

Broads Authority

Agenda 20 September 2024

10.00am

The Harnser room, Dragonfly House, 2 Gilders Way, Norwich
NR3 1UB

John Packman, Chief Executive – Friday, 13 September 2024

Under the Openness of Local Government Bodies Regulations (2014), filming, photographing and making an audio recording of public meetings is permitted. These activities however, must not disrupt the meeting. Further details can be found on the [Filming, photography and recording of public meetings](#) page.

Introduction

1. To receive apologies for absence
2. Chairman's announcements
3. Introduction of members and declarations of interest (see [Appendix 1](#) to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
4. To note whether any items have been proposed as matters of urgent business
5. Public question time – to receive questions raised by members of the public
6. **To receive and confirm the minutes of the Broads Authority meeting held on 26 July 2024** (Pages 4 - 14)
7. **Summary of actions and outstanding issues following decisions at previous meetings – to note the schedule** (Pages 15 - 23)

Strategy and policy

8. **Strategic priorities – update on 2024/25 and draft strategic priorities for 2025/26**
(Pages 24 - 30)
Report by Senior Governance Officer
9. **Financial performance and direction** (Pages 31 - 49)
Report by Director of Finance
10. **Revised Health, Safety and Wellbeing Policy** (Pages 50 - 72)
Report by Director of Operations

Governance

11. **Review of Standing Orders for the regulation of Authority proceedings** (Pages 73 - 123)
Report by Senior Governance Officer

Reports for information

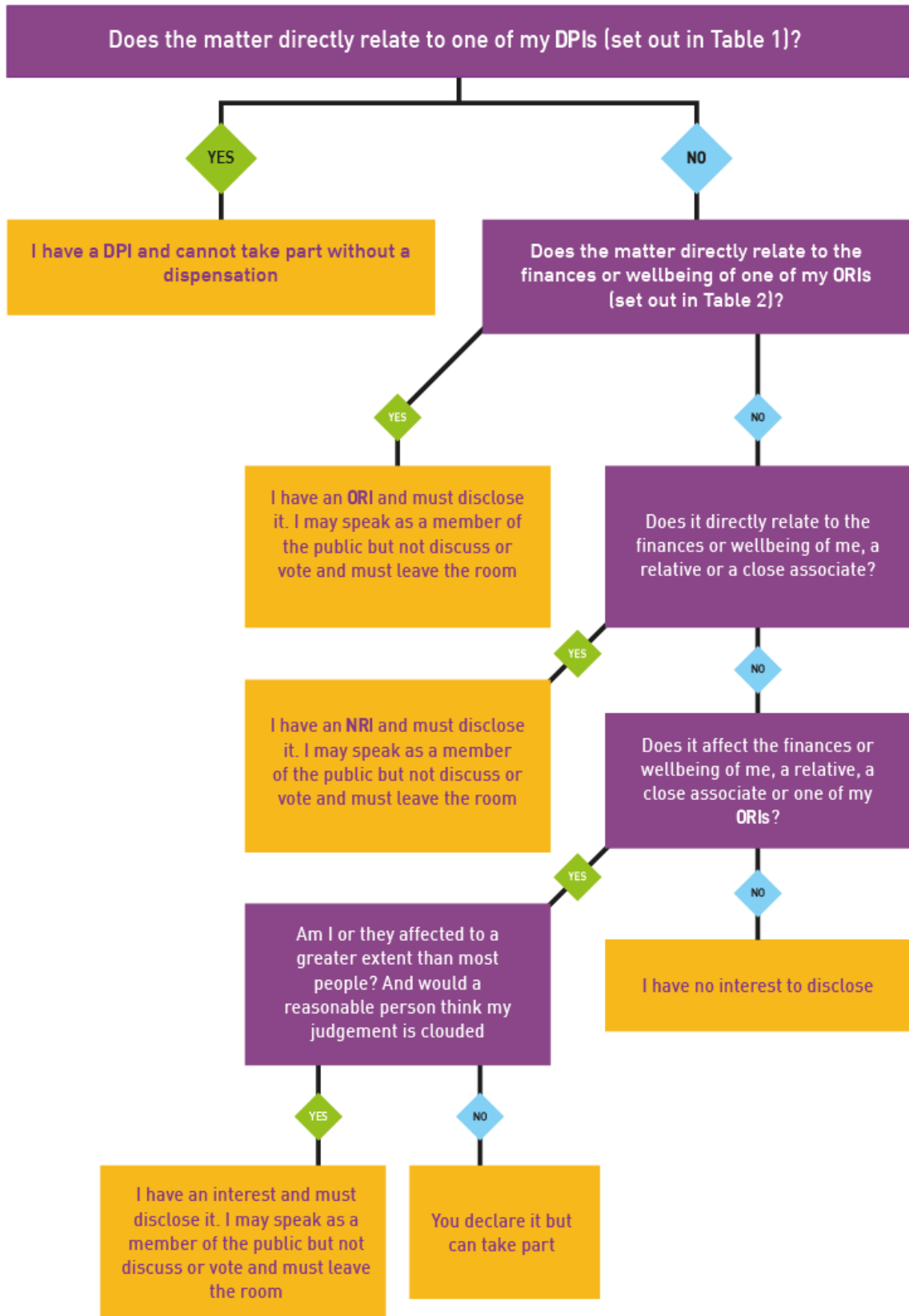
12. **Safety on the Broads – Safety Update** (Pages 124 - 128)
Report by Chief Executive, Director of Operations and Head of Communications
13. The Port Marine Safety Code: To consider any items of business raised by the designated person in respect of the Port Marine Safety Code

Minutes to be received

14. To receive the minutes of the following meetings:
 - [5 June 2024 – Broads Local Access Forum](#)
 - [6 June 2024 – Navigation Committee](#)
 - [19 July 2024 – Planning Committee](#)
 - [16 August 2024 – Planning Committee](#)
15. Other items of business
Items of business which the chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972
16. To answer any formal questions of which due notice has been given
17. To note the date of the next meeting/workshop – **Friday 29 November 2024** at 10.00am at Dragonfly House, 2 Gilders Way, Norwich NR3 1UB.

For further information about this meeting please contact the [Governance team](#)

Appendix 1 – Extract from the Local Government Association Model Councillor Code of Conduct



Broads Authority

Minutes of the meeting held on 26 July 2024

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Please note these are draft minutes and will not be confirmed until the next meeting.

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Present

Bill Dickson – in the Chair for agenda item 1

Harry Blathwayt (in the Chair from item 2 onward), Stephen Bolt, Peter Dixon, Andrée Gee, Alan Goodchild, Tony Grayling, James Harvey, Paul Hayden, Martyn Hooton, Tim Jickells, Siân Limpenny, Michael Scott, Vic Thomson, Fran Whymark

In attendance

John Packman – Chief Executive, Jonathan Goolden – Monitoring Officer, Dan Hoare – Head of Construction, Maintenance and Ecology, Emma Krelle – Director of Finance, Rob Leigh – Head of Communications, Rob Rogers – Director of Operations, Natalie Beal - Planning Policy Officer (for items 14-16), Sara Utting – Senior Governance Officer, and Lorraine Taylor – Governance Officer.

Welcome

The Chair welcomed everyone to the meeting.

Openness of Local Government Bodies Regulations 2014

The Chair explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy should contact the Governance Team. The minutes remained the record of the meeting. He added that the law permitted any person to film, record, photograph or use social media in order to report on the proceedings of public meetings of the Authority. This did not extend to live verbal commentary. The Chair needed to be informed if anyone intended to photograph, record or film so that any person under the age of 18 or members of the public not wishing to be filmed or photographed could be accommodated.

1. Appointment of Chair to the Broads Authority

Tony Grayling was proposed by Stephen Bolt and seconded by Siân Limpenny.

Harry Blathwayt was proposed by Alan Goodchild and seconded by Martyn Hooton.

Ballot papers were distributed, collected and counted by the Senior Governance Officer and the Governance Officer, overseen by the Monitoring Officer.

It was resolved by 12 votes to 2 to appoint Harry Blathwayt as the Chair of the Broads Authority for the forthcoming year 2024/25.

Harry Blathwayt took the Chair.

The Chair thanked the Members and said that he hoped that he fulfilled the Members' wishes in voting for him, and also thanked Tony Grayling for standing. The Chair then thanked the outgoing Chair, Bill Dickson, and said that he could not speak highly enough of the way that he had conducted himself and the way that he had conducted business for the Broads Authority.

Bill Dickson thanked the Chair for giving him the opportunity to address the Board one last time and congratulated the Chair on his election. He said that it had been a privilege to lead

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the Board and had enjoyed working alongside Members and Officers and added that the strength of the Authority laid in the unfailing professional integrity, resilience and propriety of the Authority's Officers.

2. Appointment of Vice-Chair to the Broads Authority

Tristram Hilborn was proposed by Tony Grayling and seconded by Tim Jickells.

There being no other nominations Tristram Hilborn was appointed Vice-Chair of the Authority for the forthcoming year 2024/25.

3. Chairman's announcements

The Chair said that the Briefing and Workshop on Tolls and Budget would be held on Tuesday 8 October 2024 at 2pm.

The Chair confirmed that both Stephen Bolt and Matthew Shardlow had been re-appointed for a second term as Secretary of State appointees.

4. Apologies for absence

Apologies were received from Tristram Hilborn, Kevin Maguire, Lesley Mogford and Matthew Shardlow.

5. Introduction of members and declarations of interest

Members indicated they had no further declarations of interest other than those already registered.

6. Items of urgent business

There were no items of urgent business.

7. Public question time

No public questions had been received.

8. Minutes of last meeting

The minutes of the meeting held on 10 May 2024 were approved as a correct record and signed by the Chair.

9. Summary of actions and outstanding issues

Members received the latest summary of actions and outstanding issues following decisions at previous meetings. The Chief Executive (CE) said that there were no further updates to the report.

A Member asked whether there was anything that could be done to move forward with the Wherryman's Way footpath. One of the Members from Norfolk County Council said that there

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were a lot of parties involved in this project, however, there was nothing new to report. The Chair noted that there was a meeting of Broads Local Access Forum in September and said that this subject should be raised at that meeting.

The report was noted.

10. Strategic priorities update

Members received the report providing an update on the Strategic Priorities. The Chief Executive (CE) said that the Authority was on track with the priorities.

A Member asked whether it would be possible for the Broads Nature Recovery Plan to be brought to a future Broads Authority meeting. The CE confirmed that this was being brought to the September Board meeting and there would be a lot of work on this issue in the next few months. The CE added that the Nature Recovery Strategy, which covered Norfolk and Suffolk, was now making substantial progress, and it was envisaged that a draft Strategy would be produced by January 2025 for consultation.

Members noted the progress in implementing the 2024/25 priorities.

11. Annual Governance Statement 2023/24 and Code of Corporate Governance 2024

Members received the report of the Senior Governance Officer (SGO). The SGO said that, as required by legislation, the Draft Annual Governance Statement was published on 31 May 2024 and since that date, there were a couple of updates to the report which related to the internal audit recommendations. The SGO referred Members to page 49 of the papers, and said that Risk 4: Risk Management Framework, and Risk 3: Key performance Indicators were both now complete. On page 51, the deadline on Risk 9: Pilotage had been updated to 31 October 2024, as the Authority was waiting for the outcome of legal advice relating to this issue. On page 52, Risk 1: Health & Safety at Work policy, there was a revised date for completion of 31 March 2025, due to the unexpected delay in fulfilling the vacant Head of Health and Safety Management post.

A Member commented that the Targets and Outcomes Framework which Defra were developing for National Parks had been previously discussed, and asked whether this was in abeyance until the new Government considered what it wanted to do. The Chief Executive (CE) replied that there were set National targets that had been driven from the Environment Plan and the next stage was to disaggregate those amongst the protected areas, and Natural England was doing some of that work. The CE added that the Authority had been engaged with Natural England to start the process and commented that, for instance, the ambitions around tree planting might be appropriate for some National Parks, but had limited application in the Broads. The Member asked whether, if this Framework came to fruition, would it be referenced in the Annual Governance Statement. The CE confirmed that this would be the case.

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A Member asked what the delay on Risk 9: Pilotage was. The Director of Operations (DO) said that through the Port Marine Safety Code the Authority was required to make provision for a pilot. This had been discussed at a recent Navigation Committee, however, the Authority needed to check its proposed action against the Harbours Act to ensure that what the Authority had put in place was legal. The DO confirmed that the Safety Management System had been updated with the new details for pilotage within the Broads as per the audit and as agreed with the Navigation Committee, the legal check is the final aspect of this work.

A Member commented that at the recent Risk, Audit and Governance Committee meeting it was agreed that the Authority would expedite the delivery of the Health & Safety at Work policy, and asked whether it was possible to bring the date forward from March 2025. The CE said that it was hoped that it would be possible to bring the policy to the September Board meeting.

Stephen Bolt proposed, seconded by Siân Limpenny.

It was resolved unanimously to approve the Annual Governance Statement 2023/24 and to note, subject to the implementation of improvements identified in the action plan, that the Authority's systems of governance and internal control are considered to be adequate and effective.

12. Draft Statement of Accounts

Members received the Draft Statement of Accounts from the Director of Finance (DF). The DF thanked the Members who attended the Finance and Statement of Accounts training on 16 July.

The DF reported that since the verbal update provided to Members on 10 May, the deficit had increased by £20,101 and was due to the audit fees going to the provision held within the balance sheet which exceeded the amount that was available. The total deficit, however, was funded by the reserves.

The DF referred Members to table 1 on page 69 of the report and said that this took the actual figure reported to Members and splits this by Directorates and project funding. Table 2 on page 70 summarised the year-end adjustments made which Members do not see up until this point and the details on the adjustments were set out in paragraphs 2.3 and 2.4 of the report. Table 3 on page 71 sets out where these adjustments fell within the Comprehensive Income and Expenditure Statement which could be found in the Draft Statement of Accounts (on page 89 of the combined papers). The DF added that the most significant adjustments put through at year end related to capital purchases and the pension. The pension calculations are done by the actuary employed by Norfolk Pension Fund and those adjustments could be found under employee expenses in table 3. Capital adjustments included the removal of capital purchases which was transferred to the balance sheet under other services.

At the Risk, Audit and Governance Committee meeting on 23 July, EY (the external auditors) were in attendance and gave a verbal update on the position of the audit with 70% of the audit having been completed. The DF said that there would be a delay in the accounts being

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signed and the audit being finished due the recent election and the wait for the backstop legislation to be published. The original backstop proposed that accounts up to 2022/23 would need to be signed by 30 September, however, without the legislation in place the outstanding 2022/23 accounts could not be signed off and would mean that 2023/24 accounts would be further delayed. It was therefore possible that the 2023/24 accounts would probably not be brought to the Board before March 2025.

A Member commented that the Authority paid a lot of money for the audit and asked that the new Chair write to the new Secretary of State with the argument that the audit procedures for the Authority were over-burdensome. The DF said that at every opportunity, where there was a consultation about the audit fees, the DF responded and pointed out that if the audit regulations kept up with the Companies Act, the Authority would fall within the small audit regime and added that because they had not changed since 2014, the Authority was still caught in the same band as the County Council and District Councils find themselves. The DF said that feedback received had been that the backstop needed to be dealt with first before any other changes were made. The impact for the Broads Authority was slightly less than other authorities, some of whom were still waiting for sign off of 2019/20 accounts. The DF hoped that once the backstop was dealt with, the Government would then look at a change in the regulations in respect of levels of audit. The Chief Executive (CE) said that it would be worth the Authority to send a letter to the new Deputy Prime Minister.

A Member asked who would control any change of the rules. The DF confirmed that at present it was the Ministry of Housing, Communities and Local Government (MHCLG).

Members noted the current position regarding the Draft Statement of Accounts for 2023/24.

13. Recreation and Tourism Strategy

Members received the report of the Head of Communications (HC). The HC provided an overview of the report and Strategy and said that this was a high-level plan at this stage and once adopted by the Broads Authority the HC would seek to implement the 5-year project plan. He added that there was a need for further detail and scoping to map out specific projects and responsibilities.

The HC said that it had not been an easy task to produce a Strategy that was sensitive to the challenges facing the tourism sector and the Broads in general, but also reactive to the opportunities that existed. All stakeholder comments during the consultation had been carefully considered whilst being mindful of the Authority's statutory obligations, core purposes and also the delicate balance of economic, environmental and social needs and priorities.

The HC said that he was very grateful to all that offered their support, comments and constructive feedback during the consultation, in particular Maria Conti as her expertise had been an enormous help during the process. The wealth of comments received during the survey, workshop and consultation had demonstrated a willingness to collaborate in order to

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make the Broads leisure and tourism sustainable. Given the limited resources available to all parties, that collaboration would be essential to the success of the Strategy.

A Member commented that it might be worth considering an additional action in respect of the Government's intention to create nine new National River Walks, and asked whether it was worth engaging with the Government on this matter. The HC noted this.

A Member referred to section 3.3 of the Strategy, Attracting wider audiences, and asked how the Authority would engage with schools. The HC said that the Authority's Education Officer had received extra funding through Generation Green to help get under-represented groups into National Parks, and this would include school groups, and confirmed that the Authority was currently exploring options in this respect. The Member said that there were charities in Norwich that provided funding for schools to get out into nature, and would pass on the details to the HC.

A Member said that at the Navigation Committee in June he raised a point regarding objective 7 of the Strategy - enabling more people from all walks of life to experience the Broads National Park, and had asked why ethnic minorities were not included in the Strategy. The HC said that the strategy was a high-level document and that, following adoption of the Strategy, further work would be carried out to provide details and scoping for specific projects and responsibilities which would include targeting under-represented groups.

A Member asked about visitor numbers and whether there was any data on numbers post-pandemic. The HC said that unfortunately he had not yet received any data on visitor numbers for 2023, however, trends showed that 2023 was a slower year than the previous couple of years. He added that in 2024, accommodation figures had not improved, however, the weather had not helped and the Broads were competing with cheaper, foreign holidays.

One of the Members for Norfolk County Council said that footpath counters had been working throughout the summer and he would see if he could get any data on the number of people using footpaths around the Broads area.

A Member commented that he had been speaking to Hire Boat operators and said that the weather had impacted their day boat hire numbers.

Michael Scott proposed, seconded by Paul Hayden.

It was resolved unanimously to adopt the Recreation and Tourism Strategy.

14. Endorsing East Suffolk Healthy Environments Supplementary Planning Document

Members received the report of the Planning Policy Officer (PPO). The PPO explained that this document set out the standards, guidance and approach for open spaces in East Suffolk. The document had been taken to the Planning Committee on 19 July 2024 where it was recommended that the Broads Authority endorse the East Suffolk Healthy Environments Supplementary Planning Document.

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Andrée Gee proposed, seconded by Tim Jickells.

It was resolved unanimously to endorse the East Suffolk Healthy Environments Supplementary Planning Document.

15. Thorpe St Andrew Neighbourhood Plan - Adoption

Members received the report of the Planning Policy Officer (PPO). The PPO said that this Neighbourhood Plan had been through consultation and examination and it was discussed at the Planning Committee on 21 June 2024, where it was recommended to the Broads Authority that the Thorpe St. Andrew Neighbourhood Plan was made/adopted.

Fran Whymark proposed, seconded by James Harvey.

It was resolved unanimously to make/adopt the Thorpe St Andrew Neighbourhood Plan.

16. Local validation list – update for Biodiversity Net Gain

Members received the report of the Planning Consultant. The Planning Policy Officer (PPO) gave an overview of the report and said that it had been brought to the Planning Committee on 21 June 2024, where it was recommended that the Broads Authority approve the updated Local Validation List.

A Member asked how this would be monitored. The PPO said that there was a requirement for the Authority to monitor and that Biodiversity Net Gain (BNG) be in place for 30 years. The PPO said that this was not her area of expertise and that she would ask the Biodiversity Net Gain Officer to provide further information for Members.

A Member asked whether this was an input measure or an outcome measure. The PPO said that BNG required a 10% net increase in biodiversity.

Stephen Bolt proposed, seconded by Andrée Gee.

It was resolved unanimously to approve the proposed amendments to the Local Validation List.

17. Committee membership and member appointments

Members received the report of the Senior Governance Officer (SGO). The SGO said that following the appointment of Harry Blathwayt to Chair of the Authority, he would no longer be able to serve on the Standards Committee, and therefore, asked whether there was any Member who wished to be appointed to the committee. Andrée Gee confirmed that she was happy to be appointed.

The SGO said that there was a vacancy on the Navigation Committee following Greg Munford coming to the end of his term as Secretary of State appointee. Tony Grayling confirmed that he would be willing to be appointed to the Navigation Committee.

Michael Scott proposed, seconded by Tony Grayling.

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It was resolved unanimously to confirm the Broads Authority member appointments for the 2024/25 year to:

- i. the Navigation Committee; Planning Committee, Risk, Audit & Governance Committee; Standards Committee and the Broads Local Access Forum and
- ii. outside bodies (table 2).

18. Appointment of Independent Persons

Members received the report of the Senior Governance Officer (SGO). The Chair said that he had personally interviewed the proposed appointees when they were candidates for the Independent Persons for North Norfolk District Council and said that they were highly qualified for the position and would recommend them to the Board.

Alan Goodchild proposed, seconded by Andrée Gee.

It was resolved unanimously to:

- i. To appoint Charles Monteith and Hannah Brown as the Authority's Independent Persons for a four year term.
- ii. To thank Christine Lee and Amanda Orchard for their services.

19. Items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

20. Broads Local Access Forum Annual Report 2023/24

Members received the report of the Waterways and Recreation Officer. The Head of Construction, Maintenance and Ecology (HCME) said that he wanted to thank the two Broads Authority members appointed to the Broads Local Access Forum (BLAF) for their input over the past year. He said that there had been many meetings held out in Broads locations, with a number of sites visited.

The work of BLAF balanced the strategic aims for access with examples of practical delivery of the Integrated Access Strategy and its objectives which provided the framework for focussing limited resources, as well as having demonstrated close working with Norfolk County Council as the largest Highways Authority in the Broads.

The report was noted.

21. Report on outside bodies – Whitlingham Charitable Trust 2023/24

Members received the report from the Trustees of Whitlingham Charitable Trust. The Chief Executive (CE) said that unfortunately the Trustees were unable to attend this meeting and

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present the report in person. He said that the Authority had gone through an open process for the recruitment of the Trustees in 2023 and added that he had attended the AGM and his observation was that the Trust was going from strength to strength. However, when the brownfield site next to Whitlingham Country Park was developed, this would have an impact on the site.

The report was noted.

22. Minutes to be received

Members received the minutes of the following meetings:

Broads Local Access Forum – 6 March 2024

Standards Committee – 7 March 2024

Risk, Audit and Governance Committee – 12 March 2024

Navigation Committee – 11 April 2024

Planning Committee – 26 April 2024

Planning Committee – 24 May 2024

Planning Committee – 21 June 2024

23. Other items of business

There were no other items of business.

24. Formal questions

There were no formal questions of which notice had been given.

25. Date of next meeting

The next meeting of the Authority would be held on Friday 20 September 2024 at 10.00am at a venue to be advised.

