

**Summary of Progress/Actions Taken following Decisions of Previous Meetings**

<b>Date of Meeting/ Minute No.</b>	<b>Authority Decision(s)</b>	<b>Responsible Officer(s)</b>	<b>Summary of Progress/ Actions Taken</b>
20 March 2015 Minute 5/27 <b>Lease of Moorings on River Thurne</b>	<ul style="list-style-type: none"> <li>• That the principles for the lease of moorings at Oby on the River Thurne be supported</li> <li>• The Chief Executive delegated to finalise the details and signing of the lease</li> </ul>	Director of Operations	Investigating alternative options for mooring provision in the area.
24 March 2017 Minute 5/13 <b>Housing White Paper Planning Fees</b>	<ul style="list-style-type: none"> <li>• BA responds to Government indicating that it would accept the offer of a 20% increase in application fees from July 2017</li> <li>• BA commits to spending additional fee income in the planning department on tangible planning benefits</li> <li>• 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.</li> </ul>	Director of Strategic Services /Head of Planning	Report to be prepared for Planning Committee for consideration.  Government has confirmed increase in planning fees as from 17 January 2018.

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19 May 2017 Minute No6/27 <b>Corporate Sponsorship Through National Parks Partnership</b>	<ul style="list-style-type: none"> <li>That the Authority confirms its support for the partnership with the international clothing company and recognises the benefits and obligations.</li> <li>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.</li> </ul>	Chief Executive	<p>Clothing delivered and allocated to staff and Members. We are now in the 'snagging' period and in contact with Columbia to swap items and obtain the correct fit.</p> <p>At a recent meeting of the UK's National Parks it was resolved to establish a national charity to respond to the opportunities for charitable giving from the corporate sector identified by National Parks Partnership.</p>
29 September 2017 Minutes 2/15 <b>Data Protection Regulations</b>	<ul style="list-style-type: none"> <li>From 25 May 2018 a significant change to data law will be implemented in the UK through the EU General Data Protection Regulation. Report and action required noted .</li> </ul>	Solicitor and Monitoring Officer	<p>A Data Asset Register has been drawn up identifying all categories of data being held and their location. A Retention Policy has also been developed with a view to deleting general data not in accordance with regulations by May 2018.</p> <p>Training for Staff took place on 13 and 15 February 2018 and training for Members took place on 11 and 15 May 2018.</p>
26 January 2018 Minute 4/24 <b>Transfer of Mutford Lock</b>	<ul style="list-style-type: none"> <li>The two Harbour Revision Orders are submitted and the tripartite agreement noted in the report be completed in all</li> </ul>	Solicitor and Monitoring Officer	<p>Legal procedures to effect transfer progressed through Authority's external lawyers and ready for submission. Fair split of costs being discussed with all parties.</p>

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	respects, to give effect to completing the transfer of the Lock in the Navigation Area and the ownership to the Broads Authority.		
16 March 2018 Minute 5/11 <b>Broads Local Plan</b>	<ul style="list-style-type: none"> <li>Broads Local Plan endorsed for submission to the Planning Inspectorate for the Examination in Public</li> </ul>	Planning Policy Officer	Examination took place on the 2 and 3 July 2018 but unfortunately could not be completed due to the Inspector being taken ill . The sessions programmed on 4, 5, 17 and 18 July (as in the <a href="#">Hearing Programme (v3)</a> ) will now be held in the Autumn. We will let you know about the rearranged programme as soon as possible.
16 March 2018 Minute 5/19 <b>Pilot Agri-Environment Scheme for the Broads</b>	<ul style="list-style-type: none"> <li>Contents of submission to Defra for pilot agri-environment scheme for the Broads, which builds on the partnership work with the National Farmers Union and local land managers and prepared with assistance of local conservation NGOs welcomed and noted.</li> </ul>	Head of Strategy and Projects/ Broadland Catchment Partnership Officer	Defra invited those bodies with ideas for tests and trials to submit a summary pro-forma by the end of June. Following rapid discussion with farmers and conservation bodies BA submitted a partnership response. BA will facilitate further local discussion.
18 May 2018 Minute 6/14 <b>Peer Review Action Plan: Review of the Authority's Governance Structure.</b>	<ul style="list-style-type: none"> <li>Moving to a quarterly cycle of meetings – four meetings of the Authority per annum; the timetable set to meet the key business deadlines. (Meetings of the Navigation Committee to be determined following this</li> </ul>	Chief Executive/Solicitor and Monitoring Officer	At its meeting on 14 June 2018 ,the Navigation Committee agreed to have 5 meetings per annum with one site visit.  Process for Nomination of Chair and Vice-Chair introduced and actioned.

