**ENVIRONMENT AGENCY NORTH WEST RFCC**

**MEMBERSHIP APPLICATION FORM**

Please read through the form first before filling it in, answering all the questions. If you need extra space for any of the answers, please use a separate sheet.

Please indicate which vacancy/ vacancies you are applying for:

Coastal Processes Working with Communities at risk of flooding Economics  Development and Planning 

1. **Personal Details**

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| **Title:** | | **Surname:** |
| **First name/s:** | | |
| **Address:** |  | |
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| **Post code:** |  | |
| **Telephone number:** |  | |
| **Mobile number:** |  | |
| **E-mail address:** |  | |

1. **Availability**

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| **Meetings**  The committee meets four times a year and meetings are held at venues across the North West Region. You will be expected to attend all formal meetings, which usually last approximately half a day (typically 10am - 2pm). We sometimes use additional workshops (1-2) over the year to progress specific issues which you may be asked to attend if relevant. If there is anything we can do to help you attend an assessment or meetings, please let us know.  I confirm that I am able to give the time commitment and travel to the meetings as required:  Yes: No:  If the selection/ assessment process is complete, the 18th October 2019 will be the first meeting you might attend in Kendal.  Would you be free to attend on this date?  Yes: No: |

1. **Appointment Questions**

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| **Q1: Please describe why you are interested in applying to be a member of the Committee. What are your key interests and motivations for wanting to be involved?** |
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| **Q2: Please describe what knowledge, skills and experience you will bring to the role you are applying for.** |
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| **Q3: Please provide your thoughts on the role as described in the profile, where you see the key opportunities, and how you would maximise the effectiveness of the role.** |
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| **Q4: Being a Committee member is often about listening, communicating well and influencing others, for the benefit of communities and the public. Describe how you have previously used these skills.** | |
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| **Q5: Do you have any conflicts of interest to declare at this stage? If so, how would you manage these with your role on the Committee?** |
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1. **Data Protection Notice**

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| We are the Environment Agency and we administer the Regional Flood and Coastal Committees. We are the data controller for this service. A data controller determines how and why personal data (personal information) is processed.  We are allowed to process your personal data because we have official authority as set out in the Regional Flood and Coastal Committees (England and Wales) Regulations 2011, Statutory instrument No.695. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law. We will use the personal data you provide in response to the questions to assess your suitability for the role of an Environment Agency Appointed member of the Regional Flood and Coastal Committee.  In line with the principles of openness and transparency, if you are appointed then some of the information on this form will be made public (e.g. your name, a brief background, and any other public appointments). If we place this information in the public domain via a press release, we will agree it with you first.  If you are appointed to the Committee, we will use your contact details to communicate with you during your term as a member. We will not disclose your contact details outside of the Environment Agency and the Committee without your consent.  If you are appointed to the Committee your personal data will be held on file for 6 years after the end of your term of appointment.  If you are unsuccessful we will hold your personal data on file for 6 months.  In all cases we will share your personal data with the Chairman of the Regional Flood and Coastal Committee as part of the shortlisting, interview and selection process.  Our [personal information charter](http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) ([www.gov.uk/government/organisations/environment-agency/about/personal-information-charter](http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter)) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter’.  Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency’s use of personal information.  If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO using the following details:  Address: Data Protection Officer  Environment Agency  Horizon House  Deanery Road  Bristol  BS1 5AH  Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)  You can find out about your personal data rights from the Information Commissioner's Office (ICO) at [www.ico.org.uk](https://ico.org.uk/your-data-matters/). The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.  Your information will be securely processed and stored on a UK server. |
| **Declaration:**  **I declare that the information given on this application is complete and accurate to the best of my knowledge. I have read the information pack and confirm that I am eligible to be considered for appointment to the Regional Flood and Coastal Committee.**  **Signature: ……………………………………………………… Date: ………………….** |

1. **Media Research**

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| To help us with future recruitment it would help us to find out how you heard about the vacancy. Please mark as appropriate: | | | |
| **Article in the media?** |  | **.gov.uk?** |  |
| **Social Media (Twitter, Facebook, LinkedIn)?** |  | **North West Floodhub?** |  |
| **From a contact*?***  *(details below)* |  | **From another source?**  *(details below)* |  |
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1. **Diversity and Inclusion Monitoring**

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| To help us ensure we are inclusive and fair to everyone, we would like you to complete the Diversity and Inclusion Monitoring form. This will help us monitor how effective we are in attracting and appointing applicants from all backgrounds. All information supplied will be treated in the strictest confidence and will not be used as part of the appointment process. This information given will be used for monitoring purposes only and will be treated in accordance with the Data Protection Act 1998.  If you have a disability and require any form of reasonable adjustment during the appointment process or at the interview, you should advise us separately of your requirements. |

**Please return to:**

[NW-RFCC@environment-agency.gov.uk](mailto:NW-RFCC@environment-agency.gov.uk)

Rachel Harmer, RFCC Secretariat Officer, Environment Agency, Richard Fairclough House, Knutsford Road, Warrington, Cheshire WA4 1HT.

Return your completed application form to arrive by the closing date: **5 July 2019**