

Committee Membership, Member Appointments and Member Appraisals
Report by Head of Governance and Executive Assistant

Summary: This report seeks approval for the Broads Authority member appointments to committees and the appointment of Lead Members until the Annual Meeting in July 2015. This report also confirms the current appointment of members to Outside Bodies. The report also provides the new template for the Authority's Development Appraisal which is completed by members each year.

Recommendations:

- (i) That the Broads Authority member appointments to the Planning, Financial Scrutiny and Audit, and Navigation Committees, as set out in paragraph 1.2 of this report, be confirmed for the period until the Annual Meeting in July 2015.
- (ii) That the Lead Members, as set out in Section 2 of this report, be confirmed for the period until the Annual Meeting in July 2015; subject to the appointment of replacement members as set out in paragraph 2.3.
- (iii) That the revised template for the Authority's Development Appraisal be noted.

1 Committee Membership

- 1.1 The membership of committees for the forthcoming year is formally reviewed at the Authority's Annual Meeting.
- 1.2 It is recommended that the Broads Authority member appointments to the Planning, Financial Scrutiny and Audit, and Navigation Committees, as set out in the following table be confirmed until the Annual Meeting in July 2015. It should be noted that the eight co-opted members of the Navigation Committee are appointed for a term which ends on 20 March 2015. The arrangements for appointing the future eight coopted members to the Navigation Committee on 20 March 2015, together with any temporary/permanent appointments of coopted members to the Broads Authority and the appointment of an interim Chairman of the Navigation Committee, were agreed by the Authority on 20 September 2013. This process will commence in October 2014.

Planning Committee

Fourteen Broads Authority members:

Mr M Barnard
Miss S Blane
Mrs J Brociek-Coulton
Professor J A Burgess
Mr N Dixon
Mr C Gould
Dr J M Gray

Mrs L H Hempsall
Mr G Jermany
Dr J S Johnson
Mr P E Ollier
Mr R Stevens
Mr J Timewell
Mr P Warner

Financial Scrutiny and Audit Committee

Six Broads Authority members:

Chairman of the Authority
Vice Chairman of the Authority
Chairman of the Navigation Committee
Mr N Dixon
Mr P Durrant
Mr G McGregor

Navigation Committee

Five Broads Authority members:

Mr K Allen
Miss S Blane
Sir P Dixon
Mr P Durrant
Mrs L H Hempsall

Plus eight co-opted members:

Mr L Betts
Mr D A Broad
Mr A Goodchild
Mr P Greasley
Mr M Heron
Mr J Knight
Mr P E Ollier
Mr M Whitaker

2 Lead Members

2.1 The Authority revised its list of Lead Members in September 2011 and September 2013. The current list of Lead Members is set out in the following table.

Topic	Lead Member
Broads Flood Alleviation Project	Phil Durrant
Climate Change and the Valley Approach	John Sharpe
Equalities	Peter Warner
Safety Management	Phil Ollier
Sustainability	Sir Peter Dixon
Sustainable Tourism	David Broad

2.2 The general role for Lead Members Members is as follows:

- To develop and maintain an interest in specific area(s) of the Authority's work or policy;
- To liaise with appropriate staff on the Authority's approach to the issue, and particularly when a policy is being developed;
- To support staff where necessary in meetings with external bodies;
- To attend briefings and/or training on the issue as required;
- To be prepared to inform other Members on key aspects of the issue, and speak on the topic in Authority and other meetings;
- To assist Communications staff, as required, in preparing significant media releases in the Lead Member's subject area; and
- To be available to offer strategic advice on the issue to staff as and when requested

It should be noted that Lead Members are not responsible for making decisions; ultimately that rests with the Broads Authority as a whole. Decisions on strategy and policy are made by the Authority and operational matters are delegated to officers.

2.3 Members are asked to confirm the requirement for these Lead Member appointments to continue.

2.4 It should be noted that three of these Lead Member appointments will require new appointments to be made earlier than the Annual Meeting in July 2015, due to the appointment terms of existing members coming to an end. This relates to the topics of Climate Change and the Valley Approach (15 May 2015), Safety Management (20 March 2015) and Sustainable Tourism (20 March 2015). Members may consider it appropriate to identify potential replacements at this time, for any Lead Member role which wil continue, to allow them to assimilate key issues whilst the current member is still in office; allowing a seamless transition in March/May 2015 as appropriate.

