

Public Document Pack

Peak District National Park Authority

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Our Ref: A.1142/2399

Date: 25 June 2020



NOTICE OF MEETING

Meeting: **National Park Authority**

Date: **Friday 3 July 2020**

Time: **10.00 am**

Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

(Joining instructions will be sent to Authority Members separately)

SARAH FOWLER
CHIEF EXECUTIVE



In response to the Coronavirus (Covid-19) emergency restrictions, all meetings of the Authority and its Committees will take place using video conferencing technology.

You can watch our meetings live on YouTube using the following link:

<https://www.youtube.com/user/peakdistrictnpa/live>

Members of the public who have given notice may still speak at this meeting for three minutes. Please call 01629 816352 for more information.

Link to meeting papers:

<https://democracy.peakdistrict.gov.uk/ieListDocuments.aspx?MId=2399>

AGENDA

1. **Apologies for Absence**
2. **Election of Authority Chair & Deputy Chair** *(Pages 5 - 6)*
3. **Minutes of previous meeting of 22 May 2020** *(Pages 7 - 14)* 5 mins
4. **Urgent Business**
5. **Public Participation**
To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.
6. **Members Declarations of Interest**
Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.

ITEMS FOR INFORMATION

7. **Chair's Announcements** 10 mins
8. **Chief Executives Report** *(Pages 15 - 26)* 10 mins
Appendix 1

ITEMS FOR DECISION

9. **Report of the Member Appointment Process Panel - Appointment of Committee Chairs and Vice-Chairs, Annual Appointments to Committees, Sub-Committees, Panels and Advisory Groups Member Champions and Outside Bodies.** *(Pages 27 - 40)*
Appendix 1
10. **Members Annual Attendance Report** *(Pages 41 - 46)*
Appendix 1
11. **Appointment of Independent Persons** *(Pages 47 - 52)* 5 mins
Appendix 1
12. **Annual Calendar of Meetings 2021** *(Pages 53 - 56)* 5 mins
Appendix 1

ITEMS FOR INFORMATION

13. **Outside Body Feedback Reports** *(Pages 57 - 58)* 5 mins
14. **Exempt Information S100(A) Local Government Act 1972**

The Committee is asked to consider, in respect of the exempt item, whether the public should be excluded from the meeting to avoid the disclosure of Exempt Information.

Draft motion:

That the public be excluded from the meeting during consideration of agenda item 15 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, paragraph 1 “ information relating to any individual” and paragraph 3 ‘information relating to the financial or business affairs of any particular person (including the Authority holding that information).

PART B

- 15. Appointment of Chief Financial Officer** (*Pages 59 - 64*) 10 mins
Appendix 1

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website <http://democracy.peakdistrict.gov.uk>

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected on the Authority's website.

Public Participation and Other Representations from third parties

In response to the Coronavirus (Covid -19) emergency our head office at Aldern House in Bakewell has been closed. Therefore all meetings of the Authority and its Committees will take place using video conferencing technology. Public participation is still available using a telephone connection Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Strategy and Development to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website <http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say> or on request from the Democratic and Legal Support Team 01629 816362, email address: democraticandlegalsupport@peakdistrict.gov.uk.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. From 3 February 2017 the recordings will be retained for three years after the date of the meeting.

General Information for Members of the Public Attending Meetings

In response to the Coronavirus (Covid -19) emergency our head office at Aldern House in Bakewell has been closed. Therefore all meetings of the Authority and its Committees will take place using video conferencing technology

To: Members of National Park Authority:

Constituent Authorities
Secretary of State for the Environment
Natural England

2. ELECTION OF AUTHORITY CHAIR & DEPUTY CHAIR

1. Purpose of the report

To elect the Chair and Deputy Chair of the Authority.

Key Issues

- **In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited all Members to indicate whether they wish to stand for appointment to the role of Chair and Deputy Chair of the Authority.**
- **The Panel has received one expression of interest for the role of Chair of the Authority and two for the role of Deputy Chair.**
- **Further nominations may be received at the meeting.**

2. Recommendations(s)

- 1. To confirm that a WebEx Ballot will be used for Members to vote on the appointments of Chair and Deputy Chair of the Authority.**
- 2. To appoint a Member as Chair of the Authority until the Annual Meeting in 2021.**
- 3. To appoint a Member as Deputy Chair of the Authority until the Annual Meeting in 2021.**

How does this contribute to our policies and legal obligations?

- 3. Under The National Park Authorities (England) Order 1996 (“the 1996 Order”) the Authority is required to elect a Chair and Deputy Chair of the Authority at each Annual meeting. The term of office will be until the next Annual meeting in 2021.**
- 4. Standing Order 1.4(1) states: “The Authority shall at its Annual Meeting elect a Chair and Deputy Chair who shall continue in office until immediately after the election of the Chair and Deputy Chair at the next Annual Meeting unless they resign their respective office, or resign their membership of the Authority.”**

Background Information

- 5. All Members have been contacted individually to ask if they intended to stand for appointment as Chair and Deputy Chair of the Authority. At the time of writing the report 1 expression of interest had been received for the role of Chair of the Authority, (Cllr A McCloy) and 2 for the role of Deputy Chair of the Authority, (Mr J Berresford and Cllr C Furness). All the expressions of interest comply with the appointment principles agreed by the Authority in May 2020.**
- 6. The Authority’s Standing Orders no longer state that the elections of the Authority Chair and Deputy Chair shall normally be such that one of the offices shall be held by a Council Member and the other office held by a Secretary of State National or Parish Member.**
- 7. Before voting on the appointment of Chair the Authority will be asked if there are any further expressions of interest. If no further Members are nominated voting on the appointment of Chair will be by a recorded vote. Following appointment the Chair will**

proceed to the appointment of the Deputy Chair. Before moving on to a WebEx ballot the Chair will ask the meeting whether there are any further nominations.

Proposals

8. It is proposed that the elections be made in accordance with the 1996 Order and Standing Orders taking into consideration the agreed appointment principles.

Are there any corporate implications members should be concerned about?

Financial:

9. Although a special responsibility allowance is paid to the Chair and Deputy Chair these costs are included in the 2020/21 budget so the appointments do not incur any additional cost to the Authority.

Risk Management:

10. There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.

Sustainability:

11. None.

Equality:

12. None.

Climate Change

13. No issues.

14. Background papers (not previously published)

None.

15. Appendices

None

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 25 June 2020
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MINUTES

Meeting: **National Park Authority**

Date: Friday 22 May 2020 at 10.00 am

Venue: Cisco Webex Meeting Room

Chair: Cllr A McCloy

Present: Cllr D Chapman, Cllr J Atkin, Cllr W Armitage, Mr J W Berresford, Cllr P Brady, Cllr M Chaplin, Cllr C Farrell, Cllr C Furness, Cllr A Gregory, Prof J Haddock-Fraser, Mr Z Hamid, Cllr Mrs G Heath, Mr R Helliwell, Cllr B Lewis, Cllr C McLaren, Cllr Mrs K Potter, Cllr V Priestley, Miss L Slack, Mr K Smith, Cllr P Tapping, Cllr R Walker, Cllr G D Wharmby, Ms Y Witter and Cllr B Woods

Apologies for absence: Mr P Ancell, Cllr A Hart, Cllr I Huddleston and Mrs C Waller.

24/20 MINUTES OF PREVIOUS MEETING HELD ON 13 MARCH 2020

The minutes of the last Authority meeting on 13 March 2020 were approved as a correct record.

25/20 URGENT BUSINESS

There were no items of urgent business

26/20 PUBLIC PARTICIPATION

There were no public speakers

27/20 MEMBERS DECLARATIONS OF INTEREST

Item 13

The majority of Members had received an email from Anne Robinson on behalf of Friends of the Peak District regarding this item.

Cllr Mrs K Potter also declared she had a personal interest as a member of Friends of the Peak District.

Cllr B Woods declared a personal interest as the Derbyshire County Council Councillor for the area of the county where the project would take place.

28/20 AUTHORITY CHAIR UPDATE

The Chair reported the following items:

- The Chair of the Authority paid tribute to Cllr Doug Birkinshaw who had recently passed away after serving as a Member of the Authority since 2012 and as Vice Chair of Planning Committee since 2014. The Chair asked the meeting to pause for a moment as a mark of respect for Cllr Birkinshaw and also all those who had lost their lives and suffered as a result of the COVID-19 Pandemic.
- The Chair thanked the Chief Executive for her leadership through this difficult time and all Officers for their continued work through the Covid-19 pandemic. It was noted that emergency procedures for Planning Committee had been invoked and it was noted that Chairs and Vice Chairs had regular updates with the Leadership Team of the Authority. The Chair identified the following three key messages:
 - i. The importance of National Parks as a National Asset for mental and physical health
 - ii. Respecting and protecting the communities
 - iii. Post Covid opportunities to make National Parks centre of environmental and economic recovery.

29/20 CHIEF EXECUTIVE'S REPORT (SLF)

The Chief Executive thanked the Chair and Members for their support and outlined the following key areas:

1. Community Support – clear messaging on support for communities including asking visitors to consider the impact of their visit and the safety of the communities.
2. All Authority owned car parks had been opened to relieve the pressure on roads and communities with a trial car park status report system providing information regarding which car parks were open or full. It was confirmed that all other visitor-facing services remained closed.
3. Rangers were working with the police and continued to monitor the high fire risk.

30/20 INTERNAL AUDIT 2019/20 ANNUAL REPORT (DH)

Ian Morton, Audit Manager, Veritau, introduced the report and confirmed that there were no special investigations during the year and the overall opinion of the Head of Internal Audit on the framework of governance, risk management and control operating in the Authority in 2019/20 was that it provided Substantial Assurance.

A qualification had been added to the report in light of the current coronavirus pandemic which had occurred at the end of the audit year but Veritau had no specific concerns regarding the Authority's approach.

The Internal Audit team thanked Officers for their cooperation throughout the year.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. To note and accept the 2019/20 Annual Report from the Internal Auditors as set out in Appendix 1 of the report.**

31/20 OUTTURN REPORT (A.137/22/PN)

The Chief Financial Officer introduced the outturn report for the 2019/2020 financial year, the final year of the four year National Park Grant commitment confirmed in 2016. It was noted that some income targets for the year had not been reached due to the impact of poor weather during 2019. Adjustments had been made to the end of year figures to take into account the impact of closures due to Covid-19 and adjustments had been made to the budget for 2020/21. No specific assistance was expected from Defra to deal with the impact of Covid-19 on budgets and a recommendation was made in the report to set up a Covid Emergency Reserve to cover income gaps.

