

REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER

SUBJECT: MEMBER DEVELOPMENT – ROLE DESCRIPTIONS AND FUTURE TRAINING PROGRAMME

Purpose of report

1. To adopt a suite of Member role descriptions and person specifications, and
2. To agree a Member Development Training Plan for 2014/15.

Member Support and Development: 2014/15 Training Plan

The current Member Development Strategy and supporting Member Support and Development Programme were adopted by the Authority at its Ordinary Meeting held on the 26th June 2013. It was reported at the time that the Training Plan, which would be the final piece of the Member development “golden thread”, was yet to be finalised as not all Personal Support Plans had been received from Members, and it was hoped that the Plan would be completed in time for it to be considered by the next meeting of the Member Development Strategy Working Group.

Despite the disappointing fact that only six Personal Support Plans were received, a Training Plan was then drafted based upon the comments/needs expressed by the six Members concerned and this document (attached at Appendix 1) was agreed by the Working Group on the 18th December 2013.

Member Role Descriptions

A document was adopted by the National Park Authority in 2008, which set out a number of role descriptions and person specifications for various Member roles within the Authority. This document had not been reviewed until last year, when the role description and person specification for a Member of the Authority was adopted at an Authority meeting held on the 7th August 2013.

The remaining role descriptions were considered at the Member Development Strategy Working Group in December, when a suite of role descriptions and person specifications were agreed, and this document is attached at Appendix 2. The already adopted role description for Member of the Authority is included in the suite of documents for completeness.

Financial considerations

Training and development opportunities will be scheduled into the calendar of meetings for 2014/15 to coincide, wherever possible, when other meetings are scheduled. The financial resources for training events will be met from the Democratic Representation budget heading.

Risk considerations

The Authority has developed a strong ethos of Member development, which has been endorsed by the award of the 'basic' Charter in 2010. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

Compliance

The proposal complies with Outcome 8 of the Corporate Strategy: The Authority is recognised as meeting good practice standards in terms of governance, providing value for money and listening to the views of residents, visitors and partners.

Human Rights/Equality issues

The report can demonstrate that it takes into account the requirements and wishes of Members in delivering its Member Development Strategy and supporting training programme. A variety of formats/methods of delivery will be applied in order to ensure all Members have the opportunity to participate in the resulting programme.

Biodiversity implications/Sustainability appraisal

No implications, although a specific module in the induction and continuing development programme is targeted at the use of electronic tablets, which will reduce printing and postage costs in the longer term.

Welsh Language statement

The proposal will be delivered in accordance with the Authority's Welsh Language Policy.

RECOMMENDATIONS:

Subject to Members' comments at the meeting:

- 1. That the Member Support and Development Training Plan 2014/15 be adopted, and**

2. That the Member role descriptions and person specifications be adopted.

Background papers:

Attached as appendices

(For further information, please contact Janet Evans, Administration & Democratic Services Manager on extension 4834, or by e-mailing janete@pembrokeshirecoast.org.uk)

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APPENDIX 1

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY



MEMBER SUPPORT AND DEVELOPMENT

2014/15 TRAINING PLAN

January 2014

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Member's order of priority
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A. The work of the Authority			
A.1 Organisational structure	To understand: <ul style="list-style-type: none"> • Who does what in the Authority • Lines of communication within the Authority 	<ul style="list-style-type: none"> • Presentation by relevant officers • Organisational chart and list of key officers' contact details to be circulated to all Members who haven't had one 	2
A.2 Service delivery	To gain an increased understanding of: <ul style="list-style-type: none"> • Services provided • Scheme of delegation • National Park operations and facilities • "Origins" project 	<ul style="list-style-type: none"> • Presentations by relevant officers • Site visits to all National Park Centres • Study tours • Job shadowing 	2/3

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Member's order of priority
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B. External relations			
B.1 Links to Welsh Government, Local Authorities, Public Utilities, etc	To gain an increased understanding of: <ul style="list-style-type: none"> • The relationship between the National Park Authority and outside bodies • The external pressures on the National Park Authority and how we can influence matters 	<ul style="list-style-type: none"> • Workshop(s), seminars • Presentation by relevant officers 	1
B.2 The Member's role on outside bodies	To increase effectiveness of representation of Park interests on outside bodies	<ul style="list-style-type: none"> • Pre-meeting briefings with relevant officers • Provide feedback from meetings 	4

