

Public Document Pack

Peak District National Park Authority

Tel: 01629 816200

E-mail: customer.service@peakdistrict.gov.uk

Web: www.peakdistrict.gov.uk

Minicom: 01629 816319

Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/1457

Date: 23 June 2016



NOTICE OF MEETING



Meeting: **National Park Authority**

Date: **Friday 1 July 2016**

Time: **10.00 am**

Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

SARAH FOWLER
CHIEF EXECUTIVE

AGENDA

1. **Election of Authority Chair & Deputy Chair (A.111/RC)** *(Pages 1 - 4)* 15 mins
2. **Apologies for Absence**
3. **Chair's Announcements**
4. **Minutes of previous meeting held on 27th May 2016** *(Pages 5 - 8)* 5 mins
5. **Urgent Business**
6. **Public Participation**
To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.
7. **Members Declarations of Interest**
Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.

- | | | |
|-----|---|---------|
| 8. | Report Of The Member Appointment Process Panel - Appointment Of Committee Chairs And Vice-Chairs, Annual Appointments To Committees, Sub-Committees, Panels And Advisory Groups (A.111/ RC) (Pages 9 - 18)
Appendix 1 | |
| 9. | Member Representatives (RMM/JS) (Pages 19 - 26)
Appendix 1

Appendix 2 | 30 mins |
| 10. | Member Representation on Outside Bodies (A.1155/RC) (Pages 27 - 32)
Appendix 1 | 20 mins |
| 11. | Appointment of Independent Persons (AGM) (Pages 33 - 34) | 10 mins |
| 12. | Items for No Discussion
The Chair has identified the following items as items for no discussion unless there is an advance request from an individual Member for a discussion to take place: | |
| 1. | Amendments to Standing Orders - PART 4 - Delegation to Committees (JS) (Pages 35 - 46)

Appendix 1 | 2 mins |
| 2. | Members' Attendance Annual Return (JS) (Pages 47 - 50)

Appendix 1 | 2 mins |
| 3. | Calendar of Meetings 2017 (A.111/RC) (Pages 51 - 54)

Appendix 1 | 2 mins |

The following item has no report:

- | | | |
|-----|---|---------|
| 13. | Presentation by Chris Dean, Moors For The Future Programme Manager | 15 mins |
|-----|---|---------|

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website www.peakdistrict.gov.uk .

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact Democratic Services on 01629 816200, ext 362/382. E-mail address: democraticservices@peakdistrict.gov.uk.

Public Participation and Other Representations from third parties

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Strategy and Development to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website www.peakdistrict.gov.uk or on request from Democratic Services 01629 816362, email address: democraticservices@peakdistrict.gov.uk, fax number: 01629 816310.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. The recordings will usually be retained only until the minutes of this meeting have been confirmed.

General Information for Members of the Public Attending Meetings

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk.

Please note that there is no catering provision for members of the public during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

To: National Park Authority Members

Constituent Authorities
Secretary of State for the Environment
Natural England

This page is intentionally left blank

1. **ELECTION OF AUTHORITY CHAIR & DEPUTY CHAIR (A.111/RC)**

Purpose of the report

1. To elect the Chair and Deputy Chair of the Authority.

Key issues

- In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited all members to indicate whether they wish to stand for appointment to the role of Chair and Deputy Chair of the Authority.
- The Panel have met to consider the responses received in the context of the agreed principles and attempted to informally resolve any issues identified.
- The Panel has received more than one expression of interest for each position
- Further nominations may be received at the meeting.

Recommendations

1. **That a Member be elected as Chair of the Authority until the Annual Meeting in 2017**
2. **That a Member be elected as Deputy Chair of the Authority until the Annual Meeting in 2017**

How does this contribute to our policies and legal obligations?

3. Under The National Park Authorities (England) Order 1996 the Authority is required to elect a Chair and Deputy Chair of the Authority at each Annual meeting. The term of office will be until the next Annual meeting in 2017.

Background

4. The Authority's Standing Orders previously stated that the elections of the Authority Chair and Deputy Chair shall normally be such that one of the offices shall be held by a Council Member and the other office held by a Secretary of State National or Parish Member. However at the Annual meeting last year a motion to remove this from Standing Orders was carried (Minute No 94/15).
5. In March 2013 the Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting. Last year Cllr Mrs Norma Hawkins, Cllr John Walton, Cllr Peter Harrison and Mr Zahid Hamid were appointed as members of the Panel. However since then both Cllr Mrs Hawkins and Cllr Harrison have left the Authority.
6. The purpose of the Panel is to:
- invite, receive and consider expressions of interests from Members in the annual appointments
 - apply the agreed appointment principles to identify any issues that conflict with the agreed principles
 - contact relevant members to discuss and resolve issues if possible
 - compile a list of candidates for the appointments for consideration at the Annual meeting.
7. The Panel has contacted all Members individually to ask if they intend to stand for appointment as Chair and Deputy Chair of the Authority. At the time of writing the report the Panel had received 2 expressions of interest for the role of Chair of the

Authority, (Cllr Chris Furness and Cllr Lesley Roberts) and 2 for the role of Deputy Chair of the Authority, (Cllr David Chapman and Cllr Judith Twigg). The Panel has confirmed that these expressions of interest comply with the appointment principles agreed by the Authority; however before voting on the appointments the Authority will be asked if there are any further expressions of interest.

8. The Authority's standing orders require that when more than one Member is standing for a Chair or Deputy position the voting must be carried out by ballot of all Members present at the meeting. As the Panel has received more than one expression of interest for each role the appointments will be made following a ballot of the Members present at the meeting. Where there are more than two persons nominated and of the votes given there is not a clear majority in favour of one person, the name of the person having the least number of votes will be struck off the list until there is a majority of votes given in favour of one person. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

Appointment Principles

9. The Panel met on 20 June to consider the expressions of interest and check them against the following appointment principles:
 1. Democratic process remains essential.
 2. Any Member should continue to be eligible to stand for election for any post and all Members should continue to have the opportunity to vote for their preferred candidates.
 3. The chosen system should foster confidence, unity and trust within the Authority.
 4. All Members should be assumed to be equally committed to the objectives of the National Park, and to have a contribution to make across the full range of the Authority's work.
 5. All Members should be considered equally for all appointments but need to maintain the overall balance between different categories of members.
 6. Anyone holding office should be seen to act on behalf of all Members in the interests of the Authority, and not be allied with one particular group or interest.
 7. All appointments should be time limited with a stipulated maximum continuous period of holding any one office to four continuous terms.
 8. Responsibility of nominated members to demonstrate to colleagues their interest and potential.
 9. Responsibility of nominated members to show that they understand what will be required of them.
 10. That we should strive to achieve a similar balance across Member Representatives and outside body appointments if possible although it is recognised this may not always be achievable and the main aim is to appoint members who have demonstrated interest and potential.
 11. That newly appointed members will not be considered for Chair or Deputy/Vice Chair position in their first year of office.
10. The Panel also considered points 8 and 9 in the current principles above regarding the responsibility of nominated Members to demonstrate interest and potential and show that they understand what is required of them. With this in mind the Panel have agreed that candidates for the Chair and Deputy Chair positions be asked to supply a written statement of not more than 500 words in support of their expressions of interest which will be circulated in advance of the meeting (if received).

Proposals

11. It is proposed that the elections be made in accordance with the 1996 Order and Standing Orders taking into consideration the agreed appointment principles.

Are there any corporate implications members should be concerned about?

12. **Financial:**
Although a special responsibility allowance is paid to the Chair and Deputy Chair these costs are included in the 2016/17 budget so the appointments do not incur any additional cost to the Authority.
13. **Risk Management:**
There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.
14. **Sustainability:** None.
15. **Background papers** (not previously published) None

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic & Legal Support Team Leader, 23 June, 2016

This page is intentionally left blank

Peak District National Park Authority**Tel: 01629 816200**E-mail: customer.service@peakdistrict.gov.ukWeb: www.peakdistrict.gov.uk

Minicom: 01629 816319

Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE

**MINUTES**

Meeting:	National Park Authority
Date:	Friday 27 May 2016 at 10.00 am
Venue:	The Board Room, Aldern House, Baslow Road, Bakewell
Chair:	Cllr Mrs L C Roberts
Present:	Mr P Ancell, Mrs P Anderson, Mrs F Beatty, Cllr D Birkinshaw, Cllr P Brady, Cllr C Carr, Cllr D Chapman, Cllr A R Favell, Cllr C Furness, Cllr D Greenhalgh, Mr Z Hamid, Mr R Helliwell, Cllr H Laws, Cllr Mrs C Howe, Ms S Leckie, Cllr S Marshall-Clarke, Cllr A McCloy, Ms S McGuire, Cllr C McLaren, Cllr Mrs K Potter, Mrs E Sayer, Cllr Mrs N Turner, Cllr Mrs J A Twigg, Cllr F J Walton, Cllr D Williams, Cllr N Gibson and Cllr A Hart
Apologies for absence:	Cllr J Macrae.

15/16 CHAIR'S ANNOUNCEMENTS

The Chair welcomed two new Members to their first meeting of the Authority:

- Cllr Neale Gibson of Sheffield City Council, replacing Cllr G Weatherall
- Cllr Andrew Hart of Staffordshire Moorlands District Council, replacing Cllr Mrs N Hawkins.

The Chair read out a message to all Members from Cllr Mrs Hawkins and warmly thanked the former Member for her important contribution to the work of the Authority. Members were encouraged to maintain contact. Cllr Mrs K Potter also paid her personal tribute to Cllr Mrs Hawkins.

