

# Norfolk Local Access Forum

<b>Report title:</b>	<b>NLAF Annual Report</b>
<b>Date of meeting:</b>	<b>30 January 2019</b>
<b>Responsible Chief Officer:</b>	<b>Steve Miller – Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> The Norfolk Local Access Forum is required to prepare an annual report of its activities. The NLAF annual report will be submitted to Natural England as a record of the Forum's activities between April 1 2017 and 3 March 2018.	

## Executive summary

A draft of the Annual Report using the standard Natural England template was taken to the NLAF meeting in October 2018 but deemed an incomplete record of the Forum's activities. Further detail has been added and the Forum is now asked:

(i) whether the revised Annual Report brought to the current meeting is now adequate to send to Natural England (or what further is needed to make it so);

(ii) whether for next year, the nature of the information captured (and the way it is presented) could be improved to allow the Forum to promote its activities to key stakeholders in a more accessible format.

**Recommendations:** (i) that the NLAF agrees the revised version of the Annual Report of its activities between April 1 2017 and March 31 2018(ii) that the NLAF agrees how (and in what formats) it should present future records of its activities; (iii) that the NLAF agrees that production of any agreed formatted / 'glossy' Annual Report should be a function of a new joint NLAF and Pathmakers Communications Group as part of an integrated awareness-raising campaign.

## 1. Proposal (or options)

- 1.1. The Annual Report of the Forum's activities (2017/2018) has been revised (Appendix 1). The Pathmakers Annual Review (Appendix 2) could be appended to the report as further evidence of the Forum's activities.
- 1.2. The Forum needs to agree how it wishes to present future records of its activities. This could be achieved through a joint NLAF/Pathmakers Communications group operating in an integrated fashion on behalf of both organisations.

## 2. Evidence

- 2.1. Under the LAF Regulations (2007), Local Access Forums are required to produce an annual report on the discharge of their functions which shall be published by the LAF's appointing authority and sent to Natural England within 21 days of publication. This is described in the guidance on Local Access Forum's in England (2007):  
 "The report need not be over-detailed but should briefly set out the main issues and occasions on which the forum gave advice during the year and indicate the bodies to whom advice was given.  
 The report may also:
  - Review how effective the Forum was in meeting its own criteria for measuring success or effectiveness and completing its forward work programme;

- Identify the forum members and the interests they represent;
- Give information on the meetings held and the main issues discussed;
- Give information on any training events held;
- Summarise any feedback received from section 94(4) bodies;
- Identify issues which posed a particular challenge for the forum
- Address other issues relevant to the work of the forum.

Appointing authorities are encouraged to make annual reports widely available and may wish to supplement them with additional material on the authority's own work, including information on how the forum's advice has been of assistance."

### **3. Financial Implications**

3.1. None from this report

### **4. Issues, risks and innovation**

4.1. None from this report

### **5. Background**

5.1. Please see evidence

### **Officer Contact**

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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