

Broads Authority

17 March 2023

Agenda item number 14

Appointments to Navigation Committee

Report by Christine Lee, Chair of the selection panel and Sara Utting, Senior Governance Officer

Purpose

The report outlines the appointment process for the Navigation Committee, conducted in accordance with Section 9 of the Norfolk and Suffolk Broads Act 1988, and recommends the appointment of co-opted members to the Navigation Committee with effect from 1 April 2023.

Broads Plan context

Theme C – “Maintaining and enhancing the navigation”. The role of the Navigation Committee is to advise the Authority on matters relating to strategic management of the waterways.

Recommended decision

To accept the recommendations of the selection panel, endorsed by the Navigation Committee, and appoint the individuals named in paragraph 4.1 as co-opted members to the Navigation Committee.

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1. Introduction

- 1.1. The appointment process for the co-opted members of the Navigation Committee is conducted on a four yearly basis and as additionally necessary to fill any casual vacancies on the committee. Terms of appointment are for four years with a maximum aggregated term of eight years.
- 1.2. The membership of the current co-opted members is due to end on 30 March 2023, therefore the recruitment process for the forthcoming eight vacancies has been carried out.

2. Appointment Process

- 2.1. Details of the vacancies were advertised on the Broads Authority's website, on the Navigation Committee page and the jobs page. They were also advertised on the Eastern Daily Press jobs page, Facebook, Twitter and LinkedIn, in the September issue of the Broads Briefing and in the Harnser Magazine. The closing date for applications was 12 October, which was then extended to 19 October due to having received a low number of applications.
- 2.2. In total, 12 applications were received by the closing date; these were subsequently shortlisted to 11 candidates by the selection panel. One applicant was not asked to interview due to the fact that they were based outside of the UK and it was considered that this would preclude them from participating in committee meetings, briefings and workshops, attending site visits etc, all of which were vital to being an effective member.
- 2.3. The panel comprised:
 - Christine Lee – Panel Chair (one of the Authority's two Independent Persons)
 - Richard Card – President, Norfolk and Suffolk Boating Association
 - Lesley Robinson – Chief Executive, British Marine Federation
 - Bill Dickson – Chair, Broads Authority
- 2.4. The 11 shortlisted candidates were interviewed on either 3 November or 10 November. They were advised that, as part of the interview, they would be required to give a short presentation to the panel on the topic: "What do you consider to be the main strategic challenges confronting the Broads navigation, and how would you address them?"
- 2.5. Candidates were assessed and scored on the following criteria:
 - Understanding of the navigation area and relevant issues
 - Good knowledge of the varied recreational uses of the Broads Authority
 - Independence of thought
 - Ability to see more than one side to every argument and take a balanced view

- Experience of equality, diversity and inclusion issues, and the relevance of these in the Broads context.
- 2.6. Each candidate was assessed on the above criteria with an A-D marking system (A = strong evidence, B = good evidence, C = weak evidence, D = no evidence).

3. Consultation

- 3.1. As part of the appointment process, 27 organisations were contacted for their inclusion in the consultation process in accordance with paragraph 9 of the Norfolk and Suffolk Broads Act. A list of these organisations can be found in Appendix 1.
- 3.2. Each organisation was provided with a list of the short-listed candidates and advised that they could request further information on each candidate, if they wished, before submitting their comments. A total of 11 organisations responded and their comments were forwarded to the panel for its consideration.
- 3.3. The panel met again to review the feedback received, and subsequently re-affirmed its list of eight recommended candidates.

4. Recommendations

- 4.1. The panel has agreed to recommend that the following candidates be appointed to the Navigation Committee wef 1 April 2023. All appointments are for a four-year term, with the exception of Simon Sparrow who is recommended for a two-year term, making a total of eight years¹.

Categories:

Category A - such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate:

Daniel Thwaites

Simon Sparrow

Category B - such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate:

Peter Dixon

Category C - such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate:

Mark Collins

¹ Simon was first appointed in 2017 (2-year term) and subsequently reappointed in 2019

Category D - such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate:

Bob Neate

Paul Thomas

Category E - such bodies appearing to it to represent other users of the navigation area as it considers appropriate;

Remus Sawyer

Category F - after consultation with the Great Yarmouth Port Authority.

Alan Goodchild

5. Other areas for consideration

- 5.1. The panel also took the opportunity to review the recruitment process as a whole, including the timetable; content and medium for future advertising campaigns and how to attract a more diverse range of applicants.
- 5.2. In addition, the panel was of the view that participating in the annual member review process was an important part of a member's continual professional development as a member of the Navigation Committee. Therefore, it is recommending that the terms of appointment for all newly appointed members should include the requirement to have an annual review, carried out by the Chair of the Navigation Committee, and this will be taken into account as part of any future re-appointment to the committee. This recommendation was also endorsed by the Navigation Committee.

6. Risk implications

- 6.1. The Act requires the Authority to appoint eight members from among persons who are not members of the Authority. If any of the recommended candidates are not appointed at this meeting, a further recruitment exercise will need to be undertaken.

7. Conclusion

- 7.1. The shortlisting and interview processes were thorough, and designed to ensure that all the candidates were given equal opportunity. This was enhanced by the panel members, three of whom are external to the Broads Authority.

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Date of report: 16 February 2023

[Broads Plan](#) strategic objectives: C1-4

Appendix 1 – List of organisations consulted

Appendix 1: List of organisations consulted on the appointments to the Navigation Committee and the relevant paragraph under Section 9 of the 1988 Norfolk and Suffolk Broads Act

Angling Trust	E)
British Marine	A, D)
British Rowing	B)
British Stand Up Paddle Association	E)
British Waterski	B)
Broads Angling Services Group	E)
Broads Canoe Hire Association	A)
Broads Hire Boat Federation	A, D)
Broads Reed and Sedge Cutters Association	D, E)
British Canoeing	B, E)
Chamber of Shipping	D)
East Anglian Waterways Association	C)
Eastern Region Rowing Council	C, D)
Eastern Rivers Ski Club	C, D)
Great Yarmouth Port Authority	F)
Great Yarmouth Port Users Association	D)
Hickling Windsurfers	E)
Inland Waterways Association	B)
Inland Waterways Association – Eastern Region	C, D)
National Association of Boat Owners	B)
Norfolk and Suffolk Boating Association	C, D)
Passenger Boat Association	D)
Royal Yachting Association	B)
RYA – Eastern Region	D)
Sport England	E)
Swim England	E)
UK Windsurf Association	E)

<p>Categories:</p> <p>A = such bodies appearing to the Authority to represent the owners of pleasure craft available for hire or reward as it considers appropriate;</p> <p>B = such bodies appearing to it to represent nationally the owners of private pleasure craft as it considers appropriate;</p> <p>C= such bodies appearing to it to represent the owners of private pleasure craft which use any part of the Broads as it considers appropriate;</p> <p>D = such bodies appearing to it to represent persons who are likely to be required to pay ship, passenger or goods dues imposed by it as it considers appropriate;</p> <p>E = such bodies appearing to it to represent other users of the navigation area as it considers appropriate; and</p> <p>F = after consultation with the Great Yarmouth Port Authority.</p>
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