The meeting ended at 11:23am

Signed by

Chairman

Broads Authority

20 September 2024
Agenda item number 7

Summary of actions and outstanding issues following discussions at previous meetings

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
Wherryman's Way footpath on River Chet	26/07/2019	Rob Rogers	Wherryman's Way footpath by River Chet included in priority actions for new Waterways and Recreation Officer. Discussions ongoing with Norfolk County Council.	<p>Updates before July 2023 have been archived and are available to read on Summary of Action reports from previous committee meetings.</p> <p>July 2023: The Community Infrastructure Levy funding application was unsuccessful. The project team are scoping options for proceeding with the £216,000 currently available from the previous funding application. Norfolk County Council (NCC) are meeting with GNGB to establish the feasibility of a reapplication for funding. NCC are also actively looking for alternative funding to support the project.</p> <p>At the Hardley Flood site - there are three major ecological considerations (European protected species) Otters by footpath line - commissioned consultant to report. Water vole - a Norfolk Biodiversity Info report has been requested. Desmoulin's Whorl Snails – very specialist species – awaiting report.</p> <p>Once the ecological reports are completed talks will be held with Natural England regarding next steps. NCC have met with NP Law for advice on statutory duties and legislation for priority for Public Rights of Way or Ecology.</p> <p>At the Bramerton Site – the Broads Authority are working with engineering consultants on a gabion basket and rock roll design for the bank restoration.</p> <p>November 2023: Work still ongoing and habitat assessments are being carried out.</p> <p>January 2024: The 11 January 2024 meeting of the Wherryman's Way stakeholder group was cancelled as there were no new updates, but: Hardley Flood planning application is being prepared by NCC and it is hope it will be submitted by the end of January 2024 Bramerton Planning Application is being finalised by NCC and again it is hoped it will be submitted late January 2024.</p>	31/12/2021

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>If both applications are successful the partnership work is expected to be completed by May 2024.</p> <p>February 2024: Planning applications (BA2024/0053/FUL) has been received to make repairs to two footbridges and access ramps on footpath 4, south-west of Hardley Flood.</p> <p>April 2024: A planning application will go before the Planning Committee on 26 April 2024. A vole survey is planned for the site on 15 April 2024. At a recent site visit the dredged material (placed two years ago) was observed to have heavily eroded and in places the current path is less than a metre wide and dropping into the river. Meetings with Norfolk County Council are planned to discuss this narrowing of the path and potential remedies and the overall safety of the path</p> <p>May 2024: The planning application for repairs to two foot bridges and provision of access ramps was considered at the Planning Committee meeting on 26 April 2024 and was approved.</p> <p>July 2024: Environmental and funding issues have stalled this project. We continue working with Norfolk County Council to see what delivery can occur at Bramerton and Surlingham.</p> <p>September 2024: Norfolk County Council has entered a new bid for Bramerton, including work at Hardley. We await the outcome of Norfolk County Council bids.</p>	
Responding to Climate Change Emergency	27/09/2019	John Packman	<p>To adopt Climate Change Emergency Statement for the Broads (first report Appendix 1) and principles outlined for BA to:</p> <p>Recognise climate emergency</p> <p>Work toward making the Broads Authority 'carbon neutral' by 2030, with further objective of reducing all carbon emissions to zero by 2040.</p> <p>Establish base line for CO2 emissions using a common methodology with NPAs and develop an Action Plan and Monitoring system.</p> <p>Work with constituent local authorities to reduce emissions from domestic, travel and other sources in the Broads across the two counties.</p> <p>Work with farmers, land managers, NFU and Defra to influence land management practices, to maintain and build organic matter and carbon in soil, improve biodiversity and store water to protect against flooding and drought.</p>	<p>Updates before July 2023 have been archived and are available to read on Summary of Action reports from previous committee meetings.</p> <p>September 2022: A member workshop was held on 25 July 2022, and the full report circulated to members. Work is ongoing on the next steps, with a report anticipated for the November Authority meeting. The next phase of Clean Maritime funding, which may allow us to build on the Electrifying the Broads feasibility study, is expected to be announced on 22 September 2022.</p> <p>November 2022: We are working on various possible bids for external funding to support our climate change work, including the Norfolk Investment Framework. Unfortunately the Clean Maritime Competition Phase III was not suitable for the Electrifying the Broads project, so we are exploring other avenues.</p> <p>December 2022: An update report setting out next steps was presented to the Authority Meeting in December. We will hear in early January the outcome of the bids to the Pioneer Places fund and the Norfolk Investment Framework.</p> <p>February 2023: Pioneer Places bid was not awarded. We have a new possibility of funding through the Local Electric Vehicle Infrastructure</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
			<p>Work with boating and tourism organisations to continue promoting and developing environmentally friendly boating and sustainable tourism; and Aspire to offsetting carbon emissions locally within the Broads by a Broads offsetting scheme.</p>	<p>Fund award, in partnership with Norfolk County Council, that includes funding for electric pillars in the Broads. June 2023: We have had discussions with the Canal & Rivers Trust and Environment Agency to see what joint work can be done on boating electrification. Round 4 of the Clean Maritime Demonstration Competition is expected to open in July 2023, we will reach out to partners to determine if we can submit a bid. We are drafting a tender for the installation of solar panels at the Dockyard. We have launched a consultation with Visit The Broads members to identify opportunities to use funding from the Norfolk investment Framework to support sustainable tourism. September 2023: We are continuing to work with Norfolk County Council on developing a bid under the Norfolk Investment Framework for Sustainable tourism. Unfortunately the Clean Maritime Demonstration Competition Round 4 has not proved suitable for the Electrifying the Broads project as it does not allow for capital expenditure. The Dockyard solar tender is currently open and will close on 15 September 2023. July 2024: Press release on the National Parks' Race to Zero campaign will be going out this month. Broads Authority has received funding for three installations of solar powered cycle pods. September 2024: CyclePods due to be installed at three sites including at Carlton Marshes Visitor Centre.</p>	
'Broads Peat' - A Nature for Climate Peatland Grant Scheme project	23/07/2021	Andrea Kelly	<p>The Broads Peat Project was awarded £785,668 in December 2021 from Defra, as part of the Nature for Climate Peatland Grants Scheme – Discovery Grant which is administered by Natural England. The project budget was revised to £855,831 in December 2022 (the formal Change Control Notice was received from Natural England on 3 January). The project budget was revised to £1,125,831 in April 2023 (the formal Change Control Notice was received from Natural England on 20 April 2023). Broads Peat was initially expected to close in March 2023 - an extension until 31 August 2023 has been granted. Following the Discovery phase, a restoration grant was awarded for Buttle Marsh on 26 August 2023.</p>	<p>Updates before July 2023 have been archived and are available to read on Summary of Action reports from previous committee meetings. March 2023: Submission of ~£400k Paludiculture Exploration Fund bid with Norfolk FWAG, Norfolk County Council, NUA, Wetland Products Foundation and Hudson Architects. with support from EA, Broads IDB, Fenland Soil. April 2023: The peat project extension to 31 August was approved, with a revised budget of £1,125,831; the formal Change Control Notice was received from Natural England on 20 April 2023. A restoration bid is being prepared for Buttle Marsh, and discussions have taken place for other sites. Field-by-field assessment of carbon emissions in the Broads was presented to the Lowland Peatland Conference in Ely on 17-18 April 2023. SWT secondment ended at the end of March. The Carbon Reduction Project Manager is providing additional support to the project. June 2023: The restoration bid was submitted for Buttle Marsh. Paludiculture Exploration Fund project 'FibreBroads' successful, led by</p>	31/03/2023

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Broads Authority, with Norfolk FWAG, Norfolk County Council, NUA, Wetland Products Foundation and Hudson Architects. with support from EA, Broads IDB, Fenland Soil.</p> <p>September 2023: The Broads Peat Discovery project closed at the end of August, and preparation for the final reporting is underway. The Nature for Climate Peatland Restoration Grant has been awarded to Buttle Marsh in August 2023, with co-funding secured from Anglian Water. Peatlands set to be restored to help tackle climate change - GOV.UK</p> <p>The other Nature for Climate partnership project led by the Broads Authority, 'FibreBroads', ~£500 funded by the Paludiculture Exploration Fund has also started. New investment in peat in fight against climate change - GOV.UK It hosted Minister Pow on 11 and 12 August 2023. Minister Spencer visited the FibreBroads stand at the Royal Norfolk Show. The project featured in eight media articles since the launch of the project in June 2023.</p> <p>November 2023: Reporting on Broads Peat Project complete. Buttle Marsh Peat Restoration project is securing permissions for water transfer, eels, planning and water voles and reviewing project costs for delivery in 2024, subject to permissions.</p> <p>FibreBroads - a partnership led by the Broads Authority to grow wetland crops, engage with farmers, regulators and fibre product developers is on track. Wetland plants are growing well and many wading birds benefit from the shallow water and damp conditions. Farmer one to ones and workshops in planning stage and 50 NUA students engaged in product awareness.</p> <p>Two further Nature for Climate partnership bids involving the Broads Authority totalling ~£260k have been applied for focusing on water management and farmer collaboration.</p> <p>January 2024: Buttle Marsh Peat Restoration project gained planning permission and continues work on securing permissions for water transfer, eels and water voles and reviewing project costs to add in a water storage reservoir for delivery in 2024, subject to permissions. Discussing new wind pump design to comply with eel regulations. FibreBroads remains on track. Presented at Defra lowland agriculture workshop in December and hosted the Defra Peat Team. Presenting at January Paludiculture Conference in Manchester. Planning novel acoustic monitoring of wading birds at wetland demonstration site. Twelve Farmer one-to-ones completed and farm adviser workshops in planning stage. Fenland Soil farmers are visiting the Broads for a</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Farmer's Dialogue visit to the Wet Farming Trials at Horsey on 16 January 2024. Wetland plants are growing well.</p> <p>Awaiting notification of the two further Nature for Climate partnership bids involving the Broads Authority totalling ~£260k have been applied for focusing on water management and farmer collaboration.</p> <p>February 2024: Buttle Marsh Peat Restoration project continues work on securing permissions for water transfer, eels and water voles and designing water storage reservoir for delivery in 2024, subject to permissions.</p> <p>FibreBroads remains on track. Will be presented at Norfolk Show and hosted Fenland Soil Farmers as well as preparing to host partners from the Great Fen in April. Novel wildlife acoustic monitoring will be set out in March at wetland demonstration site, which is also being adjusted to optimise water filtration. The project team are putting on a farm advisers training day for peat restoration and green finance. Hudsons Architects are presenting at Future Build.</p> <p>Secured two further Nature for Climate: Lowland Agricultural Peat partnership grants involving the Broads Authority totalling ~£260k focusing on water management and farmer collaboration.</p> <p>April 2024: Scientific publication being prepared on our assessment of current and future GHG emissions from peat soils in the Broads National Park with Cranfield University.</p> <p>LAPSIP grant has enabled the install of a further 10 peat level cameras with farmers with UKCEH, making the Broads the most significant area for peat level monitoring in the UK.</p> <p>LPAWDP is starting work with BAWAG and partners to engage with farmers across 4 areas of the Broads.</p> <p>Advisers training on peatland and watertable management very well recieved. The water permissions and BNG support was particularly useful.</p> <p>FibreBroads will be in the Innovation Hub at the Norfolk Show again in June.</p> <p>June 2024: Buttle Marsh Restoration - Announcement of additional funding award decision from Natural England to follow the election period. Active dialogue with Environment Agency regarding water abstraction.</p> <p>All FibreBroads work packages on track, including volunteers planted reed and reedmace, planning another 'train the trainer' farm advisers event, guiding them on water voles, watertable assessment, permissions and Countryside stewardship. Preparing for the Innovation</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>Hub again at the Royal Norfolk Show with our partners NUA and Hudson Architects.</p> <p>Two Lowland Agricultural Peatland Grants on track, assessing water table management and forecasting the water storage needs to deliver land-based carbon targets in the Broads peatland.</p> <p>Applied for two Water Restoration Fund grants related to water management.</p> <p>September 2024: Appointed new contractors for Buttle Marsh securing water abstraction permissions.</p> <p>Developed a novel watertable assessment tool. Modelled water requirements over two further farms. Arranged two webinar with Defra, EA, NE, ADA and partners. Planning two further peat cameras and knowledge exchange events with farmers about watertable assessment for Countryside Stewardship.</p> <p>Water Permissions Guide tested by the EA and welcomed, issued for trialling with partners on 30 August 2024 for feedback end of September and launching at Farm Adviser event in October.</p> <p>Presenting at Norfolk Landscape Conference and two UK peatland conferences in 2024/25.</p>	
Reduction in office space at Yare House	28/07/2023	Emma Krelle	Reduce occupation to cut overhead costs and reduce carbon emissions.	<p>September 2023: Revised plans for reduced occupation submitted for landlord approval.</p> <p>October 2023: Plans approved by landlord. Prequalification stage of works tender complete with tender packs being finalised to be issued in November.</p> <p>November 2023: Tenders issued on 8 November 2023 and the closing date was 15 December 2023. It is hoped that the work will start early in the New Year.</p> <p>January 2024: Tender responses reviewed 15 December and we are in the final stages of finalising our preferred contractor. Building Control Plans have been submitted with the view to the new lease being agreed and works commencing last week of January.</p> <p>February 2024: Delays in January with responses from the Landlord means the lease is still not agreed. The Authority's solicitor is helping to move along outstanding queries for the lease to be agreed as soon as possible.</p> <p>March 2024: The Broads Authority signed the lease and supporting documents on 26 March 2024. Landlord is due to sign by 19 April 2024.</p> <p>April 2024: Licence for surrender and alterations signed by Landlord 19 April 2024. Seven days notice to start works issued to landlord and tenants. Contractor due to start on site 29 April 2024.</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>May 2024: The contractor had started on time and work was progressing very well. The conversion of the Waveney Room into two spaces was almost complete and it was hoped that some desks might be moved in over w/c 13 May 2024.</p> <p>July 2024: The work has been completed ahead of schedule and staff will be working from the second floor office space from Wednesday 10 July, enabling the first floor office space to be emptied before the deadline of 1 August 2024.</p> <p>August 2024: The second floor office space is fully operational, and the first floor office space has been emptied and handed back to the landlord on 19/08/2024.</p> <p>Item closed.</p>	
Funding the waterways of the Broads National Park	26/01/2024	John Packman	To track the progress on making the case for central Government funding to support the maintenance of the Broads waterways.	<p>January 2024: The Board unanimously endorsed the paper and supported the Chairman in writing to the Secretary of State for the Environment.</p> <p>February 2024: Chairman has written to the Minister and local MPs.</p> <p>April 2024: Response received from Defra Minister 18 March 2024. See Appendix to report on National Park Grant.</p> <p>July 2024: Action - New Chair to write to new Minister when appointed on this issue and the costs of external audit.</p> <p>August 2024: Broads Authority Chair has written to the new Minister.</p>	
Appeal under S31 Harbours Act 1964		John Packman	Broads Hire Boat Federation lodged an appeal with the Department for Transport on 11 October 2023, 10 months after Broads Authority decision in January 2023 regarding navigation charges for 2023/24.	<p>22 November 2023: Broads Hire Boat Federation published notice in Eastern Daily Press</p> <p>23 February 2024: Broads Authority submits response</p> <p>March 2024: Decision by Department for Transport expected.</p> <p>July 2024: Awaiting decision by new Minister</p> <p>September 2024: Awaiting decision</p>	
Capital Programme 2024/25	15/03/2024	John Packman	<p>At the meeting on 15 March 2024 it was reported that a third tranche of capital funding was likely to become available in the form of a further £10 million for the 44 Protected Landscapes in England, £5 million for the AONBs and £5 million for the National Parks, divided equally between them.</p> <p>A bid was submitted to DEFRA for the purchase of five items: the development and build a replacement Ranger launch; a new concrete pump; replacement of four Hilux (Rangers and CME); a Dipper Arm Extension and Weed Bucket for Fen Excavator; and a Steel Welfare Unit.</p>	<p>March 2024: The Board approved that, subject to Defra's confirmation of a capital grant of £500,000, the Authority implemented the capital expenditure set out in Table 1 of the Capital Programme 2024/25 report of 15 March 2024.</p> <p>April 2024: See report on National Park Grant for update (agenda item 9 - 10 May 2024).</p> <p>June 2024: Defra awarded £500,000 extra funding split as: £250,000 Uplift Capital Funding to purchase a new concrete pump which would be used for the Authority's dredging activity, dipper arm extension and weed bucket for fen excavator, replacement Hilux vehicles, and a new steel welfare unit; and £250,000 Uplift Revenue Funding which will be placed in the earmarked reserves to support the purchase of the other</p>	

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>items: the research, development and delivery of a replacement Ranger launch and the additional replacement vehicles previously identified.</p> <p>August 2024: From the additional Defra grant received in 2024/25 the priority capital items agreed for purchase includes:</p> <ul style="list-style-type: none"> • A new concrete pump system for facilitating dredging operations (awaiting specification of a new system and final pricing from our existing supplier). • Six replacement 4x4 vehicles for use across the operational teams (three delivered with the remainder due by the end of September 2024). • Excavator dipper arm extension for our 14 tonne JCB excavator (on order). • Slotted weed bucket for dyke clearance (on order). • Steel welfare hut (delivered and in use). 	
Flood Risk		Dan Hoare	Follow up to public meeting in Hickling on 2 Feb 2024 to investigate whether further dredging of the Lower Bure would have any benefit in reducing flood risk further up in the catchment	<p>April 2024: Through the Broadland Futures Initiative (BFI) a new fluvial/tidal hydrological model of the Broads river system has been built to be used during strategy development to understand the implications of climate change and sea level rise on flood risk and to test the effectiveness of different possible flood risk management actions. In addition, the model outputs will be used by the Environment Agency's local Partnership and Strategic Overview team during their day-to-day work.</p> <p>As part of the review and calibration of the new model we are keen to share outputs based on past events. While we have a good calibration of the model against the gauged data, such discussion will help add further confidence to the modelling. It is proposed to have a virtual workshop session (using MS Teams) where we will use GIS software to review the modelled flood extents of the following calibration events: On top of this planned stage of the model development, the specific ask from the Broads Authority is now fully included in the contract from EA to Jacob's. The additional work will generate model runs with modified channel bed levels (below the current bathymetry) for two capital dredging scenario's along the Bure Loop</p> <p>Removal of all sediment to -2.5 m below ODN. This is roughly half a metre below the Authority's current Waterways Specification depth)</p> <p>Removal of all sediment to -3.0 m below ODN. This is roughly one metre below the Authority's current Waterways Specification depth)</p> <p>From these model runs, the total volume of sediment to achieve these river depths can be calculated. The wider application of this modelling will be to understand the impact of climate change on the proposed</p>	31/08/2024

Title	Meeting date	Lead officer	Summary of actions	Progress so far	Target date
				<p>dredging regime and what impact such capital dredging may have on water levels higher up in the northern river system.</p> <p>June 2024: The Jacobs team are now running the modelling scenarios, as per the contracted timetable set by the Environment Agency. The Authority has provided typical cost per cubic metre for its own sediment removal projects in the lower Bure, so that some estimates of cost (assuming landward deposit of sediments on floodbanks) can be start to be calculated.</p> <p>September 2024: Awaiting report.</p>	
Haven Bridge	02/04/2024	John Packman	The Great Yarmouth Ports Leisure Users meeting on 2 April had a long discussion regarding the problems with the Haven Bridge. There is a dispute between Peel Ports and Norfolk County Council regarding opening the bridge which is having an adverse impact on commercial and private boat owners based in the Broads.	<p>April 2024: Chief Executive has contacted Norfolk County Council and has been asked to brief the local MP. Awaiting outcome of discussions between Peel Ports and Norfolk County Council.</p> <p>July 2024: Temporary arrangements agreed by Peel Ports and Norfolk County Council have allowed the bridge to open. The Monitoring Officer has written to the Great Yarmouth Port Authority reminding it of its statutory duties.</p> <p>September 2024: Response received from Great Yarmouth Port Authority and meeting to be arranged to discuss Haven Bridge.</p>	

Date of report: 03 September 2024

Broads Authority

20 September 2024

Agenda item number 8

Strategic priorities- update on 2024/25 and draft strategic priorities for 2025/26

Report by Senior Governance Officer

Purpose

This report sets out the latest progress in implementing the Authority's annual strategic priorities for 2024/25 and starts the process for considering next year's priorities.

Broads Plan context

The Broads Plan is a key part of the Authority's strategic framework.

Recommended decision

- i. To note the progress in implementing this year's strategic priorities; and
 - ii. To consider the draft strategic priorities for 2025/26.
-

1. Introduction

- 1.1. Each year the Broads Authority identifies a small set of strategic priorities, which focus on projects that have high resource needs or a very large impact on the Broads, or that are politically sensitive. Setting these priorities helps target the Authority's resources and make the most of partnership working and external funding opportunities. Priorities are set each financial year, although some large-scale projects carry across several years.
- 1.2. In addition, Defra has introduced a new requirement for National Park Authorities and the Broads Authority to provide quarterly updates on deliverables against the Business Plan, as part of its grant funding agreement. These update reports on our strategic priorities are used by officers to comply with that requirement.
- 1.3. The latest update on the agreed strategic priorities for 2024/25 is in Table 1 below.

Table 1

Strategic priorities 2024/25 – progress update

Themes, aims and milestones	Progress	Lead officer
<p>1. Responding to climate change (Broadland Futures Initiative)</p> <p>Aim: To implement the next steps of the Broadland Futures Initiative.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Publish at least two editions of the Broadland Futures Initiative BFI newsletter, by March 2025. (ii) Hold at least two meetings of the BFI Elected Members Forum, by March 2025. (iii) Various technical deliverables from BFI consultant including the new hydraulic model expected mid-2024. (iv) Engagement activities, including consultation as required. 	<p>Status: On track</p> <ul style="list-style-type: none"> (i) BFI Newsletter (April 2024) has been sent out to the subscriber list, which has been updated to include all Parish Councils in the Broads area. Next newsletter under preparation. (ii) April 2024 Elected Members Forum meeting was held. Next Elected Members Forum is set for October 2024 when a new Chair will be elected. (iii) Updates on Product delivery from the EA/Jacobs team have been presented at steering group meetings and Elected Member Forum. All on track. The hydraulic model is being tested using data from recent flooding events. (iv) Additional outputs (outside the scope of BFI) from the hydraulic model regarding capital dredging scenarios are being tested by the EA. A workshop with BA members is being planned, probably early 2025. 	<p>Director of Strategic Services</p>
<p>2. Biodiversity crisis response</p> <p>Aim: Co-ordinate and implement with partners the development of strategies and projects, including</p>	<p>Status: on track</p>	<p>Environment Policy Adviser</p>

Themes, aims and milestones	Progress	Lead officer
<p>the three Nature for Climate projects.</p> <p>Milestones:</p> <ul style="list-style-type: none"> (i) Endorsement of Norfolk & Suffolk Local Nature Recovery Strategies (LNRS) – timings to be confirmed by responsible authorities. (ii) To complete the “Broads Authority consideration” of biodiversity actions by 1 January 2024. This is the first requirement of the enhanced Biodiversity Duty introduced in the 2021 Environment Act for local authorities and will consider action to take by the Broads Authority to comply with the duty. (iii) To review and refresh the Broads Biodiversity and Water Strategy with partners by March 2025. (iv) To implement Nature for Climate Peat restoration project at Buttle Marsh within agreed budget ~£300k and timeline by March 2025. (v) To implement Nature for Climate Paludiculture Exploration Fund ‘FibreBroads’ project within agreed budget ~£500k and timeline by March 2025. 	<ul style="list-style-type: none"> (i) Attended steering group and several themed working groups. Timing for the public consultation on the draft LNRS is likely to be January 2025. A briefing session is scheduled on 9 December with members. (ii) Completed. (iii) Draft Broads Nature Recovery Strategy (new name for the Biodiversity and Water Strategy) will be discussed with BA members after their meeting in September and taken for adoption in November. (iv) Active dialogue with Environment Agency regarding water abstraction. The start of detailed engineering design for the reservoir is expected to start in October and conclude in December 2024 however this could be extended to spring 2025. (v) All FibreBroads work packages on track. Two Lowland Agricultural Peatland Grants on track, assessing water table management and forecasting the water storage needs to deliver land-based carbon targets in the Broads peatland. Applied for two Water Restoration Fund grants related to water management. 	

Themes, aims and milestones	Progress	Lead officer
<p>3. Local Plan for the Broads</p> <p>Aim: To produce an updated Local Plan for the Broads.</p> <p>Milestones:</p> <p>(i) Preferred Options consultation: March 2024.</p> <p>(ii) Publication consultation: December 2024.</p> <p>(iii) Submission: By end of June 2025.</p> <p>(iv) Adoption: By end of 2026.</p>	<p>Status: On track</p> <p>Comments received as part of the Preferred Options being assessed. Next version of the Local Plan being produced.</p>	<p>Planning Policy Officer</p>
<p>4. Farming in Protected Landscapes (FiPL)</p> <p>Aim: To run the FiPL programme and allocate Broads grants to farmers and landowners, and support the Broads and Norfolk Coast Land Management Board to allocate their funding.</p> <p>Milestones:</p> <p>(i) Hold six Land Management Board meetings, by March 2025.</p> <p>(ii) Allocate all grant funding to projects, by December 2024.</p> <p>(iii) Engagement activities to promote and showcase FiPL, by March 2025.</p>	<p>Status: On track</p> <p>(i) There have been three FiPL Board meetings – the last was held on 29 July.</p> <p>(ii) £119,234.48 grant funds for 24/25 have been allocated to projects already out of a total grant budget of £380,785.</p> <p>(iii) The FiPL Officer will attend the Norfolk Landscapes Conference on 2 October and will have a stand with other officers. We have joined the Defra Twitter campaign to highlight the success of FiPL with the first tweet sent 27 August.</p>	<p>Catchment & Farming Officer</p>

Themes, aims and milestones	Progress	Lead officer
<p>5. Navigation IT Aim: To replace current tolls system and provide improved online functionality.</p> <p>Milestones:</p> <p>(i) Develop timetable and tender document by June 2024 for amendments to core system and a replacement web interface.</p> <p>(ii) Publish and then review tender responses by end of September 2024.</p> <p>(iii) Award contract (depending on affordability) and agree timescales with contractor.</p>	<p>Status: On track</p> <p>(i) The upgrade of the internal tolls system to the latest software version has been completed and testing is ongoing.</p> <p>(ii) Work continues on the replacement online payment system which is being totally rewritten. The initial application will provide the key functionality required to renew a toll online. It will utilise the latest security technologies such as one-time passcodes for logon thereby simplifying the current process.</p> <p>(iii) We plan for the above works to be completed in time for the 2025/26 tolls season.</p>	<p>Head of ICT/Collector of Tolls</p>

2. Setting strategic priorities for 2025/26

- 2.1. The role of strategic priorities in our strategic “golden thread” is set out in appendix 1. The strategic priorities for 2025/26 will feed into the 2025/26 budget setting process.
- 2.2. Due to the recent change in Government and the uncertainty over its priorities and future spending plans, it has been difficult this year to predict likely funding sources and opportunities for partnership working. This means drafting possible strategic priorities for the Broads Authority has been even more challenging than usual.
- 2.3. The Management Team’s initial draft ideas for next year’s strategic priorities are listed below, as a starting point for members’ consideration:
 - Responding to climate change (continued involvement with the development of the Broadland Futures Initiative)

- Implement the five Ps¹ of the Race to Zero Programme – by progressing from Pledging in 2024 to having a refreshed Climate Action Plan in 2025.
 - Biodiversity crisis response by implementing the Broads Nature Recovery Action Plan
 - Developing partnership arrangements for external funding bids
 - Tolls system – phase 2
 - Working with Natural England on the apportionment of Protected Landscapes targets for the Broads
 - Submitting the Local Plan for the Broads to the Planning Inspectorate
- 2.4. It is important to remember that much of the Authority’s resources is already committed into the future: in providing statutory services such as navigation safety and tolls, planning, and undertaking essential works such as maintenance of the waterways.
- 2.5. Members’ views are welcome on the suggested priorities.
- 2.6. As part of the strategic priorities update report to the Authority in November, the agreed priorities for 2025/26 will be presented, together with expected milestones for reporting progress, wef April 2025.

