

# Public Document Pack

**Peak District National Park Authority**

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



**Our Values: Care – Enjoy – Pioneer**

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Our Ref: A.1142/3367

Date: 29 June 2023



## NOTICE OF MEETING

Meeting: **National Park Authority**

Date: **Friday 7 July 2023**

Time: **10.00 am**

Venue: **Aldern House, Baslow Road, Bakewell**

PHILIP MULLIGAN  
CHIEF EXECUTIVE

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## **AGENDA**

- 1. Apologies for Absence, Roll Call of Members Present and Members Declarations of Interest**

### **FOR DECISION**

- 2. Election of Chair of Peak District National Park Authority**  
To elect the Chair of the Authority until the next Annual Meeting in 2024.
- 3. Election of Deputy Chair of the Peak District National Park Authority**  
To elect the Deputy Chair of the Authority until the next Annual Meeting in 2024.

### **FOR INFORMATION**

- 4. Urgent Business**
- 5. 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.

### **FOR DECISION**

- 6. Report of the Member Appointment Process Panel** *(Pages 5 - 16)*
- 7. Annual Calendar of Meetings 2024 (KH)** *(Pages 17 - 20)*  
Appendix 1

### **FOR INFORMATION**

- 8. Member Annual Attendance Report (JC)** *(Pages 21 - 24)*  
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 <http://democracy.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 on the Authority's website.

## **Public Participation and Other Representations from third parties**

Since the Coronavirus restrictions have eased the Authority has returned to physical meetings. However, meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary. Public participation is still available and anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Head of Law to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website <http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say> or on request from the Democratic and Legal Support Team 01629 816362, email address: [democraticandlegalsupport@peakdistrict.gov.uk](mailto:democraticandlegalsupport@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 makes an audio visual broadcast and recording available after the meeting. From 3 February 2017 the recordings will be retained for three years after the date of the meeting. During the period May 2020 to April 2021, due to the Covid-19 pandemic situation, Authority meetings were broadcast via YouTube and these meetings are also retained for three years from the date of the meeting.

## **General Information for Members of the Public Attending Meetings**

Since the Coronavirus restrictions have eased the Authority has returned to physical meetings. However, meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary, the venue for a meeting will be specified on the agenda. There may be limited spaces available for the public at meetings and priority will be given to those who are participating in the meeting. It is intended that the meetings will be visually broadcast via YouTube and the broadcast will be available live on the Authority's website.

This meeting will take place at Aldern House, Baslow Road, Bakewell, DE45 1AE.

Aldern House is situated on the A619 Bakewell to Baslow Road. 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](http://www.travelineeastmidlands.co.uk).

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

**To: Members of National Park Authority:**

Chair: Cllr A McCloy  
Deputy Chair: Mr J W Berresford

Cllr P Brady	Cllr M Buckler
Cllr M Chaplin	Cllr J Charters
Cllr C Farrell	Cllr N Gourlay
Cllr C Greaves	Prof J Haddock-Fraser
Ms A Harling	Cllr A Hart
Cllr Lee Hartshorne	Cllr Mrs G Heath
Cllr I Huddlestone	Cllr D Murphy
Cllr A Nash	Cllr C O'Leary
Cllr Mrs K Potter	Cllr V Priestley
Cllr K Richardson	Miss L Slack
Mr K Smith	Dr R Swetnam
Mr Simon Thompson	Cllr J Wharmby
Ms Y Witter	Cllr B Woods

Constituent Authorities  
Secretary of State for the Environment  
Natural England

## **6. REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL (RC)**

### **1. Purpose of the report**

To appoint the Chair and Vice-Chair of the Authority's two standing Committees, Planning Committee and Programmes and Resources Committee. To consider the Authority's 2023/24 appointments to Committees, Steering Groups, Panels, Advisory Groups, Member Champion Roles and the Authority's 2023/24 appointments to Outside Bodies.

#### **Key Issues**

- In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited Members of the Authority, on 19 May 2023, to indicate whether they wish to stand for appointment to key positions and their preferences for Committee Membership.
- The Panel have considered the responses received in the context of the agreed appointment principles.
- 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 7 below. (The references in brackets relate to sections A to E in Appendix 1).
- The report of the Panel is a summary of responses received it is not a recommendation from the Panel.