The Chair welcomed Mr J Lambert, Chair of Friends of the Peak District (FoPD), who gave a short talk on what the FoPD sees as the big issues facing the Authority in the coming year. He hoped that the Authority would find FoPD helpful as a critical friend and the Chair thanked the organisation for its passion and commitment to the welfare of the Peak District.

16/16 MINUTES OF PREVIOUS MEETING 18 MARCH 2016

The minutes of the last Authority meeting on 18 March 2016 were approved as a correct record.

17/16 URGENT BUSINESS

There was no urgent business to consider.

18/16 MEMBERS DECLARATIONS OF INTEREST

Cllr Mrs K Potter declared a personal interest as a member of FoPD and CPRE in relation to the talk given by Mr J Lambert at the start of the meeting.

19/16 PERFORMANCE AND BUSINESS PLAN 2016/17 (A197/RMM)

Emily Fox, the new Head of Strategy and Performance and Sarah Newton, Performance Officer joined the meeting for this item.

The Director of Corporate Strategy and Development thanked Sarah Newton for her support during the absence of another member of staff. She also thanked the Leadership Team and all staff for their work in preparation of the draft Performance and Business Plan.

The Director drew attention to the table at paragraph 9 which set out the “Look Back/ Look Forward” elements of the 2016-17 Plan and reported feedback from the Audit, Resources and Performance Committee of 20 May re appendices 3, 5 and 6, noting that 6 annexes will be added to the Plan by the end of June 2016.

The Chair of the Audit, Resources and Performance Committee thanked officers for preparing the draft Plan in limited time and moved the recommendations.

Officers noted Members’ detailed comments which would be discussed by the Leadership Team. Members welcomed the addition of text into the RAG (Red/Amber/Green) status column.

The motion to approve the recommendations was seconded, voted upon and carried.

RESOLVED:

- 1. That the priority focus for the 2016-17 Performance and Business Plan as reflected in the proposed Priority Actions in Appendix 4 be approved.**
- 2. That the overall structure and content of the 2016-17 Performance and Business Plan as described in the table at paragraph 9 and accompanying Appendices be approved.**
- 3. That completion of details be delegated to the Chief Executive, to allow publication by the statutory deadline of 30 June 2016.**

A break was taken between 11.10am and 11.25am.

20/16 PROPOSALS FOR INVESTING IN DELIVERY OF THE AUTHORITY’S CORPORATE STRATEGY 2016/19 (SF)

The Chief Executive introduced the report, noting that in line with advice from the Chief Finance Officer the Authority would continue to operate in a “prudent” manner to ensure maintenance of a balanced budget to 2019-20.

Members were asked to support the investment proposals, leaving the detail of allocations to the Leadership Team and Chief Finance Officer. Members would be fully updated on this work in the Autumn 2016 Strategic Finance Workshops. The Chair of

Audit, Resource and Performance (ARP) Committee assured Members of ongoing scrutiny of the proposals by ARP and the Budget Monitoring Group.

Members wanted communities outside the National Park to be included in the programme for change on improving how the Authority works with and enables communities to support the special qualities.

RESOLVED:

That:

- 1. Members endorse the approach taken to identify opportunities for investment to support delivery of the Corporate Strategy 2016-19.**
- 2. Members support the investment proposal framework outlined in tables 3, 4 and 5 and delegate the detail of the allocation and phasing of this into budgets to the Leadership Team, working with the Chief Finance Officer, for 2016/17 and note that the investment from 2017/18 onwards will be incorporated in the annual budget reporting round.**

The meeting ended at 12.25 pm

This page is intentionally left blank

8. REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL – APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS, ANNUAL APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS AND ADVISORY GROUPS (A.111/RC)

1. Purpose of the report

To appoint the Chair and Vice-Chair of the Authority's two standing Committees, Planning Committee and Audit, Resources and Performance Committee.

To consider the Authority's annual appointments to Committees, Sub-Committees, Panels and Advisory Groups.

Key issues

- In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited all members to indicate whether they wish to stand for appointment to key positions and their preferences for Committee Membership.
- The Panel have met to consider the responses received in the context of the agreed principles and attempted to informally resolve any issues identified.
- The report of the Panel is attached as Appendix 1. Members are asked to consider the report in agreeing the appointments set out in recommendations 1 to 12 below. (The references in brackets relate to sections A to C in Appendix 1)
- The Panel have considered the responses regarding the Member Representative roles and appointments to Outside Bodies but this year these are both separate reports on the meeting agenda.
- The report of the Panel is a summary of responses received it is not a recommendation from the Panel.

2. Recommendations

- 1. To note the Standing Committee sizes of 15, with 8 Local Authority Members and 7 Secretary of State Members and on Planning Committee confirm allocation of Local Authority Member places by appointing Authority as set out in Section B (i) of Appendix 1.**
- 2. To appoint Members as Chair and Vice Chair of the Planning Committee and Chair and Vice Chair of Audit, Resources and Performance Committee until the annual Authority meeting in July 2017 [Section A]**
- 3. To appoint Members to the Planning Committee and the Audit, Resources and Performance Committee until the annual Authority meeting in July 2017. [Section B(i) and B(ii)]**
- 4. To appoint Members to the Urgent Business Items Sub-Committee until the annual Authority meeting in July 2017. [Section B(iii)]**
- 5. To appoint 5 Council Members and 4 Secretary of State Members to the Local Joint Committee until the annual Authority meeting in July 2017. [Section B(iv)]**
- 6. To appoint 4 Council Members and 4 Secretary of State Members to the Appeals Panel until the annual Authority meeting in July 2017. [Section B(v)]**
- 7. To appoint 1 Council Member, 1 Secretary of State Member and 1 Parish Council Member to the Strategic Advisory Group until the annual Authority**

meeting in July 2017. [Section B(ix)]

8. **To appoint the Chair and Vice Chair of the Audit, Resources and Performance Committee, the Chair of the Authority and one other Member to the Budget Monitoring Group until the annual Authority meeting in July 2017.** [Section B(x)]
9. **To appoint one Member and one deputy Member to the Due Diligence Panel until the annual Authority meeting in July 2017.** [Section B (vi)]
10. **To appoint two Local Authority Members, One Secretary of State and one Parish Member to the Appointments Process Panel until the annual Authority meeting in July 2017.** (Section B (vii))
11. **To appoint the Deputy Chair to the National Park Management Plan Advisory Group until the annual Authority meeting in July 2017.** (Section B (viii))
12. **To confirm that all these appointments are approved duties for the payment of travel and subsistence allowances.**

How does this contribute to our policies and legal obligations?

Appointment of Chairs and Vice Chairs

3. Standing Order 1.39(1) Part I requires the Authority at the Annual Meeting to appoint Members to be the Chair and Vice Chair of each Standing Committee. At the annual Authority meeting last year, as part of a motion to change ex-officio appointments to Committees, it was agreed to amend Standing Orders by omitting the previous Standing Order 1.39(2) which stated that the appointments to the offices of Chairs and Vice Chairs of each of the Standing Committees shall normally be such that one of the offices shall be held by a Council Member and the other office held by a Secretary of State National or Parish Member. Therefore this no longer applies to these appointments. Appointments made will continue until the next Annual Meeting unless a Member resigns from the office or resigns their membership of the Authority.

Membership of Committees, Sub-Committees, Panels and Advisory Groups

4. The Environment Act 1995 requires that membership of the Committees should as far as possible reflect the make up of the membership of the Authority. This means that each Committee should have a majority of Council appointed Members over the Members appointed by the Secretary of State, which includes Parish Members. This principle will also be taken into account when setting up an appeals panel.
5. Strategic Advisory Group meetings with Management Team contribute to making sure that the Authority secures 'continuous improvement, value for money, sustainability and high standards of corporate governance.'

Background

6. In March 2013 the Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting. Last year Cllr Mrs Norma Hawkins, Cllr John Walton, Cllr Peter Harrison and Mr Zahid Hamid were appointed as members of the Panel. However since then both Cllr Mrs Hawkins and Cllr Harrison have left the Authority.
7. The purpose of the Panel is to:

- invite, receive and consider expressions of interests from Members in the annual appointments
 - apply the agreed principles to identify any issues that conflict with the agreed principles
 - contact relevant Members to discuss and resolve issues if possible
 - compile a list of candidates for the appointments for consideration at the Annual meeting.
8. As part of the process the Panel has contacted all Members to ask them to advise them on whether they intend to stand for appointment as Chair and Deputy Chair of the Authority, Chair or Vice Chair of Planning or Audit, Resources and Performance Committee or one of the member representative roles and their preferences on appointments to committees, sub-committees, panels, advisory groups and outside bodies.
9. The Panel met on 20 June to consider the responses and check them against the following appointment principles confirmed by the Authority on 15 March 2013:
1. Democratic process remains essential.
 2. Any Member should continue to be eligible to stand for election for any post and all Members should continue to have the opportunity to vote for their preferred candidates.
 3. The chosen system should foster confidence, unity and trust within the Authority.
 4. All Members should be assumed to be equally committed to the objectives of the National Park, and to have a contribution to make across the full range of the Authority's work.
 5. All Members should be considered equally for all appointments but need to maintain the overall balance between different categories of members.
 6. Anyone holding office should be seen to act on behalf of all Members in the interests of the Authority, and not be allied with one particular group or interest.
 7. All appointments should be time limited with a stipulated maximum continuous period of holding any one office to four continuous terms.
 8. Responsibility of nominated members to demonstrate to colleagues their interest and potential.
 9. Responsibility of nominated members to show that they understand what will be required of them.
 10. That we should strive to achieve a similar balance across Member Representatives and outside body appointments if possible although it is recognised this may not always be achievable and the main aim is to appoint members who have demonstrated interest and potential.
 11. That newly appointed members will not be considered for Chair or Deputy/Vice Chair position in their first year of office.
10. After considering the responses against the principles the Panel has produced the report included here as **Appendix 1** which sets out a summary of the responses received. Where more than one member has expressed an interest in a role all the names put forward have been included in Appendix 1 and where a vote is needed this is highlighted in the proposals section below. The intention of the Panel's report is to help improve the efficiency of making annual appointments however the Authority cannot prevent any Member from standing for appointment even if they have not given the Panel advance notice of their intentions.
11. On the 15 March 2013 the Authority also agreed an amendment to standing orders so that when more than one Member is standing for a Chair or Deputy/Vice Chair position the voting must be carried out by ballot of all Members present at the meeting. Should the need arise the ballot papers will be distributed to Members as required. The Authority may

also decide to carry out a ballot for other appointments if the majority of Members present agree.