3. Financial Risks

- 3.1. If the Authority fails to comply with any of its obligations in the Grant Funding Agreement, DEFRA may, at its discretion, reduce, suspend or terminate payments of grant, or require any part or all of the grant to be repaid.
- 3.2. Over-committing to additional work or priorities will have an adverse impact on the budget (see para. 2.4 above).

Author: Sara Utting

Date of report: 03 September 2024

Background papers: none

[Broads Plan](#) strategic objectives: all

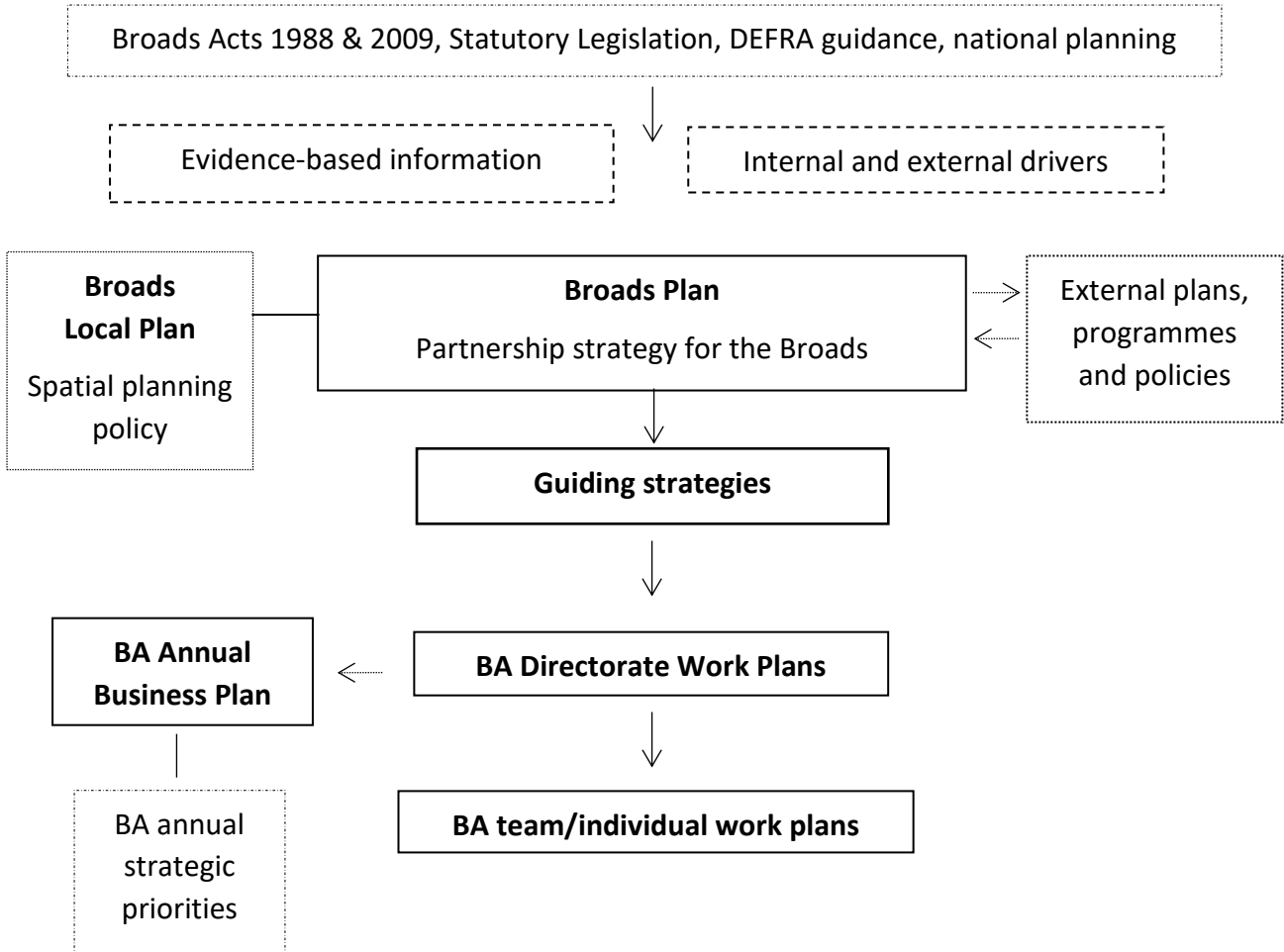
Appendix 1 – “Golden thread” strategic framework

¹ Pledge; Plan; Proceed; Publish and Persuade

Appendix 1 – ‘Golden thread’ strategic framework

Fig. 1

‘Golden thread’ strategic framework



Broads Authority

20 September 2024

Agenda item number 9

Financial performance and direction

Report by Director of Finance

Purpose

This report provides a strategic overview of current key financial issues and items for decision.

Broads Plan context

Financial performance underpins all the strategic objectives of the Broads Plan.

Recommended decision

- i. To note the income and expenditure figures and the prudential indicators in paragraph 6.1.
 - ii. To approve the additional earmarked expenditure as set out in paragraph 5.2.
-

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1. Introduction

1.1. This report covers three items: the Consolidated income and expenditure from 1 April to 31 July 2024, the additional earmarked reserve expenditure for the Dockyard solar project and the quarter one prudential indicators for 2024/25.

2. Overview of actual income and expenditure

Table 1

Actual consolidated income and expenditure by directorate to 31 July 2024

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(5,925,804)	(6,016,093)	+ 90,289
Operations	1,674,726	1,053,957	+ 620,769
Strategic Services	720,627	712,320	+ 8,307
Finance & Support Services	1,147,727	1,069,373	+ 78,354
Projects, Corporate Items and Contributions from Earmarked Reserves	(627,890)	(289,755)	- 338,135
Net (Surplus) / Deficit	(3,010,614)	(3,470,198)	+ 459,584

2.1. Core income is above the profiled budget at the end of month four. The overall position as at 31 July 2024 is a favourable variance of £459,584 or a 15.27% difference from the profiled LAB. This is principally due to:

- An overall favourable variance of £90,289 within income:
 - National Park grant is £250,000 above the profiled budget due to the additional revenue and capital funding from DEFRA confirmed after the budget was set in January.
 - Hire Craft Tolls is £98,113 below the profiled budget.
 - Private Craft Tolls is £65,212 below the profiled budget.
 - Short Visit and Other Tolls is £2,855 above the profiled budget.
 - Investment income is £759 above the profiled budget.
- An underspend within Operations relating to:

- Construction, Maintenance and Ecology salaries is £41,924 under the profiled budget due to the budgeted pay award not being agreed by the unions.
- Equipment, Vehicles and Vessels is £280,517 under the profiled budget due to delays in expenditure from the earmarked reserves. There has also been income that has been transferred to the earmarked reserves as a result of selling old equipment, this had not been budgeted for.
- Practical Maintenance is £101,472 under the profiled budget due to timing differences.
- Waterways and Recreation Strategy is £101,394 under the profiled budget due to the receipt of the Active Travel England Grant (£100,000) being awarded after the budget was set. This variance will reduce as expenditure occurs later on in the financial year.
- Ranger Services is £78,366 under the profiled budget due to the budgeted pay award not being agreed by the unions. There has also been delays in expenditure from the earmarked reserves and timing differences on the launch repairs.
- Safety is £16,240 under the profiled budget due to delays in the Head of Safety Management post being filled. The new post holder is scheduled to start in September.
- An underspend within Strategic Services relating to:
 - Development Management is £27,376 under the profiled budget due to the delays in Development Manager post being filled. The new post holder is scheduled to start in September.
 - Strategy and Projects is £65,028 above the profiled budget due to delays in Farming in Protected Landscapes grant income.
 - Communication is £12,656 under the profiled budget due to a number of small underspends across each of the budgets.
- An underspend within Finance & Support Services relating to:
 - Legal is £34,764 under the profile budget due to timing differences.
 - Asset Management is £28,086 above the profiled budget due to a timing difference on the receipt of income.
 - Premises Head Office is £39,156 under the profiled budget due to a timing difference on the refurbishment works being completed and the invoicing.
 - ICT is £21,216 under the profiled budget due to minimal spend on computer hardware and the upgrade to the tolls system, which is being funded from the earmarked reserves.

- An adverse variance within reserves relating to:
 - Plant, Vessels and Equipment is under the profiled budget due to timing differences on vehicle and equipment replacements.
 - Computer Software is under the profiled budget due to the minimal spend so far on the upgrade to the tolls system.
 - Medium Term Financial Planning is under the profiled budget due to the timing differences on Yare House.

2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compare with both the original budget and the LAB.

3. Latest available budget

3.1. The Authority’s income and expenditure is monitored against the latest available budget (LAB) for 2024/25. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2

Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2024/25 – surplus	Broads Authority 26/10/24 Agenda item number 10	(129,045)
Approved budget carry-forwards	Broads Authority 10/05/24 Agenda item number 10	27,080
LAB as at 31 July 2024	n/a	(101,965)

4. Overview of forecast outturn 2024/25

4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible. A summary of these adjustments are given in the table below:

Table 3

Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn surplus as per LAB	(101,965)
Increase to National Park Grant income	(500,000)
Decrease to Hire Craft Tolls	31,058

Item	Amount £
Decrease to Private Craft Tolls	87,421
Decrease to Salary costs following vacancies	(84,409)
Decrease to Practical maintenance expenditure due to postponing works at Potter Heigham & Martham	(100,000)
Increase to income for Active Travel England Grant	(100,000)
Increase to expenditure for Active Travel England Grant	100,000
Increase to Development Management Consultants to cover vacancies	26,288
Increase to National Park revenue expenditure	250,000
Increase to National Park capital expenditure	250,000
Increase to subscriptions - UK Communications Team hosted by Peaks	2,210
Forecast outturn surplus as at 31 July 2024	(139,397)

5. Reserves

- 5.1. The Property reserve contains the income from land rental at Oulton Broad. The Plant, Vessels and Equipment reserves contains the income from the sale of the old vehicles, JCBs and trailers. It has also funded two vehicles and a welfare unit. The Premises reserve has funded the final items for Reedham Quay hut replacement and the professional fees for Yare House alterations. The Heritage Lottery Fund, Catchment Project and UK Communications contains the income and expenditure relating to those projects. The Medium-Term Planning reserve has funded the additional expenditure for the reconfiguration of Yare House and External Funding & Partnership working.
- 5.2. It was originally anticipated that the Dockyard Solar project funded from the Premises reserve would have been completed in 2023/24 and a budget carry forward was not requested. For the project to progress a number of feasibility studies around the roof will be required in 2024/25. Members are asked to approve an additional £7,500 to be spent from the Premises earmarked reserves to fund this project. This additional spend will not affect the LAB.

Table 4

Consolidated earmarked reserves

Reserve name	Balance at 1 April 2024 £	In-year movements £	Current reserve balance £
Property	(1,139,087)	(796)	(1,139,883)
Plant, Vessels and Equipment	(639,561)	(35,210)	(674,771)

Reserve name	Balance at 1 April 2024 £	In-year movements £	Current reserve balance £
Premises	(431,177)	13,105	(418,072)
Planning Delivery Grant	(277,134)	0	(277,134)
Upper Thurne Enhancement	(249,820)	(20,068)	(269,888)
Heritage Lottery Fund	(12,391)	22,330	9,939
Catchment Partnership	(70,187)	(7,642)	(77,829)
Computer Software	(183,114)	9,900	(173,214)
UK Communications	(3,926)	652	(3,274)
Match Funding (EXPERIENCE)	(1,690)	0	(1,690)
Medium Term Planning	(495,024)	220,935	(274,089)
Total	(3,503,111)	203,206	(3,299,905)

6. Prudential Indicators

- 6.1. The Capital, treasury and investment strategy 2024/25, approved 15 March 2024, included the key prudential indicators necessary for an authority that has borrowing. The prudential indicators are designed to support and record local decision making in a publicly accountable manner. At the beginning of each year, estimates for the prudential indicators are set and agreed by members. In the past actual indicators were compared to the estimates once the annual accounts are produced in May each year. The updated code requires these prudential indicators to be reported quarterly and are set out in table 5 below.

Table 5

Prudential Indicators 2024/25

Prudential Indicator	Opening 01/04/24 £	Estimate 31/03/25 £	Q1 Actual £
Capital expenditure	0	1,482,000	61,609
Authorised limit for external debt	900,000	900,000	900,000
Operational Boundary	800,000	800,000	800,000
Capital Financing Requirement	92,510	693,500	81,856
Debt balance	94,008	756,743	83,354

7. Conclusion

- 7.1. The forecast position for the year suggests a surplus within the National Park and the Navigation budget. This would result in a National Park Reserve balance of approximately £791,000 and a Navigation Reserve balance of £571,000 at the end of 2024/25 (before any year-end adjustments). This would mean that both reserves would be above the recommended levels, with National Park at 20% and Navigation at 12.9%. Year-end transfers of interest to the earmarked reserves, closure of the Heritage Lottery Fund reserve and repayment of the National Park loan will mean National Park will rise to approximately 23.7% and Navigation reduce to 10.6%. This will be highly dependent on the level of interest received.

Author: Emma Krelle

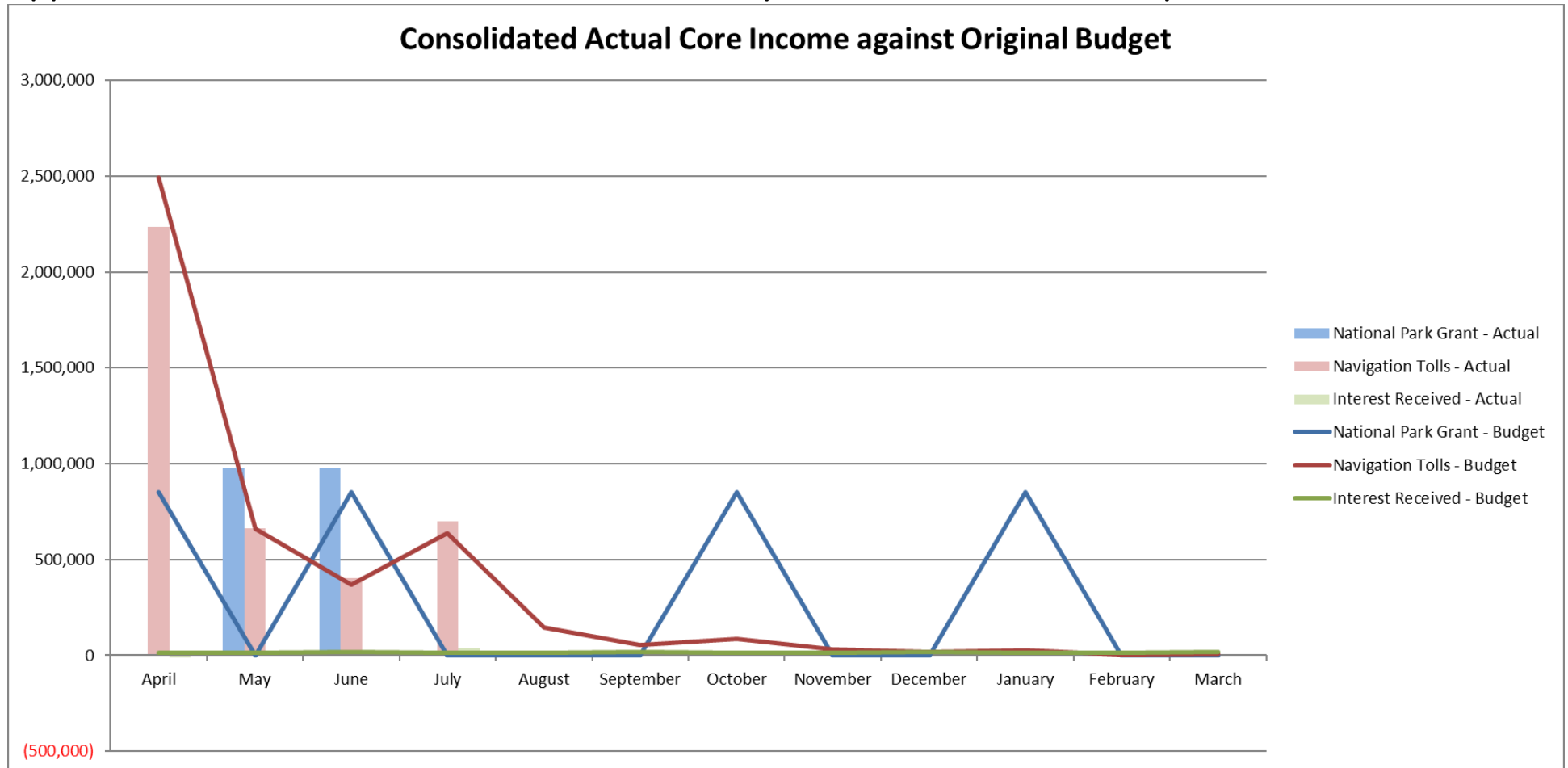
Date of report: 30 August 2024

[Broads Plan](#) strategic objectives: All

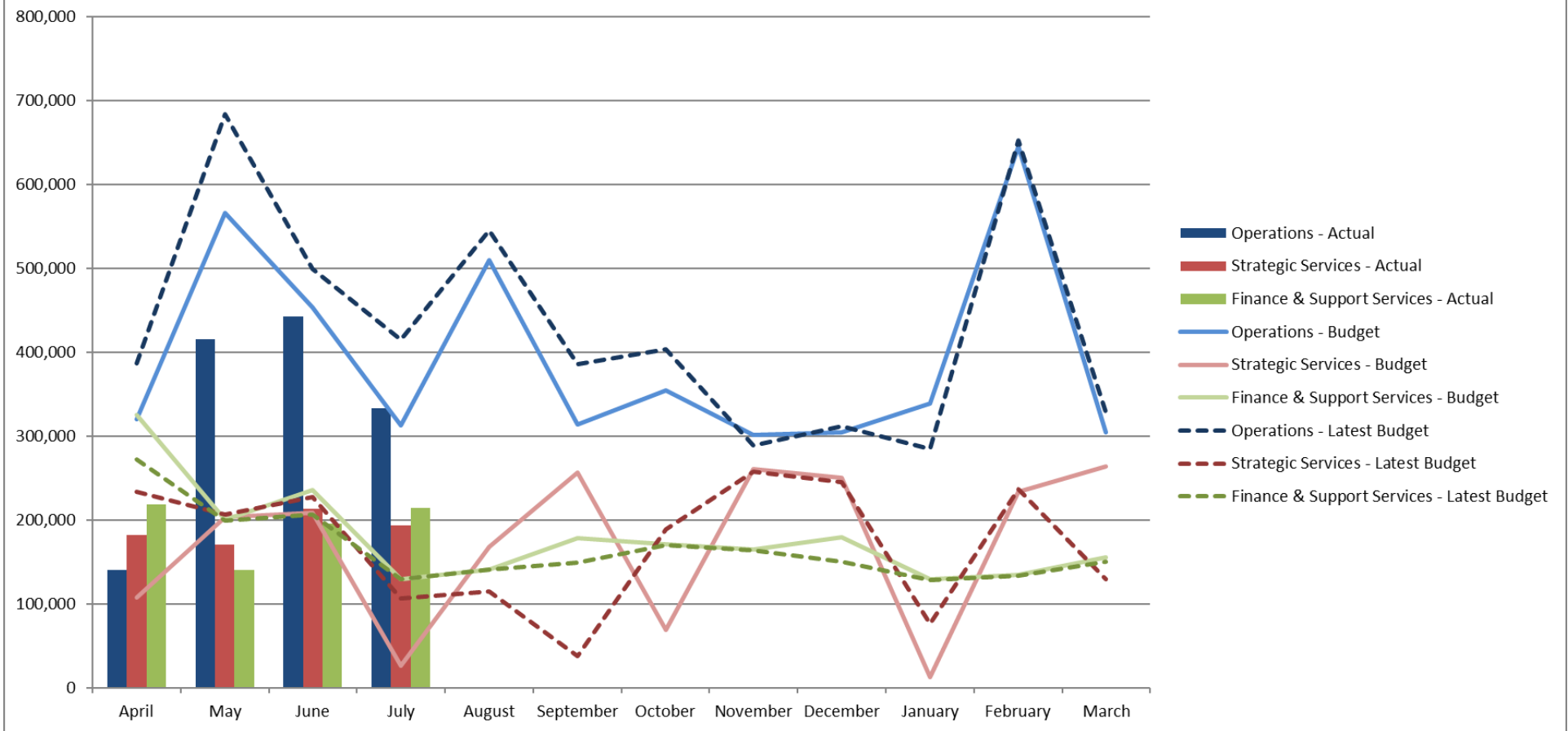
Appendix 1 – Consolidated actual income and expenditure charts to 31 July 2024

Appendix 2 – Financial monitor: Consolidated income and expenditure 2024/25

Appendix 1 – Consolidated actual income and expenditure charts to 31 July 2024



Consolidated Net Actual Expenditure against Original and Latest Budget



Appendix 2 – Financial monitor: Consolidated income and expenditure 2024/25

Table 1
Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(8,129,008)	0	(8,129,008)	(8,510,529)	381,521
National Park Grant	(3,414,078)	0	(3,414,078)	(3,914,078)	500,000
Hire Craft Tolls	(1,436,000)	0	(1,436,000)	(1,404,942)	-31,058
Private Craft Tolls	(3,006,000)	0	(3,006,000)	(2,918,579)	-87,421
Short Visit Tolls	(60,000)	0	(60,000)	(60,000)	0
Other Toll Income	(32,930)	0	(32,930)	(32,930)	0
Interest	(180,000)	0	(180,000)	(180,000)	0

Table 2
Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Operations	4,940,486	27,080	4,967,566	4,847,233	120,333
Construction and Maintenance Salaries	1,662,930	0	1,662,930	1,662,930	0
Salaries	1,662,930	0	1,662,930	1,662,930	0
Expenditure	0	0	0	0	0
Equipment, Vehicles & Vessels	615,400	0	615,400	615,400	0
Income	(1,200)	0	(1,200)	(1,200)	0
Expenditure	616,600	0	616,600	616,600	0
Water Management	80,500	0	80,500	80,500	0
Expenditure	80,500	0	80,500	80,500	0
Land Management	(20,885)	0	(20,885)	(20,885)	0
Income	(78,235)	0	(78,235)	(78,235)	0
Expenditure	57,350	0	57,350	57,350	0
Practical Maintenance	693,965	27,080	721,045	621,045	100,000
Income	(26,425)	(38,025)	(64,450)	(64,450)	0
Expenditure	720,390	65,105	785,495	685,495	100,000
Waterways and Recreation Strategy	56,660	0	56,660	56,660	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	(82,851)	0	(82,851)	(182,851)	100,000
Salaries	50,260	0	50,260	50,260	0
Expenditure	89,251	0	89,251	189,251	-100,000
Ranger Services	1,423,906	0	1,423,906	1,423,906	0
Income	0	0	0	0	0
Salaries	1,053,156	0	1,053,156	1,053,156	0
Expenditure	370,500	0	370,500	370,500	0
Pension Payments	250	0	250	250	0
Safety	147,170	0	147,170	126,837	20,333
Income	(500)	0	(500)	(500)	0
Salaries	92,170	0	92,170	71,837	20,333
Expenditure	55,500	0	55,500	55,500	0
Premises	123,920	0	123,920	123,920	0
Income	(2,600)	0	(2,600)	(2,600)	0
Expenditure	126,520	0	126,520	126,520	0
Operations Management and Administration	156,920	0	156,920	156,920	0
Salaries	150,820	0	150,820	150,820	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Expenditure	6,100	0	6,100	6,100	0
Project Funding	0	0	0	0	0
Expenditure	0	0	0	0	0

Table 3
Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Strategic Services	1,937,140	0	1,937,140	1,915,543	21,598
Development Management	488,080	0	488,080	479,543	8,538
Income	(90,500)	0	(90,500)	(90,500)	0
Salaries	514,580	0	514,580	479,755	34,825
Expenditure	64,000	0	64,000	90,288	-26,288
Pension Payments	0	0	0	0	0
Strategy and Projects Salaries	323,370	0	323,370	323,370	0
Income	(711,758)	0	(711,758)	(711,758)	0
Salaries	370,740	0	370,740	370,740	0
Expenditure	664,388	0	664,388	664,388	0
Biodiversity Strategy	8,520	0	8,520	8,520	0
Income	0	0	0	0	0
Expenditure	8,520	0	8,520	8,520	0
Human Resources	175,850	0	175,850	175,850	0
income	0	0	0	0	0
Salaries	107,750	0	107,750	107,750	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	68,100	0	68,100	68,100	0
Volunteers	83,620	0	83,620	70,560	13,060
Salaries	67,120	0	67,120	54,060	13,060
Expenditure	16,500	0	16,500	16,500	0
Communications	381,460	0	381,460	381,460	0
Income	(250)	0	(250)	(250)	0
Salaries	312,660	0	312,660	312,660	0
Expenditure	69,050	0	69,050	69,050	0
Visitor Centres and Yacht Stations	336,160	0	336,160	336,160	0
Income	(251,000)	0	(251,000)	(251,000)	0
Salaries	459,840	0	459,840	459,840	0
Expenditure	127,320	0	127,320	127,320	0
Strategic Services Management and Administration	140,080	0	140,080	140,080	0
Salaries	135,680	0	135,680	135,680	0
Expenditure	4,400	0	4,400	4,400	0
Strategy and Projects	0	0	0	0	0
Expenditure	0	0	0	0	0

Table 4

Finance & Support Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Finance & Support Services	2,143,815	283,889	2,427,704	2,913,724	-486,020
National Park Grant	0	0	0	500,000	-500,000
Expenditure	0	0	0	500,000	-500,000
Legal	145,000	0	145,000	145,000	0
Income	(5,000)	0	(5,000)	(5,000)	0
Expenditure	150,000	0	150,000	150,000	0
Governance	261,710	0	261,710	263,920	-2,210
Salaries	201,710	0	201,710	201,710	0
Expenditure	60,000	0	60,000	62,210	-2,210
Chief Executive	135,700	0	135,700	135,700	0
Salaries	134,700	0	134,700	134,700	0
Expenditure	1,000	0	1,000	1,000	0
Asset Management	130,090	0	130,090	124,050	6,040
Income	(25,300)	0	(25,300)	(25,300)	0
Salaries	56,590	0	56,590	50,550	6,040
Expenditure	98,800	0	98,800	98,800	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Premises – Head Office	148,000	283,889	431,889	431,889	0
Income	0	0	0	0	0
Expenditure	148,000	283,889	431,889	431,889	0
Finance and Insurance	578,070	0	578,070	567,920	10,150
Salaries	285,300	0	285,300	275,150	10,150
Expenditure	292,770	0	292,770	292,770	0
Collection of Tolls	228,380	0	228,380	228,380	0
Salaries	215,880	0	215,880	215,880	0
Expenditure	12,500	0	12,500	12,500	0
ICT	516,865	0	516,865	516,865	0
Income	0	0	0	0	0
Salaries	249,480	0	249,480	249,480	0
Expenditure	267,385	0	267,385	267,385	0

Table 5

Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Projects and Corporate Items	(83,175)	0	(83,175)	(83,175)	0
Partnerships / HLF	(91,875)	0	(91,875)	(91,875)	0
Income	(121,875)	0	(121,875)	(121,875)	0
Salaries	11,010	0	11,010	11,010	0
Expenditure	18,990	0	18,990	18,990	0
Corporate Items	8,700	0	8,700	8,700	0
Expenditure	8,700	0	8,700	8,700	0

Table 6

Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Contributions from Earmarked Reserves	(938,303)	(283,889)	(1,222,192)	(1,222,192)	0
Earmarked Reserves	(938,303)	(283,889)	(1,222,192)	(1,222,192)	0
Expenditure	(938,303)	(283,889)	(1,222,192)	(1,222,192)	0

Table 7

Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	(129,045)	27,080	(101,965)	(139,397)	37,432

Broads Authority

20 September 2024

Agenda item number 10

Revised Health, Safety & Wellbeing Policy

Report by Director of Operations

Purpose

To update Members on the Authority's revised Health, Safety & Wellbeing Policy.