### **2. Recommendations**

- 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 with an additional place on the Programmes and Resources Committee to accommodate the Chair of the Authority if required.**
- 2. To appoint Members as Chair and Vice Chair of the Planning Committee and Chair and Vice Chair of Programmes and Resources Committee until the annual Authority meeting in July 2024 (Section A)**
- 3. To appoint Members to the Planning Committee and the Programmes and Resources Committee until the annual Authority meeting in July 2024. (Section B (i) and B (ii)).**
- 4. To appoint Members to the 7 Member Champion Roles set out in Section C of Appendix 1 until the annual Authority meeting in July 2024.**
- 5. To appoint until the annual Authority meeting in July 2024:**
  - a) 5 Local Authority Members and 4 Secretary of State Members to the Local Joint Committee. [Section B (iii)]**
  - b) 5 Local Authority Members and 4 Secretary of State Members to the Appeals Panel. [Section B (iv)]**
  - c) 3 Local Authority Members and 3 Secretary of State Members to the Investigatory and Disciplinary Committee [Section B (v)]**
  - d) the Chair and Vice Chair of the Programmes and Resources Committee, the Chair of the Authority and 3 other Members to the Budget Monitoring Group. [Section D (i)]**
  - d) 1 Member and 1 Deputy to the Due Diligence Panel. [Section D (ii)]**
  - e) 8 Members (4 Local Authority Members and 4 Secretary of State Members) to the Governance Review Working Group. [Section D (iii)]**

**f) The Chair & Vice Chair of Planning Committee, Chair of Authority and the Member Champions for Natural Environment, Biodiversity and Farming, Cultural Heritage and Landscapes, Engagement, Thriving and Sustainable Communities, Climate Change and Business Economy to the Local Plan Review Member Steering Group. [Section d (iv)]**

**g) 4 Members (2 Local Authority Members and 2 Secretary of State Members) and 2 Reserve Members to the Member Appointments Process Panel [Section D (v)]**

**6. To appoint Members to the 17 Outside Bodies set out in Section E of Appendix 1 until the annual Authority meeting in July 2024.**

**7. 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?**

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 until the next Annual Meeting.

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 each Committee should, in most cases, have a majority of Local Authority 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 considered when setting up an Appeals Panel.

5. Appointments 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**

6. The Authority established a Member Appointments Process Panel in 2013 to assist with appointments to key positions at the Annual Meeting. The Panel requested expressions of interest from Members of the Authority in the roles for appointment at the annual meeting. The Panel then met to consider the responses and check them against the appointment principles agreed by the Authority, which are available to view [here](#), and produced their report included as the appendix to this report. 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.

7. The Panel also invited candidates for the Chair, Deputy and Vice-Chair positions and Member Champion roles to supply a written statement of not more than 500 words in support of their expression of interest. Those received will be circulated in advance of the meeting.

#### **Proposals**

#### **Appointment of Chairs and Vice Chairs of Planning Committee and Programmes and Resources Committee. (Recommendation 2)**

8. 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 the two standing committees.

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. Ballot papers will be distributed to Members as required.

9. Where more than one Member has expressed an interest in a Chair or Vice Chair role if at the time of the meeting all the Members still wish to be considered, and are all proposed and seconded, the Authority will need to make sure there are no further expressions of interest and carry out a ballot for the appointments.

#### **Appointments to Planning Committee and Programmes and Resources Committee. (Recommendations 1 and 3)**

10. The proposed Committee Memberships 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. 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.
11. Standing Order 1.40 sets out the arrangements for appointing Members to Standing Committees. Section B of the Panel's report sets out the Membership of Committees and Panels based on the preferences of individual Members and the nominations received for the key positions above.
12. For the previous 4 years the size of the Programmes and Resources Committee has been increased by 1 to 16 so that the Chair of the Authority can be appointed to both Committees. Mr K Smith has asked that, if he is appointed as Chair of the Authority, this increase be continued.
13. This year, at the time of writing this report, we are waiting for confirmation of the appointments of the Parish Members to the Authority by the Secretary of State. These appointments include 2 new Members and these will need to be allocated to the vacancies on the Planning Committee.

#### **Member Champions (Recommendation 4)**

14. Of the 7 Member Champion roles 3 are currently being contested so if all Members for these roles are proposed and seconded the Authority will be asked to consider if the appointments should be made by a show of hands or a ballot. Please note it is intended that these roles will be reviewed within the next 12 months.

#### **Appointments to Committees, Steering Groups, Panels and Advisory Groups. (Recommendation 5)**

15. Sections B and D of the Panel's report set out the suggested membership of other Committees, Steering Groups, Panels and Advisory Groups based on the preferences of individual Members and the expressions of interest received for the key positions above
16. If no changes are needed at the meeting the appointments may be approved as proposed subject to the following issue identified by the Panel being addressed.
17. Local Joint Committee (Section B (iii)) – 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 1995, 5 must be Local Authority Members and 4 Secretary of State Members. At the time of writing this report there are 2 Local Authority Member vacancies and 1 Secretary of State Member vacancy.

