

Broads Authority

Minutes of the meeting held on 18 May 2018

Present:

Professor Jacquie Burgess – In the Chair

Mr J Ash	Mrs L Hemsall	Mrs N Talbot
Mr K Allen	Mr B Keith	Mr H Thirtle
Mr M Barnard	Ms S Mukherjee	Mr V Thomson
Mr L Baugh	Mr G Munford	Mrs M Vigo di Gallidoro
Mr W A Dickson	Mr P Rice	Mr B Wilkins
Ms G Harris		

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer (Governance)
Mr S Birtles – Head of Safety Management
Ms M Conti – Strategy and Project Officer
Mr D J Harris – Solicitor and Monitoring Officer
Ms E Krelle – Chief Financial Officer
Mr R Leigh – Head of Communications
Mr H Mach – CANAPE Project Manager
Mr R Rogers – Director of Operations
Ms M-P Tighe – Director of Strategic Services

6/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting.

Apologies had been received from Mr Matthew Bradbury, Mr John Timewell

6/2 Chairman's Announcements

(1) **Openness of Local Government Bodies Regulations 2014**
The Chairman reminded members this meeting would be recorded and that the Broads Authority retained the copyright with the purpose of the recording being as a back-up for accuracy. If a member wished to receive a copy of the recording, they should contact the Solicitor and Monitoring Officer. No-one else indicated they would be recording or filming the meeting.

(2) **Dates to Note:**

Statement of Accounts Training: Thursday 19 July 2018 at 10.00am at the Dockyard, Griffin Lane, Norwich. An email will be sent to all members to gauge response and to provide further details.

Parish Forum: Wednesday 19 September 2018.

This would be held at Yare House, 62-64 Thorpe Road, Norwich at 6.00am. Members were invited to attend and to inform the Governance team if they were able to do so for catering purposes. Further details would follow.

National Parks UK: Induction Course for new Members 11 – 13 September 2018. Those interested and able to attend and who have not had the benefit of this course, were requested to inform the Governance Team. Greg Munford stated that he would be attending. The Chairman commented that the interviews for the Secretary of State appointments would be taking place at the end of May and the Authority should be informed before the Annual Meeting of its new Member.

(3) **General Proceedings.**

The Chairman commented that she would take it that Members had read the papers and therefore the emphasis would be for members to ask questions and debate the issues.

6/3 Appointment of Vice-Chairman until the Annual Meeting

The Chairman invited nominations for the Vice-Chairman of the Authority until July 2018.

Bill Dickson proposed the nomination of Haydn Thirtle and this was seconded by Melanie Vigo di Gallidoro.

There being no other nominations, it was

RESOLVED

that Haydn Thirtle be appointed as Vice-Chairman until the Annual meeting on 27 July 2018.

6/4 Appointment of Two Co-opted Members to the Broads Authority

The Authority received a report setting out the recommendation from the Navigation Committee on 19 April 2018 concerning the appointment of two co-opted members to the Authority. The Committee had resolved to appoint Mrs Nicky Talbot as Chair of the Committee and Mr Brian Wilkins as Vice-Chairman and was recommending that these be the two appointed members to the Authority.

RESOLVED:

that Mrs Nicky Talbot and Mr Brian Wilkins be appointed to the Authority for one year until 17 May 2019.

6/5 Introduction of Members and Declarations of Interest

Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes.

6/6 Items of Urgent Business

There were no items of urgent business.

6/7 Public Question Time

No public questions had been received.

6/8 Minutes of Broads Authority Meeting held on 16 March 2018

The minutes of the meeting held on 16 March 2018 were approved as a correct record and signed by the Chairman.

6/9 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. It was noted that a number of the items on this agenda were very much interrelated and further progress was included within the Strategic Direction report. A number of the subjects listed were also covered as separate items on the agenda. Further updates were provided on the following matters.

Data Protection Regulations – Training for the majority of members had taken place on 11 May 2018 and 15 May 2018.

