

## DRAFT PROGRAMME OF MEETINGS 2023-24

- Summary: A draft Programme of Meetings for 2023-24 has been prepared and circulated for consultation and is attached at Appendix A .
- Conclusions: Following review, the proposed draft Programme of Meetings 2023-24 follows the established cycle of meetings as closely as possible.
- Recommendations: **That Members adopt the Programme of Meetings for 2023-24.**

Cabinet Member(s)	Ward(s) affected
	All
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### 1. Preparation of Programme of Meetings 2023-24

- 1.1 A draft Programme of Meetings for 2023-24 has been prepared and circulated for consultation. The following issues should also be noted:
- 1.2 a) It has been assumed that the times of the meetings will be as they are currently, so all meetings will be held in the day, with the exception of Full Council.
- b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
- c) School holidays have been avoided as far as possible especially for meetings of Full Council, Cabinet and Overview and Scrutiny Committee. Please note that Full Council in February 2024 will take place during half-term to allow sufficient time for the processing of Council Tax bills.
- d) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings for 2023 so that we can highlight where there will be meeting clashes in our 2023/24 programme, as there is very little flexibility to change these dates:

Meeting date clashes	IDB meeting	NNDC meeting
Weds, 17 May 2023	Norfolk Rivers, 10.00	Full Council, 18.00
Mon, 5 June 2023	Broads, 10.00	Cabinet, 10.00 Sustainable Communities Fund Panel, 13.00

## **2. Financial Implications and Risks to the Council**

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

## **3. Equality and Diversity**

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.