

Dartmoor National Park Authority



Guidance Notes for Appointment of Parish Members

Dartmoor National Park was designated on 30 October 1951 and covers an area of 954 square kilometres (368 square miles) the largest area of open countryside in the South of England. Almost half of the National Park is moorland and 37% per cent of the National Park is common land. Over 34,000 people live in the National Park and there are 2m visitors per year.

Dartmoor National Park Authority came into being as a special purpose local authority on 1 April 1997, set up under the Environment Act 1995. The Authority exists to secure for the public good the conservation, enhancement, enjoyment and understanding of the special qualities of Dartmoor, its landscape, wildlife and cultural heritage. It also looks to support Dartmoor's businesses and communities and economic growth. The National Park Authority is the Local Planning Authority for Dartmoor.

Dartmoor National Park Authority has **19 Members**:

- Five are appointed by Devon County Council;
- Five are appointed by the District/Borough Councils (Teignbridge, West Devon and South Hams);
- Five are appointed by the Secretary of State for Environment, Food & Rural Affairs (Defra) to represent the national interest; and
- Four are nominated by the Parish Councils on Dartmoor and approved by the Secretary of State.

All Members represent the whole of the National Park.

Parish Members

The involvement of Parish Members is to ensure that the National Park Authority fully take account of the needs of the local communities and to improve links with local people. The Government has said that the Parish Members should not just be spokespeople for the local issues, but ambassadors for wider concerns.

Parish Members must be **Parish Councillors** or (where there is no Parish Council) **Chairpersons of Parish Meetings**, from parishes which are wholly or partly in the National Park. Parish Members cannot be Members of, or employed by, any Council with part of its area within the National Park. Nor can they be employees of a Parish Council or Meeting or of anyone who would themselves be disqualified under the rules. They must not be employed in a politically restricted post.

Electoral Constituencies

In 2019 there is a requirement to appoint **four** Parish Members to Dartmoor National Park Authority. These Parish Members will be appointed by the Secretary of State

(Defra) from names put to him by Devon Association of Local Councils (DALC) following a ballot held among the parishes with land on Dartmoor.

There will be TWO parish members chosen from the Teignbridge/South Hams electoral area (25 eligible parishes), and TWO from the West Devon/Mid Devon electoral area (23 eligible parishes). A Parish Member will be regarded as an electoral area's representative, but not its delegate, so cannot be mandated on any issue by the area concerned.

Responsibilities

Parish Members will be expected to attend and participate in meetings of the National Park Authority and, as appropriate, its committees and to prepare for these by reading papers, reports and background information. They will also need to keep abreast of developments both locally and nationally. This is likely to involve commitments, both daytime and evenings (with occasional weekends) on 25 or more days per year (mainly on Fridays). An attendance allowance and travelling and subsistence expenses will be paid in accordance with Local Government rates.

Members will be bound by the Members Code of Conduct as well as by legislation relating to holders of public office. Financial or personal interests in contracts and business relating to the Authority have to be declared in writing and also declared in meetings when relevant. Participation and voting on such matters is restricted.

A Member who fails to attend any meeting for six consecutive months, unless approved, will cease to be a Member. Employers are required to allow reasonable time off from work for Members of the National Park Authority.

Nominations and Voting

The nomination process will be run in the period March – May 2019. Candidates for nomination as Parish Members are sought from parishes within the National Park, or groupings of such parishes.

- Nominations should be made only by a Parish Council or Meeting
- Not more than one representative from a particular parish council may serve on the National Park Authority as a parish council nomination.
- Candidates for nominations must be proposed using the official form.

Completed forms are to be returned to DALC (address at head of form), by no later than 5pm on **Thursday 9 May 2019**.