12. The Panel also considered points 8 and 9 in the principles above regarding the responsibility of nominated members to demonstrate interest and potential and show that they understand what is required of them. With this in mind the Panel have asked that candidates for the Chair and Vice-Chair positions supply a written statement of not more than 500 words in support of their expression of interest which will be circulated in advance of the meeting (if received).

Proposals

Appointment of Chairs and Vice Chairs of Planning Committee and Audit, Resources and Performance Committee. (Recommendation 2)

13. Section A of the Panel's report sets out the names of those Members who have expressed an interest in the roles of Chair and Vice-Chair of Planning Committee and the Chair and Vice-Chair of Audit, Resources and Performance Committee. All the named Members comply with principle 7 as they have not exceeded the maximum continuous period of holding any one office for four continuous terms.
14. If no further nominations are received at the meeting the appointments for Chair and Vice Chair of Audit, Resources and Performance Committee and Chair of Planning Committee may be approved without the need for a ballot. If further nominations are received and alternative members appointed we will need to amend the same names included in section B where appointments to Committees are made by virtue of their appointment as Chair or Vice Chair or where proportionality rules need to be considered.
15. Two Members have expressed an interest in the role of Vice Chair of Planning Committee, as this position is contested if at the time of the meeting both Members still wish to be considered the Authority will need to make sure there are no further expressions of interest and carry out a ballot for the appointment.

Appointments to Planning Committee and Audit Resources and Performance Committee. (Recommendation 3)

16. Section B of the Panel's report sets out suggested Membership of Committees, Sub-Committees, Panels and Advisory Groups based on the preferences of individual Members and the nominations received for the key positions above. Sections B(i) and B(ii) refer specifically to membership of the Authority's two standing committees.
17. Standing Order 1.40 sets out the arrangements for appointing Members to Standing Committees which is summarised as follows:
 - (1) Both Council Members and Secretary of State appointed Members must be appointed to Committees and in the same proportion as the membership of the Authority. This is a requirement of the Environment Act which means that there should always be one more Council appointed member on each Committee.
 - (2) The Authority has two Standing Committees - Planning Committee and Audit Resources & Performance Committee
 - (3) The Members appointed as Committee Chairs and Vice Chairs are Members of the appropriate Committee
 - (4) Members shall be appointed to the Planning Committee by the allocation of a number of places to the Constituent Councils and to the Secretary of State appointed National and Parish Members in such proportions as are determined at each Annual meeting. This year the Planning Committee allocations for local Authority Members have been made in line with those agreed last year. The

remaining Members will be appointed to the Audit Resources & Performance Committee.

18. The proposed Committee Membership as in sections B(i) and B(ii) of Appendix 1 are based on the agreement at the Annual meeting last year when ex-officio Members were removed from the Committee memberships. The Panel have asked the Chairs and Deputy/Vice Chairs to feedback on how the changes regarding ex-officio Members have worked. Also last year the size of the Standing Committees were fixed at 15, with 8 Local Authority Members and 7 Secretary of State Members. As last year before appointing to the Planning Committee the Authority will be asked to confirm the allocation of Local Authority Members places by appointing Authorities, as set out in section B(i) of Appendix 1. Recommendation 1 refers to this.
19. This year at present there is one Local Authority Metropolitan District Member vacancy and one Secretary of State vacancy on Planning Committee. On Audit, Resources and Performance Committee there are three Local Authority Member vacancies and one Secretary of State vacancy.

**Appointments to Committees, Sub-Committees, Panels and Advisory Groups.
(Recommendations 4 to 11)**

20. Section B of the Panel's report sets out suggested Membership of Committees, Sub-Committees, Panels and Advisory Group based on the preferences of individual Members and the expressions of interest received for the key positions above.
21. If no changes are needed at the meeting the appointments may be approved as proposed subject to the following issues identified by the Panel being addressed.
22. **Urgent Business Items Sub-Committee** (Section B(iii)) – As the places on the Sub-Committee are allocated according to appointments to key positions if the appointments are not balanced between Local Authority Members and Secretary of State Members then we will need to seek expressions of interest for at least one additional Member to maintain the proportionality requirements set out in the Environment Act.
23. **Local Joint Committee** (Section B(iv)) – The constitution of this Committee requires that the number of Authority Members on the Committee should be equal to the number of employees. This means that 9 members need to be appointed, and to meet the requirements of the Environment Act 5 must be Local Authority Members and 4 Secretary of State Members. We therefore need one more Local Authority expression of interest for this Committee.
24. **Appeals Panel** (Section B(v)) – Except for training purposes the Appeals Panel would not normally meet as a group. Members are drawn from the Panel as needed to consider employee appeals. The meetings are usually arranged at relatively short notice and because of agreed procedures there is limited flexibility in the chosen date so we need to have a pool of 8 members which reflects the make-up of the Authority. We currently have sufficient expressions of interest from Local Authority Members and Secretary of State Members.
25. **Due Diligence Panel** (Section B(vi)) – This Panel currently has quarterly meeting dates set up but as meetings are dependent on business arising these may or may not take place or may need to be re-arranged at short notice. The next meeting is currently set for Thursday 21 July 2016 at 1.30pm. We have received two expressions of interest for two vacancies – one Member and one Deputy Member.
26. **Appointments Process Panel** (Section B(vii)) – This Panel usually meets in June each year to consider expressions of interest for appointments made at the Annual meeting.

We currently have no expressions of interest for the two Local Authority Members.

27. **National Park Management Plan Advisory Group** (Section B(viii)) – The Deputy Chair of the Authority has previously been appointed to this Advisory Group and it is proposed to continue this appointment.
28. **Strategic Advisory Group** (Section B(ix)) – The Authority has previously agreed that most of the Members appointed to this advisory group will be those appointed to Chair and Deputy/Vice Chair roles earlier in the meeting. Three Members are appointed from each of the three constituent groups. We have received two expressions of interest each for the Councillor and Parish representatives. If at the time of the meeting all the Members named still wish to be considered and haven't been appointed to a Chair or Deputy/Vice Chair role, the Authority will need to make sure there are no further expressions of interest and vote on each appointment in accordance with the procedure set out in Standing Orders. While it is not a requirement, standing orders allow the Authority to vote by ballot if the majority of Members present agree to use this approach.
29. **Budget Monitoring Group** (Section B(x)) – The Authority has previously agreed that most of the Members appointed to this advisory group will be those appointed to Chair and Deputy/Vice Chair roles earlier in the meeting. One other member is appointed from either of the constituent groups. We have received three expressions of interest for this position. If at the time of the meeting all the Members named still wish to be considered the Authority will need to make sure there are no further expressions of interest and vote on each appointment in accordance with the procedure set out in Standing Orders. While it is not a requirement, Standing Orders allow the Authority to vote by ballot if the majority of Members present agree to use this approach.

Are there any corporate implications members should be concerned about?

30. **Financial:**
Although a special responsibility allowance is paid to the Chair and Vice-Chair roles these costs are included in the 2016/17 budget so the appointments do not incur any additional cost to the Authority.

Members may claim travel and subsistence for attendance at duties relating to the appointments made and these costs are included in the 2016/17 budget so the appointments do not incur any additional cost to the Authority.

31. **Risk Management:**
There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.
32. **Sustainability:** There are no issues to highlight.
33. **Background papers** (not previously published): None.

Appendices – Appendix 1 – Report of the Member Appointment Process Panel 2016.

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 23 June 2016

REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL 2016

This report is a summary of the individual member preferences received and considered by the Member Appointment Process Panel. The proposals below are not a recommendation from the Panel and at the Annual Meeting individual members are eligible to stand for appointment to any position even if they have not previously expressed an interest.

