

Committee Membership and Member Appointments to Outside Bodies
Report by Head of Governance and Executive Assistant

Summary: This report seeks approval for the appointment of a member of the Planning Committee and the appointment of members to Lead Member Roles and outside bodies until the Annual Meeting in July 2015.

Recommendations: That the Broads Authority:

- (i) Appoints two members to the Planning Committee for the period until the Annual Meeting in July 2015;
- (ii) Appoints Mr Michael Whitaker as the Lead Member for Safety Management until the Annual Meeting in July 2015 when all the Lead Member roles can be reviewed; and
- (iii) Appoints at least one member to the Whitlingham Charitable Trust as detailed in Section 3 of this report.

1 Committee Membership

- 1.1 The membership of committees for the forthcoming year is formally reviewed at the Authority's Annual Meeting. The Planning Committee currently has 13 members and with Mr P Ollier and Dr S Johnson ending their appointment term on the Authority in March 2015, the Committee will be down to 11 Members. It is recommended that the Authority appoints two members to the Planning Committee until the Annual Meeting in July 2015. One of the two co-opted Navigation Committee members has traditionally sat on the Planning Committee. This may not be feasible in the short term but should be borne in mind for the Annual Meeting.

2 Lead Members

- 2.1 The Authority revised its list of Lead Members in July 2014. 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
Education	Sholeh Blane

2.2 Since Mr D Broad, Mr P Ollier and Mr J Sharpe will be ending their appointment terms in March 2015, there will be vacancies in the Lead Member roles for Climate Change & the Valley Approach, Safety Management and Sustainable Tourism. It should be noted that the Lead Member for Safety Management also chairs the Boat Safety Management Group.

2.3 The main responsibilities for a Lead Member include:

- 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.

2.4 It is suggested that members review the requirement for the Lead Member appointments for Climate Change & the Vally Approach and Sustainable Tourism to continue at the Annual Meeting in July 2015. However, as the Lead Member for Safety Management also chairs the Boat Safety Management Group, it is recommended that a member be appointed in this Lead Member role until the Annual Meeting in July 2015. This may be best filled by Mr Michael Whitaker who has been recommended for appointment to the Broads Authority.

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. With Dr S Johnson, Mr J Sharpe, Mr D Broad and Mr P Ollier ending their terms of appointment in March 2015, the following vacancies arise:

- a. Broads Local Access Forum;
- b. Broads Tourism;
- c. Norfolk and Suffolk Broads Charitable Trust; and
- d. Whitlingham Charitable Trust (two vacancies; one to replace Mrs J Brociek-Coulton).

3.2 As a minimum, members are asked to appoint one member to the Whitlingham Charitable Trust until the Annual Meeting in July 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).

Background papers: Nil

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Broads Plan Objectives: None

Appendices: None