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**Lake District National Park Authority**

**Member Prospectus**

1. **Introduction**

Congratulations on your appointment to the Lake District National Park Authority (referred to as ‘the Authority’) and welcome.

This guide has been written with the aim of providing you with some important information to help you during your time with the Authority.

If you have any problems or queries, please do not hesitate to contact Heather McClure, Member Services Co-ordinator, on 01539 792637 or e-mail Heather.McClure@lakedistrict.gov.uk or Julie Wood, Authority Solicitor, on 01539 792665 or email Julie.Wood@lakedistrict.gov.uk.

1. **A short history of National Parks**

The story of the establishment of National Parks began in the early 19th century, with romantic poets such as Byron, Coleridge and Wordsworth writing about the inspirational beauty of the ‘untamed’ countryside. Wordsworth famously claiming the Lake District as “a sort of national property, in which every man has a right and interest who has an eye to perceive and a heart to enjoy”.

By the late 19th century James Bryce MP started a campaign for public access to the countryside by introducing the first “freedom to roam” bill to parliament in 1884. The bill failed by the campaign had begun.

By the early 20th century, the demands for public access to the countryside were growing – fuelled by widespread industrialisation and growing towns and cities.

By the 1930s, public pressure was at breaking point amid conflicts between landowners and people demanding greater access to the countryside. By 1932, the famous “mass trespasses” on Kinder Scout in the Peak District were taking place, leading to five men being imprisoned.

By 1936, groups of leisure activity enthusiasts and nature conservationists had formed a voluntary sector Standing Committee on National Parks which argued the case for national parks and urged the government to act.

Ongoing pressure culminated in the 1945 White Paper on National Parks, produced as part of the post-war reconstruction. The government set up a committee, under Sir Arthur Hobhouse, to prepare for National Park legislation.

In 1949 the government passed the National Parks and Access to the Countryside Act to establish National Parks, to conserve and enhance their natural beauty, and provide recreational opportunities for the public.

The Lake District National Park was designated on 9 May 1951 and founded on 13 August 1951.

Managing a National Park is challenging. It needs the right balance between conservation and recreation. National Park authorities need to conserve wildlife and habitats, but also encourage people to enjoy and learn from the countryside. This can cause conflicts.

To help National Park authorities make decisions between conservation and recreation, the National Parks Policy Review Committee made a recommendation in 1974, which is now known as the 'Sandford Principle', named after Lord Sandford who was chair of the committee. This principle states: "Where irreconcilable conflicts exist between conservation and public enjoyment, then conservation interest should take priority".

This principle was updated in the Environment Act 1995 which made fundamental changes to the system of care and control of National Parks. It defines the purposes and duty of the National Park Authorities by which National Parks are managed today.

In 2016 Lake District National Park boundary was extended to include areas to the south and the east of the original National Park.

In 2017 Lake District National Park became a UNESCO World Heritage Site.

1. **About the Lake District National Park Authority**

The Authority is a legal entity established by [section 63 of the Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/section/63) which receives grant funding from DEFRA to undertake its work. The Lake District was one of the first areas to be designated a National Park in 1951 and the Authority has been known in the past as the Lake District Planning Board and the Lake District Special Planning Board. Though situated within the county of Cumbria and lying across the boundaries of two unitary authorities, the Authority is the Planning Authority for the area of the National Park.

The Authority was set up with purposes and duties to which it must adhere. These statutory duties are:

* To conserve and enhance the natural beauty, wildlife and cultural heritage of the Lake District National Park; and
* To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.

and in pursuing those purposes:

* 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 National Park Authorities (England) Order 2015 as amended states that the Lake District National Park Authority shall consist of 20 Members. Members are appointed by local authorities and by the Secretary of State for the Environment.