3 Appointments to Outside Bodies

- 3.1 The Authority is invited by various organisations, groups and bodies to appoint a member to represent its interests on that body. The list of outside bodies on which the Authority is currently represented, together with the currently appointed members is set out in Appendix 1 to this report. These appointments were made in July 2013 until the Annual Meeting in July 2015.
- 3.2 It should be noted that four of these appointments will require replacement members before the Annual Meeting in July 2015, due to the appointment terms of existing members coming to an end. This relates to appointments to the Broads Local Access Forum (20 March 2015), Broads Tourism (20 March 2015), Norfolk and Suffolk Broads Charitable Trust (15 May 2015) and Whitlingham Charitable Trust (15 May 2015). Members are encouraged to consider taking on these appointments, which will be determined at the appropriate Broads Authority meeting in March and May 2015.

4 Financial Implications

- 4.1 Provision has been included in the budget to cover the costs of members' allowances and other costs incurred whilst on approved duties. Members of the Planning Committee and Lead Members are currently eligible to receive a Special Responsibility Allowance of £523 per annum (a member may only claim one such allowance at any one time).

5 Broads Authority Development Appraisal

- 5.1 In April 2014 Defra amended the requirements for Performance Assessments for members of national park authorities and the Broads Authority. The appraisal process should recognise the lines of accountability of the relevant member, wider corporate responsibilities and personal achievements as well as identifying any development needs. The Performance Assessments for Broads Authority members are to be based around seven key objectives as follows:
- a. Meeting the Authority's three statutory purposes.
 - b. Meeting the priorities and objectives set within the Broads Plan.
 - c. Effective contributions within committees and other working groups of the Authority.
 - d. Making informed and balanced decisions.
 - e. Showing initiative, developing policy direction and strategic thinking.
 - f. Effective representation on Outside Bodies and engagement with other key stakeholders.

g. Effective communication with other members and staff.

5.2 In meeting these objectives, members should:

- a. Constructively challenge and contribute to the development of strategy and objectives;
- b. Scrutinise the performance of management in meeting agreed objectives and monitor the reporting of performance; and
- c. Satisfy themselves that financial information is accurate and that financial controls and systems of risk management are robust and defensible.

5.3 To reflect the Defra performance assessment requirements, the Broads Authority's Development Appraisal has been updated in conjunction with the Chairman. A copy of this is detailed in Appendix 2.

Background papers:	Nil
Author:	John Organ
Date of report:	27 June 2013
Broads Plan Objectives:	None
Appendices:	APPENDIX 1 - Broads Authority Appointments to Outside Bodies APPENDIX 2 – Broads Authority Development Appraisal.

APPENDIX 1

Broads Authority Appointments to Outside Bodies 2013 - 2015

Outside Bodies	Representative	Committee and Date	Appointed Until
Association of National Park Authorities Executive Committee	Chairman	Broads Authority 12 July 2013	Ex-officio ongoing
Broads Local Access Forum	Mr D Broad	Broads Authority 12 July 2013	July 2015
Broads Tourism	Mr D Broad	Broads Authority 12 July 2013	July 2015
Campaign for National Parks (CNP)	Mr P Warner	Broads Authority 12 July 2013	July 2015
English National Park Authorities Association	Dr J S Johnson (Chairman)	Broads Authority 12 July 2013	Ex-officio ongoing
Greater Norwich Development Partnership	Dr J M Gray	Broads Authority 12 July 2013	July 2015
How Hill Trust	Mrs S Blane Mr R Stevens	Broads Authority 12 July 2013	July 2015
Norfolk and Suffolk Broads Charitable Trust	Dr J S Johnson Mr L Baugh	Broads Authority 12 July 2013	July 2015
Norfolk Duty to Cooperate Member Forum *	Dr J M Gray	Broads Authority 20 September 2013	Ongoing
Norfolk Mills and Pumps Trust	Prof J Burgess Mr C Gould	Broads Authority 12 July 2013	July 2015
Sustainable Development Fund Panel	Mr K Allen	Broads Authority 12 July 2013	July 2015
Whitlingham Charitable Trust	Mrs S Blane Mrs S Thomson (South Norfolk District Council) Mr J Sharpe Mrs J Brociek-Coulton	Broads Authority 12 July 2013	July 2015

