

# Broads Local Access Forum

11 March 2020

Agenda item number 6

## Setting the agenda

Report by Head of Construction, Maintenance & Environment

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### Summary

The process of setting the agenda for Broads Local Access Forum (BLAF) meetings needs to be open, inclusive and as participatory as possible for all BLAF members. To make sure all members have an opportunity to raise items of business for the agenda, a revised administrative workflow for agenda setting is proposed.

### Recommendation

To approve the proposed administrative process for setting the BLAF agenda.

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## 1. Introduction

- 1.1. The Broads Local Access Forum (BLAF) Constitution sets out the principles by which it advises the Broads Authority on improvements to public access. However, the detail of the administrative process provided by the Broads Authority to help the BLAF Chair set the agenda is not covered. This report sets out a proposed workflow so all members are clear on the agenda setting deadlines, roles and responsibilities.
- 1.2. BLAF meetings are an inclusive environment in which members, and the interests they represent, have equal opportunity to suggest topics for discussion. To achieve this, items for the agenda need to be raised as early as possible. This allows time for the Chair to prioritise items of business, and for participants to prepare supporting material or presentations by the agenda deadlines.
- 1.3. A proposed administrative workflow for agenda setting is in Table 1. The duties of the BLAF Secretary are provided by the Broads Authority.

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[Broads Plan](#) objectives: 6.1

Appendix 1 - administrative workflow for BLAF meetings

## Appendix 1 – administrative workflow for BLAF meetings

Time relative to meeting date	Action	By	To
6 weeks before meeting	Call for agenda items	BLAF Secretary	BLAF members, BA officers
4 weeks before meeting	Agenda agreed	Chair in liaison with BA lead officers	BLAF Secretary
2 weeks before meeting	<ol style="list-style-type: none"> <li>1. Deadline for submission of agenda reports and supporting material</li> <li>2. Final agenda prepared</li> </ol>	<ol style="list-style-type: none"> <li>1. Contributing BLAF members, BA officers</li> <li>2. BLAF Secretary in liaison with Chair</li> </ol>	<ol style="list-style-type: none"> <li>1. BLAF Secretary</li> <li>2. n/a</li> </ol>
At least 1 week before meeting	Agenda and supporting material sent out and made available online and at BA head office	BLAF Secretary	BLAF members, BA officers, public
At least 4 working days before meeting	Confirmation of receipt of any <a href="#">Public Questions</a>	BLAF Secretary	Chair
Day of meeting	Minute taking	BLAF Secretary	n/a
Within 2 weeks following meeting	Draft minutes produced	BLAF Secretary	Chair
Within 4 weeks following meeting	<ol style="list-style-type: none"> <li>1. Draft minutes checked by Chair</li> <li>2. Draft minutes distributed</li> </ol>	BLAF Secretary	<ol style="list-style-type: none"> <li>1. Chair</li> <li>2. BLAF members, BA officers</li> </ol>