Further consideration would be given to the likely cost to the Authority during the first and second quarters of the financial year to enable a more accurate calculation of costs and which reserves would be needed to cover the losses.

Clarification was provided on cycle hire centres under performance due to work on merging management roles resulting in an increase in the use of casual staff and a loss of income due to wet weather.

The Director of Corporate Strategy & Development and the Chief Financial Officer provided clarification on large variances shown in Appendix B of the report.

Variances on the South West Peak Project were due to the nature of the funding for the project.

The Head of Policy & Communities confirmed that funding received for brown field sites was a set amount for all local authorities to be used for community initiatives and development.

The Chair requested that Members received regular updates on the budget and the impact of the Covid-19 Emergency.

The recommendation as set out in the report was moved, seconded, voted on and carried.

RESOLVED:

- 1. That the outturn be noted, and the slippage requests and specific reserve appropriations shown in Appendix C of the report be approved.**

The meeting adjourned for a short break at 11.05 and reconvened at 11.15.

32/20 2019/20 YEAR END PERFORMANCE REPORT, 2019-20 PERFORMANCE AND BUSINESS PLAN AND 2020/21 CORPORATE RISK REGISTER

The Senior Strategy Officer – Research introduced the Performance & Business Plan section of the report which provided monitoring information for the end of Quarter 4 2019/20, the first year of the Corporate Strategy for the period 2019-24. Changes to the

format of the 2020/2021 report were outlined including the inclusion of a summary from Leadership Team on their respective areas of the Performance & Business Plan.

The Chief Executive confirmed that there were no amber indicators in the 2019/20 report as they were not used at the end of the year report. Those actions with red indicator showed what action management need to take. Not all of the resolutions were within the control of the Authority as they relied on work with partners or were pioneering or new work.

It was noted that consideration would be given to the impact of the Covid-19 pandemic on performance during the last two weeks of the 2019-20 year. The financial plan and strategy would be reviewed and a report presented to Members when there was a clearer understanding of the impact.

The following points were noted in response to questions from Members:

- KPI6 - it was confirmed that a presentation on the Tree Strategy which had been deferred from a previous Member Forum would be rescheduled to address the issues Members had raised. Members were asked to report back to the Director of Conservation and Planning any tree planting they were aware of so the information could be included in the statistics.
- KPI7 - Breeding Birds Survey – It was confirmed that discussions were taking place with the consultants that carried out the work to check the methodology used for the report.

Members were invited to send more detailed queries to the Director of Conservation and Planning following the meeting.

The Director of Commercial Development & Engagement provided an update on the status of the Peak District National Park Foundation, confirming that £80,000 had been raised and distributed to several projects.

The Director of Commercial Development and Engagement also provided an update on the response to Covid-19 regarding facilities within the National Park and confirmed that the Authority was benchmarking against other organisation regarding provision of toilet facilities and working with partners to address issues caused by the lockdown rules being eased. He confirmed that the Peak District Proud message was an important campaign and would be at the heart of the National Park's recovery. Members were asked to promote the campaign.

The Chief Executive confirmed that further funding from the Discover England Fund had not been received as it had been reallocated to support Destination Management Organisations (DMOs) during the Covid-19 lockdown.

The Head of Policy & Communities confirmed that over half of the Peak District Parishes had responded to the engagement on the Parish Statements and added more detail. The documents would be regularly updated and promoted as ongoing documents.

The Senior Strategy Officer – Research introduced the Corporate Risk Registers section of the report. A new risk had been added for the 2020/21 year relating to the Covid-19 impact.

The Chief Executive provided an update on the Recovery Plan both for the National Park and the organisation as follows:

- The recovery plan for the National Park included communication with communities and visitors and the management of visitor facing activities. The aim was to provide a safe home for communities and a safe welcome within the remit of what the National Park Authority was able to do.
- The recovery plan for the National Park Authority as an organisation focused on staff and the financial impact on the Authority. Leadership Team were meeting twice a week to look at the impact on staff and to plan and work with them. Weekly communications from the Chief Executive and Human Resources were sent out to staff and a survey sent to staff had had a good response and showed that staff were feeling supported. The survey also provided good information to help plan the next stages of recovery for staff and the work of the Strategic Leadership Team with the Chief Financial Officer continued.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. That the Q4 and year end performance report, set out in Appendix 1b of the report, be noted and any actions to address issues agreed.**
- 2. That the Performance and Business Plan content in Appendix 2 of the report be approved and completion of details delegated to the Chief Executive, to allow publication by the statutory deadline of 30 June 2020.**
- 3. That the 2019/20 year end corporate risk register given in Appendix 3 of the report be noted and the status of the risks accepted.**
- 4. That the start of year 2020/21 corporate risk register given in Appendix 4 of the report be noted and the proposed risks agreed.**
- 5. That the status of the complaints, Freedom of Information and Environmental Information Regulations requests, given in Appendix 5 of the report be noted.**

Cllr Mrs Potter left the meeting during this item.

33/20 AMENDMENTS TO STANDING ORDERS - VIRTUAL MEETINGS (JS)

The Democratic Services Manager introduced the report and confirmed that the proposals reflected the issues identified in a previous presentation to the Members Forum. The report provided clarification on the temporary changes during the Covid-19 Lockdown to support the Governments emergency legislation which would end in May 2021.

RESOVLED:

- 1. To approve the temporary amendments to Standing Orders as set out in Appendix 1 of the report.**
- 2. To note the etiquette for virtual meetings of the Authority and its Committees as set out in Appendix 2 of the report.**

The meeting adjourned for a short break at 12.15 and reconvened at 12.25 with Cllr B Lewis and Cllr Mrs G Heath leaving the meeting during this time.

34/20 SECOND REPORT OF THE GOVERNANCE REVIEW WORKING GROUP

The Chair introduced the report and confirmed that the Authority's Annual General Meeting on 3 July would take place as a virtual meeting. Members were invited to contact the Chair if they wished to discuss any concerns regarding the proposal.

Members requested clarification on how a secret ballot would be held during a virtual meeting and the Democratic Services Manager confirmed that work to enable this would continue. The Chair confirmed that a virtual AGM would not take place unless a secret ballot was possible.

It was noted that appointments would be made to the Governance Review Working Group at the AGM with a view to carry out a six month review of the impact of the changes introduced.

The Chair took the meeting through the 16 recommendations as set out in the report which were moved, seconded, put to the vote and carried.

RESOLVED:

- 1. To note the recommendations of the Governance Review Working Group as set out in Appendix 1 of the report**
- 2. To approve the Appointment Principles as set out in Appendix 1 of the report.**
- 3. To confirm that the Member Appointment Process Panel should continue to be part of the process for preparing for Annual Meetings.**
- 4. To continue to receive an annual report on Member attendance based on Member attendance at meetings of the Authority, Standing Committees and essential learning and development events/workshops only.**
- 5. To approve the changes to the terms of reference of the Programmes and Resources Committee as set out in Appendix 2.**
- 6. To confirm that no changes are made to the existing arrangements for Member Scrutiny.**
- 7. To confirm that quarterly meeting of the Local Joint Committee should be scheduled on the understanding that they will only take place if there are sufficient items to make a meeting viable.**
- 8. To confirm that there is no need for Member representation on the Health and Safety Committee.**
- 9. To approve the continuation of the Governance Review Working Group and agree to make appointments to it at the 2020 Annual Meeting.**
- 10. To approve the amendments to the Scheme of Delegation to the Chief Executive as set out in Appendix 3.**

- 11. To ask the Chief Executive to carry out a review of the format and content of the Officer Delegation Scheme.**
- 12. To continue to use the current format of the Revenue Budget.**
- 13. To ask Officers to explore the options for using the annual workshops to give Members greater ownership of budget proposals including the possibility of inviting a selection of budget holders to a session where they can provide more detail about their budgets, how they are used to support the Corporate Strategy and what the key issues were around delivery.**
- 14. To approve the Member Champion Role Description set out in Appendix 4.**
- 15. To appoint Members to the following Member Champion roles at the 2020 Annual Meeting:**
 - **Natural Environment, Biodiversity and Farming.**
 - **Cultural Heritage and Landscapes**
 - **Engagement (includes sustainable tourism, recreation, health and wellbeing)**
 - **Thriving and Sustainable Communities (including social housing)**
 - **Climate Change (including transport) (This Member's Champion should chair the Climate change Working Group)**
 - **Business Economy**
 - **Member Learning and Development**
- 16. To approve the Guidance for Members appointed to Outside Bodies as set out in Appendix 5.**
- 17. To remove the following from the list of Outside Bodies to be appointed to at the 2020 Annual Meeting:**
 - **Derby and Derbyshire Economic Partnership Rural Forum**
Derbyshire Partnership Forum
 - **National Parks UK**
 - **Peak Park Parishes Forum Annual Liaison Meeting**

35/20 TRANS-PENNINE TUNNEL STUDY AND A628 UPGRADE (JRS)

The Director of Conservation and Planning introduced the report confirming that there was a delay regarding the decision to proceed with the project as the Department of Transport Investment Panel would not meet until July 2020. If the funding was confirmed by the Investment Panel the project team would develop a more detailed scheme, if funding were not approved it was likely that the scheme would be shelved.

The Director of Conservation and Planning agreed to keep Members informed of the progress of the project.

RESOLVED:

- 1. To note the contents of the report.**

The meeting ended at 1.05 pm

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8. CHIEF EXECUTIVE’S REPORT (SLF)

1. Purpose of the report

To up-date members of key items since the previous Authority meeting

2. Recommendation

1. For members to note the report

3. Key Items

COVID-19 response – The Senior Leadership Team (SLT) continue to meet twice weekly to oversee operations and the organisation continues to work well to deliver our services. Chairs and vice chairs are meeting with SLT on a regular basis to get the latest picture and oversee our work. Underpinning all our decisions is an alignment with government guidance, so as this changes we will review our approach. To support the government’s further easing of restrictions our messaging with partners is focussing on the Peak District being both a safe home for residents and offering a safe welcome for visitors so we can all be #PeakDistrictProud.

We have seen a significant up-turn in numbers of people accessing the National Park for their exercise. We are working with our partners to co-ordinate the re-opening of the facilities that support the enjoyment of the countryside in the National Park and on messaging and information about how to respectfully enjoy their access. An area of focus for us recently is on fire risk and looking at how to support our engagement activity with the new audiences we are seeing coming into the national park. We have written to all retailers and forecourts across the national park asking them to voluntarily remove disposable BBQs from sale; over a dozen have done this so far and we worked with the main landowners and land owner representative to be able to say this... [National Park Authority confirms barbecues are not permitted anywhere in the open countryside of the Peak District National Park: Peak District National Park](#) .

