

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 of the Committee. Members are asked to note the report.

1 National Park Authorities Performance Assessment

Contact Officer: John Organ

- 1.1 The National Park Authorities Performance Assessment Report provided by the Peer Review Group has been circulated to members and sent to those who were interviewed. At its meeting on 20 January 2012 the Authority agreed an Improvement Plan to respond to the issues raised within the Peer Review Group's report. A copy of the Improvement Plan is included at Appendix 1.

2 Local Development Framework: Consultation on Draft Site Specific Policies (Development Plan Document Preparation)

Contact Officer: John Clements

- 2.1 The preparation of a 'Site Specific Policies Development Plan Document' (DPD) has been approved by the Authority and is included in its Business Plan. The Site Specific Policies DPD is intended to complement the already adopted Core Strategy and Development Management Policies DPDs, and replace the last of the remaining 'saved' Broads Local Plan policies. It will also provide the initial content for the Local Development Framework Proposals Map.
- 2.2 At its meeting on 20 January 2012 the Authority approved the content of the Draft Site Specific Policies document, including its provisional identification of issues, options and future planning policies. The Authority also approved the publication of the Draft Site Specific Policies document for public consultation. The consultation is provisionally programmed for a six week period from 17 February to 30 March 2012.

3 Education Strategy

Contact Officer: Nick Sanderson

- 3.1 At its meeting on 20 January 2012 the Authority adopted the Education Strategy for the Broads Authority. The Education Strategy will provide a framework and action plan for cross-cutting educational activity related to all three purposes of the Broads Authority and to the delivery of the Broads Plan. In particular it will help to deliver Broads Plan objective PE3 to "enable a wider range of people, particularly those from hard to reach groups, to understand experience and

actively benefit from the resource of the Broads”. A copy of the Education Strategy can be viewed on the Authority’s website at <http://www.broads-authority.gov.uk/authority/meetings/broads-authority/2012/01-20.html>

4 Volunteer Strategy

Contact Officer: Beth Williams

- 4.1 At its meeting on 20 January 2012 the Authority adopted the Volunteer Strategy for the Broads Authority. The Volunteer Strategy sets out a strategic framework for volunteer development in the Broads Authority contributing to the delivery of Broads Plan objective PE3 to “enable a wider range of people, particularly those from hard to reach groups, to understand experience and actively benefit from the resource of the Broads”; and more specifically PE3.4, to “deliver and increase opportunities for active engagement through volunteering”. The Volunteer Strategy seeks to ensure that through best use of resources across the whole of the Authority, volunteers’ time and effort provide maximum benefit to the Broads Authority whilst ensuring volunteers’ needs and personal goals are met to the best of our abilities. A copy of the Volunteer Strategy can be viewed on the Authority’s website at <http://www.broads-authority.gov.uk/authority/meetings/broads-authority/2012/01-20.html>

5 Tolls Review 2012

Contact Officer: John Packman

- 5.1 At its meeting on 20 January 2012 the Authority adopted the scope, process and timetable for the 2012 tolls review.
- 5.2 The 2005 review was a comprehensive examination of the tolls system and there is no appetite or need for this to be repeated at this stage. In June 2011 the Authority adopted a three-year strategy for income and expenditure building on the work of the Navigation Finance and Tolls Review Group and this does not need a fundamental review other than to consider how the acquisition of Breydon Water and the Lower Bure might impact on expenditure or income forecasts going forward. The main scope for this tolls review includes the following items:
- the relative charges for different sized boats;
 - multipliers for hire boats and passenger boats;
 - incentives to encourage greener boating;
 - status of tenders on larger vessels;
 - clarification on the application of short visit and partial year tolls; and
 - work/safety boats and river maintenance vessels.
- 5.3 The Boat Owners Survey is due to take place in the early months of 2012. This provides an opportunity for the inclusion of questions to gather information and test views on key issues. The review will begin with a workshop involving members of the Authority, the Navigation Committee and key stakeholders guided by an independent facilitator. An important starting point will be the findings from the 2005 review. The workshop will be followed up by two or three meetings of a Working Group with representatives of all the different key stakeholders and chaired by an independent person. The membership will be on

the lines of the 2005 review and should include representatives from the following groups:

- Anglian Boatbuilders Association
- British Marine Federation
- British Waterski/Eastern Rivers Ski Club
- Broads Angling Strategy Group
- Broads Authority Members (2)
- Broads Authority Navigation Committee Members (2)
- Broads Hire Boat Federation
- British Rowing
- Broads Tourism
- Canoe England
- Norfolk and Suffolk Boating Association
- Royal Yachting Association.

The involvement of external stakeholders is important for the Authority to ensure that the eventual recommendations from the review are reached on the basis of evidence and balanced judgment. It would be useful to include a representative of work/safety boats if a suitable representative group can be identified.

