



Department
for Environment
Food & Rural Affairs



Environment Agency

Appointment of three Board Members

Briefing pack for applicants

The closing date for the receipt of applications for these roles is:
Monday 11 September 2017 12:00 noon GMT

Ref: APPT04-17



Briefing packs are available in other formats such as larger font and Braille.

If you need a different format please contact us.

Email: publicappts@defra.gsi.gov.uk

Equal opportunities

The government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

Diversity

We positively welcome applicants from all backgrounds. All public appointments are made on merit following a fair and open competition as regulated by the Office of the Commissioner for Public Appointments.

Disability

Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this appointment as published in these notes. If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, adjustments will be made in the event of a successful application.

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Ministerial message to applicants

Dear Applicant,

Thank you for your interest in becoming a member of the Board of the Environment Agency.

The Environment Agency delivers government policy which plays a vital role in the lives of everyone, every day, in all parts of the country. It protects people, homes and businesses by reducing the risk of flooding and helps communities recover when floods do happen. It promotes sustainable development by helping businesses make sure they don't harm the environment and by taking action against those who don't take their environmental responsibilities seriously. It helps to create new habitats, protecting and improving the quality of our water, land and air to ensure a cleaner, healthier environment which benefits people, wildlife and the economy.

This is a crucial time for our environment and our society. During my lifetime we have seen significant degradation and destruction of the natural environment and resources of this country. The effects of climate change threaten fragile habitats and increase the risks of drought and flooding to our communities, homes and businesses. There are also exciting opportunities to secure even better environmental protection for people and wildlife once the UK leaves the EU. We will shortly be releasing a 25 Year Environment Plan which will recast our ambition for how we care for our land, our rivers and our seas, and ensure we fully value this country's natural capital. To do this we will need to build even better partnerships and work together across the Defra group, and we need exceptional individuals to help lead the Environment Agency's role in this.

We are looking to recruit Board members with significant experience of strategic leadership at a senior level, a commitment to environmental stewardship, and professional expertise which will help drive the delivery of the Environment Agency's essential work through this period of change.

If you have the skills and abilities to take on this rewarding role I strongly encourage you to apply.

Michael Gove

Secretary of State for Environment, Food and Rural Affairs

About the Environment Agency

The Environment Agency (EA) was established in 1996 and is Defra's largest non-departmental public body. It employs around 10,600 staff and has an annual budget of approximately £1.3billion. It has head offices in Bristol and London and has staff and offices based throughout England, divided into 14 operational Areas.

The EA is a statutory body with its own powers and duties, and exercises its regulatory responsibilities at arm's length from Ministers. It is accountable to Defra's Secretary of State for the delivery of its objectives. The Secretary of State is responsible to Parliament for the EA's performance.

The EA's purpose is to protect and improve the environment. Acting to reduce the impacts of a changing climate on people and wildlife is at the heart of everything the EA does. It works as part of the Defra group and in partnerships with other government departments, local councils, businesses, civil society groups and local communities to make the environment a better place for people and wildlife. It has a broad remit which includes:

- reducing risk to people, properties and businesses from flooding and coastal erosion;
- protecting and improving water quality, making sure there is enough for people, businesses, agriculture and the environment;
- looking after land quality, promoting sustainable land management and helping protect and enhance wildlife habitats; and
- working closely with businesses to help them comply with environmental regulations.

The coming years will bring new challenges for the EA as population rise puts more stress on the environment and extreme weather increases the risks of flooding and drought. There will be exciting new opportunities as well. Our exit from the EU will let us secure even better environmental protection.

About the Board

The EA has an engaged and effective Board with a collegiate style. It is made up of a Chair, Chief Executive and no more than 15 other members. [Annex A](#) contains a list of the current Board members.

The Board has corporate responsibility for ensuring the EA fully discharges its statutory duties. The Board as a whole needs a range of expertise with members who complement each other's skills and expertise, so that they can collectively:

- set the strategy, drive performance and hold the organisation to account, ensuring propriety, efficiency, effectiveness and excellent customer service delivery;
- promote positive and constructive relationships with the EA's broad range of stakeholders;
- objectively discuss issues coming before the Board in ways that focus on building consensus and finding practical solutions;
- support and encourage the executive team and their staff in their roles – constructively challenging their advice and decisions, acting as a critical friend and working with the operational Areas to support and celebrate the delivery of local successes; and
- provide stewardship for the public funds and environmental outcomes entrusted to the EA.