### **Appointments to Outside Bodies (Recommendation 6)**

18. The number of Outside Bodies has reduced to 17 as the National Park Management Plan (NPMP) Advisory Group has been disbanded following the completion of the NPMP for 2018-2023.
19. Section E of the appendix shows for each Outside Body the number of Members and Deputies the Authority is able to appoint, together with the Members who have expressed an interest in being appointed. Where there are more Members interested than there are places or Members have not expressed a preference for being the Member or a Deputy a vote will need to be taken to allocate the places. It is proposed that the Chair asks if there are any further expressions of interest for uncontested places and seeks nominations for the vacancies identified, asks the Authority to vote on contested places and then asks the Authority to approve the appointments as one block.

### **Are there any corporate implications members should be concerned about?**

#### **Financial:**

20. Although a Special Responsibility Allowance is paid to the Chair and Vice-Chair roles and Members may claim travel and subsistence for attendance at duties relating to the appointments made these costs are included in the 2023/24 budget so there is no additional cost to the Authority.

#### **Risk Management:**

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

#### **Sustainability:**

22. There are no issues to highlight.

#### **Equality, Diversity and Inclusion:**

23. The Authority monitors its membership by 3 out of the 9 Protected Characteristics set out in the Equality Act 2010.

24. For information 63% of the current Authority Members are men and 37% are women, which is the same as in 2022 and is a decrease of 4.3% in women compared to 2021. At the 2021 and 2022 Annual Meetings of the six appointments attracting a Special Responsibility Allowance 83.4% were held by men and 16.6% by women compared to 100% of the appointments being held by men in 2019 and 2018. In 2021 and in 2022 the Member Champion roles were split 57.2% women and 42.8% men (an increase of 35% from the number of women appointed in 2019).

#### **Climate Change**

25. Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

### **26. Background papers (not previously published)**

None.

### **27. Appendices**

Appendix 1 - Report of the Member Appointment Process Panel 2023

#### **Report Author, Job Title and Publication Date**

Ruth Crowder, Democratic Services Manager, 27 June 2023  
ruth.crowder@peakdistrict.gov.uk



**A) Appointment of Authority Chair & Deputy Chair, Committee Chairs and Vice Chairs<sup>1</sup>**

Authority	
Chair <sup>2</sup> : <b>Mr Ken Smith</b>	Deputy Chair <sup>3</sup> : <b>Mr James Berresford</b>
Planning Committee	
Chair <sup>4</sup> : <b>Cllr Patrick Brady or Mr Ken Smith</b>	Vice Chair <sup>5</sup> : <b>Cllr Patrick Brady or Mr Ken Smith or Cllr Mike Chaplin or Cllr Virginia Priestley</b>
Programmes and Resources Committee	
Chair <sup>6</sup> : <b>Prof Janet Haddock-Fraser or Cllr Charles Greaves</b>	Vice Chair <sup>7</sup> : <b>Cllr Charles Greaves or Cllr Andrew Gregory</b>

**Notes**

<sup>1</sup> As paragraph 4 of the appointment principles suggests that the Authority should seek to achieve a balance across appointments throughout 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**. Standing Orders 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.

<sup>2</sup> There is one candidate for the role of Chair of the Authority. Mr K Smith meets the criteria set out in the appointment principles. If no further candidates are nominated and seconded at the meeting the appointment of Chair of the Authority can be made by a show of hands however if there are more nominations, which are seconded, then a ballot will be required.

<sup>3</sup> There is one candidate for the role of Deputy Chair of the Authority. Mr Berresford meets the criteria set out in the appointment principles, if no further candidates are nominated and seconded at the meeting the appointment of Deputy Chair can be made by a show of hands. However, if there are more nominations, which are seconded, then a ballot will be required.

<sup>4</sup> There are two candidates for the role of Chair of the Planning Committee. Both candidates meet the criteria set out in the appointment principles, if both candidates are proposed and seconded at the meeting for the role of Chair of the Planning Committee a ballot will be held.

<sup>5</sup> There are four candidates for the role of Vice-Chair of Planning Committee. All candidates meet the criteria set out in the appointment principles. If two or more of the candidates for the role of Vice Chair of Planning Committee are proposed and seconded then a ballot will be held.

<sup>6</sup> There are two candidates for the role of Chair of the Programmes and Resources Committee. Both candidates meet the criteria set out in the appointment principles, if both candidates are proposed and seconded at the meeting, then a ballot will be held.

<sup>7</sup> There are two candidates for the role of Vice Chair of the Programmes and Resources Committee, both meet the criteria set out in the appointment principles. If both of the candidates for the role of Vice Chair of Programmes and Resources Committee are proposed and seconded a ballot will be held.

