

NEW FOREST NATIONAL PARK AUTHORITY

AUTHORITY MEETING – 26 JUNE 2008

APPOINTMENT OF AUTHORITY REPRESENTATIVES ON EXTERNAL ORGANISATIONS

Report by: Lindsay Cornish, Chief Executive, and David Stone, Head of Member Services

Summary:

This report asks members to consider appointments to external organisations for the period until the next Annual meeting of the Authority in 2009. A list of organisations and current representatives is set out in **Annex 1** of the report, together with a column showing the results of a survey of members' preferences for the appointments.

Recommendations:

To approve the appointments to external organisations listed at Annex 1 of this report for the period up to the next Annual meeting of the Authority on the following basis:

- a) **to re-appoint to all those appointments for which there is no change or only one expressed preference (Annex 1);**
- b) **not to appoint a member to the Hampshire and Isle of Wight Sub-Regional Improvement Partnership: Improvement Board but to rely instead on representation by the Chief Executive on the occasions when issues of relevance to the Authority arise;**
- c) **to hold an election for the appointment to the Executive Management Group of the New Forest Ninth Centenary Trust for which there are two candidates.**

Resources:

None

Papers:

NFNPA 256/08: Cover paper
NFNPA 256/08 Annex 1: Authority representation on external organisations
NFNPA 256/08 Annex 2: New Forest Centre Executive Management Group –
Role Description

Contact:

David Stone
Tel: 01590 646645
Email: david.stone@newforestnpa.gov.uk

NEW FOREST NATIONAL PARK AUTHORITY

AUTHORITY MEETING – 26 JUNE 2008

APPOINTMENT OF AUTHORITY REPRESENTATIVES ON EXTERNAL ORGANISATIONS

Report by: Lindsay Cornish, Chief Executive, and David Stone, Head of Member Services

Background

1. This report asks members to consider appointments to external organisations for the period until the next Annual meeting of the Authority in June 2009.
2. Since 2005 the Authority has been invited to or has sought representation on a number of organisations. Some of these focus on national park activities and functions. Others are linked to local authority business, or regional fora. Some of the organisations are decision-making bodies and others are consultative fora.
3. In order to facilitate the process of appointing external representatives at the Annual Authority meeting, the Chief Executive wrote to members on 2 June 2008 inviting them to state their preferred choices by completing and returning a preference form.
4. All members representing the Authority's interests on external organisations **are expected to report back** to other members on issues of interest that arise, in an appropriate format. Any issues arising from these external contacts which require Authority consideration will form part of a report compiled by the relevant lead officer with input from the relevant member.
5. Members are reminded that, at the Authority meeting on 15 June 2006, the Authority agreed a form of indemnification for officers and members of the Authority against any personal liability that should arise in the course of undertaking authorised business. This covers liabilities which are incurred in the course of acting as a member of an outside body to which they have been appointed by the Authority. Certain exemptions apply, and full details can be found in the report and minutes of the meeting.

Proposed appointments

6. A schedule listing all the current appointments is attached as **Annex 1**, together with a column setting out the results of the survey of members' preferences for the appointments. In all but two of the positions members

opted to continue with their current appointments and it is **recommended** that these appointments be confirmed.

7. As **Annex 1** shows, the appointment to the **Executive Management Group** of the **New Forest Ninth Centenary Trust**, which has become vacant following Susan Achmatowicz's resignation, has attracted more than one volunteer. A ballot will be held to select the preferred candidate for this post. (A role description is attached for information at **Annex 2**).
8. No member has volunteered to represent the Authority on the **Hampshire and Isle of Wight Sub-Regional Improvement Partnership: Improvement Board** and subject to confirmation from HLOWLA that this is acceptable, it is recommended that the Chief Executive represents the Authority on the occasions when issues of relevance to the Authority are raised. Chief Executives have a standing invitation to attend the Board. In practice, much of the work of the Board extends well beyond the scope of the Authority's work and member attendance is not essential at every meeting. The Authority is represented on and regularly participates in the Officer Improvement Group, which has yielded benefits and enabled Authority participation in projects of direct relevance.

Recommendations:

To approve the appointments to external organisations listed at Annex 1 of this report for the period up to the next Annual meeting of the Authority on the following basis:

- a) **to re-appoint to all those appointments for which there is no change or only one expressed preference (Annex 1);**
- b) **not to appoint a member to the Hampshire and Isle of Wight Sub-Regional Improvement Partnership: Improvement Board but to rely instead on representation by the Chief Executive on the occasions when issues of relevance to the Authority arise;**
- c) **to hold an election for the appointment to the Executive Management Group of the New Forest Ninth Centenary Trust for which there are two candidates.**

NEW FOREST NATIONAL PARK AUTHORITY

AUTHORITY MEETING – 26 JUNE 2008

AUTHORITY REPRESENTATION ON EXTERNAL ORGANISATIONS

Please note: Shaded rows indicate where representative is Chairman of the Authority or where re-appointment does not fall due in the current year.

