

## **Chief Executive's Report**

**Summary:** This report summarises the current position in respect of a number of important projects and events, including any decisions taken during the recent cycle of committee meetings. It does not include matters which are already on the agenda for this meeting. Members are asked to note the report.

### **1 Strategic Direction**

Contact Officer/Broads Plan Objective: John Packman/Multiple

1.1 At its meeting on 22 March 2013, the Authority considered a series of draft objectives, projects and key milestones to meet the Authority's strategic priorities for 2013/14 to deliver progress against the Broads Plan 2011. The Broads Forum had previously been consulted on these draft objectives, projects and key milestones on 22 November 2012 and had raised a number of points concerning land management, biodiversity and education; most of which had been addressed in Strategic Priorities 2(b)1 and 3(a)3. Results of consultations with the Navigation Committee on 11 October 2012 and 28 February 2013, and Parish and Town Councils on these draft objectives, projects and key milestones were also considered by the Authority. Following the incorporation of some text changes, the Authority agreed the draft objectives, projects and key milestones to meet the Authority's strategic priorities for 2013/14 as detailed in Appendix 1. The revised set of priorities contains the following three major projects which will run over more than one year:

- (a) Whitlingham Country Park Development – working in partnership with the Whitlingham Charitable Trust to improve the public facilities in the Park.
- (b) Breydon Water Water Space Management Plan – developing a plan with the ambition of improving public safety for users of the navigation and the ecological condition of this internationally important site.
- (c) National Park Status – progressing the Authority adopted action following the National Park Authority Performance Assessment Action Plan to “Establish Member/Stakeholder Working Group to progress national park status .....” when the Governance and Tolls Reviews have been completed. The Broads already has an equivalent status to the national parks but is unable to make the most of a term which has international recognition. This is a long term commitment and an essential component will be establishing a consensus and agreement on how to realise the Authority's ambition to be able to use the term the Broads National Park for the benefit of the local economy.

- 1.2 The Authority also reviewed how the strategic priorities over the periods 2011/12 and 2012/13 had contributed towards the strategic priorities in the Broads Plan 2011. Broads Forum members are encouraged to review the more detailed and comprehensive updates on all Broads Plan 2011 objectives on the online version of the Broads Plan at [www.broads-plan.co.uk](http://www.broads-plan.co.uk)

## **2 Biodiversity and Water Strategy**

Contact Officer/Broads Plan Objective: Andrea Kelly/BD 1-6, AL2-4, CC2-4

- 2.1 At its meeting on 18 January 2013, the Authority adopted the Biodiversity and Water Strategy as the new way of partnership working, resource prioritisation and target setting for Biodiversity and Water work in the Broads and Broads Authority. This Strategy was formed in consultation with the two key partnerships, the Broads Biodiversity Partnership and the Water Quality Partnership. These action-focused groups report to the strategic Broads Conservation Partnership who along with the Broads Forum formed part of the consultation.
- 2.2 This strategy and associated documents is aligned with the new Government strategy on biodiversity, water and ecosystems benefits, supporting the delivery of 'Biodiversity 2020' national strategy (2011) and the EU Water Framework Directive. It has four priority areas for habitats and species, reducing pressures, improving our knowledge and putting people at the heart of biodiversity.
- 2.3 The strategy aims to provide a structure for involvement of partners beyond the conservation organisations, particularly in the wider Broadland catchment as well as making the complex set of issues more accessible.
- 2.4 The strategy will help with sharing the available evidence base to come to common decisions, ensuring that partners work on the main priorities to achieve the targets and outcomes, including the on the new national Biological Action Reporting System (BARS). Finally, the Strategy helps raise awareness of the priority gaps in resourcing. Through the various partnership groups, the Authority will seek to meet these new challenges where possible.
- 2.5 Adopting this approach further integrates biodiversity and water benefits with, land management, economic development, access improvements and health initiatives. Closer working with partner organisations, business and community groups may also lead to more joined up public sector working and consequently better environmental outcomes in the Broads.
- 2.6 A copy of the Biodiversity and Water Strategy can be obtained on-line at [http://www.broads-authority.gov.uk/broads/live/authority/meetings/broads-authority/2013/03-22/Biodiversity\\_and\\_Water\\_Strategy.pdf](http://www.broads-authority.gov.uk/broads/live/authority/meetings/broads-authority/2013/03-22/Biodiversity_and_Water_Strategy.pdf)

## **3 Broads Integrated Access Strategy and Action Plan**

Contact Officer/Broads Plan Objective: Adrian Clarke/TR1-3

- 3.1 At its meeting on 18 January 2013, the Authority endorsed the Broads Integrated Access Strategy and Action Plan subject to officers taking account of additional consultation responses particularly with regard to angling access.

