

## Upper Medway Internal Drainage Board

### Division of Responsibilities

This document outlines the division of responsibilities for running the Upper Medway Internal Drainage Board between the Chairman and Clerk to the Board.

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

1. Setting the agenda, style and tone of Board discussions and Chair Board meetings, to promote effective decision making and constructive debate.
2. Providing leadership to the Board and supporting the agreed strategies provided by the Boards committees and Clerk.
3. Taking responsibility for the Board's composition and development.
4. Ensuring proper information is made available to the Board.
5. Conducting Board meetings effectively.
6. Encouraging Board Member involvement in the Board's work.
7. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the Board members and the officer team.
8. Overseeing the induction and development of Board members.
9. Ensuring the Board focuses on achieving agreed objectives.
10. Engaging the Board in assessing and improving its performance.
11. Ensuring effective implementation of Board decisions.
12. Establishing a close relationship of trust with the Clerk, providing support and advice, and respecting executive responsibility.
13. Representing the Board and presenting the Board's aims and policies to the outside world.
14. Understanding the views of ratepayers, contributing councils and key stakeholders, and ensuring that effective lines of communication exist with the Board.
15. Ensuring that the Board engages effectively with the community they represent
16. Ensuring Board compliance with legislative and Governance requirements
17. Reviewing value for money and setting benchmark targets in conjunction with the Vice-Chairman who acts as Chairman of the Finance Committee.

**The Clerk 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.
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 and Vice-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, and key stakeholders.
13. Managing the IDB day to day. Delegated authority to take any decision has been given to the Clerk by the Board, unless otherwise reserved to the Board and noted in the schedule of reserved matters/ Scheme of Delegation.

14. Advising the Board on changes in legislation or regulations that affect the operation of the Board.
15. Arranging for the review and audit of the IDB processes and procedures
16. Deriving and delivering improved value for money
17. Planning of agendas, appendix, and meetings relevant to Board and as agreed by the relevant Chair or representative of the Board.
18. Delivery of Board objectives and provision of quantifiable evidence through system and recording design.

#### November 2022 Amendments

- Removed LMIDB references
- Reword Chairman point 2 – Added point about supporting strategies from committee and Clerk
- Reword Chairman point 5 – Removed planning of Board meetings
- Reword Chairman point 6 – Changed to encouraging Board members involvement
- Reword Chairman point 7 – Removed executive team wording and instead replace with Board members and officer team.
- Reword Chairman point 9 – change key tasks to objectives
- Reword Chairman point 17 – included reference to Vice Chairman
- Added Clerk point 17 relating to planning of meetings etc.
- Added Clerk point 18 regarding delivery of objective reporting systems.