We have been planning a safe return of our visitor facing services. Our car parks were opened with the easing of the lock down restrictions in mid-May, we have opened a handful of toilets at some of our key hotspots. Rangers are focussing on routine safety inspections on our properties, maintaining rights of way infrastructure and car parks, installing and replacing signage including Covid-19 advice, patrolling our 45 car parks and key ‘honeypot’ visitor sites to engage with visitors, providing updates to our [car park alerts system](#), supporting observations for wild fire, and assisting partners with activities such as litter collection. Our visitor, cycle hire centres and North Lees campsite will open when government guidance allows and it is safe to do so, with the current plan for many such sites to be open by early to mid-July 2020. We’ve also put in place a phased and safe return of volunteering activities, linking volunteering to the above areas of focus.

We continue to keep staff informed and to check with them the support they may need. The majority of staff continue to be able to work from home. We have identified a handful of staff who do need to access the office and, from 22 June 2020, Aldern House will be open for this small number of staff. We have implemented measures that follow government guidance so Aldern House can be a COVID-19 safe workspace. Anyone entering the building will need to undergo a short induction to cover the new working practices.

You can keep up to date with our response to the changing situation via our website: [Coronavirus \(COVID-19\) Update: Peak District National Park](#)

Supporting a green recovery - We are working with our partners through the Derbyshire Local Resilience Forum to support the strategic recovery. We appreciate there is a desperate need to kick-start the economy both locally and nationally and are making the case for this recovery to be underpinned by green building blocks as this will be more sustainable and equitable. We are seeking objectives and indicators to be set to reflect this green recovery aim – so recovery replenishes natural capital (i.e. our natural assets) and promotes the well-being of our citizens, including a connection to nature and the outdoors. From the Peak District's perspective, it's now more important than ever for Derbyshire to develop a low carbon, low impact active travel offer for National Park visitors and communities alike. This is the opportunity to make a lasting difference, from new cycling and walking infrastructure to innovative travel products, better integration and marketing. We are also working with our fellow National Parks and on 15 June 2020 National Parks England submitted to Defra a paper on “National Parks Supporting a Green, Rural and Inclusive Recovery from Covid-19”. This is attached at appendix 1.

Long service awards – I have had the opportunity to give seven long service awards since the Authority meeting in May 2020.

Medium Term Financial Plan - We are living in rapidly changing times, which is affecting the income of many businesses and those in the voluntary sector. National Parks and the Peak District National Park Authority is not immune to this, even with the important job we have to do. At the May Authority meeting, we highlighted to members the significant concerns we had over the impact of the coronavirus emergency on our income this financial year. Members agreed to proposals to create a £480k emergency COVID-19 reserve to support this immediate impact, which is a start to managing our immediate in-year pressures. This is just a start. We need to continue to plan and put in place measures to manage the pressures on our budget over the rest of this year and into future years. The majority of our revenue comes from the National Park Grant provided by Defra. This currently stands at £6.7 million per year. Based on information currently available, we anticipate that our annual revenue budget will be between £600k to £900k lower over the next three years. Put simply, we know we will not have enough revenue money to cover our staff and fixed operating costs from 1 April 2021. To meet this challenge we will be planning early to explore all options to keep our costs in balance with our income and avoid job losses. We will work with and seek members early advice and input into this planning. In undertaking this planning, we are clear that our two statutory purposes have equal weight and we must be mindful of our duty. Our common organisational brief remains the Corporate Strategy 2019-24. We will be challenging operating costs, reviewing service levels, reserves and how we can accelerate sustainable income sources.

4. **Appendices**

Appendix 1: National Parks Supporting a Green, Rural and Inclusive Recovery from Covid-19

Report Author, Job Title and Publication Date

Sarah Fowler, Chief Executive, 25 June 2020



Healing People, Places and Economies

National Parks Supporting a Green, Rural and Inclusive Recovery from Covid-19

Introduction

The Covid-19 pandemic has had a far-reaching and profound impact in England. This once-in-a-lifetime event has impacted the Nation's health and economy in an unprecedented way. Indeed, Prime Minister Johnson, highlighted the need to 'act like a wartime government and do whatever it takes to support our economy'¹. National Park Authorities are uniquely placed to provide opportunities to reconnect with nature and help restart the economic engines of the communities that exist within them. NPAs are ready to do whatever they can to support the Nation in its recovery – rural, economic, and natural.

Offer to the Nation

Since the start of the pandemic, and resulting nationwide lockdown, National Parks have reinforced government messaging with the goal of keeping people safe, saving lives, and supporting the NHS and our rural communities.

However, the impacts of the pandemic persist – rural economies are threatened, there is long-term uncertainty for the visitor economy, and personal health and well-being has been impacted, especially for vulnerable peoples and key workers.

As the nation heals from the impacts of Covid-19, NPs are and will be key actors in Covid-19 recovery. In particular, we believe we can provide 4 key 'offers' to the Nation, that will provide for a green, resilient recovery which is inclusive for all. These will also contribute towards actively responding to the Government commissioned independent Landscapes Review² undertaken by Julian Glover and an expert panel that reported last year.

Offer 1 – Restoring **health and wellbeing** through experiences in nature for essential workers, those disproportionately affected by lockdown, and vulnerable peoples and those with disabilities, and their families

Offer 2 – Developing resilience through **engagement and education** of children and new visitors with nature

Offer 3 – **Supporting the visitor economy** through a domestically focused sustainable tourism programme

Offer 4 – **Helping the wider rural economy** and rural communities bounce back through a resilient green recovery

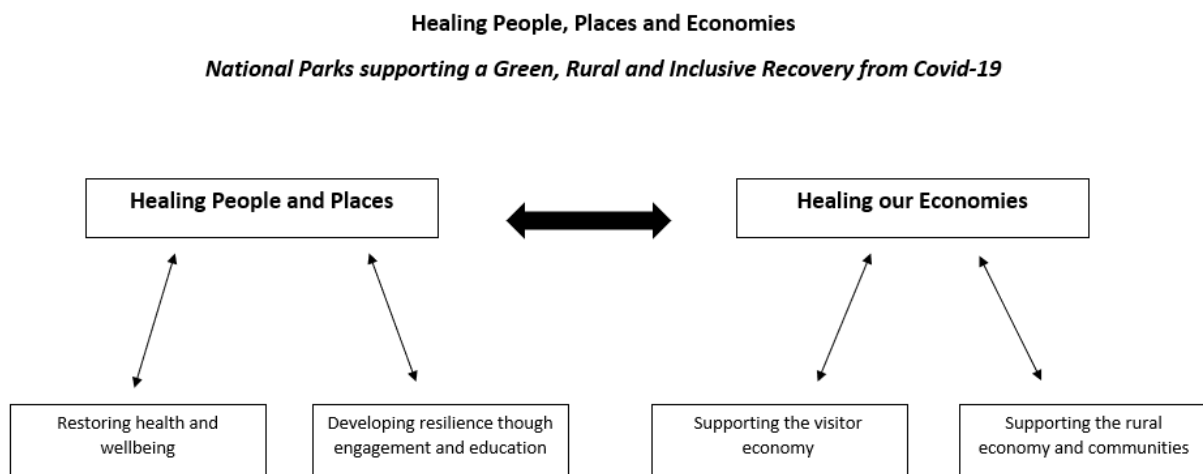
¹ <https://www.gov.uk/government/speeches/pm-statement-on-coronavirus-17-march-2020>

² <https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

Four Opportunities

These proposals capture the collective vision and ambition of the 9 English National Park Authorities and the Broads Authority, herein 'NPAs', and help drive forward the Government's goals for a resilient landscape, and net zero. The Government has committed to enhancing National Parks in the 25 Year Environment Plan and these offers will contribute towards delivery of that objective³.

These 4 offers do not exist in a vacuum. They are underpinned by, and designed to advance, the National Parks' Vision, Statutory Purposes, and Duty. They are closely interlinked with the delivery of, and the achievement of each other. For example, sustaining the rural economy underpins thriving resilient landscapes, wildlife and nature which in turn provide opportunities for health, wellbeing, education, and engagement.



Resources

National Parks are national assets, and investment in them yields myriad benefits for society, including economic benefits. There are over 25,000 businesses located in England's National Parks providing around 170,312 jobs and contributing £13.7 billion turnover. The Gross Value Added to the economy from this activity is equivalent to a city the size of Leicester. In a typical year, National Parks welcome over 98 million visitors who spend more than £5.5bn in the National Parks and immediate areas surrounding them.

To deliver on these offers quickly and effectively, National Parks are, where they can, already repurposing current funds to redirect them to recovery from Covid-19. NPAs will be leveraging existing and establishing new partnerships to help deliver on the offers detailed below. However, to provide the most effective support and offer to the Nation, NPAs are looking to Government to pump prime financial support, which can in turn help leverage significant other funds to support these key offers. See detail below.

These four offers are the cornerstone to recovery from Covid-19, and we project that implementing the 4 offers will require approximately £14,673,000.

³ [25 Year Environment Plan – Chapter 2, Item 2.](#)

Offer 1 – Restoring health and wellbeing

Offering experiences in nature for essential workers and their families, those disproportionately affected by lockdown, and vulnerable peoples and those with disabilities.

The Covid-19 pandemic has brought to public and political attention the huge value that the public places in accessing green and blue spaces. The pandemic has also brought into sharp relief inequalities such as in access to green space and fresh air.

The National Park idea was born at the same time as the NHS, stating “there can be few national purposes which, at so modest a cost, offer so large a prospect of health-giving happiness for the people”⁴. Connecting to nature, both on the doorstep and through visiting a National Park is a holistic experience which benefits both mental and physical health.

This offer builds upon the national health and wellbeing approach for National Parks in England, developed in collaboration with Public Health England. It will reach across England’s National Parks and beyond, work with urban and rural audiences and bring in partners from the public, private and third sector, including local health providers.

Offer: NPAs would like to offer essential workers and their families, those who have been disproportionately impacted by the lockdown, and vulnerable peoples and those with disabilities, opportunities to reconnect and recover from the impacts of COVID 19 through nature by:

- twinning with local key worker establishments and businesses (such as hospitals, supermarkets, and care homes), to establish programmes of simple, low intensity, self-repeatable activities such as art therapy, cycling, and forest bathing.
- establishing a ‘learn to be healthy’ programme at schools which will have the ability to create connections with nature that can have lifelong health and wellbeing benefits and deliver learning outcomes.
- Presenting these health offers through a ‘Natural Health Service’ webpage and a ‘virtual walks’ programme for all NPAs.
- Establishing an inclusive cycling programme.

