

**MG-0872 Minutes of Northumberland National Park Authority Review Panel Meeting held on Thursday 20 July 2006 at NNPA Headquarters**

**For discussion and recommendation**

**RP 17 2006: Review of Annual Key Performance Indicators**

Recommendation 1:

The Review Panel recommend to the Management Group that a qualitative area be built in to target setting for future years.

**RP 18 2006: Review of NPAPA Improvement Plan**

Recommendation 2:

The Review Panel recommend that the Management Group audit and close down the progress table and put in place a performance assessment framework for future use. Stuart Evans to present a timetable to the next Review Panel meeting (26 September 2006) showing the sign off date/date for new framework/review date.

**RP 19 2006: Review of Internal Audit Report**

Recommendation 3:

The Review Panel recommend to the Management Group that they think about the need in the tracking system to have a column for "what if this doesn't get solved", is there an alternative approach to take?

**RP 21 2006: Any Other Business**

Recommendation 4:

The Review Panel recommend that the Management Group find a way to express the culture and values of the Park in a public way and monitor how we are progressing on this.

**Background Papers:** Review Panel Minutes 20 July 2006

**Minutes of  
Northumberland National Park Authority Review Panel Meeting  
held on  
Thursday 20 July 2006 at NNPA Headquarters, Hexham at 9:30am**

Present: John Vaughan; Barry Imeson; Johnny Wilson; Alasdair Mitchell; Tony Gates (Chief Executive) and Stuart Evans (Director of Corporate Services)

Apologies: Lawrence Thompson; Elizabeth Stockdale; Tom Flaws; Jonathan Mullard (Director of Policy and Strategy) and Catriona Mulligan (Director of Area Operations)

In Attendance: Erin Ruddick (Minutes); Steve Gray (Finance and Human Resource Manager); (RP19-2006) and Peter Wood (RP19-2006)

**RP14-2006**

**Election of Chair**

John Vaughan was elected as the new Chair of the Review Panel.  
(Nominated by Barry Imeson and seconded by Johnny Wilson).

**RP15-2006**

**Minutes of the Previous Meeting**

The minutes of the last meeting (21<sup>st</sup> March 2006) were agreed to be a reasonable record.

**RP16-2006**

**Action Points**

- **Ministry of Defence Actions**  
This item is outstanding. **Jonathan Mullard** to provide an update at the next meeting of the Review Panel on Tuesday 26<sup>th</sup> September 2006.
- **Development Control and Local Development Framework**  
Tony Gates provided an update on the planning actions. This item has now been discharged.
  - Member training on the new Development Control System will take place on 26<sup>th</sup> July 2006 ahead of the Full Authority meeting and will be carried out by Lucy Butler (Planning Manager). Similar lunchtime briefings for staff will follow.
  - A lot of work has been done to simplify the Local Development Framework process. A Local Development Framework working group has been established and the need for a simplified guide has been identified. It is proposed that the October 2006 Policy Conference will cover the Local Development Framework. Jo-Anne Garrick (Planning Manager) will be present at the Policy Conference.

**Update on Recommendations**

- *The Review Panel recommend that the Authority needs to consider seriously the need to nurture the Rothbury Coquetdale Partnership with the necessary support from the Rothbury Upper Coquetdale Action Area team.*

The Management Group accepted this recommendation and will be taken forward by the Community Enterprise Facilitators through the new structure. **Andrew Miller** (Northern Area Manager) to provide an update at the Review Panel meeting on 21<sup>st</sup> November 2006.

- *The Review Panel recommend to the Management Group that the role of the Authority Members as Action Area Champions should be more clearly and carefully defined.*

The Management Group have agreed on a balance of Action Area Members and now covers a broader representation. However, the Member roles still need to be completed as part of the Governance Review. The Review Panel would like to see Action Area Member roles defined (one side of A4) and circulated to members.

- *The recommendation to the Management Group is to prioritise business requirements to be met by the information systems.*

Eddie Idle has been appointed as Member Champion for this and a report on the Information Systems Framework will go to the Full Authority on 26<sup>th</sup> July 2006. It was agreed that this item could be discharged, assuming that the Authority agree a way forward at the Full Authority meeting on 26<sup>th</sup> July 2006.