Group	Status	Current Member Representative(s)	Lead Officer	Members' preferences, as indicated by survey
Bournemouth International Airport Consultative Committee	Representation	Roger Heape	John Ward	Roger Heape
Central Hants and New Forest Leaders Group	Representation	Clive Chatters (with Chief Executive)	John Ward	<i>Chairman with Chief Executive</i>
Commoners' Dwelling Scheme Panel	Advisory	Roger Heape	Emma Rigglesworth	Roger Heape
Campaign for National Parks	Representation	Bob Morris	Stephen Trotter	Bob Morris
Dorset and South Wiltshire Planning and Transportation Liaison Committee	Observer	Kathy Heron	David Illsley	Kathy Heron
English National Park Authorities' Association	Decision making	Clive Chatters (with Chief Executive)	Lindsay Cornish	<i>Chairman with Chief Executive</i>
Europarc	Mainly representation	Clive Chatters	Stephen Trotter	<i>Chairman</i>
Hampshire and Isle of Wight Local Government Association	Mainly representation; occasional decision making	Ted Johnson	Lindsay Cornish	Ted Johnson
Hampshire and Isle of Wight Sub-Regional Improvement Partnership: Improvement Board	Mainly representation; occasional decision making	Tony Gentle	Lindsay Cornish/ Barry Holland	

Group	Status	Current Member Representative(s)	Lead Officer	Members' preferences, as indicated by survey
Hampshire Minerals and Waste Development Framework Joint Members' Group	Representation	Kathy Heron	Sarah Applegate	Kathy Heron
National Park Authorities Electronic Governance Group	Representation and decision making	Vacant (previously Susan Achmatowicz)	Martin O'Neill/ Barry Holland	Leo Randall
New Forest Local Access Forum	Representation	Vicky Myers	Sarah Manchester	Vicky Myers
New Forest Court of Verderers	Representation and decision making	Diana Halford	Lindsay Cornish	Appointment not yet due
New Forest District Local Strategic Partnership	Representation and decision making	Clive Chatters (with Chief Executive)	Nick Evans	<i>Chairman with Chief Executive</i>
New Forest Ninth Centenary Trust Executive Management Group for New Forest Centre	Advisory and representation	Vacant (previously Susan Achmatowicz)	Lindsay Cornish/ Martin O'Neill	Roger Heape Alan Rice
New Forest Ninth Centenary Trust - Trustee	Representation and decision making	Peter Frost	Lindsay Cornish/ Martin O'Neill	Peter Frost
North Solent Shoreline Management Plan – Elected Members Group	Decision making	Clive Chatters, Vicky Myers (reserve)	Steve Trotter	<i>Chairman</i> Vicky Myers (as reserve)
Solent Forum	Representation	Vicky Myers	Stephen Trotter	Vicky Myers
South East England Regional Assembly (SEERA)	Decision making	Clive Chatters, Julian Johnson (reserve)	Lindsay Cornish/ John Ward	<i>Chairman</i> Julian Johnson (as reserve)
Chairman, Sustainable Development Fund Panel	Decision making	Barry Rickman	Emma Rigglesworth	Appointment not yet due
UK Association of National Park Authorities	Decision making	Clive Chatters (with Chief Executive)	Lindsay Cornish	<i>Chairman with Chief Executive</i>

NEW FOREST NATIONAL PARK AUTHORITY

AUTHORITY MEETING – 26 JUNE 2008

NEW FOREST CENTRE EXECUTIVE MANAGEMENT GROUP – ROLE DESCRIPTION

Frequency of meetings

Every two months

Terms of reference/ brief description of aims and objective

The Executive Management Group has representatives from the New Forest Ninth Centenary Trust, the Authority and New Forest District Council, and directs and monitors the role of the New Forest Centre Manager. The following are the Terms of Reference:

1. To approve the Financial and Business Plan (“the Plan”) for the New Forest Centre (and seek the endorsement of the Trustees of the Trust and the Authority’s Resources and Performance Committee).
2. To receive performance and budgetary management information from the Centre Manager. The frequency of reports will be determined by the Group.
3. To monitor the effectiveness of the marketing elements of the Plan.
4. To review visitor satisfaction reports.
5. To resolve issues arising from the activities of the three organisations with membership of the Group.
6. To carry out reviews, as frequently as the Group sees fit, of all matters which form the subject matter of the collaboration between the Parties.
7. To report the Group’s activities in furtherance of this Agreement to the Trust and the Authority.
8. The Group has the power to defer or extend the time limits for any or all of the key elements set out in the Plan.
9. The Group will consider the information provided to it as part of the reports and review process defined in this Schedule and provide guidance to the Centre Manager on the basis of that information.

Status of Authority involvement and any specific requirements for member involvement

Authority representation on the Group comprises one officer and one member who, jointly, represent the interests of the Authority in supporting the work of the Centre and also ensuring that the Association contributes to the delivery of the National Park purposes.

The member should have a sound knowledge of financial and business planning and a wider interest in interpretation and education.

Name of current representative

Vacant