These supported outdoor activities will be led by a team of experienced outdoor experts, qualified coaches/medical practitioners. These initiatives will be offered in the next 12-18 months.

Resources required: A limited programme within existing resources can be provided by NPAs. However, due to the scale of the health crisis and the potential NPAs must help people in this time of need, we will require funding to enable a health and wellbeing programme in each English National Park. Our ask is initially for one year after which we can evaluate and share the impact of this work.

Total budget request of £1,540,000 for 10 English National Parks broken out as follows:

- £104k per park per for core-delivery of 1-year programme

⁴ Ministry of Town and Country Planning, National Parks in England and Wales: Report by John Dower, Cmd, London, HMSO, 1945

- £34k – 1-year salary for a Health and Wellbeing Officer who will enable a wide programme of delivery by working with partners organisations as well as utilising resources available to the NPAs.
 - £70k - to enable travel funds and specialist assistance (e.g. activity providers).
- £50k per park for 1 year of ranger support to deliver Offer 1 and Offer 2
 - £45k - 1 year salary for ranger resource. Ranger will enable programme delivery, education, and on the ground-outreach for this initiative, as well as support on delivery of Offer 2
 - £5k – 1 year lease for ranger vehicle

*Offer 2 – Developing resilience through **engagement and education** with nature*

Welcoming new and reconnecting National Park visitors and children with the countryside through a national walk and a family-based John Muir award.

As a result of the Covid-19 pandemic, and resulting lock-down, the public, and in particular children's, ability to use and enjoy natural spaces, has been severely limited. With the release from lockdown, NPAs have noticed a marked increase in visitors, often first-time or returning to National Parks after having not visited for some time⁵. This is a critical time for NPAs to ensure that NPs are 'landscapes for all', while developing understanding and respecting their special qualities and benefiting from the health and wellbeing benefits.

This offer builds upon the national health and wellbeing approach for National Parks in England. The focus of this offer is on prevention, providing one strong product which could easily be promoted to all members of the public and could be a vehicle to promote responsible behavior in National Parks.

Offer: NPAs would like to offer two projects, an individual, big-sponsored walk (the 'Great Big Walk Out'), and a family-based John Muir Award⁶. This will be a national campaign with potentially all UK National Parks. The Walk Out will focus on establishing connections to the natural environment and the benefits that it can bring to new audiences, and in particular children. It will occur in 3 phases, using pre-established networks, new younger audiences, schools, partnership community projects and the like:

- **Phase 1 (October 2020)** – 'Great Big Walk Out' Media Launch, working with influencers and on social media to target youth and diverse audiences – National Scale
- **Phase 2 (March 2021 and 2022)** - Landmark event 'Big Walk Out Week' – National Scale
- **Phase 3 (2022)** - Targeted interventions utilising local knowledge and expertise, creating local partnership connections - Local scale

Resources required : A limited programme within existing resources can be provided by NPAs. NPAs are also looking for national level sponsorships for the 'Great Big Walk Out'. However, in order to fully facilitate delivery, remove barriers to participation and add equality in the offers across National Parks, NPAs are asking for funding for an officer per park, as well as funding to support transport and equipment needed.

Total Budget request of £2,018,000 for 15 National Parks broken out into three phases⁷:

- Phase 1 - £178K – for a marketing project officer, branding/design, public relations and website design
- Phase 2 - £400K – for a two-year national campaign, and central supply kit packs
- Phase 3 - £1.44m - additional resource of an officer to lead the Education and Engagement work at each (15) National Park, a single post for a John Muir Award Officer, transportation funding, and equipment

⁵ For example, in the Lake District a survey completed in late May/early June calculated that a large percentage of visitors were first-time visitors

⁶ <https://www.johnmuirtrust.org/john-muir-award>

⁷ A fully costed proposal is available upon request

Offer 3: Supporting the visitor economy through a domestically focused sustainable tourism program

Refocusing National Park Experiences to refocus on domestic visitors once restrictions are lifted

As a result of the international Covid-19 lockdown, global travel has come to a halt. As the Nation exits lockdown, the public will be looking to National Parks as key destinations for domestic holidays. Tourism, a key driver of rural economies in NPs, has undoubtedly been impacted by the international lockdown. Rural communities are keen to 'restart' their economies, and rural tourism can use this to good effect to build the local economy. This can also support Government measures to level-up by ensuring deep rural areas benefit too.

Offer: NPAs would like to provide an offer to the nation through repurposing the English National Park Experience Collection⁸ (ENPEC) to focus on local, regional, and national visitors once travel restrictions within the UK are lifted, and then position NPs for tourism success once international borders reopen.

The ENPEC developed from scratch, since the beginning of 2018, has paved the way for offering a new way to access and engage with the rural, sustainable tourism offer in England. Developed primarily to be aimed at overseas markets, there is an opportunity to take it further to embrace domestic tourism in the short to medium term, with potential to grow the market, and the Collection. This will ignite and accelerate the recovery of the visitor economy in and around National Parks too.

The proposed approach has three phases:

- **Phase 1 (Q3 2020 – Q1 2021)** - *Amplify* the ENPEC through the delivery of Trade-focused itineraries and a Business-to-Consumer offers, whilst growing the environmental sustainability of the offer.
- **Phase 2 (throughout 2020-2021)** – Establish a *legacy* of sustained promotion and success of the Collection.
- **Phase 3 (throughout 2020-2021)** - *Embed* the ENPEC with the travel trade in existing markets to prepare for when international tourism restarts.

Future development: In association with other partners we would like to consider opportunities to develop a full UK coverage across all the 15 National Parks, and potentially other protected landscapes. Although outside of our current work and commitments through the Discover England Fund, we feel such collaboration is valuable and could usefully form an integrated element of our legacy plans.

Resources required: In order to deliver on this ambitious agenda, a bid for c. £300k has already been submitted to Visit England, under the Discover England Fund. NPAs are looking for Visit England and DCMS full support on this, and they will work closely and secure support or resources from local Destination Marketing Organizations.

⁸ The English National Park Experience Collection (ENPEC) is a collaboration between nine English National Parks. The project has developed experiential tourism within the National Parks, by creating a collection of 72 immersive experiences, supported by 85 local accommodation providers.

Offer 4 – Helping the wider rural economy and rural communities bounce back through a resilient green recovery

NPAs to champion a green recovery by utilising their local networks and insight to deliver targeted funding

Covid-19 and the lockdown have had a huge impact on the communities and economies of NPAs, which represent 10% of England. It is vital that rural economies, and SMEs are not neglected in national recovery planning or 'left behind'.

NPAs' relationships and partnerships with businesses, local authorities, and associations, makes them key influencers in rural communities. We work closely with Local Authorities and Local Enterprise Partnerships to seek investment in our rural economies. We are keen to develop a new approach to rural development that uses the assets of our national parks to contribute to wider economic growth and productivity, whilst supporting vibrant and thriving communities in and around the Parks. Due to the impacts of Covid-19, we have an opportunity to work with Defra/BEIS to capitalize on the changes caused by the ongoing pandemic.

Offer: England's National Parks are offering to lead a 'green' recovery where sustainability, climate action, reduced commuting and car use, low carbon businesses, and local food use, are the new norm for England's rural areas. We will work closely with our AONB partners in each part of England. Each phase of this offer will focus on rural communities' economic and infrastructure recovery, and will promote a shift towards a green sustainable economy, and maintaining and enhancing natural capital:

- **Phase 1 (2020 Q3) - Share Insight** – Through NPE business networks and projects and a bespoke survey, we can provide Defra with much finer grained data on the impacts of COVID-19 and the needs of businesses than is possible through the LEPs and Local Authorities (which necessarily have to aggregate data across rural and urban areas, SMEs and major sectors).
- **Phase 2 (2020 Q4 - 2021) - Champion & influence** - Using the above evidence base and insight, NPAs can work alongside Defra to champion rural issues with other key departments (BEIS, MHCLG and DCMS) and inform the design and delivery, ensuring appropriate reach to rural economies.
- **Phase 3 (2021-2022) - Engage & Deliver** - Working closely with Local Authorities and LEPs in their areas, NPAs could pilot a rural recovery fund, delivering rapid, targeted support direct to SMEs with flexibility and low transaction costs. Such a pilot could test the principles for a subsequent England-wide support package for rural areas. For example, if £10m formerly earmarked as part of the Shared Prosperity Fund were directed via NPAs this could make a real difference on the ground, as many of our rural businesses are SMEs or micro-enterprises.

As mentioned under Offer 3, the structural issues facing international visitors, combined with the likely surge in demand for domestic holidays for the UK market, create an opportunity for National Parks to position themselves as welcoming and open for business post-Covid-19. This offer is in addition to the work we are already doing to support local businesses and communities.

Resources required : While all NPAs have repurposed some of their resources to support rural communities during the Covid-19 lockdown period, and indeed many now have small community funds, rural economies are still feeling the immediate and will feel the long-term impacts of the Covid-19 pandemic.

Total Budget request of £11 115 000 for 10 English National Parks broken out into three phases

- Phase 1 - £25 k- survey/website design support
- Phase 2 - £340k - 1 FTE at £34k per park to help administer the program
 - NPAs are also requesting that the government work in close partnership with NPE to develop the evidence base on impacts, vulnerabilities and opportunities in the rural economy and green recovery.
- Phase 3 – £10m of reprofiled funding from previous EU rural socio-economic programmes channeled through the NPAs
 - NPAs are requesting that government prioritize NPA as key agents to deliver pilot or funding programs for green, rural recovery
- All phases - £750k - administrative costs (IT resources, prints/production/distribution)

Conclusion

After the Second World War, both the NHS and England's National Parks were established for the health and benefit of the Nation.

With the Covid-19 pandemic, we currently see ourselves in another crisis, of health, of economy, of connection to nature and of climate change. National Park Authorities are uniquely placed to provide opportunities to reconnect with nature and communities and support rural economies rebuild and are ready to do whatever they can to support the Nation in its recovery. Doing so will help to respond in a very meaningful way to the ambitious vision set out in the Government's recent Landscapes Review.

NPAs are looking to the government for support on four key offers to the Nation, that will help heal the Nation through supporting a green, rural and inclusive recovery from the devastating impacts of Covid-19.

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National Parks England is the umbrella organisation that brings together the nine English National Park Authorities and the Broads Authority. It exists to support policy and practice.

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9. REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL - APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS, ANNUAL APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS AND ADVISORY GROUPS MEMBER CHAMPIONS AND OUTSIDE BODIES.

