

# BRECON BEACONS NATIONAL PARK AUTHORITY

Telephone: (01874) 624437

Plas y Ffynnon  
Cambrian Way  
Brecon  
Powys  
LD3 7HP

Dear Member

A meeting of the **CORPORATE RESOURCES COMMITTEE** will be held in **THE MAIN CONFERENCE ROOM, PLAS Y FFYNNON, BRECON** on **29<sup>th</sup> JULY 2005** at **10.00AM** when your attendance is requested.

Yours sincerely

CHRISTOPHER GLEDHILL  
CHIEF EXECUTIVE

Cllr P Ashton  
Cllr Mrs M Morris  
Cllr E T Morgan  
Cllr K Pathak  
Cllr Mrs K Silk  
Cllr Mrs M Tunncliffe  
Cllr A Breeze (Chairman)  
Cllr A Carrington

Cllr H Morgan  
Cllr E Williams  
Mrs J Charlton  
Mrs M Taylor  
Mr J Suter (Deputy Chairman)  
Mr P Seaman  
Mr C Young

## ***Fire Evacuation Advice***

***In the event of a fire, please exit the building via the main staircase, and assemble in the car park at Assembly Point 3***

## **AGENDA**

### **I.0 CORRESPONDENCE**

To receive and consider the attached schedule of correspondence and make any recommendations thereon. (Below).

## 2.0 DECLARATIONS OF INTEREST

To receive any declarations of interest from members relating to items on the agenda. ***Members' attention is drawn to the sheet attached to the attendance sheet and the need to record their declarations.***

## 3.0 MINUTES

To receive and adopt the minutes of the Corporate Resources Committee meeting held on 6<sup>th</sup> May 2005, and authorise the Chairman to sign them as a true record. (**Enclosure I**).

## 4.0 PUBLIC SPEAKING

To give opportunity for members of the public to address the Committee in accordance with the Authority's Public Speaking Scheme.

# FINANCIAL ITEMS

## 5.0 STATEMENT OF ACCOUNTS 2004/05

*Emlyn Watkin*

Members are asked to approve the unaudited Statement of Accounts for the financial year 2004/05 attached at **Enclosure 2**. Following the Audit report on the 2003/04 Statement, the Finance Manager and S151 Officer have made amendments to the presentation of the Statement to improve readability. The Statement is prepared in accordance with CIPFA's 'Statement of Recommended Practice' which prescribes in some detail the content of the document, the layout of the main statements and the notes which accompany them. Following approval of the Statement, it will be audited by the Audit Commission in Wales prior to publication.

- a) **Financial, Staffing and Improvement implications:**
- b) **Equality Issues:**
- c) **Sustainability Appraisal:**
- d) **Human Rights:** .
- e) **Background Papers:**

f) **Corporate Objective: 3**

**Recommendations:** *Members are asked to approve the Statement of Accounts for the financial year 2004/05*

**Contact Officer:** For further information contact Jane Davies on 01874 624437.

**6.0 MANAGEMENT REPRESENTATIONS 2004/05 STATEMENT OF ACCOUNTS**

*Emlyn Watkin*

As part of the process of auditing the Statement of Accounts, the Audit Commission in Wales requires the responsible financial officer (S151 Officer) to make formal representations on a number of matters connected with the financial accounts. For members' information, a copy of the letter from the Auditor and the S151 Officer's reply are attached at **Enclosure 3**.

a) **Financial, Staffing and Improvement implications:**

b) **Equality Issues: No implications.**

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None**

f) **Corporate Objective: 3**

**Recommendation:**

**Contact Officer:** For further information contact Jane Davies on 01874 624437.

**7.0 PAYROLL AND AUDIT SERVICES 2005/06**

*Alan Elliott*

Since 1996, when the Authority came into existence as a separate body, payroll and internal audit services have been purchased under contracts with Powys County Council. Three-year contracts for audit and payroll expired on 31 March and 31 July 2005 respectively.

In 2005/06, budgeted expenditure on the audit and payroll contracts is as follows:

	£
Payroll	10,100
Audit	4,500

Following consultations with staff at Powys County Council, it is proposed that the audit contract be extended for a further 12 months and the payroll contract be extended for 9 months to allow the Head of the Business Unit, the S151 Officer and the Finance Manager to investigate alternative providers and bring back recommendations to the Committee. The Chair and Deputy Chair of Corporate resources were asked on 10<sup>th</sup> June to approve the extension of the payroll contract to 31 March 2006. As part of the Corporate Improvement Plan 2005/06, the operation and resourcing of the finance function is being reviewed by the S151 officer and the Head of the Business Unit with the assistance of the Finance Manager.

