

# Broads Authority

## Minutes of the meeting held on 29 January 2021

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## Present

Bill Dickson – in the Chair, Kelvin Allen, Harry Blathwayt, Stephen Bolt, Matthew Bradbury, Andree Gee, Gail Harris, Lana Hemsall, Tristram Hilborn, Tim Jickells, Bruce Keith, James Knight, Greg Munford, Simon Roberts, Matthew Shardlow, Simon Sparrow, Nicky Talbot and Melanie Vigo di Gallidoro

## In attendance

John Packman – Chief Executive, Hilary Slater – Monitoring Officer, Maria Conti – Head of Governance, Emma Krelle – Chief Financial Officer, Rob Leigh – Head of Communications, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Essie Guds - Meeting moderator, Sarah Mullarney - Meeting moderator and Sara Utting – Governance Officer.

## 1. Welcome and apologies

The Chair welcomed everyone to the meeting and introduced Gavin Rumsey (Customers and Engagement Specialist) and Kellie Fisher (Senior Flood and Coastal Risk Management Advisor) of the Environment Agency (for item 11).

**Apologies** were received from Vic Thomson and Fran Whymark.

## 2. Chairman's announcements

Openness of Local Government Bodies Regulations 2014 and provisions of The Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings England and Wales) Regulations no. 392.

The Chair reminded members that the meeting was being held under the provisions of the above regulations and in accordance with the Broads Authority's Standing Orders for remote meeting procedures agreed on 22 May 2020. The meeting was being live streamed and recorded and the Broads Authority retained the copyright. The minutes remained the record of the meeting.

The Chair advised that, due to the availability of the guest speakers, item 10 (Broadland Futures Initiative) would be taken after item 7.

The Chair reminded members that the Member Annual Reviews would be commencing shortly. Although these were primarily a DEFRA requirement for Secretary of State appointees, he encouraged all members to participate as they provided a number of benefits and an opportunity for members to present their views on the performance of the Authority and suggestions for improvement. Officers would be circulating the forms shortly and contacting members to make the necessary arrangements.

## 3. Introduction of members and declarations of interest

Members declared interests as set out in Appendix 1 to these minutes.

Leslie Mogford joined the meeting at 10.06am.

#### **4. Items of urgent business**

There were no items of urgent business.

#### **5. Public question time**

No public questions had been received.

#### **6. Minutes of last meeting**

The minutes of the meeting held on 20 November 2020 were approved as a correct record and would be signed by the Chairman.

A member raised a question on the item relating to the setting of tolls and the fact that three members had been unable to take part, which he considered to be unsatisfactory for such an important item (minutes 3 and 8 referred). Furthermore, he had been under the impression that the Monitoring Officer (MO) would report on what the proper situation should be so a similar situation could be avoided in the future and questioned whether this could be provided now or at the next meeting. The MO referred to the advice which she gave at the last meeting and said she could obtain a second opinion if that was what Members wanted and this could be provided at the next meeting. The member responded that he personally had not been affected, but the entire hire boat industry had been removed from being able to say anything or answer questions. He felt this could be perceived as a division between the private hire and commercial boat industry, which was not helpful to the Authority. In response to a question by another member if the principle had also applied to the Navigation Committee when the same matter had been discussed, the Chief Executive advised that the Navigation Committee was advisory only and did not make decisions. He added that members of that committee had declared a personal interest as hire boat operators and contributed at the meeting by giving their views. The MO ruling had been for the Broads Authority meeting and the decision on the level of tolls and the question of a Disclosable Pecuniary Interest. It was agreed that a second opinion would be sought.

#### **7. Summary of actions and outstanding issues**

Members received the latest summary of actions and outstanding issues following decisions at previous meetings. The Chief Executive advised that it had been two to three decades since the process for the transfer of Mutford Lock had first started but was pleased to confirm that the formal transfer had been approved by the Marine Management Organisation (MMO) on 14 January. He wished to pay particular tribute to Angie O'Connor, Asset Officer at the Authority and the Chair (who was a member of the MMO Board), who had both persevered with the project, recognising its importance. Whilst it had been frustrating in taking nearly 25 years to come to fruition, completion was almost in sight, with the Order laid in Parliament on 21 January and coming into force on 19 February 2021.

In terms of the Section 113 Agreement with East Suffolk Council (ESC), the Chief Executive reported that this had now been signed and arrangements were formally in place for ESC to provide Monitoring Officer and Deputy Monitoring Officer services to the Broads Authority. He thanked Birketts and ESC for all their assistance.