Assuming there are more nominations than places:

- Copies of the first two pages of each completed form will then be sent (around 10 May) to all Parishes in the electoral Area containing the nominee's Parish, with a ballot paper
- Voting is by ballot paper returned to the Devon Association of Local Councils (as Independent Returning Officer) by 2pm on **Wednesday 22 May 2019**.
- Each Parish or Parish grouping will have two votes. **All votes must be cast.**

The nominees with the largest number of votes in each of the two electoral Areas will be recommended to the Secretary of State for appointment as Parish Council representatives. There will be two nominees recommended from Teignbridge/South Hams area, and two from West Devon/Mid Devon.

In the event of a draw for a place, a coin will be tossed to decide the issue.

Appointment

Those appointed by the Secretary of State will serve on the National Park Authority until the end of the term of office in 2023. If a Member ceases to be a Parish Councillor or Chairperson of a Parish Meeting before then, it may be necessary to conduct a further ballot in the electoral constituency concerned. However, if the vacancy occurs soon after the main ballot, a person who was a runner up may be recommended for appointment.

The Chairperson of a Parish Meeting shall, if re-elected as Chairperson, continue to serve as Parish Member for the four year term of office.

Candidates may also find it helpful to refer to the candidates' guide for Parish Council elections to remind themselves of the rules of Parish Council office.

Eligibility for appointment:

Environment Act 1995 Schedule 7 paragraph 3

- 3 (2) *A person shall not be appointed as a parish member of an English National Park authority unless he is—*
- (a) a member of the parish council for a parish the whole or any part of which is comprised in the relevant Park; or*
 - (b) the chairman of the parish meeting of a parish—*
 - (i) which does not have a separate parish council; and*
 - (ii) the whole or any part of which is comprised in the relevant Park.*

Disqualification from appointment:

Environment Act 1995 Schedule 7 paragraph 7

Disqualification of Members

- 7 (1) *A person is disqualified for becoming or remaining a member of a National Park authority if he holds any paid office or employment appointments to which are or may be made or confirmed by—*
- (a) the authority itself or any council by whom a local authority member of the authority is appointed;*

- (b) any committee or sub-committee of the authority or of any such council;*
 - (c) any joint committee on which the authority or any such council is represented;*
 - (d) as respects a National Park authority for a National Park in England—*
 - (i) any parish council for, or parish meeting of, a parish the whole or any part of which is comprised in the relevant Park;*
 - (ii) any committee or sub-committee of any such parish council or any committee of any such parish meeting; or*
 - (iii) any joint committee on which any such parish council or parish meeting is represented; or*
 - (e) any person himself holding an office or employment which disqualifies him for becoming a member of the authority.*
- (2) A person is also disqualified for becoming or remaining a member of a National Park authority if he holds any employment in a company which, in accordance with Part V of the Local Government and Housing Act 1989 other than section 73, is under the control of that authority.*
- (3) Section 92 of the 1972 Act (proceedings for disqualification) shall have effect in relation to a person who acts or claims to be entitled to act as a member of a National Park authority as it applies in relation to a person who acts or claims to be entitled to act as a member of a local authority, but as if—*
- (a) references in that section to a local government elector for the area concerned were references to a local government elector for any principal area the whole or any part of which is comprised in the relevant Park; and*
 - (b) in subsection (6)(b) of that section (failure to deliver declaration of acceptance of office), the words from “of failure” to “or by reason” were omitted.*
- (4) Sections 1 to 3 of the Local Government and Housing Act 1989 (disqualification of persons holding politically restricted posts) shall have effect as if a National Park authority were a local authority for the purposes of Part I of that Act.*
- (5) In Part III of Schedule 1 to the House of Commons Disqualification Act 1975 (other disqualifying offices), in the entry inserted by section 1(2) of that Act of*

1989 (politically restricted post), after "that Part" there shall be inserted "or a National Park authority".