Broads Local Plan – The dates for the public examination had been confirmed for two weeks in July: the 2 – 6 July 2018 and 16 – 19 July 2018 from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm. Katie Childs had been appointed by the Planning Inspectorate as the Inspector for the hearing. A member asked for clarification on the status of the policies relating to the specific site of Acle cemetery in light of a recent decision by the Secretary of State. Officers undertook to investigate the matter and provide clarification following the meeting.

Members noted the report.

6/10 Use of Technology: GIS interface, Data Gathering and Monitoring

Following Minute 5/10(i) the Authority received a presentation on the progress being made through the use of technology to increase the efficiency in data gathering and monitoring the functions of the Authority. The presentation highlighted the use and application of the two main software systems of GIS (Geographical Information Systems) and DMS (Document Management Systems) and their integration to achieve this more comprehensive and

consistent approach. Examples were provided of how this was achieved for the Authority's assets, through linking in with the work of the Rangers and the subsequent workflow for construction staff as well as staff within the Authority as a whole to enable prioritising the workflow and sharing of data. It was noted that the GIS and IT Officers had worked very closely with the Rangers in developing the interactive programme.

Members noted and welcomed the use of such systems, recognizing the complexities, the need for consistency and also the significant investment required. They welcomed that such a system could help in prioritising where specific works were required.

It was anticipated that the system would be extended to include the hydrographic surveys and eventually enable public access to the programme, although it was emphasized there was only one GIS Officer. A Member expressed appreciation for the application of the GIS interactive mapping particularly for the Water Catchment Plan which had provided an innovative engagement tool taking matters to a new level.

The Chief Executive emphasised that the Authority had a small group of talented and skilled staff who were in effect pioneers. However, the scale of work was much greater than the resources available. Such an application of the integrated project was significant in helping to prioritise works taking account of the Broads Plan and could be reflected in the Annual Business and Work plans for implementation.

The Chairman thanked the GIS Officer and IT Projects Manager for their impressive presentation and noted the potential application.

6/11 Strategic Direction

Broads Plan Strategic Update, Strategic Priorities 2018/19 and Annual Business Plan 2018/19

The Authority received the sixth month update on the progress on implementing the Broads Plan and the first report for the year for the Strategic Priorities for 2018/19 which were guided by the themes within the Authority's Broads Plan 2017 - 2022, adopted in March 2018. The latter also provided the updates on the Peer Review Action Plan especially concerning engagement with the broader economic and social agenda and work with external partners, particularly Local Authorities and New Anglia LEP with regular meetings now being set up and increased collaboration taking place.

Members also noted the progress on the arrangements at Acle Bridge together with the progress and details of the architectural competition. This had proved to be of much greater interest than originally anticipated especially given the acknowledged complexities of the site and the challenges involved. In addition indications of interest had been given from two major potential funding partners and the Vice-Chancellor of the Norwich University of Arts had agreed to be on the Panel of Judges. Other panelists included a

representation of New Anglia and the Group Director of Anglian Water. Due to the interest expressed, the arrangements for the process had had to be carefully reviewed in order to deal with the potential scale. Having taken advice, it would be the Panel of Judges who would draw up the short list and make the final decision. Eight members had volunteered to help indicate their preferences for the long list, some of whom were on the Planning Committee. As they would not be involved in the final decision of selection, this was considered feasible. The 4 June 2018 was set aside for the applications to be presented to those Members. The Panel would meet on 6 June 2018, to examine the applications, also considering the views of the member group. Greg Munford had agreed to the invitation to be the member of the Authority on the Judging Panel and members were asked for their approval.

Members were assured that the entrants would be anonymous to the Panel and there would be a consistent and transparent approach to the selection with set criteria requiring weighting, particularly accounting for how the candidates had responded to the brief, the functionality and deliverability of the potential project. Contact had been made with the Highways Authority due to the potential concerns and they had indicated that some form of development would not cause an objection. A presentation to and of the winning application would be given at the Authority meeting in July 2018.

