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| Report to | South Downs National Park Authority |
| Date | 23 June 2016 |
| By | Head of Governance |
| Title of Report | Appointment of Committees and Outside bodies |

Recommendation: The Authority is recommended to:

- 1) Appoint the Governance Committee, Planning Committee and Policy and Programme Committee with their current terms of reference, as the committees necessary to discharge the functions of the Authority.**
- 2) Appoint the Membership of Committees as set out in Appendix 2 to this report (to be tabled at the meeting).**
- 3) Appoint the Members to outside bodies and panels until the Authority AGM in 2017 as set out in Appendix 4 to this report with the effect that previous such appointments are now revoked**
- 4) Agree, for purposes of Standing order 8.1(e), that, in line with the Authority's established practice, the Committees appointed by the Authority may not arrange for the discharge of the Authority's functions by a sub-committee save that the Governance Committee may appoint the Standards Sub-Committee to discharge functions in relation to the hearing of complaints made against Members under the Members' Code of Conduct. All Committees retain powers under Standing Order 27 to establish Member Working Groups.**

1. Summary and Background

- 1.1 This report enables the Authority to carry out its annual review of arrangements for discharging its decision-making responsibilities, in particular the delegation of responsibilities, and making of appointments, to Committees.
- 1.2 The report asks the Authority to appoint Members to represent the Authority on a variety of external organisations, fora and outside bodies (for the purposes of this report, the term 'Outside Bodies' is used to encompass all of these bodies).
- 1.3 Under Schedule 7 Para 13 of the Environment Act 1995, the Authority has a duty to secure that the division of local authority appointed Members and Secretary of State appointed Members on any Committee is (as nearly as possible using whole numbers) in the same proportion as required in the case of the Authority itself. However Para 13.5 provides that the proceedings of a Committee shall not be invalidated by any failure to perform this duty.

2. Appointments of Members to Committees

- 2.1 The current Membership of Committees is set out at **Appendix 1**. The proposed membership of Committees for approval is set out in **Appendix 3** to the report (to be circulated at the meeting).

3. Appointment of Members to Outside Bodies

- 3.1 The role of a Member appointed to an Outside Body will vary according to the requirements of each external organisation. The Member may be a decision maker, a representative of the Authority, or simply a first point of contact for the external organisation. In some cases, Officers may also attend in support.

- 3.2 Except in cases where Members perform a legal role, Members will represent the Authority's interests and, where appropriate, report back to the Authority. Any issues arising from these external contacts requiring consideration by the Authority will form part of a report compiled by the appropriate Member and taken to a full Authority meeting.
- 3.3 The process governing appointments to outside bodies is set out at SO26 of the Authority's Standing orders. This provides that appointments will be made by the Authority at its Annual Meeting where it considers that the appointment will support and be consistent with its purposes and objectives. SOs require that the Chief Executive seek expressions of interest from Members in relation to outside bodies. Members are required to express an interest, where applicable at least two working days before the meeting, in writing.
- 3.4 SO 26 further sets out that any appointments to outside bodies not made at the Annual Meeting of the Authority will be made by the Chief Executive in consultation with the Chair of the Authority and will be reported to the next available meeting of the Authority.
- 3.5 The current appointments to outside bodies is set out **Appendix 2**. The proposed appointments to Outside bodies for approval is set out in **Appendix 4** to the report.

4. Other Implications

| Implication | Yes*/No |
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| Will further decisions be required by another committee/full authority? | Following the appointment of Members to Committees the Committees will need to appoint their own chair and deputy chair |
| Does the proposal raise any Resource implications? | The administration and meeting costs of Committees is covered by existing Authority staff and budgets. Attendance at Outside Bodies meetings will be a valid duty for the purpose of travel and subsistence allowances. Members of the Authority are paid allowances in accordance with the Authority's Scheme of Allowances. |
| How does the proposal represent Value for Money? | Effective decision making contributes to the efficient running of the Authority |
| Are there any Social Value implications arising from the proposal? | None |
| Has due regard has been taken of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010? | All members are eligible to be considered for Committee places and outside bodies. The operation of Committees meets the obligations of the Equalities Act and reasonable adjustments will be made to support Members. |
| Are there any Human Rights implications arising from the proposal? | None |
| Are there any Crime & Disorder implications arising from the proposal? | None |
| Are there any Health & Safety implications arising from the proposal? | None |
| Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy | The report adheres to the principle of Promoting Good Governance as set out in the Authority's Sustainability Strategy. |

5. Risks Associated with the Proposed Decision

- 5.1 Members who have been newly appointed to Committees will be required to undertake training in the role and responsibilities of such Committee.
- 5.2 The Authority is the planning authority for the South Downs National Park, and any new appointees to the Planning Committee must undertake the required level of training before they can take part in the decision making process.