Further Information

If you are considering standing for nomination and would like to have the opportunity to discuss the role, please contact:

Dr Kevin Bishop, Chief Executive (Dartmoor National Park Officer) – 01626 831004,
OR

Neil White, Monitoring Officer – 01626 831078

Role Description for Members of Dartmoor National Park Authority



National Park Purposes

Dartmoor National Park Authority exists to conserve the natural beauty, wildlife, and cultural heritage of Dartmoor, to promote wide public understanding and enjoyment of these special qualities and, with others, to foster the social and economic well-being of communities within the National Park.

Main Purposes of the Role

The main role of an Authority Member is to ensure the efficient, effective and accountable governance of the Authority; to provide leadership and direction for the organisation as a whole; and act as an 'ambassador/advocate' for the National Park and the work of the Authority.

Members are collectively & individually responsible for good governance and use of public money.

Each Member works with the Chairman, Chief Executive (National Park Officer) and other Members to discharge the functions of the Authority and to steer and champion the performance and management of the Authority so that it delivers benefits to the nation and local communities in accordance with National Park purposes.

Key Tasks

- To be an advocate for the special qualities of Dartmoor National Park
- To represent the interests of the communities and population of the whole of Dartmoor
- To ensure that the national interest in Dartmoor as an area specially designated for its natural beauty, wildlife and cultural heritage is safeguarded
- To promote wider public understanding and enjoyment of the special qualities of Dartmoor
- To work with others to foster the economic and social well-being of communities in the National Park
- To participate collectively in the development of plans, policies and strategies to deliver National Park purposes through an appropriate range of activities and services.
- To be collectively & individually responsible for good governance and value for public money
- To monitor and scrutinize the Authority's efficiency, effectiveness, performance, outcomes and use of public money.

Key Behaviours

- participate in the development of policy, priorities and objectives, business planning, strategic thinking and innovation within the Authority
- engage positively in the work of the Authority's committees and working panels
- contribute opinions and advice to promote informed and balanced decision-making
- work with other Members to apply National Park purposes and the principles of sustainable development
- challenge proposals that appear to be contrary to National Park purposes, good practice or the best interests of Dartmoor's communities
- be an effective communicator - an ambassador for the National Park and the work of the Authority
- accept collective responsibility for all decisions of the Authority
- Work positively with and support officers, recognising the differing but complementary roles of offices and Members.

In order to achieve this, Members should expect to:

- attend and contribute to regular meetings of the Authority, its committees and working groups and raise issues of concern through the established procedures and mechanisms
- read officer reports and briefing material provided for meetings, and seek clarification where necessary, so as to be properly prepared for discussion and decision
- represent and champion the Authority as an effective mechanism for delivering the statutory purposes of National Park designation and maintaining the social and economic well-being of local communities
- adhere at all times to the adopted Member Code of Conduct and Good Practice Protocols
- attend appropriate training courses, briefing sessions and events arranged or recommended by the Authority
- Parish Members will be expected to take a lead in communicating with the constituent Parishes within the National Park and should expect to attend meetings of a number of allocated Parish Councils on a regular basis, and to provide effective feedback to officers.

Person Specification for Members of Dartmoor National Park Authority



There is no “*one size fits all*” solution or template for membership of a National Park Authority. Indeed, it is through the diversity of members’ background, experience and interests that the Authority can seek to balance competing demands and requirements from individuals, communities, user groups and the wider public interest.

Experience suggests that an effective Member will be:

- available to participate
- committed to Dartmoor National Park
- willing to get involved
- able to work with other Members and officers

If we were drawing up a person specification for a notional “ideal Member” it would probably include:

- An enthusiastic champion and passionate advocate for Dartmoor National Park
- Committed to attending and contributing to meetings of the Authority, its committees and working/task groups, as required
- Willing to engage with communities and individuals – acting as an ambassador for the National Park: relaying key messages from and to the Authority
- A strategic thinker with a good grasp of the “big picture”
- Realistic and balanced in decision-making
- Prepared to listen to officer advice and give it proper weight
- Clear about the boundaries between Member decision-making and officer responsibility
- Fully committed to equality, sustainability, ethical governance and collective responsibility in decision-making
- A conscientious adherent to the Seven Principles of Public Life (Appendix A)
- A willing and active participant in member training sessions, member briefings, annual performance reviews and personal learning & development
- A fully signed up member of *Team Dartmoor* (Appendix B)

