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# **Brecon Beacons National Park Authority**

## **Member Role Descriptions and Person Specifications**

**Approved: 22 May 2008**  
**Role of PAROW Chair – approved Oct 09**

## **Background**

This is a set of generic role descriptions and person specifications for members serving on National Park Authorities. They are applicable to all three Authorities in Wales and have been developed as suggested frameworks, with the intention that they will be amended locally before adoption.

The role descriptions set out the responsibilities and functions of the role of the member. The person specifications describe the qualities and skills required of the member in the role and can help when considering personal development.

The set covers the following roles:

- Chair and Deputy Chair of the Authority
- Member of the Authority
- Chair of an Authority Committee
- Chair of Planning, Access & Rights of Way Committee
- Chair of Audit and Scrutiny Committee

The role descriptions and person specifications have been developed with regard to, and in a similar format to, an original set developed for use in unitary authorities. This is firstly in recognition of the similarities in role requirements and personal attributes between all Welsh authorities and secondly, so that members will already be familiar with the approach.

## **National Park Authority Chair Role Description**

### **1. Accountabilities**

- To the full National Park Authority.
- To the relevant Minister through half-yearly meetings with the Welsh Assembly Government.
- To the public.

### **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 UKANPA 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.
- To delegate actions to committees and/or sub committees as appropriate.

#### **(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 adhere to the Members' Code of Conduct and promote the highest standards of behaviour in public office.
- 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 support, and adhere to respectful, appropriate and effective relationships with employees of the National Park Authority.
- To act as a link between the Authority, the relevant Minister of the Welsh Assembly 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 difference
  - Sustainability.

### **Role of Vice/Deputy Chair**

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

## **National Park Authority Member Role Description**

### **1. Accountabilities**

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

### **2. Role Purpose and Activity**

#### **(a) Representing the national interest**

- To apply the principles and purposes of National Parks to all decision making.
- To bring the national context to bear in decision making.
- To be an advocate for the National Park Authority and its purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area.

#### **(b) Representing and supporting communities**

- To represent the interests of the population of the whole area of the National Park Authority.
- To liaise with other members, principal authorities, officers and partner organisations to ensure that the needs of the National Park Authority are identified, understood and supported.
- To be a channel of communication to the community on National Park Authority strategies, policies, services and procedures, promoting 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.
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#### **(c) Making decisions and overseeing National Park Authority performance**

- To participate in National Park Authority meetings, reaching and making informed and balanced decisions, and overseeing performance.
- To participate in informed and balanced decision making when appointed to National Park Authority committees and panels.
- To support the principles of democracy and collective responsibility in decision-making.
- To promote and ensure efficiency and effectiveness in the provision of National Park Authority services.

#### **(d) Representing the National Park Authority (subject to appointment)**

- To represent the National Park Authority on outside bodies.

- To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual gain.
- To represent and be an advocate for the National Park Authority on national bodies and at national events.

**(e) Internal governance, ethical standards and relationships**

- To promote and support good 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 employees 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.

**(f) Personal and role development**

- To participate in opportunities for development provided for members by the National Park 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 difference
  - Sustainability.

## **Chair of a National Park Committee Role Description**

**(This is intended to act as a framework role description to be adopted for Chairs of other committees)**

### **1. Accountabilities**

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

### **2. Role and Purpose of Activity**

#### **(a) Provide 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.
- To support, and adhere to respectful, appropriate and effective relationships with employees 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

#### **(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 difference
  - Sustainability.

### **Vice-Chair**

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

## **Person Specification for Chair of National Park Authority**

**To fulfil his or her role as laid out in the role description, an effective Chair requires:**

### Fulfilling National Park Purposes

- The ability to 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.

### Providing 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.

### Representing and acting as ambassador for the Authority

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

### Managing and leading 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.

### Working 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.

## **Person Specification for Members of National Park Authorities**

**To fulfil his or her role as set out in the role description, an effective Member requires:**

### Fulfilling National Park Purposes

- The ability to 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.