The Chief Executive reported on his attendance at a recent meeting of the Test and Trials Steering Group, which included an interesting presentation on the governance arrangements.

It was noted that there was nothing further to report on the Landscapes Review as an announcement was still awaited from the Secretary of State. However, it was likely that this would be delayed due to other ministerial pressures such as Brexit and the Covid pandemic.

#### **The report was noted.**

Due to major technical issues with the Lifesize platform resulting in the meeting being inquorate, in accordance with the Standing Orders – Procedure Rules for Remote Meetings, the meeting was adjourned at 10.20am and reconvened on **Tuesday 9 February 2021 at 10am.**

#### **Present**

Bill Dickson – in the Chair, Kelvin Allen, Harry Blathwayt, Stephen Bolt, Matthew Bradbury, Andree Gee, Gail Harris, Tim Jickells, Bruce Keith, James Knight, Leslie Mogford, Simon Roberts, Matthew Shardlow, Simon Sparrow, Nicky Talbot, Vic Thomson and Melanie Vigo di Gallidoro

#### **In attendance**

John Packman – Chief Executive, Hilary Slater – Monitoring Officer, Maria Conti – Head of Governance, Emma Krelle – Chief Financial Officer, Rob Leigh – Head of Communications, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Essie Guds - Meeting moderator, Sarah Mullarney - Meeting moderator and Sara Utting – Governance Officer.

#### **Apologies**

Tristram Hilborn and Fran Whymark

#### **Guests**

Gavin Rumsey and Kellie Fisher – Environment Agency

## **8. Budget 2021/22 and financial strategy to 2023/24**

The Chief Financial Officer (CFO) introduced the report, which provided a strategic overview of issues and items for decision, including a summary of the income and expenditure for the consolidated budget up to 30 November 2020; any amendments to the Latest Available Budget; Forecast Outturn and the movements on earmarked reserves; the updated draft budget for 2021/22 and the draft financial strategy to 2023/24. Finally, following the Authority's decision to apply a 4% increase in navigation charges, an updated budget for 2021/22 was also set out. In presenting the report, the CFO advised that updated figures were

now available for the period up to the end of December 2020 for the actuals in Table 1 - £617,965 (42.4%) so toll income had increased by £97,961, which reduced income adverse variance of £171,363. However, whilst this looked high, it was important to remember that the latest available budget had not been adjusted since the carry forwards from last year. All budget savings had been incorporated into the forecast. There had been some delays to projects, mainly as a result of Covid, one of those being the electrifying of launches and delivery of the Experience project, it was proposed to put savings into earmarked reserves at the end of the financial year. Table 4 had decreased slightly at end of December to £1,714,648 due to two new vehicles being delivered and some money being received from an outstanding claim on Heritage Lottery Fund (HLF). Despite receipt of funds for the July to September claim period, the HLF reserve still remained overdrawn at end of December at £169,801. A further claim for October to December expenditure had just been submitted, but this did not bring the reserve back into credit. It was proposed for a one-off loan of £100,000 from National Park, to be repaid at the end of the project (June 2024).

In terms of the budget, the National Park Grant settlement from DEFRA still remained outstanding. The budget assumed the same level as 2021 and members would receive an update at the March meeting. The report also assumed a 2% pay increase which had been used for toll setting and this was prior to any announcement on the Comprehensive Spending Review. However, the NJC, which negotiated pay increases, might still negotiate a different deal. If a -0% increase pay deal was implemented, approximately £97,750 of immediate savings would be made in next year's forecast. The budget incorporated a 4% increase in toll charges, the funding for the safety package from National Park Reserves and allowance for the loss of a further 20 hire boats lost this year. Projects delayed from 2020/21 had been reinstated. The CFO apologised for an error on the column headings in Table 6 which should read National Park, Navigation and Consolidated, in turn. The cost split was roughly the same as 2020/21.

The CFO reassured members on the deficit, advising that this would be funded from National Park and Navigation reserves but even after the deficit, these remained above the recommended levels if income and expenditure remained on track. There would be a review of the reserves throughout 2021/22 to make sure they were future pandemic proof and for the years 2022/23 onwards, these would be reviewed later this year as part of the 2022/23 toll setting.

