

**Broads Forum Arrangements:  
Review of Terms of Reference and Membership of the Forum**  
Report by Head of Governance and Executive Assistant

**Summary:** This report provides details of proposed amendments to the Broads Forum's Terms of Reference and current Membership

**Recommendation:** That members consider the recommendations from the Broads Forum for amendments to the Broads Forum's Terms of Reference and membership.

## **1 Background**

- 1.1 The revised Terms of Reference (TOR) for the Broads Forum were adopted by the Broads Authority on 22 March 2013 following consultation with the Broads Forum. At its meeting on 25 April 2013 members of the Broads Forum considered it would be appropriate for the Forum to review the TORs after one year to determine whether amendments might be necessary.
- 1.2 The Broads Forum also agreed that the membership of the Broads Forum should also be reviewed at the same time as the review of the TORs.
- 1.3 It should be noted that any amendments to the TORs requires formal endorsement from the Broads Authority. Any wide-ranging review of the membership or categories of interest must also be reported to and agreed by the Broads Authority.
- 1.4 Members will also wish to note that, at its meeting on 1 May 2014, the Broads Forum elected Mr Keith Bacon as its temporary Chair (to serve until the next meeting of the Broads Forum). No Vice Chair was appointed. The Forum will therefore return to appointing a Chair for the Broads Forum at its next meeting.

## **2 Review of Broads Forum Terms of Reference**

- 2.1 The Broads Forum reviewed its TORs during its meeting on 1 May 2014. The Forum's members were broadly content with the Terms of Reference but have recommended two amendments for the Broads Authority's consideration.
- 2.2 The first amendment concerns paragraph 2.10 of the TORs which states that "The Chairman of the Forum and Chairman of the Broads Authority may delete organisations from the lists of nominating groups where they cease to exist, and add successor and new organisations where it is appropriate to do so". The Forum's members considered that it would be more appropriate to

refer to the deletion of organisations when they “cease to be appropriate” as there may be occasions where an organisation continued to exist but ceased to be appropriate.

- 2.3 The second amendment concerns paragraph 3.5 in relation to members of the public posing a question for the Forum to debate or making a statement about any matter on the agenda. Though the current TORs require notice of five days before the meeting, the Forum considered that they may not wish to prevent a member of the public asking a question or making a statement if such notice had not been given. The Forum’s suggestion was to amend the sentence to state “Such questions or statements should *ideally* be submitted to the Chairman at least five working days before the meeting, .....”. Though this would allow members of the public to raise a question or statement without notice, it was recognised that this may leave insufficient time for members to contact the organisations in their Interest Groups to be able to give due consideration to the question/statement.
- 2.4 The proposed revised Terms of Reference are detailed at Appendix 1, in tracked changes, for the Authority’s consideration.

### **3 Review of Broads Forum Membership**

- 3.1 The Broads Forum reviewed its membership during its meeting on 1 May 2014 and has suggested a few amendments for consideration by the Broads Authority. These include:
- a. Amending the Fishing/Angling Interest Group to the Fishing/Angling/Shooting Interest Group. This would include the British Association for Shooting and Conservation organisation, which was previously included under the Farming/Landowning and Drainage Interest Group. The amendment to this Interest Group would also include the deletion of the Norwich and District Anglers Association and Norfolk Anglers Conservation Association organisations as these were both ably represented by the Broads Angling Strategy Group. Finally it was proposed to increase the number of members to be appointed to this Interest Group from one to two.
  - b. Amending the Local Charities Interest Group to the Broads Society Interest Group and increasing the number of members to be appointed to this Interest Group from one to two.
  - c. Amending the organisations under the Local Communities Interest Group to reflect the nominating organisation; the Norfolk Association of Local Councils (NALC) and the Suffolk Association of Local Councils (SALC). It was also recommended that the number of members to be appointed should be increased from four to five, with three members being appointed by NALC and two members from SALC. It should be noted that the SALC have nominated Mr Hugh Taylor, subject to the Broads Authority’s approval of this change.

3.2 The proposed revised membership of the Broads Forum is detailed at Appendix 2, in tracked changes, for the Authority's consideration.

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Broads Plan Objectives: None

Appendices: APPENDIX 1 – Proposed Revised Broads Forum Terms of Reference  
APPENDIX2 - Proposed Revised Broads Forum List of Organisations Members and Substitutes

## Broads Forum

### 1 Terms of Reference

- 1.1 To act as a reference group to offer advice and comment on the Broads Authority's strategic aims and objectives and other key issues as they arise, including the Broads Plan, Broads Local Plan/Local Development Framework and Business Plan.
- 1.2 To provide a consultative forum for discussion on all issues related to the Broads and its wider catchment area.
- 1.3 To promote two-way communication and closer liaison and understanding between the Authority and the various bodies and organisations which have an interest in the Broads and its wider catchment area.
- 1.4 To have regard, when providing advice and comment, to the general duty of the Authority to manage the Broads for the purposes of:
  - (a) conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
  - (b) promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
  - (c) protecting the interests of navigation.
- 1.5 To bear in mind the Authority's requirement to have regard to:
  - (a) the national importance of the Broads as an area of natural beauty and one which affords opportunities for open-air recreation;
  - (b) the desirability of protecting the natural resources of the Broads from damage; and
  - (c) the needs of agriculture and forestry and the economic and social interest of those who live or work in the Broads.