Members welcomed the six-monthly update on the Broads Plan which set out the action by the Broads Authority and its partners in the implementation of the Plan. They expressed appreciation to the Strategy and Projects Officer on the clarity and format of the newsletter which they considered should be more widely publicised. It was suggested that this should be sent to the Minister as an excellent example of good practice. Members were also made aware of the uncertainties concerning the potential implications of the Hobhouse Review of National Parks and AONBs.

The Chief Executive drew attention to the Broadland Futures Initiative especially relating to flood risk and the Environment Agency's possible future arrangements following the completion of the Broadland Flood Alleviation Project. This was a potential topic for discussion at a workshop.

A member commented that the LEP strategy had not included the Broads and Tourism. It was considered important for the Authority to be involved in such a strategy, and it was suggested that Chis Starkie, Chief Executive from LEP be invited to talk to the Authority.

Members received a separate more detailed report on the CANAPE project at Agenda item 11(ii) when they were introduced to Harry Mach, the Project Manager. Members were assured that the funds from the CANAPE project, following the UK's departure from the European Union, were guaranteed. The Treasury had stated that any projects approved before leaving the EU would be honoured. The risk element had and was being carefully considered. The Authority's share in the project was €1.5 million of the total €5.5 million, although the Authority's contribution was not all in cash terms. The benefits of the whole project were not just in money terms but also the knowledge and

understanding gained from engaging with the other partners. Members were also assured that the funds would be directed to Hickling as part of the Authority's overall dredging programme. It was noted that there was a very limited window as to when work could be carried out on Hickling broad as the temperature needed to be below 8°C in order to avoid the risks of prymnesium parvum and disturbance to over-wintering birds.

Members noted that the major projects listed were in addition to the regular maintenance work for which the Authority was responsible.

The Chairman put the recommendations to the vote and it was

RESOLVED unanimously

- (i) that the report on the strategic updates including the more detailed progress relating to the Peer Review Action Plan, Acle Bridge Architectural Competition, the Water Mills and Marshes (Appendices 1, 2 & 4) and CANAPE Projects (Item 11(ii)) be noted and endorsed.
- (ii) that the Annual Business Plan 2018/19 at Appendix 3 be endorsed and its clarity welcomed.
- (iii) that Mr Greg Munford be invited to represent Members on the Judging Panel for the Acle Bridge Architectural competition.

6/12 Financial Performance and Direction:

(1) Consolidated Income and Expenditure from 1 April to 30 November 2017

The Authority received a report providing a strategic overview of current key financial issues and items for decision. This included the consolidated income and expenditure with the draft year end position for 1 April 2017 – 31 March 2018 together with the variances and the timetable for dealing with the Statement of Accounts and the carry forward requests.

It was noted that the figures would form the basis of the draft Statement of Accounts and include the year-end adjustments. This included an additional adjustment to create a provision of £15,880 to cover the cost of six years' worth of tax and NI due to HMRC on expenses that were likely to become payable in 2018/19. The surplus on the national park side was £19,815 and £50,943 on navigation, resulting in a consolidated surplus of £70,308. After year-end adjustments the general fund reserve was £1,058,321 and the navigation reserve was £367,662. Therefore the navigation reserve was above the recommended 10% at 11.5% of net expenditure at the end of 2017/18.

The carry forward requests related to the work relating to premises and ring-fenced income for apprenticeship training received in February that could only be spent on apprentice training.

There would be a slight change to the Accounts with a redrafting of the Summary at the beginning. The Auditing of the Accounts was due to begin after the May Bank Holiday weekend on 29 May 2018, with the Draft Audit being completed at the end of June.

Members were assured that discussions were ongoing in association with the National Parks and representations were being made about the tax implications for Members expenses.

Members were informed that it was hoped to complete the sale of the Ludham field base very shortly.

Members welcomed the report considered to be very clear and commendable.

