

Public Document Pack

Peak District National Park Authority

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



Our Ref: A.1142/1578

Date: 29 June 2017



NOTICE OF MEETING



Meeting: **National Park Authority**

Date: **Friday 7 July 2017**

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/JS)** *(Pages 5 - 8)* 15 mins
2. **Apologies for Absence**
3. **Chair's Announcements**
4. **Minutes of previous meeting held on 26th May 2017** *(Pages 9 - 14)* 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** 45 mins

Committee Chairs And Vice-Chairs, Annual Appointments To Committees, Sub-Committees, Panels And Advisory Groups (A.111/ RC) (Pages 15 - 30)
Appendix 1

9. **Review of Member Representation on Outside Bodies (A.1155/RC) (Pages 31 - 38)** 20 mins
Appendix 1

10. **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 39 - 42) 2 mins
2. Members' Attendance Annual Return (JS) (Pages 43 - 48) 2 mins
Appendix 1
3. Calendar of Meetings 2018 (A.111/RC) (Pages 49 - 52) 2 mins
Appendix 1

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.

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. From 3 February 2017 the recordings will be retained for three years after the date of the meeting.

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

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

1. Purpose of the report

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 both position.
- Further nominations may be received at the meeting.

2. Recommendations(s)

1. To appoint a Member as Chair of the Authority until the Annual Meeting in 2018.
2. To appoint a Member as Deputy Chair of the Authority until the Annual Meeting in 2018.

How does this contribute to our policies and legal obligations?

3. Under The National Park Authorities (England) Order 1996 (“the 1996 Order”) 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 2018.

Background Information

4. The Authority’s Standing Orders no longer state 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.
5. As in previous years the Authority’s Member Appointments Process Panel has met to assist with appointments to key positions at the Annual Meeting. This year Cllr Jason Atkin, Mrs Frances Beatty, Cllr Chris Carr and Cllr Jim Perkins were appointed as members of the Panel. The meeting of the Panel was held on 26 June 2017, unfortunately Mrs Frances Beatty and Cllr Jim Perkin were unexpectedly unable to attend but they were able to look at the paperwork beforehand.
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. On behalf of the Panel all Members were contacted 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 Patrick Brady and Cllr Mrs 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 26 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?

Financial:

12. Although a special responsibility allowance is paid to the Chair and Deputy Chair these costs are included in the 2017/18 budget so the appointments do not incur any additional cost to the Authority.

Risk Management:

13. There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.

Sustainability:

14. None.

Equality:

15. None.

16. Background papers (not previously published)

None

17. Appendices

None

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 28 June 2017
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MINUTES

Meeting: **National Park Authority**

Date: Friday 26 May 2017 at 10.00 am

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

Chair: Cllr Mrs L C Roberts

Present: Mrs P Anderson, Mrs F Beatty, Cllr J Atkin, Cllr P Brady, Cllr C Carr, Cllr D Chapman, Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr A Hart, Cllr Mrs G Heath, Mr R Helliwell, Cllr A Law, Cllr H Laws, Cllr Mrs C Howe, Cllr J Macrae, Cllr A McCloy, Cllr J Perkins, Cllr Mrs K Potter, Cllr Mrs J A Twigg, Cllr F J Walton and Cllr R Woods

Apologies for absence: Mr P Ancell, Cllr D Birkinshaw, Ms S McGuire, Cllr C McLaren and Cllr Mrs N Turner.

21/17 CHAIR'S ANNOUNCEMENTS

The Chair announced that, following the recent County Council elections, Cllr J Perkins, Cllr J Atkin and Cllr R Woods had been appointed by Derbyshire County Council to replace Cllr S Marshall-Clarke, Cllr D Greenhalgh and Cllr D Williams and that, following the resignation of Cllr N Gibson, Sheffield City Council had appointed Cllr A Law to replace him.

On behalf of the Authority the Chair expressed her thanks to the former Members and welcomed the new Members to their first meeting. She also confirmed that the interviews for two new Secretary of State appointments had taken place and the names of appointable candidates sent to the Secretary of State. Unfortunately, due to the Parliamentary Elections to be held on 8 June 2017, the appointments had been delayed and were unlikely to be confirmed until after the Authority's Annual Meeting on 7 July 2017.

David Hickman the new Director of Corporate Strategy and Development was welcomed to his first meeting of the Authority following his appointment.

22/17 MINUTES OF PREVIOUS MEETINGS HELD ON 17 MARCH 2017 AND 7 APRIL 2017

The minutes of the meetings of the National Park Authority held on 17 March 2017 and 7 April 2017 were approved as a correct record.

23/17 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

24/17 PEAK DISTRICT NATIONAL PARK MANAGEMENT PLAN UPDATE - EARLY PUBLIC CONSULTATION (EF)

Members considered a report seeking approval to commence a public consultation on the eight cross cutting areas of impact and eight special qualities which had been identified as the focus of the Peak District National Park Management Plan 2018 to 2023. A copy of the proposed public consultation document was appended to the report.

It was noted that, as it was required to update its Management Plan every five years, the Authority had used a collaborative approach to work with partners and stakeholders in identifying the areas of focus identified in the consultation document.

In introducing the report the Head of Strategy and Performance clarified that a grey line on page 23 of the draft consultation document should contain the text "The National Park Management Plan."

The Chair then invited the Chair of the National Park Management Plan Advisory Group, Dianne Jeffrey, to provide background information on the report and consultation document.

Members made comments about the format, layout and content of the consultation document. The Chief Executive agreed to consider the issues raised and reflect on whether they should be incorporated into the consultation document.

Taking into account the proposal for a six week consultation period it was suggested that the Peak Park Parishes Forum should be asked to alert Parish Councils and Parish Meetings to the date on which the consultation document would be published.

RESOLVED:

- 1. To approve the consultation document provided at Appendix 1 to be used to undertake a public consultation on the issues identified as the focus of the Peak District National Park Management Plan 2018-23.**
- 2. To authorise the Chief Executive to approve any changes needed in the consultation document following discussions at the meeting.**
- 3. To thank partners for all their work and contributions to date on developing the Peak District National Park Management Plan 2018-23.**

Mrs F Beatty and Mr Z Hamid arrived at 10:20am and Cllr C Furness arrived at 11.10am during discussion on this item.

The meeting was adjourned from 11.20am to 11.25am following consideration of this item. Dianne Jeffrey left the meeting during the adjournment.