## B) Appointment of Committees, Steering Groups, Panels and Advisory Groups

### i) Planning Committee<sup>1</sup>

Chair – See Section A above	Vice Chair – See Section A above	
Local Authority Members 8 <sup>2</sup> :		
Cheshire East <sup>2</sup>	1	Cllr O’Leary
Derbyshire CC	1	Cllr Dermot Murphy or Jean Wharmby
Derbyshire Dales DC	1	Cllr Matt Buckler or Cllr Andy Nash
High Peak BC	1	Cllr Ian Huddleston
Staffordshire Moorlands DC/Staffordshire CC	1	Cllr Andrew Hart
Metropolitan Districts/NE Derbyshire DC	3	Cllr Lee Hartshorne Cllr Ken Richardson Cllr Mike Chaplin
Secretary of State Members 7 <sup>3</sup> :		
Cllr P Brady		
Cllr Kath Potter		
Cllr Virginia Priestley		
Miss L Slack		
Mr Ken Smith		

#### Notes:

<sup>1</sup> 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 1995 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.

<sup>2</sup> There are currently 2 Local Authority Member vacancies with more expressions of interest than places so a vote for these places maybe required. (For the past 2 years the Cheshire East Council place on the Planning Committee has been given to another Local Authority Member as the Member then appointed by Cheshire East asked not to be on Planning Committee and this place was taken by a Derbyshire CC appointed Member. The new Cheshire East appointed Member has indicated that he is willing to take up the place on the Planning Committee.)

<sup>3</sup>In terms of the Secretary of State Members there are 2 vacancies and these can be allocated to the 2 new Parish Members when their appointments have been confirmed by Defra.

## ii) Programmes & Resources Committee<sup>1</sup>

Chair – See section A above	Vice Chair – See section A above
Local Authority Members 8 <sup>2</sup> :	Secretary of State Members 7 <sup>3</sup> :
Cllr Charlotte Farrell	Mr James Berresford
Cllr C Greaves	Cllr Andrew Gregory
Cllr Gill Heath	Prof Janet Haddock-Fraser
Cllr Becki Woods	Ms Annabelle Harling
Cllr D Murphy or Cllr J Wharmby	Dr Ruth Swetnam
Cllr M Buckler or Cllr A Nash	Mr S Thompson
	Ms Yvonne Witter

### Notes:

<sup>1</sup> 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).

<sup>2</sup>Following the request for expressions of interest 4 Local Authority Members have indicated that they would like to be appointed to the Programmes and Resources Committee with 2 further places subject to resolution of the places on Planning Committee. The remaining 2 places will be filled by the new Members appointed by Oldham Council and Derbyshire County Council.

<sup>3</sup>Following the request for expressions of interest 7 Secretary of State Members have indicated that they would like to be appointed to the Programmes and Resources Committee so there are no vacancies to be filled.

## iii) Local Joint Committee 9 members (5 Council: 4 Secretary of State)<sup>1</sup> and 9 staff representatives

Local Authority Members 5:	Secretary of State Members 4:
Cllr Charlotte Farrell	Cllr Kath Potter
Cllr Ian Huddleston	Cllr Virginia Priestley
Cllr Dermot Murphy	Mr Ken Smith
Cllr Ken Richardson	
Cllr Mike Chaplin	

### Note:

<sup>1</sup> Following a request for expressions of interest the Local Authority places are filled but there is still 1 place available for a Secretary of State Member. This means that the Authority needs to identify 1 Member who wishes to be appointed.

Please note that meetings of this Committee are scheduled to take place quarterly but only take place when there is sufficient business to make a meeting viable. To

ensure a meeting goes ahead there also needs to be a quorum of 4 Members each from the Authority Members and the Staff representatives (8 in total).

**iv) Appeals Panel** 9 members (5 Council: 4 Secretary of State)<sup>1</sup>

Local Authority Members 5:	Secretary of State Members 4:
Cllr Andrew Hart	Cllr Patrick Brady
Cllr Jean Wharmby	Cllr Andrew Gregory
Cllr Becki Woods	Janet Haddock-Fraser
Cllr Mike Chaplin	Virginia Priestley

**Note:**

<sup>1</sup>This year following the request for expressions of interest there is still 1 Local Authority Member vacancy to be filled and no Secretary of State Member vacancies.

The Panel is used as a pool of Members to be called upon in the event of an appeal.

**v) Investigatory and Disciplinary Committee** 6 members (3 Council + 3 Secretary of State)<sup>1</sup>

Local Authority Members 3:	Secretary of State Members 3:
Cllr Gill Heath	Cllr Andrew Gregory
Cllr Becki Woods	Virginia Priestley
Cllr Ken Richardson	Yvonne Witter
Cllr Mike Chaplin	

**Note:**

<sup>1</sup>This year following the request for expressions of interest all places for Secretary of State Members are filled and there are 4 expressions of interest for 3 Local Authority Members so if all these are proposed and seconded then a vote will need to be taken on the Local Authority places.