A member queried if there would be more transfers from the National Park reserves into the navigation side. The CFO responded that the increase in tolls was originally looking to be significant, but agreement had been reached with DEFRA to draw down money if income remained at a really low level. Being conscious of the effect of the impact of a large increase would have on tollpayers, the Authority agreed to fund £250,000 across two years (£130,000 in year 1 and £120,000 in year 2) from National Park reserves, to support the safety package, which members had considered to be very important. The Chief Executive (CE) added that DEFRA had been clear that the Authority's response to the accidents and public safety concerns was appropriate and agreed it would be appropriate to fund from the National Park Grant. He reported on two meetings which he had attended – one was with DEFRA and all the

Inland Navigation Authorities who were concerned about a potential repeated flood of new visitors and local people to inland waterways when the current restrictions were lifted and the potential issues which could arise. The second meeting had been of the National Water Safety Forum, which included the Chief Executives of all the main safety organisations such as the Marine & Coastguard Agency, RNLI and RoSPA. They all had concerns that deaths from drowning in coastal and inland waters might increase this summer due to inexperienced people taking risks. He considered that members had made the right decision for safety measures to be funded from the National Park reserves and these remained well above minimum levels. However, this was a one-off and the Authority would not be able to use these reserves to support navigation expenditure again. There were important calls on those reserves as the Authority moved towards a Green Recovery Plan for the Broads. In the current climate, it was acknowledged that the 4% increase in tolls was not welcome but it was considered to be the right level to set, although some payers were of the opinion that they should receive a discount or a 0% increase. He concluded that the combination of funding important safety matters from the National Park reserves and a 4% increase in tolls were a good proposition and had been supported by members. The Chair echoed these comments and thanked members for their support.

A member referred to the safety issue and questioned if it was aspirational for the additional Rangers to remain in post beyond 2023/24 and if so, would this result in a long-term increase in the budget. The CE responded that was the purpose of the 4% increase as opposed to 3% - to create room for additional patrolling in year 3, referring to the £130,000 for this year and £120,000 the following year, after which the Authority would review whether the additional patrolling (to be funded from tolls) should be retained.

Steven Bolt proposed, seconded by Gail Harris, and

**It was resolved unanimously**

To note the actual income and expenditure figures, and agree to the principle of:

- i. Transferring an underspend at year end in the launch budget to the earmarked reserve, as set out in paragraph 2.2;
- ii. Transferring an underspend at year end relating to the EXPERIENCE project to a new Match funding earmarked reserve, as set out in paragraph 2.3;
- iii. Making a further one-off £100,000 contribution to the Heritage Lottery Fund earmarked reserve, as set out in paragraph 5.3;

And the adoption of the:

- iv. 2021/22 Budget, including endorsement of the assumptions made applied in preparation of the Budget; and
- v. Earmarked Reserves and Financial Strategy for the period 2021/22 to 2023/24.

## 9. Strategic direction update

The Chief Executive (CE) introduced the report which proposed strategic priorities for 2021/22 and presented the latest Broads Plan summary of progress. It was proposed to retain four key priorities, mainly ongoing, large scale projects (two of which were externally funded) from the previous year and two new priorities as follows:

- CANAPE (Creating a New Approach to Peatland Ecosystems)
- Environmental Land Management scheme (ELMs)
- Responding to climate change (Broadland Futures Initiative and Climate Change Action Plan)
- Water, Mills and Marshes Landscape Partnership Scheme

New:

- Broads strategy and policy review (Broads Plan and Local Plan)
- Safety in the Broads

The CE reminded members that the Norfolk and Suffolk Broads Act 1988 required the Authority to review the Broads Plan at least every five years but did not specify how this should be carried out. For the Authority, a complete rewrite of the Plan was a major exercise, taking up considerable time and resources. Therefore, officers were proposing an alternative approach. The current Broads Plan was a really big step forward in terms of the Authority's policy development with much of it, particularly longer-term, still relevant. Therefore, rather than rewrite the Plan, it was suggested to carry out a refresh with updates to the actions for the next 2-3 years. The CE added that staff resources were currently stretched due to reductions in NP Grant and the effect of the Covid-19 pandemic. It was accepted that the Broads Plan was a very important document to both members and officers in setting out what the Authority would be focussing on for the next few years. In addition, the Glover Report identified protected landscape management plans as important documents, with new DEFRA guidance expected. However, the teams within DEFRA were focussed on different areas of the Glover Report and it had become apparent that work on management plans was not being progressed as fast as anticipated, probably as there was now limited experience due to staff changes. It was evident that significant experience of management plans lay with the National Park Authorities. Other National Parks were carrying out similar reviews to that suggested and the CE had spoken to the CE of the Lake District NPA to share best practice pending further DEFRA guidance. He confirmed that the refresh would pick up on issues like Green Recovery, biodiversity and a landscape style approach in which the Authority was already involved through a number of projects.