25/17 REAPPOINTMENT OF NATIONAL PARK MANAGEMENT PLAN ADVISORY GROUP INDEPENDENT CHAIR (A6121/EF)

Members considered a recommendation that Dianne Jeffrey be reappointed as the Independent Chair of the National Park Management Plan Advisory Group.

RESOLVED:

To reappoint Dianne Jeffrey as Chair of the National Park Management Plan Advisory Group for the duration of the next National Park Management Plan 2018-23.

Cllr J Perkins left the meeting at 11.30am following consideration of this item.

26/17 PERFORMANCE AND BUSINESS PLAN 2017/18 (A197/HW)

Members considered a report seeking approval of the overall structure, content and focus of the 2017/18 Performance and Business Plan, prior to bringing together all sections of the Plan for publication by the statutory deadline of 30 June 2017.

The 2017/18 Performance and Business Plan provided a report on the Authority's performance over the past 12 months against the 2016/17 transition year plan and success measures. The report also set out the priority focus for the second year of the 2016-2019 Corporate Strategy and how performance would be monitored and measured.

The Officer Recommendation was moved and seconded, subject to an amendment to priority action 13 under Directional Shift 4 in Appendix 4 so it would read "We will have consulted local people and approved short and long term plans for Millers Dale." Following assurances from Officers that consultation with residents would take place the mover and seconder withdrew their motion.

The original officer recommendation was moved and seconded, put to the vote, and carried.

RESOLVED:

- 1. To approve the priority focus for the 2017/18 Performance and Business Plan as reflected in the proposed Priority Actions in Appendix 4.**
- 2. To approve the overall structure and content of the 2017/18 Performance and Business Plan as described in the table at paragraph 9 and accompanying Appendices.**
- 3. To delegate completion of details to the Chief Executive, to allow publication by the statutory deadline of 30 June.**

27/17 STRATEGIC ADVISORY GROUP - PROPOSALS TO REPLACE THE ADVISORY GROUP WITH A MEETING INVOLVING ALL MEMBERS (JS)

Following a Strategic Advisory Group discussion on the 2016 Member Survey, the Authority considered proposals to change the way Members engage with strategic development by replacing the existing Strategic Advisory Group with a new forum in which all Members could participate.

Members were asked to confirm this new approach to help inform preparations for the Annual Meeting.

During the discussion Members agreed that the working title of the forum should be "Members' Forum" and discussed the proposed terms of reference set out in Appendix 1. It was agreed that paragraph 6 should be deleted and the terms of engagement be discussed at the first Part 2 meeting of the Forum.

RESOLVED:

1. **To confirm that, with effect from the 2017 Annual Meeting, the Strategic Advisory Group be removed from part 4 of Standing Orders and replaced with an all Member discussion forum with the terms of reference set out in Appendix 1 with the deletion of paragraph 6.**
2. **To name the discussion forum as the “Members’ Forum”.**

28/17 MEMBER REPRESENTATIVES (JS)

In anticipation of the 2017 Annual Meeting in July Members considered a report seeking views on the scope and number of Member Representatives to be appointed.

At the 2016 Annual Meeting appointments were made to Member Representative roles, to support the themes of the National Park Management Plan (NPMP) and with additional scrutiny roles to support Asset Management, Planning Enforcement and Member Learning and Development. In making these appointments the Chair and Deputy Chair were asked to look at the options for rationalising and redefining the roles for the 2017 Annual meeting.

Following discussions with the Chair and Deputy Chair of the Authority, Members were asked to consider proposals to retain the three scrutiny roles and align the remaining eight Member Representative Roles with the National Parks 8-point plan published by the Department for Environment, Food and Rural Affairs.

In the appendix to the report suggestions were made about the areas each role would cover and who the lead officer may be. It was noted that the Leadership Team may make changes to the lead officers as the roles developed and priorities were identified.

RESOLVED:

1. **To approve proposals to align our Member Representative Roles with the National Parks’ 8-point plan published by the Department for Environment, Food and Rural Affairs (Defra)**
2. **To confirm that at the Annual Meeting on 7 July 2017 appointments be made to the following Member Representative roles:**
 - **Connecting Young People with nature**
 - **Thriving natural environments**
 - **Rural Economy**
 - **Farming and Food**
 - **Everyone’s National Parks – Tourism and Participation**
 - **Landscape and Heritage**
 - **Health and Wellbeing**
 - **Communities**
 - **Asset Management**
 - **Member Learning and Development**
 - **Planning Enforcement.**

Cllr Mrs G Heath and Mr R Helliwell left at 12.25pm during consideration of this item.

29/17 MEMBERSHIP OF THE APPOINTMENT PROCESS PANEL (JS)

In anticipation of the 2017 Annual Meeting, the Member Appointment Process Panel Members had been contacted to establish whether any of them intend to be nominated for any of the 6 positions that receive a Special Responsibility Allowance. As one or more of the existing Members had indicated that they intended to express an interest in relevant positions, the Authority were asked to reconsider appointments to the Panel before the Annual Meeting.

RESOLVED:

To appoint Cllr J Atkin, Mrs F Beatty, Cllr C Carr and Cllr J Perkins as Members of the Appointment Process Panel.

The meeting ended at 12.50 pm

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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 AND MEMBER REPRESENTATIVES (A.111/JS)

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 2017/18 appointments to Committees, Sub-Committees, Panels, Advisory Groups and Member Representative Roles.

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 when agreeing the appointments set out in recommendations 1 to 13 below. (The references in brackets relate to sections A to D in Appendix 1)
- The Panel have considered the responses regarding the appointments to Outside Bodies but this year these will be the subject of a separate report 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(s)

1. To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee 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 2018 [Section A]
3. To appoint Members to the Planning Committee and the Audit, Resources and Performance Committee until the annual Authority meeting in July 2018. [Section B(i) and B(ii)]
4. To appoint Members to the Urgent Business Items Sub-Committee until the annual Authority meeting in July 2018. [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 2018. [Section B(iv)]
6. To appoint 5 Council Members and 4 Secretary of State Members to the

Appeals Panel until the annual Authority meeting in July 2018. [Section B(v)]

7. **To appoint 1 Member and 1 Deputy to the Due Diligence Panel until the annual Authority meeting in July 2018. [Section C(i)]**
8. **To confirm the existing appointments to the Charity Member Advisory Group. [Section C(ii)]**
9. **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 2018. [Section C(iii)]**
10. **To confirm the existing appointments to the Development Plan Steering Group. [Section C (iv)]**
11. **To appoint two Local Authority Members, One Secretary of State and one Parish Member to the Member Appointments Process Panel until the annual Authority meeting in July 2018. [Section C (v)]**
12. **To appoint Members to the 11 Member Representative Roles set out in Section D of Appendix 1.**
13. **To confirm that all these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 of the Members' Allowances Scheme.**

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 a previous Annual Authority meeting 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 makeup of the membership of the Authority. This means that each Committee should, in most cases, have a majority of Council appointed Members over the Members appointed by the Secretary of State, which includes Parish Members. There are a few exceptions where due to rounding up and rounding down the numbers from each category are equal. This principle is also taken into account when setting up an Appeals Panel.