- 3.2 The strategy aims to provide leadership and guidance on the principles that all those working towards improving access provision in the Broads should take into consideration when developing access projects. The strategy also aims to influence the local and regional policy agenda by ensuring that the benefits of recreation in the Broads are recognised in the local and regional policy framework and given adequate weight in the planning process.
- 3.3 Aside from the key objectives of the strategy the Broads Authority will use a number of additional guiding principles for project prioritisation which are set out in the document. Provided that it can be demonstrated that project proposals deliver the overarching objectives of the strategy the Broads Authority will use these to assess which access projects it is able to support and promote.
- 3.4 The strategy provides a broad framework for the development of recreational access in the Broads. The Broads Authority will play a key role in the delivery of the aims of the strategy; in part by direct delivery of projects on the ground but also by supporting and encouraging the initiatives of partners and providing guidance to community groups and local businesses. The strategy and its action plan should be seen as a living document which will evolve to take account of changing priorities, circumstances, ongoing consultation on project development and opportunities over time.
- 3.5 By adopting this approach to access management officers hope to demonstrate that access can be successfully integrated with conservation, land management, economic development and health initiatives. Closer working with partner organisations and community groups may also lead to more joined up public sector working and consequently better access provision in the Broads.

#### **4 Breydon Water Water Ski Zone Designation**

Contact Officer/Broads Plan Objective: Trudi Wakelin/NA4.1 and 4.5

- 4.1 At its meeting on 22 March 2013 the Authority considered a report on discussions concerning the implementation of the agreed water ski zone on Breydon Water.
- 4.2 Following a further meeting was held with Natural England on 1 March 2013 where the assessment process was discussed, it was agreed that, if the Authority could identify the level of historic use of waterskiing on the site, and ensure that the proposed use would not exceed these levels, then it may be possible to conclude no significant adverse affect on the features of the site, and therefore that additional external monitoring need not be required.
- 4.3 Following this advice, the Authority completed further investigations including discussions with the Eastern Rivers Ski Club and individual water skiers. This identified the historic level of use (last five years) and was compared with potential use given the agreed tide restrictions, and an assumed factor to take account of adverse weather conditions.
- 4.4 The identified potential use is approximately 50% of the previous reported level of activity. Additionally, the agreed trial zone is also recognised as being a 59%

reduction on the area which has previously been used for the activity. In the light of this, and additional control measures including year round patrolling, and requiring all skiers to book on with Broads Control, as well as applying the standard suite of conditions which apply to waterskiing generally, officers have concluded that there is no likely significant effect on the interest features of the site. An updated report has therefore been submitted to Natural England for their consideration.

## **5 Broads Climate Change Adaptation Plan**

Contact Officer/Broads Plan Objective: Simon Hooton/CC1-4

- 5.1 At its meeting on 22 March 2013, the Authority received an update following the submission to Defra of a preliminary Climate Change Adaptation Plan in 2011. The Climate Change Adaptation Panel is guiding the development of a wider programme of stakeholder engagement to debate the issues and options for climate change adaptation in the Broads. The Panel have reiterated the need to work in partnership and retain an open and transparent process. The work with stakeholders needs to relate to their everyday needs and will inform a revised plan currently timetabled for submission to Defra in summer 2014.
- 5.2 Although there would be a widespread initial programme of information giving and awareness raising, the intention will be to take a steady approach to the more detailed discussion phase. This will allow a suitable depth of contact to draw out useful information. It will start with the stakeholder groups noted above and gradually increase the range of contacts and levels of engagement. Having said this, it is hoped that requests from other stakeholder groups to be involved in discussions at these early stages would be followed up. The Panel is suggesting four phases to the work, starting from late spring 2013. Further information on the evolving work programme is contained in Appendix 2.
- 5.3 The finer details of the engagement programme will now be developed, and written up as a project brief to be agreed by the Adaptation Panel at their meeting on 9 April 2013.

