

Broads Authority

29 July 2022

Agenda item number 17

Appointment of members to committees and other bodies

Report by Senior Governance Officer

Purpose

To seek approval for Broads Authority member appointments to committees and other bodies for the 2022/23 year.

Recommended decision

To confirm the Broads Authority member appointments for the 2022/23 year (until the Annual Meeting on 28 July 2023) to:

- (i) the Audit and Risk Committee; Navigation Committee, Planning Committee; Hearings Committee and Broads Local Access Forum (table 1) and
 - (ii) outside bodies (table 2).
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1. Introduction

- 1.1. Members are appointed to committees and outside bodies for the forthcoming year at the Broads Authority's Annual Meeting in July. This year, the Authority is welcoming one new Secretary of State appointment. As previously agreed by the Authority, the co-opted members of the Navigation Committee to the Authority are Simon Sparrow and Nicky Talbot.
- 1.2. In accordance with the agreed procedure, members were invited to express their preferences, in advance of the Annual Meeting, for the committees and outside bodies on which they would like to serve. These preferences were reviewed by the Chairs' Group, taking into consideration the need for an appropriate balance of Local Authority and Secretary of State appointees, and a sufficient number of members, on each committee and outside body, and to minimise the potential for conflicts of interest.

2. Appointments to committees

- 2.1. Table 1 sets out the recommendations of the Chair's Group for member appointments to the Authority's committees in 2022/23.

Table 1

Recommended member appointments to committees - 2022/23

Committee	Members
Audit and Risk Committee At least 6 BA members, to include Chairs of BA and Navigation Committee	Chair of Broads Authority (tbc) Chair of Navigation Committee (Nicky Talbot) Matthew Bradbury Gail Harris Paul Hayden Tristram Hilborn Michael Scott Matthew Shardlow Fran Whymark
Navigation Committee 5 BA members and 8 co-opted members	BA members Harry Blathwayt Stephen Bolt Leslie Mogford Greg Munford Michael Scott Co-opted members Linda Aspland Mike Barnes Andy Hamilton Simon Sparrow Nicky Talbot Paul Thomas Alan Thomson Vacancy x 1
Planning Committee At least 11 BA members	Harry Blathwayt Stephen Bolt Nigel Brennan Bill Dickson Andrée Gee Tony Grayling Gail Harris Tim Jickells James Knight Leslie Mogford Vic Thomson Melanie Vigo di Gallidoro Fran Whymark

Committee	Members
Broads Local Access Forum 2 BA members	Harry Blathwayt Michael Scott
Hearings Committee (Chair of Audit and Risk Committee plus pool of 6 BA members)	Chair of Audit & Risk Committee Nigel Brennan Bill Dickson Gail Harris Matt Shardlow Nicky Talbot Melanie Vigo di Gallidoro

3. Appointments to outside bodies

- 3.1. Table 2 sets out the Chairs' Group recommendations for member appointments to outside bodies.
- 3.2. The Authority appoints Trustees to the How Hill Trust and Norfolk and Suffolk Broads Charitable Trust, and also appoints members to Broads Tourism and the Upper Thurne Working Group to maintain a watching brief. The Authority can also appoint up to half the total number of Trustees less one to the Whitlingham Charitable Trust. A new approach to this is proposed below for members to consider.
- 3.3. Members are recommended to read the [Guidance for Authority members appointed to outside bodies](#) on how best to manage potential conflicts of interest when appointed to an outside body.
- 3.4. Members are also reminded of the decision made by the Authority at its meeting on [30 April 2021](#), when it was agreed that the most appropriate way for members to report on their activities of the outside bodies to which they had been appointed was to submit a brief written report, once or twice a year and this would be included on the next Authority agenda. In addition to the report, it is expected that significant issues would be reported as and when they arise.

