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## MINUTES

Meeting:	<b>Programmes and Resources Committee</b>
Date:	Friday 6 December 2019 at 10.00 am
Venue:	Aldern House, Baslow Road, Bakewell
Chair:	Mr Z Hamid
Present:	Mr J W Berresford, Cllr J Atkin, Cllr C Furness, Prof J Haddock-Fraser, Cllr A McCloy, Cllr C McLaren, Cllr V Priestley, Cllr P Tapping, Mrs C Waller, Ms Y Witter and Cllr B Woods
Apologies for absence:	Cllr C Farrell, Cllr Mrs G Heath, Cllr B Lewis and Cllr R Walker

### **6/19 MINUTES OF PREVIOUS MEETING HELD ON 4 OCTOBER 2019**

The minutes of the last meeting held on 4 October 2019 were approved as a correct record subject to the addition of Cllr V Priestley to the list of apologies.

### **7/19 URGENT BUSINESS**

There were no items of urgent business.

### **8/19 MEMBERS' DECLARATIONS OF INTEREST**

Item 11

Cllr A McCloy and Mr Z Hamid declared personal interests as Authority appointed Trustees to the Peak District National Park Foundation.

### **9/19 PUBLIC PARTICIPATION**

There was no public participation.

### **10/19 PROPOSED PLAN FOR THE PROGRAMMES AND RESOURCES COMMITTEE'S FORTHCOMING WORK ON TWO OF THE FOUR AGREED PROGRAMMES**

The Chief Executive introduced the report which gave details of the remaining 2 agreed programme areas for the Programmes and Resources Committee's programme development. These areas were 'volunteering' and 'visitor experience and recreation hubs'. Members then considered each of the areas in turn.

With regard to the Volunteering Programme the following were noted

- the volunteer VOICE meetings referred to in Appendix 1, under Member Engagement, had been set up for volunteers to give their feedback and express views on their experiences of volunteering. Smaller working groups had also been set up to cover 4 topics: reward and recognition, operational support, communications, training. It was intended that Members would be invited to attend future VOICE meetings and the Volunteer Coordinator will ensure Members are informed of meeting dates as soon as possible.
- Some training accreditation had been funded eg Fit for Work, and resourcing for funding for other training accreditation areas within the programme would be researched.
- Performance against KPIs would be included in the quarterly performance reports to the Authority meetings and an annual report would be made each year.

With regard to the Visitor Experience and Recreation Hubs programme Members suggested there needed to be more clarity of connections between areas within the programme. Concern was also expressed that separate work on climate change needed to be linked to the programme work.

The recommendation was moved, subject to amendments suggested by Members, and seconded. The motion was put to the vote and carried.

**RESOLVED:**

**To approve the proposed programme activity and strategic engagement for 2 of the 4 programmes areas – volunteering and visitor experience and recreation hubs.**

Cllr C McLaren joined the meeting during discussion of this item at 10.15am.

**11/19 REVIEW OF OCCUPATIONAL SAFETY AND HEALTH POLICY**

The Safety Officer introduced the report which asked Members to approve the revised Occupational Safety and Health Policy (2020). He stated that systems and policy had been reviewed and streamlined. The Safety Officer also worked with other National Park Authorities (NPAs) to streamline their safety and health policies. The Authority had become an approved provider of the Institution of Occupational Safety and Health (IOSH) managing safely course specifically for NPAs, the Safety Officer had devised the course.

It was noted that reference to volunteers will be included in sections of the Policy which refer to all employees. Members queried if there was a need to have a Member representative on the Health and Safety Committee; it was noted that other NPAs did not include Members on their Health and Safety committees but it could be considered if Members wished.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

**To approve the revised *Occupational Safety and Health Policy (2020)* as Authority policy from 1 January 2020.**

## **12/19 CREATION OF A PROGRAMMES AND RESOURCES COMMITTEE CLIMATE CHANGE MEMBER TASK GROUP**

Members considered the report which sought to establish a Programmes and Resources Committee Climate Change Member Task Group, agreement of the Group's draft Terms of Reference and adoption of arrangements to appoint Members to the Group.

Cllr Furness stated that he welcomed the proposals but that he had previously asked the Authority to declare a climate change emergency and he proposed Cllr David Chapman to be a member of the Task Group. The Chair stated that a request to declare a climate change emergency should be made to a full Authority meeting. It was noted that Members would be required to make expressions of interest if they wished to become members of the Task Group.