A) Appointment of Authority Chair and Deputy Chair and Committee Chair and Vice Chairs

Authority	<u>Chair</u> Clr C Furness or Clr Mrs L Roberts	<u>Deputy Chair</u> Clr D Chapman or Clr Mrs J A Twigg
Planning Committee	<u>Chair</u> Mr P Ancell	<u>Vice Chair</u> Clr D Birkinshaw or Clr C Carr
Audit Resources and Performance Committee	Clr A McCloy	Clr J Walton

Notes:

Standing Order 1.12 (3) and(4) state that voting for the Chair and Deputy Chair of Authority and Chair & Vice Chair of a Committee roles will be by ballot. When there are more than two persons nominated and of the votes given there is not a clear majority in favour of one person, the person having the least number of votes shall be removed from the list and a fresh ballot taken. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

For the Audit Resources and Performance Committee there is one candidate for each role and if agreed these appointments would meet the requirements of Standing Order 1.39(1)

B) Appointment of Committees, Sub-Committees, Panels and Advisory Groups

i) Planning Committee

Chair: **Mr P Ancell**

Vice Chair: **Clr D Birkinshaw or Clr C Carr**

Council Members: 8

Derbyshire CC	1	Clr Mrs J A Twigg
Derbyshire Dales DC	1	Clr D Chapman
High Peak BC	1	Clr Mrs C Howe
Cheshire East BC	1	Clr J Macrae
Staffordshire CC/Staffordshire Moorlands DC	1	Clr A Hart
Metropolitan District Councils/N E Derbyshire DC	3	Clr D Birkinshaw Clr H Laws One vacancy

Secretary of State Members: 7

**Mr P Ancell
Clr P Brady
Clr C Carr
Mr R Helliwell
Ms S McGuire
Clr Mrs K Potter
One vacancy**

Notes:

Vacancies as shown above.

ii) Audit Resources & Performance Committee

Chair: **Clr A McCloy**

Vice Chair: **Clr J Walton**

Council Members 8¹

Secretary of State Members 7¹

Clr C Furness
Clr N Gibson
Clr C McLaren
Clr S Marshall-Clarke
Clr J Walton

Mrs P Anderson
Mrs F Beatty
Clr A R Favell
Mr Z Hamid
Ms S Leckie
Clr A McCloy
One vacancy

Three vacancies

Notes:

Vacancies as shown above.

iii) Urgent Business Items Sub-Committee

Chair & Deputy Chair of the Authority:

Clr C Furness or **Clr Mrs L Roberts**
Clr D Chapman or **Clr Mrs J Twigg**

Chairs & Vice Chairs of Committees:

Planning

Mr P Ansell and **Clr D Birkinshaw** or **Clr C Carr**

Audit Resources & Performance

Clr A McCloy and **Clr J Walton**

Notes

Although this Sub-Committee does not meet regularly it is still required that it should maintain the balance of Local Authority and Secretary of State Members. The overall Committee Membership must reflect the balance of the Authority. Therefore if the Authority appoints two Members from the same constituent group as Chair and Deputy Chair of the Authority or as Chair and Vice Chair of a Committee, membership of this Committee would need to be adjusted to achieve this.

iv) Local Joint Committee 9 members (5 Council: 4 Secretary of State)
9 staff representatives

Council Members

Cllr D Birkinshaw
Cllr D Chapman
Cllr C Furness
Cllr Mrs C Howe
One vacancy

Secretary of State Members

Cllr C Carr
Cllr A R Favell
Mr Z Hamid
Cllr Mrs K Potter

Staff representatives

Penny Aitken
Wendy Amis
Jorge Aunon
Zoe Buswell

Tim Nicholson
Chris Pownall
Nicola Howarth
2 UNISON Representatives

v) Appeals Panel 8 members (4 Council: 4 Secretary of State)

Council Members

Cllr D Chapman
Cllr Mrs C Howe
Cllr Mrs J A Twigg
Cllr J Walton

Secretary of State Members

Mr P Ansell
Cllr P Brady
Cllr A R Favell
Cllr A McCloy

vi) Due Dilligence Panel 1 Member and 1 Deputy Member

One Member

Mr Z Hamid or Cllr C Howe

Deputy Member

One vacancy

vii) Appointments Process Panel 2 Councillor Members, 1 Secretary of State Member and 1 Parish Member

Two Councillor Members

Two vacancies

One Secretary of State Member

Mr Zahid Hamid

One Parish Member

Cllr Patrick Brady

viii) National Park Management Plan Advisory Group

Deputy Chair of Authority

Cllr D Chapman or Cllr Mrs J A Twigg

ix) Strategic Advisory Group

Chair & Deputy Chair of the Authority:

Cllr C Furness or **Clr Mrs L Roberts**
Clr D Chapman or **Clr Mrs J Twigg**

Chairs & Vice Chairs of Committees:
Planning

Mr P Ansell and **Cllr D Birkinshaw** or **Cllr C Carr**

Audit Resources & Performance

Cllr A McCloy and **Cllr J Walton**

Three other Members:

Councillor

Cllr C Furness (unless appointed as Chair) or **Cllr Mrs J A Twigg (unless appointed as Deputy Chair)**

Secretary of State
Parish

Mrs F Beatty
Cllr P Brady or **Cllr C Carr**

Notes

If the Authority appoints two Members from the same constituent group as Chair and Deputy Chair of the Authority or as Chair and Vice Chair of a Committee there would then be an imbalance of membership on this advisory group so Authority may wish to consider whether to appoint additional Members to address this. However as SAG is an advisory group that does not make formal decisions there is no requirement to maintain the balance.

x) Budget Monitoring Meeting

Chair & Vice Chair of Audit Resources & Performance
Committee:

Cllr A McCloy and **Cllr J Walton**

Authority Chair

Cllr C Furness or **Cllr Mrs L Roberts**

One other Member

Mrs F Beatty or **Cllr C Furness** or **Cllr N Gibson**

C) Member Representative Roles and Outside Bodies Appointments

Note:

Although the Panel considered the expressions of interest for the Member Representative roles and the Outside Bodies appointments, separate reports on both these items are being made to the Annual Authority meeting. Therefore the expressions of interests for these roles and appointments are included in the 2 separate reports.

9. APPOINTMENTS TO MEMBER REPRESENTATIVE ROLES (A.111/RMM/JS)

Purpose of the report

1. This report asks Members to agree and make appointments to the Member Representative roles until the Annual meeting in July 2017.

Key issues

- The current Member Representative roles, set out in Appendix 1, were agreed by the Authority to support the themes of the National Park Management Plan (NPMP) and with additional roles to support Asset Management, Planning Enforcement and Member Learning and Development.
- Following a discussion of the Member Representative roles at a meeting of the Strategic Advisory Group the Chair and Deputy Chair of the Authority have agreed that the current roles will continue for the next 12 months but that the roles be monitored and reviewed before the next Annual meeting in July 2017.

Recommendations

2.
 1. **That appointments are made to each Member Representative role as set out in Appendix 1 until the Annual meeting in July 2017.**
 2. **That the Member Representative roles are monitored during the next 12 months and reviewed before the Annual meeting in July 2017.**
 3. **That travel and subsistence allowances are payable for approved duties as guided by Appendix 2.**
 4. **To ask Members appointed to Member Representative roles to produce a short annual report on activities, as appropriate, to be circulated in June 2017 as part of preparations for the 2017 Annual meeting.**

How does this contribute to our policies and legal obligations?

3. The Member Representative role provides an avenue for increased Member involvement externally and internally working with staff to achieve NPMP and National Park Authority outcomes and priorities.

Background

4. The current Member Representative roles, set out in Appendix 1, were agreed by the Authority to support the themes of the NPMP and with additional roles to support Asset Management, Planning Enforcement and Member Learning and Development.
5. At its meeting on 5 February 2016 the Strategic Advisory Group considered whether the focus of the existing Member Representative Roles should be reviewed in light of the new Corporate Strategy, approved by the Authority in December 2015. Then at its meeting on 20 May 2016 the Advisory Group also considered feedback from the current Member Representatives regarding their roles to give a steer to the Leadership Team on the future of the roles.
6. The Strategic Advisory Group gave the following steer:
 - The current arrangements should remain in principle but the current nine Member Representative roles linked to the NPMP should be rationalised and

redefined (eg to 6) in consultation with the Chair and Deputy Chair.

- All Members have an external advocacy role.
- There is a case for using the Member Representative role as a sounding board within the Authority Membership.
- Member Representatives provide a means of valuable interaction with officers, offering advice when asked.
- The mechanism whereby Member Representatives report back to the Membership needs improvement.
- The criteria and guidance for allowance claims and approved duties need clarification in respect of the Member Representative role, to be included in the role description. This has been included in Appendix 2 and all amendments to the role description made following the steer from the Advisory Group are shown in Appendix 2 as track changes.
- Lead Officers need to be identified for each role (that lead officer may need to bring other staff into discussions)
- There should not be a lot of officer effort put into making what are in effect minor amends.

7. Following the Advisory Group meeting on 20 May the Chair and Deputy Chair of the Authority agreed that the current Member Representative roles would continue for another 12 months as there had been insufficient time for a qualitative discussion on how to redefine. They also agreed that the effectiveness of the roles should be monitored with a view to reviewing before the next Annual meeting in July 2017.
8. Appointments to the Member Representative roles are subject to the agreed appointment principles and as such the Appointments Process Panel invited all Members to express an interest in being appointed to the roles and those received are included in Appendix 1.

Proposals

9. It is proposed that Members are appointed to the currently agreed Member Representative roles set out in Appendix 1.
10. Following the request for expressions of interest none were received for the following Member Representative roles:
 - Climate Change
 - Promoting Understanding
 - Recreation
11. At the time of writing the report one expression of interest had been received for the Asset Management, Biodiversity, Economy, Landscape, Member Learning and Development, Planning Enforcement and Tourism roles. If no further nominations are received at the meeting these can be agreed as proposed. However for the Cultural Heritage role two expressions of interest have been received. When more than one Member is standing for a Member Representative role the mode of voting shall be by a show of hands or alternatively, if the Authority so determines, the voting may take place by a ballot.
12. For the People and Communities role two Members have expressed an interest in being appointed as a Member Representative, however in the past two Members have shared the role. As this arrangement has worked well in the past the Authority is asked to use this approach again. If no further nominations are received at the meeting these can be agreed as proposed.

