

30 April 2021

Mr A Blake-Herbert
London Borough of Havering
Town Hall
Main Road
Romford
RM1 3BD

Dear Mr Blake-Herbert

Lee Valley Regional Park Act 1966 – Appointment of Members

In accordance with the provisions of Section 2(4)(a) of the Local Government Reorganisation (Miscellaneous Provision) Order 1986 (S.I. 1986 No. 1), it is now necessary for eight Members to be appointed to the Lee Valley Regional Park Authority by the non-riparian councils for a term of four years from 1 July 2021. Non-riparian councils are defined in Section 2(4)(c) of the Order as London councils other than the councils of the boroughs of Enfield, Hackney, Haringey, Newham, Tower Hamlets and Waltham Forest.

All non-riparian Members currently appointed to the Park Authority will cease to hold office on 30 June 2021.

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.

The decision as to which non-riparian councils are represented on the Park Authority is made by London Councils. Your council's nomination should be made directly to Alan Edwards, Governance Manager, London Councils, 59½ Southwark Street, London, SE1 OAL, email Alan.e@londoncouncils.gov.uk, phone 020 7934 9911, by 1 June 2021 with a copy to Sandra Bertschin at the Park Authority, email committee@leevalleypark.org.uk, phone 01992 709806.

The new representatives' first meeting will be the Annual General Meeting on Thursday 8 July 2021 at 2.00pm at Lee Valley White Water Centre. 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 faithfully



Sandra Bertschin
Committee & Members Services Manager

Member Job Description

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 2017 to 30 June 2021. The next term of office will commence on 1 July 2021 to 30 June 2025. Membership ceases immediately on resignation or if a Member ceases to be an elected member of their council.
- 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.