## **6 Review of Consultative Arrangements and Community/Stakeholder Engagement**

Contact Officer/Broads Plan Objective: Andrea Long/Nil

- 6.1 At its meeting on 22 March 2013 the Authority considered the findings of the Review of Consultative Arrangements and Community/Stakeholder Engagement that had been taking place during 2012/13. The Authority noted the contents of the Final Report and endorsed the recommendations and actions as detailed in Appendix 3. The Authority also agreed the revised Terms of Reference for the Broads Forum.

## **7 Timetable of Meetings**

Contact Officer/Broads Plan Objective: John Organ/Nil

- 7.1 At its meeting on 22 March 2013 the Authority agreed the meeting timetable for the period July 2013 to July 2014. In addition to the scheduled Broads Forum

meeting on 25 July 2013, Broads Forum meetings have been scheduled for 7 November 2013, 6 February 2014, 1 May 2014 and 31 July 2014. The full Committee timetable is detailed at Appendix 4.

## **8 Department for Transport Funding for Cycling in National Parks**

Contact Officer/Broads Plan Objective: Adrian Clarke/TR1-2

- 8.1 The Department for Transport (DfT) is inviting Local Authorities, in partnership with National Parks, to bid for a cycle grant to support improvements in cycling infrastructure to enable people to cycle in and around National Parks.
- 8.2 The Authority is working with Norfolk County Council to look at the proposals in the Three Rivers Way (3RW) project and particularly the elements of the scheme that link Hoveton with Horning and just possibly Horning with Ludham Bridge.
- 8.3 It is considered that the 3RW meets the aims of the Integrated Access Strategy as it provides links between public transport facilities (Wroxham Station and various bus stops), cycle hire facilities at Horning and a range of destinations and facilities that visitors to the Broads value. The scheme would also improve safety for travel to school and to local facilities and provide improved opportunities for boaters to access the villages in the area from existing moorings.
- 8.4 Norfolk County Council is considering what it can offer in terms of match funding by way of offering land as well as a contribution from existing budgets over two years. It is likely that if a viable scheme is designed, the Council would look for an additional contribution from the Broads Authority.
- 8.5 It should be noted that competition for funding will be high and the timescale for putting together bids for funding, including demonstrating that match funding is available, is quite tight. Additionally there are further factors that will be considered by the DfT when applications are determined. These include detailed consideration of the strategic, economic, financial, economic and deliverability cases put forward by scheme applicants. A Sustrans run seminar in March 2013 will help explain the likely judging criteria.

Author: John Organ

Date of report: 27 March 2013

Broads Plan Objectives: Multiple

Appendices: APPENDIX 1 - Strategic Priority Objectives, Projects and Key Milestones for 2013/14  
APPENDIX 2 - Outline of the Next Phase of Stakeholder Engagement over Climate Change for the Broads  
APPENDIX 3 - Review of Consultative Arrangements and Community/Stakeholder Engagement Key Findings and Recommendations  
APPENDIX 4 – Committee Timetable 2013/14

## Strategic Priority Objectives, Projects and Key Milestones for 2013/14

## Priority 1 - Planning for the Long-term future of the Broads in response to climate change and sea-level rise

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
1.1	<b>CC2.1</b> Establish programme of community engagement to explain vulnerability of climate change and identify local concerns and aspirations to inform adaptation planning	Head of Strategy and Projects/ Strategy and Projects Officer	Panel agree engagement plan and resource needs by 9 April 2013  Report on information and engagement phase to Broads Authority by November 2013  Draft adaptation plan to Broads Authority by March 2014	Establish with the public an improved understanding of climate change and its potential impacts.
1.2	<b>CC4.2</b> Establish integrated catchment approach for Broadland rivers with a wide range of partners	Senior Ecologist/ Catchment Officer	Develop with partners a plan which will identify joint actions to improve water quality in the Broadland catchment by March 2014.  <ul style="list-style-type: none"> <li>• Identify quick win projects by September 2013 to feed into budget setting process</li> <li>• Produce Draft framework document by Dec 2013</li> <li>• Broads Authority and partners to adopt Plan by the end of March 2014 setting out a new approach to managing the catchment</li> </ul>	Multi organisation sign up to future co-ordinated activities

**Priority 2 - Working in Partnership on the Sustainable Management of the Broads –  
(a) Landscape and Cultural Heritage**