### 2 Membership

- 2.1 The Chairman and Vice Chairman will be elected by the membership of the Forum. They will be persons who are able to command the respect of the Forum Members and the nominating groups.
- 2.2 The Chairman and Vice Chairman will be appointed for a term of one year. There will be no limit on the number of re-elections.
- 2.3 The balance of the membership will fairly and equitably reflect all the different stakeholder interests in the delivery of the Broads Plan.

- 2.4 Persons who are already members of the Broads Authority will not be eligible for membership of the Forum.
- 2.5 The membership will be of sufficient size to ensure that all the various interest groups are adequately represented and there is sufficient experience and knowledge of the various issues which relate to the management of the Broads, but will not be so large as to become unwieldy.
- 2.6 The bodies and organisations represented on the Forum (the 'nominating groups') will be grouped by category of interest (e.g. boating, cultural heritage, education). The Forum will comprise member representatives of these various categories.
- 2.7 The member representatives will be appointed to the Forum by the nominating groups within each category of interest. Where the groups are unable or unwilling to decide upon a person to represent them, the matter will be referred to the Chairman of the Forum and the Chairman and Chief Executive of the Broads Authority for determination. Nominating groups will be entitled to appoint named substitutes to attend meetings in the event that their member representative is unable to attend.
- 2.8 Each nominating group will be invited to select a correspondent with whom their member representative will liaise to report Forum business and to represent the group's views at Forum meetings.
- 2.9 The nominating groups will be invited to review their member representative every three years, and in so doing to consider the member's attendance record and the extent to which he/she has liaised with and reported back to the groups which he/she represents. If a nominating group is not represented by its member representative or named substitutes at three consecutive meetings, the matter will be referred by the Chairman of the Forum to the nominating group to review their member representative/named substitutes.
- 2.10 The Chairman of the Forum and Chairman of the Broads Authority may delete organisations from the lists of nominating groups where they cease to ~~exist~~be appropriate, and add successor and new organisations where it is appropriate to do so. However any wide-ranging review of the membership or categories of interest must be reported to and agreed by the Broads Authority.
- 2.11 The Chairman Vice-Chairman and Members of the Authority may attend meetings of the Forum.
- 2.12 The Chief Executive, together with other officers of the Authority as appropriate, will if available attend meetings of the Forum to present reports and answer questions.
- 2.13 The Forum may, in respect of any particular matter or more generally, invite other persons or representatives of other organisations to attend meetings of the Forum and participate in discussions, but not to vote.

### **3 Principles**

- 3.1 The role of the Forum will be advisory only.
- 3.2 The Forum will consider strategic/significant issues only. It will not be asked to consider detailed operational matters (such as individual planning applications), except where they may have significant strategic or policy importance.
- 3.3 Members of the Forum may propose items for discussion at future meetings. Nominating groups may also propose items for discussion through the Forum Members. Matters to be discussed at the next meeting will be identified either during the previous meeting or through consultation with the Chairman. In the latter case, a minimum of four weeks' notice should be given if the matter is likely to require the Authority to provide a report with background information.
- 3.4 The Forum will be a truly consultative body and its advice and views will be sought in advance of matters being considered by the Authority. As such, it will not be used merely as a rubber stamping exercise or to endorse decisions already taken.
- 3.5 Meetings of the Forum will be open to the public. Members of the public may pose a question for the Forum to debate or make a statement about any matter on the agenda by prior agreement with the Chairman. Such questions or statements should ideally be submitted to the Chairman at least five working days before the meeting, to allow sufficient time for consideration by members in advance of the meeting. The Agenda will contain a standing item on Parish Issues.
- 3.6 The Forum will be accountable directly to the Broads Authority and a record of its proceedings will be received by the Authority. In addition, the advice or comments of the Forum will be reported to and taken into account by the Authority in the decision making process. The Chairman or Vice Chairman will be invited to attend meetings of the Broads Authority to present the record of the Forum's proceedings.
- 3.7 The Forum will meet quarterly as part of the Authority's regular cycle of committee meetings, and on other occasions as may be required.

### **4 Amendments**

- 4.1 Any amendments to the Terms of Reference, Principles and Membership of the Forum, (other than the replacement of member representatives/named substitutes, as set out in paragraphs 2.7 and 2.9, or changes to individual groups within a category of interest), must be agreed by the Broads Authority following consultation with the Chairman of the Forum and the Forum itself.