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Member's order of priority
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C. Policy			
C.1 Planning policy, particularly Technical Advice Notes, Supplementary Planning Guidance, etc	To keep up-to-date with policy determination and potential changes	<ul style="list-style-type: none"> • Briefings from officers • Workshops 	1
C.2 Data Protection and Freedom of Information Act	To keep up-to-date with policy and practice	Workshop by Information Commissioner's Office	1
C.3 General policy updates	To keep up-to-date with policy determination and potential changes	Workshops, with case studies	2

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Member's order of priority
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D. Personal development			
D.1 Chairing meetings	To enable meetings to function effectively	WLGA Chairing skills workshop	1
D.2 Use of the internet	To help work towards electronic agendas	Workshop	1
D.3 Giving presentations and speaking clearly	To enable more effective contribution to debate	Workshop	2
D.4 Handling information, speed reading, mind mapping	To make more effective use of time and improve contribution to debate	Workshop	3

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Member's order of priority
D.5 Use of electronic tablets	To help work towards electronic agendas	Training session with relevant officers	5

**PEMBROKESHIRE COAST NATIONAL PARK
AUTHORITY**



**MEMBER ROLE DESCRIPTIONS
2013**

December 2013

Introduction

The Pembrokeshire Coast National Park Authority is a free-standing local government body, established in accordance with the Environment Act 1995, which became fully operational on the 1st April 1996. The Authority itself is composed of eighteen Members, twelve of whom are appointed by Pembrokeshire County Council and six by the Welsh Government.

National Park Purposes

The Authority exists to conserve and enhance the natural beauty, wildlife, and cultural heritage of the National Park, and to promote opportunities for the public to enjoy and understand the special qualities of the area. A duty is also placed on the Authority to seek to foster the economic and social well-being of communities within the Park.

The role of Members

The following suite of role descriptions and person specifications has been developed in consultation with the Authority's Member Development Strategy Working Group to aid Members in the various roles that they will/might have to carry out during their term of office with the National Park Authority. The role description sets out the responsibilities and functions of the particular post, while the person specification describes the qualities and skills required of the Member in the role and can help when considering personal development.

This document includes role descriptions and person specifications for the under-mentioned roles:

Role description and person specification	Page
Member of the National Park Authority	3
Chair of the National Park Authority	11
Committee Member	15
Committee Chair	19
Member of the Standards Committee	23
Scrutiny Committee Member	27

This document was considered by the Member Development Strategy Working Group on the 18th December 2013...

...and was endorsed by the National Park Authority on the (date)

MEMBER OF THE NATIONAL PARK AUTHORITY

ROLE DESCRIPTION

1. Accountabilities

- To the full National Park Authority.
- To National Park purposes.
- To the public interest.

2. Role Purpose and Activity

(a) Representing the national interest

- To bring the national context to bear in decision making.
- To promote the profile and effectiveness of the National Park Family both through the work of your own Authority and through co-operative action with key stakeholders / partners including National Parks Wales, National Parks UK; National Parks England.
- To act as an ambassador for the NPA and wider National Park Family.

(b) Representing the National Park Authority

- To represent and be an advocate for the National Park Authority on national and outside bodies and at national events.
- To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual benefit.
- To be an advocate for the special qualities of the National Park.
- To liaise with other Members, principal authorities, officers and partner organisations to ensure that the purposes and aims of the National Park Authority are understood and supported.

(c) Representing and supporting communities

- To represent the interests of the population of the **whole area** of the National Park Authority.
- To be a channel of communication between the community and the National Park Authority particularly in regard to strategies, policies, services and procedures.
- To promote wide public understanding and enjoyment of the Park and with others to foster the economic and social well-

being of communities in the Park in the pursuit of its statutory purposes.

