

Appointments to the Navigation Committee 2025

Role Description

Role of the Navigation Committee

The Broads Authority's Navigation Committee has an important role, reinforced and agreed with the national boating organisations:

"to act as a scrutiny and advisory committee in relation to the navigation, consulted in advance on all matters of significance to navigation and with the facility to have delegated to it navigation functions but with no obligation for this to happen. This leaves the Authority and, so far as functions are delegated to them, its officers, with the full executive function but with improved accountability, recognising that the Navigation Committee has an important role in advising upon, facilitating and scrutinising the activities of the Authority in relation to its role as a navigation authority"¹

Membership of the Navigation Committee

The Navigation Committee consists of thirteen members, five appointed from among members of the Authority, and eight co-opted members. This job description and person specification is for the eight co-opted members of the Navigation Committee who are not members of the Authority. The Authority members already have a job description prescribed by the Secretary of State.

Key Functions of the Appointed Members to the Navigation Committee

- provide advice to the Authority in relation to its navigation functions so that it can come to informed and balanced decisions;
- scrutinise the workings and policies of the Authority in relation to its navigation functions;
- represent the interests of users of the navigation at meetings of the Navigation Committee;
- act with independent judgment;
- use your skills, experience, and knowledge for the benefit of the Authority; and,
- be committed to working in the best interests of the Broads.

In order to achieve this, appointed Members of the Navigation Committee will be expected to:

¹ Paragraphs 1.6 and 1.7 of the agreement with RYA & BMF

- attend and contribute to at least 75% of the meetings of the Navigation Committee and raise issues of concern through the established procedures and mechanisms adopted by the Authority;
- read and understand, and seek clarification where necessary from lead officers, of briefing material provided for meetings so that you will be properly prepared for any debate on issues across the full range of the Authority's navigation responsibilities;
- undertake to adhere to the Authority's Code of Conduct and comply with the general standards expected from those in public office (the “Nolan Principles”);
- and participate in the annual member appraisal process.

Person Specification

Essential Criteria

Successful candidates will:

- have a good knowledge of the Broads and its special qualities;
- have a good knowledge of the navigation area and current relevant issues;
- have a good knowledge of the varied recreational uses of the Broads;
- have a good knowledge of the boating industry and the current issues the companies face;
- be able to think independently;
- be able to see more than one side to every argument and take a balanced view;
- have excellent interpersonal and communication skills;
- be ready to contribute to discussions on how the Broads is managed for the benefit of local people, visitors who come to enjoy it, and for the nation as a whole;
- have some understanding of the “Nolan Principles” of public life and of how committees work together to reach decisions or be prepared to undergo basic training;
- be able to take on board briefing material relating to issues affecting the Broads and its communities, draw conclusions from it, and use it effectively in discussion;
- be able to attend the meetings of the Navigation Committee and occasionally other events associated with the management of the Broads.

Desirable Criteria

It is desirable though not essential that successful candidates will:

- be a current toll payer;
- be able and willing to exercise a representative role on behalf of users of the navigation area; and
- be able to contribute on specific area (s) of competence and expertise such as: navigation safety, accountancy, business management and maintenance of the navigation.
- have a basic understanding of concepts relating to data protection and confidentiality.

Core values

Successful candidates will be expected to have familiarised themselves with the Broads Authority's core values and be willing to apply them when conducting themselves as a co-opted member of the Navigation Committee. These are:

- **Commitment**
We are committed to making a difference to the Broads for the benefit of all, and will have the courage of our convictions when faced with difficult issues.
- **Caring**
We are considerate and respectful of each other, working together to provide the best service we can.
- **Open and Honest**
We are open, honest and inclusive in our communication and in making decisions. We are approachable and available, reaching out to all groups.
- **Sustainable**
We take the long-term view, are passionate about our environment and its ability to provide for a vibrant local economy and the well-being of local people
- **Exemplary**
We strive for excellence in all we do. We are ambitious, innovative and lead by example.

Term of Office

The 2025 appointments, and any subsequent re-appointments to the Committee, will be made for four years with a maximum aggregated term of eight years.

Failure to attend meetings covering a span of 6 calendar months (without prior approval) will, through legislation², automatically result in a co-opted member ceasing to be a member of the Navigation Committee.

² Para. 3 of Schedule 4 to the Norfolk and Suffolk Broads Act 1989