

## **Broads Forum Review of Membership**

**Summary:** This report summarises the current position regarding the review of membership of the Broads Forum. Members are asked to note the report.

### **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 the review of the draft by the Broads Forum on 7 February 2013. Members had already agreed during the Broads Forum on 7 February 2013 that they were content with the current categories of interest groups and had accepted the task of reviewing the list of organisations to be represented in each interest group represented at the Forum, as well as the appointment of Forum members (and their substitutes) to represent those groups.
- 1.2 At the Broads Forum meeting on 25 April 2013, members considered that it would be necessary to undertake the task, of reviewing the list of organisations in each interest group and the appointment of Forum members (and their substitutes), outside the meeting. It was agreed that this task would need to be undertaken through the current members in consultation with the organisations within their interest group in advance of the next meeting to allow a report on Forum membership issues to be tabled. This task would also involve confirming the point of contact details for all organisations to facilitate effective communication. Member profiles, for inclusion on a Broads Forum page of the Broads Authority website would also be collected.
- 1.3 On 7 May 2013, the Chairman of the Broads Forum wrote to all current members inviting them to undertake the following actions:
  - a. Action 1: Determine whether the current representation of their group or sub group was current and fully inclusive and provide recommendations for any amendment.
  - b. Action 2: For each organisation identified in Action 1 to confirm details of a primary correspondent to facilitate liaison between the individual organisations and member representative(s) both prior to and after Broads Forum meetings.
  - c. Action 3: Confirm details of the required number of member representatives for the group or sub group, together with substitutes if required, following gaining agreement from all the organisations identified in Action 1 for their appointment.

- d. Action 4: Provide a short summary of the Forum member representatives, representing the group or sub group, detailing their involvement in Forum related matters.
- 1.4 Slightly different actions were placed on those current members representing Local Communities as these members are appointed directly by the Norfolk Association of Local Councils and the Suffolk Association of Local Councils.

## **2 Confirmed Membership**

- 2.1 At the time of writing this report, 19 of the 26 member appointments have been confirmed. These are highlighted in green shading in Appendix 1. In addition one further member appointment is in the course of being confirmed, subject to final confirmation from one of the organisations who have proved to be difficult to contact. This area is highlighted in orange shading in Appendix 1.
- 2.2 Engagement with the remaining areas has also identified that they are in the process of finalising this task and it is hoped that a positive update will be provided during the meeting.
- 2.3 It is thoroughly important that this task is completed so that the Forum can demonstrate that its members have been democratically appointed to represent the organisations within the various group or sub group. Where the groups are unable or unwilling to decide upon a person to represent them, the TORs state that the matter will be referred to the Chairman of the Forum and the Chairman and Chief Executive of the Broads Authority for determination, but it is hoped that the members previously appointed will be able to resolve this before referral is necessary.

## **3 Points of Contact**

- 3.1 This review of membership and the confirmation of individual organisation point of contacts has been very helpful, since it became clear that many of the previous point of contacts were not valid; which had led to a lack of engagement with organisations in some of the groups or sub groups. However, points of contact for all areas shaded green in Appendix 1 have now been confirmed, which should allow for the expected levels of engagement (both prior to and after Forum meetings) to take place. It will be thoroughly important for appointed member representatives to maintain current details for all the points of contact in their group or sub group and to advise the Broads Authority Governance team of any changes.

## **4 Points of Contact for Broads Forum Members**

- 4.1 Though Action 4 in paragraph 1.3d above requested contact details that the member was content to go on the Broads Forum page of the Broads Authority website, it is unclear from some responses as to whether the individual appointed members have given their express permission for these details to be included. In some cases, no details were provided, though it is not known

whether this was intentional. To ensure that the Authority can comply with the Data Protection Act, appointed members will be asked to sign a consent form, providing the point of contact details they are prepared to go on the website. Where members are not prepared to provide direct contact details, their contact details will be annotated as “Care of the Broads Authority”, with the Authority’s head office address.