A member referred to his work as a Norfolk County Councillor on flooding and in particular the effects of land management practices which help hold the water further up in the catchment, and questioned if there was anything which could be shared. The CE advised that he had recently been contacted by Bungay Town Council about the recent extreme flooding in

that area and had inquired about the clearing out of ditches. Whilst flooding could be caused by blocked drains, catchment work had identified that climate change brought more rain in the winter and more severe events so there was a need to hold the water back up in the top of the catchment. Whilst the area was not an upland area, the Broads did slope from north-west to south-east. The CE referred to trials that had been carried out, with funding from Tesco, in relation to potato fields and cutting lines in the tramways, citing this as a good example of best practice. The member added that in the past most concerns had been due to rivers flooding but it was now more of a land management issue and it was important to retain the water further up the catchment.

Another member referred to the Water Resources East partnership with Norfolk County Council looking at a Norfolk Water Management Plan, which was not about flooding but water demand, particularly during the summer. There was an opportunity to look at how the Broads supported agriculture and the effect of abstraction licences. In addition, he questioned where the water would come from for the 40,000 new homes to be built within the next 25 years. The Director of Strategic Services advised that the Authority was involved in this work for the Strategic Norfolk Water Management Plan for Water Resources East. It had recently recruited a manager for the team with a consultant employed to carry out interviews to get work started, to which Broads officers were taking part. The BFI had requested an update for its meeting in June, so there were links with the BFI and WRE as well.

A member commented that he felt navigation had taken a back seat in the proposed strategic priorities for 2021/22 unless safety on the Broads counted as a navigational issue. He would have liked to see something about how to stop the decline in moorings, the electrification of boating on the Broads and the provision of electrical infrastructure at moorings. He added that the Authority should cover all three of its main purposes in its strategic priorities. The CE reassured the member that the Authority had not lost sight of all its responsibilities, referring to the dredging of Hickling Broad carried out under CANAPE which was a benefit to navigation and affirmed that the priority on safety would be mainly focussed on navigation. In terms of electrification of boating, the Authority was actively pursuing that with good work with the Hethel Innovation Centre and local boat building companies as well as the issue of electric charging points at moorings. The Director of Operations added that whilst the issues referred to by the member were not listed specifically within the strategic priorities, they were part of the routine operational work programmes.

A member concurred with the suggested approach for the Broads Plan, commenting that it was accepted practice across all sectors to have a 10 year strategy with a five year review to take account of new circumstances, and this was the right process which he urged members to support. However, he suggested that the Covid recovery overarching should be included in the Broads Plan, either as a priority or as a golden thread throughout the document. Another member endorsed these comments, agreeing that a light touch approach would be appropriate.

Another member also supported the suggested approach and endorsed the proposed strategic priorities. He referred to the milestones in the climate reduction plan and

commented that these mainly related to the Broads Authority itself and suggested that these should include some broader, more wide-ranging ones.

The CE advised that he had attended a meeting of the Norfolk Chief Executives Group the previous evening at which Asher Minns of the UEA gave a presentation to the group on climate change. In terms of actions, it was really important to work with neighbouring local authorities and other organisations. Asher had suggested a non-political climate change committee for Norfolk, similar to the independent national climate change committee. The BA, district councils and county councils should look at not just their own carbon footprints but Norfolk and the Broads as a whole. For any impact, we needed to work on transport issues, and with residents and businesses. The volume and standards of housing to be built within the next few years needed to be sustainable, such as using air source heat pumps to provide heating. Whilst we were not quite there yet, there was a need to engage with local authorities and partners to get joined-up action to make a bigger difference.

Another member commented that there was currently much uncertainty so the Authority should take the time to take stock of the position. A nature recovery plan would be an important part of the Authority's work in the future to reverse the decline of the biodiversity of the Broads, and he suggested members receive a presentation on this. The water resource issue was not just about too much water but also not enough, and he questioned what would be done over the next 2-3 years to make the Broads work, not just for boating but for preservation of wildlife and so on. The CE responded that research work was being carried out by consultants on landscape scale biodiversity recovery and this would be presented to members as early as possible. The work planned by WRE and Anglian Water would help the Authority assess water availability and demand and how this could be managed. There was a linkage between climate change, agriculture and the pressure on the environment through new businesses and housing, which were big topics for the next 20 years.

