

Summary of Progress/Actions Taken following Decisions of Previous Meetings

Date of Meeting/ Minute No.	Authority Decision(s)	Responsible Officer(s)	Summary of Progress/ Actions Taken
23 January 2015 Minute 4/18 Chief Executive Report Network Rail: Consultation document: Anglia Route Study, Long Term Planning Process	<ul style="list-style-type: none"> • Proposed Response to Network Rail to be circulated to members for comment prior to being submitted to Network Rail by deadline of 3 February 2015. 	Director of Operations	Network Rail's consultants are currently drawing up final reports of the Multi Criteria Stakeholder Analysis consultation. The outcome will help inform consideration of the options for the renewal, replacement or repair of Somerleyton and Reedham bridges. Copies of the draft reports were received on 12 July 2017. Next meeting with Network Rail scheduled for 11 October 2017.
20 March 2015 Minute 5/27 Lease of Moorings on River Thurne	<ul style="list-style-type: none"> • That the principles for the lease of moorings at Oby on the River Thurne be supported • The Chief Executive delegated to finalise the details and signing of the lease 	Director of Operations	A 40m section of mooring at Boundary Farm, made available under a S106 agreement is now available for use. The area has been brought up to a Broads Authority 24 hour mooring standard, with safety ladders, chains, timbering and mooring posts. The area is fenced to demark the BA mooring and private land, access is available to the footway that runs along the flood bank. Negotiations with the landowner regarding pontoons will recommence when the sale of the Ludham Fieldbase is complete.
18 November 2016 Minute 3/15 Appointment of External Auditors for	<ul style="list-style-type: none"> • that the Authority agrees to join the national collective scheme, led by the Public Sector Audit Appointment 	Chief Executive/ Chief Financial Officer	PSAA acknowledged receipt of BA's acceptance to become an opted-in Authority. PSAA confirmed External Auditors to be Ernst

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2018/19	<p>(PSAA), as recommended by the Financial Scrutiny and Audit Committee on 27 September 2016;</p> <ul style="list-style-type: none"> that delegated authority be given to the Section 17 Officer to communicate the willingness of the authority to join the scheme to PSAA and to enter into the scheme after a satisfactory examination / negotiation of the proposed terms and conditions is concluded 		and Young (15 August 2017)
<p>27 January 2017 Minute 4/8 Using Audio Recording or Webcasting to Increase the Openness and Transparency of Broads Authority Meetings</p>	<ul style="list-style-type: none"> that audio recording of all BA public meetings be adopted on a trial basis for the next six months to assist in the preparation of minutes and during that time the Authority's existing equipment is tested to see if it is suitable for the task and issues involved in making recordings available on the Authority's website are investigated. That the webcasting of Broads Authority public meetings be further investigated and officers report back to a future 	Solicitor and Monitoring Officer	<p>Recordings of meetings are being made on a trial basis. Investigations for making available on the website being undertaken.</p> <p>Webcasting also being investigated.</p>

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<p>27 January 2017 Minute 4/14 24 March 2017 Minute 5/8 and</p> <p>External Funding Update</p>	<ul style="list-style-type: none"> • Submission of CANAPE (Interreg) bid with the BA as lead partner approved. Commitment towards matched funding noted with recognition that if successful the project will divert some of the Authority's practical work towards implementation of Vision for Hickling Broad • That a Member Working Group be established with the task of developing a draft medium term external funding strategy whose aim is to support the delivery of the BA's priority activities in the new Broads Plan. Terms of Reference to be developed by the Working Group and brought back to the Authority for approval. • Landscape Partnership Scheme - second round application to HLF submission 	<p>Director of Operations/Head of Strategy and Projects/Senior Ecologist</p> <p>Chairman/Chief Executive</p> <p>Project Manager</p>	<p>CANAPE Bid has been successful. A 'Kick-Off' meeting with partners has been planned in October 2017. This is the first opportunity for the project group to meet following approval of the project. This meeting will deal with the strict governance and procedures needed to operate a North Sea Regional project. The Broads Authority has recruited a specialist consultant to assist them in setting up the project framework and getting them prepared to be Lead Partner and host this start-up conference</p> <p>The Broads Authority CANAPE project is forecast to start in 2017/18 and will include further enhancements at Hickling and work within the area of Paludiculture.</p> <p>Project Manager and Head of Strategy and Projects to work on potential medium term external funding strategy following submission of LPS. Kelvin Allen, Mathew Bradbury and John Ash volunteered to act as reference group for the work. Aim is to work with Member Group on this in October and report to November meeting.</p> <p>Second round application to HLF submitted at the end of May 2017. Due to be considered by HLF committee at end of September. Official notification of decision expected November</p>