(d) Making decisions and overseeing National Park Authority performance

- To apply the principles and purposes of National Parks in all decision making – balancing and integrating the environmental, social and economic considerations. When there are conflicts between the two statutory purposes the first purpose (conservation) is given priority.
- To work with the Chair, Chief Executive, other Members, Officers, Stakeholders and Partners to discharge the functions of the National Park Authority and maximise the use of human and financial resources.
- To act with independent judgement using your skills, experience, local, regional and national knowledge, in the best interests of the National Park Authority.
- To collectively participate in the development of policy direction, strategic thinking and innovation within the Authority through the development of management policy and business plans.
- To approve, scrutinise and monitor the implementation of the Authority's policies, procedures and statutory functions.
- To promote and ensure efficiency and effectiveness in the provision of National Park Authority services.
- To support the principles of democracy and accept collective responsibility for the decisions of the National Park Authority and their impact on Authority Resources.

(e) Internal governance, ethical standards and relationships

- To achieve efficient, effective, transparent and accountable governance of the National Park Authority and its affairs.
- To promote and support open and transparent National Park Authority services.
- To support, and adhere to, respectful, appropriate and effective relationships with Members and Officers of the National Park Authority.
- To adhere to the Members' Code of Conduct and the highest standards of behaviour in representing the National Park Authority.
- To engage in and demonstrate the Authority's commitment to the equalities agenda and the standards published by the Welsh Language Commissioner.

(f) Personal and role development

- To take responsibility for your own personal learning and development (local and national) as part of your Personal Development Review.
- To commit to actively participating in opportunities for development provided for Members by the National Park Authority, National Parks Wales, National Parks UK & National Parks England.
- To actively participate in the Authority's Continuous Development Processes.
- To comply with any Authority approved target for attendance at meetings and training events.

3. Values

To be committed to the values of the National Park Authority and the following values in public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

MEMBER OF THE NATIONAL PARK AUTHORITY

PERSON SPECIFICATION

To fulfil his or her role as set out in the role description, an effective Member is required to:

Fulfil National Park Purposes

- Champion and represent the Authority as an effective mechanism for promoting conservation of the Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and fostering the social and economic wellbeing of local communities.
- Be an advocate for the special qualities of the National Park.
- Promote the family of National Parks and its wider partners – including National Parks Wales; National Parks UK; National Parks England; Natural Resources Wales, Natural England; DEFRA; Scottish Natural Heritage.

Fulfil the role

- Commit to involvement of typically three to four days monthly.
- Commit to attend and contribute to meetings of the Authority, its Committees and working / task groups, and raise issues of concern through the established procedures and mechanisms adopted by the Authority.
- Read and understand briefing material provided for meetings in order to be properly prepared for any debate on issues across the full range of the Authority's responsibilities (taking responsibility for seeking clarification where necessary from Lead Officers).
- Accept collective responsibility for the decisions of the NPA and the impact on Authority Resources.

Internal governance, ethical standards and relationships

- Be committed to working with other Members and Officers in the best interests of the National Park and the Authority itself.
- Comply with Standing Orders and respect the democratically determined decisions of the Authority.
- Adhere to the National Park Authority Standards framework.
- Adhere to the Members' Code of Conduct.
- Engage in and demonstrate the Authority's commitment to the equalities agenda and the standards of the Welsh Language Commissioner.
- Be accountable.
- Be objective in the decision-making process.

Personal and role development

Take responsibility for their own personal learning and development as part of their annual review, including:

- Attending appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and partner organisations.
- Attending the National Member Induction Course as early on in their role as Member as possible.
- Participating in the Authority's processes for reviewing personal development.

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The Ten General Principles of Public Life¹

Selflessness

Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

Honesty

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

Integrity and Propriety

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

Duty to Uphold the Law

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

Stewardship

In discharging their duties and responsibilities Members must ensure that their Authority's resources are used both lawfully and prudently.

Objectivity in Decision-making

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Members must make decisions on merit. While Members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

Equality and Respect

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless

¹ Adapted from the Conduct of Members (Principles) (Wales) Order 2001

of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

Openness

Members must be as open as possible about all their actions and those of their Authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

Accountability

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a Member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

Leadership

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the Authority. They must respect the impartiality and integrity of the Authority's statutory officers and its other employees.

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NATIONAL PARK AUTHORITY CHAIR

ROLE DESCRIPTION

1. Accountabilities

- To the full National Park Authority.
- To National Park purposes.
- To the relevant Minister through half-yearly meetings with the Welsh Government, or as necessary.
- To the public interest.