Whitlingham Charitable Trust

- 3.5. The Broads Authority, in partnership with the Colman family, has developed the Whitlingham Country Park which has become a well-loved and well used public open space. It is managed by the Whitlingham Charitable Trust. The Colman family and the Broads Authority are Members of the Trust and appoint Trustees as Directors of the Company.
- 3.6. The Broads Authority has appointed up to 4 Trustees in the past; these have been members of the Authority. For 25 years the Broads Authority provided the practical maintenance at the Country Park, under a Service Level Agreement. In 2018 the Board of Trustees decided on a different management model for the Country Park and in negotiating this the Broads Authority appointed members felt conflicted, therefore

further appointments to the Trustees were postponed until the management agreement at the Country Park was resolved.

- 3.7. A new Service Level Agreement with a third-party contractor is now in place at Whitlingham and the Broads Authority no longer leases the Barn.
- 3.8. The role of the Trustee is to act in the best interests of the charity and its beneficiaries. This involves reviewing the major strategic, business and operational risks facing the Charity and advise on the necessary steps needed to mitigate those risks. Trustees also agree plans and projects that restore or promotes the site as a space for public enjoyment, and oversee budgets and diligent use of charitable funds.
- 3.9. It is proposed that rather than appointing Members of the Authority to the Charitable Trust that an open recruitment process is used, on the same lines as those run for the Navigation Committee and the Broads Local Access Forum, specifically aimed at users and those with an interest in the governance and management of the Country Park. The Authority would advertise the opportunity through the Press and relevant organisations and then shortlist and interview candidates before appointing them to the Board. Likely candidates could include, for example, an employee of the Outdoor Activity Centre. The Broads Authority's Chief Executive would continue to represent the Authority at the WCT AGM in the Authority's capacity as a Member of the Trust, and report back on progress to Members. It is not envisaged that there would be any financial implications for the Broads Authority from the proposed arrangements.
- 3.10. It is proposed that the arrangements will be as follows:
 - BA will advertise; short-list and interview candidates and their appointment is recommended to the BA Board for approval (similar to process for Independent Person).
 - Interview panel – comprising the Chair & Vice-Chair of the Authority and one of the two members appointed to the Broads Local Access Forum.
- 3.11. The appointments to the Trust will be made on the following basis:
 - Trustees shall be appointed for not less than one and not more than three years.
 - A Trustee appointed by the BA may resign by giving notice in writing.
 - The Authority shall terminate the appointment of a Trustee in the following circumstances: fails to attend any meeting in one year; fails to declare an interest in any matter brought up at a meeting.
 - Trustees will provide the Authority with an annual report and report significant issues if and when they arise.

Table 2

Recommended appointments to outside bodies

Outside body	Recommended appointments
BFI Elected Members Forum	Matthew Bradbury Matthew Shardlow (reserve)
How Hill Trust	Tim Jickells

Outside body	Recommended appointments
Norfolk and Suffolk Broads Charitable Trust	Paul Hayden Nigel Brennan
Whitlingham Charitable Trust	See guidelines for recruitment
Broads Tourism	Paul Hayden
Upper Thurne Working Group	Harry Blathwayt Stephen Bolt (reserve)

Other appointments

- 3.12. The Authority's Chair represents the organisation at meetings of the 15 National Parks.
- 3.13. The Authority has a lead member for safety in line with the issue's critical importance and the requirements of the Port Marine Safety Code. The Chair of the Navigation Committee fulfils this role.
- 3.14. The Chair and Vice-Chair of the Planning Committee share the specific responsibilities as member appointees to the Greater Norwich Development Partnership, Norfolk Duty to Cooperate - Member Forum and Norfolk Strategic Framework.
- 3.15. As agreed at the 2021 annual meeting, membership of the Heritage Asset Review Group (HARG) was extended to all members to allow the whole membership to be informed and engaged in cultural heritage matters. The purpose of this group is to advise on cultural heritage, including historic buildings and Conservation Areas, prior to any matters going to committee for consideration.

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Date of report: 20 July 2022