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
2(a)1	<p><b>LC1.3</b> Develop comprehensive evidence base of cultural and historic landscape characterisation and assets to inform interpretation and management guidance</p>	<p>Historic Environment Manager/ Landscape Officer</p>	<p>Review &amp; update existing landscape, historic and natural environment guidance and data into accessible web based information framework supporting the Broads Plan (<i>'Your Broads/Broads View'</i>) Present preliminary work to Members July13 Produce draft overview defining sense of place by Dec 2013 Consult on material with communities during winter to agree concept and define future steps Complete overview by March 2014</p>	<p>Better informed Development Control decisions More accessible information and guidance to the public (residents, visitors, businesses etc)</p>
2(a)2	<p><b>LC2.1</b> Develop action plan for listed and locally significant buildings</p>	<p>Historic Environment Manager</p>	<p>Complete Individual Action Plans for all Mills by end of April 2013  Hold surgery by end of May 2013 with some owners and interested parties to identify likely lead mills to work on  Target lead Mills and Implement progress with owners through action plans by March 2014  Report on progress to each HARG meeting during 2013/14</p>	<p>Reduction of Mills considered to be "at risk". Protection of important features in the landscape</p>
2(a)3	<p><b>LC3</b> Promote affordable housing to meet identified local needs and encourage sustainable communities</p>	<p>Planning Policy Officer</p>	<p>Progress Local Development Framework Site Specifics Document:</p> <ul style="list-style-type: none"> <li>• Hold examination in public in Spring 2013;</li> <li>• Adopt in September 2013</li> </ul>	<p>Better informed Development Control decisions as a result of having a complete suite of development plan policies</p>

**Priority 2 - Working in Partnership on the Sustainable Management of the Broads –  
(b) Biodiversity**

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
2(b)1	<p><b>BD1.2</b> Review annual Biodiversity Action Plan and implement 5-year rolling programme that enhances ecosystem services</p>	Senior Ecologist	<p>Identify early win projects that meet the objectives in the Broads Biodiversity and Water Strategy by June 2013 and seek to implement by March 2014</p> <p>Evaluate and report the effectiveness of Phoslock application in Cromes Broad and other lake management activities and report on further targeted actions by March 2014.</p> <p>Evaluate and report the effectiveness of turf ponds creation and report on further targeted actions by March 2014.</p> <p>Provide appropriate support to at least 15 landowners / site managers through species and habitat enhancement projects (e.g. Barn owl boxes, County Wildlife Site designations) by March 2014</p> <p>Develop and hold, in conjunction with partners, the 3<sup>rd</sup> biodiversity and water forum meeting in February 2014 to report on progress of the Strategy</p>	<p>Improved coordination and direction of biodiversity and water management.</p> <p>Better informed management decisions as a result of having up to date assessment</p> <p>Enabling and encouraging land managers to undertake conservation work.</p>



**Priority 2 - Working in Partnership on the Sustainable Management of the Broads –  
(c) Management of the Navigation Area**

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
2(c)1	NA1.1 Review and deliver strategic sediment management in accordance with waterways specifications	Head of Construction & Maintenance	<p>Dredge at least 50,000m<sup>3</sup> from the navigation area in accordance with identified priorities within the 2013/14 dredging programme by end March 2014 with reporting to each Navigation Committee.</p> <p>Award term hydrographic survey contract by July 2013</p> <p>Develop 2014/15 dredging programme and complete hydro surveys by January 2014</p> <p>Analyse hydrographic survey data and update Waterways Specifications compliance performance by March 2014</p>	Improved compliance with Waterways Specifications
2(c)2	NA1.4 Seek to establish network of appropriately licensed disposal sites to ensure viability of future dredging programmes.	Director of Operations	<p>Identify three priority areas for dredging disposal sites by April 2013,</p> <p>Initiate discussions with landowners by June 2013.</p> <p>Review progress/ budget availability and strategy by October 2013</p> <p>Conclude negotiations by January 2014</p>	Improved compliance with Waterways Specifications via sites for disposal of dredged material
2(c)3	NA5.2 Deliver enhanced de-masting mooring provision in accordance with strategic priorities for	Director of Operations/ Senior Waterways & Recreation Officer	<p>Design scheme and investigate sources of funding for demasting moorings at Acle Bridge and St Olaves by July 2013</p> <p>Review demasting needs at all bridges</p>	Improved safety for users of the navigation area

	mooring.		and identify priority projects for 2014/15 by December 2013	
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**Priority 3 - Encouraging the Sustainable Use of the Broads – (a) Promoting Understanding, Enjoyment and Wellbeing**

