

THE REVIEW AND REFRESH OF THE ROLE PROFILE / JOB DESCRIPTION FOR BOARD MEMBERS

Summary: To provide an updated role profile / job description for all Board Members.

Recommendation: The Executive Committee recommends the updated Board member role profile for adoption by the Board.

Office Ref: Martin Lane, Director

General Update

1. The Board adopted a standard job description for all Board Members in 2012. It is published and available on the Board's website and an electronic link is sent to all new Board Members when they are appointed.
2. The Board agreed to have one standard job description / role profile for all Board members, irrespective of whether they are Parish Council, Local Authority or Secretary of State Appointees. Details of various aspects of the role of Board members are provided in the Board's Constitution, however prior to 2012 there was not a standard job description/ profile.
3. In general the Local Authority appointees don't receive a role profile from their Local Authority when appointments are made to the Board. The Parish Councils receive the role profile as part of the background material when nominations are invited for new Board members. Defra issues a set of terms and conditions for new Secretary of State appointees, which are signed by the appointee. Those terms and conditions largely dovetail with the Board's role profile, although as might be expected Defra goes into more detail in some areas and less in others. Adopting the standard Defra approach or paperwork would not be appropriate for all Board Members.
4. The Chairman, Vice-Chair and Director have reviewed and refreshed the agreed job description and it was considered by the Executive Committee at its Meeting on the 28th May 2019.
5. A revised role profile is attached at **Appendix 'A'**, with the main changes highlighted in red text.

Supporting Paper(s):

Appendix 'A' - Revised role profile for Cotswolds Conservation Board Members.