

Programme of Meetings 2026 - 2027	
Executive Summary	A draft programme of meetings for the municipal year 2026 -2027 has been prepared. This is an annual report that is presented to Full Council for approval, prior to being published on the Council's website.
Options considered	There is a statutory requirement for the Council to publish a programme of meetings. No alternative options are available.
Consultation(s)	<ul style="list-style-type: none"> • Relevant organisations where formal meetings of the Council may conflict with external scheduled meetings. These include Norfolk County Council and the Internal Drainage Boards. • Corporate Leadership Team • Management Team • Members
Recommendations	That Full Council approves the Programme of Meetings for 2026-2027
Reasons for recommendations	The programme of meetings informs officers, members and the public of scheduled committee meetings in the forthcoming municipal year.
Background papers	N/A

Wards affected	All
Cabinet member(s)	Cllr T Adams, Leader
Contact Officer	Emma Denny, Democratic Services & Governance Manager Emma.denny@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes / No
Has the public interest test been applied	N/A

Details of any previous decision(s) on this matter	This is an annual report.
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1. Purpose of the report

1.1 A draft Programme of Meetings for 2026-27 has been prepared and circulated for consultation. The following issues should also be noted:

- a) 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.
- d) 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 2027 will take place during half-term to allow sufficient time for the processing of Council Tax bills.
- e) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have shared dates of their meetings for 2026. There is only one potential clash of a meeting of the Broads IDB with a Development Committee reserve meeting date on 22 October 2027.

2. Changes and amendments to the Programme for 2026/2027

- 2.1 Coastal Forum meetings have been removed from the calendar. These are not formal meetings and the team supporting them has requested more flexibility for future scheduling of these meetings. It is therefore suggested they are removed from the published programme.
- 2.2 Member Development Workshop dates have been removed from the programme. These sessions are under review and to facilitate a more agile and responsive approach to Members' training and development needs as the Council goes through the Local Government Reorganisation (LGR) process, it is proposed that they are scheduled as and when needed.
- 2.3 The last Full Council meeting of the 2026/2027 municipal year has been brought forward from April to March. This is due to the elections for the new Unitary authority, which will be held in early May 2027.

3. Corporate Priorities

Setting a programme of meetings for the Municipal year, aligns with the corporate plan priority of 'A strong, responsible and accountable Council'

4. Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

If the Council did not have an agreed schedule of meetings, it would not be able to ensure decisions were taken in a timely manner. This could have wide-ranging financial implications, making it difficult, if not impossible, to prepare and approve an annual budget

5. Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

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

6. Risks

The Council is required to publish a schedule of meetings for the forthcoming municipal year. To not do so would put the Council's decision-making process at risk and could result in financial decisions not being taken, the annual Budget not being agreed in a timely manner and policies not being approved.

7. Equality, Diversity & Inclusion

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.

8. Community Safety issues

Not applicable.

9. Conclusion and Recommendations

Members are requested to review and approve the annual programme of meetings for 2026/2027 so that it can be published on the Council's website.