- 5.4 The review needs to be completed by September 2012 to feed into the October consultation with the Navigation Committee on charges for 2013/14. The results of the boat user survey will be available by the end of May and therefore the workshop for Broads Authority members, the Navigation Committee and key stakeholders will be scheduled for June. The aim will be to clarify the issues at the workshop for the Working Group to take forward. The timetable for the review is therefore as follows:

- February to May Survey of Broads' boat owners and analyse results
- June Workshop for members and stakeholders
- June/July/August Working Group meets to develop recommendations
- 6 September Navigation Committee considers results
- 21 September Broads Authority makes decisions on the six issues.

6 Timetable of Meetings

Contact Officer: John Organ

- 6.1 At its meeting on 20 January 2012 the Authority adopted the timetable of meetings for the period October 2012 to July 2013. A copy of the timetable is at Appendix 2. Members will note that the new Broads Forum meetings are scheduled for 4 October 2012, 7 February 2013, 25 April 2013 and 25 July 2013.

7 Future Agenda Items

Contact Officer: Simon Hooton

- 7.1 At the last meeting of the Broads Forum three suggestions were put forward for future agenda items. These have not been forgotten though limited progress has

been made in preparing background information. It does however give members a chance to clarify what aspects of the topics they would like to dwell on.

- 7.2 The first item was getting feedback on research into copper based anti-fouling paints. There has been a selection of research that the Authority has been party to though most control is at a national level. Recent work through the Green Tourism Business Scheme supported by the Authority's STEP project has brought in a Green Boat Mark and that includes criteria on anti-fouling paints. Recent investigations have identified a non-copper based paint but it is currently three times the price of typical commercial products. We would like to suggest this topic is returned to once the Authority has had a chance to follow up with some leads in the Netherlands to see how the issue is tackled there.
- 7.3 The second item concerned algae. During the summer much material was produced by the Authority for the media after dramatic aerial photographs by Mike Page brought particular attention to blue-green algal blooms. With Drought Orders hanging over the Broads for 2012 there is a chance the situation could be worse this year. The Authority will explore bringing a paper on the background and likely prognostication for the summer.
- 7.4 The final item raised was eels in the Broads. Although the Authority does have some knowledge in this area, the lead is certainly taken by the Environment Agency. We will make approaches to their specialists to seek their advice on what information could be provided to members.

Author: John Organ
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Appendices: APPENDIX 1 - NPAPA Improvement Plan
APPENDIX 2 – Timetable of Meetings

NPAPA Improvement Plan

	Action	Timescale	Lead Officer
Engagement with Stakeholders			
12.2 Review engagement with non-statutory stakeholders on strategy and policy development and consider the timing of consultations, how feedback is provided, and how engagement is maintained. [4.6]	Undertake the agreed review of governance and consultative arrangements including consultation on strategy and policy development, annual priority setting, performance indicators, surveys of opinion and the role of the Broads Forum, Parish Forums and Pop-Ins with the aim of improving the Authority's engagement with non-statutory stakeholders and local communities.	The report to the Authority in November contained a timetable for the Governance Review that concluded with a report to the Authority in July 2012.	Director of Planning and Strategy
12.5 Review the process for involving customers, stakeholders, staff and communities in annual priority setting. [5.6]			
12.6 Undertake routine surveys, information and intelligence gathering exercises for all relevant stakeholders and Broads communities. [5.7]			
12.8 12.9 Manage the perceptions that the focus on conservation has been lessened. [6.7]	Strengthen the Authority's existing network of biodiversity relationships to build a greater understanding of our work. A major Broads' conference has already been planned by the Authority for February 2012 on World Wetlands Day to bring together the major partners to foster a landscape scale approach and cooperative working.	Broads conference on 2 February 2012	Senior Ecologist
12.13 Increase dialogue, break down barriers and build trust between local navigation interests and the Authority. [7.15]			
12.14 Improve engagement and two way exchanges with local communities and groups. [8.10]	Following the productive meeting with	Contact NSBA and BHBF in	Chief Executive

	Action	Timescale	Lead Officer
<p>12.17 Undertake the agreed review of governance and consultative structures. [9.10]</p> <p>12.21 As part of the review of consultative structures determine the arrangements for engaging with key stakeholders including the role of the Broads Forum. [10.9 & 9.12]</p>	<p>the RYA and BMF seek regular meetings with the Norfolk and Suffolk Boating Association and the Broads Hire Boat Federation to increase the dialogue with the two organisations, break down any barriers and build trust.</p> <p>Identify relationship managers for all the key stakeholder organisations.</p>	<p>February</p> <p>February 2012</p>	<p>Management Team</p>
<p>Branding of Partnership Projects</p> <p>12.3 Review how decisions are made on the branding of projects and how the profile of all partners can be appropriately maintained. [4.8]</p>	<p>Agree with partners during the initiation stage how projects are to be branded.</p>	<p>On-going</p>	<p>Head of Strategy and Projects</p>
<p>National Park Status</p> <p>12.4 Establish a Member/stakeholder structure to establish a common understanding on the basis for progressing national park status. [4.9]</p>	<p>Establish Member/Stakeholder Working Group to progress national park status, when the Governance and Tolls Reviews, have been completed. Report to the Authority on the suggested composition of the Working Group,</p>	<p>September 2012</p>	<p>Chief Executive</p>
<p>Target Setting</p> <p>12.7 Include more outcome focused and measurable targets and milestones in</p>	<p>As part of the annual process of setting targets ensure they are in line</p>		