Are there any corporate implications members should be concerned about?

13. **Financial:** It is proposed that Members may claim travel and subsistence for attendance at meetings with the lead officer. These costs will be covered by the existing 2016/17 budget provision.
14. **Risk Management:** There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.
15. **Sustainability:** None.
16. **Background papers** (not previously published) – None

Appendices -

Appendix 1 – Details of current Member Representative Roles, current appointments, expressions of interest and Lead Officers.

Appendix 2 – Member Representative Generic Role

Report Author, Job Title and Publication Date

Ruth Marchington, Director of Corporate Strategy and Development, and Jason Spencer, Democratic Services Manager, 23 June 2016.

This page is intentionally left blank

Member Representative Roles 2016/17

Member Representative Role	Current Member Appointed	Expression of Interest	Lead Officer
Asset Management	Cllr Tony Favell	Cllr Tony Favell	Mike Ingham
Biodiversity	Mrs Penny Anderson	Mrs Penny Anderson	Rhodri Thomas
Climate Change	Cllr Andrew McCloy	Vacant	Emily Fox
Cultural Heritage	Ms Stella McGuire	Cllr Chris Carr or Ms Stella McGuire	Ken Smith
Economy	Cllr Chris Furness	Cllr Chris Furness	Suzanne Fletcher
Landscape	Mr Robert Helliwell	Mr Robert Helliwell	Emily Fox
Member Learning and Development	Vacant	Cllr Steve Marshall-Clarke	Jason Spencer
People and Communities	Cllr Patrick Brady and Mr Zahid Hamid	Cllr Patrick Brady and Mr Zahid Hamid	Brian Taylor
Planning Enforcement	Cllr David Chapman	Cllr David Chapman	Andrew Cook
Promoting Understanding	Ms Suzanne Leckie	Vacant	Simon Malcolm
Recreation	Mrs Emma Sayer	Vacant	Simon Malcolm
Tourism	Cllr Mrs Judith Twigg	Cllr Chris Carr	Simon Malcolm

This page is intentionally left blank

MEMBER REPRESENTATIVE GENERIC ROLE

A Member Representative:

1. Is an external advocate for the NPMP outcome
2. Is aware of the relevant partnerships the Authority is involved in (and whether other members are representing the Authority on outside bodies)
3. Can be a media spokesperson when asked and briefed by the Authority
4. Is a critical friend and sounding board for staff in developing strategic work and discussing potentially contentious/high profile issues on an exception basis
5. Develops knowledge around the outcome and monitors performance progress
6. Has an awareness of the Authority's work relevant to the outcome and shares this externally and internally with other members
7. Influences others (including where possible NPA members with other external links) and in doing so endeavours to change attitudes, behaviour and actions to support NPMP outcomes
8. Brings information back into the organisation
9. Works alongside the Chair/Deputy Chair of the Authority and Chairs/Vice Chairs of Committees

A Member Representative will be supported by:

1. A named Lead Officer who will involve other officers as appropriate
- ~~1-2.~~ An annual annual pre business plan meeting to look ahead at key areas for focus and opportunities for involvement in the forthcoming year
- ~~2-3.~~ An agreement on how the Member Representative and lead officer will communicate
4. The member personal development plan process which will help to identify any learning and development needs to fulfil the role and propose how to meet these
5. A Members Blog implemented via the modern.gov system to enable feedback to be shared
- ~~3-6.~~ Appointed Member Representatives are able to claim travel and subsistence for meetings with the named Lead Officer

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

(NPA Meeting 17 December 2010 Minute 78/10 – Amended following Strategic Advisory Group meeting on 20 May 2016)

This page is intentionally left blank

10. MEMBER REPRESENTATION ON OUTSIDE BODIES (A.1155/RC)

Purpose of the report

1. This report requests the appointment of Members to represent the Authority at meetings of various other organisations (outside bodies) and proposes that review of the outside bodies appointed to takes place before the Annual meeting in 2017.

Key issues

The list of outside bodies appointed to was last reviewed, in consultation with Members and officers, in 2011 when a number of bodies usually appointed to were known to be terminating.

The following body has been withdrawn from the list this year as it has ceased to function:

- Pedal Peak District Member Reference Group.

Recommendations

2.
 1. **That appointments be made to all of the outside bodies set out in Appendix 1 of the report to expire at the Annual meeting in July 2017.**
 2. **That a review of the list of outside bodies set out in Appendix 1 of the report be made in consultation with the Chair and Deputy Chair of the Authority before the Annual meeting in July 2017.**
 3. **That attendance at meetings be an approved duty for the purpose of the payment of travelling and subsistence allowances.**
 4. **To ask Members appointed to outside bodies to produce a short annual report on activities, as appropriate, to be circulated in June 2017 as part of preparations for the 2017 Annual Meeting.**

How does this contribute to our policies and legal obligations?

3. These appointments contribute to the National Park Management Plan (NPMP) outcomes and corporate objectives by continuing and supporting the Authority's working with stakeholders and partners.

Background

4. The review of the involvement of Members in outside bodies during 2011, referred to under Key Issues above, was reported to the Authority at its meeting on 2 December 2011 (Minute No 73/11).
5. The agreed appointment principles apply to the outside bodies and expressions of interest have been received for some of the appointments. These were considered by the Appointments Panel at their meeting on 20 June 2016.

Proposals

6. It is proposed that Members are appointed to the current outside bodies, listed in Appendix 1, and that they continue to the Annual meeting next year in July 2017.

-
7. Expressions of interest received are shown in Appendix 1, however at the time of writing the report none had been received for the following outside body roles:
- Derbyshire Environment Trust – One Member and One Deputy
 - Derbyshire Sport – One Member and One Deputy
 - East Midlands Councils – One Deputy
 - Peak District and Derbyshire Destination Management Partnership Board – One Deputy
 - Rural Action Derbyshire – One Member
 - South West Peak Landscape Partnership Board – One Member
8. The usual procedure at the meeting is to consider each appointment in turn. Where more than one Member has expressed an interest in an appointment the mode of voting shall be by show of hands or alternatively if the Authority so determines the voting may take place by ballot.
9. The Leadership Team have suggested that the list of outside bodies appointed to, as set out in Appendix 1, should be reviewed in consultation with the Chair and Deputy Chair of the Authority before the annual meeting in 2017. This is to ensure any appointment made is an effective use of member time.
10. Any vacancies or new requests for Member appointments that occur during the year will be reported to the Authority as and when necessary.
11. Members appointed to outside bodies are requested to produce a short annual report on activities, as appropriate, to be circulated in June 2017 as part of preparations for the 2017 Annual Meeting.

Are there any corporate implications members should be concerned about?

12. **Financial:**
Members may claim travelling and subsistence for attendance at meetings to which they are appointed. In order to settle claims, which are checked by Auditors, Members are asked to ensure that they sign a record of attendance at all meetings. This will be the only means by which attendances are correlated.
13. **Risk Management:** There are no risks arising out of the proposals.
14. **Sustainability:** No issues have been identified.
15. **Background papers** (not previously published) – None

Appendices -

Appendix 1 - List of Current Member Representation on Outside Bodies, expressions of interest and Lead Officers.

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 23 June 2016.

PEAK DISTRICT NATIONAL PARK AUTHORITY
APPOINTMENTS TO OUTSIDE BODIES – JULY 2016

Outside Body	Existing Appointments	Expressions of Interest from	Lead Officer
Campaign for National Parks	Member: Councillor Lesley Roberts Deputy: Mr Paul Ancell Deputy: Mr Zahid Hamid	Mr Paul Ancell Cllr Tony Favell Cllr Lesley Roberts	Sarah Fowler
Culture Derbyshire	Member: Councillor Chris Carr	Cllr Chris Carr	Ken Smith
Derby and Derbyshire Economic Partnership Rural Forum	Member: Councillor Judith Twigg Deputy: Councillor Chris Carr	Cllr Judith Twigg Cllr Chris Carr	John Scott
Derbyshire Archeological Advisory Committee	Member: Councillor Chris Furness	Cllr Chris Furness	Ken Smith
Derbyshire Environment Trust	Member: Mr Robert Helliwell Deputy: Vacant	Two vacancies	Ken Smith
Derbyshire Health and Wellbeing Stakeholder Engagement Forum	Member: Councillor Judith Twigg	Cllr Judith Twigg	Emily Fox
Derbyshire Partnership Forum	Member: Councillor David Chapman Deputy: Councillor Judith Twigg	Cllr David Chapman Cllr Judith Twigg	Sarah Fowler
Derbyshire Sport	Member: Councillor Dave Williams Deputy: Mrs Emma Sayer	Two vacancies	Simon Malcolm
Derwent Valley Community Rail Partnership	Member: Councillor Chris Furness	Cllr Chris Furness	Tim Nicholson
East Midland Councils	Member: Councillor Judith Twigg Deputy: Councillor David Chapman	Cllr Judith Twigg One Vacancy	Sarah Fowler