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	<p>meeting)</p> <ul style="list-style-type: none"> <li>• Creating more informal opportunities for members and officers to interact through a minimum of four site visit/workshops for all members of the Authority in addition to the quarterly business meetings.</li> <li>• The Financial Scrutiny and Audit Committee to be re-purposed to the Audit and Risk Committee with amended Terms of Reference.</li> <li>• More formal and open process for the annual appointment of Chairs and Vice-Chairs, Committee membership and outside bodies through nominations and expressions of interest, in advance of the Annual meeting in July.</li> <li>• Establishing a Chairs Group comprising the Chairs and Vice-Chairs to support the Chair, steer the organisation and work with and support the Chief Executive. (This will not be a decision making group and items for business may be referred by any Member and added to the next business</li> </ul>		<p>Preferences for Committees considered by the Chairs Group on 3 July. These are taken account of in the report on appointments in this agenda. <b>(Item 16)</b></p> <p>Terms of Reference for Audit and Risk Committee and Hearings Committee are on this agenda for approval. <b>(Item17)</b></p> <p>Code of Conduct has been amended to include a less formal process for the Local Resolution Procedures and the opportunity has been taken to include a reference to the Social Media Policy and to insert a Data Privacy Notice on the Complaints Form. Also to correct an error in a cross referenced paragraph (No 4.16) <a href="http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/429551/Code-of-Conduct-for-Members.pdf">http://www.broads-authority.gov.uk/_data/assets/pdf_file/0008/429551/Code-of-Conduct-for-Members.pdf</a></p> <p>Timetable for 2018/19 has now been finalised as adopted by the Authority on 18 May and taking account of the requests from the Navigation Committee on 14 June 2018.</p> <p>The outcome of the Peer Review Group has been sent to Local MPs, copy to Lord Gardner, the Peer Reivew Goup and all Local Authority partners together with the update on the Broads Plan 2017.</p>

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	<p>agenda if appropriate).</p> <ul style="list-style-type: none"> <li>Adopting a less formal process as part of the Local Resolution Procedure in the Code of Conduct to resolve members issues quicker and avoid them escalating.</li> </ul>		<p>Members Handbook is now available. <a href="http://www.broads-authority.gov.uk/about-us/who-we-are/members/members-handbook">http://www.broads-authority.gov.uk/about-us/who-we-are/members/members-handbook</a></p> <p>Topics for Member Workshops being considered to cover:</p> <ul style="list-style-type: none"> <li>Broadland Futures Initiative – Flooding post Brexit</li> <li>Integrated Access</li> <li>Sediment Management</li> <li>Swing Bridges</li> </ul>
<p>18 May 2018 Minute 6/15 <b>Future arrangements for the Broads Forum. – Engagement with stakeholders</b></p>	<ul style="list-style-type: none"> <li>to retain the Broads Forum as one of many mechanisms for engaging with stakeholder organisations and move to twice yearly Broad Forum Workshops, each focussing on a key issue facing the Broads;</li> <li>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.</li> </ul>	<p>Chief Executive/Strategy and Policy Officer</p>	<p>All Broads Forum Members and Stakeholders have been informed of the decision and thanked for their contributions.</p> <p>New Format being adopted for the next event.</p>