Local Authority Appointed Members - 10

Of which 6 are nominated by Westmorland and Furness Council

 ; and

 4 are nominated by Cumberland Council

Secretary of State Appointed Members (5 Parish and 5 National) - 10

To comply with the provisions of [section 28](https://www.legislation.gov.uk/ukpga/2011/20/section/28) of the Localism Act 2011, the Authority has appointed two Independent Persons. Their role is to assist the Authority in promoting high standards of conduct of elected and co-opted members of the Authority and, in particular, to uphold the [Member Code of Conduct](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true).

Members have to agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. Most day-to-day decisions are made by Committees. Further information regarding the [Member Code of Conduct](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true) and Committees can be found within this handbook.

**Our Vision**

The Vision for the Lake District National Park set out below is a Partnership Vision that has been agreed by the 25 partner organisations on the Lake District National Park Partnership. For the Authority, it is our Management Plan; detailing how we interpret and deliver our Statutory Purposes in a more contemporary way.

The Lake District National Park will be an inspirational example of sustainable development in action.

A place where its prosperous economy, world class visitor experiences and vibrant communities come together to sustain the spectacular landscape, its wildlife and cultural heritage.

Local people, visitors and the many organisations working in the National Park or have a contribution to make to it, must be united in achieving this.

**Our Purpose**

Our Purpose explains why the Authority is here and the valuable role we play for the well-being of the nation and in looking after the place.

Our purpose is to inspire a sense of freedom and wellbeing for the nation so people and this spectacular landscape flourish.

**Our Organisational Strategy**

Our [Organisational Strategy](https://lakedistrictgovuk.sharepoint.com/sites/WayMarkerOurOrganisation/SitePages/Organisational-Strategy.aspx) sets out our priorities, our values and behaviours and our aspirations for the future.

**Our Values**

Our values support the delivery of the vision and our purpose; they are our identity. Our values specify how we will accomplish our goals; they help guide how we make decisions. Our values underpin our policies, procedures and strategies because they provide an anchor and a reference point for all things that happen at the Lake District National Park Authority.

* **Empowered – we think creatively, encouraging innovation, adapting to change and being willing to take risks.** We are flexible to deliver an excellent service. We are accountable for decisions within our area of responsibility, finishing what we start. We keep the vision, our purpose and values front and centre when making decisions.
* **Forward thinking – we plan for the future, recognising that our future sustainability is in our own hands.** We constantly ask ‘how can we improve to create the best experience, service and environment to help our future?’ We take a strategic approach to forward planning and prioritising issues for the Lake District National Park Authority; discovering new ways to bring in money and save money, so we have more to invest in the Lake District. We are committed to making a difference for future generations.
* **Leaders – we lead the way, delivering the vision and inspiring people and the landscape to flourish.** We are all leaders in our area of responsibility, with a deep commitment to deliver results. We motivate, support and inspire our people.
* **Nurturing – we nurture the Lake District, our teams and where we work, respectfully managing the Lake District National Park on behalf of those who live, work or visit here.** We oversee the conservation and sustainable development of this spectacular landscape of international importance, carefully and responsibly managing the resources which are entrusted in our care.
* **Proud – we are proud of the Lake District and what we do at the Lake District National Park Authority, which drives us to be our best.** We take pride in the difference we make together and the way in which we celebrate successes together. We are passionate about working in this special place and we enjoy sharing our stories.
* **Team player – we cooperate and work together, creating a sense of belonging where trust thrives.** We actively contribute to and share responsibility for results, asking for input and feedback from others. We respect the opinions of each other and listen attentively. We work collaboratively with our partners, doing what we have committed to do and act in the interest of the public.

We have adopted formal Codes of Conduct defining standards of personal behaviour for [Members](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true) and Officers.

We maintain the Governance Committee to raise awareness and take the lead in ensuring high standards of conduct are embedded within the Authority’s culture.

