

Information for Applicants

Independent Member of the Policy & Resources Committee

1. Introduction

The South Downs National Park Authority came into being on 1 April 2010. Its statutory purposes are to conserve and enhance the natural beauty, wildlife and cultural heritage of the South Downs National Park, and to promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public. Working in Partnership with the other Local Authorities and other organisations, it is also the duty of the Authority to seek to foster the economic and social well-being of the local communities within the Park.

The Authority is a public body, funded by government, and comprises 27 Members – 7 national members appointed by the Secretary of State, through an open recruitment process, 6 Parish Council representatives nominated by the Parish Councils in the National Park Area, and 14 local Authority nominees drawn from the 15 Local Authorities covering the National Park area. The Authority operates two formal Committees to support the delivery of its work and is seeking an independent member to fill a vacancy that has arisen on its Policy & Resources Committee.

2. Role of the Policy & Resources Committee

- 2.1 The role of the Policy & Resources Committee includes ensuring good governance of the Authority by overseeing and reviewing its arrangements for audit, financial control and risk management.
- 2.2 The Policy & Resources Committee has the following specific functions:
 - a. Meeting the requirements of the Accounts and Audit Regulations 2011 in respect of conducting an annual review of the effectiveness of the system of internal control and internal audit, reviewing the outcome of the annual review of governance arrangements and approving the Annual Governance Statement, and considering and approving the Authority's annual Statement of Accounts.
 - b. Providing assurance as to the adequacy of arrangements for the prevention and detection of fraud and corruption.
 - c. Agreeing the Internal Audit Plan and the External Auditors Annual Audit Plan, and receive progress and other relevant reports.
 - d. Monitoring and reviewing the performance, including financial performance, of the Authority in the context of its business delivery and the management and maintenance of the Authority's assets in accordance with the Authority's agreed budget, Corporate Plan and other approved plans.
- 2.3 Independent Members¹ assist in promoting public confidence in the work of the Policy & Resources Committee and in ensuring impartiality. They add value to the Committee's work by bringing their wider experience to bear in the Committee's deliberations.

3. Skills and Competencies of Independent Members

- 3.1 The Independent Member will have:
 - a. A wish to serve the local community and uphold local democracy.
 - b. High standards of personal integrity.
 - c. The ability to be objective, independent and impartial.
 - d. Ability to provide constructive challenge.
 - e. Questioning skills.
 - f. Leadership qualities, particularly in respect of exercising sound judgement.
 - g. Experience working in a medium/large organisation at a senior level or other experience which would give similar benefits.

¹ The Independent Member is, in legal terms, a non-voting Co-opted Member of the Policy & Resources Committee.

- h. Financial management experience (accountancy, audit or management of a large budget).
- i. Some knowledge of public finance.
- j. Knowledge of corporate governance arrangements in either public or private sectors
- k. Knowledge of risk management

3.2 The Independent Member will:

- a. Be a person in whose impartiality and integrity, the public can have confidence.
- b. Understand and comply with confidentiality requirements.
- c. Have a demonstrable interest in local issues.
- d. Be a good communicator.
- e. Be able to demonstrate they are free from influence of party politics when undertaking this role.

4. Requirements of the Role

- 4.1 The successful candidate(s) will be appointed to the Policy & Resources Committee to serve alongside Members of the Authority and to work/contribute to the Committee. The appointment will be for a period of four years. The appointment may be terminated earlier where it is deemed, in the absolute discretion of the Authority, that the role holder has conducted him/herself in a way which is a breach of the Authority's Members' Code of Conduct.
- 4.2 There will normally be up to six scheduled meetings of the Committee in any year. In addition to this, there may be opportunities to serve on Task and Finish groups, undertaking in-depth investigation into specific topics agreed by the Committee .
- 4.3 Independent Members are expected to sign an undertaking to comply with the Authority's Members' Code of Conduct and disclose their interests in the Register of Members' Interests maintained by the Monitoring Officer, in the same way as Members of the Authority. Complaints about the conduct of Independent Members shall be treated in the same way as that of other Members.

5. Allowance and Expenses

5.1 No allowance is payable for this role.

5.2 Travelling expenses will be payable at the following rates:

- Car allowance: 45p per mile first 10,000 miles, 25p per mile thereafter
- Bicycle allowance: 20p per mile
- Motor cycle allowance: 24p per mile
- Passenger supplement: 5p per mile per passenger

6. Induction and Training

6.1 Suitable induction and training will be provided on the role of the Committee.

7. Recruitment Procedure

7.1 Applications shall be submitted in accordance with the instructions in the application form, to be received no later than the 8 May 2018. Please note that, in completing the application form, candidates should give evidence of the experience they have of applying the skills and competencies set out in section 3 above.

7.2 A shortlisting process will be undertaken, and applicants invited for interview will be notified in writing by 22 May 2018.

7.3 Shortlisted candidates will be interviewed by a panel of Members of the Authority, advised by the Authority's Monitoring Office, between the 29 May and 6 June 2018. The interview panel will then select two candidates to be recommended to the Authority for appointment. The appointment will be made by the Authority on 3 July 2018.

7.4 All candidates interviewed will be notified as soon as possible after interview as to whether or not they are being recommended for appointment.

8. Further Information

8.1 It is hoped that the information set out in this note answers most of the questions that potential applicants may have about the role. For further information, you may find the following websites of interest:

South Downs National Park Authority – <http://www.southdowns.gov.uk>

Department of Environment, Food and Rural Affairs (National Parks section) <http://defra.gov.uk/rural/national-parks/index.htm>

8.2 For an informal discussion about the role, please contact the Authority's Monitoring Officer, Louise Read louise.read@hants.gov.uk tel: 01962 847947.