

No.	Resolutions	Priority level	Actions Required	Lead Officer	Resource Implications	Timescale	Progress	Status
1	Work towards a complete library of published material to be available. To ensure that any support given by BBNPA for studies such as university dissertations carries a caveat to include a copy of published paper to be lodged in the library of the BBNPA.	Low	Research availability, format and cost of appropriate journals, and identify gaps in existing provision	Natalie Ward	Dependent on format - will be updated	Ongoing as once arrangements in place will need to be reviewed and updated. Also as capacity allows		
			To liaise with HERs and Planning colleagues to ensure that all available reports are forwarded to the Heritage Officer	Natalie Ward				
			Liaise with Paul Sinnadurai regarding relevant reports produced through the Research Prospectus	Natalie Ward	None			
			Liaise with Sunita Welch, Brad Welch and Paul Sinnadurai re potential for accessing academic online libraries	Natalie Ward	Possible charge for accessing online libraries			
2	Use this report to stimulate the signing of Memoranda of Understanding for effective partnership working and data exchange with DAT, GGAT and Cadw.	High	Work with the two Archaeological Trust to develop Memoranda of Understanding	Tracy Nettleton	No additional costs at present	GGAT - 30 June 2014 DAT - subject to staff absence at DAT	GGAT agreed in principle (Action TN to sign off) DAT agreed in principle and working up detail	
			Work on MoU with Cadw	Tracy Nettleton (possible letter from Chairman of NPA or Heritage Champion)	No additional costs at present	31-Mar-15	Awaiting new CEO of Cadw to re-open discussions	
3	Warden Manager to work with the Heritage Officer for Archaeology to continue to oversee the wardens to ensure their practical techniques and understanding of archaeological sites within the National Park are kept up to date.	Medium	Develop suite of protocols to determine methodology for works related to archaeological sites	Natalie Ward (Judith Harvey and other wardens as appropriate)	Officer time	Discussions with Judith during 2014/15 in order to ensure that the development of the protocols is within the Heritage Officers' and Warden work programmes for 2015/16. Protocols to be developed in 2015/16 and be implemented on completion.		
			Work with wardens to develop site specific plans where not covered by the protocols	Natalie Ward (Judith Harvey and other wardens as appropriate)		On going, as and when required.		
4	That a clear process be established to involve the Heritage Officer in identifying work programmes in relation to heritage sites, that appropriate methodologies are used - and for reporting on work completed.	Medium	Develop a running programme of sites where work is required, in order to feed into work programmes each year	Natalie Ward (other officers as appropriate for each site)	Officer time	To be finalised and implemented during 2015/16		
			Discuss with Judith Harvey/Anne Wilkinson the most effective way of recording and reporting work completed on each site and any follow up work required (to include photos)	Ryan Greaney				
5	The line manager needs to be sure that work streams are clearly focussed without denting the enthusiasm of the post holder and that partners are signed up to deliver certain aspects of the Archaeology in the Park area.	High	To set clear priorities for each year through the PMR process, engaging partners as appropriate (including volunteers)	Ryan Greaney	Officer time	To roll out and review through work programmes and PMR process		

6	When other staff in the BBNPA are applying for grants there should be a scoping exercise to ensure that less represented areas of work could benefit from the grant.	High	Discuss with Ruth Coulthard the options for identifying heritage funding and the timescales needed (to include joint bids with partner organisations, match funding, NPA awarding grants)	Ryan Greaney / Natalie Ward	Officer time	This would be a long term approach to plan future work and source funding		
			Develop ideas for future projects that might be included in funding bids					
			Extend this to other areas of work through discussion initially with Joint Management Team					
7	That the Heritage Officer for Archaeology runs a training day for relevant NPA staff and members.	Medium	Consider use of Staff Day out to raise awareness and carry out practical tasks	Natalie Ward (recommendation to CMT)	Cost of transport/officer time/catering costs	September 2014 (TBC depending on date of all staff day out)		
			Arrange Member Training Day possibly as part of Further Improvement Day	Natalie Ward / Julia Gruffydd		September 2014 (TBC depending on programme for FIP day)		
8	That consideration be given to recommending the inclusion of heritage research in future discussion on the BBNPA research prospectus.	Low	Continue to liaise closely with Paul Sinnadurai on inclusion of heritage work in the Research Prospectus	Natalie Ward	Officer time	Ongoing		
9	Building on the good work in setting up the Young Archaeologist Club work with organisations such as the U3A and history societies to train volunteers to help with recording and monitoring the SAMs.	Medium/High	Train volunteers to help with recording and monitoring SAMs (involves recruiting and training as well as determining methodology)	Natalie Ward / Huw Price	Officer time / cost of producing an printing materials, equipment needed, venues	This is included in work programme for 2014/15 but involves a series of complex stages, so the whole process is likely to take longer		
10	There is a need to clarify roles and responsibilities of all those with an interest in archaeology in order to encourage joint working to conserve and enhance the Park's archaeological heritage.	High	Will be developed as part of the Heritage Strategy and MoUs	Natalie Ward	Officer time	Included in the work programme for 2014/15		