

Broads Authority

22 November 2019

Agenda item number 14

Chairs' Group – Draft Terms of Reference

Report by Chief Executive

Summary

In May 2018, the Authority resolved to establish a Chairs' Group to deal with various matters including providing greater support to the Chair and Chief Executive. This report provides draft Terms of Reference for the Group.

Recommendation

To approve the Terms of Reference for the Chairs' Group, for inclusion in the Broads Authority's constitutional documents.

1. Role and membership of the Chairs' Group

- 1.1. At its meeting on 18 May 2018, the Broads Authority reviewed its governance structure as part of the recent Peer Review.
- 1.2. One of the proposed recommendations for change was:

'To establish a Chairs and Vice-Chairs Group (known as 'Chairs' Group'). This would comprise the Chair and Vice Chair of the following committees: Broads Authority, Navigation Committee, Planning Committee and Audit and Risk Committee (formerly FSAC). The Group would not be a formal committee of the Authority and would not have decision making powers or make formal recommendations.
- 1.3. The Group would deal with various matters relating to Members including annual performance appraisals, overseeing training and development, advising on Member appointments and providing informal advice to the Chief Executive. Items for business may be referred by any Member to the Chairs Group and added to the next agenda if appropriate.
- 1.4. The benefits of these proposals would be:
 - A more active role for Chairs and Vice-Chairs in maintaining an overview of the work of the various committees.
 - Improved support to the Chair of the Authority and Chief Executive through greater shared responsibility for dealing with various matters relating to Members.'

- 1.5. It was noted in the minutes of that meeting that: “as members would be democratically appointing the Chairs and Vice-Chairs, the proposal for a Chairs’ Group was welcomed by members, and considered beneficial in providing support for the Chair and the executive. It should not be tightly structured so as to become a threat to the decision-making process which remained with the Authority, but a more informal sounding board to provide balance. Members also considered that the Chairs Group would provide pastoral support for the Chairman and the Chief Executive.”

2. Terms of Reference

- 2.1. Draft Terms of Reference for the Chairs’ Group are attached at Appendix A for Members’ consideration.

Author: John Packman

Date of report: 11 November 2019

Appendix A - Chairs’ Group Draft Terms of Reference

Appendix A – Chairs’ Group Terms of Reference (draft)

Purpose

The purpose of the Chairs’ Group is to maintain an overview of the Broads Authority’s strategic business and governance, and to provide informal support and advice to the Authority’s Chair, Chief Executive and Management Team, and to other Members as required.

The Group is consultative only. It is not a formal committee of the Authority and does not have decision making powers or responsibility to make formal recommendations. Any matter requiring a decision will need to be referred formally to the Broads Authority or relevant Committee, or to officers in accordance with the Authority’s Scheme of Powers Delegated to Officers.

Composition

Membership of the Group will comprise:

- Chair and Vice-Chair of the Authority
- Chair and Vice Chair of the Audit and Risk Committee
- Chair and Vice-Chair of the Planning Committee
- Chair and Vice-Chair of the Navigation Committee

and will meet with the Authority’s Chief Executive, Management Team and Head of Governance.

Responsibilities

Matters relating to strategy

- To review draft agenda in advance of Broads Authority and other formal committee meetings, in liaison with the Chief Executive and Management Team.
- To consider items for Member workshops and site visits.
- To provide informal support and advice to the Chair, Chief Executive and Management Team on strategic matters that may subsequently go for decision by Members at committee, or by officers in accordance with the Authority’s Scheme of Powers Delegated to Officers.
- To provide informal support and advice to the Chair and Chief Executive on regular meetings with the Leaders and Chief Executives of constituent local authorities.
- To consider matters referred to the Group by other Authority Members, where this relates to strategic business for the attention of the Broads Authority or other formal committee.

Matters relating to Members

- To advise on Member appointments to Committees and outside bodies and on related succession planning.
- To advise on the Member training and development programme (and support the Chair and officers in its implementation).
- To support the Chair in his/her annual duties relating to Members, such as carrying out member appraisals.
- To consider matters referred to the Group by other Members, where this relates to Member-related issues.
- To provide general pastoral support to the Chair, Chief Executive and Management Team.

Frequency of meetings

The Group will normally meet 2-3 weeks before each Broads Authority meeting. The Group may also meet at other times as determined by the Chair and Chief Executive.