1. Purpose of the report

To appoint the Chair and Vice-Chair of the Authority's two standing Committees, Planning Committee and Programmes and Resources Committee.

To consider the Authority's 2020/21 appointments to Committees, Sub-Committees, Panels, Advisory Groups and Member Champion Roles.

To consider the Authority's 2020/21 appointments to Outside Bodies.

Key Issues

- In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited all Members to indicate whether they wish to stand for appointment to key positions and their preferences for Committee Membership.
- The Panel have considered the responses received in the context of the agreed appointment principles.
- The report of the Panel is attached as Appendix 1. Members are asked to consider the report when agreeing the appointments set out in recommendations 1 to 8 below. (The references in brackets relate to sections A to E in Appendix 1)
- The report of the Panel is a summary of responses received it is not a recommendation from the Panel.

2. Recommendations(s)

1. To consider whether all voting on recommendations 2 to 8 is carried out using a WebEx ballot rather than a recorded vote.
2. To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee as set out in Section B (i) of Appendix 1.
3. To appoint Members as Chair and Vice Chair of the Planning Committee and Chair and Vice Chair of Programmes and Resources Committee until the annual Authority meeting in July 2021 [Section A]
4. To appoint Members to the Planning Committee and the Programmes and Resources Committee until the annual Authority meeting in July 2021. [Section B (i) and B (ii)]
5. To appoint until the annual Authority meeting in July 2021:
 - a) 5 Local Authority Members and 4 Secretary of State Members to the Local Joint Committee.[Section B (iii)]
 - b) 5 Local Authority Members and 4 Secretary of State Members to the Appeals Panel. [Section B (iv)]

- c) **1 Member and 1 Deputy to the Due Diligence Panel.[Section C (i)]**
 - d) **9 Members to the Local Plan Review Steering Group.[Section C (ii)]**
 - e) **7 Members to the Governance Review Working Group.[Section C (iii)]**
 - f) **6 Members to the Member Climate Change Task Group. [Section C (iv)]**
 - g) **the Chair and Vice Chair of the Programmes and Resources Committee, the Chair of the Authority and 2 other Members to the Budget Monitoring Group. [Section C (v)]**
- 6. **To appoint Members to the 7 Member Champion Roles set out in Section D of Appendix 1 until the annual Authority meeting in July 2021.**
 - 7. **To appoint Members to the 20 Outside Bodies set out in Section E of Appendix 1 until the annual Authority meeting in July 2021.**
 - 8. **To confirm that all these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 of the Members' Allowances Scheme.**

How does this contribute to our policies and legal obligations?

Appointment of Chairs and Vice Chairs

- 3. Standing Order 1.39(1) Part I requires the Authority at the Annual Meeting to appoint Members to be the Chair and Vice Chair of each Standing Committee. Several years ago Standing Orders were amended to omit the previous Standing Order 1.39(2) which stated that the appointments to the offices of Chairs and Vice Chairs of each of the Standing Committees shall normally be such that one of the offices shall be held by a Local Authority Member and the other office held by a Secretary of State National or Parish Member. Therefore this no longer applies to these appointments. Appointments made will continue until the next Annual Meeting unless a Member resigns from the office or resigns their membership of the Authority.

Membership of Committees, Sub-Committees, Panels and Advisory Groups

- 4. The Environment Act 1995 requires that membership of the Committees should as far as possible reflect the makeup of the membership of the Authority. This means that each Committee should, in most cases, have a majority of Local Authority appointed Members over the Members appointed by the Secretary of State, which includes Parish Members. There are a few exceptions where due to rounding up and rounding down the numbers from each category are equal. This principle is also taken into account when setting up an Appeals Panel.

Member Champion Roles

- 5. At the 22 May 2020 meeting of the Authority it was agreed that the Member Champion role should have an internal focus where the Champion acts as a critical friend or advocate, not a spokesperson. A generic role description is available in the Democratic Services Handbook.

Appointments to Outside Bodies

- 6. These appointments contribute to the National Park Management Plan outcomes and

corporate objectives by continuing and supporting the Authority's working with stakeholders and partners.

Background Information

7. The Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting. This year Cllr P Tapping, Ms Y Witter and Cllr B Woods were appointed as Panel Members.
8. The purpose of the Panel is to:
 - invite, receive and consider expressions of interests from Members in the annual appointments;
 - apply the agreed appointment principles to identify any issues that conflict with the agreed principles;
 - contact relevant Members to discuss and resolve issues if possible;
 - compile a list of candidates for the appointments for consideration at the Annual meeting.
9. As part of the process the Panel has contacted all Members to ask them to advise them on whether they intend to stand for appointment as Chair or Deputy Chair of the Authority, Chair or Vice Chair of Planning or Programmes and Resources Committee or one of the Member Champion roles and their preferences on appointments to committees, sub-committees, panels, advisory groups and outside bodies.
10. The Panel has considered the responses and checked them against the following appointment principles:

“The Peak District National Park Authority seeks to apply transparent and democratic principles in the appointment of Members to elected positions within the Authority in order to promote fairness and trust. They are not intended to limit either a Member's right to stand for office nor any Member's duty to make decisions on merit, but instead:

- *open opportunities for Members to stand for office*
- *take into account that some Members have time-limited appointments to the National Park Authority, which may limit their options for standing for office*
- *recognise that there is strength in office-holders coming from different categories of Members*
- *are based upon good practice learned from past experience*

To this end, the following apply:

1. *Any Member is eligible to stand for election for any post.*
2. *Members will not normally be appointed to the position of Chair and Deputy Chair of the Authority or the Chair and Vice Chair of its standing committees in their first year of office.*
3. *All appointments to the position of Chair and Deputy Chair of the Authority or the Chair and Vice Chair of its standing committees should be limited to continuous periods of no more than four full terms.*
4. *Appointments should seek to achieve a balance of different categories of*

Members, namely national Secretary of State appointees, Parish Members and Local Authority Members.

5. *All Members will have the opportunity to vote for their preferred candidates at the AGM.*
6. *Members wishing to stand for elected positions must be able to demonstrate:*
 - *A commitment to the purposes of the Authority and their successful delivery*
 - *A willingness to act on behalf of all Members of the Authority and not one particular group or interest*
 - *An understanding of the roles and responsibilities associated with the position for which they are applying and a skill set relevant to that position*

It is the responsibility of all Members to consider these principles before and during the appointments process before making their decision.”

11. After considering the responses against the principles the Panel has produced the report included here as Appendix 1 which sets out a summary of the responses received. Where more than one Member has expressed an interest in a role all the names put forward have been included in Appendix 1 and where a vote is needed this is highlighted in the proposals section below. The intention of the Panel's report is to help improve the efficiency of making annual appointments however the Authority cannot prevent any Member from standing for appointment even if they have not given the Panel advance notice of their intentions.
12. Standing Orders state that when more than one Member is standing for a Chair or Deputy/Vice Chair position the voting must be carried out by ballot of all Members present at the meeting. In the current circumstances a paper ballot is not possible so a secret poll will be carried out using WebEx. In accordance with the Standing Orders revised to accommodate virtual meetings all other votes will be carried out using a recorded vote, however the Authority may also decide to carry out a WebEx ballot for other appointments if the majority of Members present agree. For expediency it is proposed that all votes relating to this report are carried out through a WebEx ballot. This is reflected in recommendation 1.
13. The Panel also considered point 6 in the principles above regarding the responsibility of nominated Members to demonstrate interest and potential and show that they understand what is required of them. With this in mind the Panel have asked that candidates for the Chair and Vice-Chair positions supply a written statement of not more than 500 words in support of their expression of interest which will be circulated in advance of the meeting (if received)

Proposals

Appointment of Chairs and Vice Chairs of Planning Committee and Programmes and Resources Committee. (Recommendation 3)

14. Section A of the Panel's report sets out the names of those Members who have expressed an interest in the roles of Chair and Vice-Chair of the two standing committees. Both of the named Members interested in the roles of Chair of Planning Committee and Chair of Programmes and Resources Committee comply with principle 3 as they have not exceeded the maximum continuous period of holding any one office for four continuous terms. If no further nominations are received at the meeting the appointments for Chair of Planning Committee and Chair of Programmes and Resources Committee may be approved without the need for a ballot however, if the

Authority agrees, for this virtual meeting, a WebEx ballot can be used.

15. Five Members have expressed an interest in role of Vice Chair of Planning Committee. As this position is contested, if at the time of the meeting more than one Member still wishes to be considered, the Authority will need to make sure there are no further expressions of interest and carry out a WebEx ballot for the appointment. The appointment of one of the named Members would be contrary to principle 2 of the appointment principles as the Member is currently in his first year of office.
16. Two Members have expressed an interest in role of Vice Chair of Programmes and Resources Committee. As these positions are contested, if at the time of the meeting both Members still wish to be considered, the Authority will need to make sure there are no further expressions of interest and carry out a WebEx ballot for the appointment.
17. If further nominations are received and alternative Members appointed we will need to amend the same names included in section B where appointments to Committees are made by virtue of their appointment as Chair or Vice Chair or where proportionality rules need to be considered.

Appointments to Planning Committee and Programmes and Resources Committee. (Recommendation 4)

18. Section B of the Panel's report sets out suggested Membership of Committees, Sub Committees, Panels and Advisory Groups based on the preferences of individual Members and the nominations received for the key positions above. Sections B (i) and B(ii) refer specifically to membership of the Authority's two Standing Committees.
19. Standing Order 1.40 sets out the arrangements for appointing Members to Standing Committees which is summarised as follows:
 - (1) Both Local Authority Members and Secretary of State appointed Members must be appointed to Committees in the same proportion as the membership of the Authority. This is a requirement of the Environment Act which means that with a Committee size of 15 there should be one more Local Authority appointed Member on each Committee.
 - (2) The Authority has two Standing Committees - Planning Committee and Programmes and Resources Committee.
 - (3) The Members appointed as Committee Chairs and Vice Chairs are Members of the appropriate Committee
 - (4) Members shall be appointed to the Planning Committee by the allocation of a number of places to the Constituent Councils and to the Secretary of State appointed National and Parish Members in such proportions as are determined at each Annual meeting. This year the Planning Committee allocations for Local Authority Members have been made in line with those agreed last year. The remaining Members will be appointed to the Programmes and Resources Committee.
20. The proposed Committee Membership as in sections B (i) and B (ii) of Appendix 1 are based on the previous Authority decision to fix the Standing Committees at 15 Members, with 8 Local Authority Members and 7 Secretary of State Members. Before appointing to the Planning Committee the Authority will be asked to confirm the allocation of Local Authority Members places by appointing Authorities, as set out in section B (i) of Appendix 1. Recommendation 2 refers to this.
21. In addition Cllr A McCloy has asked that, if he is reappointed as Chair of the Authority,

the size of Programmes and Resources Committee be increased to 16 so that he is appointed to both Committees. Because of rounding up/down it is possible to increase the number of Secretary of State Members on the Committee by one while retaining the ratio of Local Authority to Secretary of State Members as required by the Environment Act 1995.

