/17 and 2017/18 budgets to accommodate the travelling and subsistence costs for members.

2 Appointment to Outside Bodies

- 2.1 The Authority is invited by various organisations, groups and bodies to appoint a member to represent its interests on that body and the annual appointments were made in July. The Authority has the opportunity to appoint two Members to the Norfolk Mills and Pumps Trust. Jacquie Burgess occupies one of the positions and it is proposed that Sholeh Blane, as the Authority's Heritage Champion, is appointed to fill the vacancy left by Colin Gould.
- 2.2 The Climate Change Adaption Partnership is of growing significance and it is suggested a second member, John Ash, be invited to join it.

Background papers:	Nil
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Date of Report:	4 January 2015
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 – Committee Timetable 2017/18

Committee Timetable 2016/17

	2016								2017							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	22	19	16	14	11	9	6	3	3/31	28	26	23	21	18
Planning Cttee Site Visit *	Fri	10.00 am	15	5	2/30	28	25	23	20	17	17	21	12	9	7	4
Broads Forum	Thurs	2.00 pm	28				3			2		27			27	
Local Access Forum	Wed	2.00 pm			7			7			1			7		
Navigation Committee	Thurs	2.00 pm			8	27		15		23		20		15		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	5		27					7					25	
BROADS AUTHORITY	Fri	10.00 am	8		30		18		27		24		19		28	
Member Annual Site Visit	Thurs		21												20	
New Members Induction Day	Wed															

National Parks UK New Members Induction Courses	8-10 March 2016 Dartmoor
National Parks UK Workshop ?	
Bank Holidays	29 August 2016, 1 May and 29 May 2017
Good Friday	14 April 2017
Easter Monday	17 April 2017

* Scheduled dates if required