The Authority has put in place arrangements to ensure that Members and Officers of the Authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders; ensuring that these arrangements are workable by means of the Authority’s [Anti-Fraud, Theft and Corruption Policy](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B77BB26EF-C3B4-4E88-B404-B1FCF02455BF%7D&file=PART%20O%20Anti%20Fraud%20Theft%20and%20Corruption%20Policy.doc&action=default&mobileredirect=true); [Confidential Reporting (Whistleblowing) Policy](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B414BB25B-84C7-47DC-A820-05BF35C3E8CF%7D&file=PART%20P%20Confidential%20Reporting%20Policy%20Whistleblowing.doc&action=default&mobileredirect=true); [Members and Staff Working Together Policy](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BB5AE0742-317E-447F-8212-AFB63B3B1D42%7D&file=PART%20N%20Members%20and%20Officers%20Working%20Together%20.docx&action=default&mobileredirect=true) and declaration of interests processes set out in the [Member](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true) and Officer Codes of Conduct.

**Performance**

The [Lake District National Park Partnership’s Management Plan](https://www.lakedistrict.gov.uk/caringfor/lake-district-national-park-partnership/management-plan) (‘the Partnership Plan’) is the Authority’s statutory Management Plan. It explains how the Authority, together with a collective of key organisations working together as part of the Lake District National Park Partnership, will manage the Lake District National Park as effectively as possible to meet the strategies outlined in the Partnership Plan.

The [Business Plan](https://lakedistrictgovuk.sharepoint.com/sites/WayMarkerOurOrganisation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FWayMarkerOurOrganisation%2FShared%20Documents%2F2021%2D24%20Business%20Plan%2Epdf&parent=%2Fsites%2FWayMarkerOurOrganisation%2FShared%20Documents) sets out how we will deliver those strategies detailed as the Authority’s responsibility in the Partnership Plan. The Business Plan includes our priorities for the Lake District National Park and key actions we will take over the next three years. It also sets out how we will focus our resources to achieve the Vision and our priorities.

The Authority’s performance in delivering its priorities and the outputs for each year is reported to Resources Committee each year.

**Organisational Strategy**

The Organisational Strategy clarifies the Authority’s priorities and objectives and sets out how our teams work with partners and communities, generating funds to invest in looking after the Lake District National Park. It sets out how we work together to deliver the Vision.

1. **What you need to do**

Before you can take up your position as a Member, you need to agree to fulfil your duties as Member. You do this by undertaking an induction with the Authority’s Directors and the Deputy Monitoring Officer, completing your declaration of interest form and signing a copy of the Member Code of Conduct.

1. **Code of conduct**

As a Member you are also expected to comply with the [Member Code of Conduct](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true). A copy of the Code is available on Waymarker (the Authority’s intranet) and on the Authority’s website.

In order to comply with the Authority’s Member Code of Conduct, you must register your pecuniary interests and other registrable interests with the Authority’s Monitoring Officer within 28 days of the date of their election.

**FAILURE TO DECLARE A DISCLOSABLE PECUNIARY INTEREST IS A CRIMINAL OFFENCE.**

Further information regarding declaration of interests will be provided at your Induction. The Declaration of Interests Form will be sent out upon us being notified of your appointment.

1. **New member induction**

The Member Induction is designed to help to give you an understanding of how the Authority operates and give you the chance to meet key Members and Officers. It comprises a series of short meetings which we endeavour to undertake over the first month following your appointment. It will provide you with an introduction to the Authority as well as your role as a Member.