### Fulfilling the role

- Involvement for typically three or four days per month.
- Attendance and contribution to meetings of the Authority, its committees and the working groups, and raising issues of concern through the established procedures and mechanisms adopted by the Authority.
- Reading and understanding, and the responsibility to seek clarification where necessary from Lead Officers, of briefing material provided for meetings so that you will be properly prepared for any debate on issues across the full range of the Authority's responsibilities.

### Internal governance, ethical standards and relationships

- A commitment to working in the best interests of the National Park and the Authority itself.
- Compliance with Standing Orders and respect for the democratically determined decisions of the Authority.
- Adherence to the Standards of Conduct, Accountability and Openness of the National Park Authority.

### Personal and role development

- Attendance at appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and partner organisations.

## **Chair of National Park Committee Person Specification**

**(This is intended to act as a framework person specification to be adopted for Chairs of other Committees)**

**To fulfil his or her role as set out in the role description, an effective Committee Chair requires:**

### Fulfilling National Park Purposes

- The ability to champion and represent the Committee 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.

### Providing 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.
- Knowledge and understanding of Standing Orders, together with the Members' Code of Conduct and other protocols, and the ability to champion them.

### 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.

## **Chairman of Audit and Scrutiny Committee**

### **Role Description**

#### **Accountabilities**

- To the Audit & Scrutiny Committee
- To the full National Park Authority
- To the public and customers of the National Park Authority

#### **Role Purpose**

1. Audit: to support the Authority and the Chief Executive (as National Park Officer) in their responsibilities for risk control and governance by reviewing the comprehensiveness of internal and external control assurance. Reviewing the reliability and integrity of these assurances to ensure they are “fit for purpose” and will deliver the business priorities.
2. Scrutiny: to ensure the Committee examines the work of the Authority, its structures, procedures and systems. To check progress in meeting agreed targets and objectives in an efficient and effective way that delivers value for money whilst keeping the citizen at the centre. To learn from experience and drive future performance.

#### **Key Functions**

- To work with the Chief Executive and lead officer to set agendas with clear objectives and outcomes for the meeting, and check the draft minutes of these meetings before submitting for approval
- To ensure reports and recommendations arising from the Statement of Internal Control come to the Committee on a timely basis and that progress towards the Strategic Grant Letter is monitored and reported.
- To chair the Committee in an open and inclusive manner and to actively involve Officers and external bodies in presenting and answering to the Committee
- To manage the business at meetings, ensuring that meeting objectives are achieved and that the Code of Conduct, standing orders, public speaking and other constitutional and organisational requirements are adhered to and promoted;
- To lead the Scrutiny function by carrying out reviews or examinations of any area of work nominated by Authority Members and decide upon the key lines of enquiry, methodology and timetable for such.

- Seek reports from and/or directly meet with Officers (or other key contacts) who are actively involved with a particular project or area of work to inform the work of the Committee
- In conjunction with the Chief Executive, report on the results of such reviews to the Authority, together with any recommendations, conclusions or observations the Committee deems necessary, and to require a response
- Assist in directing the work and reviewing the outcome of Internal Audit and other review mechanisms
- To monitor progress on actions agreed by the Authority as a result of Committee recommendations
- To ensure that the action tracking system is being actively managed and updated
- To review the effectiveness of the Committee annually by means of self evaluation – to include holding Personal Development Interviews (PDIs) for all members of the committee on an annual basis

## **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 difference
- Sustainability

## **Role of Deputy Chairman**

- To fulfill the duties of the Chairman in his/her absence
- To assist the Chairman in specific duties as required

## **Role Description for the Chairman of Planning, Access and Rights of Way Committee**

### **4. Accountabilities**

- To the full National Park Authority.
- To the public.
- To PAROW

### **5. Role and Purpose of Activity**

#### **(a) Provide leadership and direction in the work of the Committee**

- To chair PAROW meetings and 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 provide leadership in enhancing the performance of the committee and that of the services which report to it

#### **(b) Promoting the role of the Committee**

- To act as an ambassador for the Committee, facilitating understanding of the role, to include reporting on planning performance as required to the Minister
- To ensure that the PAROW Committee exercises the Authority's powers and duties in relation to all Development Control and Access and Rights of Way matters arising from all current and extant planning legislation, except where these powers are delegated to officers
- To ensure that the PAROW Committee effectively advises the Authority in the discharge of its powers and duties in relation to Development Plans
- 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 PAROW 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 PAROW Committee and its decision making.
- To understand the respective roles of members, officers and external parties operating within the PAROW Committee's area of responsibility.
- To promote and support good governance by the Authority.
- To support, and adhere to respectful, appropriate and effective relationships with employees 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 carry out Personal Development Interviews as needed for members of the Committee (to be shared with the Chairman of the Authority)
- To discuss any relevant performance issues with the Chief Executive before he carries out Performance Management Reviews with the Director of Planning

**(d) Effective meeting management**

- To manage the business at meetings, ensuring that meeting objectives are achieved and that the Code of Conduct, standing orders, public speaking and other constitutional and organisational requirements are adhered to and promoted;
- To work with the Chief Executive and lead officer(s) to set agendas with clear objectives and outcomes for the meeting, and approve the draft minutes of these meetings before submitting for approval by the Committee
- To ensure that the necessary preparation is done beforehand, to include a briefing meeting with the relevant planning officers.
- To ensure that all participants have an opportunity to make an appropriate contribution.
- To chair site visits and subsequent meetings as agreed by the PAROW Committee
- To report on progress against the work programme to the Authority.
- Report to the National Park Authority when required, to include specialist reports on performance for the Audit and Scrutiny Authority
- To review the effectiveness of the Committee annually by means of self evaluation – to include holding Personal Development Interviews (PDIs) as above

**6. 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 difference
  - Sustainability.

**Vice-Chair**

- To fulfil the duties of the Chair in his or her absence at meetings or on outside bodies.
- To assist the Chair in specific duties as required.
- To participate in performance reviews and briefing meetings

# **Brecon Beacons National Park Authority**

## **Role Description for Members representing the Authority on outside bodies**

### **1. Accountabilities**

- To the Authority (who makes the appointment)
- To the outside body

### **2. Role Purpose and Activity**

- To give the Authority's perspective and promote National Park purposes
- To facilitate communication between the organisations
- To promote opportunities for joint working and fostering positive relationships
- To identify opportunities for external funding
- To promote opportunities for reciprocal training events for members and officers

### **3. Governance, Ethical Standards and Relationships**

- In respect of any body which does not have a code relating to the conduct of its members you must observe the Authority's Code of Conduct and the highest standards of behaviour when acting for that body.
- Members may also be subject to local protocols of the organisation to which they are appointed
- The Authority will appoint members to outside bodies at each Annual Meeting of the Authority, subject to a review of effectiveness of the role and the partnership
- Members should seek further guidance from the Authority's *Protocol for Members appointed to Outside Bodies* in relation to confidentiality, declarations of interest and conflicts of interest

### **4. Reporting back**

- Members should advise Democratic Services of the frequency and dates of meetings and whether they will attend each meeting, so that a substitute may be appointed if appropriate
- Members are required to report back to the Authority via one or more of the following methods:
  - Submitting a written report to Democratic Services (using the form available on the Members Portal)
  - Making a verbal report at the next Authority meeting at the appropriate point on the agenda

- Uploading a written report to the Members' Portal (either directly or by asking Democratic Services to do this)
- Advising relevant officers of any actions necessary from external meetings attended
- A review of effectiveness of the role and the partnership is required before each Annual Meeting of the Authority

## **5. Attendance and Allowances**

- Members are able to claim allowances in line with the Authority's Scheme of Members Allowances (*subject to advance notice of scheduled meetings and submission of a report of the meeting as set out in 4 above*)

## **6. 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 difference
- Sustainability.