The Chairman put the recommendations to the vote and it was

RESOLVED unanimously

- (i) that the income and expenditure figures and the draft year end position and timetable be noted;
- (ii) that the carry forward requests in paragraph 8.2 (Table 5) relating to premises, and human resources be approved and added to the 2018/19 budget as additional expenditure.

6/13 Standing Orders relating to Contracts including Annual Report on Requests to Waive Standing Orders

The Authority received a report providing the updated Standing Orders relating to contracts, the amendments being set out as track changes, and the annual summary of instances where they had been waived by the Chief Executive during 2017/18.

It was noted that there were fewer waivers approved by the Chief Executive in 2017/18 compared to the four in 2016/17. There were two waivers to Standing Orders approved by the Authority for the construction of the Chet Boat and the National Park Experience business support and only one approved by the Chief Executive relating to the repair of the Ludham bridge fendering. All three approved waiver requests were considered to be justified and on the grounds of achieving the best outcome for the Authority at the best possible price. Members welcomed the report.

The Chairman put the recommendations to the vote and it was

RESOLVED unanimously

- (i) that the amendments to the Standing Orders relating to contracts be approved.

- (ii) that the annual report of instances where Standing Orders had been waived in 2017/18 be noted.

6/14 Review Code of Corporate Governance

The Authority received a report concerning the complete redrafting of the Code of Corporate Governance to reflect the 2016 CIPFA framework, particularly the advice in the publication “Delivering Good Governance in Local Government Framework”. Members noted the requirement to take account of the seven Core Principles and that the revised Code had taken into account the recent Peer Review and review of existing governance arrangements as well as the adoption of the shared set of Core Values. It was noted that the Draft Code of Corporate Governance was reviewed by the FSAC in March 2018 and incorporated the comments from the Head of Internal Audit.

Members welcomed the clear and succinct style of the revised Code.

RESOLVED unanimously

that the revised Code of Corporate Governance be adopted subject to approval by the Chair of the Financial Scrutiny and Audit Committee and being signed by the Chairman and Chief Executive.

6/15 Peer Review Action Plan: Review of the Authority’s Governance Structure

The Authority received a report providing proposals on governance arrangements for the Authority in response to the recommendations from the Peer Review Team and the subsequent deliberations by Members at meetings on 30 January and 8 March 2018. Members of the FSAC had since worked with the Chief Executive in developing a set of proposals with the aim of streamlining the Authority’s business and taking account of the Peer Review team’s feedback. A paper was tabled together with the Peer Review document which was designed as an aide memoire setting out the recommendations of the Peer Review, the detailed advice provided and how the proposed action by the Authority linked to these. It was noted that the proposals were designed to increase informal engagement between Members, between Members and Officers through workshops and site visits to include all members and co-opted members, and focus the formal Broads Authority meetings on decision making.

The proposals also included re-defining the role of the Financial Scrutiny and Audit Committee (FSAC) to an Audit and Risk Committee, following consultation with the Internal Auditor and other local authorities; using a more formal and open process for the appointment of the Chairs, Vice-Chairs and members on Committees and outside bodies; establishing a Chair’s Group to support the Chair of the Authority, steer the organisation and work with the Chief Executive and Management Team; and adopting a more streamlined process for dealing with member issues.

The date set aside for the Annual Site Visit on 13 July 2018 would be an opportunity for Members to take part in an informal engagement event. The site visit would view examples of the practical work being undertaken as part of the Catchment Partnership project. It would provide Members with a greater understanding of the Project, its purpose and potential ways forward. Future informal sessions could be focused on specific strategic topics in order to understand and further the aspirations in the Broads Plan.

The Chairman asked each of the Members in turn for their views. The majority of the members were supportive, considered that the proposals were sound and satisfied the recommendations of the Peer Review, should lead to better engagement between members and staff and provide the necessary checks and balances in a professional and productive way. In general, they considered that the proposed process for annual appointments to Committees, outside bodies and Chairs and Vice-Chairs would provide greater clarity and transparency. As members would be democratically appointing the Chairs and Vice-Chairs, proposal 5 for a Chairs group was welcomed and considered beneficial in providing support for the Chair and the executive. It should not be tightly structured so as to become a threat to the decision making process which remained with the Authority, but a more informal sounding board to provide balance. Members also considered that the Chairs Group would provide pastoral support for the Chairman and the Chief Executive.