The Induction will cover the following -

* Authority’s Management Structure;
* The Authority’s Core Documents ([Standing Orders](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BCCC359DB-58F6-4320-956C-E08A8C06FD3C%7D&file=PART%20A%20Procedures%20and%20Business%20of%20the%20Authority.doc&action=default&mobileredirect=true), [Contract Standing Orders](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B72C14E88-8500-4E57-AAFA-4FF61FD1F669%7D&file=PART%20B%20Contract%20Standing%20Orders.docx&action=default&mobileredirect=true), [Financial Regulations](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE9160E81-FB95-4A4D-95CD-EECF29F9C2EB%7D&file=PART%20C%20Financial%20Regulations.docx&action=default&mobileredirect=true) and [Scheme of Delegation](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B0F4249A1-F456-4711-A584-A96F4E478440%7D&file=PART%20D%20Scheme%20of%20Delegation.docx&action=default&mobileredirect=true)) including meeting procedures;
* Background to NPA Finance;
* The [Member Code of Conduct](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE002FC33-EA1E-4FBB-B5FB-E653FC724FA8%7D&file=PART%20I%20Member%20Code%20of%20Conduct%202021.docx&action=default&mobileredirect=true);
* Registering and Declaring Interests;
* Members’ Allowances;
* Understanding Data Protection and Freedom of Information;
* IT Matters;
* Governance Committee;
* Explanation of the Vision, and Strategy of the Authority;
* Explanation of the role of the Lake District National Park Partnership; and
* Explanation of the priorities and activities of the directorates.

If you are appointed to the Development Control Committee you will receive an induction on the Planning Legislation and processes.

1. **Member training and development**

The Authority is committed to supporting its Members so that you feel confident and have the skills to meet the challenges of your role. To this end all new Members will receive a thorough Induction and have access to a mentoring scheme.

Each year or upon request you will have the opportunity to have a one to one personal development review with the Chair in which you will be able to discuss any training needs you may have or any learning opportunities you wish to explore to support your aspirations and continuous development. The Head of People and Organisational Development, Member Services Coordinator and Chair will also be happy to discuss any training requests you might have, outside of the annual personal development review process.

The Authority will provide you with access to high quality, responsive learning opportunities to equip you with the skills and knowledge you require to be effective in your roles and for any specific duties you may be asked to undertake.

1. **What is expected from you in the role as a Member**

You will be expected to:

* Contribute actively to the formulation of the Authority’s policies, budget strategies and service delivery;
* Represent the Authority on any Outside Bodies and Partnerships, as appointed, providing two-way communications between the organisation and the Authority; and to this end, develop and maintain a working knowledge of the Authority’s policies and practices in relation to that organisation;
* Attend and participate in any Committee for any related responsibilities associated with such appointment;
* Develop and maintain good working relations with relevant Officers of the Authority, in accordance with the [Members and Officers Working Together Policy](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BB5AE0742-317E-447F-8212-AFB63B3B1D42%7D&file=PART%20N%20Members%20and%20Officers%20Working%20Together%20.docx&action=default&mobileredirect=true); and
* Attend and participate in any training courses, away days, workshops and other sessions either internally or externally provided, to enable you to fulfil your role as a Member.

You can find further information in the Authority’s [Member Role Profile](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B46689D67-6552-4C9E-8BE5-0F721DC62E9F%7D&file=PART%20K%20Member%20Role%20Profile.docx&action=default&mobileredirect=true).

1. **Meetings you will be expected to attend**

**Within the Authority**

* Meetings of the full Authority Membership (known as Authority meetings);
* Committees, Sub-Committees, Project and Working Groups to which you have been allocated; and
* Training and/or briefing sessions relevant to your role.

**Outside the Authority**

* Meetings of any external Bodies or Partnerships to which you have been appointed by the Authority.
1. **How the Authority operates**

**The Constitution**

The Authority’s Constitution is set out in [Schedule 7](https://www.legislation.gov.uk/ukpga/1995/25/schedule/7) of the Environment Act 1995 and its Core Documents. It sets out how the Authority operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to members of the public. Some of these processes are required by law, while others are a matter for the Authority to choose. You can find the Core documents on Waymarker or on the Authority’s Website.