## BROADS FORUM MEMBERSHIP

CHAIRMAN

To be advised

ORGANISATIONS	MEMBER	SUBSTITUTE
<p><b>Boating/Water Based Recreational Interest Group</b></p> <ul style="list-style-type: none"> <li>Royal Yachting Association</li> <li>Norfolk and Suffolk Boating Association</li> <li>Inland Waterways Association</li> <li>East Anglian Waterways Association</li> <li>Oulton Broad Users Enterprise</li> <li>Yare Users Association</li> <li>British Rowing</li> <li>Canoe England</li> <li>Oulton Broad Sports Centre</li> <li>Eastern Region Rowing Council</li> <li>Sport England</li> <li>British Water Ski Federation</li> <li>Eastern Rivers Ski Club</li> </ul>	<p><b>4 members</b></p> <p>Mike Evans</p> <p>Brian Holt</p> <p>Ashley Cato</p> <p>Julian Barnwell</p>	<p>Janet Gilmour</p> <p>Paul Gurbutt</p> <p>John Carr</p>
<p><b>Commercial Interest Group</b></p> <ul style="list-style-type: none"> <li>Broads Tourism</li> <li>Where to go in North Norfolk</li> <li>Broads Hire Boat Federation</li> <li>Visit Norfolk</li> <li>Visit East Anglia</li> <li>Visit Norwich</li> </ul>	<p><b>3 members</b></p> <p>Barbara Greasley</p> <p>Matthew Thwaites</p> <p>Pete Waters</p>	<p>Katie Lawrence</p> <p>Colin Dye</p> <p>Nick Bond</p>
<p><b>Land Based Recreation Interest Group</b></p> <ul style="list-style-type: none"> <li>Ramblers Association</li> <li>SUSTRANS</li> <li>Broads Local Access Forum</li> </ul>	<p><b>3 members</b></p> <p>Keith Bacon</p> <p>Peter Medhurst</p> <p>Anthony Wright</p>	<p>Ray Walpole</p>
<p><b>Fishing/Angling/Shooting Interest Group</b></p> <ul style="list-style-type: none"> <li>Broads Angling Strategy Group</li> <li><del>Norwich and District Anglers Association</del></li> <li><del>Norfolk Anglers Conservation Association</del></li> <li><u>British Association for Shooting and Conservation</u></li> </ul>	<p><b><u>1-2 members</u></b></p> <p>Tony Gibbons</p> <p><u>To be advised</u></p>	<p>Mike Hoyland</p>

<b>Wildlife and Conservation Interest Group</b>	<b>3 members</b>	
<ul style="list-style-type: none"> <li>Norfolk Wildlife Trust</li> <li>Suffolk Wildlife Trust</li> <li>RSPB</li> <li>Friends of the Earth</li> <li>The Conservation Volunteers</li> </ul>	<p>John Hiskett</p> <p>Philip Pearson</p> <p>Jennifer Parkhouse</p>	Ian Robinson
<b>Farming/Landowning and Drainage Interest Group</b>	<b>3 members</b>	
<ul style="list-style-type: none"> <li>Country Landowners Association</li> <li>National Farmers Union</li> <li><del>British Association for Shooting and Conservation</del></li> <li>Broads Reed and Sedge Cutters Association</li> <li>Association of Inland Drainage Authorities</li> </ul>	<p>Andrew Alston</p> <p>Henry Cator</p> <p>Richard Starling</p>	Simon Daniels
<b>Education Interest Group</b>	<b>2 members</b>	
<ul style="list-style-type: none"> <li>How Hill Trust</li> <li>Easton College</li> <li>Norfolk Schools Sailing Association</li> <li>Barton Turf Adventure Centre</li> <li>Horstead Centre</li> <li>Nancy Oldfield Trust</li> <li>Museum of the Broads</li> </ul>	<p>Martyn Davey</p> <p>Simon Partridge</p>	Stephen Bradnock
<b>Cultural Heritage/Landscape Interest Group</b>	<b>2 members</b>	
<ul style="list-style-type: none"> <li>National Trust</li> <li>Norfolk Archaeological Trust</li> <li>Norfolk Windmills Trust</li> <li>Wherry Yacht Charter Charitable Trust</li> <li>Norfolk Wherry Trust</li> <li>Norfolk Heritage Fleet Trust</li> </ul>	<p>Peter Jermy</p> <p>Bryan Read</p>	<p>Michael Sparkes</p> <p>John Ash</p>
<b><del>Local Charities Interest Group</del> Broads Society</b>	<b><del>1-2 members</del></b>	
<del>Broads Society</del>	<p>Martin George</p> <p><u>To be advised</u></p>	Robin Godber
<b>Local Communities Interest Group</b>	<b><u>4-5 members</u></b>	
<ul style="list-style-type: none"> <li><del>Northern Broads Norfolk Association of Local Councils</del></li> <li><del>Southern Broads Suffolk Association of Local Councils</del></li> </ul>	<p>Michael Flett</p> <p>John Lurkins</p> <p>Brian Barker</p> <p>Charles Swan</p> <p><u>Hugh Taylor</u></p>	