Europarc NOTE: Usually Authority Chair	Member: Councillor Lesley Roberts	Chair of Authority: Cllr Chris Furness or Cllr Lesley Roberts	Sarah Fowler
Hope Valley and High Peak Community Rail Partnership	Member: Mr Robert Helliwell	Mr Robert Helliwell Cllr Judith Twigg	Tim Nicholson
Land Managers Forum NOTE: Usually Chair and Deputy Chair of Authority and 2 others	Chair: Councillor Lesley Roberts Deputy Chair: Councillor David Chapman Member: Mrs Frances Beatty Member: Mr Robert Helliwell	Chair and Deputy Chair of Authority and 2 other Members from: Mrs Frances Beatty Cllr David Chapman Mr Robert Helliwell Cllr Lesley Roberts	John Scott
Moors for the Future Partnership Group	Chair: Councillor David Chapman Deputy Chair: Mrs Penny Anderson Reserve: Mr Robert Helliwell	Ms Penny Anderson Cllr David Chapman Mr Robert Helliwell	John Scott
National Parks England NOTE: Usually Chair of Authority	Deputy Chair: Councillor Lesley Roberts	Chair of Authority: Cllr Chris Furness or Cllr Lesley Roberts	Sarah Fowler
National Parks UK NOTE: Usually Chair of Authority	Member: Councillor Lesley Roberts	Cllr David Chapman Cllr Lesley Roberts	Sarah Fowler
Oldham and National Park Partnership	Member: Councillor Colin McLaren	Cllr Colin McLaren	Sarah Fowler
Peak District and Derbyshire Destination Management Partnership Board	Member: Councillor Judith Twigg Deputy: Councillor Steve Marshall-Clarke	Cllr Judith Twigg One Vacancy	Simon Malcolm
Peak District Interpretation Partnership	Member: Ms Suzanne Leckie	Ms Stella McGuire	Catherine Bowmer
Peak District Local Access Forum	Member: Councillor John Walton	Cllr John Walton	Mike Rhodes

Peak District Local Nature Partnership	Member: Deputy:	Mrs Penny Anderson Mr Robert Helliwell	Mrs Penny Anderson Mr Zahid Hamid Mr Robert Helliwell	John Scott
Peak District National Park Youth Forum Group	Member:	Mr Zahid Hamid	Mr Zahid Hamid	Sarah Wilks
Peak District Parishes' Forum Annual Liaison Meeting NOTE: Usually Chair and one other Member	Member: Deputy:	Councillor Lesley Roberts Vacant	Chair of Authority: Cllr Chris Furness or Cllr Lesley Roberts and One other Member: Cllr David Chapman	John Scott
Peak District Partnership	Member: Deputy:	Councillor Judith Twigg Councillor Patrick Brady	Cllr Patrick Brady Cllr Judith Twigg	Ruth Marchington
Rural Action Derbyshire	Member:	Councillor Andrew McCloy	One Vacancy	John Scott
Sheffield City Region Forum NOTE: Usually Authority Chair and one other Member	Member: Deputy:	Councillor Lesley Roberts Mr Zahid Hamid	Chair of Authority and One Other Member: Cllr Neale Gibson Mr Zahid Hamid Cllr Lesley Roberts	Sarah Fowler
South West Peak Landscape Partnership Board	One Member		One Vacancy	John Scott
Staffordshire Destination Management Partnership	Member:	Mrs Frances Beatty	Mrs Frances Beatty	Simon Malcom
Stanage Forum Steering Group	Member:	Ms Stella McGuire	Ms Stella McGuire	Rebekah Newman

This page is intentionally left blank

11. **APPOINTMENT OF INDEPENDENT PERSONS (AGM)**

Purpose of the report

1. Under the provisions of the Localism Act 2011, the Authority is required to appoint at least one Independent Person to assist the Authority in promoting and maintaining high standards of conduct amongst all Members.

The Independent Person will be consulted on the decision to investigate complaints and before it makes a decision on an investigated complaint. The Independent Person may be consulted on other standard matters, including by the Member who is subject to an allegation. The Authority appointed the following persons to be Independent Persons for a term of 4 years ending at the Authority AGM in July 2016: Mrs Joan Carr and Mr Robert Ashworth.

Key issues

2.
 - The Authority is asked to consider and endorse the recommendations of the Interview Panel set up to consider applications received asking to be considered for the two Independent Persons posts.

Recommendation

3.
 1. **To appoint Philip Sunderland and Jean Walker as Independent Persons for a term of office of 4 years ending at the AGM in 2020.**

How does this contribute to our policies and legal obligations?

4. The Authority has a statutory duty to promote and maintain high standards of conduct for its elected, appointed and co-opted Members.

Background

5. The Authority has previously agreed that, in accordance with the requirements of the Localism Act 2011, two persons are appointed as Independent Persons to advise the Authority and individual Members in the case when a complaint has been received, on matters relating to ethical standards and complaints against Members. This report makes recommendations on the individuals to be appointed to this role.

Proposals

6. Under the provisions of the Localism Act 2011 the Authority is responsible for deciding how to deal with standards issues at a local level, including adopting its own local code and determining what arrangements it will adopt to deal with complaints.
7. The Act provides that the Authority must appoint an Independent Person to assist in discharging these responsibilities.
8. In July 2012 the Authority appointed two Independent Persons for a period of four years with their term of office ending at the 2016 Annual Meeting. As the two existing Members are not eligible for re-appointment the Authority advertised for two new Independent Persons to be appointed from July 2016 to July 2020. The advertisement generated a good level of interest and applications were received from a number of high quality candidates.
9. On 16 June 2016, the Chair of Audit, Resources and Performance Committee and the Monitoring Officer interviewed 7 shortlisted applicants and recommend to Authority,

that on merit, Philip Sunderland and Jean Walker be appointed as the Independent Persons for a term of office of 4 years ending at the AGM in 2020.

Are there any corporate implications members should be concerned about?

10. **Financial:** There will be a call on existing resources for the training and induction of those appointed as Independent Persons. In addition a fixed allowance of £945 per annum is payable to each Independent Person together with reimbursement of travel and subsistence expenses. Both of these matters will be covered by existing budgets.
11. **Risk Management:** The Independent Persons will require ongoing support to be able to respond in their consultative capacity – this will be provided by the Monitoring Officer and the Deputy Monitoring Officer.
12. **Sustainability:** No issues identified.
13. **Background papers:** None.

Report Author, Job Title and Publication Date

Andrea McCaskie, Monitoring Officer, 23 June 2016.

12.1 AMENDMENTS TO STANDING ORDERS - PART 4 - DELEGATION TO COMMITTEES (JS)

1. Purpose of the report

The Authority's Standing Orders are periodically reviewed to make sure they incorporate legislative changes, changes to the organisation and to reflect on their operation.

This report proposes a number of amendments identified following a recent review.

Key Issues

- The Authority's Standing Orders are made up of 7 parts. This report proposes changes to part 4.
- Part 4 relates to the Terms of Reference for Authority, Committees, Sub-Committees and Advisory Groups. The proposals here recommend minor changes to the terms of reference of Planning Committee.

2. Recommendation(s)

- 1. To amend the terms of reference of the Planning Committee as set out in section F in appendix 1.**

3. How does this contribute to our policies and legal obligations?

The Authority has a duty to keep its constitutional documents up to date. The Authority has not delegated its ability to update and amend Standing Orders.

4. Background

This report proposes a number of minor changes to the Authority's Standing Orders. Full details of the proposed changes and the reasons for them are set out in the proposals section below.

5. Proposals

Amendment to Terms of Reference of Planning Committee

It is proposed to add to the terms of reference for the Planning Committee to make it clearer that this Committee has responsibility for other Planning Authority functions other than development control activities.

It is therefore suggested that paragraph 1(c) of the Committee's terms of reference be amended to add references to conservation areas, ancient monuments, trees, derelict and waste land and advertisements. These amendments are shown by way of tracked changes in Appendix 1.

It is not anticipated that this change will significantly increase the workload of the Committee as it would only be required to make decisions on matters which fall outside of the existing delegation to Officers.

Are there any corporate implications members should be concerned about?

- ### **6. Financial:**
- None

7. **Risk Management:**
None
8. **Sustainability:**
None
9. **Equality:**
None
10. **Background papers (not previously published):** None

Appendices

Appendix 1 – Standing Orders Part 4 – Terms of Reference for Authority, Committees, Sub-Committees and Advisory Groups

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 23 June 2016

PEAK DISTRICT NATIONAL PARK AUTHORITY

STANDING ORDERS

PART 4

**DELEGATION TO COMMITTEES,
SUB-COMMITTEES AND ADVISORY GROUPS**

CONTENTS

<u>Standing Order</u>	<u>Page No.</u>
A. National Park Authority Meeting	4/3
B Urgent Business Items Sub-Committee	4/4
C Appeals Panel	4/5
D Local Joint Committee	4/5
E Strategic Advisory Group	4/5
F Planning Committee	4/6
G Audit Resources & and Performance Committee	4/7

DELEGATION TO COMMITTEES, SUB-COMMITTEES & ADVISORY GROUPS

A. AUTHORITY MEETING

1. The Authority meeting shall exercise all the powers, duties and functions of the Authority, that are not specifically delegated to a Committee under this part of Standing Orders.
2. Any arrangements made by the Authority for the discharge of any of its functions by a Committee, Sub-Committee or an officer shall not prevent the Authority meeting from exercising those functions
3. For the avoidance of doubt, within the delegation scheme, the following powers, duties and functions are specifically reserved to be exercised by the Authority meeting:
 - (a) The approval of the Standing Orders for the conduct of the business of the Authority.
 - (b) Election of the Authority Chair and Deputy Chair
 - (c) Appoint of Committees Chairs + Vice Chairs and Member representatives
The appointment of Members to Committees, Sub committees and Advisory Groups
 - (d) The approval of a Calendar of Meetings for the discharge of the business of the Authority.
 - (e) The appointment of Members or officers to outside bodies.
 - (f) The appointment of Independent Members to the Standards Committee.
 - (g) The consideration of statutory reports from:
 - the Monitoring Officer under S5 Local Government and Housing Act 1989.
 - the Chief Finance Officer under S.114 Local Government Finance Act 1988.
 - the Local Government Ombudsman issued under the Local Government Act 1974.
 - the Head of Paid Service under S4 Local Government and Housing Act 1989
 - (h) The approval of the Annual Budget, the issuing of a levy under the Local Government Finance Act 1988 if required.
 - (i) Approval of Annual Treasury Management Policy Statement
 - (j) The exercise of the Authority's powers of borrowing.
 - (k) The determination of all constitutional and funding issues affecting the Authority and its Members.
 - (l) The approval of the Members' Allowances Scheme.
 - (m) The approval of the Members' Code of Conduct & relevant Protocols.
 - (n) The approval of the Members' annual training programme.
 - (o) The approval of employment policies including health and safety, industrial relations and related issues.

