

# Broads Authority

24 January 2025

Agenda item number 17

## Committee timetable of meetings 2025/2026

Report by Senior Governance Officer

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### Purpose

To consider the committee calendar for the Broads Authority meetings for the period August 2025 to July 2026, to take account of the deadline for the preparation and approval of accounts as noted in section 3.1, and to note the amendments to frequency of meetings.

### Recommended decision

To approve the committee calendar for 2025/26 as shown in Appendix 1.

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## 1. Introduction

- 1.1. When approving the calendar of meetings for 2024/25 in March, Members requested that future committee calendars be presented to them for approval earlier in the year. This report sets out a draft committee calendar for 2025/26, as attached at Appendix 1. Meetings are already set until and including July 2025.
- 1.2. 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.
- 1.3. 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, Planning Committee meetings and some other committee meetings will continue to be held off site, as a result of the downsizing of the Authority's office space.

## 3. Changes to month of meetings and frequency

- 3.1. The 2025/26 meeting dates for the Risk, Audit and Governance Committee include a February meeting to coincide with the current Accounts and Audit Regulations (amended 2024) that require the Statement of Accounts to be signed off by 27 February 2026. This is scheduled for 24 February 2026; the Statement of Accounts

would subsequently be presented for approval and adoption by the Broads Authority at the 27 February 2026 meeting.

- 3.2. The requirement of a Broads Authority meeting on 27 February 2026, has therefore meant that the meeting due in March has been brought forward. It is proposed that the January meeting of the Broads Authority is removed from the calendar, thereby reducing the number of meetings from six to five per year.
- 3.3. The Navigation Committee meeting for January is usually held in the first full week of business following the Christmas break which means that reports are written in the early part of December. To ensure that committee reports contain the latest information, the Navigation Committee date for January has been moved to later in the month, on 22 January 2026. In addition, with there being no substantive items, the June 2026 Navigation Committee has been removed from the calendar, thereby reducing the number of meetings from five to four per year. If, however, it becomes clear that a substantive item needs to be brought to the Committee in between April and September, an additional meeting would be convened.
- 3.4. To ensure that the Planning Committee meeting does not fall within the first two weeks of January, the meeting has been scheduled for 15 January 2026. This will then impact the following Planning Committee meeting dates in 2026 and accordingly, the number of Planning Committee meetings has been reduced from 13 to 12 per year.
- 3.5. Following the amendment to meeting frequency of the committees above, it has been proposed to reduce the number of meetings of the Heritage Asset Review Group (HARG) from four to three per year, one of which will be a visit to a site of cultural heritage, such as historic buildings or Conservation Areas. The meetings have been scheduled to avoid busy periods in the committee calendar to facilitate Members' attendance.

## **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 15 July 2025 at 2pm, prior to the Risk, Audit and Governance Committee meeting on 22 July 2025 and the Annual Meeting on 25 July 2025.
- 4.2. The Members' Annual Site Visit for 2025 is scheduled for 3 July 2025.
- 4.3. The Planning Design Quality Tour took place on 27 September 2024. As this is a biennial event, the next one is scheduled for September 2026.
- 4.4. Other training and briefing events will be organised during the year, as necessary.

## 5. Financial implications

- 5.1. The reduction in the number of committee meetings per year, as specified in section 3, will reduce the need to hire outside meeting rooms, thereby enabling cost savings in the accommodation and room hire budget.

## 6. Risk implications

- 6.1. 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.

## 7. Conclusion

- 7.1. Members are asked to approve the 2025/26 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 2025/26 at the 3 April 2025 meeting.

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Date of report: 12 December 2024

Background papers: none

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

Appendix 1 – Committee timetable of meetings for 2025/26

## Appendix 1 - Broads Authority committee calendar 2025/2026

Committee meetings	Day	Time	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026
<b>Broads Authority</b>	<b>Fri</b>	10am	25		19		28			27			15		24
<b>Broads Local Access Forum</b>	Wed	10am			3		19				4			3	
<b>Navigation Committee</b>	Thu	10am			4		6		22			16			
<b>Planning Committee</b>	<b>Fri</b>	10am	18	15	12	10	7	5	16	13	13	10	8	5	3
<b>Risk, Audit and Governance Committee</b>	Tue	10am	22				25			24					21
<b>Standards Committee</b> (as and when necessary)		10am									12				
<b>Heritage Asset Review Group</b> (member group)	Fri	10am				3					6			19	
<b>Member annual site visit</b>	Thu		3												2
<b>Tolls briefing</b>	Tue	tbc				7									
<b>Bank holidays</b>				25				25 26	1			3 6	4 25		