Broads Plan context

C4 – Maintain and improve safety and security standards and user behaviour on the waterways

Recommended decision

Members to endorse the revised Health, Safety & Wellbeing Policy and support the Authority's objective of providing a safe and healthy workplace and working environments for all its employees, volunteers, Members, contractors and others affected by its undertakings.

1. Introduction

1.1. [The Health and Safety at Work Act 1974](#) (HSWA 74) is the primary legislation covering occupational health and safety in Great Britain. It sets:

- General duties employers have to their employees.
- General duties of employers and self-employed to persons other than their employees.
- General duties of persons concerned with premises to persons other than their employees.
- General duties to control harmful emissions into the atmosphere.

1.2. The HSWA 74 states that every business must have a policy for managing health and safety, and the policy must set out the general approach. It will explain how the Authority, as an employer, will manage health and safety within our organisation, and it must clearly say who does what, when and how. You must write down your policy if you have five or more employees.

1.3. The HSWA 74 sets the legal framework. [The Management of Health and Safety at Work Regulations 1999](#) explains that an employer must identify the risks that employees,

contractors, and public may face and take steps to control or mitigate those risks through a formal risk assessment process.

- 1.4. The table below explains the critical safety legislation the Broads Authority must comply with as an employer and as a Competent Harbour Authority:

Legislation	Summary of the Act's purpose
Health and Safety at Work Act 1974	Protect people from injury or ill health risks by ensuring employees provide a safe working environment.
The Management of Health and Safety at Work Regulations 1999	Employers must identify the risks that employees, contractors, and members of the public may face and take steps to control or mitigate those risks through a formal risk assessment process.
Port Marine Safety Code 2000 (PMSC)	It sets out a national standard for every aspect of port marine safety and aims to enhance safety for everyone who uses or works in the UK port marine environment. The UK Government endorses the PMSC.
Safety Management System (SMS)	The PMSC requires that all harbour authorities base their marine powers, policies, plans and procedures on a Formal Safety Assessment (FSA). The SMS describes how the Broads Authority fulfils its duties under the PMSC.
Corporate Manslaughter and Corporate Homicide Act 2007	companies and organisations can be found guilty of corporate manslaughter due to serious management failures resulting in a gross breach of a duty of care.

2. Who does what, when and how

- 2.1. A vital element of a Health, Safety, and Wellbeing Policy is identifying who is responsible for the organisation's health, safety, and well-being and what is expected of them. The revised policy details that the Authority takes a top-down approach and describes the expectations of each role.
- 2.2. This duty extends to the Broads Authority Members, who have *“a responsibility to ensure that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act 1974 and the regulations made under it.”*

- 2.3. The policy then describes roles and responsibilities for all organisational staff and the importance of the [Corporate Manslaughter and Corporate Homicide Act 2007](#).
- 2.4. The Broads Authority has risk-assessed all workplaces, plant, equipment, vessels, and work activities it organises. The Authority uses a team approach, whereby 'risk owners' who use the plant, vessels, and equipment undertake the initial risk assessment and recommend mitigation measures to eliminate or reduce the risks. The risk-based format is a common approach that runs through the Health, Safety and Wellbeing Policy and the Safety Management System to ensure consistency.
- 2.5. Where the risk assessment process has identified issues that have a corporate impact, we have developed Codes of Practice (CoP). The Authority's current Code of Practice is as follows:
 - Risk Assessing
 - Use of Life jackets
 - Reporting of Incidents, Diseases or Dangerous Occurrences
 - Sharps
 - Electricity at Work
 - Hard Arm Vibration
 - Control of Substances Hazardous to Health
 - Respiratory Protective Equipment
 - Noise

3. Financial implications

- 3.1. The actual cost of health and safety comes when you fail to manage your health and safety requirements properly. Poor processes, poorly applied standards, and poor adherence to guidance can lead to permanent injuries and death. This would affect the authority's ability to deliver statutory duties, leading to higher insurance claims, a disincentivised workforce, and a damaged reputation.
- 3.2. The Broads Authority has embedded safety into every aspect of its functions, and the policy makes that clear.

4. Risk implications

- 4.1. The Broads Authority [Corporate Risk Register](#) (last presented to Risk, Audit & Governance Committee in July 2024) has identified '*Safety-related incident (operational work) resulting in death or serious injury*' as well as '*Safety-related incidents (boating) resulting in death or serious injury*'. Both risks have been mitigated to As Low As

Reasonably Practicable (ALARP) but they still meet the medium risk criteria, which reflects how seriously the Authority views its health and safety responsibility.

5. Conclusion

- 5.1. To assist us with the marine elements of our safety, we use the independent Boat Safety Management Group; we are represented on the Management Committee of the Boat Safety Scheme, and we have close links with the RYA, British Marine, Paddle UK, the Coast Guard, the National Drowning Prevention Forum, and the Navigation Committee.
- 5.2. For our domestic (non-marine) safety, we have a Safety Committee, a robust risk assessment approach, detailed Safe Systems of Work, Codes of Practice and a raft of generic risk assessments. We review staff training annually to ensure competence and certification are kept current, and all new staff have an induction phase when they start. We operate an 'Observation Card' system where staff and volunteers can report near misses.
- 5.3. The Authority provides access to 'health assured' for well-being at work. An Assistance Programme is a confidential service designed to help staff deal with personal and professional problems affecting their home, work, health, and general well-being. This service is free of charge, confidential, and accessible 24 hours a day, 365 days a year.
- 5.4. We are not complacent about health, safety or wellbeing and using our detailed processes, we strive for continuous safety improvements to ensure our staff, volunteers, members and public are safe.

Author: Rob Rogers

Date of report: 24 July 2024

Background papers: None

[Broads Plan](#) strategic objectives: C4

Appendix 1 – Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Policy

DRAFT



Broads Authority
Yare House
62-64 Thorpe Road
Norwich NR1 1RY

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1. Health, Safety and Welfare Policy

- 1.1. The Broads Authority (“the Authority”) has a duty of care to make sure all its employees, volunteers, visitors, contractors, and premises users are protected from the risk of harm and to encourage safe working practices. This document explains the health and safety policy and the systems set up within the organisation to ensure that health, safety and wellbeing processes are working. The Broads Authority will comply with H&S legislation but also wants to do more through adopting an overarching principle of continuous improvement.
- 1.2. Our health, safety and wellbeing policy will:
- Prevent accidents and cases of work-related ill-health.
 - Manage health and safety risks to as low as reasonably practicable.

- Provide clear instructions, information, and adequate training to ensure employees and volunteers can safely complete tasks and projects.
- Where appropriate, provide personal protective equipment.
- Consult employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling of substances.
- Maintain safe and healthy working conditions.
- Assess and implement emergency procedures, including in the case of fire or another significant incident.
- Regularly review and revise this policy.

Statement of Health, Safety and Wellbeing Policy

- 1.3. The Broads Authority (“the Authority”) recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environments for all its employees, volunteers, Members, contractors and others affected by its undertakings and declare their intention to meet the requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions. They are also required to co-operate with the Authority’s leadership on all H&S matters, taking reasonable care of their own H&S and that of others, reporting all H&S concerns appropriately.
- 1.4. The Authority will continue to ensure that its policy, legal obligations, and experience are effectively applied throughout the Authority, where it has legal obligations.
- 1.5. The Authority recognises that accident prevention is essential to good work practice and that its pursuit benefits injury and damage prevention efficiency. It requires commitment at every level of the organisation. A critical service to assist the wellbeing of our staff and volunteers is the provision of the ‘Health Assured’ 24/7 staff assistance programme. A free to access service that provide counselling services that covers a wide range of Wellbeing and mental health support to get us through life’s issues, problems, and worries.

Signed

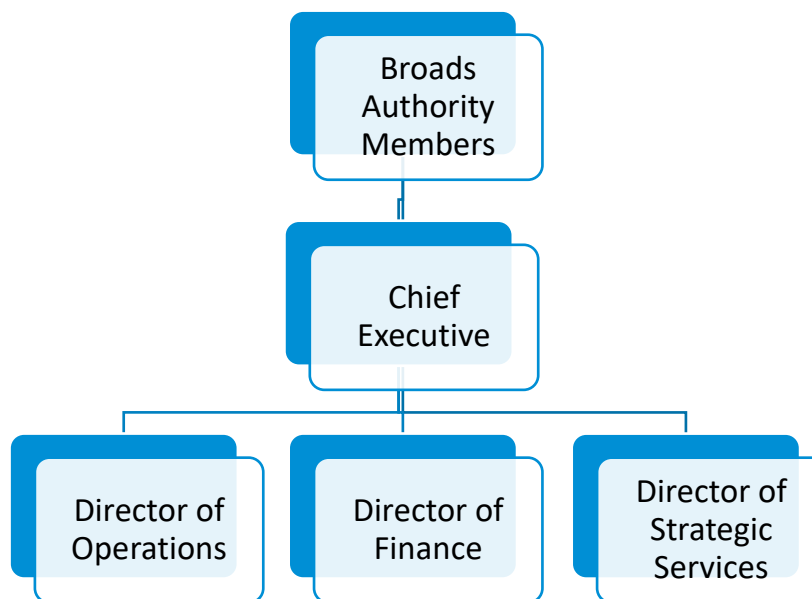
Date

2. Organisation and responsibilities

2.1. Introduction

The Broads Authority's management structure consists of a management team consisting of three directors who report to the chief executive. The Chief Executive is responsible for the health, safety, and welfare of employees at work, members of the public, and others who may visit the Broads Authority facilities.

Figure 1: Organisational Chart



2.1.1. Corporate Manslaughter and Corporate Homicide Act 2007 (CMCH)

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter because of serious management failures resulting in a gross breach of a duty of care.

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

“The Management Team plays a significant role in deciding how the whole or substantial part of its activities will be managed or organised. In addition to The Management Team, this may cover those who play a significant role in management responsibilities for setting and monitoring workplace practices, e.g., operational managers alongside strategic decision makers.”

A duty of care can arise from the organisation’s role as an employer, occupier, supplier of goods or services, constructor or maintainer, or keeper of any plant, vehicle, or other thing.

The Broads Authority's Chief Executive and Directors are called Senior Managers for CMCH. In turn, they will define what posts will be designated as “Senior

Management” regarding health and safety management when allocating responsibilities in procedures.

2.1.2. Responsibilities for Health and Safety at Work

The Health and Safety at Work Act 1974 Section 2 (1) states:

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”

2.1.3. Broads Authority

The Members of the Broads Authority are responsible for ensuring that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act 1974 and its regulations.

2.1.4. Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy. They will ensure adequate resources are available and managers and employees are adequately trained to implement the policy. They will ensure managers can access professional health, safety, and welfare advice. Apart from their service area responsibilities, the Chief Executive delegates the policy performance to the Directors. Due to the varying complexities of the Broads Authority operations, the Directors are further tasked by the Chief Executive to address the aspects of the policy relative to their service by developing and maintaining documented procedures for their service areas. The procedures will demonstrate how Directors are complying with their duties under the corporate policy. The Broads Authority operates a ‘continuous improvement’ ethos for health, safety and wellbeing

2.1.5. Directors

Directors are responsible to the Chief Executive for successfully implementing the policy within their service areas.

- Directors will set organisational responsibilities and procedures for managing health and safety in compliance with corporate policy within their service area.
- Directors allocate responsibilities by designating senior posts in health and safety management.
- They must ensure that Section Heads, line managers, and supervisors are adequately trained and resourced to enable them to implement their safety procedures.
- They must, in so far as is reasonably practicable, ensure that working conditions within their area of responsibility are safe from risk and are adequately supervised.

- They must ensure that when appointing independent contractors, they are competent concerning health and safety to undertake the work required and that they are, where appropriate, adequately supervised.

2.1.6. Section Heads are responsible for:

- The organisation and supervision of the areas and operations delegated to their control.
- Ensuring that line managers and supervisors under their control are adequately trained and have sufficient knowledge of health and safety legislation to carry out their duties.
- Line managers/supervisors should be given clear instructions for maintaining safe working practices within their area of responsibility.
- They must ensure that procedures are in place to achieve compliance with safe work systems.
- They must ensure that when appointing independent contractors, they are competent concerning health and safety to undertake the work required and that they are, where appropriate, adequately supervised.
- They must determine the frequency of formal inspections of work areas and the responsibilities for carrying out these inspections. Such assessments should be carried out at a minimum of six monthly.

2.1.7. Head of Safety Management

The Head of Safety Management is the Authority's designated health and safety coordinator. As such, they have direct and immediate access to the Chief Executive, Management Team and, should they consider it necessary, Members of the Authority to raise health and safety issues or concerns. Responsibilities of the Head of Safety Management include:

- to advise on and coordinate all aspects of the Authority's health and safety policy.
- to implement adequate procedures to ensure that the Authority complies with all health and safety legislation.
- Implement adequate procedures to ensure that all staff and volunteers know their health and safety responsibilities and that arrangements are in place to ensure these are adequately fulfilled.
- In conjunction with line managers, ensure that staff and volunteers receive adequate health and safety information and training, particularly in undertaking risk assessments and identifying preventative, protective, and control measures.

- in conjunction with the Safety Committee to ensure that safe systems and working practices are in place to minimise the risk of personal injury, fire, property damage or hazards to health, and as far as possible to monitor their effectiveness once installed.
- Carry out inspections and audits of workplaces/vessels and services.
- Monitor accident reports, carry out accident and incident investigations and report to the Health and Safety Executive as required.
- Monitor and review the 'authorities' Safety Management Systems as required under the Port Marine Safety Code.
- Liaise with external agencies as required, e.g., the Health and Safety Executive, the Maritime and Coastguard Agency, the Maritime Accident Investigation Branch, the Fire and Rescue Department, and local authorities.
- Produce codes of practice and guidance in reaction to new legislation, reviewing and, where necessary, updating existing codes of practice and guidance.
- Promote a proactive H&S culture in the Authority to minimise risks from harm.
- Ensure that the Authority's Health and Safety Policy is reviewed at regular intervals and amended as necessary; and
- Chair and advise the Authority's Safety Committee on health and safety matters within the workplace.

2.1.8. Line Managers and Supervisors

Line Managers and Supervisors are responsible for:

- Ensuring that safe working methods are observed and adopted by staff and volunteers under their control.
- Ensuring that risk assessments are carried out and acted upon.
- Ensuring that staff and volunteers under their control are informed of health and safety issues, risks and dangers attached to their duties.
- In conjunction with the Head of Safety Management, ensure that staff and volunteers receive appropriate health and safety training.
- Ensure that staff and volunteers are reminded of safe working systems at regular intervals or when changes in knowledge or circumstances may affect the system.

- Ensuring that sufficient supplies of appropriate personal protective equipment and clothing are available for staff and volunteers under their control; and
- Ensure that all contractors and sub-contractors comply with the Health and Safety at Work Act 1974 and its subordinate regulations.

2.1.9. Staff and Volunteers

All staff and volunteers must cooperate with their line managers and supervisors to achieve a healthy and safe workplace. It is also their responsibility to ensure as far as is reasonably practical:

- Their health and safety at work.
- The health and safety of other members of staff and volunteers who work for or in cooperation with them, and the health and safety of others who may be affected by their work, including the public.

All staff and volunteers must operate vehicles, vessels, machinery, plants, and equipment from the designed operator position and according to the manufacturer's operator instructions. Where seat belts are provided, they must be worn unless supported by a risk assessment.

2.1.10. All staff and volunteers must report any health and safety problems they cannot rectify immediately to their line manager or supervisor. If a solution is not immediately possible, the line manager or supervisor must report the matter to the Head of Safety Management or the appropriate safety representative.

2.1.11. All staff and volunteers must report accidents, property damage, and near misses to their line manager or supervisor immediately or as soon as practicable.

2.1.12. All line managers and supervisors must investigate all accidents, damage to property and near misses to determine corrective measures to prevent re-occurrence. Investigations must be completed as soon as possible after the event to ensure the accuracy of the details of the incident and to identify preventative measures.

2.1.13. All staff and volunteers are expected to actively participate in the continuous improvement programme by reporting safety observations.

2.2. The Safety Committee

2.2.1. The Safety Committee aims to ensure that the Authority's safety policy is implemented effectively, that safety standards are maintained, and that health and safety at work are discussed in a forum.

2.2.2. The objectives of the Committee are:

- to prevent accidents at work.
- to promote a proactive H&S culture.
- to ensure compliance with statutory requirements.
- to maintain and develop measures to ensure the health and safety of employees and volunteers and to check the effectiveness of such measures.
- to arrange safety education and training to ensure the effectiveness of the Authority's policies; and
- to ensure a consistent approach to health and safety matters insofar as possible and appropriate.

2.2.3. The Committee will be chaired by the Head of Safety Management and comprised of management, employee, and trade union representatives appointed by the Safety Representatives and Safety Committee Regulations.

The membership will be drawn up where possible to ensure that it is well-balanced and has adequate representation across all directorates, particularly in operational (field) areas.

2.3. Safety Representatives

These are employees appointed as Health and Safety Representatives by their trade union to promote and monitor health and safety standards in the workplace. They are accountable to their Trade Union for their responsibilities, as defined in the Safety Representative and Safety Committee Regulations 1977 (Sections 3.4 & 3.5).

The role of safety representatives is as follows:

- to actively encourage staff and volunteer participation in developing safe working practices.
- to act as a link between staff and volunteers and the Head of Safety Management in respect of health and safety matters; and
- to bring to the attention of the appropriate line manager or supervisor, and if necessary to the Head of Safety Management and Safety Committee, any working arrangements or practices which may not be safe or according to the Authority's policies or codes of practice.

3. Organisational Arrangements for Implementing the Policy

3.1. Management of Health and Safety at Work

The Management of Health and Safety at Work Regulations 1999 places general duties on employers and the self-employed, designed to improve health and safety management. The main drive of this legislation was to improve the identification and assessment of risk, formulate preventative and protective measures, and disseminate relevant information, instruction and training to all appropriate employees, volunteers, contractors and non-employees.

These regulations are accompanied by approved codes of practice, which provide practical guidance on applying the various requirements. Failure to comply with the provisions of these approved codes of practice is not an offence. Still, any such failure may be viewed by a criminal proceeding as proof that the regulations or sections of the Health and Safety at Work Act 1974, to which these provisions relate, have been contravened.

3.2. Risk Assessment

3.2.1. The management of Health and Safety at Work Regulations 1999 imposes wide-ranging responsibilities on the Authority, including the requirement to assess the risk to health and safety to employees and others arising out of the Authority's undertaking. The concept of risk assessment is fundamental to how health and safety at work are managed.

3.2.2. Risk assessments will be carried out at all workplaces, plant, equipment and vessels and on all activities the Authority organises. They will be carried out using a team approach, involving employees familiar with the work areas and, where appropriate, consulting with their line manager.

3.2.3. An assessment of risk is a careful examination of what, in the working environment and working practices, could cause harm to people, including employees themselves, so that they can evaluate if they have taken enough precautions or should do more to prevent harm. It can be summarised in the following simple steps:

- identify the hazard associated with the workplace or work activity;
- evaluate the risks arising from the hazard;
- decide who might be harmed by the activity;
- decide whether existing precautions are adequate or whether more needs to be done (about the likelihood of the hazard occurring and the severity of harm);
- record any significant findings; and

- review the assessment at least annually and on any occasions when new equipment or working practices are introduced or when new/updated/ revised legislation, Codes of Practice, or industry guidance is issued.

3.2.4. Following the identification of hazards, further control measures may be required. A standard of control will be achieved through codes of practice, generic risk assessments, safe systems of work, site-specific risk assessments, and method statements.

3.3. Control, Monitoring and Review

3.3.1. The Management Team must ensure that line managers and supervisors regularly monitor the application of preventative and protective measures applicable to the tasks undertaken and under their control and that a positive system is identified and followed to correct omissions immediately.

3.3.2. Risk Owners will monitor and review the systems and working practices, including re-assessing the risks and preventative and protective measures where appropriate. They will advise on any amendments or improvements to these that are considered necessary. Changes will be brought to the attention of the Head of Safety Management and the Safety Committee.

3.3.3. Risk assessments must be reviewed:

- When there is reason to believe that they are no longer valid for the activity they refer to.
- Whenever the work activity changes, or new procedures are proposed.
- To be reviewed at least annually.
- As part of any accident or incident, ensure that the risk assessment is suitable and sufficient and that the cause of the accident or incident is addressed.
- Maternity risk assessments should be reviewed periodically during maternity to identify potential changes.

3.4. Codes of Practice

3.4.1. Without detracting from managers' and supervisors' primary responsibility to ensure safe and healthy work conditions, the Authority will endeavour to provide competent technical advice on safety and health matters where necessary.

3.4.2. Where risk assessments have identified issues that have a corporate impact, the Authority's policy is to produce Codes of Practice to address these issues.

3.4.3. Broads Authority Codes of Practice:

- Risk Assessment

- Use of Lifejackets
- Reporting of Incidents, Diseases or Dangerous Occurrences (RIDDOR)
- Sharps
- Electricity at Work
- Hand Arm Vibration
- Control of Substances Hazardous to Health (COSHH)
- Respiratory Protective Equipment
- Noise

3.4.4. The Head of Safety Management is the Authority's coordinator and is responsible for ensuring that the codes of practice are made available to relevant staff. Managers circulate these to all staff as appropriate and place them on the Authority's Intranet for easy access.

3.5. Training

- 3.5.1. The Head of Safety Management and line managers are responsible for ensuring that all employees and volunteers receive adequate and appropriate training in health and safety matters relating to their job function.
- 3.5.2. All employees and volunteers will receive appropriate health and safety training as part of their induction, which will be included in any corporate induction programmes organised by the Authority.
- 3.5.3. As a minimum requirement, all field staff shall undertake health and safety awareness training to ensure that they understand health and safety issues and raise awareness of what is required of them while at work. This training will include preparing risk assessments.
- 3.5.4. This will be supplemented by specialist training for staff who need it to do their jobs safely.
- 3.5.5. The Authority has set the following minimum standards for health and safety at work training by its staff and volunteers:
- All induction training and courses will include references to workplace health and safety issues.
 - All safety representatives and volunteers working in the field must undertake health and safety awareness training.
 - All staff and volunteers working in the field must undertake first aid at work training.
 - All staff and volunteers working in the field must undertake manual handling training.