The Panel is used as a pool of Members to be called upon in the event of an appeal.

### **C) Member Champions**<sup>1</sup>

Natural Environment, Biodiversity and Farming <sup>2</sup>	<b>Cllr Charlotte Farrell or Cllr Virginia Priestley</b>
Cultural Heritage and Landscapes	<b>Mr Ken Smith</b>
Engagement	<b>Ms Yvonne Witter</b>
Thriving and Sustainable Communities <sup>2</sup>	<b>Cllr Patrick Brady or Ms Annabelle Harling or Cllr Virginia Priestley</b>
Climate Change	<b>Cllr Charlotte Farrell</b>
Business Economy <sup>2</sup>	<b>Cllr Patrick Brady or Cllr Andrew Gregory</b>
Member Learning and Development	<b>Cllr Becki Woods</b>

**Notes:**

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

<sup>2</sup>Where there are two or more candidates for a role and they are proposed 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.

Please note it is intended to review the Member Champion roles during the next 12 months.

### **D) Other Appointments**

#### **i) Budget Monitoring Meeting (6 Members)<sup>1</sup>**

Chair of the Authority	<b>See Section A</b>
Chair of Programmes and Resources	<b>See Section A</b>
Vice Chair of Programmes and Resources	<b>See Section A</b>
Three Members <sup>2</sup> :	
<b>Ms A Harling</b>	
<b>Cllr Virginia Priestley</b>	
<b>Ms Yvonne Witter</b>	

**Notes:**

<sup>1</sup>The membership of this half yearly meeting is formed based on appointments made earlier in the meeting. There are also places for 3 other Members.

<sup>2</sup> The current Members of the Group have all expressed an interest in remaining on the Group. If all 3 candidates are proposed and seconded then voting by a show of hands will be required.

**ii) Due Diligence Panel (1 Member and 1 Deputy)**

1 Member <sup>1</sup> : <b>Mr James Beresford</b> or <b>Cllr Jean Wharmby</b>	1 Deputy: <b>Ms A Harling</b>
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**Note:**

<sup>1</sup>If both candidates for the Member place are proposed and seconded at the meeting then a vote will be required.

**iii) Governance Review Working Group (8 Members)<sup>1</sup>**

Local Authority Members (4) <sup>2</sup> :	Secretary of State Members (4) <sup>3</sup> :
<b>Cllr Ken Richardson</b>	<b>Mr James Beresford</b>
<b>Cllr Becki Woods</b>	<b>Cllr Patrick Brady</b>
	<b>Prof Janet Haddock-Fraser</b>
	<b>Cllr Virginia Priestley</b>
	<b>Mr Ken Smith</b>

**Notes:**

<sup>1</sup> This Working Group was established by the Authority in December 2018 bringing proposals twice to the Authority for decision. The Working Group's second report was presented to the May 2020 meeting of the Authority. It is considered relevant to continue appointing to this Group until the Government have completed the Landscapes Review as the Working Group may be required to consider any issues arising.

<sup>2</sup>Following expressions of interest there are still 2 Local Authority places to be filled.

<sup>3</sup>There are 5 Secretary of State expressions of interest for 4 places so if all these Members are proposed and seconded a vote will be required.

**iv) Local Plan Review Member Steering Group (9 Members) <sup>1</sup>**

Chair & Vice Chair of Planning Committee	- <b>See Section A</b>
Authority Chair	- <b>See Section A</b>
Member Champion for Natural Environment, Biodiversity and Farming	)
Member Champion for Cultural Heritage and Landscapes	)
Member Champion for Engagement	) – <b>See Section C</b>
Member Champion for Thriving and Sustainable Communities	)
Member Champion for Climate Change	)
Member Champion for Business Economy	)

**Note:**

<sup>1</sup>The membership and terms of reference for this Steering Group were agreed at the meeting of the Authority held on 15 March 2019. The Membership was recast to reflect the new Member Champion Roles.

**v) Member Appointments Process Panel (4 Members & 2 Reserves)<sup>1</sup>**

Local Authority Members (2 & 1 Reserve):	Secretary of State Members (2 & 1 Reserve):
<a href="#">Cllr Ken Richardson</a>	<a href="#">Cllr Andrew Gregory</a>
<a href="#">Cllr Jean Wharmby</a>	<a href="#">Virginia Priestley</a>
<a href="#">Cllr Becki Woods</a>	<a href="#">Yvonne Witter</a>

**Note:**

<sup>1</sup>Following expressions of interest there are 3 Local Authority Members and 3 Secretary of State Members, if all are proposed and seconded at the meeting then a vote will be required to determine who is the reserve Member for each side.