**RP17-2006**

**Review of Annual Key Performance Indicators**

Stuart Evans presented this item.

Comments and questions from the Review Panel included:

- Do we have the right indicators? They seem to change on a regular basis.
- Need to look at delivery mechanisms we can measure over a longer period of time.
- Don't necessarily measure the "quantity" of what we have, ensure we measure the "quality" of our land and level of visitor satisfaction etc.
- Need a way of measuring information to show how the Northumberland National Park Authority are delivering on external partner objectives.
- We need measurements of three types of indicators:
  - 1) need to collect information to pass on to other organisations e.g. DEFRA
  - 2) need to collect information on how we are achieving components of the Vision for the Park

- 3) need to collect information on how good we are as an organisation in terms of performance management
- Be clear about areas where we can genuinely make an improvement.
  - Specific area of concern re: planning, but this should improve by bringing the service in-house. Review Planning progress in November 2007.
  - Revisit Performance Management and how it has developed through the restructuring process (July 2007).

**Recommendation 1:**

- **The Review Panel recommend to the Management Group that a qualitative area be built in to target setting for future years.**

**RP18-2006**

**Review of NPAPA Improvement Plan**

Stuart Evans presented this item.

Comments and questions from the Review Panel included:

- Targets specifically based on NPAPA results.
- Set out wider context of how we are delivering the Corporate Improvement Plan, and look at the “red” targets – are they still relevant? And if so, what action is being taken to complete them? Are there still actions to be taken on the already “green” targets?
- Recommend that document is audited and needs to be checked through item by item to see what can be discharged before being signed off. To be undertaken and completed. Do ongoing programme for Corporate Improvement.

**Recommendation 2:**

- **The Review Panel recommend that the Management Group audit and close down the progress table and put in place a performance assessment framework for future use. Stuart Evans to present a timetable to the next Review Panel meeting (26<sup>th</sup> September 2006) showing the sign off date/date for new framework/review date.**

**RP19-2006**

**Review of Internal Audit Report**

Peter Wood of Pritchard Wood/Bentley Jennison presented this item. Steve Gray was also in attendance.

Comments and questions from the Review Panel included:

- Seems that we are above the average line, but not far enough above the line to be comfortable.
- Good achievement considering the restructuring circumstances.
- Providing a good framework for the Northumberland National Park Authority and accept all of the recommendations. This will allow us to create a work programme but there are still some critical steps to take forward.

- Need to review the lessons learnt from the new audit process and communicate wider across the National Park process. How has this changed the way we work and what are the steps we need to take forward?
- Wider development process of engaging staff in audit.

**Recommendation 3:**

- **The Review Panel recommend to the Management Group that they think about the need in the tracking system to have a column for “what if this doesn’t get solved”, is there an alternative approach to take?**

**RP20-2006****Review Panel Timetable & Agenda Items**

It would be useful to clarify the Review Panel meeting dates for the next twelve months.

**John Vaughan** to e-mail Review Panel Members and request future agenda items for review to be included in the forward timetable.

Suggested agenda item:

- Community Enterprise Facilitators to report on Action Areas as a whole (March/April 2007).

Suggested changes to timetable:

- Review of Upper Coquetdale Community Archaeology Project to be put to early 2007 Review Panel meeting (not November 2006).

**Action: Erin Ruddick** to look for a new Review Panel meeting date in November 2006 so that Johnny Wilson can attend.

**RP21-2006****Any Other Business/Date of Next Meeting**

**Observation:** The Authority should reconsider using the phrase “New Ways of Working”. It should be “Ways of Working”, unless the old ways of working are explained.

**Recommendation 4:**

- **The Review Panel recommend that the Management Group find a way to express the culture and values of the Park in a public way and monitor how we are progressing on this.**

The next meeting of the Review Panel will take place on Tuesday 26<sup>th</sup> September 2006 at 1:30pm in the Teasdale Room, Hexham.