Schedule 7 of the Environment Act 1995 sets out the status and constitution of National Park Authorities. The Core Documents are:

[Part A – “Proceedings and Business of the Authority](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BCCC359DB-58F6-4320-956C-E08A8C06FD3C%7D&file=PART%20A%20Procedures%20and%20Business%20of%20the%20Authority.doc&action=default&mobileredirect=true)”

[Part B – “Contract Standing Orders](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B72C14E88-8500-4E57-AAFA-4FF61FD1F669%7D&file=PART%20B%20Contract%20Standing%20Orders.docx&action=default&mobileredirect=true)”

[Part C – “Financial Standing Orders](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7BE9160E81-FB95-4A4D-95CD-EECF29F9C2EB%7D&file=PART%20C%20Financial%20Regulations.docx&action=default&mobileredirect=true)”

[Part D – “Scheme of Delegation](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B0F4249A1-F456-4711-A584-A96F4E478440%7D&file=PART%20D%20Scheme%20of%20Delegation.docx&action=default&mobileredirect=true)”

Members are not expected to know the contents of the Constitution in detail but should have a knowledge of what it covers.

**Annual Authority Committee Meeting**

The Authority’s Annual Authority Committee meeting is held in June. This meeting deals with administrative matters including -

* Electing a Chair and Deputy Chair;
* Appointing Members to Committees; and
* Appointing Members to Outside Bodies and Partnerships.

**Authority Committee Meetings**

The Authority meets as required - usually four times a year - and meetings are held at 10am in the Boardroom at the National Park Office, Murley Moss, Oxenholme Road, Kendal, LA9 7RL or at such other venue of which you will be notified in advance of the meeting.

Occasionally, an Authority meeting may need to be held to consider matters which require special or urgent consideration.

All members receive an agenda to attend Authority meetings. The dates of the meetings are included in the [calendar of meetings](https://lakedistrictgovuk.sharepoint.com/sites/WayMarkerMembers/SitePages/Committees.aspx).

**The principal functions exercised by Authority include -**

* The Core Documents: the Standing Orders, the Contract Standing Orders (save as provided for at D3.5 below), the Financial Regulations (save as provided for at D3.5 below) and this Scheme of Delegation and the following documents:
* The Vision
* The Business Plan
* The Lake District National Park Partnership Plan (the National Park Management Plan)
* Revenue and Capital Budgets
* Medium Term Financial Strategy
* The Code of Corporate Governance
* The Lake District National Park Local Plan
* any Members’ Allowances Scheme
* the Member Code of Conduct and associated guidance
* appointing the Chairman and Deputy Chairman of the Authority;
* agreeing and/or amending the terms of reference for committees and deciding on their composition and membership;
* appointing representatives to outside bodies;
* co-opting members of committees of the Authority;
* confirming the appointment and dismissal of the Chief Executive (National Park Officer);
* making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation or private Bills; and
* all other matters which, by law, must be reserved to the Authority.

**Committees**

Meetings of the Authority’s Committees are open to the public except where personal or confidential matters (known as Part 2 matters) are being discussed. The Authority has established the following Committees -

Development Control Committee

Governance Committee

Park Strategy & Vision Committee

Resources Committee

Rights of Way Committee

**Membership of Committees**

The Chairman may ask you which Committees you might be interested in, however, they decide who is nominated for places on each Committee. The nominations are presented to the Annual Authority meeting for approval.

You will receive Agendas electronically for Committees to which you are appointed as a Member. All other Agendas will be available on the Authority’s website.

**Terms of Reference of Committees**

Detailed Terms of Reference of each of the Committees of the Authority can be found in the Authority’s [Scheme of Delegation](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B0F4249A1-F456-4711-A584-A96F4E478440%7D&file=PART%20D%20Scheme%20of%20Delegation.docx&action=default&mobileredirect=true). Below is a brief overview of the areas that each Committee deals with.

**Development Control Committee**

To consider planning applications and property control matters including planning enforcement.

**Governance Committee**

To undertake the audit activity including the appointment of the Authority’s external auditor; commissioning work from internal and external audit and the consideration of reports from such bodies. In addition this Committee undertakes the role promoting and maintaining high standards of conduct by the members of the Authority including the adoption of the Member Code of Conduct and the determination of complaints made against Members.