- (p) The appointment and dismissal of the Chief Executive (National Park Officer), Monitoring Officer and Chief Finance Officer and Directors.
- (q) Disciplinary proceedings concerning the Chief Executive (National Park Officer), Monitoring Officer and Directors.
- (r) The approval of the strategies, policies plans and programmes that guide the Authority in the discharge of its powers and duties.
- (s) The approval of the Authority's Performance Management framework and the Authority's Performance Improvement Programme.
- (t) Approval of the Annual Performance and Business Plan
- (u) The approval of the Corporate Risk Assessment Strategy and the Asset Management Plan.
- (v) The adoption of a Local Development Scheme and Local Development Documents prepared under the Planning and Compulsory Purchase Act 2004, and reviews of the documents.
- (w) The adoption of the National Park Management Plan under the Environment Act 1995.
- (x) The approval of the Authority's Publication Scheme under the Freedom of Information Act 2000.
- (y) To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies except where the Chief Executive considers that such response should be determined by officers, or a Committee or Sub-Committee.
- (z) The determination of any matters which have been referred for decision by any Committee of the Authority.

B. URGENT BUSINESS ITEMS SUB-COMMITTEE

- (a) Matters requiring urgent decision which cannot wait for the next meeting of the Authority, a Committee or Sub-Committee, but do not justify calling a special meeting.
- (b) Matters of detail in cases where it is expedient for the general principle only to be decided by the Authority, a Committee or Sub-Committee.
- (c) Matters specifically referred to the Sub-Committee for a decision by the Authority, a Committee or Sub-Committee.

Items of business must fall within the above terms of reference. Consideration must also be given to:

- (i) The public and political sensitivity of any items.

- (ii) Whether the Authority, a Committee or Sub-Committee should be given the opportunity to make a decision.
- (iii) Whether the matter can be left to the next appropriate meeting.

C. APPEALS PANEL

- a) To hear and determine appeals by an employee (excluding the Chief Executive and Head of Paid Service) who elect to have their appeal against a decision to dismiss the employee (for reasons of conduct or capability or redundancy) heard by members.
- b) The Panel's decision is binding on the Authority.
- c) The membership of the Panel is 4 Council Members and 4 Secretary of State Members (National and Parish).
- d) The quorum for the Panel is 3 members.

(Authority Meeting 01/07/11)

D. LOCAL JOINT COMMITTEE

- (a) To establish regular methods of negotiation and discussion between the Authority and its employees, in order to prevent differences and to resolve them should they arise. No question on an individual's grading shall be within the scope of the Local Joint Committee.
- (b) To consider any relevant matter referred to it by a Committee of the Authority, or by any representative meeting of the Employees.
- (c) To consider matters relating to the application of the terms and conditions of service and to the education and training of Employees of the Authority.
- (d) To receive and seek to settle grievances referred to the Local Joint Committee under the Authority's staff grievance procedure
- (e) To consider any matters referred to the Local Joint Committee by the Health and Safety Committee set up under Safety Representatives and Safety Committee's Regulations 1978 by S.2(7) of the Health and Safety at Work etc Act 1974.
- (f) The Local Joint Committee may refer any question coming before it for consideration by, or for the advice of, the East Midlands Provincial Council. It shall inform the Provincial Council of any decision or recommendation of the Local Joint Committee which appears to the Local Joint Committee to be of more than local interest. Any recommendation to be referred to the East Midlands Provincial Council shall be approved by the Authority and by a representative meeting of the appropriate Trade Union, prior to its submission.
- (g) To discharge such other functions as may, from time to time, be specifically assigned to the Local Joint Committee.

E. STRATEGIC ADVISORY GROUP

- (a) To consult with the Chief Executive and Senior Management on the strategic management of the Authority.

- (b) To consider issues at a strategic level prior to policy papers being considered by the Authority.
- (c) To consider responses to strategic consultations, opportunities for engaging in strategic meetings or strategic publications ensuring best input by Members to this work.
- (d) To advise on the communication of strategic matters to staff, Members and outside organisations.
- (e) Executive action to be taken by the Chief Executive or by reference to a meeting of the Authority or a relevant Committee.

F. PLANNING COMMITTEE

To exercise the powers and duties of the Authority:

1. DEVELOPMENT MANAGEMENT

- (a) As local planning authority and mineral planning authority in respect of all matters relating to development control.
- (b) As local planning authority in respect of all matters relating to listed buildings.
- (c) As local planning authority in respect of all matters relating to certificates of appropriate alternative development; conservation areas; ancient monuments; trees; derelict and waste land; advertisements; pipe lines; limestone pavements; hazardous substances.
- (d) In respect of all matters relating to design briefs, Authority's Design Guide and Design Guidance notes or appendices.
- (e) In respect of all matters relating to the consideration and designation of Neighbourhood Forums, Neighbourhood Areas, Neighbourhood Development Orders, Neighbourhood Development Plans and Community Right to Build Orders.
- (f) Consideration of the Annual Monitoring Report for the Local Development Framework.
(Authority Meeting 03/02/12)

2. CONSERVATION AREAS

All matters relating to Conservation Areas.

3. GRANTS

- (a) All matters relating to grants in respect of listed buildings and conservation areas.
- (b) All matters relating to wildlife & countryside grant aid for development approved by the Authority, in accordance with any overall policy.

4. GENERAL

- (a) The appointment of temporary Task Teams relevant to the functions of the Committee and the receipt of reports.
 - (b) The attendance of Members of the Committee at conferences, seminars or other
-

meetings relevant to the functions of the Committee.

- b) To make any appropriate recommendations to the Authority, its Committees or Sub-Committees.
- e) To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee.

(Authority Meeting 01/07/11)

G AUDIT RESOURCES & PERFORMANCE COMMITTEE

To exercise the powers and duties of the Authority in relation to:

1. FINANCE

The operational financial affairs of the Authority, including the Annual Statement of Accounts; insurance; external funding; Authority grant schemes; trading operations; Members Allowances payments.

2. HUMAN RESOURCES

All human resources matters in accordance with the Authority's employment and other policies, including training and development, health and safety, industrial relations and related issues, the Local Government Superannuation Acts and regulations.

3. ASSET MANAGEMENT

All matters relating to the management of the Authority's land holdings and buildings including acquisition and disposal by agreement or by compulsory purchase within the policies of the Authority and the Asset Management Plan.
The provision of equipment for the exercise of the Authority's functions.

4. INFORMATION COMMUNICATIONS TECHNOLOGY

All matters relating to information communications technology in accordance with the Authority's Information Management Strategy.

5. AUDIT & CORPORATE GOVERNANCE

- a) Internal and external Audit matters
- b) Matters relating to the Authority's corporate governance framework which do not fall within the remit of the Standards Committee, including the Annual Governance Statement and the Annual Governance Report.

6. PERFORMANCE MANAGEMENT

- a) To agree the Authority's set of Performance Indicators and to monitor the performance of the Authority within the Performance Management Framework including the Corporate Risk Assessment Strategy and Register.
- b) To scrutinise the performance of the Authority through the appointment of Scrutiny groups and Micro Scrutiny inquiries and the receipt of reports.

- c) To agree a framework for the handling of complaints about the Authority's services and to monitor its operation.

7 STANDARDS

- (a) To promote and maintain high standards of conduct by Members.
- (b) To advise the Authority on the adoption or revision of the Members' Code of Conduct.
- (c) To advise on training or arrangements to train Members on matters relating to the Code of Conduct.
- (d) To monitor the operation of the Members' Code of Conduct.
- (e) To grant dispensations to Members from requirements relating to interests set out in the Members' Code of Conduct up to a maximum of 4 years.
- (f) To consider reports from the Monitoring Officer, or the Independent Persons(s) and all other matters
- (g) To approve procedures for the proper investigation by the Monitoring Officer of allegations of misconduct. relating to the Code of Conduct.
- (h) To determine any action to be taken against a Member who has been the subject of an investigation in accordance with the procedures

7. IMPLEMENTATION

- a) To exercise the Authority's statutory powers and duties in pursuance of the Authority's statutory purposes, set out below.
- b) The exercise of such powers and duties exclude:
 - matters specifically reserved to be exercised by the Authority
 - matters delegated to another Committee or sub-committee
 - matters that the Chief Executive considers should be referred to a meeting of the Authority for determination
- c) The Authority's statutory purposes are to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park and to promote opportunities for the understanding and enjoyment of the National Park's special qualities and the duty to seek to foster the economic and social well-being of local communities within the National Park.

