

# Broads Authority

25 September 2020

Agenda item number 12

## Annual Meeting arrangements

Report by Head of Governance

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### Purpose

The Broads Authority's Annual Meeting scheduled in July 2020 was postponed due to the Covid-19 outbreak. Members are now being asked to consider when the next Annual Meeting should take place.

### Recommended decision

To agree the date and arrangements for the next Annual Meeting.

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## 1. Options for next Annual Meeting

- 1.1. The election of the Chair and Vice-Chair of the Broads Authority, membership of committees and other appointments for the forthcoming year are formally reviewed and agreed at the Broads Authority's Annual Meeting, normally held each July.
- 1.2. This year's Annual Meeting, scheduled for 24 July, was postponed due to the impacts of the Covid-19 lockdown and social distancing measures on the Authority and its constituent local authorities. At present, all meetings of the Authority and its committees are held remotely under the provisions of the Coronavirus Regulations 2020 and the temporary 'Standing Orders for the Regulation of Authority Proceedings: Remote meeting procedure rules', which are in effect until 7 May 2021.
- 1.3. Members are now being asked to consider when the Authority's next Annual Meeting should take place. Suggested options are:
  - (a) to hold the 2020 Annual Meeting on 20 November, with appointments then effective until the Annual Meeting in July 2021, or
  - (b) to cancel the 2020 Annual Meeting and hold the next Annual Meeting in July 2021, with existing appointments (Appendix 1) effective until that time.

## 2. Voting procedures

- 2.1. At the time of writing this report, the number of Covid-19 cases is rising and the Government has just announced that it will be restricting the number of people who can meet to six. As such, there is no foreseeable prospect of the Authority's committees being able to meet physically this year. An Annual Meeting in November would have to

be held remotely, using remote voting procedures. National Park Authorities have taken different approaches to their annual meeting, with some deferring it until it can be held physically, and others holding it remotely. In many cases, particularly for the election of Chair and Vice-Chair to the Authority, appointments were not contested and so ballots were not needed. Some NPAs amended their standing orders to allow for a new voting process to replace the standard paper ballot (such as asking members to state verbally their preferred candidates, or use the 'raise hand' feature on the video-conferencing platform). Other NPAs, including those whose standing orders stipulate a secret ballot, used a more confidential voting process.

- 2.2. Normally, under the Broads Authority's 'Standing Orders for the regulation of Authority proceedings' (adopted Nov 2018), where there is more than one eligible candidate for a position, ballot papers are distributed and each member writes the name of their preferred candidate. The votes are then counted and verified by a member of the Governance team and by the Monitoring Officer. While our standing orders do not specify a secret ballot, the process gives privacy. There are remote voting methods that allow confidentiality, although in some cases the vote organiser only (generally the meeting moderator or Monitoring Officer) can see how individuals have voted. Depending on members' preferences, our standing orders for remote meetings can be amended to allow for an agreed voting process for appointments.

### **3. Other committees and appointments**

- 3.1. If the Annual Meeting is held in November, the Navigation Committee would need to recommend, at its meeting on 22 October, two appointees to serve on the Authority. The appointment of Chairs and Vice Chairs to the Audit and Risk Committee and the Planning Committee would follow the Annual Meeting, and would be in effect until the 2021 Annual Meeting.
- 3.2. The Authority will also need to appoint an Independent Person to replace Simon Smith, who has asked to stand down at the 2020 Annual Meeting following a four-year term. Our second Independent Person, Christine Lee, is willing to stay for a second term if approved by the Authority.

### **4. Conclusion**

- 4.1. Members are aware of the significant issues facing the Authority and the Broads, from the financial and operational impacts of Covid-19 to the outcomes of the Comprehensive Spending Review, the Landscapes Review, and the UK's exit from the EU. The review of the Broads Plan is also due to start in 2021. Cancelling the 2020 Annual Meeting and retaining the existing appointments until the Annual Meeting in July 2021 would provide some leadership continuity and experience. However, members should also have an open opportunity to stand, or be nominated for, chairs and other appointments. We are therefore asking members to consider the most appropriate way forward up to the 2021 Annual Meeting.

4.2. The existing appointments, membership of committees and external appointments are in Appendix 1.

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Date of report: 09 September 2020

[Broads Plan](#) objectives

Appendix 1 - Appointments and committee membership (as at Sept 2020)

## Appendix 1 – Appointments and committee membership (as at Sept 2020)

**Table 1**

Committee membership

Committee	Members
Planning Committee	Harry Blathwayt Stephen Bolt Bill Dickson Andrée Gee Gail Harris Lana Hemsall Tim Jickells Bruce Keith (Vice Chair) James Knight Leslie Mogford Vic Thomson Melanie Vigo di Gallidoro (Chair) Fran Whymark Vacancy
Audit and Risk Committee	Matthew Bradbury Bill Dickson Gail Harris Lana Hemsall Tristram Hilborn Greg Munford Simon Roberts Nicky Talbot (Acting Chair) Fran Whymark
Navigation Committee	<p><b>Broads Authority members</b></p> Kelvin Allen Harry Blathwayt Matthew Bradbury Leslie Mogford Greg Munford
	<p><b>Co-opted members</b></p> John Ash Linda Aspland Mike Barnes

<b>Committee</b>	<b>Members</b>
	Andy Hamilton Simon Sparrow (Vice Chair) Nicky Talbot (Chair) Paul Thomas Alan Thomson
Broads Local Access Forum	Kelvin Allen Vacancy
Hearings Committee	Bill Dickson Bruce Keith Greg Munford Simon Roberts Nicky Talbot Melanie Vigo di Gallidoro

**Table 2**

Appointments to outside bodies

<b>Body</b>	<b>Member representative</b>
How Hill Trust	Tim Jickells
Norfolk and Suffolk Broads Charitable Trust	Bruce Keith Simon Roberts
Broads Tourism	Mr Simon Sparrow
Upper Thurne Working Group	Mr Harry Blathwayt

**Table 3**

Appointments to Tolls Reference Group

<b>Representative</b>	<b>Appointments</b>
Chair of Broads Authority	Bill Dickson
Chair of Navigation Committee	Nicky Talbot
Broads Authority members	Simon Sparrow, Fran Whymark
Broads Authority member – not a navigator	Vacancy
Angling community	Kelvin Allen
Hire boat industry	James Knight
Private boating and sailing community	Vacancy

**Table 4**

## Other appointments

<b>Body</b>	<b>Representative member</b>
National Parks UK and National Parks England	Chair of Broads Authority
Navigation safety (Port Marine Safety Code)	Chair of Navigation Committee
Greater Norwich Development Partnership, Norfolk Duty to Cooperate - Member Forum and Norfolk Strategic Framework	Chair and Vice-Chair of Planning Committee
Heritage Asset Review Group	Chair and Vice-Chair of Planning Committee Harry Blathwayt Bill Dickson Tim Jickells Vacancy (all Planning Committee members welcome to attend)

**Independent persons**

Mrs Christine Lee

Mr Simon Smith