

## **RIVER LUGG INTERNAL DRAINAGE BOARD**

### **Roles of Board, Board Members, Chair and Clerk - Division of Responsibilities**

#### **The Board is responsible for:**

- 1 Establishing and maintaining the organisation's vision, mission and values
- 2 Deciding the organisation's strategy and structure
- 3 Exercising accountability to those that pay for the service and to be responsible to relevant stakeholder
- 4 Deciding and monitoring budget expenditure
- 5 Agreeing support arrangements for the Board by an external provider
- 6 Appointing any staff
- 7 Setting the annual penny rate

#### **Board members, whether elected or nominated, should all fully participate in the running of the Board and have equal responsibility for:**

1. Acting in the overall interest of the Board and not in the sole interest of a particular area of affiliation;
2. Familiarise themselves with the Board's area and its workings;
3. Address agricultural and urban land drainage, flood management and environmental issues, with each making input related to their background and experience;
4. Fully participating in the Board's affairs including attending all Board meetings unless prevented by ill-health or similar circumstances;'
5. Declaring any pecuniary or non pecuniary interest on any item on the agenda;
6. Acting in accordance with the Board's Standing Orders, Financial Regulations and other Board policies
7. Representing the rate payers and residents in the Drainage District, including both receiving information for the Board and the dissemination of the Board's decisions

## **The Chair's key responsibilities include:**

1. Setting the agenda, style and tone of Board discussions and chairing Board meetings, to promote effective decision making and constructive debate;
2. Providing leadership to the Board;
3. Taking responsibility for the Board's composition and development;
4. Ensuring proper information is made available to the Board;
5. Planning and conducting Board meetings effectively;
6. Getting all Board members involved in the Board's work;
7. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the non-executive Board members and the executive team;
8. Ensuring there is provision for the induction and development of Board members;
9. Ensuring the Board focuses on its key tasks;
10. Engaging the Board in assessing and improving its performance;
11. Ensuring effective implementation of Board decisions;
12. Establishing a close relationship of trust with the Clerk, providing support and advice, while respecting executive responsibility;
13. Representing the Board and presenting the Board's aims and policies to the outside world;
14. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the Board.
15. Ensuring that the Board engages effectively with the community they represent.
16. Ensuring Board compliance with legislative and Governance requirements;
17. Reviewing value for money and setting benchmark targets.

**The Clerk has executive responsibility for running the Board's business. Key responsibilities include:**

1. Delivering the operational performance of the IDB, as dictated by the Board's overall strategy;
2. Formulating and successfully implementing Board policy;
3. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Board;
4. Maintaining an ongoing dialogue with the Chair of the Board;
5. Ensuring that adequate operational planning and financial control systems are in place;
6. Ensuring that the operating objectives and standards of performance are not only understood but owned by those who support the Board;
7. Closely monitoring the operating and financial results against plans and budgets;
8. Taking remedial action where necessary and informing the Board of significant changes;
9. Providing leadership to those who support the work of the Board;
10. Assuming full accountability to the Board for all IDB operations;
11. Representing the IDB at meetings with major ratepayers, contributing councils, government, professional associations and key stakeholders;
12. Managing the IDB business day to day. Delegated authority to take all decisions is given to the Clerk, the Area Engineer and Responsible Finance Officer, subject to the exceptions reserved to the Board (or Board committee) and noted in the Schedule of Reserved Matters.

**The Area Engineer has responsibility for managing the Board's business. Key responsibilities include:**

1. Develop and deliver the annual maintenance programme;
2. Monitor expenditure to ensure value for money;
3. Enforcement of Byelaws and issue of land drainage consent;

4. Advise on planning development matters;
5. Represent the Board at meetings and liaise with EA, conservation organisations and associated bodies;
6. Managing Board business day to day. Delegated authority to take all decision's is given to the Area Engineer, subject to the exceptions reserved to the Board (or Board committee) and noted in the Schedule of Reserved Matters.

## **MONITORING**

The division of responsibilities will be reviewed by the Board within one year of board elections or sooner if required e.g. legislation changes

### **Document control**

Date Approved by RLIDB	Jan 2020
Date of next of scheduled review	Jan 2026