

## **Alconbury & Ellington Internal Drainage Board**

### **Roles of Chairman and Chief Executive: Division of Responsibilities**

#### **The Chairman is responsible for running the board. Key responsibilities include:**

1. Setting the agenda, style and tone of board discussions and chairing board meetings, to promote effective decision making and constructive debate;
2. Providing leadership to the board;
3. Taking responsibility for the board's composition and development;
4. Ensuring proper information is made available to the board;
5. Planning and conducting board meetings effectively;
6. Getting all board members involved in the board's work;
7. Deciding whether or not a member of the board can vote on any issue, where the member has a prejudicial interest, as set out in the Members Code of Conduct and the Standing Orders;
8. Promoting effective relationships and open communication, both inside and outside the boardroom, between the non-executive board members and the executive team;
9. Overseeing the induction and development of board members;
10. Ensuring the board focuses on its key tasks;
11. Engaging the board in assessing and improving its performance;
12. Ensuring effective implementation of board decisions;
13. Establishing a close relationship of trust with the chief executive, providing support and advice, while respecting executive responsibility;
14. Representing the board and presenting the board's aims and policies to the outside world;
15. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the board;
16. Convening emergency meetings of the board and its committees.

#### **The Chief Executive has executive responsibility for running the board's business. Key responsibilities include:**

1. Delivering the operational performance of the IDB, as dictated by the board's overall strategy;
2. Formulating and successfully implementing board policy and board resolutions;
3. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the board;
4. Maintaining an ongoing dialogue with the chairman of the board;
5. Ensuring that adequate operational planning and financial control systems are in place;
6. Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees;
7. Closely monitoring the operating and financial results against plans and budgets;
8. Taking remedial action where necessary and informing the board of significant changes;
9. Providing leadership to the management and employees;
10. Assuming full accountability to the board for all IDB operations;
11. Building and maintaining an effective executive team;
12. Representing the IDB at meetings with major ratepayers, contributing councils, professional associations, key partners and stakeholders;
13. Managing the IDB business day to day and acting as the Returning Officer, as defined in the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended), and as the Data Protection Officer, as defined in the Data Protection Act 2018;