Member Representative Roles

5. The Member Representative role provides an avenue for involvement externally and internally working with staff to achieve NPMP and National Park Authority outcomes and priorities and deliver the Government's 8 Point Plan for National Parks. A generic

job description is available in the Democratic Services Handbook.

Background Information

6. The Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting. In May this year Cllr Jason Atkin, Cllr Jim Perkins, Mrs Frances Beatty and Cllr Chis Carr were appointed as Panel Members.
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 26 June to consider the responses 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. 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. Standing Orders state 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 with a Committee size of 15 there should 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 previous Authority decision to fix the Standing Committees at 15 Members, 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, due to a delay in the appointment of new Secretary of State Members, there is a Secretary of State vacancy on Planning Committee and two vacancies on Audit Resources and Performance Committee.

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

20. Sections B and C 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 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. Unless additional names are moved and seconded at the meeting the Members listed can be appointed to the 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 at least 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 but we have had one additional expression of interest from a Local Authority Member. It is suggested that in this case the Panel Membership could be increased to 9 as it would maintain the proportionality rules in the Environment Act and it would provide us with a larger pool of Members to draw from when setting up a Panel.
25. Due Diligence Panel (Section C(i)) – 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. We have received two expressions of interest for two vacancies – one Member and one Deputy Member so, if no further nominations are received at the time of the meeting, this appointment can be confirmed.
26. Charity Member Advisory Group (Section C(ii)) – This Advisory Group was set up by the Authority on 17 March 2017 as a time limited body tasked to carry out a specific purpose. The main purpose for it being included in this list is to confirm it as an approved duty during 2017/18. At the time of making the decision the Authority suggested that its Membership should consist of only Audit Resources and Performance Committee Members. As two Members of Planning Committee have expressed an interest at the meeting Members will be asked to consider a suggestion that, based on the previous decision made by the Authority, the existing Membership is confirmed. If the majority of Members present do not support this proposal Members will need to explore some of the options available such as increasing the size of the Panel or replacing some of the current Members.
27. Budget Monitoring Meeting (Section C(iii)) – The Authority has previously agreed that most of the Members appointed to this advisory group will be those appointed to Chair and Vice Chair roles earlier in the meeting. One other Member is appointed from either of the constituent groups. This year only one expression of interest has been received for this position so, if no further nominations are received at the time of the meeting, this appointment can be confirmed.
28. Development Plan Group (Section C(iv)) – This Panel was set up as a time limited body tasked to carry out a specific purpose. The main purpose for it being included in this list is to confirm meetings of the Group as an approved duty during 2017/18. According to the Officers who service the Group it is only likely to meet once more so, for continuity reasons, it is suggested that the current Membership be confirmed and the vacancy remain unfilled.
29. Member Appointments Process Panel (Section C(v)) – This Panel usually meets in June each year to consider expressions of interest for appointments made at the Annual meeting. The current Members have indicated that they are willing to remain on

the Panel.

Member Representatives (Recommendation 12)

30. At the meeting of the Authority held on 26 May 2017 (Min No 28/17 refers) it was agreed that the number of Member Representative roles be reduced and, subject to retaining the existing scrutiny roles, they be refocused to align with the Government's priorities asset out in the 8 Point Plan for English National Parks.
31. Following this steer the Panel has sought expressions of interest for the following Member Representative Roles:
- Asset Management
 - Communities
 - Connecting Young People and Nature
 - Food and Farming
 - Health and Wellbeing
 - Landscape and Heritage
 - Member Learning and Development
 - Planning Enforcement
 - Tourism and Participation
 - Rural Economy
 - Thriving Natural Environments
32. The expressions of interest received are set out in the Panel's report. At the meeting proposers and seconders will be sought for each Member and put to the vote. Where more than one Member has been nominated the Authority may choose to vote by either a ballot or a show of hands.

Are there any corporate implications members should be concerned about?

Financial:

33. Although a special responsibility allowance is paid to the Chair and Vice-Chair roles these costs are included in the 2017/18 budget so the appointments do not incur any additional cost to the Authority.
34. Members may claim travel and subsistence for attendance at duties relating to the appointments made and these costs are included in the 2017/18 budget so the appointments do not incur any additional cost to the Authority.

Risk Management:

35. There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.

Sustainability:

36. There are no issues to highlight

Equality:

37. There are no significant issues to highlight as we do not monitor Authority membership or appointments by 8 out of the 9 Protected Characteristics set out in the Equality Act 2010.
38. For information 66% of the current Authority Members are men and 33% are women. At the 2016 Annual Meeting 83% of the six appointments attracting a Special Responsibility Allowance were held by men and 17% by women. 80% of the Member Representatives appointed in 2016 were men and 20% were women.

39. Background papers (not previously published)

None

40. Appendices

Appendix 1 - Report of the Member Appointment Process Panel 2017.

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 28 June 2017
jason.spencer@peakdistrict.gov.uk

Item 8 Appendix 1: Report of the Member Appointment Process Panel 2017

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 Chairs¹

Authority ²	<u>Chair</u> Cllr P Brady or Cllr Mrs L Roberts	<u>Deputy Chair³</u> Cllr D Chapman or Cllr Mrs J Twigg
Planning Committee ⁴	<u>Chair</u> Mr P Ancell	<u>Vice Chair</u> Cllr D Birkinshaw or Cllr Mrs J Twigg
Audit Resources and Performance Committee ⁵	Cllr A McCloy	Cllr J Walton

Note

¹ Standing Order 1.12 (3) and (4) state that voting for the Chair and Deputy Chair 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.