- All staff and volunteers required to operate vessels less than 24m long, including those whose duties involve operating one of the Authority's public boat trips, must hold an RYA Level 2 Power Boat qualification.
- All staff and volunteers who operate vessels over 24m long must hold a Boatmasters' Licence.
- Officers responsible for fire safety and emergency procedures must have undertaken fire safety awareness training.
- Workshop machinery and powered tools must be operated by staff or volunteers who have undertaken appropriate training and are authorised to use the equipment by the relevant line manager or supervisor.
- Pesticide spraying must be carried out by certified users who have obtained PA1 and PA6 certificates.
- Only certificated users must operate forklift trucks, telescopic handlers and excavators.
- Only certified users must operate cranes and lifting equipment.

3.6. Managing Contractors and Subcontractors

- 3.6.1. Officers appointing contractors have a health and safety duty to appoint competent contractors; competency not just in the contractor's capability to complete the contracted work to an acceptable standard but also to do the work in compliance with relevant health and safety legislation, not just for their employees but those of the Authority's as well as any other parties who might be affected by the works, e.g. members of the public.
- 3.6.2. Arrangements ensure that they are acquainted with and adhere to the Authority's Safety Policy and other procedures or special instructions that may be relevant to specific operations. Work is monitored periodically for safety and quality purposes. Where appropriate, a formal record of checks should be carried out and retained.
- 3.6.3. Officers appointing contractors should, as a minimum:
- Check the contractor's Health and Safety Policy.
 - Ensure that the contractor submits risk assessments for the work and method statements/Safe Systems of Work, where relevant.
 - Carry out an initial site induction to inform the contractor of any risks relevant to the works (for example, asbestos, working on or near water, or the presence of other contractors or works on site), ensure that they are aware of fire and emergency procedures, and consider the effect their work may have on our operations.

3.7. Construction Design and Management Regulations 2015 (CDM)

3.7.1. Where the Authority may become involved in construction projects. These regulations place duties upon clients, designers, and contractors to ensure that health and safety are coordinated and managed effectively throughout all stages of a construction project, from conception, design, and planning to the execution of works on site and subsequent maintenance and repair.

3.7.2. The critical points of the regulations are as detailed below:

The regulations' definition of 'Construction Work' is broad and includes construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance and demolition. A construction site is any place where construction work is carried out.

Step One

All projects must have:

- workers with the right skills, knowledge, training and experience;
- contractors provide appropriate supervision, instruction, and information, and,
- a written construction phase plan.

Step Two

a) Projects involving more than one contractor must follow step 1 above plus:

- a principal designer and principal contractor must be appointed; and,
- need a health and safety file.

b) When work is scheduled to:

- last longer than 30 working days; and
- have more than 20 workers working simultaneously at any project point;
- OR exceeds 500-person days.

Then, the project must follow steps 1 and 2 above, and the client must notify the HSE of the project.

3.7.3. Directors must ensure that officers appointed to manage construction projects are competent to undertake the responsibilities required by these regulations.

3.8. Reporting and Investigation of Accidents and Dangerous Occurrences

3.8.1. Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 legally obliges employers to report specific categories of injuries, diseases, and dangerous occurrences to the Health and Safety

Executive (HSE). Additionally, it is the 'Authority's' policy that all accidents/incidents, however slight, be reported through Line Managers/Supervisors to the Head of Safety Management.

3.8.2. **Procedure for reporting accidents/incidents**

Every accident must be reported to the immediate supervisor or line manager as soon as possible and, in any event, by the end of the working day. Specified Injuries (Major) or dangerous occurrences must be notified to the Head of Safety Management immediately. The report must be recorded in the Accident Book, followed up by the completion of the Accident Investigation Report by a supervisor or line manager, and sent to the Head of Safety Management. The exact process should be followed when an accident involves a member of the public arising from or in connection with an activity carried out by the Authority. If the degree of injury or type of accident warrants it, the Head of Safety Management will investigate and compile a report to the relevant Director. The Safety Committee's role is to discuss all accidents, incidents, and safety observations to ensure they have been investigated thoroughly and that satisfactory controls have been introduced. It should be noted that the primary objective of investigating any accident is not to levy blame but to prevent a recurrence.

3.8.3. **Reportable accidents**

A summary of the categories and reporting requirements for reportable accidents are:

Death or Specified (Major) injury at work

a) Deaths

All deaths to workers and non-workers, except suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

b) Reportable Specified (Major) injuries are:

- fractures other than to fingers, thumbs and toes.
- any injury likely to lead to permanent loss or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- severe burns (including scalding) which:
 - covers more than 10% of the body.
 - causes significant effects on the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment.

- any loss of consciousness caused by head injury asphyxia.
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heart-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours.
- c) Over-seven-day incapacitation of a worker
Accidents must be reported where they result in an employee or self-employed person being away from work or unable to perform their regular work duties for more than seven consecutive days due to their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- d) Over-three-day incapacitation
Accidents must be recorded but do not need to be reported where they result in a worker being incapacitated for more than three consecutive days.

3.8.4. **Notification of Death, Specified Injuries or Non-Employee Injury**

There is a duty to notify the HSE as soon as possible and to make a formal notification within ten days. In these cases, the relevant Line Manager or Supervisor will inform the Head of Safety Management without delay and give sufficient detail to allow a report to be made. In the absence of the Head of Safety Management, it will be the responsibility of the relevant Head of Service or Director to notify the HSE by telephone to the Incident Contact Centre on 0845 300 9923 (Opening hours for the ICC are Mon-Fri 8:30 – 5 pm). If the requirement to make a notification arises outside of the opening hours of the ICC, telephone notification must be made as soon as possible. In addition, the Head of Service or Director must ensure the Head of Safety Management is informed of all the relevant details.

Any telephone notifications must be followed up by a formal report within ten days of the incident. The report can be made by going to www.hse.gov.uk/riddor.

3.8.5. **Reporting of Over Seven Days Injuries**

In addition to the injuries and conditions listed in 3.8.3, any other accident where an employee is incapacitated from normal work for more than seven consecutive days must be subject to a formal report to the HSE within 15 days. The Head of Safety Management is responsible for this reporting.

3.8.6. **Reporting of Dangerous Occurrences**

Certain dangerous occurrences in Schedule 2 of RIDDOR must be reported by the Head of Safety Management, immediately to the HSE, followed by a written

report on the prescribed form within ten days. In the absence of the Head of Safety Management, the Director of Operations will fulfil the reporting needs. The detailed list highlights from the schedule that could be relevant to the 'Authority's' activities.

- a) The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- b) Explosion of or collapse of any boiler or closed vessel in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of a person.
- c) Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours, or
 - causes a significant risk of death.
- d) Plant or equipment encountering overhead power lines.
- e) The accidental release of any substance which could cause injury to any person.

3.8.7. Occupational Diseases and their Reporting

Employers must report diagnoses of specific occupational diseases that are likely caused or made worse by their work. These diseases include:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis in the hand or forearm.
- any occupational cancer.
- any disease attributed to occupational exposure to a biological agent.

Human Resources monitors all sickness absence reports and notifies the Head of Safety Management, who will make the necessary reports to the HSE.

3.8.8. Occupational Health Service

The 'Authority' retains the services of an Occupational Health Service that provides advice on all matters relating to occupational health when requested.

It will also, when asked, carry out medical assessments regarding employment and medical surveillance required by health and safety legislation.

3.8.9. **Records**

Records of all specified injuries, diseases, and dangerous occurrences must be maintained and made available to the HSE inspectors, who are kept by the Head of Safety Management. All records must be kept for a minimum of three years.

3.9. **First Aid Arrangements**

3.9.1. **Introduction**

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide adequate first aid for their employees if they are injured or become ill at work.

3.9.2. **The aim of First Aid**

First aid aims to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should always be available, taking account of alternative working patterns, to:

- Give immediate assistance to casualties with common injuries or illnesses and those likely to arise from specific hazards at work.
- Summon an ambulance or other professional help.

3.9.3. **Assessment of First Aid Needs**

An employer should assess first-aid needs appropriate to each workplace's circumstances (hazards and risks).

3.9.4. **Limitations to First Aid**

- First Aid does **not** include the treatment of minor illnesses involving administering tablets or medicines of any description for whatever reason, i.e. headaches. Consequently, no medication can be held in first aid kits.
- EPIPENS are often carried by children and adults to treat allergic reactions. They are for personal administration, not by First Aiders.

3.9.5. **First Aiders**

A 'first aider' is a person who has undergone recognised training and obtained a certificated qualification.

4. Port Marine Safety Code & Marine Safety Management Plan.

4.1. Port Marine Safety Code

[Port Marine Safety Code \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk)

The Government published the Port Marine Safety Code (PMSC) in March 2000. It establishes an agreed-upon national standard for port marine safety and formalises the duties and responsibilities for safety and environmental protection within UK ports and harbours. The Code applies to all harbour authorities, and compliance is not optional.

The Code requires that all harbour authorities base their powers, policies, plans, and procedures on a Formal Safety Assessment (FSA) and maintain a Safety Management System to control the identified risks to a level as low as reasonably practicable (ALARP).

The Broads Authority (Pilotage Powers) Order 1991 confirms that the Broads Authority is a “Competent Harbour Authority” as defined in the Pilotage Act 1987. As such, the Broads Authority falls under the Port Marine Safety Code requirements.

Unlike a port, the Broads Authority is designated a “Special Statutory Authority”, affording the same level of protection as National Park status but with tailor-made legislation relating to navigation. The Authority, therefore, manages the navigational duties and powers of a harbour authority along with the conservation and recreational duties and powers of a National Park authority. The Norfolk and Suffolk Broads Act 1988 set out these duties and powers.

4.2. Marine Safety Management System (SMS)

The [Safety Management System](#) (SMS) is an overarching document that links to the plethora of policies, legislation, guidance, and processes that comprise the Broads Authority safety management system. Because not all Port Authorities and Marinas are the same, each Authority requires an SMS to describe how they comply with the guidance set out in the Port Marine Safety Code.

Responsibility for risks is another critical item within the SMS that has been picked out and praised explicitly by the auditors in the Executive Structure section. This section sets out how corporate responsibility for safety within the Authority works, and it mirrors the structure detail within this policy, providing details of a top-down approach and identifying key roles that have responsibility for safety and how they link back to the corporate structure. (*Chief Executive, Director of Operations, Head of Safety Management, Head of Ranger Services and the link back to Broads Authority board members and the thread throughout the organisation*).

Broads Authority

20 September 2024

Agenda item number 11

Review of Standing Orders for the regulation of Authority proceedings

Report by Senior Governance Officer

Purpose

To note the proposed revisions to the Authority's Standing Orders for the regulation of Authority proceedings.

Recommended decision

In accordance with Standing Order 17, to agree that the proposed revisions to the Standing Orders stand adjourned without discussion to the next ordinary meeting of the Authority on 29 November 2024.

1. Introduction

- 1.1. [Schedule 6 to the Norfolk and Suffolk Broads Act 1988](#) sets out certain enactments applying to local authorities which must be applied to the Broads Authority. This includes sections of the Local Government Act 1972 (which are also listed in [Section 265A](#) of that Act). Section 106 of the Local Government Act 1972 applies and is about Standing Orders. It states:

“Standing orders may be made as respects any committee of a local authority by that authority or as respects a joint committee of two or more local authorities, whether appointed or established under this Part of this Act or any other enactment, by those authorities with respect to the quorum, proceedings and place of meeting of the committee or joint committee (including any sub-committee) but, subject to any such standing orders, the quorum, proceedings and place of meeting shall be such as the committee, joint committee or sub-committee may determine.”

- 1.2. The purpose of Standing Orders is to set out the procedures that govern the conduct of business and proceedings at meetings. In addition, they will supplement the statutory requirements by providing processes to be observed at meetings.
- 1.3. The Authority's Standing Orders were last reviewed in 2018, following the Peer Review. It is good practice to review them on a regular basis but due to the impacts of Covid and the receipt of a formal complaint this was unfortunately delayed.

- 1.4. An independent review was conducted into the formal complaint and various recommendations made for minor improvements to the Authority’s governance and processes ([report to BA on 20 January 2023](#)). Once all nine recommendations adopted by the Authority were completed, this provided officers with the opportunity to conduct a review of the Standing Orders.
- 1.5. The Monitoring Officer has been involved in the process.

2. Proposed revisions

- 2.1. The proposed revisions are shown by tracked changes (appendix 1). A “clean” version is also provided which is the proposed final version (appendix 2). The vast majority of the proposed revisions relate to tidying up wording etc. Some sections have been moved around. The opportunity has also been taken to reformat the document but these changes are not shown as tracked changes for simplification. This also applies to terminology i.e. Chairman and Vice-Chairman amended to refer to Chair or Vice-Chair.
- 2.2. There are proposed new sections, which include identifying the three types of meetings and the business which can be conducted at each (SO 3, 4 & 5); information on administering questions from the public (SO 9) and the introduction of public speaking at meetings of the Authority (SO 10).
- 2.3. Separate guidance will be provided for the public with more detail on how to register to speak, etc.
- 2.4. It is acknowledged that some of the existing provisions are used infrequently but it is recommended to retain for clarity in case any of the issues arise and to ensure that all meetings run as smoothly as possible.

3. Procedure for revising and adopting

- 3.1. Standing Order 17 states:

“Any motion to vary or revoke these Standing Orders must, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.”
- 3.2. Therefore, this paper is for Members’ information only. There will be no discussion at this meeting and the Standing Orders will be presented at the next meeting on 29 November for discussion and adoption. It is suggested that they come into effect wef 1 January 2025.

4. Risk implications

- 4.1. The Authority and its decisions could be at risk of challenge, including judicial review, if its Standing Orders are not reviewed to ensure the conduct of Authority proceedings is in accordance with best practice and enables meetings to be conducted efficiently and effectively.

5. Conclusion

- 5.1. The proposed revisions to the Standing Orders will be presented at the next Authority meeting on 29 November for discussion and adoption.

Author: Sara Utting

Date of report: 04 September 2024

Background papers: None

[Broads Plan](#) strategic objectives: n/a

Appendix 1 – Proposed revisions to Standing Orders (with tracked changes)

Appendix 2 – Proposed revisions to Standing Orders (without tracked changes)

Standing Orders for the regulation of Authority proceedings

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Note: The law makes provision for certain officers to be designated as the Proper Officer to carry out particular functions contained within various Acts of Parliament. For the purposes of these Standing Orders, the Proper Officer will be the Chief Executive.

Part A - Procedure at meetings of the Authority

Note: Part A applies to meetings of the full Broads Authority. The Authority's committees and sub-committees shall carry out their business in conformity with Part A as far as applicable and as specified in Part B paragraph 24.

1. Chair of meeting

1.1. Any power or duty of the Chair relating to the conduct of a meeting may be exercised by any other person presiding at the meeting. At all meetings, the Chair will preside. If the Chair is absent, the Vice-Chair will preside. If the Chair and Vice-Chair are absent, the Authority will choose one from the members present to act as Chair for the particular meeting.

2. Quorum

- 2.1. Under paragraph 3(6) of Schedule 1 to the Norfolk and Suffolk Broads Act 1988, business of the Authority can only be transacted if more than a quarter of its members (at least six members) are present¹.
- 2.2. If there is no quorum the meeting must be immediately adjourned and any remaining business postponed either to a time fixed by the Chair at the adjournment or, if the Chair does not fix a time, to the next ordinary meeting of the Authority.

3. Annual Meeting

- 3.1. The Annual Meeting shall be the first meeting held after 1 July in the year in question.
- 3.2. At the Annual Meeting, the Authority will:
- (1) appoint the Chair and Vice-Chair of the Authority;
 - (2) decide which committees and sub-committees to establish for the year, together with the number of members to be appointed;
 - (3) appoint members to those committees and sub-committees;
 - (4) appoint members to serve on outside bodies.

¹ This is subject to paragraph 45 of Schedule 12 to the Local Government Act 1972, which states that if more than one-third of the members of the authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.

4. Ordinary meetings

4.1. Ordinary meetings will take place in accordance with a programme decided by the Authority.

4.2. Subject to paragraph 4.3, the order of business at ordinary meetings will be:

- (1) to remind those present that the meeting is being recorded (in accordance with Standing Order 17) and to receive apologies for absence;
- (2) where required, to appoint a Chair and Vice-Chair or, if necessary, to choose a person to preside if the Chair and Vice-Chair are absent;
- (3) to deal with any business which statute requires to be done before any other business;
- (4) to receive declarations of interest relating to items on the agenda;
- (5) to note whether any items have been proposed as matters of urgent business, and determine if these are to be dealt with;
- (6) to note whether any questions have been raised by members of the public, and if so to receive and respond to such questions;
- (7) to approve and sign as a correct record the minutes of the last meeting;
- (8) to receive a summary of progress/actions taken following decisions of previous meetings of the Authority;
- (9) to consider reports and presentations from officers, including those relating to any business specifically required by law;
- (10) to receive and consider the minutes and recommendations of committees and other panels and forums established by the Authority, where appropriate;
- (11) to consider any other item of business which the Chair decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act 1972;
- (12) to answer any formal questions by members of which due notice has been given under Standing Order 8;
- (13) to consider motions in the order in which notice has been received under Standing Order 6;
- (14) to deal with any other business specified on the agenda; and

- (15) to deal with any matters of business which involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A to the Local Government Act 1972.

Variations in the order of business

- 4.3. The order of business under items 4.2 (4) to (15) can be changed:

- (1) at the discretion of the Chair;
- (2) by a resolution passed on a motion, duly moved and seconded, which must be moved and put without discussion. The motion need not be in writing, but must specify the reason why the order of business is to be changed.

5. Extraordinary meetings

- 5.1. Those listed below may request the Proper Officer to call an Authority meeting in addition to ordinary meetings:

- (1) the Authority by resolution;
- (2) the Chair of the Authority;
- (3) the Monitoring Officer;
- (4) any five or more members of the Authority if they have made a written request to the Chair of the Authority but he has refused to call the meeting or has failed to call it before the end of the period of seven days beginning with the date of the making of the request².

- 5.2. Any request for an extraordinary meeting must specify the business to be dealt with. No other business can be considered at the extraordinary meeting.

6. Notices of motion

- 6.1. Motions under Standing Order 7 may be moved without notice.
- 6.2. Notice of every other motion must be given in writing and be signed by the member of the Authority giving the notice and by another member as seconder. It must be received by the Proper Officer at least ten days before the next meeting. The Proper Officer must date and number motions in the order in which they are received

Motions to be set out in agenda

- 6.3. The Proper Officer must set out in the agenda for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the member giving the notice stated in writing when giving it that it would be moved at a later meeting, or has since written to withdraw it.

² Upon the Chair's refusal or failure to call a meeting, any five members can call for an extraordinary meeting to be held – i.e. it does not have to be the same five members who made the original requisition

Motion not moved

- 6.4. A motion must be moved in the form set out in the agenda. This can be done by the member who gave the notice, or by another on behalf of that member. The motion must also be seconded. If this does not happen it will be treated as withdrawn and cannot be moved without fresh notice. Alternatively, if the Authority agrees, the motion can be postponed.

Automatic reference to committee

- 6.5. Unless the Chair decides otherwise, if the subject matter of any motion of which notice has been properly given comes within the province of any committee or committees it must, upon being moved and seconded, be referred without discussion to such committee or committees or to such other committee or committees as the Authority may determine, for consideration and report.
- 6.6. There may be occasions when it would be appropriate for the motion to be discussed at an Authority meeting. In such cases, the motion will either be the subject of an officer report at a future meeting or the motion will be debated at the Authority meeting at which it has been presented.

Scope of motions

- 6.7. Every motion must either relate to a function of the Authority or, affect the Authority's area. In addition, a motion must not:
- (1) be defamatory, frivolous or offensive;
 - (2) be substantially the same as a motion which has been put at a meeting of the Authority in the past six months and
 - (3) require the disclosure of confidential or exempt information.
- 6.8. The Proper Officer will, in consultation with the Chair, decide if these criteria are met.

7. Motions and amendments that can be moved without notice

- 7.1. The following motion and amendments can be moved without notice:-
- (1) to appoint a Chair of the meeting;
 - (2) relating to the accuracy of the minutes;
 - (3) that an item of business is taken before other items;
 - (4) to refer a matter to a committee;
 - (5) to appoint a committee or its members as a result of an item mentioned in the agenda for the meeting;
 - (6) to:

- (a) receive and adopt reports;
 - (b) receive confirm or amend minutes of previous meetings;
 - (c) receive minutes of committees;
 - (d) receive, adopt or amend recommendations or of any officer.
- (7) that a recommendation of a committee:
- (a) be adopted;
 - (b) be referred back to committee for further consideration and report;
 - (c) be received but be amended for adoption by the Authority in a manner specified.
- (8) that consideration of the motion be postponed;
- (9) to withdraw a motion;
- (10) to extend the time limit for speeches;
- (11) that a motion be amended;
- (12) that the Authority proceed to the next business;
- (13) that the question be now put;
- (14) that the debate be adjourned;
- (15) that the Authority adjourn;
- (16) to suspend Standing Orders, in accordance with Standing Order 22;
- (17) under Section 100A (4) of the Local Government Act 1972 to exclude the public;
- (18) that a member named under Standing Order 15 be not further heard or must leave the meeting;
- (19) to give the consent of the Authority where it is required by these Standing Orders.
- 7.2. It may be the case that action has previously been taken under delegated powers to an extent that makes a motion or amendment, once passed, impracticable to deal with the item in the manner desired by the Authority. If this is the case, the relevant officer or committee will re-examine the matter involved and report back to the Authority on it before taking any further decisions or implementing decisions already taken involving the same matter.
- 7.3. A procedural motion by the Chair must take precedence over any other motion and must be put forthwith without discussion or question and without the need of a

seconded. However, after the withdrawal of the public following any such motion a member may, notwithstanding any other provision of these Standing Orders, move that the public be re-admitted and upon that motion being seconded it may be discussed and voted upon.

8. Questions by members

- 8.1. A member may ask any question upon the business before the Authority (i.e. if included within the Agenda papers) if the question is put before the Authority's consideration of such business at that meeting is concluded. This includes questions relating to the minutes of a committee then being received for review or consideration.
- 8.2. A member may also ask any question relating to the business of the Authority providing written notice is received by the Proper Officer at least four clear working days before the meeting. Any such question shall be put and answered without discussion although the person to whom the question is put may decline to answer it. An answer may be given orally; or by reference to an Authority publication if it contains the answer. If an answer cannot conveniently be given at the meeting, it shall be given in writing circulated to members of the Authority within 10 working days. If a member has given written notice of a question but is not present when the question is to be put, that question may, with the Authority's consent, be asked by any other member present.

9. Questions from the public

- 9.1. Members of the public may ask questions at ordinary meetings of the Authority (but not extraordinary meetings).
- 9.2. Questions will be asked in the order that notice of them was received, except that the Chair may group together similar questions.
- 9.3. A question may only be asked if it has been received by the Proper Officer no later than four clear working days before the day of the meeting.
- 9.4. Each question must give the name and address of the questioner.
- 9.5. At any one meeting, no person/organisation may submit more than three questions.
- 9.6. The time allowed for each public question is five minutes and the total time allowed at each meeting is 20 minutes unless the Chair rules otherwise.
- 9.7. The Proper Officer, in consultation with the Chair, may reject a question if it:
 - (1) Is not about a matter within the Authority's remit;
 - (2) Is defamatory, frivolous or offensive;

- (3) Is substantially the same as a question which has been put at a meeting of the Authority in the past six months;
 - (4) Requires the disclosure of confidential or exempt information.
- 9.8. Copies of all questions will be circulated to all members and made available to the public attending the meeting.
- 9.9. A questioner who has asked a question in person may also ask one supplementary question (without notice) following the Authority's response to their original question. A supplementary question must arise directly from the original question or reply.
- 9.10. Any question which cannot be dealt with during public question time will be dealt with by a written answer.
- 9.11. A record of questions and their replies will be recorded in the minutes of the meeting.
- 10. Public speaking**
- 10.1. Members of the public may speak at Authority meetings on an item on the agenda (excluding the minutes). Representations must be confined to the subject of the relevant report on which a decision is being taken.
- 10.2. Requests to speak must be made at least two clear working days before the meeting and include the name and address of the speaker plus details of which agenda item it relates to.
- 10.3. The time allowed for each speaker is a maximum of five minutes, depending on the number of people registering to speak. A total of ten minutes is allocated between all speakers on any one item, unless the Chair rules otherwise.
- 11. Minutes**
- 11.1. The Chair will ask whether the minutes of the previous meeting of the Authority can be signed as a correct record. For extraordinary meetings called under paragraph 3 of Schedule 1 to the Norfolk and Suffolk Broads Act 1988, the minutes of the previous meeting stand deferred to the next ordinary meeting.
- 11.2. The only aspect of the minutes which can be discussed is their accuracy. Any question about their accuracy must be raised (by motion if the Chair considers this to be necessary). As soon as any such questions are resolved or, if no such question is raised, the Chair must sign the minutes.
- 11.3. Any questions on the accuracy of the report or minutes of a committee or sub-committee must be referred, without discussion, to the next meeting of that committee or sub-committee.
- 11.4. The signed minutes of the meeting shall stand as the formal record.

