



## RECRUITMENT INFORMATION – GUIDANCE NOTES FOR APPLICANTS



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## **INTRODUCTION**

Thank you for your interest in joining the East Riding of Yorkshire and Kingston upon Hull Joint Local Access Forum (JLAF) as a voluntary member. We are looking to recruit up to five knowledgeable and passionate new members in the near future, and we hope you find this document helpful in deciding if it is the role for you. The following information outlines what being a member involves and provides a summary of the Forum's work to help you consider and progress your application.

Local Access Forums are statutory advisory forums and we use an application form and interview process in order to select and appoint new members. Unfortunately, we are unable to appoint everyone who is interested in joining the JLAF.

Due to the ongoing uncertainty caused by the Coronavirus outbreak, we have not set a specific closing date for applications or scheduled a date for interviews at this stage, but applications can be submitted on a rolling basis and we hope to progress the appointment process later this year.

If you are interested in applying to join the Forum having read these guidance notes, please contact the Secretariat at [accessforum@eastriding.gov.uk](mailto:accessforum@eastriding.gov.uk) and we will email our short application form to you for completion. The most suitable candidates in accordance with the criteria set out in these guidelines will be invited to attend an informal interview with representatives of the Council(s).

If you are invited to join the JLAF, we will send you further information and guidance on Local Access Forums and ask you to sign a short member agreement. Appropriate induction and training will be given to new members.

## **BACKGROUND TO THE JOINT LOCAL ACCESS FORUM**

Under the Countryside and Rights of Way Act 2000, local highway authorities are required to establish a Local Access Forum. These are statutory advisory forums that provide independent, constructive advice to decision making organisations (such as local authorities and other public bodies) about making improvements to public access for outdoor recreation and sustainable travel. There are over 80 Local Access Forums in England and Wales. The East Riding of Yorkshire Local Access Forum was established in 2003 and expanded to become a joint Forum with Hull City Council in 2004.

The JLAF usually holds four main meetings a year, where a range of strategic issues relating to public rights of way, access to green spaces and sustainable travel are considered. The meetings are held in public and members of the public may be invited to submit questions at the discretion of the Forum Chair. Occasional sub-group meetings, site visits or training days for members may also be arranged.

## **MEMBERSHIP OF THE FORUM**

Voluntary members are recruited to the JLAF to represent an area (or areas) of interest, rather than to represent any specific organisation or geographic location. Defra regulations require Local Access Forums to have a 'reasonable' balance of membership between the following three broad areas of interest:

- a) Recreational users of public rights of way and other green spaces
- b) Land management interests
- c) Other interests relevant to the work of the Forum and to the local area

Members representing category b), land management interests, should ideally own or be responsible for land which contains public rights of way, open access or permissive access. This could include woodlands, urban green space, caravan parks, conservation sites and golf courses, as well as farmland and open countryside.

Whichever interest(s) they represent, members are expected to be committed to improving access for outdoor recreation and the responsible enjoyment of green spaces in the whole of the Forum area, and be able to work objectively and positively with other forum members and officer contacts. National guidance strongly encourages local access forums to work strategically and focus on the important 'bigger picture' access issues in their area.

East Riding of Yorkshire Council will lead on making the appointments to the Forum, working closely with Hull City Council. A maximum of three Local Authority Councillors can also be appointed to sit on the Forum, serving alongside the voluntary members.

Members are able to claim reasonable travel and subsistence costs for attending JLAF meetings and activities - more information will be provided to successful applicants. Interview expenses can also be re-imbursed.

## **AREAS OF INTEREST AND EXPERIENCE**

The Forum currently has a membership of 13 volunteers plus two Councillor representatives, one each from East Riding of Yorkshire Council and Hull City Council. Between them, the current voluntary members represent the following range of interests:

- Recreational users:- walking, horse riding, cycling, country sports and trail riding.
- Land owners and land managers:- farming and rural tourism.
- Other relevant interests:- health and wellbeing, urban green space, heritage, waterways/hydrology, conservation, rural business & parish councils.

### **Priority Areas for the Recruitment Process:**

Over the next few months we are seeking to recruit up to five new voluntary members to strengthen the capacity of the JLAF. Applications relating to any of the three broad interest categories (a, b and c, as shown on page 2 above) are welcome. We are looking to recruit new members who are knowledgeable and passionate about accessing public rights of way and green space responsibly, and who meet the criteria we have set out in the person specification shown on page 4.