² At the 2015 Annual Meeting the Authority removed the Standing Order requiring that election to the offices of Chair and Deputy Chair of the Authority should be such that one of the offices shall be held by a Council Member and the other office held by a Secretary of State Member. As paragraph 10 of the appointment principles suggests that the Authority should strive to achieve a balance across appointments through out this report Council Members are highlighted in **blue** and Secretary of State Members in **red**. Where it appears that a position will be contested the names of the candidates are highlighted in **bold**.

³ Following the receipt of expressions of interest there are two candidates for the role of Chair of the Authority and two candidates for the role of Deputy Chair. All four Members meet the criteria set out in the appointment principles but if all of the candidates for the role of Chair and Deputy Chair are proposed and seconded a ballot will be held.

⁴ For Planning Committee there is one candidate for the role of Chair and two candidates for the role of Vice-Chair. All three Members meet the criteria set out in the appointment principles but if both of the candidates for the role of Vice-Chair are proposed and seconded a ballot will be held.

⁵ For the Audit Resources and Performance Committee there is one candidate for each role. Both Members meet the criteria set out in the appointment principles so if no further nominations are received the appointment can be made by a show of hands.

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

i) Planning Committee

Chair: Mr P Ancell

Vice Chair: Cllr D Birkinshaw or
Cllr Mrs J Twigg

Local Authority Members: 8¹

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

Secretary of State Members: 7¹

Mr P Ancell
Cllr R P H Brady
Cllr C Carr
Mr R Helliwell
Cllr Mrs K Potter
Cllr Mrs L Roberts
Vacant²

Notes

¹ Membership of the two Standing Committees has been prepared in accordance with the previous Authority decision that Committee sizes be fixed to 15 with half of the Authority Membership appointed to each Committee. According to the proportionality requirements in the Environment Act there should be 8 Local Authority Members on each committee and 7 Members appointed by the Secretary of State (This includes Parish Members). Before appointing to Planning Committee the Authority will be asked to confirm the allocation of Council Member places by appointing Authorities.

² The Parliamentary Elections held on 8 June 2017 have delayed the 2017 Secretary of State Appointments. This means that the Authority currently has three Secretary of State vacancies. As a result places have been allocated to both the standing committees but marked as vacant. Therefore, when the Authority is notified of the appointments, the new Members can be allocated to a Committee without waiting for the next meeting of the Authority.

ii) Audit Resources & Performance Committee

Chair: Cllr A McCloy

Vice Chair: Cllr J Walton

Local Authority Members 8¹

Secretary of State Members 7¹

Cllr J Atkin	Cllr J Perkins	Mrs P Anderson	Cllr A McCloy
Cllr C Furness	Cllr Mrs N Turner	Mrs F Beatty	Vacant ²
Cllr Mrs C G Heath	Cllr J Walton	Cllr A Favell	Vacant ²
Cllr C McClaren	Cllr R Woods	Mr Z Hamid	

Notes

¹ Membership of the two Standing Committees has been prepared in accordance with the previous Authority decision that Committee sizes be fixed to 15 with half of the Authority Membership

Item 8 Appendix 1: Report of the Member Appointment Process Panel 2017

appointed to each Committee. According to the proportionality requirements in the Environment Act there should be 8 Local Authority Members on each committee and 7 Members appointed by the Secretary of State (This includes Parish Members).

² The Parliamentary Elections held on 8 June 2017 have delayed the 2017 Secretary of State Appointments. This means that the Authority currently has three Secretary of State vacancies. As a result places have been allocated to both the standing committees but marked as vacant. Therefore, when the Authority is notified of the appointments, the new Members can be allocated to a Committee without waiting for the next meeting of the Authority.

iii) Urgent Business Items Sub-Committee¹

Chair & Deputy Chair of the Authority: **Cllr P Brady** or **Cllr Mrs L Roberts**
Cllr D Chapman or **Cllr Mrs J Twigg**

Chairs & Vice Chairs of Committees:

Planning **Mr P Ansell**
Cllr D Birkinshaw or **Cllr Mrs J Twigg**

Audit Resources & Performance **Cllr A McCloy**
Cllr J Walton

Notes

¹ 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 to 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 would need to be adjusted to achieve this.

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

Local Authority Members

Cllr D Birkinshaw
Cllr D Chapman
Cllr C Furness
Cllr Mrs C Howe
Cllr J Macrae

Secretary of State Members

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

v) Appeals Panel 9 members (5 Council: 4 Secretary of State) ¹

Council Members

Cllr D Chapman
Cllr A Law
Cllr Mrs N Turner
Cllr Mrs J Twigg
Cllr J Walton

Secretary of State Members

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

Notes

¹This year we have had five expressions of interest from Local Authority Members who wish to be on the Panel. It is proposed that in order to accommodate this we increase the size of the Panel to nine and appoint all five. This approach still maintains the proportions required by the Environment Act and allows us to have a slightly larger pool of Members to approach when trying to set up a Panel meeting when required.

C) Other Appointments

i) Due Diligence Panel (1 Member and 1 Deputy)

One Member:
Deputy

Cllr Mrs C Howe
Mr Z Hamid

ii) Charity Member Advisory Group (4 Members) ¹

Colin McClaren

Mrs F Beatty
Mr Z Hamid
Mr A McCloy

Notes

¹This Member Advisory Group was established by the Authority on 17 March 2017 when it was agreed that it would be made up of four Members of the Audit, Resources and Performance Committee. This Panel is listed in the report of the Panel to provide a full picture of appointments and confirm that attendance at meetings of the Panel is an approved duty for 2017/18. Although two Members of Planning Committee (Jamie Macrae and Cllr Mrs K Potter) have expressed an interest in joining the Group it is not suggested that any changes should be made to the membership at this stage.

iii) Budget Monitoring Meeting (4 Members)

Chair of the Authority
Chair of Audit Resources and Performance Committee
Vice Chair of Audit Resources and Performance Committee
One Member:

Cllr P Brady or Cllr Mrs L Roberts
Mr A McCloy
Cllr J Walton
Mrs F Beatty

iv) Development Plan Steering Group (7 Members)¹

Chair & Vice Chair of Planning Committee:

Mr P Ancell
Cllr D Birkinshaw

Authority Chair

Cllr Mrs L Roberts

Cllr P Brady
Cllr C Furness
Mr R Helliwell
Vacant

Notes

¹ This Panel is listed in the report of the Panel to provide a full picture of appointments and confirm that attendance at meetings of the Panel is an approved duty for 2017/18. It is not suggested that any changes be made to the membership at the 2017 Annual Meeting even if a new Authority Chair is appointed or there are changes to the Chair or Vice-Chair of Planning Committee as, due to the advanced stage of discussions, it is anticipated that the Panel will only meet one more time.

v) Member Appointments Process Panel 4 members (2 Council: 2 Secretary of State)

Council Members

Secretary of State Members

Cllr J Atkin

Mrs F Beatty

D) Member Representatives

Asset Management	Cllr A Favell ¹
Communities	Cllr P Brady ¹
Connecting Young People with Nature	Mr Z Hamid ¹
Food and Farming	Cllr J Atkin or Mrs F Beatty or Cllr D Chapman or Mr R Helliwell ²
Health and Wellbeing	Mr Z Hamid ¹
Landscape and Heritage	Mr R Helliwell ¹
Member Learning and Development	Vacancy ³
Planning Enforcement	Cllr D Chapman ¹
Tourism and Participation	Cllr J Macrae ¹
Rural Economy	Mrs F Beatty or Cllr C Furness or Cllr J Macrae ²
Thriving Natural Environments	Mrs P Anderson ¹

Notes

¹ Where there is one candidate for each role and no further nominations are received the appointment can be made by a show of hands.

² Where there are two or more candidates for each role and they are nominated and seconded, subject to no further nominations being made, the Authority will be asked to consider whether the appointments should be made by a show of hands or a ballot. If following the vote 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 vote taken. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

³ Where there is a vacancy nominations will be sought at the meeting.

E) Appointment to Outside Bodies

Campaign for National Parks	1 Member: & Cllr P Brady or Cllr Mrs L Roberts 2 Deputies Mr Z Hamid Mr P Ancell
Derby and Derbyshire Economic Partnership Rural Forum	1 Member: Cllr Mrs J A Twigg 1 Deputy: Cllr J Atkin or Cllr C Carr
Derbyshire Archeological Advisory Committee	1 Member: Cllr C Furness
Derbyshire Health and Wellbeing Board	1 Member: Cllr J Twigg
Derbyshire Partnership Forum	1 Member: Cllr D Chapman 1 Deputy:

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	Cllr Mrs J A Twigg
Derwent Valley Community Rail Partnership	1 Member: Cllr C Furness Cllr Mrs J A Twigg (Deputy) ^{CHECK}
Hope Valley and High Peak Community Rail Partnership	1 Member: Mr R Helliwell Cllr Mrs J Twigg (Deputy) ^{CHECK}
East Midland Councils	1 Member (Usually Deputy Chair)& 1 Deputy Vacant Vacant Note meetings on same day as Planning Committee so Deputy Chair can not attend.
Europarc	Member (Usually Chair of Authority): Cllr P Brady or Cllr Mrs L Roberts
Land Managers Forum	1 Chair (Usually Chair of Authority): Cllr P Brady or Cllr Mrs L Roberts 1 Deputy Chair: Cllr D Chapman or Cllr Mrs J A Twigg 2 Members: Mrs Frances Beatty Mr Robert Helliwell
Moors for the Future Partnership Group	1 Chair: Cllr D Chapman 1 Deputy Chair and 1 Member Mrs P Anderson or Mr R Helliwell
National Parks England	1 Member (Usually Chair of Authority): Cllr P Brady or Cllr Mrs L Roberts
National Parks Partnerships LLP – Annual Meeting	1 Member (Usually Chair of Authority): Cllr P Brady or Cllr Mrs L Roberts
National Parks UK	1 Member: Cllr P Brady or Cllr Mrs L Roberts 1 Deputy Cllr Mrs J Twigg or Cllr D Chapman
Peak District and Derbyshire Destination Management Partnership Board	1 Member: Cllr J Macrae or Cllr J A Twigg 1 Deputy: Cllr J Atkin or Cllr C Carr
National Park Management Plan Advisory Group	1 Member (Usually Deputy Chair of Authority) Cllr D Chapman or Cllr Mrs J Twigg

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Peak District Local Nature Partnership	1 Member: Mrs P Anderson 1 Deputy: Mr R Helliwell
Peak District Local Access Forum	1 Member: John Walton
Peak District National Park Youth Forum Group	1 Member: Mr Z Hamid
Peak District Parishes' Forum Annual Liaison Meeting	1 Member (Usually Chair of Authority) & a Deputy: Cllr P Brady or Cllr Mrs L Roberts Cllr J Atkin or Cllr D Chapman (Deputy)
Peak District Partnership	1 Member: Cllr Mrs J Twigg 1 Deputy: Cllr J Atkin
Sheffield City Region Forum	1 Member Cllr C Furness or Cllr A Law 1 Deputy Mr Z Hamid
South West Peak Landscape Partnership	1 Member Mr P Ancell or Cllr J Macrae 1 Deputy Mrs F Beatty or Mr Z Hamid
Staffordshire Destination Management Partnership	1 Member: Mrs F Beatty
Stanage Forum Steering Group	1 Member: Cllr C Furness or Mr Z Hamid

Authority Meeting 7 July 2017

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9. REVIEW OF MEMBER REPRESENTATION ON OUTSIDE BODIES (A.1155/RC)

1. Purpose of the report

This report gives details of the recent review of Member representation on various other organisations (outside bodies) and requests the appointment of Members to the proposed list of outside bodies given in Appendix 1 of the report.

Key Issues

- **A review of the Member representation on outside bodies has been undertaken in consultation with the Chair and Deputy Chair of the Authority as requested at the annual meeting last year.**

2. Recommendations

- 1. That the review of Member representation on outside bodies be noted.**
- 2. That appointments be made to the outside bodies set out in Appendix 1 of the report to expire at the annual meeting in July 2018.**
- 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 2018 as part of the preparations for the 2018 annual meeting.**

How does this contribute to our policies and legal obligations?