2. Role Purpose and Activity

(a) Acting as a symbol of the Authority's democratic role

- To champion the purposes of the National Park and provide dynamic and effective strategic leadership in partnership with Members and the Chief Executive in the achievement of the Authority's statutory purposes, aims and vision, and relevant targets.
- To monitor performance and offer guidance and support to Members to ensure that the good public standing of the Authority is upheld.
- To represent the Authority in its relations with key stakeholders and communities.
- To represent the Authority's views as necessary to the press and media, and play an ambassadorial role in promoting positive relationships with external parties and organisations.
- To foster the working relationship with all other UK National Parks and promote the interests of National Park Authorities through National Parks Wales, National Parks UK and Europarc.

(b) Chairing Authority meetings

- To chair meetings of the Authority, ensure that Standing Orders and good practice is complied with at all meetings, and promote and support open and transparent government.
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.

(c) Upholding and promoting the Authority's Terms of Reference and Scheme of Delegation

- To work with Members and the Chief Executive to ensure that the Authority's actions, decisions and use of resources are consistent with the purposes of designation and the legal responsibilities of the Authority.

(d) Internal governance, ethical standards and relationships

- To promote the professional and personal development of Members to enable them to carry out their role effectively, working within the Authority's Performance Management Framework to assess Members' performance as appropriate and report to the appointing authorities as required.
- To develop and maintain an effective working relationship with the Chief Executive, providing support and guidance as necessary and facilitating communication and joint working between Members and officers.
- To monitor the welfare and performance of the Chief Executive and ensure that there is an effective appraisal and development process in place.
- To act as a link between the Authority, the relevant Minister of the Welsh Government and National Park Authorities; to report, liaise and represent the Authority to government and work with other National Park Authorities to influence national and regional policy.

(e) Work Programming

- To ensure that processes are in place to comply with internal and external governance and audit requirements, and to confirm this by signing the annual Statement for Internal Control.

3. Values

To be committed to the aims and values of the National Park Authority and the following values of public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

Role of Deputy Chair

- To fulfil the duties of the Chair in his or her absence.
- To assist the Chair in specific duties as required.

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NATIONAL PARK AUTHORITY CHAIR

PERSON SPECIFICATION

In addition to the requirements set out in the Member's person specification, to fulfil his or her role as set out in the role description, an effective Authority Chair is required to:

Provide leadership and direction to the Authority

- An understanding of the Authority's role, and ensuring that stakeholders are aware of that role
- Knowledge of the National Park's strengths, weaknesses and key issues.
- An understanding of the relationship between national and local policies.
- A good strategic awareness of issues facing the Authority.
- A good understanding of the Authority's strategies, policies and operations.
- A good understanding of the Code of Conduct for Members.
- An ability to provide strong leadership to the Authority.
- The ability to appraise, guide and mentor Authority Members.

Represent and act as ambassador for the Authority

- High level communication skills to communicate to the media, local community and wider audience.

Manage and lead the work of the Authority and Chairing meetings of the Authority

- Skills to Chair meetings, including encouraging participation from all Members.
- Knowledge and understanding of national policy objectives.
- An overview of the work being carried out by Officers.
- The ability to facilitate balanced debate and to promote consensus.

Work with Officers to lead the Authority

- An understanding of the roles and responsibilities of the Chief Executive and other Officers.

Appropriate training will be offered to enable a Member to fulfil their role as Chair of the National Park Authority effectively.

COMMITTEE MEMBER

ROLE DESCRIPTION

1. Accountabilities

- To the full National Park Authority.
- To National Park purposes.
- To the Chair of the Committee.

2. Role Purpose and Activity

(a) Understanding the nature of the Committee and the decision-making process

- To understand the Terms of Reference of the Committee and its relationship with the Authority and other Committees/Sub-Committees, etc.
- To develop relevant knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.

(b) Participating in meetings and making decisions

- To participate effectively in meetings of the Committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision-making.
- To make informed and balanced decisions, within the Terms of Reference of the Committee, which accord with legal, constitutional and policy requirements.