Some members expressed concerns relating to Proposals 1 and 2. Some felt that there could be a danger that these could result in the formal meetings becoming a rubber stamping exercise. Some felt that these two proposals did not go far enough in providing Members with “safe space” and opportunities for more informal discussion. Although generally commendable, a few members considered that the comprehensive and far reaching nature of the proposals was premature and that details required further clarification. It was also considered that the risks had not been set out. Although site visits were helpful and good opportunities for discussion, they were not as advantageous in that regard as workshops, and therefore Proposal 2 required further development. Other members considered that meeting stakeholders and members of the community on site visits would be valuable in that it would demonstrate the commitment of Members. There was concern that there would need to be documented outcomes from the workshops linked to strategies. There was also concern that the six proposals did not address the management of stakeholders and the greater engagement with the LEP. In response to this it was suggested that some workshops could be expanded to include joint working with stakeholders such as the LEP representatives or farming community to focus on future opportunities. Stakeholder engagement was addressed under the next agenda item.

In response to a Member’s concern that the Finance Committee should still involve scrutiny, it was explained that “scrutiny” had been developed following the Local Councils establishing cabinet-style arrangements. This was confusing and unhelpful to the Authority, which was a-political and where the

decisions were made by members of the Authority collectively. It was emphasised that officers had taken advice from other Local Authorities and the proposal had arisen from advice from the Head of Internal Audit.

Members generally considered that the proposals should be embraced as they were a culmination and development of their own deliberations. It was also considered that it was important that following implementation, the arrangements were reviewed in a year's time particularly with regard to Proposals 1 and 2 which required further development and when the practicalities of implementation would be apparent. It was also considered important to focus on the achievements and benefits and move forward in a positive way. Members considered that the views of the Navigation Committee should be sought with regard to Proposals 1 and 2 as suggested, and that rather than hold a site visit, as had been mooted at the last meeting, this be discussed at its next scheduled meeting on 14 June 2018. The schedule of dates, as set out in Appendix 3 would be dependent on the views of Navigation Committee.

With regard to the process for appraising and supporting the welfare of the Chief Executive, the current process was that there was an annual interview and written report by the Chairman of the Authority. The Chief Executive commented that he did not believe that this was fit-for-purpose and therefore he had contacted the Local Government Association (LGA) and the Chief Executive of Norwich City Council for advice to implement a new system based on Best Practise guidance. The appraisal would be run and organised independently by the LGA, with an independent person to work with the Chair and three of the Chairs Group who would also provide support to the Chief Executive and Management Team. This would involve a cost of £1,000 per annum but this would also provide access to specialist advice from the LGA on other HR matters. Members strongly supported this way forward.

Members recognised that the proposals would be subject to some adjustments but considered that they be adopted as a way forward.

In response to Members' request, the Chief Executive undertook to report the outcomes agreed to the Peer Group.

Bill Dickson proposed, seconded by Greg Munford and it was

RESOLVED by 15 votes to 2 against.

that the proposals 1 – 6 in the report be adopted, including the revised timetable for Broads Authority and Audit and Risk Committee meetings in Appendix 3 to the report. The Navigation Committee will be consulted on the number of its meetings on 14 June 2018 with respect to Proposals 1 and 2. The new arrangements will be reviewed in a year's time:

- (i) that the Authority moves to a quarterly cycle of meetings: four meetings each of the Broads Authority and Navigation Committee to be held per

annum, (subject to consultation with the Navigation Committee). The timetable set to meet the key business deadlines;