The Chair concluded that the suggested approach would be the best way forward, with a limited number of strategic priorities but also a reference to Covid-19 and the impact this was having on the Authority's activities.

Matthew Bradbury proposed, seconded by Keith Bruce, and

**It was resolved unanimously** to approve the strategic priorities for 2021/22 and note the Broads Plan summary of progress (July 2020 to January 2021).

## 10. Broadland Futures Initiative – Elected Members Forum

This item was taken prior to item 8.

The Director of Strategic Services (DoSS) introduced the report, providing an update on the progress of the Broadland Futures Initiative (BFI) and seeking the appointment of a Broads Authority representative to the elected members forum.

A member referred to the taskforce chaired by Lord Dannatt, and asked if the Broads Authority was a member of it and how it sat alongside the BFI. The DoSS advised that she was

aware of the new taskforce and would be attending its meeting later that week, which would enable her to find out more about it. The work undertaken by the BFI could help the taskforce, as many of the reports produced for the BFI area were also relevant to Norfolk in general, so this would support the work the taskforce was seeking to do.

Lana Hemsall joined the meeting at 10.09am.

The vice-chair encouraged all members to look at the BFI virtual exhibition, which could be accessed by the Authority's own website through BFI pages. He considered the forum to be well constituted but queried its tenure and how it would evolve in the future and if there were any milestones at this stage. The DoSS responded the objective was to set up a long-term plan but acknowledged there were lots of uncertainties towards the future so there would be different steps to meet. "Evolving pathways" was the recommended approach, to reach agreement on something before something else was agreed, with reviews of the latest evidence such as on the impact of climate change and other issues.

Kellie Fisher referred to the Shoreline Management Plan which was very similar in process, being a long-term aspirational strategy. The latest science on climate change would be used to make policy based decision on intent of management across the Broads area. It would take typically 3-5 years to work through the strategy, retaining democracy as a key feature and hearing from stakeholders on a regular basis.

A member referred to the BFI project team and commented that he was surprised to see Anglian Water was not involved. Gavin Rumsey responded that the team included officers from Water Resources East (WRE) and the Water Management Alliance (Internal Drainage Boards), therefore, Anglian Water was represented by WRE and formed a part of the BFI.

In response to a member's question on how much public engagement there had been so far, Gavin Rumsey advised that since it started on 18 January, 80 full responses had been received to the survey and over 600 visits to the virtual exhibition, which was considered to be steady progress against the backdrop of a pandemic. Plenty of time had been allowed for the engagement process, with a closing date of 11 April, to enable full participation. Public engagement would continue beyond 11 April and the two-way dialogue between the project team and the communities would continue throughout the lifespan of the project.

The Chair asked members to note progress and then sought nominations for the Authority representative on the forum. Matthew Bradbury volunteered, advising that he had a deep interest in climate change and was working on several similar projects like this, as well as experience in flood projects in Norfolk in the past for both Essex and Suffolk Water and the Norfolk Wildlife Trust and also experience in Shoreline Management Plans. He considered it was important the Authority was well represented, given the leadership it had already shown. In terms of the substitute, it was agreed that, as local authority members were already well represented on the forum, the substitute should be a representative of the Secretary of State appointees and consequently, Matthew Shardlow volunteered to be the Authority's substitute representative.

**It was resolved by consensus** to appoint Matthew Bradbury as the named representative and Matthew Shardlow as his substitute to the Broadland Futures Initiative Elected Members Forum.

## 11. Appointment of Independent Person

The Chair presented the outcome of the interviews for the appointment of an Independent Person, together with the recommendation to reappoint Christine Lee for a second term.

Lana Hemsall proposed, seconded by Matthew Bradbury, and

**It was resolved unanimously to**

- i. Appoint Amanda Orchard as an Independent Person until the Annual Meeting in 2024;
- ii. Reappoint Christine Lee as an Independent Person until the Annual Meeting in 2024;
- iii. Appoint Christine Lee to the Water Skiing and Wake Boarding Appeals Panel and consult them on the appointments of members of those panels under paragraph 3(c) of Schedule 2 of the Broads Authority Act 2009.
- iv. Thank Simon Smith for his services.

## 12. Policy on using social media

The Head of Communications (HoC) presented the report, which proposed an updated policy on the use of social media. The policy had been adopted in 2017 to help guide members, officers and others on the appropriate use of social media when referencing or being affiliated with the Authority. As social media had expanded rapidly since then, it was considered appropriate to review the policy and reflect all learning over recent years.