12. Rules of debate for meetings of the Authority

Motions and amendments

- 12.1. Other than set out in Standing Order 7, a motion or amendment cannot be discussed until it has been proposed and seconded. Unless notice has already been given under Standing Order 6 it must, if required by the Chair, be put into writing and handed to the Chair or Proper Officer before it is further discussed or put to the meeting. For clarity, any proposed amendment to a motion should also be written down and read out by the Chair prior to any vote being taken.
- 12.2. When seconding a motion or amendment a member may, on stating the intention to do so, reserve a speech on the matter until later in the debate.

Content and length of speeches

- 12.3. A member can only speak about the matter under discussion or on a point of order, or in personal explanation. A speech must not exceed five minutes in the case of the mover of a motion or three minutes in all other cases unless the Authority agrees to make an exception.

When a member may speak again

- 12.4. A member who has spoken on any motion cannot speak again while it is the subject of debate, except:
- (1) to speak once on an amendment moved by another member;
 - (2) to move a further amendment if the motion on which the member last spoke has been amended;
 - (3) if the member's first speech was on an amendment moved by another member, to speak on the main issue, whether or not the prior amendment was carried;
 - (4) in exercise of a right of reply given by paragraph 12.10 or 12.12 of this Standing Order;
 - (5) on a point of order;
 - (6) in personal explanation;
 - (7) to move a resolution under paragraph 12.12 of this Standing Order;
 - (8) to demand a recorded vote in accordance with Standing Order 19;
 - (9) to move the suspension of Standing Orders in accordance with Standing Order 22.

Amendments to motions

12.5. An amendment must be relevant to the motion and must either:

- (1) refer the subject under discussion to a Committee for consideration or re-consideration;
- (2) leave out words;
- (3) leave out words and add others;
- (4) add words.

Omissions or additions must not have the effect of merely negating the motion before the Authority.

12.6. Only one amendment may be moved and discussed at a time and no further amendment can be moved until the amendment under discussion has been dealt with. However, the Chair may allow two or more amendments to be discussed (but not voted on) together if this will help business to be dealt with more efficiently.

12.7. If an amendment is lost, other amendments can be moved on the original motion. If an amendment is carried, the amended motion takes the place of the original motion and becomes the motion upon which any further amendment can be moved (see flowchart in appendix).

Alteration to motion

12.8. If the Authority without discussion agrees, the proposer of a motion may amend that motion either:-

- (1) before it is formally moved; or
- (2) after it is moved, with the agreement of the seconder.

This can only be done if, in either case, the alteration is one which could have been made as an amendment to the motion.

Withdrawal of motion

12.9. A member can withdraw a motion or amendment with the permission of their seconder. A member cannot speak upon the motion once it has been withdrawn.

Right of reply

12.10. The mover of a motion has a right to reply at the close of the discussion on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion (who otherwise cannot speak on the amendment) also has a right of reply at the close of the discussion on the amendment. The mover of the amendment has no right of reply to the discussion on that amendment.

Other motions

12.11. When a motion is under debate no other motion can be moved except:

- (1) that the subject of debate:-
 - (a) be referred to a Committee for consideration; or
 - (b) be referred back to a Committee for further consideration;
- (2) to postpone consideration of the motion;
- (3) to amend the motion;
- (4) to proceed to the next business;
- (5) that the question be now put;
- (6) to adjourn the debate;
- (7) to adjourn the meeting;
- (8) that Standing Orders be suspended in accordance with Standing Order 22;
- (9) under Section 100A of the Local Government Act 1972 to exclude the public;
- (10) under Standing Order 15 that a member be not further heard or must leave the meeting.

Ending a debate

12.12. At the end of any speech another member who has not previously spoken on the motion can, without comment, move:

- "that the Authority proceed to the next business";
- "that the question be now put";
- "that the subject of debate be remitted to a Committee for consideration";
- "that the subject of debate be referred back to a Committee for further consideration";
- "that consideration of the motion be postponed";
- "that the debate be now adjourned"; or
- "that the Authority now adjourn".

On the seconding of such a motion, the Chair must proceed as follows:

- (1) on a motion "to proceed to the next business" or "to remit or refer back to the Committee", the Chair must first give the mover of the original motion a right of reply. Then, the Chair must put to the vote the motion to proceed to the next business, to remit the subject of debate to a Committee for

consideration, or to refer the subject of debate back to a Committee for further consideration, as the case may be;

- (2) on a motion that the question be now put, the Chair must first put that motion to the vote. If it is passed, the Chair must then give the mover of the original motion a right of reply before putting the original motion or amendment to the vote;
- (3) on a motion to postpone consideration of a motion or to adjourn the debate or the meeting, the Chair must put the postponement or adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.

Only the Chair may move a second motion to the same effect under this paragraph in reference to the same motion or amendment within a period of thirty minutes.

- 12.13. When satisfied that a reasonable range of opinion has been expressed on a motion or amendment, the Chair may conclude the debate by calling upon the mover of the original motion to reply.

Points of order and personal explanations

- 12.14. A point of order is a request by a member to the Chair for a ruling on any alleged irregularity in the constitution or conduct of the meeting. The point of order must be raised as soon as the alleged irregularity is noticed. The member who notices the irregularity must specify the Standing Order or the statutory provision concerned together with the alleged breach. A member making a point of order may not abuse it by making a speech.
- 12.15. When a member is misunderstood or misquoted by a later speaker or wishes to correct an earlier mis-statement subsequently quoted by a later speaker the member can rise on a point of personal explanation and, with the permission of the Chair, interrupt the speaker in order to briefly to correct the misunderstanding.
- 12.16. The ruling of the Chair on a point of order, or on the admissibility of a personal explanation, is not open to discussion.

Respect for the Chair

- 12.17. Whenever the Chair rises during a debate any member then speaking must cease to do so and the rest of the members must be silent.

13. Registration and declaration of interests

- 13.1. Members are responsible for registering and declaring interests in accordance with the Authority's adopted Member Code of Conduct.

14. Motions affecting employees or exempt information

- 14.1. If any question arises at a meeting of the Authority to which the press or the public has been admitted as to the appointment, promotion, dismissal, salary,

superannuation or conditions of service, or as to the conduct of any employee of the Authority or to any information likely to be exempt under schedule 12A of the Local Government Act 1972, that question must not be the subject of discussion until the Authority has decided whether or not to exercise any power to exclude the public.

15. Disorderly conduct

- 15.1. If any member persistently disregards the ruling of the Chair, or behaves irregularly, improperly or offensively, or intentionally obstructs the business of the Authority, the Chair or any other member can move "that the member named be not further heard". If the motion is seconded it must be put to the vote without discussion.

Continuing misconduct by a named member

- 15.2. If the member continues to behave improperly after a motion under paragraph 15.1 has been carried the Chair will either:

- move "that the member named leave the meeting" (in which case the motion must be put to the vote without seconding or discussion); or
- adjourn the meeting for a specific period.

General disturbance

- 15.3. If there is a general disturbance, the Chair can adjourn the meeting either for a period to be specified at the time of the adjournment or to the next ordinary meeting of the Authority.

16. Disturbance by members of the public

- 16.1. If a member of the public interrupts the proceedings, the Chair will issue a warning. If the interruption continues, the Chair may order the offender to be removed from the meeting room. In the case of general disturbance in any part of the meeting place open to the public, the Chair may order that part to be cleared. In neither case will a vote be required for it to take effect.

17. Recording of meetings and use of hand-held electronic devices

- 17.1. Under the Openness of Local Government Bodies Regulations (2014), which amend s.100A of the Local Government Act 1972, filming, photographing and making an audio-recording of public meetings is permitted. However, this does not include oral commentary during the meeting and any permitted activities must not disrupt the meeting. The Chair should ensure that members of the public who actively object to being filmed are not to be filmed, without undermining the broader transparency of the meeting. Where a resolution is made to exclude the public from a meeting or part of a meeting, members of the public will not be allowed to film, photograph or record the meeting or part of the meeting
- 17.2. Subject to the availability of a suitable recording device and operator, the Authority shall make its own audio recording of its meetings and committee meetings. The Chair should announce at the beginning of every such meeting that recording is taking place and that the Authority retains the copyright in such recordings.

Recordings will be retained in accordance with the Authority's adopted data retention and information management policy.

17.3. Members wishing to make their own recording of meetings should declare this to the Chair at the commencement of the meeting.

17.4. Members should not use their phones, tablets, laptops etc in a way which causes disruption to any meeting or in a manner which in the opinion of the Chair is overly intrusive to the meeting or which shows disrespect or discourtesy to other participants (this includes volume levels being switched to silent). Such devices should also not be used for communicating or receiving information during any committee meeting

18. Rescission of earlier resolution

18.1. A motion or amendment to rescind a decision made by the Authority within the preceding six months cannot be moved unless the notice of the motion given under Standing Order 4 is signed by at least one third of the members of the Authority. When this motion or amendment has been dealt with, no-one can propose a similar motion for a further six months.

18.2. This Standing Order does not apply to motions moved as a result of a recommendation of a committee.

19. Voting

19.1. Unless specifically provided to the contrary within these Standing Orders or in circumstances required by law, voting is by a simple majority vote of those present. Except for cases falling within Standing Order 20.3 and 20.4, voting is by show of hands. However, any member who wants the individual votes on any matter recorded to show how each member voted, must ask for this to be done before a vote is taken, and the request will be allowed if at least one third of the members present show their support by raising their hand at the time of the request. An individual's vote will only be recorded if the named member says "for", "against" or "abstain" immediately after their name is called. After the vote has been taken, a member may ask for their own individual vote to be recorded in the minutes.

19.2. Where there is an equality of votes at any meeting, the Chair (shall have a second or casting vote. For the avoidance of doubt, the casting vote is where the person presiding has previously voted or has abstained on the same matter being voted upon.

20. Voting on appointments and Chairs

Chairs and Vice-Chairs of the Authority

20.1. At the annual meeting of the Authority, a Chair and Vice-Chair shall be appointed in accordance with paragraph 5 of Schedule 1 of the Norfolk and Suffolk Broads Act 1988.

- 20.2. It is preferable that the names of candidates and their intended proposer and seconder be provided in writing to the Senior Governance Officer not later than 4pm 14 calendar days before the annual meeting. Details of any nominations received by the deadline and the intended proposers and seconders will be published on the agenda. However, this does not prevent nominations being made in the meeting itself.
- 20.3. Where there is only one eligible candidate they shall, upon being proposed and seconded at the meeting, be appointed as Chair or Vice-Chair without a vote.
- 20.4. Where there is more than one eligible candidate, voting papers shall be distributed at the annual meeting and each member shall write the name of their preferred candidate for the position. In the case of the ballot for Chair of the Authority, the outgoing Chair shall write on a ballot paper of a different colour the name of a candidate in the event of a casting vote being needed. The candidate with the majority of votes shall be appointed as Chair. In the event of an equality of votes the outgoing Chair's casting vote shall be used.

Chairs and Vice-chairs of committees

- 20.5. The rules applying in 20.1 to 20.4 also apply to the appointment of Chairs and Vice-chairs of the Authority's committees.

Voting on other appointments

- 20.6. All members shall be invited to express their interests in serving on committee or outside bodies, in writing, in advance of the annual meeting. All expressions of interest shall be reported first to the Chairs' Group and subsequently, to the annual meeting (or other meeting as advised in advance) for a decision.
- 20.7. Where there are two or more positions or vacancies to be filled and the number of persons nominated exceeds that number, voting papers will be distributed and a vote taken by each member writing on one voting paper the names of no greater number of the persons nominated than would be required to fill the positions or vacancies under consideration.
- 20.8. Where any person receives a number of votes equalling or exceeding the quota then that person will fill one of the positions or vacancies. If not all positions or vacancies are filled following that round of voting, then a fresh vote will be taken.
- 20.9. If none of the persons receives sufficient votes to fill any of the positions or vacancies in any round of voting the person with the lowest number of votes must be struck off the list before a fresh vote is taken.
- 20.10. This procedure will go on until all the positions or vacancies have been filled.
- 20.11. The quota is determined by dividing the total number of votes which are actually cast by one more than the number of places to be filled and then by adding one; fractions will be ignored.

20.12. In any round of voting any member may only cast one vote in favour of any one person.

21. Variation and revocation of Standing Orders

21.1. Any motion to vary or revoke these Standing Orders must, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.

22. Suspension of Standing Orders

22.1. Subject to paragraph 22.2 any of these Standing Orders may be suspended in relation to the meeting where its suspension is moved for any specified business at that meeting.

22.2. A motion to suspend Standing Orders cannot be moved without notice (i.e. under Standing Order 7.1(16) unless at least one half of the whole number of members of the Authority are present.

22.3. A motion to suspend Standing Orders must:

- (1) specify the Standing Order(s) to be suspended;
- (2) be moved in terms limited to an explanation of the reasons for the suspension;
- (3) be seconded in formal terms only;

and thereupon be put to the Authority without debate.

23. Interpretation of Standing Orders

23.1. The Chair's ruling on the interpretation or application of any of these Standing Orders, or as to any proceedings of the Authority, is final for the purposes of the meeting at which it is given.

Part B - Committees

24. Application of Standing Orders to committees and sub-committees

24.1. Every committee and sub-committee shall carry out its business in conformity with the Standing Orders in Part A so far as applicable to their terms of reference, save that Standing Orders 2, 4(10) and (12), 6.5, 7.1(4), 7.1(5), 7.1(6)(c), 7.1(7) and 9 and 10 shall not apply to them. The following Standing Orders in Part A shall apply to committees and sub-committees only to the extent indicated:

6.7 will apply but the motion must relate to a function of the committee.

12.2 and 12.4 will apply only when a formal motion or amendment is before the meeting and will not there preclude a member from speaking more than once in general debate prior to that stage.

18 will not apply otherwise than to debar a member from proposing at any meeting a motion to rescind any resolution passed at the same meeting or any motion of amendment to the same effect as which has been rejected at the same meeting.

22 shall be modified as follows: "Standing Orders 4, 6 and 12 only may be suspended in relation to the meeting where suspension is moved for any specified business at that meeting."

25. Appointment of Committees

25.1. The Authority must, at the annual meeting, appoint such committees as it is required to appoint by law and may at any time appoint any other committees, which it considers are necessary to carry out the work of the Authority. However, except in relation to the Navigation Committee, the Authority must not appoint any member of a committee so as to hold office later than the next annual meeting of the Authority.

25.2. In addition, the Authority may at any time:

(1) dissolve a committee;

(2) alter the membership of a committee provided that the membership and appointment of co-opted members of the Navigation Committee are made in accordance with statutory procedures.

25.3. Every committee will continue in being until its successor is appointed.

25.4. The Hearings Sub-Committee shall be convened by the Monitoring Officer when required under the Members' Code of Conduct and this shall include three members from the Standards Committee, one of whom shall be elected Chair.

26. Appointments to committees

26.1. Every committee (with the exception of the Navigation Committee) will, at its first meeting after the annual meeting of the Authority in any year and whenever else

necessary, elect a Chair and a Vice-Chair for the year, who will each serve until a successor is appointed. In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting must be appointed.

- 26.2. The Navigation Committee will, at its meeting immediately preceding the penultimate Authority meeting in that committee year, elect a Chair and a Vice-Chair for the year ahead who will each serve until their successor is appointed.

27. Extraordinary meetings of committees

- 27.1. The Chair of a committee or the Chair of the Authority may call an extraordinary meeting of a committee at any time. An extraordinary meeting must also be called on the request of a quarter of the whole number of the committee, delivered in writing to the Proper Officer. However, in no case can fewer than three members request an ordinary meeting. The summons to the extraordinary meeting must set out the business to be considered at that meeting. Except in the case of any matter which requires to be considered urgently, no business shall be transacted at any meeting other than that specified in the summons to that meeting. .

28. Sub-committees

- 28.1. Standing Order 20 applies to sub-committees as it applies to committees.

29. Quorum of committees and sub-committees

- 29.1. Except where authorised by a statute or ordered by the Authority, business must not be transacted at a meeting of any committee unless at least one quarter of the whole number of the voting members of the committee or four voting members (whichever is more) are present, subject to the following exception:

- (1) In the case of the Risk, Audit and Governance Committee, the quorum is three members.

- 29.2. Except where ordered by the committee that has appointed it, business must not be transacted at a sub-committee unless at least one quarter of the whole number of the voting members of the sub-committee or three voting members (whichever is more) are present, subject to the following exception:

- (1) In the case of the Hearings Sub-Committee, the quorum is two members.

30. Financial Regulations

- 30.1. Every committee and sub-committee must comply with the Financial Regulations of the Authority.

31. Voting in committees and sub-committees

- 31.1. Voting at a meeting of a committee or sub-committee must be by a show of hands.

32. Questions at meetings of committees and sub-committees

- 32.1. A member of a committee or sub-committee may, at any meeting of the committee or sub-committee, ask through the Chair any question on any matter within the

terms of reference of that committee or sub-committee, provided they have given written notice of their intention, setting out the terms of the question, to the Chair (copied to the Proper Officer) at least four clear working days before the meeting at which the question is to be asked.

33. Adjournment of committee and sub-committee meetings

- 33.1. When a committee or sub-committee adjourns, whether by resolution or by decision of the Chair, the meeting must specify at that time the date, time and place to which it is adjourned.
- 33.2. If this is not practicable and a meeting is adjourned for an unspecified period and/or to an unspecified place, the Proper Officer must notify all members of the committee or sub-committee of the new date, time and place once these have been determined.

34. Mover of motion may attend committee

- 34.1. A member of the Authority who has moved a motion which has been referred to any committee or sub-committee must have notice of the meeting at which it is proposed to consider the motion. The mover may attend the meeting and explain the motion.

Part C - General

35. Canvassing of and recommendations by members and officers

- 35.1. Candidates for any appointment with the Authority will be disqualified if they canvass Authority or committee members in their favour. The effect of this paragraph must be included in all application forms.
- 35.2. A member may give a written reference to accompany an application, but must not in any way try to influence improperly the choice of candidate for any appointment.

36. Relatives of members or officers

- 36.1. A candidate for any appointment with the Authority who is related to any member or officer must, when making an application, disclose that relationship to the Proper Officer. A candidate who knowingly fails to disclose such a relationship will be disqualified for the appointment and, if appointed, will be liable to instant dismissal. Every member and officer must disclose to the Proper Officer any known relationship to any candidate for an appointment under the Authority.
- 36.2. The effect of this Standing Order must be included in all application forms.
- 36.3. For the purpose of this Standing Order a candidate is related to a member or officer, and a member or officer has a relationship with a candidate, if the candidate's relationship with the member or officer is one of a:
- (1) spouse, civil partner, partner, parent, parent-in-law, son, daughter, step son, step daughter, son-in-law, daughter-in-law, brother, sister, grandparent, grandchild, uncle, aunt, nephew or niece;
 - (2) child, or brother or sister, or parent of a spouse, civil partner, or partner;
 - (3) spouse, civil partner or partner of any such person in 36.3 (1) and (2) above.

37. Common Seal and signing of documents

- 37.1. The Proper Officer shall keep the Common Seal of the Authority in a safe place.
- 37.2. The Common Seal may only be affixed to a document if the sealing has been authorised by a decision of the Authority or of a committee, sub-committee or an officer acting under statutory or delegated powers or duties. A decision that authorises the doing of any act that should or may be recorded or effected by means of a document under the Seal is sufficient authority for sealing any document necessary to record or give effect to the decision.
- 37.3. The Common Seal may only be affixed to a document if attested by the Proper Officer or or such other senior officer authorised by them.
- 37.4. A record of every sealing must be entered and consecutively numbered in a book and signed by the officer who attested the sealing.

37.5. A resolution of the Authority or of a committee or sub-committee passed in the exercise of statutory delegated powers authorising the doing of any act that should or may be recorded or effected by a signed document is sufficient authority for the signing of the document by the Proper Officer or by such officer of the Authority as is duly authorised to sign the document.

38. Authority of individual members

38.1. Unless specifically authorised by the Authority or a committee, a member of the Authority or of a committee must not:-

- (1) issue any order relating to work being done by or for the Authority; or
- (2) as a member of the Authority or committee claim any right to enter or to inspect property which the Authority has the power or duty to enter or inspect.

39. Documents not for publication

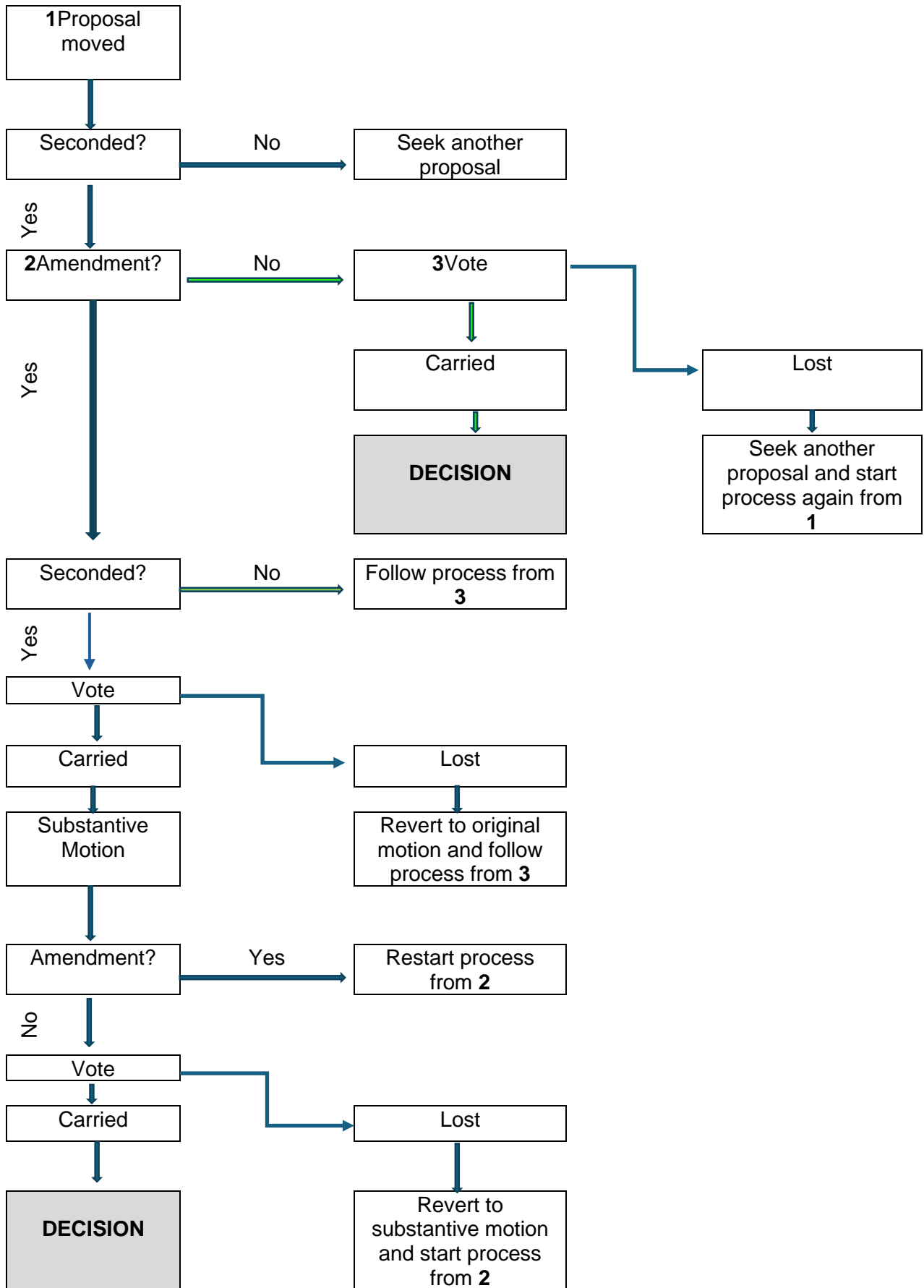
38.2. Except where the subject matter of any document has become public in the ordinary course of the Authority's business or by a decision of the Authority, a committee or sub-committee, a member who has inspected a document or minute for the purposes of their duties as a member must not communicate its contents to any member or member of the public.

39.2. All reports and other documents and all proceedings of committees and sub-committees must be treated as not for publication unless and until they become public in the ordinary course of the Authority's business or at the direction of a committee exercising delegated powers.

Adopted: date to be added

Amended:

Flow chart for dealing with motions and amendments



Standing Orders for the regulation of Authority proceedings

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Note: The law makes provision for certain officers to be designated as the Proper Officer to carry out particular functions contained within various Acts of Parliament. For the purposes of these Standing Orders, the Proper Officer will be the Chief Executive.

Part A - Procedure at meetings of the Authority

Note: Part A applies to meetings of the full Broads Authority. The Authority's committees and sub-committees shall carry out their business in conformity with Part A as far as applicable and as specified in Part B paragraph 24.

1. Chair of meeting

- 1.1. Any power or duty of the Chair relating to the conduct of a meeting may be exercised by any other person presiding at the meeting. At all meetings, the Chair will preside. If the Chair is absent, the Vice-Chair will preside. If the Chair and Vice-Chair are absent, the Authority will choose one from the members present to act as Chair for the particular meeting.