8. GENERAL

- a) To authorise any Member or officer of the Authority to institute or defend any court proceedings for the benefit or protection of the Authority or the National Park or its residents.
- b) To make any appropriate recommendations to the Authority, its Committees or Sub-Committees.
- c) The appointment of temporary Task Teams relevant to the functions of the Committee and the receipt of reports.

- d) The appointment of Members of the Committee to attend conferences, seminars or other meetings relevant to the functions of the Committee.
- e) To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee.

(Authority Meeting 04/02/11)

12.2 **MEMBERS' ATTENDANCE ANNUAL RETURN**

1. **Purpose of the report**

To consider the annual return of Members' attendance at Authority and Committee meetings and essential Training and Development events for 2015/16.

Key Issues

- **As Defra and other appointing Authorities regularly request information on the attendance levels of their appointees the Authority has previously agreed to publish attendance figures annually based upon the financial year. (1 April to 31 March)**
- **This report covers the period from 1 April 2015 to 31 March 2016.**

2. **Recommendation**

To note the annual return of Members' attendance for 2015/16.

3. **How does this contribute to our policies and legal obligations?**

The Authority Meeting on 24 June 2005 (Min.62/05) agreed a set of performance measures for Members. The measure for meetings is the % of full Authority meetings and approved duties actually attended which that Member could have attended. The Target: is at least 75% overall and 75% of each specific meeting. The purpose of this report is to monitor participation and commitment.

4. **Background**

The annual return shown in Appendix 1 has been compiled from the attendance records at Authority and Committee meetings for the period April 2015 to March 2016. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended. Overall for 2015-2016 the attendance at meetings was 82%. While this is above the target it is lower than performance in 2014/15 (90%).

All the returns are purely statistical and individually do not take into account any particular reason for non-attendance. The returns also do not reflect the wide range of other contributions that Members make to the work of the Authority outside the formal committee process.

Training and Development Events

As part of the review of Member training and development it was agreed that attendance at the training and other events would be monitored and reported. The target for overall attendance at events identified as "essential" in the Member Learning and Development Plan is 50%. Overall for 2015-2016 the attendance at these events was 50%, a decrease from performance in 2014/15 (62%).

The returns for 2015/16 are shown in Appendix 1.

5. **Proposals**

The annual return is provided for information and for Members to note.

Are there any corporate implications members should be concerned about?

- 6. Financial:**
None
- 7. Risk Management:**
There are no apparent risks.
- 8. Sustainability:**
There are no issues to highlight.
- 9. Equality:**
There are no issues to highlight.
- 10. Background papers (not previously published)**
None.

Appendices

Appendix 1 – Members' Attendance Record: April 2015 – March 2016.

Report Author, Job Title

Jason Spencer, Democratic Services Manager

Members' Attendance Record – April 2015 to March 2016

	Authority		ARP		Planning		LJC		Essential Training	
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual
Mr P Ancell	7	7	7	4	12	11			5	4
Mrs P Anderson	7	5	7	6					5	2
Mrs F Beatty	7	5	7	3					5	3
Cllr D Birkinshaw	7	5	2	2	12	11	2	2	5	4
Cllr P Brady	7	7			12	10			5	4
Cllr C Carr	7	6			12	10	2	1	5	3
Cllr D Chapman	7	7	7	6	12	10	2	1	5	4
Cllr A R Favell	6	5	6	3	2	2	1	0	5	2
Cllr C Furness	7	6	7	7			2	1	5	4
Cllr Mrs H Gaddum	1	0			2	1				
Cllr D Greenhalgh	7	2	7	2					5	1
Mr Z Hamid	7	7	7	7			2	1	5	4
Cllr P Harrison	1	1	2	2	3	3	1	1		
Cllr Mrs N Hawkins	7	6			12	10			5	1
Cllr Mrs C G Heath	7	6	7	5					5	1
Mr R Helliwell	7	6	2	2	9	8			5	2
Cllr C Howe	7	6			9	8	1	1	5	3
Cllr H Laws	7	7			12	12			5	3
Ms S Leckie	7	5	7	6					5	2
Cllr J Macrae	6	3			9	3			5	1
Cllr S Marshall-Clarke	7	3	7	3					5	0
Cllr A McCloy	7	7	7	6	12	8			5	2
Ms S McGuire	7	5			12	10			5	4
Cllr C McLaren	7	6	7	4					5	3

Members' Attendance Record – April 2015 to March 2016

	Authority		ARP		Planning		LJC		Essential Training	
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual
Cllr Mrs K Potter	7	7			12	11	2	2	5	3
Cllr Mrs L C Roberts	7	7	7	6	12	10			5	3
Mrs E Sayer	7	2	7	1					5	2
Cllr Mrs N Turner	7	5	7	4					5	1
Cllr Mrs J Twigg	7	6			12	11	2	2	5	3
Cllr J Walton	7	5	5	3					5	1
Cllr S Wattam	0	0			2	2				
Cllr G Weatherall	7	4			10	6			5	1
Cllr D Williams	7	5	7	6	3	3			5	3

12.3 **CALENDAR OF MEETINGS 2017 (A.111/RC)**

Purpose of the report and key issues

1. To approve a calendar of meetings up to December 2017 and to note the proposed dates for the compulsory planning training.

Recommendation

2. **1. To approve the Calendar of Meetings for 2017 as set out in Appendix 1.**

Background

3. Each year the Authority agrees the calendar of meetings for a 12 month period following on from the current calendar which has dates set up to December 2016.

The calendar (Appendix 1) is based on a similar pattern of meetings that has operated during the past year and which took account of the timing of finance, audit and performance reports to Audit, Resources and Performance Committee, arrangements for the induction of new Members and the Members' annual tour. For completeness dates allocated at present for Members' briefings, training and other events are also shown. Further dates for briefings and workshops may be added as part of the annual Member learning and development report later this year.

Proposals

4. Members are asked to:
 - approve the calendar of meetings as set out in Appendix 1
 - note the proposed dates for the compulsory Planning Training for 2017 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are: 29 September 2017 and 27 October 2017.

Are there any corporate implications members should be concerned about?

5. **Financial:** There are no additional resource implications arising out of the report. As there are time and resource implications for setting up additional meetings the schedule has been set to reflect the known business needs of the organisation rather than a set four to eight week cycle of meetings.
6. **Risk Management:** There are no risks arising out of the report. Subject to legal requirements about providing adequate notice measures are in place to call additional meetings if it becomes apparent that one is needed and to cancel a meeting if there is insufficient business.
7. **Sustainability:** None.
8. **Background papers:** None

Appendices: Appendix 1 Calendar of Meetings 2017

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 23 June 2016

This page is intentionally left blank

Programme of Meetings 2017

Bank Holidays

2017 - 2 Jan, 14 & 17 April, 1 & 29 May, 28 Aug,
25 & 26 Dec

All Meetings/Events start at 10am except where shown

	2017											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Authority		3	17		26		7 AGM			6		1
Audit Resources & Performance	20		3		19		21		15		3	
Local Joint						9						1 2.00pm
Planning	13	10	10	7	12	16	14	11	8	13	10	8
Site Visits	12	9	9	6	11	15	13	10	7	12	9	7
Strategic Advisory Group		3			19		21				3	
Member Workshop									22	20	17	
Other events	20 Budget Monitoring				19 Budget Monitoring	23 Annual Tour	21 Budget Monitoring				17 Budget Monitoring	
Essential Training						9 New Member Induction			29 Planning (1)	27 Planning (2)		



Programme of Meetings 2017

Bank Holidays

2017 - 2 Jan, 14 & 17 April, 1 & 29 May, 28 Aug,
25 & 26 Dec

Authority Meetings	Audit, Resources & Performance
3 February	20 January
17 March	3 March
26 May	19 May
7 July (AGM)	21 July
6 October	15 September
1 December	3 November

Strategic Advisory Group	Local Joint Committee	Member Workshops	
3 February	9 June	22 Sept	Strategic Corporate Planning Workshop
19 May	1 December	29 Sept	Planning Training (1)
21 July		20 Oct	Strategic Finance Workshop (1)
3 November		27 Oct	Planning Training (2)
		17 Nov	Strategic Finance Workshop (2)
		Other Events	
	Budget Monitoring	March	NPUK New Members Induction
	20 January	9 June	PDNPA New Members Induction
	19 May	23 June	Annual Member's Tour
	21 July	Sept	NPUK New Members Induction
	17 November		

Planning Committee	Site Visit
13 January	12 January
10 February	9 February
10 March	9 March
7 April	6 April
12 May	11 May
16 June	15 June
14 July	13 July
11 August	10 August
8 September	7 September
13 October	12 October
10 November	9 November
8 December	7 December

Unallocated Fridays			
6 & 27 Jan		1 September	School Holiday
17 Feb	Half Term Week	24 November	
24 Feb		15 December	
24 & 31 March		22 & 29 December	School Holidays
14 April	Bank Holiday		
21 April	School Holiday		
28 April			
5 May			
2 June	Half Term Week		
30 June			
28 July	School Holiday		
4, 18 & 25 August	School Holidays		