22. This year, at the time of writing this report there is one new Secretary of State appointment awaiting ratification from the Minister. If the appointment is not ratified before the Annual Meeting a Secretary of State vacancy will be left on Planning Committee to be allocated to that Member on appointment.

**Appointments to Committees, Sub-Committees, Panels and Advisory Groups.
(Recommendation 5)**

23. Sections B and C of the Panel's report sets out suggested Membership of Committees, Sub-Committees, Panels and Advisory Groups based on the preferences of individual Members and the expressions of interest received for the key positions above.
24. If no changes are needed at the meeting the appointments may be approved as proposed subject to the following issues identified by the Panel being addressed.
25. Local Joint Committee (Section B (iii)) – The constitution of this Committee requires that the number of Authority Members on the Committee should be equal to the number of employees. This means that 9 members need to be appointed, and to meet the requirements of the Environment Act, 5 must be Local Authority Members and 4 Secretary of State Members. At the time of writing this report there is one Local Authority Member vacancy.
26. Appeals Panel (Section B (iv)) – Except for training purposes the Appeals Panel would not normally meet as a group. Members are drawn from the Panel as needed to consider employee appeals. The meetings are usually arranged at relatively short notice and because of agreed procedures there is limited flexibility in the chosen date. In the past the Authority has appointed a pool of 9 Members which reflects the make-up of the Authority. This year we have insufficient expressions of interest from both Local Authority Members and Secretary of State Members to maintain the membership at 9.
27. Local Plan Steering Group (Section C (ii)) – This Panel was established by the Authority on 15 March 2019 with the Membership reflecting appointments to other roles. As the Member Champion roles will be considered later in the meeting the main purpose for the Group being included in this list is to ask Authority to ratify the composition and confirm that meetings of the Group as an approved duty during 2020/21.
28. Governance Review Working Group (Section C (iii)) – This working Group was established by the Authority in December 2018. At the last meeting of the Authority it was agreed that, although the Working Group's programme of work had been completed, the Group should be reappointed at the Annual Meeting so it could assess the impact of the revised governance arrangements after six months of operation. The Panel has received one expression of interest from a Local Authority Member who would like to join the Working Group. As one Local Authority Member has decided not to seek reappointment this can be accommodated without changing the size of the Group.
29. Member Climate Change Task Group (Section C (iv)) – This task Group was established by the Programmes and Resources Committee in December 2019 comprising of 6 Members. At that time all Members were invited to join the Group and six Members were appointed. All six have indicated that they wish to remain on the Group for the next year. Following request for expressions of interest two Members have indicated that they wish to join the Group. For consistency it has been suggested

that the existing Members are reappointed and the makeup of the Group remains the same. The Authority are asked to consider this.

30. Budget Monitoring Meeting (Section C (v)) – The Authority has previously agreed that most of the Members appointed to this advisory group will be those appointed to Chair and Vice Chair roles earlier in the meeting. One other Member is appointed from either of the constituent groups. This year two expressions of interest have been received for this position. If the Authority wishes it may increase the size of the membership and appoint both.

Member Champions (Recommendation 6)

31. At the meeting of the Authority held on 22 May 2020 it was agreed that appointments would be made to the following 7 Member Champion roles:
- Natural Environment, Biodiversity and Farming
 - Cultural Heritage and Landscapes
 - Engagement (includes sustainable tourism, recreation, health & wellbeing)
 - Thriving and Sustainable Communities (including social housing)
 - Climate Change
 - Business Economy
 - Member Learning and Development

32. The Panel has therefore sought expressions of interest for these roles. The expressions of interest received are set out in the Panel's report.

Appointments to Outside Bodies (Recommendation 7)

33. The Authority currently appoints Members to 20 Outside Bodies. These are listed in Section E of Appendix 1.
34. For each Outside Body Section E identifies how many Members and Deputies the Authority is able to appoint and this is followed by details of Members who have expressed an interest in being appointed to that body. Where there are more Members interested than there are places or Members have not expressed a preference for being the Member or a Deputy a vote will need to be taken to allocate the places. It is proposed that the Chair asks if there are any further expressions of interest for uncontested places, seeks nominations for the vacancies identified, asks the Authority to vote on contested places and then asks the Authority to approve the appointments as one block.

Are there any corporate implications members should be concerned about?

Financial:

35. Although a special responsibility allowance is paid to the Chair and Vice-Chair roles these costs are included in the 2020/21 budget so the appointments do not incur any additional cost to the Authority.
36. Members may claim travel and subsistence for attendance at duties relating to the appointments made and these costs are included in the 2020/21 budget so the appointments do not incur any additional cost to the Authority.

Risk Management:

37. There are no apparent risks. Members have the opportunity to seek appointments to all the available positions.

Sustainability:

38. There are no issues to highlight

Equality:

39. The Authority monitors its membership by 3 out of the 9 Protected Characteristics set out in the Equality Act 2010.
40. For information 69% of the current Authority Members are men and 31% are women. At the 2019 Annual Meeting 100% of the six appointments attracting a Special Responsibility Allowance were held by men and 0% by women (the same as 2018). 78% of the Member Representatives appointed in 2019 were men and 22% were women (A of 5% reduction in the number of women appointed in 2018).

CLIMATE CHANGE

41. Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact

42. **Background papers (not previously published)**

None

43. **Appendices**

Appendix 1 - Report of the Member Appointment Process Panel 2020.

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 02 July 2020
jason.spencer@peakdistrict.gov.uk

This report is a summary of the individual Member preferences received and considered by the Member Appointment Process Panel. The proposals below are not a recommendation from the Panel and at the Annual Meeting individual Members are eligible to stand for appointment to any position even if they have not previously expressed an interest.

A) Appointment of Authority Chair and Deputy Chair and Committee Chairs and Vice Chairs¹

Authority ²	<u>Chair</u> ³ Cllr A McCloy	<u>Deputy Chair</u> ⁴ Mr J Berresford or Cllr C Furness
Planning Committee	<u>Chair</u> ⁵ Mr R Helliwell	<u>Vice Chair</u> ⁶ Cllr P Brady or Cllr M Chaplin or Cllr D Chapman or Cllr K Richardson or Mr K Smith
Programmes and Resources Committee ⁶	<u>Chair</u> ⁷ Mr Z Hamid ⁷	<u>Vice Chair</u> ⁸ Cllr C Furness or Prof J Haddock-Fraser

Notes

¹ Standing Orders 1.12(3) and (4) state that voting for the Chair and Deputy Chair roles will be by ballot. When there are more than two persons nominated and, of the votes given, there is not a clear majority in favour of one person, the person having the least number of votes shall be removed from the list and a fresh ballot taken. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

² As paragraph 4 of the appointment principles suggests that the Authority should seek to achieve a balance across appointments throughout this report Local Authority Members are highlighted in **blue** and Secretary of State Members in **red**. Where it appears that a position will be contested the names of the candidates are highlighted in **bold**.

³ There is one candidate for the role of Chair of the Authority. Cllr A McCloy meets the criteria set out in the appointment principles, if no further candidates are nominated and seconded at the meeting, the appointment of Chair of the Authority can be made using a recorded vote.

⁴ There are two candidates for the role of Deputy Chair of the Authority both meet the criteria set out in the appointment principles. If both of the candidates for the role of Deputy Chair are proposed and seconded a ballot will be held.

⁵ There is one candidate for the role of Chair of the Planning Committee. Mr R Helliwell meets the criteria set out in the appointment principles, if no further candidates are nominated and seconded at the meeting, the appointment of Chair of the Planning Committee can be made using a recorded vote.

⁶ There are five candidates for the role of Vice-Chair of Planning Committee. Four candidates meet the criteria set out in the appointment principles. The appointment of Cllr K Richardson as Vice-Chair would be contrary to principle 2 of the appointment principles as he is currently in his first year of office. As they are not legally binding the Authority can, if it wishes, make appointments contrary to the principles. . If the candidates for the role of Vice Chair of Planning Committee are proposed and seconded then a ballot will be held.

⁷ There is one candidate for the role of Chair of the Programmes and Resources Committee. Mr Z Hamid meets the criteria set out in the appointment principles, if no further candidates are nominated and seconded at the meeting, the appointment of Chair of the Programmes and Resources Committee can be made using a

recorded vote.

⁸ There are two candidates for the role of Vice Chair of the Programmes and Resources Committee both meet the criteria set out in the appointment principles. If both of the candidates for the role of Vice Chair of Programmes and Resources Committee are proposed and seconded a ballot will be held.

B) Appointment of Committees, Sub-Committees, Panels and Advisory Groups

i) Planning Committee¹

Chair: See section A

Vice Chair: See section A

Local Authority Members: 8²

Derbyshire CC	1	Cllr G D Wharmby
Derbyshire Dales DC	1	Cllr D Chapman
High Peak BC	1	Cllr I Huddleston
Cheshire East BC	1	Cllr A Gregory
Staffordshire CC/Staffordshire Moorlands DC	1	Cllr A Hart
Metropolitan District Councils/N E Derbyshire DC	3	Cllr K Richardson Cllr M Chaplin Cllr J W Armitage

Secretary of State Members: 7²

- Cllr R P H Brady
- Mr R Helliwell
- Cllr A McCloy
- Cllr Mrs K Potter
- Miss L Slack
- Mr K Smith
- Vacancy**

Notes

¹ Membership of the two Standing Committees has been prepared in accordance with the previous Authority decision that Committee sizes be fixed to 15 with half of the Authority Membership appointed to each Committee. According to the proportionality requirements in the Environment Act 1995 there should be 8 Local Authority Members on each Committee and 7 Members appointed by the Secretary of State (This includes Parish Members). Before appointing to Planning Committee the Authority will be asked to confirm the allocation of Local Authority Member places by appointing Authorities.