Appendix A

The Seven Principles of Public Life

The Principles of Public Life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Source: Local Government Ethical Standards Report – January 2019

Appendix B

SIGNING UP TO TEAM DARTMOOR

What you can expect as a member of Team Dartmoor

Employees and volunteers should expect to:

- Be appointed fairly
- Have a welcoming induction
- Receive suitable training and equipment to do your job
- Have opportunities for development
- Be well managed and supported
- Enjoy a healthy work life balance
- Be trusted and empowered
- Be listened to and responded to
- Have a healthy and safe working environment
- Be treated with dignity and respect

Line managers should expect all of the above and:

- Management development
- Support in your service development decisions
- To have a voice concerning the management of your section

Heads of Service/Team Managers should expect all of the above and:

- Authority to shape your service
- Support in your policy decisions
- To be accountable for your service
- The opportunity to manage and facilitate change

Leadership Team should expect all of the above and:

- Authority to shape the Dartmoor National Park Authority
- To guide the future agenda
- To manage the working relationship between staff and Members

Members should expect to:

- Have a welcoming induction
- Be trained and developed appropriately
- Be treated with dignity and respect
- Be kept informed and consulted on relevant issues
- Be supported in responding to the needs and concerns of the public
- Be supported in reviewing and scrutinising our services and those delivered through partnerships
- Identify Dartmoor National Park Authority's priorities and shape its policies

What **Team Dartmoor** expects from you:

Employees should:

- Be capable of undertaking your job
- Perform to the best of your abilities at all times
- Be willing to develop and take responsibility for your development
- Be customer focused and an ambassador for DNPA
- Be a **Team Dartmoor** player
- Be flexible, adaptable and innovative
- Be loyal to the organisation
- Treat people with dignity and respect; valuing their diversity
- Act with integrity, honesty, responsibility and objectivity
- Raise any concerns early
- Be aware of our priorities
- Participate and contribute towards improving services and achieving our priorities
- Always seek ways to do more for less

Line managers should do all of the above and:

- Enable, develop, trust, empower and motivate people in your team
- Contribute to strategic decisions and policies
- Show consistent and fair management
- Have a corporate approach
- Use public funds in a responsible and fair manner
- Support your manager in service provision to achieve our priorities and objectives

Heads of Service/Team Managers should do all of the above and:

- Lead people effectively
- Consult and inform members
- Encourage team building
- Manage service provision to achieve our priorities and objectives

Leadership Team should do all of the above and:

- Have a leadership style that empowers
- Lead and encourage organisational development
- Facilitate cross-service working
- Safeguard and develop Dartmoor National Park Authority's culture

Members should:

- Work for the benefit of Dartmoor National Park Authority
- Shape the Dartmoor National Park Authority's vision, objectives and priorities
- Make the connection between citizens' aspirations and shaping services
- Support, respect and value the workforce

PARISH MEMBERS OF THE DARTMOOR NATIONAL PARK AUTHORITY

Please complete this form in BLOCK CAPITALS or TYPESCRIPT and return it to Devon Association of Local Councils (DALC), 3 & 4 Cranmere Court, Lustleigh Close, Matford Business Park, Exeter, EX2 8PW or via email cara@devoncommunities.org.uk by **Thursday 9 May 2019**.