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
3(a)1	PE1.2 Further develop 'EnjoytheBroads.com' tourism website and Broads Authority website	Head of Communications/ Head of ICT	<p>Redevelop the corporate website to modernise the site and provide enhanced functionality by March 2014.</p> <ul style="list-style-type: none"> <li>Determine the scope and provisional costs for the project by July 2013.</li> <li>Undertake development of new corporate website from August 2013.</li> <li>Publish new website by March 2014.</li> <li>Rejoin National Park Portal as Full Member by March 2014.</li> </ul>	Provide information in a more user friendly format that increases understanding and awareness of the Broads.
3(a)2	PE2.1 Maintain effective network of visitor information centres serving the Broads and revise provision of on-site BA visitor information points.	Director of Operations	<p>Develop proposals to improve the public facilities at the Country Park in conjunction with the Whittingham Charitable Trust.</p> <ul style="list-style-type: none"> <li>Member Group to agree specifications for the development by September 2013.</li> <li>Investigate funding options for the expanded facilities by December 2013.</li> </ul>	Improved provision of facilities for the public

<b>3(a)3</b>	<b>PE3.3</b> Improve coordination and delivery of high quality educational experiences in the natural environment of the Broads.	Education Officer	Develop and pilot two modules for the Broads curriculum with the Broads Environmental Education Network by March 2014. <ul style="list-style-type: none"> <li>• Identify and develop modules by July 2013.</li> <li>• Begin pilot of modules in schools in September 2013 (across academic year ending July 2014).</li> </ul>	Raise the profile of the Broads as a learning resource through partnership working with BEEN  Achieve a greater understanding of the Broads by learners including disadvantaged young people
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**Priority 3 - Encouraging the Sustainable Use of the Broads –  
(b) Tourism, Recreation and Access**

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
<b>3(b)1</b>	<b>TR1.5</b> Monitor and maintain appropriate zoning and management of water space and wetlands for different forms of access and recreation; and <b>TR1.1</b> Examine opportunities to extend or expand navigable water space for recreation, consistent with conservation interests and flood risk.	Director of Planning & Resources	Develop Breydon Water Space Management Plan <ul style="list-style-type: none"> <li>• Agree “scope” and process with users/partners by December 2013</li> <li>• Agree Draft “framework” document by March 2014 for consultation.</li> </ul>	Co-ordinated approach and common understanding of recreational and environmental issues on Breydon water

#### Priority 4 - Governance/Organisational Development of the Authority

Ser	Objective	Lead Officer	Projects and Key Milestones	Outcome
4.1	Ensure that arrangements are in place to provide effective two way engagement with stakeholders, local communities, funders and the general public.	Director of Planning & Resources/ Director of Operations/ Strategy & Projects Officer/ Head of Governance	Implement the findings of the Review of Consultative Arrangements. <ul style="list-style-type: none"> <li>Trial initial area parish forum by July 2013</li> <li>Develop full programme of area parish forum meetings for 2014 subject to the outcome of the trial by December 2013.</li> </ul>	Increased awareness by Local communities of Broads Authority responsibilities and issues and increased awareness and understanding by Broads Authority of local communities' concerns
4.2	Establishment of an integrated and robust approach to the electronic storage of documents using DMS and the development of a comprehensive set of information about all assets owned by the Authority and an appropriate programme of monitoring	Head of ICT/ Asset Officer	Progress the DMS project. <ul style="list-style-type: none"> <li>Determine the scope and provisional costs for the DMS project by October 2013.</li> <li>Create two year action plan by December 2013.</li> </ul> <p>Asset Management.</p> <ul style="list-style-type: none"> <li>Complete the valuation of assets by November 2013.</li> <li>Update Asset Management Strategy by January 2014.</li> </ul>	Improved efficiency through better handling and recovery of documents and improved asset management.
4.3	Member Development.	Chairman/ Head of Governance	Establish a programme of member development to address development opportunities requested within member appraisals by May 2013. <p>Undertake events as scheduled in the programme of member development by March 2014.</p>	Increased understanding by the Authority, contributing to well informed decision making.

