



Department
for Environment
Food & Rural Affairs



Regional Flood and Coastal Committees (RFCCs)

Appointment of new Chair:

Anglian (Eastern) RFCC

Reference: APPT11-20



Information pack for applicants

The closing date for the receipt of applications for these posts is: **by 12:00 on 1 April 2021**. Information packs are available in other formats such as larger font and braille.

If you need a different format please contact us.

Email: publicappts@defra.gov.uk

Diversity

To ensure our public bodies better represent the communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair, open and transparent process regulated by the Commissioner for Public Appointments.

Equal opportunities

UK 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.

Disability

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. 'Minimum criteria' means you must provide sufficient evidence in your application, demonstrating that you meet the minimum level of competence required for each essential criterion, as well as meeting any of the qualifications, skills or experience required. The Cabinet Office and Defra is committed to the employment and career development of disabled people. To show this we proudly display the Disability Confident Leader logo. More information about Disability Confident Leaders is available by clicking the logo above. If a person with disabilities is put at a substantial disadvantage compared to a nondisabled person, we have a duty to make reasonable changes to our processes where possible. If you need a change to be made so that you can make your application, please refer to the section on how to apply below.

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1. About Regional Flood and Coastal Committees

Introduction

Regional Flood and Coastal Committees (RFCCs) were established by the Environment Agency in 2011, in line with the Flood and Water Management Act 2010, and Regional Flood and Coastal Committee (England and Wales) Regulations 2011 (“the 2011 Regulations”), with three purposes:

- to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines;
- to encourage efficient, targeted and risk-based investment in flood and coastal erosion risk management that represents value for money and benefits local communities; and
- to provide a link between the Environment Agency, Lead Local Flood Authorities, other risk management authorities, and other relevant bodies to build understanding of flood and coastal erosion risks in its area.

There are 12 RFCCs across England (see map at **Annex A**) who all work to the same guidelines but consider local priorities.

RFCC members

The 2011 Regulations provide that each RFCC must consist of at least 11 members and not exceed 25 (or any higher number that the Minister approves). The board membership must consist of:

- a Chair, appointed by the Secretary of State;
- members, appointed by the Environment Agency, including a member with a specific nature conservation and environment remit, and a member with a specific coastal remit (where applicable); and
- a number of members (sufficient to form a bare majority on the RFCC), appointed by or on behalf of constituent local authorities (lead local flood authorities).

RFCC meetings and working arrangements

RFCCs meet a minimum of four times a year and meetings are open to the public (at this current time due to Covid-19, all meetings are being held virtually). Some RFCCs also set up working groups, for example to review and comment on policy or to identify locally financed project plans that can contribute towards reducing flood and coastal erosion risks in communities.

The RFCC Chairs meet at a national level, at a minimum of four times each year, to discuss national and local issues with the Environment Agency Executive Board and a nominated Non-executive Board Member. There are also meetings with Defra and, where relevant, other government departments.

The Environment Agency provides the secretariat and professional support to the Committees and their Chairs, and funds and organises meetings and other related activities.

Further information

For further information about:

flood and coastal issues and the role of the RFCCs you may wish to visit Defra's web page
<https://www.gov.uk/government/policies/flooding-and-coastal-change>

and the Environment Agency webpage
<https://www.gov.uk/government/organisations/environment-agency/about>

Please also see the government's Flood and Coastal Erosion Risk Management (FCERM) Policy Statement
<https://www.gov.uk/government/publications/flood-and-coastal-erosion-risk-management-policy-statement>

And the Environment Agency's FCERM Strategy
<https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england--2>

You can find details on the Anglian Eastern RFCC on the Government Website
<https://www.gov.uk/government/groups/anglian-eastern-regional-flood-and-coastal-committee>

2. Being Chair of a RFCC

Role description

The Chairs are responsible for:

- Ensuring that the Committee effectively carries out its statutory responsibilities and provides a constructive forum for performance monitoring and the provision of advice.
- Reporting to the local Environment Agency Area Director, Environment Agency Board and Defra annually.
- Ensuring Committee members are able to contribute and play an effective role in the Committee.
- Providing advice on local flood risk and coastal erosion risk issues and address concerns raised.
- Providing a key link between Defra, the Environment Agency and partner organisations within their areas. For this reason applicants who live or work within the relevant Committee area will find it easier to carry out the role.
- Setting strategic direction for the Committee, including contributing to national discussions on flood and coastal erosion management, taking full account of the government's FCERM Policy Statement and Environment Agency's FCERM Strategy.

Chair Post – person specification/essential criteria

Applicants should be able to demonstrate all of the following:

- Ability to provide effective leadership to the Committee, bringing together different voices and balancing competing interests at committee meetings, as well as steering the Committee's overall strategic direction.