- a) **Financial, Staffing and Improvement implications: All systems are being investigated and full financial and staffing implications will be reported in due course;**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None**
- f) **Corporate Objective: 3**

**Recommendation: That the contents of the report be noted..**

**Contact Officer: For further information contact Jane Davies on 01874 624437.**

## 8.0 THE ACCOUNTS AND AUDIT (WALES) REGULATIONS 2005

*Emlyn Watkin*

The above regulations came into force on 1<sup>st</sup> April 2005. A copy of the guidance notes on the regulations is attached for members' information at **Enclosure 4**.

Members' attention is drawn to the new requirement for the 'local government body' to be responsible for internal control, including financial and risk management. The local government body is also responsible, through responsible financial officer (ie the S151 Officer) for ensuring that accounting records and control systems are effective.

'Ownership' of the Statement of Accounts is also encouraged by a new requirement for the Chair of the relevant committee to sign the statement of accounts.

Deadlines for the approval and publication of the Statement of Accounts have also been brought forward and are set out on page 9 of the guidance notes. Members are asked to note that the 2006/07 and later statements will need to be produced and approved by 30<sup>th</sup> June of the following year.

**Recommendation: That the contents of the report be noted.**

## 9.0 ACTUAL EXPENDITURE FOR QUARTER 1 2005/06 AGAINST BUDGET

*Jane Davies*

### 9.1 Budget Amendments

Members are referred to the budget monitoring report which is attached at **Enclosure 5**. The budget has been amended to take account of the departmental restructuring which is now being implemented. A summary of the changes to net expenditure at departmental level since the meeting of 6<sup>th</sup> May is set out below.

	<b>2005/06 Original Estimate £000</b>	<b>2005/06 Amended Estimate £000</b>
Conservation and Community Business Unit	1,004	864
Corporate Services	0	1,125
	1,140	0

Countryside	1,595	1,764
Corporate and Democratic Management	759	748
Other	7	7
Restructuring and pension costs	176	247
<b>Total</b>	<b>4,681</b>	<b>4,755</b>
Less: Transfer from general reserves	453	527
Transfer from earmarked reserve	4	4
<b>Total funded by Levy and WAG grant</b>	<b>4,224</b>	<b>4,224</b>

A reserves statement amended to reflect both the final outturn as reported in the Statement of Accounts and the budget changes above is included at **Enclosure 6**.

## 9.2 Unitary Development Plan Inspection Costs

A review of the budget for costs related to the above and information obtained from other authorities which have recently gone through this process has revealed a significant shortfall in resources. The total potential shortfall at this stage is estimated at £143,000. Options for meeting the shortfall include delaying the appointment of new posts, paying the pension fund strain associated with the restructuring over three years instead of one, and reducing the budget for the area action plans. A verbal report will be given at the meeting.

## 9.3 Other Budget Issues

At this stage in the financial year, we would expect 25% of the budget to be spent. Overall, expenditure is slightly behind the expected level at 20%. Within the overall total, there are still significant variances caused by grant income which has been carried forward from 2004/05 and items which have been charged to the 2004/05 financial year for which the invoices have not yet been received. The expenditure associated with the restructuring has not yet been incurred while budgets for the specialists who have been made redundant are for only part of the year and therefore a higher proportion of these have been spent.

Notes are provided in **Enclosure 5** to explain the variances on individual budget heads.

a) **Financial, Staffing and Improvement implications: Potential shortfall of £143,000;**

- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None**
- f) **Corporate Objective: 3**

**Recommendation: that the contents of the report be noted.**

## **10.0 PRUDENTIAL CODE INDICATORS**

***Emlyn Watkin***

The Authority is required to report on the Prudential code indicators each quarter. There have been no changes in the indicators since the report made to members in May 2005.

- a) **Financial, Staffing and Improvement implications: No implications.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**
- f) **Corporate Objective: 3**

**Recommendation: That the contents of the report be noted.**

**Contact Officer: For further information contact Elaine Standen or Alan Elliott on 01874 624437.**

## **11.0 INSURANCE REBATE 2004/2005**

***Audrey M Oakley***

Due to the claims history for 2004/2005 Norwich Union have given the Authority a rebate of £14,183.93.