The Board complements the skills and experience of the EA's executive directors, bringing a range of knowledge, expertise and insight to the organisation and horizon scanning for future opportunities and risks. In addition to attending Board meetings, members engage with and represent the EA for example at stakeholder events, site visits and through informal discussions.

A map of the EA's operational Areas is at [Annex B](#).

Further information

For further information about the EA, including what it and the Board does you may care to visit <https://www.gov.uk/government/organisations/environment-agency>

The Role Specification

The Secretary of State, working closely with the Chair of the Environment Agency (EA), is seeking to appoint three new members to the Board of the EA over the next 12 months to replace outgoing members. One appointment will arise later in 2017 and two further appointments will be made next summer (2018).

The Board has responsibility for a large, complex public organisation and needs the right skills and depth of expertise to deal with future challenges and opportunities. It needs members who can provide senior strategic leadership to help the EA deal with the impacts of climate change and secure even better environmental protection as the UK prepares to leave the EU; as well as relevant professional insight into key corporate or operational business issues, such as audit and risk assurance, management of water quality and resources, or regulated industries. Board members also serve as a lead member for one or more of the EA's operational Areas, working closely with senior staff in the Area and providing guidance and support on the delivery of national and local priorities. A local understanding or insight into a specific regional context for the EA's work would be a benefit.

The Secretary of State wants to attract high-calibre applicants from diverse backgrounds who can demonstrate they have the relevant skills, knowledge and expertise as well as the ability to discharge a full range of non-executive responsibilities. There is a need for people with proven commercial acumen and an ability to manage large budgets, services or projects, ideally in an industry relevant to the Environment Agency's work. There is also a need for professional expertise in the engineering industry, including long term strategic decision making in relation to major hard and soft engineering and infrastructure projects. Strong, active involvement or understanding of local authority networks at a senior level would also be beneficial.

The successful candidates must abide by the Nolan principles of public service (attached at [Annex C](#)).

Essential Criteria

The successful candidates will need to demonstrate the following essential criteria:

- A clear commitment to the Environment Agency's role in protecting and improving the environment, reducing the risk to communities from flooding and coastal erosion, and promoting sustainable development.
- An ability to question, challenge constructively and influence decision-making within a Board setting in a large and complex organisation.
- An ability to analyse issues at a strategic level in ways which are impartial, creative and focused on finding solutions.
- A proven ability to influence and engage a strong and diverse network of people and organisations and the stature to inspire confidence in stakeholders at all levels.

Further information

For further information on the role please telephone Zac Lamdin (Governance and Engagement Advisor, Environment Agency) on 0208 474 5469, alternatively email:

zac.lamdin@environment-agency.gov.uk

Terms of appointment

Appointments to the Environment Agency Board are made by the Secretary of State.

Terms and conditions

The draft terms and conditions for the appointment can be supplied on request. Key points to be aware of are set out below.

Time commitment

The successful candidates will be expected to make a time commitment of 4 days per month, which will include preparation and participation in Board meetings, and any other responsibilities as agreed with the Chair. The Board meets approximately eight times per year and Board committees meet four times per year.

Remuneration and expenses

The remuneration is £350 per day. Reasonable travel expenses are also paid. This role is non-pensionable.

Period of appointment

It is anticipated that one successful candidate will take up post in December 2017 and the other two candidates in summer 2018.

Appointment will be initially for three years. A further reappointment of up to 3 years may be made subject to satisfactory performance assessment and will be at the discretion of Ministers.

Portfolio and remit

Your portfolio will be reviewed and agreed on an annual basis. Typically you may be:

- a member of two or three of the Board's six committees and/or a Chair of one of the committees (information on the purpose of each Board committee is given in [Annex D](#)); and
- a designated champion for a particular issue especially where you have a particular technical expertise.

You will also be the lead Board member for one or more of the Environment Agency's 14 operational Areas. You will be expected to take an active and visible role representing the Board to Area staff and stakeholders, which will involve some travel within England.

As the Environment Agency is keen to increase regional representation on its Board, applicants from a broad geographical distribution are encouraged.

