



RECRUITMENT INFORMATION – GUIDANCE NOTES FOR APPLICANTS



Contents

- The Recruitment Process
- Introduction to the Local Access Forum
- Membership of the Local Access Forum
- Members' Areas of Interest and Experience
- Nature of the Role
- Who are we looking for?
- Summary of Recent Local Access Forum Work Areas

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 complete the application form.

THE RECRUITMENT PROCESS

As Local Access Forums are statutory advisory forums, 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.

The closing date for applications to the current JLAF recruitment process is 8th February 2018 (noon). Applications should be submitted to the Secretariat by e-mail at accessforum@eastriding.gov.uk. The most suitable candidates in accordance with the criteria set out in these guidelines will be invited to attend an informal interview. The interviews are provisionally scheduled to take place on 28th February 2018 and 1st March 2018 at County Hall, Beverley.

If you are invited to join the JLAF, we will send out an introduction pack with further information on JLAF membership, general guidance on Local Access Forums from the Secretary of State (Defra) and other relevant information. We will also ask you to sign a short member agreement. Appropriate induction and training will also be given to new members.

INTRODUCTION TO THE 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 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. Further information regarding the recent work of the Forum is included at the end of this document.

MEMBERSHIP OF THE LOCAL ACCESS 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, or provides permissive access, or is designated as open access land. This could include coastal access land, woodland, urban green space, rural estates, 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 enjoyment of green spaces in the whole of the Forum area, and be able to work objectively and positively with other forum members and relevant officer contacts. National guidance strongly encourages local access forums to work strategically and focus on the most important, 'bigger picture' access issues in their area.

East Riding of Yorkshire Council is the lead appointing authority, working closely with Hull City Council. A maximum of three Local Authority Councillors may also be appointed to sit on the Forum by the appointing authorities.

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 may also be claimed.

MEMBERS' AREAS OF INTEREST AND EXPERIENCE

The Forum currently has a membership of 12 volunteers plus two Elected Council 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, country sports, access for the disabled and recreational motor vehicles.
- Land owners and land managers:-farming and rural tourism.
- Other relevant interests:-health and wellbeing, heritage, public transport, waterways, conservation, social inclusion, 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, and who meet the key criteria we have set out in the person specification.

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 are seeking to recruit new members to represent some of the following priority areas of interest:

- Young people/youth engagement, ethnic minorities, canoeing [interests not currently represented]
- Cycling, mountain biking, health, accessibility, landowners & land managers [interests currently under-represented]

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

- External funding, planning processes (inc. Local Plans), consultation responses, research skills

THE 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. The next two scheduled meetings are on 14 March 2018 and 13 June 2018).
- Periodic contributions to relevant consultations between meetings (usually undertaken by e-mail or occasionally at separate meetings).
- Attendance at occasional training activities and site visits.
- 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.
- Committing to sit on the JLAF for a three year term of office.

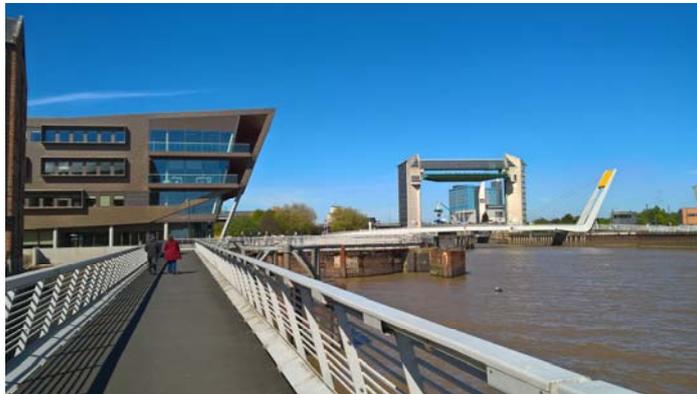
WHO ARE WE LOOKING FOR ?

- PERSON SPECIFICATION FOR LOCAL ACCESS FORUM MEMBERS

	Essential	Desirable
Skills and Attributes	<p>Good written & 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 external funding opportunities relevant to access and green space</p> <p>Knowledge of planning processes, including Local Plans</p>
Experience	<p>Experience of attending and participating in formal meetings and/or debates</p>	<p>Experience of responding to consultations from public sector and other bodies</p>
Other Requirements	<p>A strong commitment to help improve public access and promote 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 areas of interest identified in this guidance document (a, b or c)</p> <p>Commitment to attend four scheduled meetings per year and willingness to represent the JLAF for a three year term of office</p>	<p>Ability to represent one (or more) of the priority areas of interest for the recruitment process identified on page 3 of this guidance document</p> <p>Willingness to attend further meetings or events on behalf of the LAF as may be required</p>

SUMMARY OF RECENT LOCAL ACCESS FORUM WORK AREAS

- The JLAF provided advice/comments to the Hull Local Plan which contributed to the Main Modifications Consultation document.
- JLAF members have offered advice to inform new management plans for important countryside locations, including the Hull to Hornsea, Hull to Winestead and Bubwith recreational rail trails.
- JLAF members provided recommendations to East Riding of Yorkshire Council regarding revision of Traffic Regulation Orders in force at green lanes in key rural locations.
- JLAF members attended a site visit to Oak Hill Goole to assess recent developments at the nature reserve.
- JLAF members reviewed the Walking the Riding PROW interactive map, offering advice and recommendations which led to an East Riding of Yorkshire Council officers working group being established.
- The JLAF Secretariat provided information on access matters to inform a House of Lords Select Committee Call for Evidence on the Natural Environment and Rural Communities Act 2006. This included funding for national trails and future agri-environmental policy (August 2017).
- The 13th JLAF annual report was published and circulated to a wide range of contacts.
- There was a JLAF display at the Driffeld Show (July 2017), an annual event attended by over 20,000 visitors.
- The JLAF Chair attended the National LAF conference in Birmingham (June 2017).
- The JLAF chair attended a workshop event to explore a new local access delivery model (June 2017).
- JLAF members continue to sit on Rural, Transport and Waterways Partnerships in the East Riding, and on the Leader Local Action Group. The JLAF also has representation at the Trans-Pennine Trail (Eastern Management Group), Yorkshire Wolds Way Partnership and the Yorkshire & Humber Regional Access Forum.



Thank you once again for your interest in the work of the Joint Local Access Forum
Please could you send your completed application form by e-mail, by the closing date, to:
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
Room FG5c, County Hall, BEVERLEY, HU17 9BA

We look forward to hearing from you.

Telephone: 01482 391691 & 391696