- (ii) that the Authority runs site visits/workshops days, a minimum of four to be part of the annual committee cycle in addition to the quarterly business meetings;
- (iii) that the Financial Scrutiny and Audit Committee be re-purposed to the Audit and Risk Committee with amended Terms of Reference as outlined in the report;
- (iv) that a new process be implemented for the annual appointment of Chairs and Vice-Chairs, Committee membership and appointments to outside bodies as stated in the report through nomination forms and expressions of interest, in advance of the Annual meeting in July;
- (v) that a Chairs and Vice-Chairs Group (Chairs Group) be established to deal with various matters relating to Members including annual performance appraisals, overseeing training and development, advising on Member appointments and providing informal advice to the Chief Executive. (Items for business may be referred by any Member to the Chairs Group and added to the next agenda if appropriate.); and
- (vi) that the Local Resolution Procedure in the Code of Conduct be amended to allow for informal resolution of an issue referred, with a preference for informal resolution without the lodging of a formal complaint as set out in the report.

6/16 Future Arrangements for the Broads Forum

The Authority received a report and presentation providing the feedback from the survey of Broads Forum stakeholder organisations about the effectiveness of the Forum as required by the Authority at its meeting on 24 November 2017. It was noted that at an open Forum meeting on 26 April 2018, the report and presentation before Authority members were provided. Members noted the three key ideas from the stakeholders:

- the need to focus on the significant Broads issues – e.g. climate change, water quality, tourism, biodiversity, understanding and supporting the agricultural industry
- the need to assemble the right people with influence, knowledge and expertise and those who are affected
- the need to consider the purpose of the Forum and change the format for those stakeholder organisations to be able to share information, expertise and gain a better understanding of the challenges and opportunities for them as well as the Authority to make a difference.

The proposal to replace the current format with twice-yearly workshops to discuss topics of significant interest to stakeholders and the Authority was generally welcomed by those at the open forum and rejected only by a small

number of people. The aim would be to focus on strategically important topics linked to Broad Plan objectives and that Authority members be encouraged to attend the workshops as a valuable opportunity to meet and talk to stakeholders.

There was general welcome from Members for the workshop style for the Forum with the suggestion that the Authority should act as a facilitator for the stakeholders. It was recognised that the Broads stakeholder organisations covered a wide variety of interests and skills whose contributions would be of considerable benefit. One member advocated having a conference organised by the Authority once a year with perhaps 2 workshops, recognising that this involved considerable work. Members considered that the present format for the Broads Forum had run its course and the time was right for change given that there was a strong desire for this and to extend its role. Therefore they were supportive of the proposal and the recommendations within the report and agreed that following its introduction, it should be reviewed. The Chairman stated that the Authority had undertaken research with its stakeholder organisations, as directed by Members at the 24 November 2017 Authority meeting. The recommendation was based on strong, factual evidence.

Melanie Vigo di Gallidoro proposed, seconded by Bill Dickson and it was

RESOLVED by 15 votes to 1 against.

- (i) that the Authority retains the Broads Forum as one of many mechanisms for engaging with stakeholder organisations and moves to twice yearly Broads Forum workshops, each focussing on a key issue facing the Broads;
- (ii) All organisations represented on the Broads Forum to be invited, together with Authority Members and officers; and experts and partner organisations with relevance to the issue under discussion also to attend.

6/17 External Funding Working Group: Terms of Reference

The Authority received a report on the recent meeting of the Members External Funding Working Group held on 12 April 2018 when they discussed the role of the group and its terms of reference for consideration by the Authority as well as the benefits to be aimed at for developing an external funding strategy. The Authority gave consideration to the proposed terms of reference. Members of the Group were of the view that the working group should be more permanent rather than a Task-and-Finish Group.