PLEASE DO NOT ENCLOSE A SEPARATE CURRICULUM VITAE OR OTHER LOOSE PAPERS

<p>Surname</p> <p>Forenames (in Full)</p> <p>Title (Dr,Mr,Mrs,Ms,etc).....</p> <p>Parish.....</p> <p>District/Borough Council</p> <p>Status (eg Parish Councillor, Chairman of Parish meeting)</p> <p>Date of birth</p> <p>Permanent address (BLOCK LETTERS)</p> <p>Postcode</p> <p>Telephone number where a message may be left?.....</p> <p>How long have you lived at this address?</p>	<p>If less than five years at current address please give details of former address:</p> <p>Permanent address (BLOCK LETTERS)</p> <p>Postcode</p> <hr/> <p>Nominated by (Signature)</p> <p>Name (BLOCK LETTERS)</p> <p>Position on Council:</p> <p>On behalf of Parish Council (insert name)</p> <p>Contact phone number:.</p>
---	--

I confirm that I wish to serve as a Parish Member of the Dartmoor National Park Authority under the terms of the "Guidance Notes" which I have read and that I can commit at least 25 days per year to this work.

I have completed in block capitals or typescript the boxes overleaf.

I declare to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in Schedule 7 of the Environment Act 1995 (see notes) and I do not hold a politically restricted post within the meaning of Part 1 of the Local Government Act 1989 under a local authority within the meaning of that Part.

Signature of Nominee:

Date:

REASONS FOR APPLYING:

Please say why you are interested in becoming a Parish Member of the National Park Authority.

RELEVANT SKILLS AND EXPERIENCE:

Please say what skills, experience and qualities you would bring to the National Park Authority if appointed, with particular reference to the Guidance Notes accompanying this application form.

Dartmoor National Park Authority



Election of Secretary of State (Parish) Members to the Authority 2019

TIMETABLE

Action	Date	Responsibility
Letter sent to Parish Clerks giving notice of the ballot and setting out the process to be followed.	7 March	DALC
Nomination Forms prepared and issued by post to Parishes	7 March	DALC
Closing date for receipt of completed Nomination Forms and election statements	9 May	Parish Council
Ballot Papers prepared and issued to Parishes by post	10 May	DALC
Closing date for receipt of completed Ballot Papers	22 May	Parish Council
Count and declaration of result	22 May	DALC
Candidates and parishes informed of result	22 May	DALC
Secretary of State informed and invited to appoint new Parish Members	22 May	DALC/DNPA
Authority Annual Meeting	14 June	DNPA

Dartmoor National Park Authority

General Information - Members



Dartmoor National Park was designated on 30 October 1951 and covers an area of 954 square kilometres (368 square miles) the largest area of open countryside in the South of England. Almost half of the National Park is moorland and 37% per cent of the National Park is common land. Over 34,000 people live in the National Park and there are in excess of 2m visitors per year. The twin purposes of National Park designation are:

- **to conserve and enhance the natural beauty, wildlife and cultural heritage; and**
- **to promote opportunities for the understanding and enjoyment of the special qualities (of the National Parks) by the public.**

National Parks and Access to the Countryside Act 1949 as amended by the Environment Act 1995

Dartmoor National Park Authority came into being on 1 April 1997 as a special purpose local authority, set up under the Environment Act 1995. The Authority exists to secure for the public good the conservation, enhancement, enjoyment and understanding of the special qualities of Dartmoor, its landscape, wildlife and cultural heritage. It also looks to support Dartmoor's businesses and communities and economic growth, as we deliver National Park purposes, in accordance with our socio-economic duty which is to:

Seek to foster the economic and social well-being of local communities (within the National Park) by working closely with the agencies and local authorities responsible for these matters.

The Authority is committed to listening to all stakeholders and providing services fairly to all sections of the community

The Authority currently has 19 Members:

- Five are appointed by Devon County Council
- Five by the District Councils
 - two from West Devon Borough Council
 - two from Teignbridge District Council
 - one from South Hams District Council
- The remaining nine Members are Government appointees:
 - Four are appointed to represent parish council interest and are nominated by the parish councils on Dartmoor. The nominations are then approved by the Secretary of State.
 - The other five Members are directly appointed by the Secretary of State to represent the national interest, and are persons, usually local, with specialist knowledge of, or a particular interest in, the national park.

All Members represent the whole of the National Park.

