

RURAL ENGLAND: RESPECTIVE ROLES AND RESPONSIBILITIES

This paper sets out proposals for the respective roles of Rural England's Directors and Stakeholders. They are intended to help Rural England achieve its mission by:

- making the best use of the skills and expertise available through its Directors and stakeholders
 - clarify the respective roles of Directors and stakeholders
 - provide a route through which its stakeholders can fully engage and help shape the work of Rural England
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Rural England exists to bring together rural networks and stakeholders, to improve the rural evidence base, and to help disseminate and debate the findings.

It has adopted the structure of a Community Interest Company that is managed by its team of Directors and whose work programme and outputs are shaped by a Stakeholder Group. This structure is designed to ensure that it operates independently of any-one interested party.

Roles and Responsibility of Directors – See M&A

1. Management of Rural England as a CIC business, which includes:

- management of the Company's business.
- select from amongst the Director a Chair of the Directors
- call Director's meetings
- keep and make available minutes of Directors' meetings
- keep and transmit of financial records and accounts

2. Formal requirements of Directors to Stakeholder Groups as specified in Memorandum and Articles

Under Rural England's Memorandum and Articles it can create and support Stakeholder/User Group(s) the purpose of which will be to add value to the workings of the Company in pursuit of its main objects.

<p>It is required that the group meets at least annually to receive reports o the working of Rural England and to comment on its activities</p>

3. In fulfilling these requirements and to support the effectiveness of the Stakeholder Group Directors will:

- i. Attend Stakeholder Meetings, with a minimum attendance of one director, and a formal report to the next Directors' meeting. Providing quarterly reports on the work of Rural England against Business Plan targets
- ii. Seeking the advice and input of the Stakeholder Group into the design of research being undertaken by or for Rural England
- iii. Provide opportunities for members of the Stakeholder Group to steer research undertaken by or for Rural England
- iv. Publicise the work undertaken by members of the Stakeholder Group using data and research produced by Rural England

Role of Stakeholders

For their part members of the Stakeholder Group will:

1. Attend meetings of the Stakeholder Group, with as far as possible consistency in the representative who attends.
2. Provide a brief quarterly update on research and campaigning work being undertaken by their organisation relevant to the work of Rural England.
3. Alert Directors and other Stakeholders to policy changes and challenges that are relevant to the well-being of rural areas
4. Offer, where appropriate, access to data or research that has been undertaken by the stakeholder organisation relevant to the work of Rural England
5. Use data and research provided by Rural England in their respective organisation's work to promote the well-being of rural areas, and report on its use and outcomes.
6. Provide support for individual pieces of research undertaken by Rural England, which may include the following:
 - Assist in the selection of external consultants if they are commissioned to undertake research on behalf of Rural England

- Membership of project/research steering groups
- Peer review of work undertaken by or on behalf of Rural England

7. Offer advice and information that help shapes Rural England's Business Plan

8. Through their networks promote the work of Rural England

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