**E) Appointment to Outside Bodies<sup>1</sup>**

<b>National/Regional Bodies:</b>	
Campaign for National Parks	1 Member and 2 Deputies: <a href="#">Virginia Priestley</a> <a href="#">Janet Haddock-Fraser</a> <b>One Vacancy</b>
East Midland Councils	<b>1 Member and 1 Deputy</b> <a href="#">James Beresford</a> <b>One Vacancy</b>
Europarc	1 Member: <b>One Vacancy</b>
Derbyshire Archeological Advisory Committee	1 Member: <b>Ms A Harling or Mr Ken Smith</b>
Sheffield City Region Combined Authority	1 Member and 1 Deputy: <a href="#">Cllr Ken Richardson</a> <a href="#">Cllr Mike Chaplin</a>
<b>Charity Trustees, Company Directorships, LLPs:</b>	
Peak District National Park Foundation	3 Members and 2 Reserves: <a href="#">Virginia Priestley</a> , <a href="#">Andrew Gregory</a> , <a href="#">Lydia Slack</a> <b>Two Vacancies</b>
National Parks England	1 Member (usually Chair of Authority):
National Parks Partnerships LLP – Annual Meeting	1 Member (usually Chair of Authority):
<b>Partnerships:</b>	
Derwent Valley Community Rail Partnership	1 Member and 1 Deputy: <b>Two Vacancies</b>
Hope Valley and High Peak Community Rail Partnership	1 Member and 1 Deputy: <b>Two Vacancies</b>

Moors for the Future Partnership Group	1 Chair, 1 Deputy Chair and 1 Reserve: <b>Prof Janet Haddock-Fraser</b> <b>Cllr Virginia Priestley (Chair)</b> <b>One Vacancy</b>
Peak District Partnership <sup>3</sup>	1 Member and 1 Deputy: <b>Patrick Brady</b> <b>One Vacancy</b>
Staffordshire Destination Management Partnership	1 Member and 1 Deputy: <b>Cllr Andrew Hart</b> <b>Cllr Gill Heath</b>
<b>Other Meetings, Groups and Forums:</b>	
Land Managers Forum	1 Chair, 1 Deputy Chair and 2 Members: <b>Prof Janet Haddock-Fraser</b> <b>Cllr Virginia Priestley</b> <b>Two Vacancies</b>
Peak District Local Access Forum	1 Member and 1 Deputy: <b>Cllr Charlotte Farrell<sup>2</sup></b> <b>Cllr Ian Huddleston</b> <b>Cllr Kath Potter</b>
Peak District Local Nature Partnership	1 Member and 1 Deputy: <b>Cllr Charlotte Farrell<sup>2</sup></b> <b>One Vacancy</b>
Stanage Forum Steering Group	1 Member: <b>Cllr Charlotte Farrell<sup>2</sup> or Cllr Virginia Priestley or Mr Ken Smith</b>

**Notes:**

<sup>1</sup>Where there is one candidate for each role and no further nominations are received the appointment can be made by a show of hands. Where more candidates are proposed for one role a vote by show of hands or by ballot may be required.

<sup>2</sup>Cllr C Farrell has stated that her preferences for the Other Meetings, Groups and Forums section lies in the following order: 1. Stanage Forum Steering Group, 2. Peak District Local Access Forum, 3. Peak District Local Nature Partnership.

<sup>3</sup>The Peak District Partnership only meets when required.



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## **7. ANNUAL CALENDER OF MEETINGS 2024 (KH)**

### **1. Purpose of the report**

To approve a calendar of meetings up to December 2024 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**

- **At the Annual Meeting each year, the Authority approves the schedule of meetings for the following calendar year. This means that Members and Officers have 18 months of meetings in their diaries and can plan accordingly.**
- **The dates in the proposed calendar of meetings are set around necessary deadlines for finance, audit and performance reporting and take into account other factors such as school holidays and Bank Holidays.**

### **2. Recommendation**

- 1. To approve the Calendar of Meetings for 2024 as set out in Appendix 1 of the report.**

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

3. One of our Corporate Strategy 2019-24 outcomes states that the Authority is an agile and efficient organisation. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

#### **Background Information**

4. 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 2023.
5. The proposed calendar for 2024, which takes into account the timing of finance, audit and performance reporting requirements, is set out in Appendix 1 of this report. The calendar includes 2 Authority meetings in July to enable completion of the usual annual meeting business and compliance with financial, audit and performance reporting deadlines.
6. Arrangements for the induction of new Members and the Members' annual tours 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.

### **7. Proposals**

Members are asked to:

- Approve the calendar of meetings for 2024 as set out in Appendix 1.
- Note the proposed date for the compulsory Planning Training for 2024 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 20<sup>th</sup> September 2024 and 18<sup>th</sup> October 2024.

- Note the proposed dates for the Member Workshops.

**Are there any corporate implications members should be concerned about?**

**Financial:**

8. 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 weekly cycle of meetings.