In response to Members' queries the following was noted:

- The Task Group would report to the Programmes and Resources Committee with an annual report being made to the full Authority meeting.
- If Members wished to open membership of the Task Group to all Members of the Authority that could be done.

The recommendation, with amendments to invite all Members of the Authority to express interests in joining the Task Group and to refer to paragraph 5.10 of the report stating how the Task Group would be appointed to, was moved and seconded. The motion was put to the vote and carried.

### **RESOLVED:**

- 1. To establish a Programmes and Resources Committee - Climate Change Member Task Group with all Members of the Authority being eligible to express an interest to join the Task Group.**
- 2. To approve the Draft Terms of Reference for the Group (set out in Appendix 1 of the report).**
- 3. To implement the appointment arrangements as described in paragraph 5.10 of the report. This includes delegating authority to the Director of Corporate Strategy and Development to determine the membership of the Task Group, following consultation with the Chair and Vice Chair of the Programmes and Resources Committee, should more than six Members express an interest in joining the Task Group.**
- 4. To confirm that attendance at meetings of the Task Group is an approved duty for the purpose of claiming travel and subsistence allowances.**

## **13/19 NATIONAL PARK MANAGEMENT PLAN CLIMATE CHANGE SUMMIT BRIEFING REPORT**

Members considered the report which gave an update of the National Park Management Plan (NPMP) 'Working Towards a Zero Carbon National Park Climate Change Summit'. Cllr McCloy thanked the Head of Strategy and Performance and her team for organising the Summit and stated that it was important that young people were involved in future ventures regarding climate change.

In response to Members' queries it was noted that the Chair of the Committee would contact the Chair of the NPMP Advisory Group with regard to members of the new Climate Change Member Task Group attending the NPMP Advisory Group meeting in January 2020. Also it was noted that although Hope Cement Works was excluded from the current proposals the Authority was working with them in other ways including planning matters and possibilities of off-setting carbon emissions.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

- 1. To note the briefing on the National Park Management Plan Climate Change Summit – working towards zero carbon National Park.**
- 2. To note that Members will be updated on further outcomes of the summit at appropriate times.**

**14/19 HOPE VALLEY EXPLORER**

The Transport Policy Officer introduced the report which updated Members on the operation of the Hope Valley Explorer in 2019 and the plans for 2020 and asked them to note the approach of a strengthening partnership model for developing the service over the next 2 years.

Members welcomed the report and were supportive of the proposals. It was noted that the possibility of bikes been carried by buses was being looked into and that the size of buses used had an effect on which routes could be used.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

**To note the proposed approach of strengthening partnership arrangements, including stakeholder financial support, for the future development of the Hope Valley Explorer.**

*11.50 Cllr J Atkin and Cllr C Furness left the meeting.*

**15/19 PEAK DISTRICT NATIONAL PARK FOUNDATION UPDATE**

Sarah Slowther Authority Fundraising Development Manager, introduced the update report from the Peak District National Park Foundation which gave details of the Foundation's operations and finances.

It was noted Cllr C McLaren had a personal interest in this item as one of the Authority appointed Trustees to the Foundation.

The Chair invited Cllr McCloy and Cllr McLaren to comment on the report as Authority appointed Trustees of the Foundation. They stated they were pleased with progress made by the Foundation and thanked Sarah Slowther, Claire Barlow and the other Trustees for their hard work.

The recommendation was moved, seconded, put to the vote and carried.

**RESOLVED:**

**To note the contents of the report and the progress to date in developing our shared fundraising ambitions to support the National Park Management Plan.**

**16/19 ANNUAL REPORT OF THE DUE DILLIGENCE PANEL**

Members considered the annual report of the Due Diligence Panel which gave details of items the Panel had considered during the past 12 months.

It was noted that copies of the policy on working with business, organisations, individuals and groups of individuals on sponsorship, philanthropy and legacies, agreed by the Authority in October 2014, would be provided for new Members.

In response to Members' queries it was noted that the Panel had discussed due diligence procedures with regard to the Peak District National Park Foundation and Sarah Slowther stated that the Foundation had adopted an Ethics policy and in addition was regulated by the Charity Commission.

**RESOLVED:**

**To note the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraphs 9 and 10 of the report.**

The meeting ended at 12.10 pm