

## Appointments to the Navigation Committee 2025

# Notes for Guidance

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### Section 1 Personal details

1. Please enter your full name.
2. Please enter the address /telephone number(s) / email you can be contacted at.
3. We also require your home address, if different from your contact address. All correspondence regarding the appointment will be sent to the contact address. Please ensure that you have included the details of somewhere you can be contacted at short notice, if necessary.

### Section 2 Post criteria and requirements

4. The Navigation Committee normally meets five times a year, on Thursday mornings in Norwich. Meetings commence at 10am and are usually last no more than 2-3 hours. In addition, there are one or two site visits a year so that the Committee can look at issues on the ground.

The Authority needs to be assured you are fully aware of the time and travel commitments involved in being a member of the Committee. However, we are happy to consider any reasonable requests that would enable someone to attend meetings.

5. Your suitability for appointment will be assessed by comparing the published essential criteria against information you provide on this form. As such we need you to give specific examples that show how you meet the published criteria (see the Job Description). We do not ask for or give the option of supplying CVs because we are interested in your specific skills, knowledge and experience, and not simply your career history. These skills could have been obtained from a range of activities and not simply from a “traditional” background or career path. For this question please give details, with examples where relevant, of how you meet the **essential** criteria, as outlined in the Job Description.
6. As for question 5, please give examples of how you meet the **desirable** criteria given in the job description. These are skills or experience that while not essential to the post, would still be an asset to the Navigation Committee. No one is expected to have all of the skills listed, but it would be helpful to know what additional skills people have in order to appoint a balanced committee with a range of different skills and abilities. Candidates should not be discouraged from applying if they do not have all or even the majority of the skills/experience listed.
7. We are also interested in the skills and experience you have which, whilst not specified in the criteria, would still be relevant to this appointment. This will enable us to get a better

idea of you as an individual and the unique skills you may possess. It also gives you the opportunity to include any additional information you feel is relevant to your application.

8. While you will be judged against the published criteria, professional and educational qualifications give us an idea of the depth of your knowledge or skills. However, when assessing candidates, someone who has a professional qualification will be given no more consideration than someone who has obtained the same skills but in a “non-traditional” way and so may be able to offer a different perspective.
9. As a member of the Navigation Committee you may find that it is discussing matters which affect your/your close family’s business or personal (financial) interests. This does not preclude your membership of the Committee. However, there is a Statutory Code of Conduct to be complied with which requires members to declare relevant interests. Sometimes the interest will be such that a member cannot take part in a debate on a particular item. Code of Conduct training will be provided.

### **Section 3 Other Information**

10. It would be helpful if you could specify how you first heard about this vacancy.
11. Please give details of two people who may be asked to act as referees for you and include their email addresses if possible. They will only be approached for a reference if you are invited for interview.

### **Section 4 Data Protection Privacy Notice and Declaration**

12. The information provided on the application form will be handled and stored in accordance with current Data Protection legislation.
13. Please provide brief details if there is anything relevant to your suitability as a public appointee: for example, your use of social media, online articles about you, any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability.

If you require any further assistance in completing this application form please contact:

**Senior Governance Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY**  
Email [committees@broads-authority.gov.uk](mailto:committees@broads-authority.gov.uk) Telephone 01603 756062

We aim to acknowledge all applications within 24 hours of the close of the application process. If you have not heard from us within 48 hours of the closing date please contact us for confirmation that your application has been safely received.