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

Background Information

4. At the annual meeting last year it was agreed to review the list of outside bodies that Members are appointed to before the annual meeting in 2017 to ensure that appointments made are an effective use of Members' time. The list was last reviewed in 2011 (Minute No 73/11).
5. The review was conducted in consultation with the Chair and Deputy Chair of the Authority and considered if each appointment was an effective use of Members' time and also how useful it was to the Authority. The Leadership Team and Authority Lead Officers for the current outside bodies were also consulted as part of the review.
6. The review concluded that the majority of the current appointments were both an effective use of Members' time and useful to the Authority with the exception of the following:

Derbyshire Environment Trust – there was no Member appointment made to this body last year and it is felt that officer only representation is sufficient so it has been removed from the list of appointments. The Team Manager – Cultural Heritage will be the link officer.

Derbyshire Sport – there was no Member appointment made to this body last year and

it is felt that officer only contact is sufficient so it has been removed from the list. The Chief Executive has links with the Derbyshire Sport Board and will ensure that any relevant information is passed on to the Director of Commercial Development and Outreach.

Peak District Interpretation Partnership – this body no longer meets and it is felt that officer only contact with the partners is sufficient so it has been removed from the list of appointments.

7. The review also identified the following:

The Derbyshire Health and Wellbeing Stakeholder Engagement Forum - this had been disbanded as it had been a task and finish group. However, Derbyshire County Council offered the Authority places for one Member and one officer on the Derbyshire Health and Wellbeing Board instead and this was accepted and has been added to the list of appointments. Sarah Wilks, Head of Outreach Development, has been identified as the officer representative.

East Midlands Councils – the current Member representative identified that these meetings are usually on the same day as the Authority's Planning Committee meetings. Therefore it would be preferable to appoint a Member of the Audit, Resources and Performance Committee to this body so that they are more likely to be able to attend its meetings. The next meeting is due to be held on 14 July 2017.

National Park Management Plan Advisory Group – this has been added to the list of appointments to capture the attendance at meetings by the appointed Member, usually the Deputy Chair of the Authority.

National Parks Partnerships LLP Annual Meeting – this Partnership holds an annual meeting to which the Authority is entitled to be represented so it has been added to the list of appointments.

Oldham and National Park Partnership – The Chief Executive has stated that this is not a formal outside body but is a bi-lateral meeting between Oldham Borough Council and the Authority, as she has similar meetings with other constituent Councils. So this has been removed from the list of appointments.

Sheffield City Region Forum – this Forum was disbanded in 2014 and replaced with the Sheffield City Region Combined Authority. It has been confirmed that the Authority do have a Member representative place on the Combined Authority so it has been added to the list of appointments.

8. The agreed appointment principles apply to the outside bodies and expressions of interest have been received for the appointments. These were considered by the Member Appointments Process Panel at their meeting on 26 June.

Proposals

9. It is proposed that the outcomes of the review of appointments to outside bodies be noted and Members appointed to the list of bodies set out in Appendix 1 and that the appointments continue until the annual meeting next year in July next year.

10. 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:

- East Midlands Councils – One Member and one deputy

11. 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.

12. Any vacancies or new requests for Member appointments that occur during the year will be reported to the Authority as and when necessary.
13. Members appointed to outside bodies are requested to produce a short annual report on activities, as appropriate, to be circulated in June 2018 as part of the preparations for the 2018 Annual Meeting.

Are there any corporate implications members should be concerned about?

Financial:

14. 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.

Risk Management:

15. There are no risks arising out of these proposals.

Sustainability:

16. There are no issues to consider.

Equality:

17. There are no issues to consider.

18. Background papers (not previously published)

None.

19. 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, 28 June 2017
Ruth.Crowder@peakdistrict.gov.uk

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PEAK DISTRICT NATIONAL PARK AUTHORITY - APPOINTMENTS TO OUTSIDE BODIES – JULY 2017

Outside Body	Existing Appointments	Expressions of Interest from	Lead Officer
Campaign for National Parks NOTE: Usually Chair of Authority	Member: Cllr Lesley Roberts Deputy: Mr Paul Ancell Deputy: Cllr Tony Favell	Member: Chair of Authority 2 Deputies: Mr P Ancell and Mr Z Hamid	Sarah Fowler
Derby and Derbyshire Economic Partnership Rural Forum	Member: Cllr Judith Twigg Deputy: Cllr Chris Carr	Member: Cllr Mrs J A Twigg 1 Deputy: Cllr J Atkin or Cllr C Carr	John Scott
Derbyshire Archeological Advisory Committee	Member: Cllr Chris Furness	Member: Cllr C Furness	Team Manager – Cultural Heritage
Derbyshire Health and Wellbeing Board	Member: Cllr Judith Twigg	Member: Cllr Mrs J A Twigg	Sarah Wilks
Derbyshire Partnership Forum	Member: Cllr David Chapman Deputy: Cllr Judith Twigg	Member: Cllr D Chapman 1 Deputy: Cllr Mrs J A Twigg	Sarah Fowler
Derwent Valley Community Rail Partnership	Member: Cllr Chris Furness	1 Member: Cllr J Atkin or Cllr C Furness 1 Deputy if allowed: Cllr Mrs J A Twigg	Tim Nicholson
East Midland Councils Note: Preferably ARP Committee Member as meetings usually clash with Planning Committee meetings. Next meeting is on 14 July 2017.	Member: Cllr Judith Twigg Deputy: Cllr David Chapman	No expression of interest received	Sarah Fowler

Europarc NOTE: Usually Authority Chair	Member: Cllr Lesley Roberts	Chair of Authority	Sarah Fowler
Hope Valley and High Peak Community Rail Partnership	Member: Mr Robert Helliwell	1 Member: Mr R Helliwell 1 Deputy if allowed: Cllr Mrs J A Twigg	Tim Nicholson
Land Managers Forum NOTE: Usually Authority Chair and Deputy Chair and 2 others	Chair: Cllr Lesley Roberts Deputy Chair: Cllr David Chapman Member: Mrs Frances Beatty Member: Mr Robert Helliwell	Chair: Chair of Authority Deputy Chair: Deputy Chair of Authority 2 Members: Mrs F Beatty, Mr R Helliwell	John Scott
Moors for the Future Partnership Group (MFFPG)	Chair MFFPG: Cllr David Chapman Deputy Chair: Mrs Penny Anderson Reserve: Mr Robert Helliwell	Chair: Cllr D Chapman Deputy Chair: Mrs P Anderson Reserve: Mr R Helliwell	John Scott
National Parks England NOTE: Usually Authority Chair and Deputy Chair	Member : Cllr Lesley Roberts Deputy: None appointed (as Chair was Deputy Chair of National Parks England last year)	1 Member: Chair of the Authority 1 Deputy: Deputy Chair of Authority	Sarah Fowler
National Park Management Plan Advisory Group NOTE: Usually Deputy Chair of Authority	Member: Cllr David Chapman	Deputy Chair of the Authority	Emily Fox
National Parks Partnerships LLP Annual Meeting NOTE: Usually Authority Chair	Member: Cllr Lesley Roberts	Chair of the Authority	Sarah Fowler
National Parks UK NOTE: Usually Authority Chair and Deputy Chair	Member: Cllr Lesley Roberts Member: None appointed	Member: Chair of the Authority Deputy: Deputy Chair of Authority	Sarah Fowler