## **5 Other Matters**

- 5.1 This review of membership has also identified the issue of the attendance of substitutes at meetings when the primary member representative also attends. Though this has occurred in the past, this could potentially be seen as providing an imbalance across the different interest groups around the table unless the role of the additional substitute at the meeting is made clear. Though substitutes should be very welcome to attend meetings as members of the public, when the primary member representative also attends, it is suggested that in these instances substitutes should only sit at the table and be able to speak by invitation of the Chairman. The ability to sit the additional substitutes at the table will primarily be determined on availability of space. Members’ views on this suggestion are welcome, so that a common approach can be adopted.

Author: John Organ

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Broads Plan Objectives: None

Appendices: APPENDIX 1 – Broads Forum Membership

## BROADS FORUM MEMBERSHIP

CHAIRMAN

Richard Card

ORGANISATIONS	MEMBER	SUBSTITUTE
<b>Boating/Water Based Recreational Interest Group</b>	<b>4 members</b>	
<ul style="list-style-type: none"> <li>Royal Yachting Association</li> <li>Norfolk and Suffolk Boating Association</li> </ul>	Mike Evans	Janet Gilmour
<ul style="list-style-type: none"> <li>Inland Waterways Association</li> <li>East Anglian Waterways Association</li> <li>Oulton Broad Users Community Enterprise</li> <li>Yare Users Association</li> </ul>	Brian Holt (subject to confirmation by OBUCE)	
<ul style="list-style-type: none"> <li>Amateur Rowing Association</li> <li>Canoe England</li> <li>Oulton Broad Sports Centre</li> <li>Eastern Rowing Council</li> </ul>	Mike Mansfield Jeff Toser  (to share attendance at meetings)	
<ul style="list-style-type: none"> <li>Sport England</li> <li>British Water Ski Federation</li> <li>Eastern Rivers Ski Club</li> </ul>	Julian Barnwell	John Carr
<b>Commercial Interest Group</b>	<b>3 members</b>	
<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>	Barbara Greasley  Matthew Thwaites Pete Waters	Katie Hangar  Colin Dye Nick Bond
<b>Land Based Recreation Interest Group</b>	<b>3 members</b>	
<ul style="list-style-type: none"> <li>Ramblers Association</li> <li>SUSTRANS</li> <li>British Horse Society, Norfolk Branch</li> <li>East Anglian Trail Riders Association</li> <li>Broads Local Access Forum</li> </ul>	Anthony Wright  Keith Bacon (Vice-Chairman)  Peter Medhurst	
<b>Fishing/Angling Interest Group</b>	<b>2 members</b>	
<ul style="list-style-type: none"> <li>Broads Angling Strategy Group</li> </ul>	Tony Gibbons	
<ul style="list-style-type: none"> <li>Norfolk Anglers Conservation Association</li> </ul>	Steve Duckett	
<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>	John Hiskett  Philip Pearson  Jennifer Parkhouse	Ian Robinson

ORGANISATIONS	MEMBER	SUBSTITUTE
<b>Farming/Landowning and Drainage Interest Group</b> <ul style="list-style-type: none"> <li>Country Landowners Association</li> <li>National Farmers Union</li> <li>British Association for Shooting and Conservation</li> <li>Broads Reed and Sedge Cutters Association</li> <li>Association of Inland Drainage Authorities</li> </ul>	<b>3 members</b>  Andrew Alston  Henry Cator  Richard Starling	Nicholas Deane  Simon Daniels
<b>Education Interest Group</b> <ul style="list-style-type: none"> <li>How Hill Trust</li> <li>Easton College</li> <li>Norwich City 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>	<b>2 members</b>  Martyn Davey  Simon Partridge	Robin Slatter
<b>Cultural Heritage/Landscape Interest Group</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>	<b>2 members</b>  Bryan Read  Peter Jermy	John Ash  Michael Sparkes
<b>Local Charities Interest Group</b> <ul style="list-style-type: none"> <li>Broads Society</li> </ul>	<b>1 member</b>  Martin George	Robin Godber
<b>Local Communities Interest Group</b> <ul style="list-style-type: none"> <li>Northern Broads</li> <li>Southern Broads</li> </ul>	<b>4 members</b>  Brian Barker Michael Flett John Lurkins  Charles Swan	

Colour Key to Member Appointments
Signals Confirmation of Members and Substitutes Has Been Received
Signals Confirmation of Members Received - Subject to Minor Check
Signals Confirmation of Member Appointments Still to be Received