2. Quorum

- 2.1. Under paragraph 3(6) of Schedule 1 to the Norfolk and Suffolk Broads Act 1988 subject to paragraph 45 of Schedule 12 to the Local Government Act 1972, business of the Authority can only be transacted if more than a quarter of its members (at least six members) are present¹. ~~This is subject to paragraph 45 of Schedule 12 to the Local Government Act 1972, which states that if more than one-third of the members of the authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.~~
- 2.2. If there is no quorum the meeting must be immediately adjourned and any remaining business postponed either to a time fixed by the Chair at the adjournment or, if the Chair does not fix a time, to the next ordinary meeting of the Authority.

3. Annual Meeting

- 3.1. The Annual Meeting shall be the first meeting held after 1 July in the year in question.
- 3.2. At the Annual Meeting, the Authority will:
 - (1) appoint the Chair and Vice-Chair of the Authority;

¹ This is subject to paragraph 45 of Schedule 12 to the Local Government Act 1972, which states that if more than one-third of the members of the authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.

(2) decide which committees and sub-committees to establish for the year, together with the number of members to be appointed;

(3) appoint members to those committees and sub-committees;

(4) appoint members to serve on outside bodies.

4. Ordinary meetings

4.1. Ordinary meetings will take place in accordance with a programme decided by the Authority.

4.2. Subject to paragraph 4.3, the order of business at ordinary meetings will be:

~~3. Order of business~~

~~1.1. Subject to paragraph 3.2, the order of business at every meeting of the Authority must be:~~

- (1) to remind those present that the meeting is being recorded (in accordance with Standing Order [17](#)) and to receive apologies for absence;
- (2) where required, to appoint a Chair and Vice-Chair or, if necessary, to choose a person to preside if the Chair and Vice-Chair are absent;
- (3) to deal with any business which statute requires to be done before any other business;
- (4) to receive declarations of interest relating to items on the agenda;
- (5) to note whether any items have been proposed as matters of urgent business, and determine if these are to be dealt with;
- (6) to note whether any questions have been raised by members of the public, and if so to receive and respond to such questions;
- (7) to approve and sign as a correct record the minutes of the last meeting;
- (8) to receive a summary of progress/actions taken following decisions of previous meetings of the Authority;
- (9) to consider reports and presentations from officers, including those relating to any business specifically required by law;
- (10) to receive and consider the minutes and recommendations of committees and other panels and forums established by the Authority, where appropriate;

- (11) to consider any other item of business which the Chair decides should be considered as a matter of urgency [pursuant to section 100B\(4\)\(b\) of the Local Government Act 1972](#);
- (12) to answer any formal questions [by members](#) of which due notice has been given under Standing Order [68](#);
- (13) to consider motions in the order in which notice has been received under Standing Order [46](#);
- (14) to deal with any other business specified on the agenda; and
- (15) to deal with any matters of business which involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A to the Local Government Act 1972.

Variations in the order of business

[1.2.4.3.](#) The order of business under items [3.14.2](#) (4) to (15) can be changed:

- (1) at the discretion of the Chair;
- (2) by a resolution passed on a motion, duly moved and seconded, which must be moved and put without discussion. The motion need not be in writing, but must specify the reason why the order of business is to be changed.

5. Extraordinary meetings

5.1. Those listed below may request the Proper Officer to call an Authority meeting in addition to ordinary meetings:

- (1) the Authority by resolution;
- (2) the Chair of the Authority;
- (3) the Monitoring Officer;
- (4) any five or more members of the Authority if they have made a written request to the Chair of the Authority but he has refused to call the meeting or has failed to call it before the end of the period of seven days beginning with the date of the making of the request².

5.2. Any request for an extraordinary meeting must specify the business to be dealt with. No other business can be considered at the extraordinary meeting.

² Upon the Chair's refusal or failure to call a meeting, any five members can call for an extraordinary meeting to be held – i.e. it does not have to be the same five members who made the original requisition

4.6. Notices of motion

~~1.3.6.1.~~ Motions under Standing Order ~~5-7~~ may be moved without notice.

~~1.4.6.2.~~ Notice of every other motion must be given in writing and be signed by the member of the Authority giving the notice and by another member as seconder. It must be ~~delivered~~ received by the Proper Officer at least ten days before the next meeting ~~of the Authority at the office of the Chief Executive~~. The ~~Chief Executive~~ Proper Officer must date and number motions in the order in which they are received

Motions to be set out in agenda

~~1.5.6.3.~~ The ~~Chief Executive~~ Proper Officer must set out in the agenda for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the member giving the notice stated in writing when giving it that it would be moved at a later meeting, or has since written to withdraw it.

Motion not moved

~~1.6.6.4.~~ A motion must be moved in the form set out in the agenda. This can be done by the member who gave the notice, or by another on behalf of that member. The motion must also be seconded. If this does not happen it will be treated as withdrawn and cannot be moved without fresh notice. Alternatively, if the Authority agrees, the motion can be postponed.

Automatic reference to committee

~~6.5.~~ Unless the Chair decides otherwise, if the subject matter of any motion of which notice has been properly given comes within the province of any committee or committees it must, upon being moved and seconded, be referred without discussion to such committee or committees or to such other committee or committees as the Authority may determine, for consideration and report. ~~However, the Chairman may allow the motion to be dealt with at the meeting at which it is brought forward.~~

~~1.7.6.6.~~ There may be occasions when it would be appropriate for the motion to be discussed at an Authority meeting. In such cases, the motion will either be the subject of an officer report at a future meeting or the motion will be debated at the Authority meeting at which it has been presented.

Scope of motions

~~6.7.~~ Every motion must either relate to a function of the Authority or, ~~in the view of the Chair~~ Proper Officer, affect the Authority's area. In addition, a motion must not:

- (1) be defamatory, frivolous or offensive;
- (2) be substantially the same as a motion which has been put at a meeting of the Authority in the past six months and
- (3) require the disclosure of confidential or exempt information.

1.8.6.8. -The Proper Officer will, in consultation with the Chair, decide if these criteria are met.

5.7. Motions and amendments that can be moved without notice

2.1.7.1. The following motion and amendments can be moved without notice:-

- (1) to appoint a Chair of the meeting;
- (2) relating to the accuracy of the minutes;
- (3) that an item of business is taken before other items;
- (4) to refer a matter to a committee;
- (5) to appoint a committee or its members as a result of an item mentioned in the agenda for the meeting;
- (6) to:
 - (a) receive and adopt reports;
 - (b) receive confirm or amend minutes of previous meetings;
 - (c) receive minutes of committees;
 - (d) receive, adopt or amend recommendations or of any officer.
- (7) that a recommendation of a committee:
 - (a) be adopted;
 - (b) be referred back to committee for further consideration and report;
 - (c) be received but be amended for adoption by the Authority in a manner specified.
- (8) that consideration of the motion be postponed;
- (9) ~~that leave be given~~ to withdraw a motion;
- (10) to extend the time limit for speeches;
- (11) that a motion be amended;
- (12) that the Authority proceed to the next business;
- (13) that the question be now put;
- (14) that the debate be adjourned;
- (15) that the Authority adjourn;
- (16) to suspend Standing Orders, in accordance with Standing Order 1822;

- (17) under Section 100A (4) of the Local Government Act 1972 to exclude the public;
- (18) that a member named under Standing Order ~~10-15~~ be not further heard or must leave the meeting;
- (19) to give the consent of the Authority where it is required by these Standing Orders.

~~2.2.7.2.~~ 2.2.7.2. ~~If on the passing of any motion or amendment~~ It may be the case that action has previously been taken under delegated powers to an extent ~~which that~~ makes it a motion or amendment, once passed, impracticable to deal with the item in the manner desired by the Authority. ~~If this is the case,~~ the motion or amendment shall have effect as requiring the Committee ~~relevant officer or committee will to~~ re-examine the policy matter involved and report back to the Authority ~~thereon on it~~ before taking any further decisions or implementing decisions already taken involving the same question of policy matter.

~~2.3.7.3.~~ 2.3.7.3. A procedural motion by the Chair~~man~~ must take precedence over any other motion and must be put forth without discussion or question and without the need of a seconder. However, after the withdrawal of the public following any such motion a member may, notwithstanding any other provision of these Standing Orders, move that the public be re-admitted and upon that motion being seconded it may be discussed and voted upon.

~~6.8.~~ 6.8. Questions by members

~~2.4.8.1.~~ 2.4.8.1. A member may ask any question upon the business before the Authority (i.e. if included within the Agenda papers) if the question is put before the Authority's consideration of such business at that meeting is concluded. This includes questions relating to the minutes of a committee then being received for review or consideration.

~~2.5.8.2.~~ 2.5.8.2. A member may also ask any question relating to the business of the Authority providing written notice is received by the ~~Chief Executive~~ Proper Officer at least four clear working days before the meeting. ~~Every~~ Any such question ~~asked in accordance with 6 (2)(a)~~ shall be put and answered without discussion although the person to whom the question is put may decline to answer it. An answer may be given orally; or by reference to an Authority publication if it contains the answer; ~~or~~ If a reply to a question ~~an answer~~ cannot conveniently be given at the meeting, ~~to it shall~~ be given in writing circulated to members of the Authority within 10 working days. If a member ~~who~~ has given written notice of a question but is not present when the question is to be put, that question may, with the Authority's consent ~~of the Authority~~, be asked by any other member present.

9. Questions from the public

9.1. Members of the public may ask questions at ordinary meetings of the Authority (but not extraordinary meetings).

- 9.2. Questions will be asked in the order that notice of them was received, except that the Chair may group together similar questions.
- 9.3. A question may only be asked if it has been received by the Proper Officer no later than four clear working days before the day of the meeting.
- 9.4. Each question must give the name and address of the questioner.
- 9.5. At any one meeting, no person/organisation may submit more than three questions.
- 9.6. The time allowed for each public question is five minutes and the total time allowed at each meeting is 20 minutes unless the Chair rules otherwise.
- 9.7. The Proper Officer, in consultation with the Chair, may reject a question if it:
- (1) Is not about a matter within the Authority's remit;
 - (2) Is defamatory, frivolous or offensive;
 - (3) Is substantially the same as a question which has been put at a meeting of the Authority in the past six months;
 - (4) Requires the disclosure of confidential or exempt information.
- 9.8. Copies of all questions will be circulated to all members and made available to the public attending the meeting.
- 9.9. A questioner who has asked a question in person may also ask one supplementary question (without notice) following the Authority's response to their original question. A supplementary question must arise directly from the original question or reply.
- 9.10. Any question which cannot be dealt with during public question time will be dealt with by a written answer.
- 9.11. A record of questions and their replies will be recorded in the minutes of the meeting.
- 10. Public speaking**
- 10.1. Members of the public may speak at Authority meetings on an item on the agenda (excluding the minutes). Representations must be confined to the subject of the relevant report on which a decision is being taken.
- 10.2. Requests to speak must be made at least two clear working days before the meeting and include the name and address of the speaker plus details of which agenda item it relates to.

10.3. The time allowed for each speaker is a maximum of five minutes, depending on the number of people registering to speak. A total of ten minutes is allocated between all speakers on any one item, unless the Chair rules otherwise.

7.11. Minutes

~~2.6.11.1.~~ ~~The minutes of the previous meeting of the Authority shall be taken as read.~~ The Chair ~~man~~ will ask whether the minutes of the previous meeting of the Authority can be signed as a correct record. For extraordinary meetings called under paragraph 3 of Schedule 121 to the Local Government Act 1972 Norfolk and Suffolk Broads Act 1988, the minutes of the previous meeting stand deferred to the next ordinary meeting by asking the question:

“May the minutes of the meeting held on the X day of Y be approved as a correct record?”

~~2.7.11.2.~~ The only aspect of the minutes which can be discussed is their accuracy. Any question about their accuracy must be raised (by motion if the Chair considers this to be necessary). As soon as any such questions are resolved or, if no such question is raised, ~~or if it is raised, as soon as it has been resolved~~ the Chair must sign the minutes.

~~2.8.11.3.~~ Any questions on the accuracy of the report or minutes of a committee or sub-committee must be referred, without discussion, to the next meeting of ~~the that~~ committee or sub-committee ~~and must not be discussed at the meeting of the Authority.~~

~~2.9.11.4.~~ ~~Notwithstanding the existence of any audio or video recording of any previous meeting, t~~The signed minutes of ~~that the~~ meeting shall stand as the formal record.

8.12. Rules of debate for meetings of the Authority

Motions and amendments

~~2.10.12.1.~~ Other than set out in Standing Order 7, a motion or amendment cannot be discussed until it has been proposed and seconded. Unless notice has already been given under Standing Order ~~4-6~~ it must, if required by the Chair, be put into writing and handed to the Chair or ~~Chief Executive~~Proper Officer before it is further discussed or put to the meeting. For clarity, any proposed amendment to a motion should also be written down and read out by the Chair prior to any vote being taken.

~~2.11.12.2.~~ When seconding a motion or amendment a member may, on stating the intention to do so, reserve a speech on the matter until later in the debate.

Content and length of speeches

~~2.12.12.3.~~ A member can only speak about the matter under discussion or on a point of order, or in personal explanation. A speech must not exceed five minutes in

the case of the mover of a motion or three minutes in all other cases unless the Authority agrees to make an exception.

When a member may speak again

~~2.13.12.4.~~ 12.4. A member who has spoken on any motion cannot speak again while ~~est~~ it is the subject of debate, except:

- (1) to speak once on an amendment moved by another member;
- (2) to move a further amendment if the motion on which ~~he~~ the member last spoke has been amended;
- (3) if the member's first speech was on an amendment moved by another member, to speak on the main issue, whether or not the prior amendment was carried;
- (4) in exercise of a right of reply given by paragraph 12.10 or 12.12 of this Standing Order;
- (5) on a point of order;
- (6) in personal explanation;
- (7) to move a resolution under paragraph 12.12 of this Standing Order;
- (8) to demand a recorded vote in accordance with Standing Order ~~1319~~;
- (9) to move the suspension of Standing Orders in accordance with Standing Order ~~1722~~.

Amendments to motions

~~2.14.12.5.~~ 12.5. An amendment must be relevant to the motion and must either:

- (1) refer the subject under discussion to a Committee for consideration or re-consideration;
- (2) leave out words;
- (3) leave out words and add others;
- (4) add words.

Omissions or additions must not have the effect of merely negating the motion before the Authority.

~~2.15.12.6.~~ 12.6. Only one amendment may be moved and discussed at a time. ~~And no~~ further amendment can be moved until the amendment under discussion has been

dealt with. However, the Chair may allow two or more amendments to be discussed (but not voted on) together ~~if circumstances suggest that~~if this will help business to be dealt with more efficiently.

~~2.16.12.7.~~ If an amendment is lost, other amendments can be moved on the original motion. If an amendment is carried, the amended motion takes the place of the original motion and becomes the motion upon which any further amendment can be moved ([see flowchart in appendix](#)).

~~2.17.~~ ~~Any proposed amendment to a motion should be written down by the member concerned and handed to the Chairman (unless this requirement is dispensed with by the Chairman), prior to any vote being taken.~~

Alteration to motion

~~2.18.12.8.~~ If the Authority without discussion agrees, the proposer of a motion may amend that motion either:-

- (1) before it is formally moved; or
- (2) after it is moved, with the agreement of the seconder.

This can only be done if, in either case, the alteration is one which could have been made as an amendment to the motion.

Withdrawal of motion

~~2.19.12.9.~~ A member can withdraw a motion or amendment with the permission of ~~his~~their seconder. ~~A and of the Authority which shall be signified without discussion. Unless this permission is refused a~~ member cannot speak upon the motion ~~after the mover has asked permission to withdraw it once it has been~~ [withdrawn](#).

Right of reply

~~2.20.12.10.~~ The mover of a motion has a right to reply at the close of the discussion on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion (who otherwise cannot speak on the amendment) also has a right of reply at the close of the discussion on the amendment. The mover of the amendment has no right of reply to the discussion on that amendment.

Other motions

~~2.21.12.11.~~ When a motion is under debate no other motion can be moved except:

- (1) that the subject of debate:-
 - (a) be referred to a Committee for consideration; or
 - (b) be referred back to a Committee for further consideration;

- (2) to postpone consideration of the motion;
- (3) to amend the motion;
- (4) to proceed to the next business;
- (5) that the question be now put;
- (6) to adjourn the debate;
- (7) to adjourn the meeting;
- (8) that Standing Orders be suspended in accordance with Standing Order [2217](#);
- (9) under Section 100A ~~(4)~~ of the Local Government Act 1972 to exclude the public;
- (10) under Standing Order ~~10-15~~ that a member be not further heard or must leave the meeting.

Ending a debate

~~2.22.12.12.~~ At the end of any speech another member [who has not previously spoken on the motion](#) can, without comment, move:

- "that the Authority proceed to the next business";
- "that the question be now put";
- "that the subject of debate be remitted to a Committee for consideration";
- "that the subject of debate be referred back to a Committee for further consideration";
- "that consideration of the motion be postponed";
- "that the debate be now adjourned"; or
- "that the Authority now adjourn".

~~en-~~On the seconding of [which such a motion](#), the Chair must proceed as follows:

- (1) on a motion "to proceed to the next business" or "to remit or refer back to the Committee", the Chair must first give the mover of the original motion a right of reply. Then, the Chair must put to the vote the motion to proceed to the next business, to remit the subject of debate to a Committee for consideration, or to refer the subject of debate back to a Committee for further consideration, as the case may be;
- (2) on a motion that the question be now put, the Chair must first put that motion to the vote. If it is passed, the Chair must then give the mover of the original motion a right of reply before putting the original motion or amendment to the vote;

- (3) on a motion to postpone consideration of a motion or to adjourn the debate or the meeting, the Chair must put the postponement or adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.

Only the Chair may move a second motion to the same effect under this paragraph in reference to the same motion or amendment within a period of thirty minutes.

~~2.23.12.13.~~ When satisfied that a reasonable range of opinion has been expressed on a motion or amendment, the Chair may conclude the debate by calling upon the mover of the original motion to reply.

Points of order and personal explanations

~~2.24.12.14.~~ A point of order is a request by a member to the Chair for a ruling on any alleged irregularity in the constitution or conduct of the meeting. The point of order must be raised as soon as the alleged irregularity is noticed. The member who notices the irregularity must specify the Standing Order or the statutory provision concerned together with the alleged breach. [A member making a point of order may not abuse it by making a speech.](#)

~~2.25.12.15.~~ When a member is misunderstood or misquoted by a later speaker or wishes to correct an earlier mis-statement subsequently quoted by a later speaker the member can rise on a point of personal explanation and, with the permission of the Chair, interrupt the speaker in order [to](#) briefly to correct the misunderstanding.

~~2.26.12.16.~~ The ruling of the Chair on a point of order, or on the admissibility of a personal explanation, is not open to discussion.

Respect for [the](#) Chair

~~2.27.12.17.~~ Whenever the Chair rises during a debate any member then speaking must cease to do so and the rest of the members must be silent.

[9.13. Registration and ~~d~~Disclosable Pecuniary ~~de~~claration of ~~i~~Interests](#)

~~2.28.~~ [Members are responsible for registering and declaring interests in accordance with the Authority's adopted Member Code of Conduct. Whenever a member has a Disclosable Pecuniary Interest in any matter to be considered or being considered at a meeting of the Authority, committee or sub-committee, that member shall leave the room while that matter is being considered unless prior to the meeting the Monitoring Officer has authorised the member to remain. In any event by virtue of S. 31 of the Localism Act 2011, no member may participate in discussion of or vote on that matter.](#)

~~2.29.13.1.~~ [If not already disclosed in writing, a member must notify the Monitoring Officer in writing of any Disclosable Pecuniary Interest declared at a meeting within 2814 days.](#)

10.14. Motions affecting employees or exempt information

~~2.30.14.1.~~ If any question arises at a meeting of the Authority to which the press or the public has been admitted as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any employee of the Authority or to any information likely to be exempt under schedule 12A of the Local Government Act 1972, that question must not be the subject of discussion until the Authority has decided whether or not to exercise any power to exclude the public.

11.15. Disorderly conduct

~~2.31.15.1.~~ If any member persistently disregards the ruling of the Chair, or behaves irregularly, improperly or offensively, or intentionally obstructs the business of the Authority, the Chair or any other member can move "that the member named be not further heard". If the motion is seconded it must be put to the vote without discussion.

Continuing misconduct by a named member

~~2.32.15.2.~~ If the member ~~named~~ continues to ~~mis~~behave improperly after a motion under paragraph 15.1 (1) has been carried the Chair~~man~~ will either:

- move "that the member named leave the meeting" (in which case the motion must be put to the vote without seconding or discussion); or
- adjourn the meeting for ~~so long as he thinks necessary~~ a specific period.

General disturbance

~~2.33.15.3.~~ If there is a general disturbance, the Chair~~man~~ can adjourn the meeting either for a period to be specified at the time of the adjournment or to the next ordinary meeting of the Authority.

12.16. Disturbance by members of the public

~~2.34.16.1.~~ If a member of the public interrupts the proceedings ~~at any meeting~~, the Chair~~man~~ ~~may will~~ issue a warning. If the interruption continues, the Chair~~man~~ may order the offender to be removed from the meeting room. In the case of general disturbance in any part of the meeting place open to the public, the Chair~~man~~ may order that part to be cleared. In neither case will a vote be required for it to take effect.

13.17. Recording of meetings and use of hand-held electronic devices

~~2.35.17.1.~~ Under the Openness of Local Government Bodies Regulations (2014), which amend s.100A of the Local Government Act 1972, -filming, photographing and making an audio-recording of public meetings is permitted. However, Members of the public may take photographs, film and audio-record those parts of the proceedings at which they are entitled to be present and report on all public meetings as long as they do not make this does not include oral commentary during the meeting and any permitted activities must not disrupt the meeting. The Chair~~man~~ should ensure that members of the public who actively object to being filmed are not to be filmed, without undermining the broader transparency of the

meeting. Where a resolution is made to exclude the public from a meeting or part of a meeting, members of the public will not be allowed to film, photograph or record the meeting or part of the meeting

~~2.36.17.2.~~ Subject to the availability of a suitable recording device and operator, the Authority shall make its own audio recording of its meetings and committee meetings, ~~save for confidential or exempt items~~. The Chairman should announce at the beginning of every such meeting that recording is taking place and that the Authority retains the copyright in such recordings. Recordings will be retained in accordance with the Authority's adopted data retention and information management policy.

~~2.37.17.3.~~ Members wishing to make their own recording of meetings should declare this to the Chair at the commencement of the meeting, ~~and should not record confidential or exempt items.~~

~~2.38.~~ Members should not use ~~hand held electronic devices~~ their phones, or tablets, laptops etc in a way which causes disruption to any meeting or in a manner which in the opinion of the Chair is overly intrusive to the meeting or which shows disrespect or discourtesy to other participants (this includes volume levels being switched to silent). Such devices should also not be used for communicating or receiving information during any committee meeting. ~~Such devices should be used in a manner whereby any audio signal is disabled.~~

~~2.39.17.4.~~

~~2.40.~~ ~~Members should not use hand held electronic devices or tablets for recording or communicating the contents of confidential or exempt items or for communicating or receiving information during any Planning Committee meeting.~~

~~2.41.17.5.~~

14.18. Rescission of earlier resolution

~~2.42.18.1.~~ A motion or amendment cannot be moved to rescind a decision ~~of~~ made by the Authority ~~taken~~ within the preceding six months cannot be moved, nor can a motion or amendment to the same effect as one which has been rejected within the preceding six months be proposed, unless the notice ~~thereof~~ of the motion given under Standing Order 4 ~~bears the names of atis signed by at~~ least one third six of the members of the Authority. When this motion or amendment has been dealt with, no-one can propose a similar motion for a further six months.

~~2.43.18.2.~~ This Standing Order does not apply to motions moved as a result of a recommendation of a committee.

15.19. Voting

~~2.44.19.1.~~ ~~Save where~~ Unless specifically provided to the contrary within these Standing Orders or in circumstances required by law, voting is by a simple majority vote of those present. ~~Save Except~~ for cases falling within Standing Order ~~15.20.(3)~~ and 20.(4), voting is by show of hands. ~~But~~ However, any member who wants the individual votes on any matter recorded to show how each member voted, must ask for this to be done ~~either before or immediately after~~ a vote is taken, and the

request will be allowed if at least one third of the members present show their support by raising their hand at the time of the request. An individual's vote will only be recorded if the named member says "yes for", ~~or "no against"~~ or "abstain" immediately after being their name is called to do so. After the vote has been taken, a member may ask for their own individual vote to be recorded in the minutes.

~~2.45:~~19.2. Where there is an equality of votes ~~occurs during the course of a~~ any meeting, the Chair (person presiding at that meeting) shall have a second or casting vote. For the avoidance of doubt, the casting vote is where the person presiding has previously voted or has abstained on the same matter being voted upon.

16.20. Voting on appointments and Chairs

Chairs and Vice-Chairs of the Authority

20.1. At the annual meeting of the Authority, a Chair and Vice-Chair shall be appointed in accordance with paragraph 5 of Schedule 1 of the Norfolk and Suffolk Broads Act 1988.