Peak District and Derbyshire Destination Management Partnership Board	Member: Deputy:	Cllr Judith Twigg Cllr Chris Carr	One Member: Cllr J Macrae or Cllr Mrs J A Twigg One Deputy: Cllr J Atkin or Cllr C Carr	Simon Malcolm
Peak District Local Access Forum	Member:	Cllr John Walton	Cllr J Walton	Mike Rhodes
Peak District Local Nature Partnership	Member: Deputy:	Mrs Penny Anderson Mr Robert Helliwell	One Member: Mrs P Anderson One Deputy: Mr R Helliwell	John Scott
Peak District National Park Youth Forum Group	Member:	Mr Zahid Hamid	One Member: Mr Z Hamid	Sarah Wilks
Peak District Parishes' Forum Annual Liaison Meeting NOTE: Usually Authority Chair and one other Member	Member: Deputy:	Cllr Lesley Roberts Cllr David Chapman	One Member: Chair of Authority One Deputy: Cllr J Atkin or Cllr D Chapman	John Scott
Peak District Partnership	Member: Deputy:	Cllr Judith Twigg Cllr Patrick Brady	1 Member: Cllr Mrs J A Twigg 1 Deputy: Cllr J Atkin	Emily Fox
Sheffield City Region Combined Authority (Replaced Sheffield City Region Forum) NOTE: Usually Chair of Authority or Sheffield Member	Member: Deputy:	Vacant (was Cllr Neale Gibson) Mr Zahid Hamid	1 Member: Cllr C Furness or Cllr A Law 1 Deputy: Mr Z Hamid	Sarah Fowler
South West Peak Landscape Partnership Board	Member: Deputy:	Cllr Andrew Hart Mrs Frances Beatty	1 Member: Mr P Ancell or Cllr J Macrae 1 Deputy: Mrs F Beatty or Mr Z Hamid	Karen Shelley-Jones
Staffordshire Destination Management Partnership	Member:	Mrs Frances Beatty	Mrs F Beatty	Simon Malcolm
Stanage Forum Steering Group	Member:	Vacant (was Ms Stella McGuire)	1 Member: Cllr C Furness or Mr Z Hamid	Emma Stone

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10.1 AMENDMENTS TO STANDING ORDERS (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 recent reviews.

Key Issues

- **The Authority's Standing Orders are made up of 7 parts. This report proposes changes to parts 1 and 4.**
- **Part 1 relates to the rules governing meetings and procedures. The proposals here recommend an amendment to Standing Order 1.34 (2) so that Deputy Monitoring Officer is included in list of officers authorised to attest to the sealing rather than a Deputy if other named officers are unable to act.**
- **Part 4 relates to the Delegation to Committees, Sub-Committees and Advisory Groups. The proposals here recommend changes to section G – Audit Resources and Performance Committee to clarify its audit functions and reflect guidance from the Chartered Institute of Public Finance and Accountants (CIPFA) on Audit Committees.**

2. Recommendations(s)

1. To amend Standing Order 1.34(2) to read as follows:

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development, the Monitoring Officer, or the Democratic Services Manager. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

2. To make the following amendments to section G in Part 4 of Standing Orders so that paragraph 5 of the terms reference for Audit Resources and Performance Committee to reflect CIPFA guidance on Audit Committees:

5. AUDIT & CORPORATE GOVERNANCE

a) Internal and External Audit matters including:

- Annual Governance Statement and the Annual Governance Report**
- Internal Audit Plan and Audit Reports**
- Risk Management**
- Assurance Frameworks and Assurance Planning**
- Value for Money and Best Value**
- Countering Fraud and Corruption**
- External Audit**
- Financial Reporting**
- Partnership Governance**

b) Matters relating to the Authority's corporate governance

framework.

c) Effective scrutiny of the Treasury Management Strategy and Policies.

How does this contribute to our policies and legal obligations?

3. 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.

Background Information

4. This report proposes a number of 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.

Proposals

a) Part 1 – Meetings and Procedures – 1.34 Sealing of Documents

5. Standing Order 1.34 sets out the arrangements for the sealing of documents and names the post holders who are authorised to attest the sealing. This standing order was last reviewed in 2015, when the Monitoring Officer was added to the list of authorised officers. At that time the Democratic Services Manager was named as the deputy in the event that all of the three authorised post holders are unable to act.
6. Since the revised arrangement was agreed there has been a number of occasions when the Democratic Services Manager has reviewed the supporting documentation and attested the sealing in the absence of the other three authorised post holders, but only after trying to establish whether they will be available and have the time to go through the papers. For expediency it is suggested that this standing order 1.34 is amended to remove the reference to the Democratic Services Manager as a deputy, and add the Democratic Services to the authorised post holders. It is proposed that Standing Order 1.34(2) be amended as follows (Changes in **Bold**):

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development, ~~or the Monitoring Officer, or by the Democratic Services Manager. Democratic Services Manager in the absence of the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development and the Monitoring Officer.~~ An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

b) Part 4 – Delegation to Committees, Sub-Committees and Advisory Groups – Section G – Audit Resources and Performance Committee

7. In May the Authority published on its website a draft unaudited Annual Governance Statement (AGS) with a view to the audited version being approved by Committee later this year.
8. The Authority's External Auditors, KPMG, have recently visited the Authority and provided feedback on the draft Annual Governance Statement. On the whole the Auditors have been positive about the draft Statement but have suggested that,

although the review of progress and supporting evidence shows that the Audit Resources and Performance Committee does carry out the functions of an Audit Committee, this should be more explicit in the Terms of Reference for the Committee and reflect the guidance issued by CIPFA. To address this it is suggested that Paragraph 5 of Section G be amended as follows (amendments in **Bold**):

“5. AUDIT & CORPORATE GOVERNANCE

a) Internal and external Audit matters including:

- i. Annual Governance Statement and the Annual Governance Report**
- ii. Internal Audit Plan and Audit Reports**
- iii. Risk Management**
- iv. Assurance Frameworks and Assurance Planning**
- v. Value for Money and Best Value**
- vi. Countering Fraud and Corruption**
- vii. External Audit**
- viii. Financial Reporting**
- ix. Partnership Governance**

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.~~

c) Effective scrutiny of the Treasury Management Strategy and Policies”

Are there any corporate implications members should be concerned about?