ROBIN PARR

Head of Governance

South Downs National Park Authority

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| Appendices | <ol style="list-style-type: none">1. Committee Appointments 2015/162. Proposed Committee Appointments (to be tabled at the meeting)3. Outside Bodies appointments 2015/164. Proposed Outside body Appointments |
| SDNPA Consultees | Chief Executive Officer, Director of Countryside Policy & Management, Director of Planning & Monitoring Officer; |
| External Consultees | None |
| Background Documents | Standing orders |

Committee Appointments 2015/16

| Planning Committee | Policy and Programme Committee | Governance Committee |
|---------------------------|---------------------------------------|---------------------------------|
| Alun Aylesbury (Parish) | Ken Bodfish (National) | Karen Roberts (Parish) |
| Gary Marsh (LA) | Barry Lipscomb (LA) | Vaughan Clarke (LA) |
| Robert Mocatta (LA) | Jo Carr (Parish) | Norman Dingemans (LA) |
| Neville Harrison (Parish) | Daniel Humphreys (LA) | Sebastian Anstruther (National) |
| Barbara Holyome (Parish) | Mark Dunn (LA) | Gill Mattock (LA) |
| Doug Jones (Parish) | Pete West (LA) | Jim Sheppard (LA) |
| Tom Jones (LA) | Sue Saville (National) | |
| Vacancy | Philip Ede (LA) | |
| Ian Phillips (National) | Deborah Urquhart (LA) | + independent members |
| David Coldwell (LA) | +ex officio members | +ex officio members |
| Vacancy | | |
| +ex officio members | | |

Proposed Committee Appointments

To be tabled at the meeting

Appointments to Outside Bodies 2015/16

| SDNPA Member(s) | External Body | Representation only or decision making | Meetings per annum |
|-----------------------------|---|---|---------------------------|
| Ken Bodfish | Stanmer Park Board | Representation | 3 |
| Jo Carr | Stanmer Park Board | Representation | 3 |
| Norman Dingemans | West Sussex Rural Partnership | Representation | 4 |
| Norman Dingemans | West Sussex County Council Environment and Climate Change Board | Representation | |
| Neville Harrison | Lewes Town Neighbourhood Plan Steering Group | Representation | |
| Neville Harrison | South Downs Local Access Forum | Representation | |
| | South Downs Local Access Forum | Representation | |
| Barbara Holyome | Hampshire Rural Forum | Representation | |
| Barry Lipscomb | Campaign for National Parks | Representation | 3 |
| Deborah Urquhart | Coast to Capital (C2C) LEP | Representation | 4 |
| Chair of Planning Committee | Coastal West Sussex Forum | Representation | |
| Chair of Planning Committee | East Sussex Strategic Planning Group | Representation | |
| Authority Chair | Coast to Capital Joint Committee | Decision making | |
| Authority Chair | National Parks England (formerly ENPAA) | Decision making partner | |
| Authority Chair | National Parks UK (formerly ANPA) | Decision making | |

Others:

Appointments to the SCF Chair and panel will be made by the Director of Corporate Services, in consultation with Chair of the Authority in advance of the next meeting of the Panel.

*****All members appointed to outside bodies are required to provide feedback to the NPA on any meetings attended and any relevant issues discussed. A template is available from Member Services to assist members in this reporting.**

Proposed Outside Bodies Appointments until the AGM in 2017

| Proposed appointee | External Body | Representation only or decision making | Meetings per annum |
|-----------------------------|---|---|---------------------------|
| Ken Bodfish | Stanmer Park Board | Representation | 3 |
| Jo Carr | Stanmer Park Board | Representation | 3 |
| Norman Dingemans | West Sussex Rural Partnership | Representation | 4 |
| Neville Harrison | South Downs Local Access Forum | Representation | |
| Karen Roberts | South Downs Local Access Forum | Representation | |
| Barbara Holyome | Hampshire Rural Forum | Representation | |
| Pete West | Campaign for National Parks | Representation | 3 |
| Robert Mocatta | Petersfield Town Council Development Committee | Representation | 1 |
| Heather Baker | Coast to Capital (C2C) LEP | Representation | 4 |
| Robert Mocatta | Hampshire Alliance for Rural Affordable Housing (HARAH) | Representation | |
| Chair of Planning Committee | Coastal West Sussex Forum | Representation | |
| Chair of Planning Committee | East Sussex Strategic Planning Group | Representation | |
| Authority Chair | Coast to Capital Joint Committee | Decision making | |
| Authority Chair | National Parks England (formerly ENPAA) | Decision making partner | |
| Authority Chair | National Parks UK (formerly ANPA) | Decision making | |

Others:

Appointments to the SCF Chair and panel will be made by the relevant Director, in consultation with Chair of the Authority in advance of the next meeting of the Panel.
*****All members appointed to outside bodies are required to provide feedback to the NPA on any meetings attended and any relevant issues discussed. A template is available from Member Services to assist members in this reporting.**