

Draft Programme of Meetings 2024 - 2025	
Executive Summary	An annual schedule of meetings is prepared to ensure that the Council's decision-making processes run as effectively as possible.
Options considered	No alternative options were considered. The Council has to agree a programme of meetings to facilitate the effective running of council business.
Consultation(s)	Key officers were consulted regarding proposed dates and any changes.
Recommendations	To adopt the Programme of Meetings for 2024-25.
Reasons for recommendations	An agreed schedule of meetings is necessary for the Council to adequately carry out its business
Background papers	Meeting schedules from previous years.

Wards affected	All
Cabinet member(s)	Cllr T Adams
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1. Purpose of the report

An annual schedule of meetings is prepared to ensure that the Council's decision-making processes run as effectively as possible. For 2024 – 2025 the following key issues have been taken into consideration whilst drafting the programme:

- 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 Development Committee meeting which was scheduled to take place on 2 May 2024 has been moved to 9 May 2024 to avoid elections taking place in 2024, including the Police and Crime Commissioner election and a possible General Election. It means that there will be only three weeks between this and the following Development Committee meeting on 30 May 2024.
- e) The Full Council for April 2025 has been moved to the end of March to avoid the run-up to the County Council elections.
- f) Site meetings for Development Committee have not been scheduled as they are very rarely needed. They can be convened on Development Committee Reserve dates, if required.
- g) Planning Policy & Built Heritage Working Party meetings have been moved to Thursdays and are now bi-monthly.
- h) Joint Staff Consultative Committee meetings (JSCC) are now scheduled on a quarterly rather than bi-monthly basis.
- e) The Norfolk Rivers Internal Drainage Board (IDB) and the Broads Internal Drainage Board have forwarded dates of their meetings for 2024 so that we can highlight where there will be meeting clashes in our 2024/25 programme, as there is very little flexibility to change these dates:

Meeting date clashes	IDB meeting	NNDC meeting
22 May 2024	Norfolk Rivers IDB	Overview & Scrutiny Committee
6 June 2024	Broads IDB	Coastal Forum
23 October 2024	Norfolk Rivers IDB	Joint Staff Consultative Committee

2. Background

The Calendar of Meetings is agreed on an annual basis at the December meeting of Full Council. Preparation of a draft programme begins in September and is circulated to key officers for input.

The meetings schedule for Norfolk County Council is reviewed to ensure that there are no clashes with any of the main committee meetings.

This year we have tried to ensure that members are not having to travel into the office as frequently to attend meetings. This reduces travel and ensures that members are able to plan their time more effectively.

All planning and development related meetings now take place on a Thursday.

Committees and Working Parties that have not met frequently in the last year have moved to a lighter schedule. This includes the main Licensing Committee (now quarterly) and JSCC (quarterly)

3. Financial and Resource Implications

- 3.1 If the Council did not have an agreed schedule of meetings, it 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.
- 3.2 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.

4. Legal Implications

To comply with statutory requirements, the Council is required to publish a calendar of meetings for the forthcoming municipal year.

5. Conclusion and Recommendations

An agreed schedule of meetings is necessary for the Council to adequately carry out its business.

Recommendation:

To adopt the programme of Meetings for 2024 - 2025