*Authority delegated to Planning Committee to appoint future replacement member to the Norfolk Duty to Cooperate Forum



Broads Authority Development Appraisal

1. The Broads Authority Development Appraisal is intended to review the development of the Authority, with the aim of:
 - Identifying levels of performance and how these could be improved.
 - Identifying other development opportunities for the future.
2. The Development Appraisal will be forwarded to members in January each year. These should be completed by all members providing a review of both the Authority collectively and themselves as an individual. Members should review the information provided in Section A and complete their parts of Sections B, C and D for the preceding calendar year of activity. Each box within the form can be expanded as necessary for this purpose. The Development Appraisal should then be emailed to the Chair by the end of February.
3. The Chair will schedule an Appraisal meeting with the member to discuss their issues raised. Following this meeting the Chair will add his comments to Sections B, C and D and detail any issues in Section E to be raised with the Chief Executive, or other actions to be undertaken. A copy of the Development Appraisal will then be signed by the Chair and the member. This process should be completed by mid April. The Vice-Chair will conduct the Appraisal meeting for the Chair.
4. Following completion of all appraisals, the Chair will initiate taking forward any actions raised in Section E, which will include defining development activity to be undertaken during the current year.
5. Development Appraisals will be retained by the Authority for a minimum of five years to provide evidence of the learning and development culture within the Authority. Information within the Development Appraisals will also normally be shared with appointing bodies for local authority and Secretary of State appointed members, unless previously agreed otherwise with the Chairman.

A: Personal Information

In this section please review your personal information, which committees, groups and panels you have served on (together with your attendance), your lead member responsibilities and representations on outside bodies. This information is recorded by the Governance team. Please contact them if any information is incorrect.

Name:	
Appointing Body:	
Date Joined Authority:	
Committee/Working/Sub Group Membership:	

Full Authority and Committee Attendance:	
Lead Member Responsibility:	
Representation on Outside Bodies:	

B: Performance of the Authority

In this section, please provide some bullet comments on how you consider that both the Authority collectively, and you individually, have performed on the following seven key objectives. Say what has gone well and not so well, giving examples if you can. If you think things could have been addressed in a more effective way, please provide further explanation.

	The Authority	Yourself
1. Meeting the Authority's three statutory purposes		
2. Meeting the priorities and objectives set within the Broads Plan		
3. Effective contributions within committees and other working groups of the Authority		
4. Making informed and balanced decisions		
5. Showing initiative, developing policy direction and strategic thinking		
6. Effective representation on Outside Bodies and engagement with other key stakeholders		
7. Effective communication with other members and staff		
Chair's comment		

C: Self Appraisal by Member

In this section please provide a summary self appraisal (max 500 words) of your performance against the seven key objectives using your bullet comments in Section B. Please provide emphasis on how you have:

- Constructively challenged and contributed to the development of strategy and objectives;
- Scrutinised the performance of management in meeting agreed objectives and monitored the reporting of performance; and
- Satisfied yourself that financial information is accurate and that financial controls and systems of risk management are robust and defensible.

Member's Summary Self Appraisal (max 500 words):
Chair's comment:

D: Development Opportunities

In this section please comment on the induction and/or continuous development programme provided by the Authority in the previous year. Say what has gone well and not so well, giving examples if you can. If you think the development programme could have been addressed in a more effective way, please provide further explanation.

Member's comment:
Chair's comment:

Please also consider where you would like to see the Authority develop its understanding or capabilities and where you would like to develop your understanding, contribution or capabilities. Please also include suggestions as to how these development opportunities might be provided.

	The Authority	Yourself
Development Opportunity		
Chair's comment:		

E: Issues to be Raised With Chief Executive/Other Actions to be Taken

In this section, the Chair will detail any issues to be raised with the Chief Executive, or other actions to be undertaken.

Issues to be Raised With Chief Executive	
Other Actions to be Taken	

Date of Appraisal Meeting:

Member's Signature:

Chairman's Signature: