

3 April 2017

Mr G Chip
Chief Executive
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ

Dear Mr Chip

Lee Valley Regional Park Act 1966 – Appointment of Members

Under the provisions of Section 2(4)(a) of the Local Government Reorganisation (Miscellaneous Provision) Order (S.I. 1986 No. 1) which further amended Section 5 of the Lee Valley Regional Park Act 1966, the two members (Cllrs Mary Sartin and Syd Stavrou) of your Council currently appointed to the Park Authority will cease to hold office on 30 June 2017.

It will be necessary for your Council to appoint two Members to serve on the Park Authority for a term of four years with effect from 1 July 2017. Section 8 (1) of the Park Act also allows for the appointment of Deputies to act for any Member in instances when they cannot attend.

In order to assist you with the appointment process please find enclosed a Park Authority Member Job Description. Our website, www.leevalleypark.org.uk, will also provide you with an insight into the Park Authority.

We would be grateful if you could let us have the name and contact details of your new representatives (together with the name and address of any Deputies, if appointed) by 23 June 2017. Appointments must be formally notified in writing to the Authority before the Member can formally attend meetings of the Authority.

The new representatives' first meeting will be the Annual General Meeting on Thursday 6 July 2017 at 2.00pm at Myddelton House, Enfield, Middlesex.

Members of the Park Authority meet through a series of committees and full Authority meetings which are generally held on a Thursday during the day. These meetings are open to the public for non-confidential items.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Sandra Bertschin
Committee & Members Services Manager
Direct Dial: 01992 709806



Copy to: Leader of the Council - Cllr Chris Whitehead
Head of Democratic Services

Member Job Description

Vision for the Lee Valley Regional Park 2010-20

A world class leisure destination.

The Authority's Mission

The Lee Valley Regional Park Authority will, through a range of private and public partnerships, lead the delivery of a world class leisure destination, whilst maximising value for money for the taxpayers of London, Essex and Herts.

Purpose of the role

The overall purpose of the Chairman and Members is to ensure the efficient, effective and accountable governance of the Authority and to provide leadership and direction for the organisation as a whole. The primary purpose of the role of the Member is to work with the Chairman, Chief Executive and other Members to discharge the functions of the Authority and to steer and champion the management of the Authority so that it delivers benefits to the taxpayers of London, Essex and Herts.

The Authority can only achieve its aims effectively if the decisions it takes balance local and regional needs across the regional park as a whole, take full account of the statutory purpose of the Authority and lead to realistic actions. As a Member of the Authority you will be expected to tackle a wide range of demanding responsibilities, balancing national policies, service requirements and local expectations.

Objectives of the role

- Use your skills, experience, local, regional and national knowledge for the benefit of the Authority;
- Act with independent and objective judgement;
- To participate collectively in the development of policy direction, strategic thinking and innovation within the Authority, through the development of management policy, business plans and participation in the activities of the Authority's committee structure;
- To scrutinise objectively the workings and policies of the Authority;
- Be committed to working in the best interests of the Authority;
- Influence the Authority to help it come to informed and balanced decisions;
- Seek clarification of policy and action proposals if appropriate;
- Challenge proposals that exceed or go against the statutory purposes of the Authority;
- Accept collective responsibility for the decisions of the Authority;
- Approve and monitor programmes to implement the Authority's policies;

- Be an ambassador for the Authority promoting its activities and ambition in your own borough and beyond.

Key functions of the role

- Attend and contribute to regular meetings of the Authority, and where appointed to, its committees and task & finish groups and raise issues of concern through the established procedures and mechanisms adopted by the Authority;
- Read, understand and seek clarification where necessary of briefing material provided for meetings so that you will be properly prepared for any debate on various issues;
- Champion and represent the Authority, increasing public understanding and enjoyment of its special qualities;
- Attend briefing sessions and events arranged by the Authority.

General information on the role

- Meetings are usually held on the third Thursday per month during the day – it is aimed to hold all necessary meetings on the same day. The day can be rather long but we believe it is best to make the most of Members time, especially as some Members have to travel some distance, so having all meetings on one day allows diaries to be planned.
- Task & Finish Groups/Panels sometimes meet out of this time but only if necessary and relevant Members are consulted before the meeting date and time is set.
- Appointments to committees, panels and task & finish groups are made by the full Authority at the Annual General Meeting which is held in July. Appointments are also made during the year when vacancies arise. The Authority tries where possible to adhere to the political makeup of the Authority when appointing to committees etc.
- The period of office lasts for 4 years, all members starting and ending at the same time – current term of office is 1 July 2013 to 30 June 2017. The next term of office will commence on 1 July 2017 to 30 June 2021. Membership ceases immediately on resignation or if a Member ceases to be an elected member of their council.
- All meetings are held at Myddelton House, Bulls Cross, Enfield, Middlesex, unless otherwise agreed. The meetings of the Authority are regulated by Standing Orders agreed by the Authority and a copy is given to every Member of the Authority.
- Members of the Authority need to claim from their own council for any expenses (travel and subsistence) incurred in attending meetings.