The full Authority meets the first Friday of every month. There are three committees with delegated powers to make decisions on different aspects of the Authority's work: Development Management, Audit and Governance and Standards.

The Authority produces an annual Business Plan setting out its key priorities within the context of National Park purposes. Performance against the Business Plan is monitored throughout the year.

What we do

The Authority aims to conserve and enhance Dartmoor as a vibrant living, working landscape and community. We work in partnership with a wide range of local and national stakeholders and look to support Dartmoor's businesses and communities as we deliver National Park purposes. The Authority is committed to listening to all stakeholders and providing services fairly to all sections of the community.

Our principal areas of activity include:

- produce a National Park Management Plan containing land management policies, and a Local Plan setting out planning policies, which together provide the main policy framework for the management of the National Park;
- promote sustainable development and work closely with all authorities and agencies concerned with the social and economic well being of National Park communities;
- provide advice on land management and work with the farming community through the Dartmoor Hill Farm Project;
- record, protect, maintain and enhance natural habitats and areas of ecological significance and give advice on their protection and management;
- deal with all proposals which require planning permission, listed building consent, conservation area consent, advertisement consent or which have to be the subject of other formal submissions;
- manage public access to open country;
- maintain the footpath and bridleway network on behalf of Devon County Council;
- provide and support a network of National Park Visitor Centres, community-run information centres and information points;
- manage the effects of recreation and tourism pressures and influence the provision of appropriate tourist facilities and attractions in and around the National Park;
- publish literature and run a guided walks and events programme to inform and to educate thereby enabling the better understanding and enjoyment of the National Park's special qualities;

- work closely with housing authorities to facilitate the provision of housing to meet identified local needs;
- record, protect, maintain and enhance sites, structures and areas of archaeological significance and give advice on their protection and management;
- give planning advice, including design guidance, prior to the submission of applications;
- provide a National Park-wide Ranger Service;
- enter into agreements to provide for public access and other recreational opportunities;
- help schools, colleges and youth groups to gain as much benefit as possible from their visits to the National Park;
- Manage key visitor infrastructure such as toilets and car parks owned or leased by the Authority.

The Role of an Authority Member

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

Commitment to the Business of the Authority

Members can expect to spend 2 – 4 days per month on National Park Authority business. This commitment will vary from time to time (and for a committee Chair of working group member is likely to be more) dependent upon the level of involvement with Authority work that is undertaken.

Main Purposes of the Role:

The overall purpose of Members is to ensure the efficient, effective and accountable governance of the Authority; to provide leadership and direction for the organisation as a whole; and act as an ‘ambassador/advocate’ for the National Park and the work of the Authority.

For full details, please refer to the Role Description for Members.

You will also be given the opportunity from time to time to:

- serve on committees and working groups dealing with particular issues affecting the National Park;
- champion or lead a specific area of the Authority’s work;
- talk about the work of the Authority to local community groups;

- learn about the National Park and other protected landscape matters on field visits and fact finding tours;
- meet other people responsible for National Park matters and give your views on how well the Authority functions as a body;

Performance Measurement

The Authority is committed to continuous improvement and has a performance management framework linking the outcomes it seeks to achieve to the objectives and actions in the Business Plan for the Authority and the individual work programmes for staff. Progress is measured through a series of service dashboards, performance indicators and individual appraisals.

Members contribute to this framework through the monitoring of specific targets:

Target: at least 85% attendance at meetings of the Authority and its Committees

Purpose: to monitor participation, commitment and accountability

Target: to (collectively) attend 30 Parish meetings per year

Purpose: to ensure an even distribution of workload, and to monitor the level of community engagement

Self-Assessment (Appraisal)

All Members will have the opportunity to participate in an annual self-assessment (appraisal) process with a particular focus on roles and functions undertaken during the year and any training/development needs.

This process is focused on ensuring that all Members have the skills and support to fulfil their role as “ambassadors for the National Park”.