² Following the request for expressions of interest 8 Local Authority Members have indicated that they would like to be appointed to the 8 places available on Planning Committee. In terms of the Secretary of State Members 6 expressions of interest have been received, leaving one vacancy. This place could be left vacant to be filled by the person appointed to the vacant Secretary of State position

ii) Programmes & Resources Committee¹

Chair: See Section A

Vice Chair: See Section A

Local Authority Members 8

Secretary of State Members 7²

Cllr J Atkin	Cllr B Lewis	Mr J Berresford	Cllr V Priestley
Cllr C Farrell	Cllr C McLaren	Prof J Haddock-Fraser	Cllr P Tapping
Cllr C Furness	Cllr R Walker	Mr Z Hamid	Mrs C Waller

Cllr Mrs C G Heath

Cllr B Woods

Cllr A McCloy

Ms Y Witter

Notes

¹ Membership of the two Standing Committees has been prepared in accordance with the previous Authority decision that Committee sizes be fixed to 15 with half of the Authority Membership appointed to each Committee. According to the proportionality requirements in the Environment Act there should be 8 Local Authority Members on each committee and 7 Members appointed by the Secretary of State (This includes Parish Members).

² Following the request for expressions of interest 8 Secretary of State Members have indicated that they would like to be appointed to the Programmes and Resources Committee. Cllr McCloy has indicated that, if reappointed as Chair of the Authority, he would like to be appointed to both Committees. To achieve this it is proposed that the Committee size be increased to 16 Members. Because of rounding up/down it is possible to increase the number of Secretary of State Members by one while retaining the ratio of Local Authority to Secretary of State Members as required by the Environment Act 1995.

iii) Local Joint Committee 9 members (5 Local Authority: 4 Secretary of State) and 9 staff representatives

Local Authority Members¹

Cllr W Armitage

Cllr M Chaplin

Cllr C Furness

Cllr I Huddleston

1 Vacancy

Secretary of State Members

Cllr Mrs K Potter

Mr K Smith

Prof J Haddock Fraser

Cllr V Priestley

Notes

¹ Following a request for expressions of interest one place is still available for a Local Authority Member. This means that the Authority needs to identify one Local Authority Member who wish to be appointed. Please note that meetings of this Committee are scheduled to take place quarterly but only take place when there is sufficient business to make a meeting viable.

iv) Appeals Panel 9 members (5 Local Authority: 4 Secretary of State)

Local Authority Members¹

Cllr M Chaplin

Cllr D Chapman

Cllr I Huddleston

Cllr B Woods

Vacant

Secretary of State Members¹

Cllr R P H Brady

Mr R Helliwell

2 Vacancies

Notes

¹ This year four Local Authority Members and two Secretary of State Members have expressed an interest in being appointed to the Panel. This means that the Authority needs to identify one Local Authority Member and two Secretary of Members who wish to be appointed,

C) Other Appointments

i) Due Diligence Panel (1 Member and 1 Deputy)

1 Member: **Mr J Berresford**

Deputy: **Cllr C Furness**

Note

If there are no further expressions of interests received this can be agreed by a recorded vote.

ii) Local Plan Review Steering Group (9 Members)

Chair & Vice Chair of Planning Committee:

Authority Chair

Member Champion for Natural Environment, Biodiversity and Farming

Member Champion for Cultural Heritage and Landscapes

Member Champion for Engagement

Member Champion for Thriving and Sustainable Communities

Member Champion for Climate Change

Member Champion for Business Economy

Note

¹ The membership and terms of reference for this Steering Group were agreed at the meeting of the Authority held on 15 March 2019. The Membership has been recast to reflect the new Member Champion Roles.

iii) Governance Review Working Group (7 Members)

Local Authority Members¹

Cllr W Armitage

Cllr C Furness

Cllr B Woods

Secretary of State Members

Mr J Berresford

Cllr P Brady

Cllr A McCloy

Mr K Smith

Note

¹ This Working Group was established by the Authority in December 2018. Since then it has met at least once a month and brought proposals to the Authority for decision. Following submission of its second report to the May 2020 meeting of the Authority the Panel will not meet frequently. It will however meet later in the year to review how the revised governance arrangements are working in practice. The Panel has received one expression of interest from a Local Authority Member who would like to join the Working Group. As one Member has decided not to seek reappointment this can be accommodated without changing the size of the Group.

iv) Member Climate Change Task Group (6 Members)¹

Local Authority Members

Cllr C Farrell

Cllr C Furness

Cllr D Chapman

Cllr M Chaplin¹

Secretary of State Members

Prof J Haddock-Fraser

Miss L Slack

Mr K Smith

Note

¹ This Member Task Group was established by the Programmes and Resources Committee in December 2019. The Panel has received one expression of interest from a Local Authority Member who would like to join the

Working Group. The Authority is asked to consider whether to increase the size of the Task Group to accommodate the requests.

v) Budget Monitoring Meeting (5 Members)

Chair of the Authority	See section A
Chair of Programmes and Resources Committee	See section A
Vice Chair of Programmes and Resources Committee	See section A
One Member:	Cllr V Priestley¹ or Ms Y Witter¹

Note

¹ The membership of this quarterly meeting is based on appointments made earlier in the meeting. However there is a place on this Group for one other Member. This year two Members have expressed an interest in this position. The Authority has two options it can either take a vote to determine which of the two candidates is appointed or it can increase the size of the meeting to 5 Members.

D) Member Champions

Natural Environment, Biodiversity and Farming	Cllr D Chapman or Cllr Ms C Farrell or Mr R Helliwell Cllr V Priestley or Miss L Slack ²
Cultural Heritage and Landscapes	Mr K Smith ¹
Engagement	Ms Y Witter ¹
Thriving and Sustainable Communities	Cllr P Brady or Cllr V Priestley ²
Climate Change	Prof J Haddock-Fraser ¹
Business Economy	Cllr C Furness ¹
Member Learning and Development	Cllr B Woods ¹

Notes

¹ Where there is one candidate for each role and no further nominations are received the appointment can be made by a recorded vote.

² Where there are two or more candidates for each role and they are nominated and seconded, subject to no further nominations being made, the Authority will be asked to consider whether the appointments should be made by a ballot. If following the vote there is not a clear majority in favour of one person, the person having the least number of votes shall be removed from the list and a fresh vote taken. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

E) Appointment to Outside Bodies

Campaign for National Parks	1 Member: Cllr A McCloy 2 Deputies: Mr Z Hamid and Prof J Haddock-Fraser
East Midland Councils	1 Member: Cllr J Atkin 1 Deputy: Cllr C Furness
Europarc	Member: Cllr D Chapman
Marketing Peak District and Derbyshire Local Authority Investor Group	1 Member: Mr J Berresford 1 Deputy: Cllr J Atkin

Appendix 1: Report of the Member Appointment Process Panel 2020

Derbyshire Archeological Advisory Committee	1 Member: Cllr C Furness
Sheffield City Region Combined Authority	1 Member: Cllr C Furness 1 Deputy: Cllr M Chaplin
Peak District National Park Foundation	3 Members: Mr Z Hamid , Cllr A McCloy , Cllr C McLaren 1 Reserve: Miss L Slack
National Parks England	1 Member (Usually Chair of Authority): See section A
National Parks Partnerships LLP – Annual Meeting	1 Member (Usually Chair of Authority): See Section A
Derwent Valley Community Rail Partnership	1 Member: Cllr C Furness 1 Deputy: Vacant
Hope Valley and High Peak Community Rail Partnership	1 Member: Cllr I Huddleston 1 Deputy: Cllr V Priestley
Moors for the Future Partnership Group	1 Chair: Cllr D Chapman 1 Deputy Chair: Miss L Slack or Cllr R Walker 1 Reserve Member: Cllr V Priestley , Miss L Slack
Peak District Partnership	1 Member: Cllr P Brady 1 Deputy: Cllr J Atkin
South West Peak Landscape Partnership Board	1 Member: Cllr D Chapman 1 Deputy: Mr K Smith
Staffordshire Destination Management Partnership	1 Member: Cllr A Gregory 1 Deputy: Vacant
Land Managers Forum	1 Chair: Cllr D Chapman 1 Deputy Chair: Cllr A McCloy 2 Members: Mr Robert Helliwell Miss L Slack
National Park Management Plan Advisory Group	1 Member: Mr J Berresford or Cllr D Chapman
Peak District Local Access Forum	1 Member: Cllr I Huddleston
Peak District Local Nature Partnership	1 Member: Mr R Helliwell 1 Deputy: Cllr C Farrell
Stanage Forum Steering Group	1 Member: Mr Z Hamid

Authority Meeting 3 July 2020

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10. MEMBERS ANNUAL ATTENDANCE REPORT

1. Purpose of the report

To consider the annual return of Members' attendance at Authority, Committee meetings and essential Learning and Development events for 2019/20.

Key Issues

- **As Defra and other appointing Authorities regularly request information on the attendance levels of their appointees the Authority has previously agreed to publish attendance figures annually based upon the financial year (1 April to 31 March).**
- **This report covers the period from 1 April 2019 to 31 March 2020.**

2. Recommendations

- 1. To note the annual return of Members' attendance for 2019/20 at meetings of the Authority, standing Committees and essential learning and development events/workshops as set out in Appendix 1.**

How does this contribute to our policies and legal obligations?

3. The Authority Meeting on 24 June 2005 (Min.62/05) agreed a set of performance measures for Members. The measure for meetings is the percentage of full Authority meetings and approved duties actually attended that Members could have attended. The Target: is at least 75% overall and 75% of each specific meeting. The purpose of this report is to monitor participation and commitment.
4. The Governance Review Working Group, which presented its second report to the Authority meeting on 22nd May 2020, was specifically asked to revisit the issue of reporting on Members attendance and if attendance should continue to be recorded as possible and actual rather than percentages and whether other meetings involving Members such as working groups and site visits should be included. The Working Group concluded that the existing reporting arrangements worked well and should continue to be produced in its current format. The Authority approved the recommendation of the Working Group that an annual report on Member attendance at meetings of the Authority, standing Committees and essential learning and development events/workshops only.

Background Information

5. The annual return shown in Appendix 1 has been compiled from the attendance records at Authority, standing Committee meetings and essential learning and development events/workshops for the period April 2019 to March 2020. The Authority has previously agreed that the use of individual percentages would not be published so the information is presented to provide a comparison between possible meetings attended and the actual number of meetings attended. Overall, for 2019-2020 the attendance at meetings was 72.4%. Performance in 2018/19 was 81%.
6. During the 2019/20 year, a number of Members left the Authority and new Members joined following Local Government elections, the Parish Member elections and changes to the Secretary of State Members. This led to reduced attendance at meetings between May and July as some of the new Members did not immediately take up their positions. This is reflected in the reduced percentage figure for the 2019/20 year.

