

DRAFT PROGRAMME OF MEETINGS 2020-21

Summary: A draft Programme of Meetings for 2020-21 has been prepared and circulated for consultation and is attached at **Appendix A** .

Conclusions: Following review, the proposed draft Programme of Meetings 2020-21 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2020-21.**

Cabinet Member(s)	Ward(s) affected
	All
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1. Preparation of a Programme of Meetings 2020-21

1.1 A draft Programme of Meetings for 2020-21 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) There is currently no Cabinet meeting programmed in for January 2021 as business for this meeting has been minimal in recent years. There can also be challenges regarding agenda despatch over the Christmas period. If there is business requiring a decision by Cabinet in January, then a meeting can be scheduled as needed.
 - d) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings in order to try and reduce the number of meeting clashes with the Development Committee and the Planning Policy and Built Heritage Working Party respectively. There is one clash with the Broads IDB: 18 May 2020 – Planning Policy and Built Heritage Working Party; in respect of the Norfolk Rivers IDB there are the following clashes: 18 June 2020 (site meetings); 13 August 2020 (site meetings); 15 October 2020

(Development Committee). Due to the strict Development Committee meeting cycle and pressure of other meetings, however, there is little flexibility.

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.