Some members questioned the rationale for an External Funding Working Group, since this expertise was available among Authority staff. Others questioned the need for a permanent Member working group which, under these Terms of Reference would seem to be in danger of duplicating the role of the Authority. There was concern that the Working Group was proposing to

meet ahead of each full Authority meeting which would incur substantial extra work for staff. This was anomalous, given the Authority had decided that the total number of meetings per year should be reduced. It was noted that the Authority had recently taken on two major programmes of work enabled by acquiring external funding, one of which involved a number of other projects and one in which the Authority was the lead partner. The Chief Executive informed Members that the Authority was also in the process of supporting the RSPB and NWT in bids for external funding from the Water Environment Grant. As a public authority, there were considerable limitations on what could be done, and it was more complex than for a charitable trust. This was a major reason why the Broads Charitable Trust had been set up.

Members of the External Funding Group spoke passionately in support of the proposals explaining that the aim was to assist officers in obtaining funding, given the experience of the individuals who had volunteered to join the group. The aim for the group to become a permanent entity was to provide a pipeline for projects to be taken-off-the-shelf when funding became available, to obtain best value and look at new ways of working. Other members supported this saying that it was important to be aware of funds that could become available.

Concerns relating to credibility and reputation were expressed. Some considered that it was important to identify what the Authority wanted to do and achieve those goals rather than chase funds. Others had the opposite view. The view was expressed that seeking external funding was for the Authority as a whole to consider; the proposed terms of reference were not considered appropriate and there was doubt as to whether the proposal was the best way forward. A member commented that in the absence of a full paper it would be appropriate to hold an in-depth discussion at a workshop on the subject.

Vic Thomson proposed, seconded by John Ash, the recommendation within the report “that it be noted and the Terms of Reference of the External Funding Group be adopted as set out in the report.”

There were 5 votes in favour and 10 against with one abstention. Therefore the recommendation was lost.

The Chairman thanked the Working Group for their deliberations and requested that officers think further about holding a workshop to consider ways forward.

6/18 Health and Safety

Corporate Health and Safety Annual report

The Authority received a report concerning the Annual Health and Safety Report for the whole of the Authority. Members of the Navigation Committee had received the report relating to issues concerning navigation at their meeting on 19 April 2018. It was noted that the majority of the incidents related to embarking and disembarking from boats and mooring up.

RESOLVED

- (i) that the priorities for action on internal health and safety for the coming year are noted:
 - a) To continue the promotion of a safety reporting system to help to influence a positive change in culture and to capture near miss events (Opportunity for Improvement)
 - b) To focus on reducing the number of incidents resulting from slips, trips and falls.
 - c) To commence monthly health and wellbeing communications with staff and volunteers
- (ii) that the Annual Marine Incident Statistics are noted.

6/19 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Head of Safety Management raised the following matter in respect of the Port Marine Safety Code and provided a report

Broads Authority Safety Management System Internal Audit Findings

The Authority received a report that set out the findings from the recent internal audit of the implementation of the Hydrographic Policy contained in the Authority's Safety Management System. The Navigation Committee was consulted on the Audit report at its meeting on 19 April 2018 and supported both the findings and the recommendations. It was proposed that the findings from the external and internal audit reports be summarised in an annual report to the Broads Authority in future and that if there were any instances that the Duty Holders considered required consideration these would be dealt with by the Safety Management Group.

Members concurred.

RESOLVED unanimously

- (i) that the Audit report as set out in Appendix 1 to the report be noted;
and
- (ii) that in future the findings from the External Audit and the Internal Audit reports be summarised and provided to the Authority in an Annual Report.

6/20 Minutes Received

The Chairman indicated that she would assume that members had read these minutes and were invited to ask any questions.

RESOLVED

(i) **Navigation Committee – 22 February 2018**

RESOLVED

That the minutes from the Navigation Committee held on 22 February 2018 be received.

(ii) **Planning Committee: 2 March and 23 March 2018**

RESOLVED

that the minutes of the Planning Committee meetings held on 2 March and 23 March 2018 be received.

6/21 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

Norfolk and Suffolk Broads Charitable Trust – Keith Bruce reported that the Trust would be meeting on 21 May 2018 and discussing applications for grant, two projects to carry forward and 11 new applications for potential projects.