**Risk Management:**

9. There are no risks arising out of the report. Subject to legal requirement 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.

**Sustainability:**

10. No issues.

**Equality, Diversity and Inclusion:**

11. No issues

**12. Climate Change:**

Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

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

**None**

**14. Appendices**

Appendix 1 - Proposed Calendar of Meetings for 2024.

**Report Author, Job Title and Publication Date**

Karen Harrison, Democratic and Legal Support Officer, 29<sup>th</sup> June 2023

## PROGRAMME OF MEETINGS 2024

Bank Holidays 2024: 1 Jan, 29 March &amp; 1 April, 6 &amp; 27 May, 26 Aug, 25 &amp; 26 Dec

All Meetings/Events start at 10am except where shown

	2024											
Formal Committee Meetings	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Authority		2	15		17		5 (AGM) 26		27		8	
Programme and Resources	19			26			19		6			6
Planning	26		8	19	10	14	12		13	4	22	13
Planning Site Visits	25		7	18	9	13	11		12	3	21	12
Essential Training/Workshops and Other Events & Meetings	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Members' Forum (1.30pm)		2	15		17		26		27		8	
Member Workshops ( <i>Essential Training, Start Times to be notified</i> )										11	15	
Essential Training Events ( <i>Start Times to be notified</i> )						7 <i>New Member Induction</i> 21 <i>Annual/Planning Tour</i>			20 <i>Planning Training (1)</i>	18 <i>Planning Training (2)</i>		
Other Events ( <i>Start Times to be notified</i> )			15 <i>Budget Monitoring</i>		3 <i>Budget Monitoring</i>						8 <i>Budget Monitoring</i>	

**PROGRAMME OF MEETINGS 2024**Bank Holidays 2024: 1 Jan, 29 March & 1 April, 6 & 27 May, 26 Aug, 25 & 26 Dec

<b>Other Committees, Steering Groups and Panels</b>	<b>Meeting Frequency</b>
Local Joint Committee	Quarterly, provisional dates set: 16 February, 24 May, 20 September, 15 November
Appeals Panel	Meets only when required
Due Diligence Panel	Quarterly, provisional dates set: 1 February, 25 April, 18 July, 17 October
Governance Review Working Group	Meetings arranged as required
Local Plan Review Member Steering Group	Meetings arranged as required
Member Appointments Process Panel	Usually meets once per year in June

## **8. MEMBERS ANNUAL ATTENDANCE REPORT (JC)**

### **1. Purpose of the report**

To consider the annual return of Members' attendance at Authority, Committee meetings and essential Member training events for 2022/23

#### **Key Issues**

- As DEFRA and other appointing Authorities regularly request information on the attendance level of their appointed members, the Authority publishes attendance figures annually based on the financial year, in this instance 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

### **2. Recommendation**

- 1. To note the annual return of the Members' attendance for 2022/23 at meetings of the Authority, Standing Committees and Essential Member Training as set out in Appendix 1 to the report.**

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

- 3.** The Authority meeting on 24<sup>th</sup> June 2005 (Min.62/05) agreed a set of performance measures for Members. The Measure for meetings is the percentage of full Authority meetings and approved duties actually attended, that Members could have attended. The target is at least 75% overall and 75% of each specific meeting. The purpose of this report is to monitor attendance and commitment.

The Governance Review Working Group reviewed these arrangements and concluded that the existing reporting arrangements worked well and should continue. The Authority approved the recommendation of the Working Group, in May 2020, for an annual report on Member attendance at meetings of the Authority, Standing Committees and essential learning and development events only.

#### **Background Information**

- 4.** The annual return shown in Appendix 1 (attached to the report) has been compiled from the attendance records at full Authority, Standing Committee meetings and essential learning and development events for the period April 2022 to March 2023. 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 2022/23 attendance at meetings was 74%. This is just under the 75% target and compares to an overall figure of 64% for 2021/22 and 85% for 2020/21.

This year's total is an improvement on the 2021/22 figures. However it is noted that the ability of some Members to attend these meetings due to their individual medical issues has had an impact on the individual attendance figures.

- 5.** During 2021/22, Local Joint Committee met only once so a percentage has not been included for this in Appendix 1.

### **6. Essential Member training**

The current Member Learning and Development Framework states that attendance at training and other events will be monitored and reported. The target for overall attendance at events identified as "essential" in the Member Learning and Development

Plan is 50%.

In this period 7 Essential Member Training sessions were held, however attendance was only expected at 5 of these as 3 were sessions of planning training and attendance was only required at one session per Member.

Overall for 2022/23 the attendance at these events was 57% an increase in performance compared to 2021/22 (54%). The returns for 2022/23 are shown in Appendix 1.