4.4	National Park Status.	Chief Executive	<p>Review the objections previously identified in the consultation on the 2009 Act to understand the concerns raised by July 2013.</p> <p>Research the legal and procedural issues involved in the Authority's long term ambition for the Broads to become a national park by December 2013</p> <p>Establish Member Task and Finish Group in January 2014 to consider the options and any engagement requirements.</p> <p>Agree stakeholder and community engagement process by March 2014 for implementation in 2014/15</p>	<p>Identification of stakeholder base and plan of action for wider consultation.</p>
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## **Outline of the Next Phase of Stakeholder Engagement over Climate Change for the Broads**

### **What are we talking about?**

- A 12(-18) month project to engage with key stakeholders in the Broads to help them look ahead on how to cope with a changing climate
- A partnership approach led by the Broads Authority but closely allied with statutory authorities and with the open support of other organisations
- Developing an agreed picture of what climate implications lie ahead for the Broads
- Creating a framework for change to get the best for the Broads as the coping range for the climate alters

### **Who are the initial targeted stakeholders?**

- Parish councils: the democratic representatives of our communities
- Business – especially farmers/landowners/ land managers and those that use the land and water they manage
- Young people – aged ~17 to 25: as they are the people who will need to particularly cope differently
- The project would use the Broads Forum as a touchstone and could seek to tap into the Broads Society (helping them reach into new areas and fostering a strong community perspective)

### **What would we do?**

- First phase: information sharing (months 1 to 6)
  - Building awareness of our interest in working with the targeted stakeholders and why action is needed
  - Sharing what is known about the likely climate changes and how they impact on the special qualities of the Broads and the things people do
- Second phase: working with stakeholders on understanding and reviewing the implications (months 3 to 9)
  - Using existing methodology explore predicted implications to understand likely change to the special features within the Broads
  - Revise understanding with the benefit of different perspectives (or confirm content through those different perspectives)
  - Gather thoughts on what information is still needed to help choices – what would be the research and data collection priorities in the short and medium terms
  - Start identifying options to cope with, and get the best from, those changes
- Third phase – devising a framework for change (months 7 to 12)
  - Exploring what would need to alter to keep the Broads special
  - Identifying how the alterations/adaptations could happen
  - Identifying the timescale of various actions
- Fourth phase – publishing a plan (months 11 to 15)

- Agreeing a plan of action for the Broads and making it widely available. This action is likely to include undertaking new research, collecting more data, developing new policies and governance routes, designing and implementing small scale adaptation project, engaging in wider and more specific dialogue
- Establishing a way forward to enable the plan to be helpful

**How would this be accomplished?**

- Identify a project leader and commit the time to it
- Establish a strategic reference group to support the lead and build collective ownership of the way forward
- Identify sufficient supporting cash/resources from a range of sources
- Agree a reporting back mechanism to keep the process open and transparent
- Create a small internal working team
- Bring in other expertise when required and to ensure understanding and learning is shared internally as well
- Develop good but simple supporting material
- Reach out to the targeted participants by looking to meet them in their locality and at times convenient to them
- Seek to record the engagement process as it proceeds to help involve people and monitor changes in attitude

**Review of Consultative Arrangements and Community/Stakeholder Engagement Key Findings and Recommendations**

Recommendations	Actions	Lead	Progress
<b>A. General engagement principles and guidelines</b>			
A1: Clarify BA decision making structure and rationale	Provide diagram of key BA decision making mechanisms and processes - include in stakeholder engagement guidance and on BA website	JO/ MIC	Included in draft document (see A3 below)
	Assess all stakeholder working/liaison groups led or regularly attended by BA and identify need for rationalisation/improvement	AL/ MIC	List prepared; improvements to be discussed with relevant officers
A2: Provide clear and consistent guidance on stakeholder engagement	Produce internal working guidance for BA staff (and Member reference) on stakeholder engagement principles and procedures	MIC	Draft document prepared
	Produce information for public on how BA consults them and how to get involved – publish in paper copy (e.g. pamphlet) and on BA website	MIC/ JL	In progress. For completion in 2013/14 in association with new corporate website
	Assess staff knowledge and skills in stakeholder engagement and provide necessary training, e.g. in running facilitated workshops and events	AL/ MIC	Ongoing. Provide training event for staff by March 2014.
A3: Provide guidance to BA staff on strategy/ plan preparation	Produce internal working guidance for BA staff on strategy/plan preparation, linked to stakeholder engagement guidance	MIC	Draft document prepared.
A4: Raise public profile of BA members	Update 'who's who' thumb nail biographies of BA members and publish on website	JO/ JL	In progress. For completion in 2013/14 in association with new corporate website
	Assign members to Parish Forum areas (see below)	AL	See D1 below
	Include section in engagement guidelines for staff that sets out the key role of Members in this process	MIC	Included in draft document (see A3 below)
<b>B. Regular consultative committees/forums - Broads Forum</b>			
B1: Forum members to elect Chair and Vice Chair	Run process to elect new Chair and Vice Chair	JO	Election process to be commenced April 2013 meeting