Louis Baugh commented that he would be sending apologies for the Trust meeting as he would be attending a parliamentary lobbying meeting in London with George Eustace concerning the Broads grazing marsh schemes.

Horning Boat Show – Brian Wilkins commented that the presence of the Broads Authority in Nick Sanderson, the Education Officer together with volunteers had been well received and engaged the public in a very positive way.

Local Authority updates:

Haydn Thirtle (appointed by **Norfolk County Council**) reported that the Leader together with the Chief Executive of Norfolk County Council would be pleased to accept the invitation to have a site visit with the Chairman and Chief Executive of the Authority. He also reported that James Bensly had stood down from the Authority and that Charles Reynolds would take his place as the **Great Yarmouth** appointee.

Melanie Vigo di Gallidoro (appointed by **Suffolk County Council**) reported that she had received a very positive and appreciative note from Carlton Colville Town Council stating that they were very proud to support the Suffolk Wildlife Trust's project which had recently received funding for the development of the Carlton Marshes Nature Reserve and to be associated with the Broads National Park.

Lana Hemsall (appointed by **Broadland District Council**) commented that the final report on the feasibility of South Norfolk Council and Broadland District Council working collaboratively was due to be published. It was anticipated that this could provide joint opportunities from which the Authority might also benefit.

6/22 Items of Urgent Business

There were no items of urgent business for consideration.

6/23 Formal Questions

In accordance with Section 6(2) of the Standing Orders a Member had given written Notice of a Question for answer in the Confidential Section of the Agenda concerning a Code of Conduct complaint. The Chairman stated that the question would be put and answered by the Solicitor and Monitoring Officer in the confidential section of the meeting without discussion.

6/24 Date of Next Meeting

The next meeting of the Authority would be held on Friday 27 July 2018 at 10.00 am at Yare House, 62 – 64 Thorpe Road, Norwich.

6/25 Exclusion of the Public

The Chairman proposed, seconded by Nicky Talbot and it was

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 and 5 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighed the public benefit in disclosing the information.

The audio recording was suspended.

Summary of Exempt Minutes

6/26 Exempt Minutes of the Broads Authority meeting – 16 March 2018

The exempt Minutes of the Broads Authority meeting held on 16 March 2018 were confirmed.

6/28 Exempt Minutes of the Navigation Committee meeting – 22 February 2018

The exempt Minutes of the Navigation Committee meeting held on 22 February 2018 were received.

6/29 Question provided under Section 6(2) of the Standing Orders:

The Question provided by a Member was put to the meeting and the Solicitor and Monitoring Officer provided an answer.

6/30 Chairman's Announcement

Jacquie Burgess announced that she would not be offering herself as Chair of the Authority in July as she would be undertaking a joint degree in Literature and History at the UEA, starting in September 2018. She thanked Members for their support and confidence in her leadership over the last three years.

Members of the Authority expressed gratitude for all her hard work for the Authority, especially in the light of some difficult challenges.

The meeting concluded at 14.10 pm.

CHAIRMAN

**Code of Conduct for Members
Declaration of Interests**

Committee: Broads Authority 18 May 2018

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Mike Barnard		<i>None other than those already declared</i>
Paul Rice		Chairman of Broads Society
Bruce Keith		Whitlingham Charitable Trust and Broads Charitable Trust
Kelvin Allen		Director / Chair BASG
Bill Dickson		<i>None other than those already declared.</i>
John Ash		Trustee Director of Wherry Yacht Charter Trust, Trustee Whitlingham Charitable Trust, and How Hill Trust
Greg Munford		CEO and Director of Richardsons. President of British Marine Association(?)
Brian Wilkins		<i>As previously disclosed</i>
Lana Hemsall		<i>As previously disclosed</i>
Nicky Talbot		Chair of Navigation Committee, NSBA, NBYC, Toll Payer
Melanie Vigo di Gallidoro		<i>None other than those already declared</i>
Sarah Mukherjee		CEO Crop Protection Association