

## AGENDA

**18 May 2018**

**10.00 am**

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|---|---------|
| 1. <b>To receive apologies for absence and welcome</b>  |         |
| 2. <b>Chairman's Announcements</b>  |         |
| 3. <b>Appointment of Vice-Chairman</b> until the Annual Meeting   |         |
| 4. <b>Appointment of Two Co-opted Members to the Broads Authority</b><br>Report by Chief Executive (herewith)       | 4       |
| 5. <b>Introduction of Members and Declarations of Interest</b>  |         |
| 6. <b>To note whether any items have been proposed as matters of urgent business</b>                                |         |
| 7. <b>Public Question Time</b><br>To note whether any questions have been raised by members of the public           |         |
| 8. <b>To receive and confirm the minutes of the Broads Authority meeting held on 16 March 2018</b> (herewith)       | 5 – 21  |
| 9. <b>Summary of Progress/Actions Taken following Decisions of Previous Meetings</b><br>To note schedule (herewith) | 22 – 28 |

### PRESENTATION

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| 10. <b>Use of Technology : GIS Interface, Data Gathering and Monitoring</b><br>Presentation by IT Project Manager and GIS Officer |  |
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### STRATEGY AND POLICY

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| 11. <b>Strategic Direction:</b><br><b>Broads Plan Strategic Update, Strategic Priorities 2018/19, and Annual Business Plan</b>  | 29 – 63 |
| <ul style="list-style-type: none"> <li>• <i>Peer Review</i></li> <li>• <i>Acle Bridge</i></li> <li>• <i>Water Mills and Marshes LPS Quarterly report for HLF</i></li> </ul> |         |
| (ii) <b>CANAPE update</b><br>Reports by Chief Executive, Management Team, Strategy Officer  | 64 - 67 |

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and Project Managers (herewith)	
12. <b>Financial Performance and Direction</b> Report by Chief Financial Officer (herewith)	68 – 80
13. <b>Standing Orders relating to Contracts including Annual Report on Requests to Waive Standing Orders</b> Report by Chief Financial Officer (herewith)	81 – 99

#### GOVERNANCE

14. <b>Review of Code of Corporate Governance</b> Report by Solicitor and Monitoring Officer (herewith)	100 – 117
15. <b>Peer Review Action Plan: Review of the Authority’s Governance Structure</b> Report by Chief Executive and Strategy & Projects Officer (herewith)	118 – 127
16. <b>Future Arrangements for the Broads Forum</b> Report by Chief Executive and Strategy & Projects Officer (herewith)	129 – 143
17. <b>Broads Authority External Funding Working Group – Draft Terms of Reference</b> Report by Chief Financial Officer (herewith)	144 – 147
18. <b>Health and Safety</b> Report by Head of Safety Management (herewith)	148- 161

#### REPORTS FOR INFORMATION

19. <b>The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code:</b>	
• <b>Broads Authority Safety Management System Internal Audit Findings</b>	162 – 167
Report by Head of Safety Management (herewith)	

#### MINUTES TO BE RECEIVED

20. <b>To receive minutes of the following meetings:</b>	
Navigation Committee – 22 February (herewith)	168 – 178
Planning Committee – 2 March 2018 (herewith)	179 – 192
Planning Committee – 23 March 2018 (herewith)	193 – 201
21. <b>Feedback from Members appointed to represent the Authority on outside bodies</b>	

*How Hill Trust – Prof Jacquie Burgess and Mr John Ash*  
*National Parks UK and National Parks England – Prof Jacquie Burgess*  
*Norfolk and Suffolk Broads Charitable Trust – Mr Louis Baugh and Mr Bruce Keith*  
*Norfolk Mills and Pumps Trust – Prof Jacquie Burgess*  
*Upper Thurne Working Group – Mr Brian Wilkins*  
*Whitlingham Charitable Trust – Mr John Ash, Mr Matthew Bradbury, Mr Vic Thomson and Mr Bruce Keith*

*Local Authority Feedback – John Timewell, Haydn Thirtle, James Bensly, Lana Hempsall, Paul Rice, Vic Thomson, Gail Harris, Mike Barnard, Melanie Vigo di Gallidoro*

22. **To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972**
23. **To answer any formal questions of which due notice has been given**
24. **To note the date of the next meeting – Friday 27 July 2018 at 10.00 am at Yare House, 62-64 Thorpe Road, Norwich**
25. **Exclusion of the Public**  
 The Authority is asked to consider exclusion of the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 1, 3 and 5 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.
26. **To receive and confirm the Exempt Minutes of the Broads Authority meeting on 16 March 2018 (herewith)** 202 – 203
27. **To receive the Exempt Minutes of the Navigation Committee meeting on 22 February 2018 (herewith)** 204 – 205