Annual Appraisal

An annual appraisal will be carried out by the Chair of the Board.

Conflict of Interest

You must inform the Chair of the Board if you have any conflict of interest that might affect your ability to undertake this role. You should disclose information on any relevant business interest, public appointment or position of authority, including other connection with commercial, public or voluntary bodies. Any actual or perceived conflicts of interest will be fully explored by the Panel at the shortlisting and interview stages.

The Recruitment Process

The closing date for applications is 12 noon on 11 September 2017. We expect to have shortlisted by 11 October 2017, with Panel interviews on 3, 7, 8 and 10 November 2017.

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [essential criteria](#).

Defra will acknowledge receipt of your application.

The Advisory Assessment Panel will consist of Sarah Hendry (Defra Director, Floods and Water) as Chair, Emma Howard Boyd (EA Chair) and Peter Simpson (Chief Executive Officer, Anglian Water Services) as the independent panel member. At the Shortlist meeting the Panel will assess each application against the essential criteria and decide who to invite for interview.

Interviews are expected to take place at Nobel House, Smith Square, Westminster and will last for approximately 45 minutes. Further details about the format will be provided to you in advance.

References will be taken up for those candidates selected for interview.

These are Ministerial appointments and all candidates deemed appointable by the Panel will meet with the Secretary of State for Environment, Food and Rural Affairs before a final decision is made.

Candidates will be able to claim reasonable expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if Defra considers the claims excessive).

How to apply and submit your application

To apply, please email the following to publicappts@defra.gsi.gov.uk by the deadline of 12 noon on 11 September 2017:

- a CV of no more than two sides of A4 with education, professional qualifications and employment history
- a supporting statement of not more than two sides of A4, setting out how you meet the [essential criteria](#) – make sure you refer to the contents of this document and provide specific examples
- Contact details (including email addresses) for two referees
- Conflicts of interest and political activity monitoring form (“monitoring form 1”)
- Diversity monitoring form (“monitoring form 2”).

We are also recruiting an Audit and Risk Assurance Committee Chair. If you would also like to be considered for this opportunity please clearly indicate this when you submit your application. Please note this role requires an additional essential criterion to be demonstrated. For details please see separate Applicant Briefing pack on the Centre for Public Appointments website.

If you have any questions about the appointments process please contact Debbie Guinan (Public Appointments Team, Defra) on 020 8026 3032 or publicappts@defra.gsi.gov.uk

For an informal discussion about the role please contact Zac Lamdin (Governance & Engagement Advisor, Environment Agency) on 020 8474 5469 or zac.lamdin@environment-agency.gov.uk

Email applications to publicappts@defra.gsi.gov.uk

Closing date 12 noon on 11 September 2017

Please quote reference: APPT04-17

The Commissioner for Public Appointments

These appointments are regulated by the Commissioner for Public Appointments, to ensure they are made on merit after fair and open competition. More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen at:

<http://publicappointmentscommissioner.independent.gov.uk/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

For full details of the complaints process for public appointments, please click on the following link which will take you to the Commissioner for Public Appointments website

<https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/complaints-and-investigations/>

Alternatively please contact the Commissioner's office on 020 7271 0831 for a printed copy.

Data Protection

Defra is committed to protect your privacy and to process your personal information in a manner which meets the requirements of the Data Protection Act 1998.

Annex A – Current membership of the Board

Emma Howard Boyd (Chair)

Richard Macdonald (Deputy Chair)

