

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

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