**Park Strategy & Vision Committee**

Considers the formulation of all policies relating to the work of the Authority, making recommendations to the Authority for the adoption of new policies and the review and amendment of existing policies of the Authority. Also the Committee oversees the Local Plan, the Lake District National Park Partnership Management Plan and the Vision for the Lake District National Park.

**Resources Committee**

The Resources Committee is responsible for the authority’s capital and revenue budgets and all matters relating to the planning and monitoring of the Authority’s finances, Risk Management, Performance Indicators and Procurement.

**Rights of Way Committee**

Considers and determines all applications for the making of agreements, the making and confirmation of orders and to discharge any other function of the Authority under the Highway Acts.

**Executive Performance**

The Chair and Deputy Chair of the Authority manage all aspects of the Chief Executive’s employment with the Authority and assist the Chief Executive on the interpretation of the Authority’s policies and to advise the Chief Executive.

1. **Authority structure**

**The Authority’s Staff**

The Authority has people working for it (known as Officers) to give advice, implement decisions and manage the day-to-day delivery of its services. Some Officers have a specific duty to ensure that the Authority acts within the law and uses its resources wisely. A Code of Practice governs the relationship between Officers and Members of the Authority.

**Chief Executive (and designated Head of Paid Service)**

Section 4 of the Local Government & Housing Act 1989 provides that it is the duty of every local authority to designate one of their officers as its Head of Paid Service and sets out the duties that the Head of Paid Service must undertake. The Chief Executive has the overall corporate management and operational responsibility (including overall management responsibility for all Officers). The Chief Executive also provides professional advice to all parties in the decision making process and together with the Monitoring Officer, has the responsibility for a system of record keeping for all of the Authority’s decisions.

Regulations made under the Local Government Act 2000 reinforce these duties by making the appointment of staff below chief officer level the exclusive function of the Head of Paid Service or someone nominated by them.

**Director of Visitor Services and Resources**

The Director of Visitor Services and Resources has the overall management and operational responsibility for all aspects of the Visitor Services and Resources Directorate. The Head of Resources is the section 151 officer for the Authority and this role sits within the Visitor Services and Resources Directorate.

Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a S151 Officer, also known as a Chief Financial Officer (CFO), to have responsibility for those arrangements. As such, the CFO must lead on a local authority’s financial functions and ensure they are fit for purpose. CFOs must be professionally qualified and suitably experienced.

**Director of Sustainable Development (and designated as the Monitoring Officer for the Authority)**

The Director of Sustainable Development has the overall management and operational responsibility for all aspects of the Sustainable Development Directorate and the Lake District National Park Partnership.

Section 5 of the Local Government & Housing Act 1989 Act provides that it is the duty of every local authority to designate one of their officers as its Monitoring Officer. The Director of Sustainable Development is the Authority’s Monitoring Officer and has three main roles:

* To report on matters they believe are, or are likely to be, illegal or amount to maladministration;
* To be responsible for matters relating to the conduct of Members and officers; and
* To be responsible for the operation of the Authority’s Constitution.

The Monitoring Officer also has significant functions in relation to Members’ and Parish Council Members’ conduct. The Monitoring Officer is the registration officer for the purposes of the Members’ Code of Conduct and supports the work of the Governance Committee.

The Authority’s Organisational Structure can be found on the page below. Full details of the responsibilities of the Senior Officers of the Authority can be found in Part D4 of the [Authority’s Scheme of Delegations](https://lakedistrictgovuk.sharepoint.com/%3Aw%3A/r/sites/WayMarkerOurOrganisation/_layouts/15/Doc.aspx?sourcedoc=%7B0F4249A1-F456-4711-A584-A96F4E478440%7D&file=PART%20D%20Scheme%20of%20Delegation.docx&action=default&mobileredirect=true).