- Ability to work both individually and collaboratively as part of a national team of RFCC chairs with diverse expertise and specialisms. Able to act as a critical friend for Defra, Environment Agency and wider government.
- Good understanding of (or the capacity to learn about) flood and coastal risk priorities, decision-making and implications, improving local democratic involvement and national policy and how to influence them.
- Experience of effective leadership and demonstration of public accountability whilst in a public facing or private sector role. You will be a confident and effective communicator, with the ability to engage and influence all sections of the community, and work in partnership with public and private sectors at a senior level.
- Ability to make effective strategic financial decisions at a senior level, taking into account economic, environmental, political and social factors, alongside financial and value for money considerations.

Chairs must also uphold and be seen to uphold the seven principles of public life (see **Annex B**).

3. Terms of appointment

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

Time input and remuneration

Remuneration for this post is £17,941 for a commitment of five days per month.

Period of appointment

It is anticipated that the appointed candidate will take up their post on 1 July 2021. It is hoped that the appointed candidate will be able to have a period of handover with the incumbent Chair. The appointment for this post will be for four years, with any reappointment subject to a good performance assessment and at the discretion of Ministers.

Conflicts of Interest

You must inform Defra 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 connections with commercial, public, political or voluntary bodies.

4. Applying for the post

The Commissioner for Public Appointments

This appointment is made under the Government's Governance Code for Public Appointments. The appointments are regulated by the Commissioner for Public Appointments, to ensure that they are made on merit after fair and open competition. More information about the role of the Commissioner and the Code of Practice is available from:

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

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/complaints/>

Alternatively, please contact the Commissioner's office on 020 7271 6729 or 020 7271 0815 for a printed copy.

5. How to apply

Candidates should submit their:

- CV with education, professional qualifications and employment history;
- the names and contact details for two referees;
- their statement of suitability. The statement of suitability should give evidence of strength and depth of your ability to meet the **essential criteria** for this role. Please provide specific examples to demonstrate how you meet each of the essential criteria (max two pages please);
- completed diversity and political activity monitoring form;
- completed conflicts of interest, conduct and advertising monitoring form (please also note the section on conflicts of interest and due diligence below (page 8)).

All candidates are required to complete the Public Appointments monitoring form. Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

Your CV, contact details for two referees, statement of suitability and supporting forms should be returned to the following address by the closing date: **Email to publicappts@defra.gov.uk quoting reference APPT11-20.**

6. Selection Process

Selection

Shortlisting will take place during April 2021 and the candidates who, from the information provided, most closely match the criteria for appointment will be invited to interview. It is therefore essential for your statement to give full but concise information relevant to the appointment. Assessment against the criteria will be carried out by an Assessment Panel.

Assessment Panel and Interviews

The Assessment Panel will consist of: David Cooper – Defra Deputy Director for Floods and Coastal Erosion Risk Management; Lynne Frostick – EA Board Member with responsibility for flooding and coastal erosion; and an independent person to be confirmed.

Interviews are likely to take place virtually in April/May 2021 and candidates who progress to interview will be contacted individually with relevant details. References will be taken up for those candidates prior to their interview.

Interviews will last approximately 45 minutes and candidates will be asked questions to assess whether they demonstrate that they have the qualities specified. All interviewees will be advised in writing of the outcome of the interview.

If you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements.

Candidates considered appointable by the Assessment Panel may also be asked to meet with the Minister. A decision will then be made by the Minister.

Eligibility for appointment

The 2011 Regulations specify the criteria that **must be satisfied** before a person is appointed as a member (including a Chair) of a RFCC. This criteria includes:

- a) the person is of good character and sound financial reputation;
- b) the person is not an employee of— (i) the Agency, (ii) the Department for Environment, Food and Rural Affairs, or (iii) the Welsh Assembly Government;
- c) the person is not a Member of Parliament or a Member of the National Assembly for Wales.

You cannot be considered for appointment:

- if you have been declared bankrupt or have an existing arrangement with creditors;
- if you have, within the last five years, served a sentence of imprisonment of three months or more; or
- if you have been disqualified from being elected or being a member of a local authority.

More details can be found within the 2011 Regulations:

<http://www.legislation.gov.uk/ukxi/2011/695/made>

Conflicts of interest and due diligence

If you have any interests that might be relevant to the work of RFCCs, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Defra Public Appointments Team via publicappts@defra.gov.uk.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with Ministers and Cabinet Office.

7. How we will handle your application

Defra will acknowledge receipt of your application. Candidates will be contacted again after the closing date and once the Assessment Panel have considered all the applications.

For queries about your application or the recruitment process, please email the Defra Public Appointments Team via publicappts@defra.gov.uk.

8. Data protection

Defra is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation. All the information you provide will be used to proceed with the public appointment listed in this information pack and in the case of diversity monitoring information may be anonymised and used solely for monitoring purposes. For more information about the way we collect and hold your information, please read the Privacy Notice accessible through the Cabinet Office's Public Appointments Website (<https://publicappointments.cabinetoffice.gov.uk>) or request a copy of Defra's Public Appointments Privacy Notice from the Defra Public Appointments Team via publicappts@defra.gov.uk.

Annex A: Map of Regional Flood and Coastal Committees England

Regional Flood and Coastal Committees England



Published: 01/10/2019

Annex B: The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.