



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 July 2022

<b>Subject</b>	Appointment of a Substitute Representative to the Stakeholder Advisory Group
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastsuffolk.gov.uk">nicola.wotton@eastsuffolk.gov.uk</a> 01502 523521

Is the report Open or Exempt?	OPEN
Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable

<b>Wards Affected:</b>	Southwold
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## Purpose and high-level overview

**Purpose of Report:**

To nominate a substitute to attend the Stakeholder Advisory Group (SAG) meetings, if the representative from Southwold Town Council, Councillor Will Windell, is unable to attend.

**Recommendation:**

That Southwold Town Councillor, Ian Bradbury, be able to attend as a Substitute for Southwold Town Councillor, Will Windell, at future meetings of the Stakeholder Advisory Group (SAG).

## Impact Assessment

**Governance:**

The reasons for the establishment of the SAG and Harbour Management Committee (HMC) have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. Enabling a Substitute Member to attend the SAG on behalf of Southwold Town Council will ensure that there is good representation from a wide range of stakeholders at all future SAG meetings.

**Environmental:**

The HMC must act in the best interests of the Port, which includes ensuring its long-term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

**Equalities and Diversity:**

The SAG will be able to contribute its views at all HMC meetings, on items of business on the agenda, ensuring stakeholders views are considered.

**Financial:**

The HMC is a Committee of the Cabinet. Its costs of administration, including its Working Groups and the SAG, will be absorbed by the Democratic Services/Members' budget, in the same way as any other Committee of the Council is accounted for.

**Legal:**

No impact.

**Risk:**

No impact.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts	
1.1	At a meeting of East Suffolk Council's (ESC) Cabinet which was held simultaneously with a meeting of Southwold Town Council (STC), on 2 March 2021, it was agreed by both the Cabinet and STC to establish a Harbour Management Committee (HMC) for the Southwold Harbour Lands, which would include setting up an Advisory Group.
1.2	The HMC held its first meeting on 8 July 2021, where it agreed the public notice for appointments to the Advisory Group and letter requesting nominations from the agreed organisations and stakeholder groups.
1.3	The Terms of Reference for the SAG were also agreed at the HMC meeting on 8 July 2021.
1.4	At its meeting on 23 September 2021, the HMC approved the nominated persons and established the SAG.
1.5	The SAG could be formed of a maximum of 18 persons. Following discussions with Southwold Town Council, it was felt that it would be beneficial to have a named Substitute to attend future SAG meetings, if the substantive representative was not able to attend a SAG meeting.

2 Current position	
2.1	The SAG held its first meeting on 20 January 2022. At this meeting the SAG appointed a Chairperson and Vice Chairperson, noted its terms of reference, its role in relation to the HMC and the work programme of the HMC.
2.2	<p>The SAG Terms of Reference, in paragraph 4.6 in relation to nominating a substitute, state that:</p> <p>4.6. Members may, on giving notice in writing to the chairperson and the HMC, nominate a substitute to attend the Advisory Group meetings: Provided that, no person may act as a substitute (whether on behalf of the same member or a different member) more than once in any three year period without the prior approval of the HMC.</p>

2.3	Southwold Town Council (STC) has stated that it would be beneficial if they could nominate a named substitute to attend future SAG meetings, if their substantive representative, Councillor Will Windell, is unable to attend.
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### 3 How to address current situation

3.1	STC wish to nominate STC Councillor Ian Bradbury as their named substitute representative for the SAG.
3.2	In accordance with the SAG Terms of Reference, the HMC are asked to give approval for Councillor Ian Bradbury to be the named substitute representative for Councillor Will Windell, at future SAG meetings, if required.

### 4 Reason for recommendation

4.1	Enabling a Substitute Member to attend the SAG on behalf of Southwold Town Council will ensure that there is good representation from a wide range of stakeholders at all future SAG meetings. The views of the SAG will also be fed back to the HMC to help inform their decision-making processes.
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## Appendices

### Appendices:

None.

### Background reference papers:

None.