(c) Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements.
- To promote and support good governance by the Authority.
- To understand the respective roles of Members, officers and external parties operating within the Committee's area of responsibility.

3. Values

To be committed to the values of the National Park Authority and the following values in public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

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COMMITTEE MEMBER

PERSON SPECIFICATION

In addition to the requirements set out in the Member's person specification, to fulfil his or her role as set out in the role description, an effective Committee Member is required to:

Understand the nature of the Committee and the decision-making process

- Integrity and the ability to set aside one's own views and act impartially.
- Understand and appreciate the regulatory framework.

Participate in meetings and making decisions

- Be able to listen and to consider and respect the views of other contributors.
- Have good communication skills.
- Have good advocacy skills.

Internal governance, ethical standards and relationships

- Have a knowledge and understanding of the Members' Code of Conduct and other protocols.
- Have a knowledge of, and commitment to, the purposes of the National Park Authority.

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COMMITTEE CHAIR

ROLE DESCRIPTION

1. Accountabilities

- To the full National Park Authority.
- To National Park purposes.
- To the relevant Welsh Government Minister, as appropriate.
- To the public.

2. Role Purpose and Activity

(a) Providing leadership and direction in the work of the Committee

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- To delegate actions to sub-Committees as appropriate.

(b) Promoting the role of the Committee

- To act as an ambassador for the Committee, facilitating understanding of the role.
- To act within the technical legal and procedural requirements to oversee the functions of the Committee fairly and correctly.
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual reports before the Committee.

(c) Internal governance, ethical standards and relationships

- To develop the standing and integrity of the Committee and its decision making.
- To understand the respective roles of Members, officers and external parties operating within the Committee's area of responsibility.
- To promote and support good governance by the Authority.

(d) Effective meeting management

- To ensure the conduct of the meeting is in accordance with Standing Orders, and applies the agreed values of the Authority.

- To ensure agendas contain clear objectives and outcomes for the meeting.
- To ensure that the necessary preparation is done beforehand.
- To ensure that all participants have an opportunity to make an appropriate contribution.
- To report on progress against the work programme to the Authority.

3. Values

To be committed to the values of the National Park Authority and the following values in public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

Role of Deputy Chair

- To fulfil the duties of the Chair in his or her absence.
- To assist the Chair in specific duties as required.

COMMITTEE CHAIR

PERSON SPECIFICATION

In addition to the requirements set out in the Member's person specification, to fulfil his or her role as set out in the role description, an effective Committee Chair is required to:

Provide leadership and direction in the work of the Committee

- Understanding of the Committee's role and ensuring that stakeholders are aware of that role.
- A good understanding of Standing Orders and other protocols, and the ability to conduct meetings in an efficient and effective manner.
- Good communication skills.
- The ability to facilitate balanced debate and to promote consensus.
- An ability to manage the work of the Committee.
- An ability to support and develop necessary skills in fellow members of the Committee.

Promote the role of the Committee

- Understanding and appreciation of the regulatory framework.
- An ability to inspire and enthuse Members for the work of the Committee.
- Integrity and the ability to set aside his/her own views and act impartially.

Internal governance, ethical standards and relationships

- Knowledge and understanding of the Members' Code of Conduct and other protocols.
- Knowledge of, and commitment to, the purposes of the National Park Authority.

Appropriate training will be offered to enable a Member to fulfil their role as Chair of a Committee effectively.

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STANDARDS COMMITTEE MEMBER

ROLE DESCRIPTION

1. Accountabilities

- To the full National Park Authority.
- To the Chair of the Standards Committee.

2. Role Purpose and Activity

(a) Understanding the nature of the Standards Committee and effectively fulfilling its functions by:

- Promoting and maintaining high standards of conduct by Members of the Authority.
- Advising the Authority on the adoption or revision of the Members' Code of Conduct.
- Monitoring the operation of the Members' Code of Conduct.
- Advising, training or arranging to train Members of the Authority on matters relating to the Members' Code of Conduct.
- Considering requests for dispensations by Members of the Authority.
- Considering any reports relating to Members referred to the Committee by the Monitoring Officer, Public Services Ombudsman for Wales and/or the Adjudication Panel for Wales and taking the appropriate action as set out in the Committee's Terms of Reference.
- Developing relevant knowledge to contribute fairly and correctly to the function of the Committee.
- Being thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee
- Monitoring the Authority's complaints procedure.