- a) **Financial, Staffing and Improvement implications: Increase reserves by £14,183.**

- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**
- f) **Corporate Objective: 3**

**Recommendation: Members are asked to note and approve the contents of the report.**

**Contact Officer: For further information contact Audrey Oakley on 01874 624437.**

## **12.0 TRADING REPORT APRIL TO JUNE 2005**

*Ruth Nicholson*

Trading figures for the period April to June 2005 are attached at **Enclosure 7**.

### **12.1 National Park Visitor Centre**

All trading figures have fluctuated in this period compared with last due to Easter falling in the previous quarter of the financial year. This explains why overall expenditure is down. This has also caused a decrease in car park and tea room income (poor weather in April and June has also been a factor in this).

Publication sales have increased due to the new maps published showing the new access information and good weather increasing visitor numbers in May, encouraging a number of visitors walking in the area.

The higher than expected expenditure in the catering section is largely due to a number of staff leaving in this period which has meant backdated holiday pay has been paid early.

All money from education groups now is shown in the Education Service budget.

### **12.2 Craig-y-nos Country Park**

The country park appears to have a large reduction in expenditure and income when compared with the last financial year. This is due to the Adfwyio work



that was carried out at the same period last year with grant monies being received and expenditure being spent on the work. However, with this factored out, all expenditure and income is largely as expected.

All money from education groups now is shown in the Education Service budget.

As with the National Park Visitor Centre, there was a reduction in visitors in April due to Easter falling early in the year and poor weather.

### **12.3 Information Centres**

This is the first year we will not be running direct operations in Brecon TIC. The Service Level Agreement has not yet been agreed with Powys County Council and therefore we are not paying any expenditure so far towards the running of this centre. This equates to a reduction in expenditure compared with the previous year.

Income and visitor numbers remain healthy. Although there is only a slight increase in income in April, this actually reflects a much higher increase when considering Easter was in March this year.

There has been a slight increase in Abergavenny in visitor numbers and a slight decrease in Llandovery. However, at the latter spend per visitor has increased.

- a) ***Financial, Staffing and Improvement implications: Fluctuations have occurred in comparison to the previous year, but it is difficult to assess the implications at this point in the year.***
- b) ***Equality Issues: No implications.***
- c) ***Sustainability Appraisal: Increased visitor numbers at the Centres, especially at the National Park Visitor Centre, has increased the pressure on water and electricity supplies.***
- d) ***Human Rights: No implications.***
- e) ***Background Papers: None.***
- f) ***Corporate Objective: 4 and 5***

**Recommendation: That the contents of the report be considered.**

**Contact Officer: For further information contact Ruth Nicholson or Alan Elliott on 01874 624437.**

### **13.0 EXTERNAL FUNDING – First Quarter 2005**

*Jane Davies*

#### **13.1 The Physical Regeneration Fund (PRF) – Update**

Submission of the first quarter claim was made on 13<sup>th</sup> July 2005 in respect of the Crickhowell Enhancement Scheme and the Brecon Historic Town Partnership.

The Crickhowell Enhancement Scheme has drawn down £21,380 in the first quarter to cover completion of the Victoria Stores project. Specifications are out on the Cashells Building in High Street and we await full costings. Offers have also been made on the churchyard railings of £1,139.00 and on Talbot House of £10,000. The final scheme has also been agreed on the street lighting element and final costings are awaited prior to order.

There will be no draw down in the first quarter on the Brecon Historic Town Partnership. Offers have been made on 44 High Street and the specifications are out on Top Drawer, St. Michaels Hall, 2 Wheat Street and St Mary's Bakery. Specifications are being prepared for both 9 High Street and 30 High Street (both buildings require Listed Building Consent). We have also received interest from another four properties.

This scheme is proving to be very popular and it is intended to extend the benefits of the PRF to Talgarth Town Centre with an application being made to the PRF for Development funding later this year. The Building Conservation Officer intends to visit the town within the next few weeks to identify the full extent of works required.

#### **13.2 The Aggregates Levy Sustainability Fund – Fforest Fawr Geopark**

A joint partnership application will be submitted to the above fund at the end of July 2005 to draw down a sum in the region of £200,000 – £250,000 in a joint bid for Geopark Funding with the British Geological Survey, the National Stone Centre, Cardiff University (Dr Tony Ramsay), Hanson Aggregates and the National Museum of Wales. This money will be used to fund essential work for the publication of walks leaflets and booklet, an exhibition at Craig-y-nos Country Park (Spring 2006) on the social, industrial and cultural history dependent on the geology of the area, the Cribarth Mapping Sheet, development of new walks and specialist staff time.