Financial:

9. None

Risk Management:

10. None

Sustainability:

11. None

Equality:

12. None

13. **Background papers (not previously published)**

None

14. **Appendices**

None

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 29 June 2017
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10.2 MEMBERS' ATTENDANCE ANNUAL RETURN (JS)

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 2016/17.

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 2016 to 31 March 2017

2. Recommendations(s)

- 1. To note the annual return of Members' attendance for 2016/17.**

How does this contribute to our policies and legal obligations?

3. 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.

Background Information

4. The annual return shown in Appendix 1 has been compiled from the attendance records at Authority and Committee meetings for the period April 2016 to March 2017. 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 2016-2017 the attendance at meetings was 80%. While this is above the target it is slightly lower than performance in 2015/16 (82%).
5. 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

6. At the Authority meeting held on 7 October 2016 (Min.38/16) a Framework for Member Learning and Development was approved. In the Framework document it states that attendance at 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 2016-2017 the attendance at these events was 54%, a slight increase in performance compared to 2015/16 (50%). The returns for 2016/17 are shown in Appendix 1.

Committee attendance by the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees as observers.

7. Standing Order 1.45(1) states that the Chair and Deputy Chair of Authority and the Chairs of Standing Committees may attend the meetings of a Committee they are not

appointed to where they are able to speak but not vote. In the absence of the Chair of a Standing Committee the Vice Chair may attend instead. As this status does not make the ‘observer’ a Member of the Committee this attendance has been excluded from the attendance summary in Appendix 1 and does not contribute to the performance indicator. However some Members have suggested that this information should be available.

8. Therefore summary of attendance for ‘observers’ is set out below.

	Planning Committee		Audit Resources and Performance Committee	
	Possible	Actual	Possible	Actual
Authority Chair	-	-	5	5
Authority Deputy Chair	-	-	5	4
ARP Chair	9	4	-	-
Planning Chair	-	-	5	4
ARP Vice-Chair	5	2	-	-
Planning Vice-Chair	-	-	1	0

9. The possible attendances for Vice-Chairs is based on the number of times the Chair has been unable to attend a meeting of the Committee. The attendance figures above only relate to attendance as an observer, attendance as a participating Committee Member is set out in Appendix 1.

Proposals

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

Are there any corporate implications members should be concerned about?

Financial:

11. None

Risk Management:

12. There are no apparent risks

Sustainability:

13. There are no issues to highlight.

Equality:

14. There are no issues to highlight.

15. **Background papers (not previously published)**

None.

16. **Appendices**

Appendix 1 - Members' Attendance Record: April 2016 – March 2017.

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Service Manager, 28 June 2017

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Members' Attendance Record – April 2016 to March 2017

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

Members' Attendance Record – April 2016 to March 2017

	Authority		ARP		Planning		LJC		Essential Training	
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual
Mrs E Sayer	3	2	4	3	0	0	0	0	3	0
ClIr Mrs N Turner	6	3	6	4	0	0	0	0	4	0
ClIr Mrs J Twigg	6	5	0	0	12	12	1	1	4	4
ClIr J Walton	6	2	6	4	0	0	0	0	4	0
ClIr G Weatherall	0	0	0	0	2	0	0	0	0	0
ClIr D Williams	6	3	1	1	9	9	0	0	4	4

10.3 CALENDAR OF MEETINGS 2018 (RC)

1. Purpose of the report

To approve a calendar of meetings up to December 2018 and to note the proposed dates for the compulsory planning training and the Member Workshops identified as essential in the Member Learning and Development Plan.

Key Issues

- **The calendar of meetings is set around necessary deadlines for finance, audit and performance reporting.**

2. Recommendation

- 1. To approve the Calendar of Meetings for 2018 as set out in Appendix 1 of the report.**

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

Cornerstone 3 Our Organisation states that the Authority will develop the organisation so it has a planned and sustained approach to performance at all levels. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

4. Background

The Authority annually agrees the calendar of meetings for a 12 month period following on from the current calendar which has dates set up to December 2017.

The proposed calendar for 2018 is set out in Appendix 1 of this report. It is based on a pattern of meetings used for the past few years but has been slightly amended to better take account of the timing of finance, audit and performance reports to the Audit, Resources and Performance Committee. It also reflects the changes to Strategic Advisory Group meetings agreed at the Authority meeting on 26 May. Arrangements for the induction of new Members and the Members' annual tour are also considered in setting the calendar. 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.

5. Proposals

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 2018 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 28 September 2018 and 26 October 2018.
- Note the proposed dates for Member Workshops.

Are there any corporate implications members should be concerned about?

- 6. 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.
- 7. 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.
- 8. Sustainability:**
None.
- 9. Equality:**
None.
- 10. Background papers (not previously published)**
None.

Appendices

Appendix 1: Calendar of Meetings 2018.

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 28 June 2017
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PROGRAMME OF MEETINGS 2018

Bank Holidays 2018: 1 Jan, 30 March 2 April, 7 & 28 May, 27 Aug, 25 & 26 Dec

All Meetings/Events start at 10am except where shown

Formal Committee Meetings	2018											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Authority		2	16		25		6 AGM			5		7
Audit, Resources & Performance	19		2		18		20		7		2	
Local Joint						8					16	
Planning	12	9	9	13	11	15	13	10	14	12	9	14
Site Visits	11	8	8	12	10	14	12	9	13	11	8	13

Advisory Groups, Workshops & Events	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Strategic Advisory Group		2 1.30pm	16 1.30pm		25 1.30pm		6 1.30pm			5 1.30pm		7 1.30pm
Member Workshop									21	19	16	
Essential Training						8 New Member Induction			28 Planning (1)	26 Planning (2)		
Other events	19 Budget Monitoring				18 Budget Monitoring	22 Annual Tour	20 Budget Monitoring				16 Budget Monitoring	