Maria Adebawale-Schwarte

Peter Ainsworth

Karen Burrows

Clive Elphick

Lynne Frostick

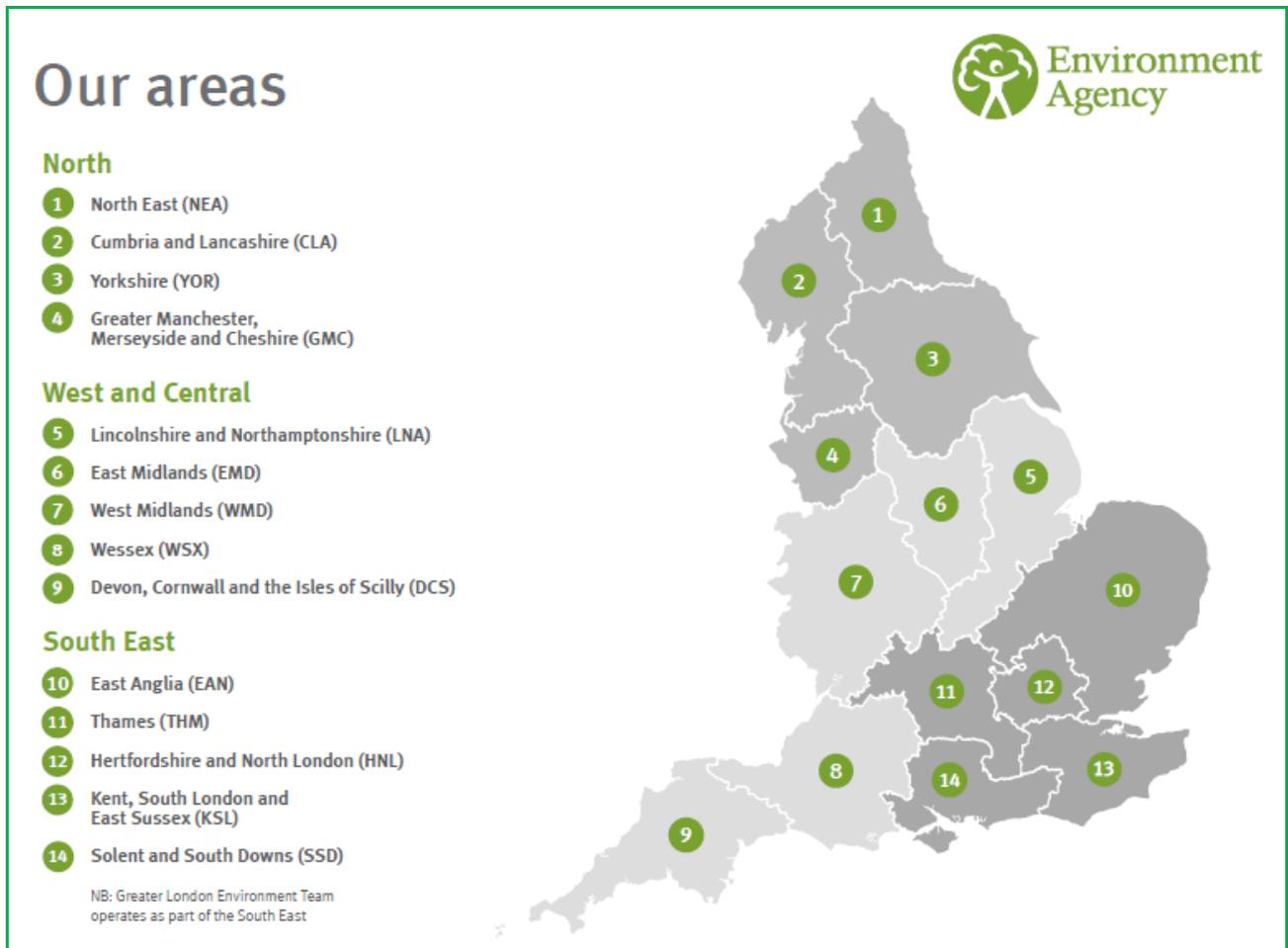
Joanne Segars

John Varley

Gill Weeks

The Chief Executive of the Environment Agency is Sir James Bevan

Annex B – Map of Environment Agency’s 14 operational Areas



Annex C – The seven principles of public life

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.

Annex D – Board Committees

Audit and Risk Assurance Committee

Oversees the work of internal and external audit and ensures that the Environment Agency has effective controls in place to manage operational, financial, reputational and other risks.

Environment and Business Committee

Has the principal aim of advising the Board on the approach and delivery of the regulated industry and non-flood water and land business responsibilities of the Environment Agency.

Flood and Coastal Risk Management Committee

Advises the Board on flood and coastal risk management responsibilities including the allocation of funding for flood and coastal risk management.

Pensions Committee

Has a principal aim to consider and advise the Board on all pension-related issues and is the board of trustees for the Closed and Active Pension Funds.

Remuneration Committee

Considers any matters relating to the pay or remuneration of Environment Agency employees and in particular that of the Chief Executive and Executive Directors. It also advises on any matters relating to human resources.