This application will be in line with the Welsh Assembly Government plan 'Delivering the Connections: From Vision to Action'.

- a) ***Financial, Staffing and Improvement implications: Brecon Beacons National Park Authority match funding of £10,000 will be provided for Talbot House within the Crickhowell Enhancement Scheme. Existing staff resources will be utilised in the delivery of the above projects. Improvements will be made to local communities as well as visitor understanding of the concept of Geopark.***
- b) ***Equality Issues: No implications.***
- c) ***Sustainability Appraisal: The Physical Regeneration Fund links directly into sustainability by ensuring a future for buildings that would otherwise fall into a state of dereliction. The application to the Aggregates Levy Fund will fall within the conservation of geological features by managing and maintaining safe access for sites to be utilised and appreciated by the general public as well as improving the potential for scientific research, tourism and educational opportunities.***
- d) ***Human Rights: No implications.***
- e) ***Background Papers: None***
- f) ***Corporate Objective: 6 and 2***

***Recommendation: That the contents of the report be noted.***

**Contact Officer: For further information contact Jane Davies on 01874 624437.**

## **14.0 SUSTAINABLE DEVELOPMENT FUND**

***Helen Roderick/Jonathan Cook***

### **14.1 Grant Awards Update**

This year eight new grants and two grant increase requests have been made totalling £30,682.

#### **14.1.1 Talgarth Information & Resource Centre - Centre Coordinator**

A grant of £2,093 was awarded towards the cost of continuing to employ the centre coordinator. This grant is to be the last grant to Talgarth for this purpose and provides a stop gap to ensure the smooth running of the centre during the summer.

14.1.2 Brynaman Community Centre - Café Support Assistant

A grant of £1,450 was awarded towards the cost of employing an assistant in the café during the busy lunchtimes, when it is difficult for volunteers to cope with the demand. Following an SDF grant in 2004 the café is now well established and already employs two other part time staff.

14.1.3 Brecon Jazz Festival - Free Street Music

A grant of £5,000 was awarded towards the cost of providing free street music in the centre of Brecon from 12 – 14 August 2005. The project is aimed at increasing the level of community involvement and enjoyment of the festival.

14.1.4 Llandovery White Faced Sheep Society - Publicity Materials

£775 was awarded to this project to promote this indigenous breed, well adapted to the high rainfall uplands and hills of the area and integral to the local biodiversity.

14.1.5 Cadog Film Club - Projector for Local Movies

£3,599 has been set aside to enable the Cadog Film Club to purchase a projector to show films in local village halls, enabling the community to get together to watch a film and socialise instead of traveling many miles to the closest cinema. This also increases the usage of village halls. In addition the equipment will be available for hire to other communities within the Brecon Beacons National Park.

14.1.6 Brecknock Museum Art Trust - Beacons Way Art Project

A grant of £1,000 has been awarded to this art project which is a collaboration between the Brecon Beacons Park Society and the Brecknock Museum Art Trust. This project aims to provide an additional attraction to those walking the Beacons Way and to involve local artists in the creation of eight works of art along the way.

14.1.7 Brecon Action Ltd - Brecon Design Centre Umbrella Project

A grant of £9,545 has been given to support several elements of the Brecon Design Centre project. An exhibition detailing what the design centre may

look like will take place in the autumn. In addition support is provided towards the on-costs of the Project Manager, marketing strategy and website, and computer and software for the newly appointed cluster officer.

14.1.8 Abergavenny Food Festival - Feasibility Study for the creation of a “Friends of Abergavenny Food Festival”

A grant of £695 has been awarded to establish whether there is sufficient support for a “Friends of the Abergavenny Food Festival” and if so, how best to tackle the setting up, implementation and running of the project.

**14.2 Grant Increase Requests**

A grant increase request of £4,000 has been awarded to Siren Ltd towards the Workshop Manager’s salary and £2,525 has been awarded to the Brecon Beacons National Park Authority Sustainable Village Enhancement Scheme.

**14.3 Programme Spend 2005/06**

The SDF financial spreadsheet is attached (**Enclosure 8**). The full allocation of £250,000 was used in 2004/05. The following funds remain available for new projects 2005/06

2005/06	-	£13,913
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Continuation of funding of the SDF programme for a further two years beyond 2005/06 appeared in the Welsh Assembly’s provisional budget and on that basis grants are now being allocated. However the future of SDF remains uncertain.