	Action	Timescale	Lead Officer
<p>strategy and other priority lists. [5.8]</p> <p>12.8 Set clearer targets with delivery outcomes for nature conservation work and communicate the resulting improvements more widely to help inform external audiences. [6.6]</p>	<p>with the adopted Broads Plan and where appropriate outcome focused. Draft Strategic Priorities on this agenda proposing consultation with the Broads Forum & Navigation Committee.</p> <p>Continue to communicate the benefits of the work undertaken to the relevant audiences.</p>	<p>February 2012</p> <p>On-going</p>	<p>Head of Governance and Executive Assistant</p> <p>Communications Manager</p>
<p>Tourism</p> <p>12.10 Examine options for future tourism funding that might help maintain the enviable relationship which the Authority has with the tourism sector. [7.12]</p> <p>12.11 Review the scope for further joint working and coordination of activities on understanding and enjoyment issues. [7.13]</p>	<p>The Authority's European partnership project Sustainable Tourism in Estuarine Parks (STEP) comes to an end in December 2012. Six months before BA staff funding ceases, review the different funding options to allow the Authority's work on tourism to continue and the scope for further joint working with other tourism stakeholders.</p> <p>Report to the Authority setting out the options.</p>	<p>September 2012</p>	<p>Head of Strategy and Projects</p>

	Action	Timescale	Lead Officer
<p>Dredging and Mooring Targets</p> <p>12.12 Establish a framework that provides a route to discuss differences of view on navigation outcomes. [7.14]</p>	<p>Prepare a report for discussion at the Navigation Committee on the outcome measures for dredging and moorings.</p>	<p>Navigation Committee in April 2012</p>	<p>Sr.Waterways & Recreation. Officer</p>
<p>Volunteers</p> <p>12.15 Introduce measures to maintain the motivation and enthusiasm of volunteers at a time of change. [8.11]</p>	<p>Implementation of the Volunteer Strategy, the Volunteer Handbook and Policy that the Authority will deliver a motivated and enthusiastic volunteer service.</p>	<p>On-going</p>	<p>Volunteer Coordinator</p>
<p>Performance Management</p> <p>12.16 Review whether the arrangements for monitoring and reporting on performance are effective and appropriate in the new organisational structure. [9.9]</p>	<p>The Management Team has reviewed the need for a nominated officer to be responsible for performance management and concluded that the present arrangement, whereby the whole Team has a collective responsibility, is preferable.</p>	<p>None</p>	<p>None</p>
<p>Role of Members</p> <p>12.18 Review the role of Members in engaging with the wider community including their possible use in advocacy, ambassadorial and information gathering</p>	<p>Broads Authority Chairman to review with Members in their annual appraisals the scope for them to be more involved in delivering advocacy,</p>	<p>Completion of the appraisals by the end of May 2012</p>	<p>Chairman</p>

	Action	Timescale	Lead Officer
roles. [9.11]	ambassadorial and information gathering roles.		
Equalities 12.19 Progress the implementing of equalities issues. [9.13]	Progress the implementation of equalities issues, including the review and updating of the Equality Policy, provision of training for staff and members and, through the establishment of an Equalities Working Group, achieve Level 1 (Developing) of the Equality Framework for Local Government, with a view to progressing to Level 2 (Achieving) during 2013/14.	Target date for achieving Level 1 by 31 st March 2013 and then move on to looking to achieve Level 2	Head of Human Resources
Organisational Change 12.20 As the benefits of the organisational change become embedded, consider when the appropriate time may be to relax organisational constraints and allow the skills, knowledge and innovation of staff to be used more fluidly. [10.8]	The Authority will continue to use the Staff Representative Group, regular Team meetings and monthly 1:1s to identify any issues of concern and encourage opportunities for empowering staff and facilitating innovation within the new work structure, processes and guidelines.	On-going	Management Team and Management Forum

Committee Timetable 2012/13

		2012							2013							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	20	17	14	12	9	7	4	1	1 28 Thurs	26	24	21	19	16
Planning Cttee Site Visit	Fri	10.00 am	6	3/31	28	26	30	21	25	15	15	12	17	7	5	2
Broads Forum	Thurs	2.00 pm	19			4				7		25			25	
Local Access Forum	Wed	2.00 pm			12			5			6			12		
Navigation Committee	Thurs	2.00 pm			6	11		13		28		18		6		
Standards Committee	Wed	2.00 pm	4			10				6					3	
Financial Scrutiny and Audit Committee	Tues	2.00 pm	10			23				12					9	
BROADS AUTHORITY	Fri	10.00 am	13		21		23		18		22		10		12	
Member Development Day																
New Members Induction Day	Wed				19											