~~2.46.~~ ~~In order to be eligible for appointment, it is preferable that~~ the names of candidates and their intended proposer and seconder ~~shall~~ be provided in writing to the Monitoring Senior Governance Officer ~~in the form directed by him or her~~ not later than 4pm 14 calendar days before the annual meeting ~~(or such earlier deadline as shall have been notified by the Monitoring Officer to members of the Authority at least one calendar month in advance).~~

20.2. ~~The Monitoring Officer shall notify the annual meeting~~ Details of any nominations received by the deadline and the intended proposers and seconders will be published on the agenda. ~~However, this does not prevent nominations being made in the meeting itself. The names of any nominations received after the deadline shall also be notified by the Monitoring Officer; however these shall not be eligible for appointment unless at the deadline there had been no notified candidates.~~

~~2.47:~~20.3. ~~Where there is only one eligible candidate,~~ they shall, upon being proposed and seconded at the meeting, be appointed as Chair or Vice-Chair without a vote.

20.4. Where there is more than one eligible candidate, voting papers shall be distributed at the annual meeting and each member shall write the name of their preferred candidate for the position. In the case of the ballot for Chair of the Authority ~~and Vice-Chair~~, the outgoing Chair shall write on a ballot paper of a different colour the name of a candidate in the event of a casting vote being needed. The candidate with the majority of votes shall be appointed as Chair ~~or Vice-Chair.~~ an. In the event of an equality of votes the outgoing Chair's casting vote shall be used.

Chairs and Vice-chairs of committees

~~2.48:~~20.5. The rules applying in 20.1 to 20.4 also apply to the appointment of Chairs and Vice-chairs of the Authority's committees.

Voting on other appointments

20.6. All members shall be invited to express their interests in serving on committee or outside bodies, in writing, in advance of the annual meeting. All expressions of interest shall be reported first to the Chairs' Group and subsequently, to the annual meeting (or other meeting as advised in advance) for a decision.

~~2.49.~~20.7. Where ~~the number of~~ there are two or more positions or vacancies to be filled ~~is two or more~~ and the number of persons nominated exceeds ~~the that~~ number ~~of positions or vacancies to be filled~~, voting papers ~~must will~~ be distributed and a vote taken by each member writing on one voting paper the names of no greater number of the persons nominated than would be required to fill the positions or vacancies under consideration.

~~2.50.~~20.8. Where any person receives a number of votes equalling or exceeding the quota then that person will fill one of the positions or vacancies. If not all positions or vacancies are filled following that round of voting ~~not all positions or vacancies are filled~~, then a fresh vote will be taken.

~~2.51.~~20.9. If none of the persons receives sufficient votes to fill any of the positions or vacancies in any round of voting the person with the lowest number of votes must be struck off the list before a fresh vote is taken.

~~2.52.~~20.10. This procedure will go on until all the positions or vacancies have been filled.

~~2.53.~~20.11. The quota is determined by dividing the total number of votes which are actually cast by one more than the number of places to be filled and then by adding one; fractions will be ignored.

~~2.54.~~20.12. In any round of voting any member may only cast one vote in favour of any one person.

Record of attendances

~~Every member attending a meeting of the Authority must sign the attendance sheet circulated during the meeting. Any member who arrives later must bring this to the notice of the appropriate Governance Officer or, if he or she is present, the Monitoring Officer.~~

17.21. Variation and revocation of Standing Orders

~~2.55.~~21.1. Any motion to vary or revoke these Standing Orders must, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.

18.22. Suspension of Standing Orders

~~2.56.~~22.1. Subject to paragraph 22.2 any of these Standing Orders may be suspended in relation to the meeting where its suspension is moved for any specified business at that meeting.

~~2.57-22.2.~~ A motion to suspend Standing Orders cannot be moved without notice (i.e. under Standing Order ~~57.1(16)-(1)(p))~~ unless at least ~~41~~ one half of the whole number of members of the Authority are present.

~~2.58-22.3.~~ A motion to suspend Standing Orders must:

- (1) specify the Standing Order(s) to be suspended;
- (2) be moved in terms limited to an explanation of the reasons for the suspension;
- (3) be seconded in formal terms only;

and thereupon be put to the Authority without debate.

~~19-23.~~ Interpretation of Standing Orders

~~2.59-23.1.~~ The Chair's ruling ~~of the Chairman as to the construction on the interpretation~~ or application of any of these Standing Orders, or as to any proceedings of the Authority, is final for the purposes of the meeting at which it is given.

Part B - Committees

24. Application of Standing Orders to committees and sub-committees

24.1. Every committee and sub-committee shall carry out its business in conformity with the Standing Orders in Part A so far as applicable to their terms of reference, save that Standing Orders 2, 4(10) and (12), 6.5, 7.1(4), 7.1(5), 7.1(6)(c), 7.1(7) and 9 and 10 shall not apply to them. The following Standing Orders in Part A shall apply to committees and sub-committees only to the extent indicated:

6.7 will apply but the motion must relate to a function of the committee.

12.2 and 12.4 will apply only when a formal motion or amendment is before the meeting and will not there preclude a member from speaking more than once in general debate prior to that stage.

18 will not apply otherwise than to debar a member from proposing at any meeting a motion to rescind any resolution passed at the same meeting or any motion of amendment to the same effect as which has been rejected at the same meeting.

22 shall be modified as follows: "Standing Orders 4, 6 and 12 only may be suspended in relation to the meeting where suspension is moved for any specified business at that meeting."

20.25. Appointment of Committees

~~2.60.~~25.1. The Authority must, at the annual meeting, appoint such committees as it is required to appoint by law and may at any time appoint any other committees, which it considers are necessary to carry out the work of the Authority. However, except in relation to the Navigation Committee, the Authority must not appoint any member of a committee so as to hold office later than the next annual meeting of the Authority.

~~2.61.~~25.2. In addition, the Authority may at any time:

- (1) dissolve a committee;
- (2) alter the membership of a committee provided that the membership and appointment of co-opted members of the Navigation Committee are made in accordance with statutory procedures.

~~2.62.~~25.3. Every committee will continue in being until its successor is appointed.

~~2.63. Every committee will at its first meeting after the annual meeting of the Authority in any year and whenever else necessary elect a Chairman and (if so desired) a Vice-Chairman for the year, who will each serve until a successor is appointed. In the absence from a meeting of the Chairman and Vice-Chairman, a Chairman for that meeting must be appointed.~~

25.4. The Hearings Sub-Committee shall be convened by the Monitoring Officer when required under the Members' Code of Conduct and this shall include three members from the Standards Committee, one of whom shall be elected Chair.

26. Appointments to committees

26.1. Every committee (with the exception of the Navigation Committee) will, at its first meeting after the annual meeting of the Authority in any year and whenever else necessary, elect a Chair and a Vice-Chair for the year, who will each serve until a successor is appointed. In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting must be appointed.

~~2.64-~~26.2. The Navigation Committee will, at its meeting immediately preceding the penultimate Authority meeting in that committee year, elect a Chair and a Vice-Chair for the year ahead who will each serve until their successor is appointed.

~~21-~~27. Special-Extraordinary meetings of committees

~~2.65-~~27.1. The Chair of a committee or the Chair of the Authority may call an extraordinary ~~special~~ meeting of a committee at any time. ~~A special~~An extraordinary meeting must also be called on the ~~requisition request~~ of a quarter of the whole number of the committee, delivered in writing to the ~~Chief Executive~~Proper Officer. However, but in no case can fewer than three members ~~requisition a special request~~ an ordinary meeting. The ~~notification of summons to~~ the ~~extraordinary~~special meeting must set out the business to be considered ~~thereat~~at that meeting. Except in the case of any matter which requires to be considered urgently, no business shall be transacted at any meeting other than that specified in the summons to that meeting. and no business other than that set out in the summons can be considered at that meeting.

~~22-~~28. Sub-committees

~~2.66-~~28.1. Standing Order 21-20 applies to sub-committees as it applies to committees.

~~23-~~29. Quorum of committees and sub-committees

~~2.67-~~29.1. Except where authorised by a statute or ordered by the Authority, business must not be transacted at a meeting of any committee unless at least one quarter of the whole number of the voting members of the committee or four voting members (whichever is more) are present, subject to the following exception:-

- (1) In the case of the Risk, Audit and ~~Risk~~Governance Committee, the quorum is three members.

~~2.68-~~29.2. Except where ordered by the committee that has appointed it, business must not be transacted at a sub-committee unless at least one quarter of the whole number of the voting members of the sub-committee or three voting members (whichever is more) are present, subject to the following exception:

- (1) In the case of the Hearings Sub-Committee, the quorum is two members.

24.30. Financial Regulations

~~2.69.30.1.~~ Every committee and sub-committee must comply with the Financial Regulations of the Authority.

26 — Record of attendances

~~3.1. — Every member attending a meeting of a committee or sub-committee must sign the attendance sheet provided for the purpose.~~

25.31. Voting in committees and sub-committees

~~4.1.31.1.~~ Voting at a meeting of a committee or sub-committee must be by a show of hands.

26.32. Questions at meetings of committees and sub-committees

~~5.1.32.1.~~ A member of a committee or sub-committee may, at any meeting of the committee or sub-committee, ask through the Chair any question relating to any matter within the terms of reference of the that committee or sub-committee, provided he has sent they have given written notice of his their intention, setting out the terms of the question, to the Chair man and also a copy thereof to the Chief Executive (copied to the Proper Officer) at least four clear working days prior to before the meeting of the committee or sub-committee at which such the question is to be asked.

27.33. Adjournment of committee and sub-committee meetings

~~5.2.33.1.~~ When a committee or sub-committee adjourns, whether by resolution or by decision of the Chair, the meeting must specify at that time the date, time and place to which it is adjourned.

~~5.3.33.2.~~ If this is not practicable and a meeting is adjourned for an unspecified period and/or to an unspecified place, the Chief Executive Proper Officer must notify all members of the committee or sub-committee of the new date, time and place when once these have been determined.

28.34. Mover of motion may attend committee

~~5.4.34.1.~~ A member of the Authority who has moved a motion which has been referred to any committee or sub-committee must have notice of the meeting of the committee or sub-committee at which it is proposed to consider the motion. The mover can may attend the meeting and can have an opportunity of and explaining the motion to the meeting.

29. — 31 — Application of Standing Orders to committees and sub-committees

~~30. — Every committee and sub-committee shall carry out its business in conformity with the Standing Orders in Part A in so far as applicable to their terms of reference save that Standing Orders 2, 3(1)(j) and (l), 4(5), 5(1)(d), 5(1)(e),~~

~~5(1)(f)(iii) and 5(1)(g) shall not apply to them. The following Standing Orders in Part A shall apply to committees and sub-committees only to the extent indicated:~~

~~31. —~~

~~32. — 4(6) will apply, but the motion must relate to a function of the committee.~~

~~33. —~~

~~34. — 8(2) and (4) will apply only when a formal motion or amendment is before the meeting and will not therefore preclude a member from speaking more than once in general debate prior to that stage;~~

~~35. —~~

~~36. — 13 will not apply otherwise than to debar a member from proposing at any meeting a motion to rescind any resolution passed at the same meeting or any motion of amendment to the same effect as one which has been rejected at the same meeting.~~

~~37. —~~

~~38. — 18 shall be modified as follows:~~

~~39. —~~

~~40. — "18. Standing Orders 3, 4 and 8 only may be suspended in relation to the meeting where suspension is moved for any specified business at that meeting."~~

~~41. —~~

~~42. —~~

~~43. —~~

Standing Orders

Part C - General

44.35. Convassing of and recommendations by members and officers

5.5.35.1. Candidates for any appointment with the Authority will be disqualified if they canvass Authority or committee members in their favour. The effect of this paragraph must be included in all application forms.

5.6.35.2. A member may give a written reference to accompany an application, but must not in any way try to influence improperly the choice of candidate for any appointment.

45.36. Relatives of members or officers

5.7.36.1. A candidate for any appointment with the Authority who is related to any member or officer must, when making an application, disclose that relationship to the ~~Chief Executive~~ Proper Officer. A candidate who knowingly fails to disclose such a relationship will be disqualified for the appointment and, if appointed, will be liable to instant dismissal. Every member and officer must disclose to the ~~Chief Executive~~ Proper Officer any known relationship to any candidate for an appointment under the Authority.

5.8.36.2. The effect of this Standing Order must be included in all application forms.

5.9.36.3. For the purpose of this Standing Order a candidate is related to a member or officer, and a member or officer has a relationship with a candidate, if the candidate's relationship with the member or officer is one of a:

- (1) spouse, civil partner, partner, parent, parent-in-law, son, daughter, step son, step daughter, son-in-law, daughter-in-law, brother, sister, grandparent, grandchild, uncle, aunt, nephew or niece;
- (2) child, or brother or sister, or parent of a spouse, civil partner, or partner;
- (3) spouse, civil partner or partner of any such person in ~~3336.3~~ (1) and (2) above.

46.37. Common Seal and signing of documents

5.10.37.1. The ~~Solicitor to the Authority~~ Proper Officer shall keep the Common Seal of the Authority in a safe place.

5.11.37.2. The Common Seal may only be affixed to a document if the sealing has been authorised by a decision of the Authority or of a committee, sub-committee or an officer acting under statutory or delegated powers or duties. A decision ~~which that~~ authorises the doing of any act ~~which that~~ should or may be recorded or effected by means of a document under the Seal is sufficient authority for sealing any document necessary to record or give effect to the decision.

~~5.12.37.3.~~ The Common Seal may only be affixed to a document if attested by the ~~Chief Executive or the Solicitor~~ Proper Officer or or such other senior officer authorised by them.

~~5.13.37.4.~~ A record of every sealing must be entered and consecutively numbered in a book and signed by the officer who attested the sealing.

~~5.14.37.5.~~ A resolution of the Authority or of a committee or sub-committee passed in the exercise of statutory delegated powers authorising the doing of any act ~~which that~~ should or may be recorded or effected by a signed document ~~means of a document under hand~~ is sufficient authority for the signing of the document by the ~~Chief Executive, Solicitor~~ Proper Officer or by such officer of the Authority as is duly authorised to sign the document.

~~47.38.~~ Inspection of lands, premises, etc Authority of individual members

~~5.15.38.1.~~ Unless specifically authorised by the Authority or a committee, a member of the Authority or of a committee must not:-

- (1) issue any order relating to work being done by or for the Authority; or
- (2) as a member of the Authority or committee claim any right to enter or to inspect property which the Authority has the power or duty to enter or inspect.

~~48.39.~~ Documents not for publication

~~5.16.~~ Except ~~insofar as~~ where the subject matter of any document has become public in the ordinary course of the Authority's business or by a decision of the Authority, a sub-committee, or sub-committee of the Authority, a member who has inspected a document or minute for the purposes of his-their duties as a member must not communicate its contents to any member or member of the public who does not have authority to view the document, or to any person who is not a member of the Authority, whose inspection thereof would be barred nor to any person other than a member of the Authority.

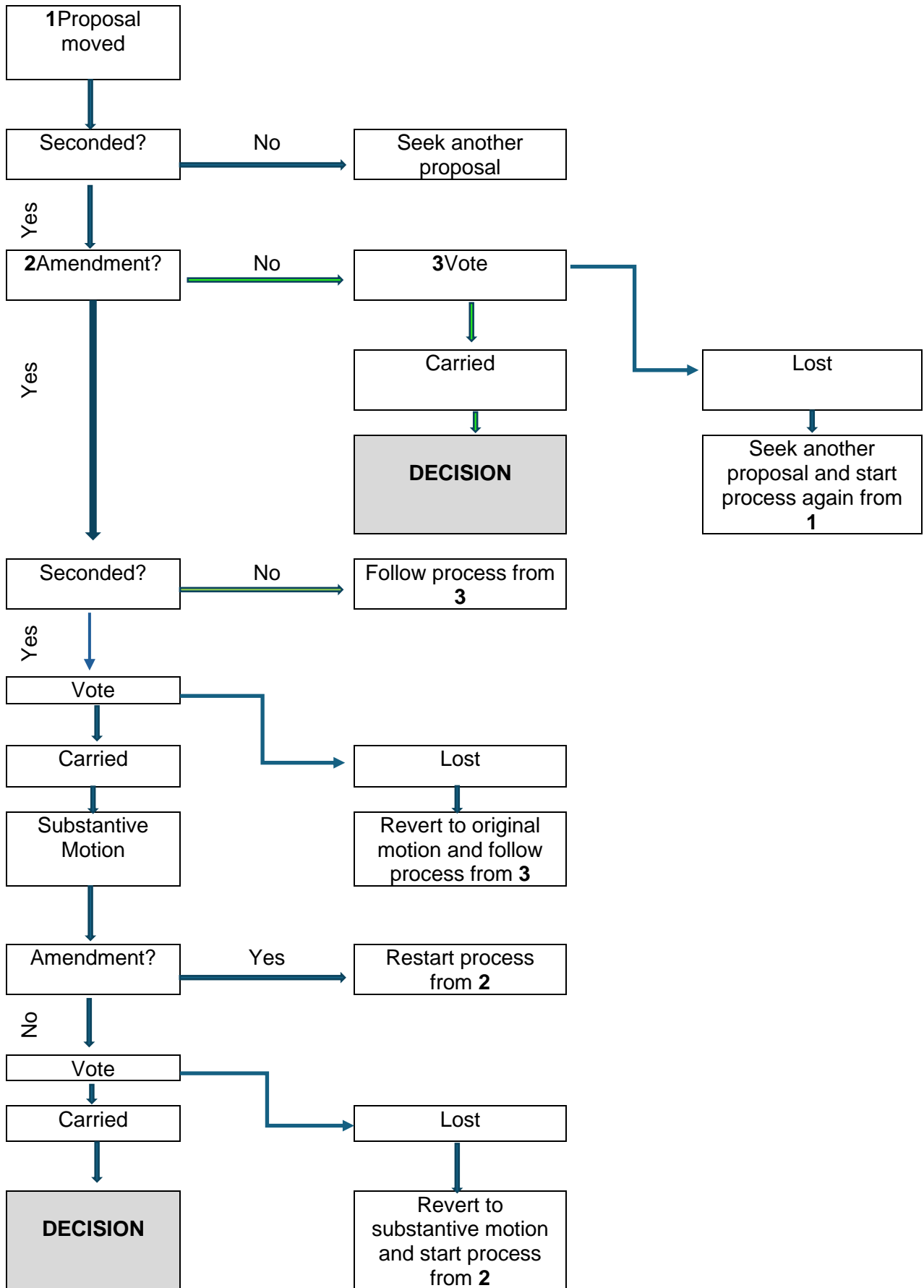
38.2.

~~5.17.39.2.~~ All reports and other documents and all proceedings of committees and sub-committees must be treated as not for publication unless and until they become public in the ordinary course of the Authority's business or at the direction of a committee exercising delegated powers.

Adopted: date to be added

Amended:

Flow chart for dealing with motions and amendments



Broads Authority

20 September 2024

Agenda item number 12

Safety on the Broads – Safety update

Report by Chief Executive, Director of Operations and Head of Communications

Purpose

A key aspect of the Port Marine Safety Code is to review and audit risk assessments within the Safety Management System. This review is being implemented due to various water and boating incidents during August, some of which have been fatalities.

Broads Plan context

Theme C4 - Maintain and improve safety and security standards and user behaviour on the waterways.

Recommended decision

Members updated on the safety incidents in August 2024.

1. Introduction

- 1.1. Thousands of visitors enjoy a boating holiday on the Broads without incident each year, and for the vast majority, a Broads holiday remains an idyllic and memorable occasion. But very occasionally, there are tragic accidents. Appendix 1 contains a list of the incidents experienced in August 2024. The Rangers work closely with the emergency services, and the appendix shows the degree of involvement in each incident. Under the Authority's PMSC, each incident is investigated, and consideration is given to the lessons to be learned.
- 1.2. The Broads Authority's safety messaging has consistently focussed on three main elements:
 - Wear a life jacket or buoyancy aid when moving around the outside of a boat, particularly when getting on and off.
 - Be aware of the effects that alcohol has on your abilities.
 - Due to unseen underwater hazards, cold water temperatures, and high numbers of craft, the Broads Authority advises against swimming unless it is part of an organised activity.
- 1.3. These safety mantras are repeated every year at the beginning of the summer season, with articles placed on social media, senior officers conducting television and radio

interviews, and targeting critical locations on the waterways at planned safety events. We also have a series of free-to-view videos to reinforce this safety messaging.

- 1.4. We also use events like the Royal Norfolk Show to promote our safety messages and link up with other blue light services and Drowning Prevention Forums to communicate our simple safety messages.

2. Fatalities

- 2.1. Of the 13 specific incidents that occurred in August 2024, three resulted in the loss of life, and our thoughts and condolences go to the families who lost loved ones.
- 2.2. A review of the 13 incidents shows five resulted in persons in the water. One, we understand, was a conscious choice to enter the water to swim, which resulted in a drowning; the other 4 were accidental water entries.
- 2.3. The recovery of persons in the water following the vessel capsizing (River Bure) was greatly assisted and expedient as the occupants wore lifejackets. The wearing of a lifejacket meant persons were quickly spotted in the water, and due to the inflation of the lifejacket, they were presented with their heads above the water; lifejacket fittings allowed a good firm grab handle to assist rescuers to haul persons back onto vessels to aid their removal from the river.
- 2.4. The unintentional entering of water on the Lower Bure at Great Yarmouth Yacht Station on 22 August was not observed by the Yacht Station staff. Other family members assisted the person back on board. The duty manager logged the incident and recorded that no life jacket was being worn.
- 2.5. The second unintentional entry into the Lower Bure at Great Yarmouth Yacht Station on 23 August was assisted by duty staff, who were able to help them to a safety ladder; again, no lifejacket was being worn.

3. Review

- 3.1 These incidents highlight how quickly a highly enjoyable and pleasant waterways experience can change and lead to tragedy, either through freak weather events, momentary lack of judgement or medical episode. The PMSC and the accompanying Safety Management System have been reviewed following these events and we have concluded that existing mitigation measures are adequate.
- 3.2 The incidents underline the importance of promoting the wearing of personal floatation devices (lifejackets or buoyancy aids, depending upon the chosen activity).

Author: John Packman, Rob Rogers and Rob Leigh

Date of report: 27 August 2024

[Broads Plan](#) strategic objectives: C4

Appendix 1 – Incidents in the Broads in August 2024

Appendix 1 – Incidents in the Broads in August 2024

List of Accidents in the Broads for August 2024

With all these incidents Broads Control staff assisted with investigations and report writing which involved considerable time.

Date	Nature of the Accident/Incident	Broads Authority Assistance
5 August	Boat fire Loddon -	3 Rangers, 1 vehicle, 1 launch. Deployed pollution control booms and equipment and marked and lit vessels that has sunk. Finished around 10pm. Repeated visits by Ranger over coming days to adjust pollution booms. Liaison with insurance company, MAIB report and notices issued.
11 August	Langley Hire Cruiser sinking -	Rangers attended. Marked and lit vessel. Investigated area next day to check for any possible hazards. The 3rd party method statements for raising and use of divers assessed.
17 th August	Pollution incident – Ranger responded to report of multiple diesel spills on river Yare.	Ranger on launch traced vessel which was under way and spoke to owner who identified problem and rectified it.
16 August	Wroxham Broad fatality – private vessel with 2 on board. 1 person entered water just before midnight and did not surface.	Ranger on launch assisted police with closure of the Broad and local knowledge to assist with identity of persons.
18 th August	St Olave’s Bridge Strike – Richardsons vessel got stuck under the bridge,	Rangers on launch liaised with fire and rescue service and boatyard, assisted removing the boat from under bridge as the tide dropped.

20 August	Wroxham Bridge – A Richardson’s vessel got stuck under the bridge. Norfolk Broads Direct tug assisted in pushing it out, and no injuries have been reported.	Ranger investigated incident. Spoke to Norfolk Broads Direct and Richardsons, requesting details for reporting purposes.
20 August	Capsize on River Bure —Martham Boat, a sailing hire, capsized after getting hit by a strong gust yesterday afternoon.	The nearest Ranger recovered adults on board, 2 nd Ranger launch arrived to assist with lights and markers if necessary. Boatyard recovered vessel while 1 launch stayed on scene to manage waters until safe.
20 August	Fatality – An 89-year-old female moored at Ranworth Staithe suffered a cardiac arrest; emergency services attended but were unable to resuscitate.	No Ranger activity at scene but information collated and reported.
20 August	Fatality – A male in his mid to late fifties was recovered from the lower Bure, it appears he fell off his Barnes Brinkcraft hire vessel whilst moored at GYYS last night. The body was recovered from the river but attempts to resuscitate failed.	Senior Ranger attended to assist Yacht Station Staff with casualty’s family members and coordinate collection of vessel with Barnes Brinkcraft staff. MAIB report completed and filed. Accident report completed. BA volunteer helped family recover car from Barnes Brinkcraft in Wroxham.
22 August	Fell into water – GYYS, person fell in between vessel, assisted out by friends and family	Yacht Station staff completed staff accident report
23 August	Fell into water – GYYS person fell while leaving mooring	Assisted to safety ladder by Yacht Station Staff
25 August	Vessel aground – Vessel went aground on Haddiscoe cut after being blown by a strong gust of wind.	Ranger attended, recovered people off vessel and liaised with boatyard.
29 August	Stranded Vessel Breydon – vessel lost power while crossing Breydon	Standby duty Ranger liaised with coastguard