- a) ***Financial, Staffing and Improvement implications: No financial or staffing implications as SDF is a stand alone budget.***
- b) ***Equality Issues: All SDF projects aim to address social inclusion and equality of opportunity issues.***
- c) ***Sustainability Appraisal: All projects have been assessed according to the criteria established for the SDF programme by the Assembly.***
- d) ***Human Rights: No implications.***
- e) ***Background Papers: None.***

f) **Corporate Objective: 4**

**Recommendation: To note the contents of the report.**

**Contact Officer: For further information contact Helen Roderick or Jonathan Cook on 01874 624437.**

**15.0 SUSTAINABLE VILLAGE ENHANCEMENT SCHEME (SVES)**  
**Clare Parsons**

This scheme makes use of Article 33 funds to develop community based hard and soft landscaping and information/interpretation schemes to help improve the social, economic, environmental and cultural sustainability of rural communities in the eligible (Objective 2 transitional) area of the Park.

SVESs contribute to improving and enhancing the level of facilities for the local population and to supporting the local tourism economy by making the settlement more attractive for longer stays and encouraging passing visitors to stop. Work will only be carried out on publicly accessible land. Examples of work include interpretation panels, planting schemes, enhancing built and natural heritage features.

The application for years 1 & 2 has involved extensive consultations with community groups to define community based projects. Year 1 projects to the value of £39,874 are underway. For year 2 (Oct 05 to Sept 06) a detailed application has been submitted to secure funds already provisionally allocated by WDA to the BBNPA SVES scheme.

Projects for Year 2 have been put forward by Ffrwdgrech Community Garden Group, Talybont on Usk Community Council, Talybont on Usk Energy, Llangattock Community Council, Walls of Llangynidr, Crickhowell Lower Recreation Ground Association, Llangenny School Hall Restoration Committee, Talgarth Regeneration Group, Llangors Community Council.

Article 33 provides 80% of the funding. SDF funding makes up part of the remaining 20%. £10k BBNPA core budget is required in 0607 to enable the total £122,756 Year 2 project to proceed.

a) ***Financial, Staffing and Improvement implications: Year 2 SVES projects are supported by BBNPA Community Development staff. The improvements in the scheme are clearly beneficial to staff, residents and visitors. SVES promotes Future Directions, particularly***

*recognition of the Park as an asset and benefit to local communities arising from designation.*

- b) **Equality Issues:** No implications.
- c) **Sustainability Appraisal:** The above promote all aspects of sustainable development
- d) **Human Rights:** No implications.
- e) **Background Papers:** Attached sheet giving full SVES breakdown
- f) **Corporate Objective:** 4

**Recommendation:** That £10,000 be allocated to the Sustainable Village Enhancement Scheme in 2006/07.

**Contact Officer:** For further information contact Clare Parsons on 01874 624437.

## **16.0 ACCESS TO INFORMATION**

Members are asked to agree the following recommendation in relation to items 17.0 – 20.0 on the agenda.

**Recommendation:** That pursuant to the provisions of Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that there would be disclosure to them of exempt information under Paragraph 1 of Part 1 of Schedule 12A, to the Act.

The following exempt reports are attached at **Enclosure 9** (circulated to members only) for members to consider and make any recommendations therein.

### **EXEMPT ITEMS – FINANCE**

**None.**

## EXEMPT ITEMS - HUMAN RESOURCES

### 17.0 SICKNESS REPORT

**NOT FOR PUBLICATION** - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

### 18.0 HEALTH AND SAFETY REPORT

**NOT FOR PUBLICATION** - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

### 19.0 PROBATION REPORTS

**NOT FOR PUBLICATION** - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

### 20.0 STRESS COUNSELLING REPORT

**NOT FOR PUBLICATION** - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

## HUMAN RESOURCES REPORT

### 21.0 STAFFING REPORT

*Audrey M Oakley*

A list of appointments and terminations for the period 1<sup>st</sup> April to 30 June is attached at **Enclosure 10**.

**Recommendation:** *That the contents of the report be considered and noted.*

**Contact Officer:** For further information contact Audrey Oakley on 01874 624437.



**22.0 LEARNING AND DEVELOPMENT REPORT** *Audrey M Oakley*

A monthly summary of formal training, which has taken place between April and June 2005 is attached at **Enclosure 11**.