(b) Participating in meetings and making decisions

- To participate effectively in meetings of the Standards Committee.
- To make informed and balanced decisions, within the Terms of Reference of the Committee, which accord with legal, constitutional and policy requirements.

(c) Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements.
- To promote and support good governance by the Authority.
- To understand the respective roles of Members, officers and external parties operating within the Standards Committee's area of responsibility.

3. Values

To be committed to the values of the Authority and the following values in public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

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STANDARDS COMMITTEE MEMBER

PERSON SPECIFICATION

In addition to the requirements set out in the Member's person specification, to fulfil his or her role as set out in the role description, an effective Standards Committee Member is required to:

Provide leadership and direction in the work of the Committee

- Understanding of the Committee's role and ensuring that stakeholders are aware of that role.
- A good understanding of Standing Orders and other protocols, and the ability to conduct meetings in an efficient and effective manner.
- Good communication skills.
- The ability to facilitate balanced debate and to promote consensus.
- An ability to manage the work of the Committee.
- An ability to support and develop necessary skills in fellow members of the Committee.

Promoting the role of the Committee

- Understanding and appreciation of the regulatory framework.
- An ability to inspire and enthuse Members for the work of the Committee.
- Integrity and the ability to set aside his/her own views and act impartially.

Internal governance, ethical standards and relationships

- Knowledge and understanding of the Members' Code of Conduct and other protocols.
- Knowledge of, and commitment to, the purposes of the National Park Authority.

Appropriate training will be offered to enable a Member to fulfil their role as Chair of a Committee effectively.

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SCRUTINY COMMITTEE MEMBER

ROLE DESCRIPTION

1. Accountabilities

- To the Chair of the Scrutiny Committee.
- To the National Park Authority.
- To the public interest.

2. Role Purpose and Activity

(a) Meeting participation

- To participate fully in the activities of the Scrutiny Committee, the development and delivery of its work programme and any associated Task and Finish Groups.
- To make adequate and appropriate preparation for meetings through research and briefings.
- To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements.

(b) Promoting the work of Scrutiny

- To promote the role of scrutiny within and outside the Authority, developing effective internal and external relationships.
- To demonstrate an objective and evidence-based approach to scrutiny.
- To add value to the decision making and service provision of the Authority through effective scrutiny.

(c) Reviewing and developing policy

- To assist in the creation, development, improvement and refinement of Authority policy.
- To review policies on a sound basis of evidence, for example against legislation or local political priority.
- To assess impact of existing policy.
- To contribute to the identification and mitigation of risk.

(d) Community engagement

- To help the Authority build understanding and ownership of the scrutiny function within the community.
- To promote the full involvement of external stakeholders, for example service users, expert witnesses and partners, in scrutiny.

3. Values

To be committed to the aims and values of the Authority and the following values of public office:

- Openness and transparency.
- Honesty and integrity.
- Tolerance and respect.
- Equality and fairness.
- Appreciation of cultural differences.
- Sustainability.

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SCRUTINY COMMITTEE MEMBER

PERSON SPECIFICATION

In addition to the requirements set out in the Member's person specification, to fulfil his or her role as set out in the role description, an effective Scrutiny Committee Member is required to:

Participate fully in the activities of the scrutiny function

- A full understanding of the scrutiny remit and role, and Terms of Reference for their own Committee and others.
- An understanding of Member support functions.
- A willingness to work within the guidance of the Chair.
- An ability to negotiate and build consensus.
- An ability to act objectively and on the basis of evidence.
- A willingness to undertake training as necessary.

Review and develop policy

- A knowledge of, and ability to evaluate, existing policy.
- An understanding of best practice.
- An understanding of national and local legislative and policy context.

Community engagement

- An ability to work effectively with all members of the community and build understanding and ownership of scrutiny.

Meeting participation

- An ability to interpret information and data from a range of sources.
- An understanding and application of meeting protocols, Code of Conduct, Standing Orders and other constitutional requirements.
- An ability to listen and question effectively.
- A willingness to participate fully.