<b>Recommendations</b>	<b>Actions</b>	<b>Lead</b>	<b>Progress</b>
B2: Strengthen communication between Forum members and constituent groups	Nominate 'correspondent' for each group on Forum with whom the Forum representative member will liaise, and provide supporting information	JO/ MIC	By April 2013
	Review list of Forum groups and invite suggestions for new groups	JO	By April 2013
B3: Raise profile of Forum and its members	Provide dedicated Broads Forum page on BA website – to include who's who of members, meetings timetables, contacts, comments box, etc	Com ms/M IC	By July 2013
B4: Encourage more ownership of Agenda by Forum groups	Include 'Parish issues' as standing item on agenda	JO	From April 2013
	Strengthen membership attendance rules	JO	New wording included in revised Terms of Reference
	Publicise timetable of meetings to all Forum groups (via correspondent) and wider public (via BA website)	JO	From April 2013
B4: Increase public access to Forum	Reinforce ability of members of public to attend Forum meetings and pose issues for debate by Forum members	JO	New wording included in revised Terms of Reference
	Create and publicise Forum website page on BA website (see above)	JL	By July 2013
B5: Review Terms of Reference	Review and as necessary redraft Terms of Reference to reflect agreed review recommendations	AL/J O	Terms of Reference redrafted; to be adopted by May 2013
<b>C. Regular consultative committees/forums - other</b>			
C1: Review Broads Local Access Forum (LAF)	Examine arrangements of National Park Authorities in regard to County Council access officer attendance at LAF meetings and encourage stronger links	BLAF chair/ BA chair	In progress - Norfolk County Council officer invited to March BLAF meeting
C2: Review Navigation Committee	No changes recommended		n/a
<b>D. Community engagement mechanisms</b>			
D1: Establish Parish Forums	Prepare proposals for establishment of (x4) area based parish forums in consultation with parish councils. Pilot and review proposal	AL	Included in BA Strategic Priorities for 2013/14 - pilot by Sept 2013
D2: Consider establishment of BA	Online forums researched and BA/Broads Forum members consulted; idea not		n/a

<b>Recommendations</b>	<b>Actions</b>	<b>Lead</b>	<b>Progress</b>
online public forum	progressed at this stage		
D3: Review structure/ format of BA annual meeting	Dockyard Open Day to be held in June 2013 as a trial of a new format; other formats to be considered	JP	In progress
D4: Improve information delivery to Broads residents	Produce residents' newsletter	Comms	Identified in BA Comms Team Work Programme for 2013-14
D5: Make better use of non-BA led engagement methods	Investigate use of citizens panels (including Norfolk County Council citizens' panel), council newsletters/ mailouts, etc	AL	In progress

## Committee Timetable 2013/14

2013									2014							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	19	16	13	11	8	6	3/31	28	28	25	23	20	18	15
Planning Cttee Site Visit	Fri	10.00 am	5	2/30		4/25	29	20	24	14	14	11	9	6	4	1
Broads Forum	Thurs	2.00 pm	25				7			6			1		31	
Local Access Forum	Wed	2.00 pm			11			4			5			11		
Navigation Committee	Thurs	1.00* pm			5	24		12		27		24		5		
Financial Scrutiny and Audit Committee	Tues/Thurs	2.00 pm	9		19					11					8	
<b>BROADS AUTHORITY</b>	<b>Fri</b>	<b>10.00 am</b>	<b>12</b>		<b>20</b>		<b>22</b>		<b>17</b>		<b>21</b>		<b>16</b>		<b>11</b>	
Member Development Day																
New Members Induction Day	Wed				10											

\* To be confirmed

Bank Holidays	26 August 2013 5 and 26 May 2014 25 August 2014
Good Friday	18 April 2014
Easter Monday	21 April 2014
Council Election	Thursday 1 May 2014
ANPA New Members Induction Courses	Tues 17 – Thurs 19 September 2013 – Snowdonia Tues 21 – Thurs 23 January 2014 – New Forest
ANPA Conference	25-27 September 2013 – North York Moors National Park