It was noted that no substantive changes were being proposed, with the document being revised to improve the flow of sections and ease of reading, update references and reformat for accessibility. General advice on using social media, like top tips, had been removed as this was not relevant to the policy document, even if the Communications department were always willing to give advice.

A member asked for clarification on whether the use of social media for her business fell within this policy. The HoC advised that members needed to be clear when they were acting in a personal capacity and clearly distinguish comments made as a representative of the Broads Authority. The Monitoring Officer supplemented this advice by referring to the Members' Code of Conduct and the specific reference to when a member was acting "in capacity", which was the same for district councils, with which the member would be familiar. The MO confirmed that acting in a business capacity was completely separate from the member's local authority and Broads Authority roles. The member responded that the social media policy was not entirely clear about lines of capacity and whilst she was easily recognisable as a local authority and BA member, she was not acting in that capacity all of the time. In her view, the policy needed a clearer definition on capacity lines. The MO confirmed

that she could look at the wording to include specific reference to what was meant by being “in capacity” in the policy.

Another member supported the principle expressed above, commenting that he found the previous policy very prescriptive and contained odd rules about members being friends with officers on social media platforms. The Head of Governance referred to page 4 of the new policy, which provided advice and guidance on “friend requests” and avoiding positions of members and officers having a real or apparent conflict of interest.

Matthew Bradbury proposed, seconded by Nicky Talbot, and

**It was resolved by 17 votes for and one against** to delegate authority to the Monitoring Officer to make any amendments necessary to clarify when the policy was applicable to members acting in capacity and to adopt the updated policy on using social media, as amended.

### 13. Items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

### 14. Minutes to be received

Members received the minutes of the following meetings:

Audit and Risk Committee – 21 July 2020

Broads Local Access Forum – 2 September 2020

Navigation Committee – 22 October 2020

Planning Committee – 6 November 2020

Planning Committee – 4 December 2020

### 15. Feedback from members appointed to outside bodies

No members had any updates.

The Chair proposed that it might be more productive to consider alternative ways for members to report on their attendance at outside bodies, as this standing item tended to produce little feedback. He asked for members’ views on whether the item should be removed from the BA agenda, suggesting that any member who wished to raise something of strategic importance relating to their representation on outside bodies could contact both him and the Chief Executive to consider the best way to report to all members.

A member suggested the approach used by some local authorities, which was for members to submit a short, written report to be included within the agenda papers, and questions could be asked of the member at the meeting.

Another member disagreed with the Chair's suggestion to remove the standing item, as he considered it provided an opportunity for member representatives to provide feedback where necessary.

Another member suggested a rolling schedule of reporting, with each body being reported on a minimum of once per year. Members would not be obliged to give a report but this would at least provide the opportunity. Another member concurred with this approach, commenting that member representatives should be asked if they had anything specific to report when agreeing the agenda. He agreed that it was counter-productive to ask all representatives for feedback at every meeting.

The Chief Executive (CE) commented that there was merit in both suggestions. He suggested the standing item on the agenda could be deleted, and members invited to liaise with him and the Chair before the agenda was prepared to see if their report could be incorporated into another report on the agenda or dealt with in another way. The idea of annual reporting could be done by the member providing a brief written report on their activities on outside bodies. The Head of Governance added that there needed to be a distinction between items for discussion and items just for information, with the former requiring a separate agenda item.

Simon Sparrow left the meeting at this point.

A member referred to the issue of members being appointed by the Authority as a Trustee and the potential for conflicts of interest, such as the issues experienced with the Whitlingham Charitable Trust where members had been put in a difficult position. This needed clarity as a governance issue.

A member reminded members there was already the opportunity for members to request an item to be added to an agenda. He was opposed to removing the standing item from the agenda.

The Director of Strategic Services suggested that officers could assess all of the issues raised by members at today's meeting, and present a proposal for members to consider at a future date.

The Chair concluded that his purpose in raising the matter was to ensure the agenda item brought a purpose to Authority meetings on a structured basis, and he looked forward to receiving officers' suggestions.

## **16. Other items of business**

None.

## **17. Formal questions**

There were no formal questions of which notice had been given.

## 18. Date of next meeting/workshop

The next meeting/workshop of the Authority would be held on Friday 19 March 2020 at 10.00am.

The meeting ended at 11:58am

Signed by

Chairman

## Appendix 1 – Declaration of interests: Broads Authority, 29 January 2021

<b>Member</b>	<b>Agenda/minute</b>	<b>Nature of interest</b>
Lana Hempsall	10	Broadland District Council appointee to the Forum