

Committee Timetable 2022

Name of Committee	National Park Authority
Date	24 September 2021
Report Author	Julia Gruffydd
Job title	Democratic Services Manager
Contact Details	julia.gruffydd@beacons-npa.gov.uk 07976 812832
Purpose of Report	To seek approval for the committee timetable for the calendar year 2022
Single Integrated Assessment	Not applicable
List of Enclosures	Enclosure 1: Draft timetable
Public Interest Test	Not applicable
Recommendation	To approve the committee timetable for 2022 and note the need to schedule additional meetings required to progress the Authority's work.

I.1 Introduction or Background

The annual committee timetable has been drafted and consulted with key officers, including the Finance Manager, Planning leads, and those officers leading on member officer working groups. This will form the basis for an updated Corporate Business Cycle for 2022, aligned with the Policy Forum Forward Plan, to provide clarity on decision points for strategic plans and statutory requirements.

The timetable usually covers a period of 18 months but we are in exceptional times with the prospect of remote working to continue for the time being. For this reason we have organised dates for the 2022 calendar year, and will extend this as soon as we can. We are continuing to consider all options for platforms to continue to meet remotely. The

Local Government and Elections (Wales) Act 2021 will enable National Park Authorities to continue to meet remotely or via a hybrid model.

I.2 Proposals

Key features of the timetable include:

- Main Authority, committee and forum meetings which align both with each other (in terms of reports needing member input) and with statutory deadlines for finance and performance reporting.
- National Park Authority and PAROW meetings are scheduled on separate days to accommodate the virtual meetings – it is not practicable to hold two long virtual meetings on one day. We can review this if and when we are able to hold meetings in the office again.
- Member officer working groups where regular meetings can be anticipated. The Governance and Member Development Working Group will be considering recommendations from the Chief Executive on what groups are needed in future.

As always we attempt to avoid major clashes with our constituent authorities but this is very challenging. We sent our draft timetable to Powys County Council in the first instance as this affects one third of our members. They have come back with a few clashes on key Authority meetings and we have amended our timetable to avoid these. We will forward a final version of the timetable to the other six authorities once the Authority has approved it. Whilst we try and avoid clashes it sometimes will require members to make a choice between the Authority and other commitments.

I.3 Implications

Agreeing the timetable now will enable Democratic Services to set up all meetings on Modern.gov so that members and the public can see all meetings for the year. As other meetings are agreed and scheduled these will also be entered on the system. For this reason we do not routinely issue 'hard copies' of the timetable as this will change.

This year has been an exception but we do aim not to have to change meeting dates unless absolutely necessary, as we appreciate the inconvenience for both members and officers. However there may still be situations where we need to reschedule meetings but we will try and keep these to a minimum.

I.4 Risk

Not providing a clear advance programme of meetings could lead to low attendance or even some meetings not being quorate.

I.5 Conclusion

Members are asked to make any comments on the committee timetable and approve it for publication.

RECOMMENDATION: To approve the committee timetable for 2022 and note the need to schedule additional meetings required to progress the Authority's work.