**Recommendation:** *That the contents of the report be considered and noted.*

**Contact Officer:** For further information contact **Audrey Oakley** on **01874 624437**.

**23.0 HUMAN RESOURCES POLICIES** *Audrey M Oakley*

A number of Human Resources policies have been updated, reviewed and put into the new format to be added to the new Human Resources Manual which went live in December 2004.

Members are asked to consider and approve the following policies which are attached at **Enclosure 12**.

All the policies have been through a full consultation process with the Corporate Management team and the Union.

The policies for consideration and approval are:-

- 1.15 Data Protection Act – HR Records.
- 1.16 Managing Stress.
- 1.17 Equality Policy.
- 2.10 Relocation Expenses.
- 3.3 Learning and Development.
- 6.1 IT User Policy.
- 6.2 Data Protection Act – Use of Photographs.

- a) **Financial, Staffing and Improvement implications: No implications.**
- b) **Equality Issues: These Human Resources policies should improve equality for all staff and encourage recruitment and retainment of staff.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: All Human Resources policies comply with the Human Rights Act.**

- e) **Background Papers: None**
- f) **Corporate Objective: Underpins all corporate objectives**

**Recommendation:** *Members are requested to consider and approve the attached Human Resource policies.*

**Contact Officer:** For further information contact Audrey Oakley on 01874 624437.

## IMPROVEMENT ITEMS

### 24.0 CORPORATE PERFORMANCE REVIEW APRIL TO JUNE 2005/2006 *Wayne Evans/Audrey M Oakley*

The first performance review meeting took place in July to look at performance for the period April – June 2005. There have been some problems with the data entry but these will be ironed out in time for the next meeting. However the main area of work where there is cause for concern is the lack of involvement of Area Managers in the data collation for the State of the Park report which is due out in draft in October 2005.

The new Performance Management Review System, which has been piloted over the last few months is working very well, and it is recommended that this be rolled out to include all staff for the 2006/07 reviews.

The new Head of Performance has been in post since 1<sup>st</sup> July and will be reviewing the performance management framework over the next few months. Members and staff will be fully involved in this process.

- a) **Financial, Staffing and Improvement implications: No implications at this stage.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**

f) **Corporate Objective: 3**

**Recommendation:** *That the new PMR system be rolled out to all staff for 2006/07 and that area Managers be involved in the data collation for the State of the Park report.*

**Contact Officer:** *For further information contact Wayne Evans on 01874 624036 or Audrey Oakley on 01874 624437.*

**25.0 WHOLE AUTHORITY ANALYSIS ACTION PLAN 2005-2006**

**Audrey M Oakley**

The Whole Authority Analysis Task and Finish Group met on 11<sup>th</sup> July 2005 to consider progress on the Action Plan. The updated plan is attached at **Enclosure 13** for members' consideration. The following points are highlighted:

- The need for a 'tick box' to record actions completed, rather than transferring text from the progress column;
  - Importance of monitoring was stressed, and it was agreed to reword the monitoring column 'Monitoring and Feedback';
  - Internal Communication was still sometimes a problem but it was acknowledged that this was a two way process, and that information was now much more accessible than previously;
  - There was a useful discussion on the phrase 'members need to ensure' which appeared in the plan against recommendations from the Audit Office; while this was an accepted audit term for those charged with responsibility it was agreed that it was up to officers to implement the actions but this would be monitored by members through the Task and Finish Group and by quarterly reports to the Corporate Resources Committee.
  - As an additional prompt to members to declare any gifts or hospitality it was agreed that a sheet be circulated once each year for members to list anything not already registered in the Gifts and Hospitality Register;
  - The importance of reaching non-mainstream groups in any consultation process;
- a) **Financial, Staffing and Improvement implications:** *The purpose of the Action Plan is to improve service delivery and the culture of the organisation;*
- b) **Equality Issues:** *No implications*

- c) **Sustainability Appraisal: No implications**
- d) **Human Rights: No implications**
- e) **Background Papers:**
- f) **Corporate Objective: 3**

**Recommendation: To note the Whole Authority Analysis Action Plan following the recent update.**

**Contact Officer: For further information contact Audrey M Oakley on 01874 624437.**

## **26.0 OTHER BUSINESS**

Such other business as is, in the opinion of the Chairman of such urgency as to warrant consideration.

### **SCHEDULE OF CORRESPONDENCE**

1. To receive apologies for absence
2. Such other correspondence as, in the opinion of the Chairman, is of such urgency as to warrant consideration.