Applicants are only required to demonstrate their relevant experience and knowledge in one of the three categories (a, b or c), but applicants who can demonstrate experience and knowledge in more than one category of interest will be especially welcome.

In particular, we would welcome new members who represent some of the following priorities:

- Young people/youth engagement, ethnic minorities, disability access [interests not currently represented]
- Cycling/mountain biking, health, tourism, landowning & land management [interests currently under-represented]

We are also seeking to recruit new members with knowledge, skills or experience in one or more of the following:

- Consultation responses, research skills, planning processes (inc. Local Plans, Rights of Way Improvements)

## **NATURE OF THE ROLE**

The role of a Joint Local Access Forum member normally involves the following:

- Attendance at four main forum meetings per year, contributing to discussion/advice as appropriate. (Meetings are usually held on Wednesday afternoons at different locations throughout the area. Meetings are currently scheduled for 16 September 2020 and 16 December 2020).
- Periodic contributions to relevant consultations between meetings (usually undertaken by e-mail).
- Attendance at occasional site visits or training events.
- Committing to sit on the JLAF for a three year term of office.
- There may also be opportunities to contribute to other JLAF work streams and sub-groups, but the amount of additional commitment between meetings is flexible and dependent on individual circumstances.

## WHO ARE WE LOOKING FOR ?

### - PERSON SPECIFICATION FOR JOINT LOCAL ACCESS FORUM MEMBERS

	Essential	Desirable
Skills and Attributes	<p>Good written &amp; verbal communication skills, including competent use of email</p> <p>Good team-working skills with an ability to listen to the views of others and to work constructively to seek consensus</p> <p>Ability to network and share information with other groups and organisations to promote and develop the work of the LAF</p> <p>A strategic thinker able to work objectively on 'bigger picture' issues in the Forum area</p>	<p>Good research skills</p>
Knowledge	<p>Good knowledge of countryside access, public rights of way and green space in the East Riding of Yorkshire and/or Kingston upon Hull</p> <p>Good general understanding of the role of Local Access Forums</p>	<p>Knowledge of operational procedures of local government and other public organisations involved in the management of access and green space</p> <p>Good understanding of regional and national access issues</p> <p>Knowledge of planning processes including Local Plans, Rights of Way Improvements</p>
Experience	<p>Experience of participating in formal meetings and/or debates</p>	<p>Experience of responding to consultations from the public sector and other bodies</p> <p>Experience of attending virtual meetings (eg. Zoom, Teams, Skype)</p>
Other Requirements	<p>Committed to help improve public access and promote responsible outdoor recreation across the whole geographic area of the Forum, whilst recognising a need to balance the interests of others (inc. landowners, conservation)</p> <p>Ability to represent at least one of the three broad areas of interest identified in this guidance document (a, b or c)</p> <p>Willingness to represent the JLAF for three years and attend forum meetings</p>	<p>Ability to represent one (or more) of the priority areas for recruitment identified on page 3 of this guidance document</p>

### SUMMARY OF RECENT JOINT LOCAL ACCESS FORUM WORK AREAS

In the past year the Joint Local Access Forum's work has included the following:

- Strategic advice on non-motorised user access provision for three proposed large infrastructure schemes; Hornsea Project Four onshore cable corridor; Jock's Lodge/A164 Improvement Scheme; Holderness Drain Flood Alleviation Scheme (Hull).
- Recommendations resulting in substantially improved interactive mapping on the Walking the Riding website.
- Responses to numerous consultations relating to definitive map modification orders, proposed public path orders and planning applications of strategic importance to the public right of way network.

Please visit [www.eastriding.gov.uk/jlaf](http://www.eastriding.gov.uk/jlaf) for more information and to download our latest annual report.



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Thank you once again for your interest in the work of the Joint Local Access Forum

For further information, to request an application form or to return a completed application form,  
please email the Forum Secretary at:

**[accessforum@eastriding.gov.uk](mailto:accessforum@eastriding.gov.uk)**

Secretariat to the East Riding of Yorkshire & Kingston Upon Hull Joint Local Access Forum  
c/o East Riding of Yorkshire Council, Rural Policy & Partnerships Team  
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We look forward to hearing from you.

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