**7. Committee attendance by the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees as Observers**

Standing Order 1.45(1) allows the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees to attend meetings as observers 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. In the relevant time-period, there were no instances where a Chair or Vice Chair attended.

Attendance as a participating Committee Member is set out in Appendix 1. Since July 2018 the Chair of the Authority has been a Member of both Standing Committees.

**Proposals**

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

**Are there any corporate implications members should be concerned about?**

**Financial:**

9. No issues

**Risk Management:**

10. There are no apparent risks.

**Sustainability:**

11. There are no issues to highlight.

**Equality:**

12. There are no issues to highlight.

**13. Climate Change**

There are no issues to highlight.

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

None

**15. Appendices**

Appendix 1 - Members' Attendance Record: April 2022/23

**Report Author, Job Title and Publication Date**

Joanne Cooper, Democratic and Legal Support Officer, 29 June 2023.

**Members' Attendance Record: April 2022 - March 2023**

Member	National Park Authority		Planning Committee		Programmes and Resources		Local Joint Committee		Essential Training		Total Possible	Total attended
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual		
Armitage, Cllr William	8	8	10	10	0	0	1	1	5	2	24	21
Berresford, Mr James	8	8	0	1	3	3	0	0	5	4	16	16
Brady, Cllr Patrick	8	8	10	10	0	0	0	0	5	5	23	23
Chaplin, Cllr Mike	7	5	8	5	0	0	0	0	5	3	20	13
Chapman, Cllr David	8	6	10	8	0	0	0	0	5	4	23	18
Farrell, Cllr Charlotte	8	7	0	0	3	2	0	0	5	5	16	14
Furness, Cllr Chris	8	8	0	0	3	1	1	1	5	3	17	13
Greaves, Cllr Charles	8	7	0	0	3	3	0	0	5	4	16	14
Gregory, Cllr Andrew	8	7	0	0	3	3	0	0	5	2	16	12
Haddock-Fraser, Prof Janet	8	8	0	0	3	2	0	0	5	3	16	13
Hamid, Mr Zahid	8	8	0	0	3	2	0	0	5	2	16	12
Harling, Ms Annabelle*	8	3	10	4	0	0	0	0	5	1	23	8
Hart, Cllr Andrew	8	6	10	8	0	0	0	0	5	1	23	15
Heath, Cllr Gill	8	7	0	0	3	3	0	0	5	2	16	12
Helliwell, Cllr Robert	1	1	3	3	0	0	0	0	1	0	5	4
Huddleston, Cllr Ian*	8	3	10	4	0	0	1	0	5	2	24	9
McCloy, Cllr Andrew	8	8	10	7	3	1	0	0	5	5	26	21
McLaren, Cllr Colin	8	7	0	0	3	3	0	0	5	3	16	13
Murphy, Cllr Dermot	8	6	10	8	0	0	0	0	5	3	23	17
Potter, Cllr Kath	8	7	10	8	0	0	1	1	5	2	24	18
Priestley, Cllr Virginia	8	8	10	9	0	0	1	0	5	2	24	19

Member	National Park Authority		Planning Committee		Programmes and Resources		Local Joint Committee		Essential Training		Total possible	Total attended
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual		
Richardson, Cllr Ken	8	5	10	8	0	0	1	0	5	1	24	14
Saeed, Cllr Safiya	1	0	2	1	0	0	0	0	0	0	3	1
Slack, Miss Lydia	8	8	0	0	3	3	0	0	5	4	16	15
Smith, Mr Ken	8	8	10	10	0	0	1	1	5	5	24	24
Tapping, Cllr Peter	8	8	0	0	3	2	0	0	5	3	16	13
Taylor, Cllr David	8	5	0	0	3	2	0	0	5	2	16	9
Wharmby, Cllr Jean	8	6	10	3	0	0	0	0	5	2	23	11
Witter, Ms Yvonne	8	8	0	0	3	3	0	0	5	4	16	15
Woods, Cllr Becki*	8	5	0	0	3	2	0	0	5	1	16	8
<b>Total</b>	<b>225</b>	<b>189</b>	<b>143</b>	<b>107</b>	<b>45</b>	<b>35</b>	<b>7</b>	<b>4</b>	<b>141</b>	<b>80</b>	<b>561</b>	<b>415</b>
Total attendance per committee as %		<b>84%</b>		<b>75%</b>		<b>78%</b>				<b>57%</b>		
		Target 75%		Target 75%		Target 75%				Target 50%		

\*Individual attendance figures affected by illness/medical issues.

Total overall attendance including training		Total overall attendance just at committees	
2022/23	<b>74%</b>	2022/23	<b>80%</b>
2021/22	<b>64%</b>	2021/22	<b>67%</b>
2020/21	<b>85%</b>	2020/21	<b>89%</b>
Target 75%			