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<p>24 March 2017 Minute 5/13 Housing White Paper Planning Fees</p>	<ul style="list-style-type: none"> • BA responds to Government indicating that it would accept the offer of a 20% increase in application fees from July 2017 • BA commits to spending additional fee income in the planning department on tangible planning benefits • Planning Committee to give consideration to where the additional income should be targeted but that consideration be given to extending the proactive condition monitoring scheme and enforcement. 	<p>Director of Strategy and Sustainable Communities/ Head of Planning</p>	<p>Report to be prepared for Planning Committee for consideration (assuming that the fee increase is confirmed by new Government)</p> <p>Government considering proposed increase in planning fees following Summer recess.</p>
<p>24 March 2017 Minute 5/27 19 May 2017 Minute 6/26 Priority for Moorings 2017/18</p> <p>(Exempt)</p>	<ul style="list-style-type: none"> • that the recommended actions in respect of the moorings at Acle Bridge, Hoveton Viaduct and Boundary Farm as set out in the report be supported and authorised. • that subject to the successful outcome of the authorised actions and negotiations connected with the above, a further report setting out a full 	<p>Director of Operations</p>	<p>Moorings at Acle Bridge –The Authority completed the purchase of 620 metres of river frontage at Acle Bridge on 4 August 2017. 200 metres of the river bank is piled and the majority is in reasonable condition. Just over 40 metres will need attention sooner rather than later. The value of this location is that we shall be able to provide free 24 hour moorings for visitors together with a demasting solution for Acle Bridge. The site has further potential, as and when funds become available, to provide additional facilities such as waste disposal, pump-out of chemical toilets, car parking and</p>

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	<p>business case be provided to the Authority.</p> <ul style="list-style-type: none"> that when the investment programme for moorings is settled the Authority works with the NSBA and the BHBF River Cruiser Class and the EACC to explain to users at large the priority and programme of works for these moorings. 		<p>possibly a slipway. The buildings on the site are tired and in a neglected state, and will be surveyed to help determine future plans.</p>
<p>19 May 2017 Minute No6/27 Corporate Sponsorship Through National Parks Partnership</p>	<ul style="list-style-type: none"> that the Authority confirms its support for the partnership with the international clothing company and recognises the benefits and obligations. That the Authority authorises the Chief Executive, to sign the Letter of Agreement with the National Parks Partnership regarding the commercial partnership agreement with the international company to be the official clothing supplier to the UK's fourteen National Park Authorities and the Broads Authority for 5 years. 	<p>Chief Executive</p>	<p>Letter of Agreement signed.</p> <p>Press Launch of Columbia clothing Sponsorship held in London on 23 May 2017.</p> <p>Clothing sizes and fitting sessions for staff and members have been completed and our order has been placed for the clothing.</p> <p>First large delivery of clothing for over 2,000 staff scheduled for October/November 2017. A second round of delivery for the shirts and tee-shirts is planned for January/February 2018</p> <p>First AGM of the NPP scheduled fo 27 September 2017.</p>
<p>28 July 2017</p>	<ul style="list-style-type: none"> Statement of Accounts 	<p>Chief Financial Officer</p>	<p>Statement of Accounts together with Annual</p>

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Minute No 1/12 Statement of Accounts And Annual Governance Statement	2016/17 adopted and signed by the Chairman <ul style="list-style-type: none"> • Annual Governance Statement for 2016/17 and Action Plan for 2017/18 approved 		Governance Statement 2016/17 signed and published on website
28 July 2017 Minute no 1/13 Anti-Social Behaviour	<ul style="list-style-type: none"> • that a short term working group of Members and officers be set up to look at Anti-Social Behaviour on the Broads engaging with the Hire Boat Federation, the NSBA, Broads Society, PCC (Police and Crime Commissioner) through Lorne Green and report back to the Authority. 	Chief Executive	The Member Working Group has been established. This is comprised of: Michael Whitaker as Chair of BHBF, Greg Munford for Richardsons and Broads Tourism, Paul Rice (Member), Nicky Talbot (Chair of Navigation Committee), Brian Wilkins (Vice-Chair of NC and rep NSBA), Bill Dickson as Member of BA, Inspector Rob Wicks of Broads Beat Anti-Social Behaviour Officer from England Co-Op contacted to provide advice. The group will meet on Wednesday 4 October 2017.
28 July 2017 Minute Nos 1/18 Appointment of Members to Committees and to outside bodies	<ul style="list-style-type: none"> • Appointments of Members to to Committees and Outside Bodies confirmed until Annual meeting July 2018.(Minutes Appendix 2) 	Chief Executive and Solicitor and Monitoring Officer	The vacancy on the Broads Local Access Forum has been filled by Melanie Vigo di Gallidoro. There are still vacancies on the Norfolk and Suffolk Broads Charitable Trust and Whitlingham Charitable Trust.
28 July 2017 Minute Nos 1/18 and 1/20 Governance and Peer Review	<ul style="list-style-type: none"> • Update on Peer Review noted • Revised Member Development Protocol adopted • Amended Guidelines for Local 	Chief Executive and Solicitor and Monitoring Officer	Report on progress on the Peer Review on the Agenda Member Development Protocol to be included within the Members Handbook. See below: The Amended Guidelines for Local Authorities

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	<p>Authorities when appointing members to the Authority adopted.</p>		<p>when appointing members to the Authority have been circulated to our constituent partner authorities. They will also be included on the website and circulated to them again next April for when they will be considering appointments.</p> <p>The Members Handbook will be a specific area on the Authority's website to include:</p> <ul style="list-style-type: none"> • Summary of Broads Acts 1988 and 2009 • Code of Conduct • Protocol on Member and Officer Relations • Member Development Protocol • Social Media Policy- Guidance for Members and Officers • Ethics in the Authority • Terms of Reference of committees: Committee Structure Chart • Standing Orders • Scheme of Powers Delegated to Officers and Powers Delegated to Chief Executive • Scheme of Member Allowances • (Freedom of Information and Data Protection Regulations) • Port Marine Safety Code • Annual Governance Statement