7. All the returns are purely statistical and individually do not take into account any particular reason for non-attendance. The returns also do not reflect the wide range of other contributions that Members make to the work of the Authority outside the formal committee process.

Learning & Development Events

8. At the Authority meeting held on 7 October 2016 (Min.38/16) a Framework for Member Learning and Development was approved. In the Framework document, it states that attendance at training and other events would be monitored and reported. The target for overall attendance at events identified as “essential” in the Member Learning and Development Plan is 50%. Overall, for 2019-2020 the attendance at these events was 60%, an increase in performance compared to 2018/19 (47%). The returns for 2019/20 are shown in Appendix 1.

Committee attendance by the Chair and Deputy Chair of Authority and the Chairs and Vice Chairs of Standing Committees as observers.

9. Standing Order 1.45(1) states that the Chair and Deputy Chair of Authority and the Chairs of Standing Committees may attend the meetings as an observer of a Committee they are not appointed to where they are able to speak but not vote. In the absence of the Chair of a Standing Committee, the Vice Chair may attend instead. In the relevant time-period, there were three instance where a Chair or Vice Chair attended.
10. The attendance figures above only relate to attendance as an observer, attendance as a participating Committee Member is set out in Appendix 1. Since July 2018 the Chair has been a Member of both Standing Committees

Proposals

11. The annual return is provided for information and for Members to note.

Are there any corporate implications members should be concerned about?

Financial:

12. None

Risk Management:

13. There are no apparent risks

Sustainability:

14. There are no issues to highlight

Equality:

15. There are no issues to highlight.

Climate Change:

17. Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

18. Background papers (not previously published):

None.

19. **Appendices**

Appendix 1 - Members' Attendance Record: April 2019 – March 2019

Report Author, Job Title and Publication Date

Belinda Wybrow, PA to Chief Executive & Chair of the Authority, 25 June 2020.

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Members' Attendance Record: April 2019 – March 2020

	Authority		Planning		ARP		Programmes & Resource		Local Joint Committee		Essential Training	
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual
Mr Paul Ancell	8	3	12	9	1	1					4	1
Councillor William Armitage	8	6	10	9							4	3
Councillor Jason Atkin	8	3	3	3			3	2			4	0
Mr James Berresford	8	7			1	1	3	3			4	4
Councillor Doug Birkinshaw	8	1	12	7					1	0	4	1
Councillor Patrick Brady	8	8	12	12							4	4
Councillor Mike Chaplin	8	7	12	10							4	3
Councillor David Chapman	8	6	12	12	1	1					4	3
Councillor Charlotte Farrell	8	5					3	2	1	1	4	3
Councillor Chris Furness	8	6			1	1	3	3	1	1	4	2
Councillor Andrew Gregory	6	4	8	3							4	2
Professor Janet Haddock-Fraser	6	4					3	3	1	1	4	4
Mr Zahid Hamid	8	7			1	1	3	3			4	4
Councillor Andrew Hart	8	4	12	7							4	1
Councillor Gill Heath	8	4	0	0	1	1	3	1			4	1
Mr Robert Helliwell	8	7	12	11							4	2
Caroline Howe			2	1								
Councillor Ian Huddleston	8	5	10	10					1	1	4	3
Councillor Barry Lewis	8	4			1	1	3	1			4	0
Councillor Andrew McCloy	8	8	12	11	1	1	3	3			4	4
Councillor Colin McLaren	8	7			1	1	3	3			4	2
Jim Perkins	1	0			1	0						
Councillor Kath Potter	8	5	12	12					1	1	4	3
Councillor Virginia Priestley	7	7					3	1			4	3
Miss Lydia Slack	6	2	8	7							4	4
Mr Ken Smith	8	8	12	11					1	0	4	4
Councillor Peter Tapping	7	7					3	3			4	3

	Authority		Planning		ARP		Programmes & Resource		Local Joint Committee		Essential Training	
	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual	Possible	Actual
Councillor Robert Walker	8	5			1	1	3	1			4	0
Mrs Caroline Waller	7	5					3	3			4	1
John Walton					1	0						
Councillor George Wharmby	7	2	9	4							4	2
Ms Yvonne Witter	6	6					3	3			4	3
Councillor Becki Woods	8	7			1	0	3	3			4	3

11. APPOINTMENT OF INDEPENDENT PERSONS

1. Purpose of the report

Under the provisions of the Localism Act 2011, the Authority is required to appoint at least one Independent Person to assist it in promoting and maintaining high standards of conduct amongst all Members. This report proposes that the current two Independent Persons are reappointed for a further 4 years.

Key Issues

- **An Independent Person is consulted by the Monitoring Officer on decisions to investigate complaints and before the Authority makes a decision on an investigated complaint. The Independent Persons may be consulted on other standards matters, including by the Member who is subject to an allegation.**
- **Since 2018 the Independent Person has also had a role on the Independent Panel which must be established where an Investigating and Disciplinary Committee intends to make a recommendation to a meeting of the Authority that a Chief Officer or a Statutory Officer should be dismissed.**
- **In July 2016 the Authority appointed Philip Sunderland and Jean Walker as Independent Persons for a term of 4 years ending at the Authority AGM in July 2020. It is proposed that, to mirror the appointment process for Secretary of State Members, both are reappointed for a further 4 years.**

2. Recommendations(s)

- 1. To reappoint Philip Sunderland and Jean Walker as Independent Persons for a term of office of 4 years ending at the Annual Meeting in 2024.**
- 2. To confirm that these appointments will end in 2024 when new Independent Persons will be selected and appointed following a formal recruitment process.**

How does this contribute to our policies and legal obligations?

3. The Authority has a statutory duty to promote and maintain high standards of conduct for its elected, appointed and co-opted Members.
4. Under the provisions of the Localism Act 2011, the Authority is required to appoint at least one Independent Person to assist the Authority in promoting and maintaining high standards of conduct amongst all Members.
5. The Local Authorities (Standing Orders)(England) Regulations 2001, amended by the Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015, require the Authority to have measures in place to protect the Chief Executive and other Chief and Statutory Officers in the event of receiving allegations which, if proved, may result in the dismissal of a protected officer. The Independent Persons have a role in this process.

Background Information

6. The Authority has previously agreed that, in accordance with the requirements of the Localism Act 2011, two persons are appointed as Independent Persons to advise the Authority and individual Members in the case when a complaint has been received on

matters relating to ethical standards and complaints against Members. This report makes recommendations on the individuals to be appointed to this role.

7. Since 2016 the Authority has received four Member Code of Conduct complaints all of which were resolved at the initial assessment stage and the outcome reported alongside other complaints in the Quarterly Performance Report.

Proposals

8. Under the provisions of the Localism Act 2011 the Authority is responsible for deciding how to deal with standards issues at a local level, including adopting its own local code and determining what arrangements it will adopt to deal with complaints. The Act provides that the Authority must appoint an Independent Person to assist in discharging these responsibilities.
9. On the basis that the Authority receives a relatively low number of complaints there are no concerns that the independence of the current Independent Persons could be called into question if they were to be reappointed. The current Independent Persons have indicated that they would be willing to be appointed for a further four years.
10. It is therefore recommended that Phillip Sunderland and Jean Walker are appointed as Independent Persons for a further four years with the appointment ending in July 2024.
11. At the end of this term of office the Independent Persons will have served 8 years with the Authority. It is proposed that early in 2024 the Authority seeks fresh expressions of interest in the role and the Monitoring Officer, in consultation with the Chair of the Authority at that time, shortlists and interviews suitable candidates with a view to making a recommendation to the 2024 Annual meeting.

Are there any corporate implications members should be concerned about?

Financial:

12. There will be a call on existing resources for the training and induction of those appointed as Independent Persons. In addition a fixed allowance of £1,173 per annum is payable to each Independent Person together with reimbursement of travel and subsistence expenses. Both of these matters will be covered by existing budgets.

Risk Management:

13. The Independent Persons will require ongoing support to be able to respond in their consultative capacity – this will be provided by the Monitoring Officer and the Deputy Monitoring Officer.

Sustainability:

14. None

Equality:

15. None

Climate Change:

16. No issues.

17. Background papers (not previously published)

None

18. Appendices

Appendix 1 - Independent Persons Role Description

Report Author, Job Title and Publication Date

Jason Spencer, Democratic Services Manager, 25 June 2020
jason.spencer@peakdistrict.gov.uk

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ROLE OF INDEPENDENT PERSON PEAK DISTRICT NATIONAL PARK AUTHORITY

ROLE DESCRIPTION

Responsible to: The Authority

Liaison with: Monitoring Officer, Deputy Monitoring Officer, Members of the Authority, officers, the Chair of the Authority.

1. To assist the Authority in promoting high standards of conduct by elected, appointed and co-opted Members of the Authority and in particular to uphold the Code of Conduct adopted by the Authority and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Authority through the Monitoring Officer and/or the relevant Committee before it makes a decision on an investigated allegation and to be available to attend meetings of the Hearing Panel of the relevant Committee for this purpose.
3. To be available for consultation by the Monitoring Officer and/or the relevant Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To be available for consultation by any Member who is the subject of a standards complaint.
5. To develop a sound understanding of the ethical framework as it operates within the Authority.
6. To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Authority's area.
7. To attend training events organised and promoted by the Authority'.
8. To act as advocate and ambassador for the Authority in promoting ethical behaviour.
9. To participate as an Independent Person in any Disciplinary Panel set up to make recommendations on any disciplinary actions in respect of a Chief Officer as defined in part 5 of the Authority's Standing Orders.

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12. **ANNUAL CALENDAR OF MEETINGS 2021**

1. **Purpose of the report**

To approve a calendar of meetings up to December 2021 and to note the proposed dates for the compulsory planning training and the Member Workshops identified as essential in the Member Learning and Development Plan.

Key Issues

- **At the Annual Meeting each year the Authority approves the schedule of meetings for the following calendar year. This means that Members and Officers have 18 months of meetings in their diaries and can plan accordingly.**
- **The dates in the proposed calendar of meetings are set around necessary deadlines for finance, audit and performance reporting and take into account other factors such as school holidays and Bank Holidays.**

2. **Recommendation**

To approve the Calendar of Meetings for 2021 as set out in Appendix 1 of the report.

How does this contribute to our policies and legal obligations?

3. One of our Corporate Strategy 2019-24 outcomes states that the Authority is an agile and efficient organisation. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

Background Information

4. The Authority annually agrees the calendar of meetings for a 12 month period following on from the current calendar which has dates set up to December 2020.
5. The proposed calendar for 2021 is set out in Appendix 1 of this report. It is based on the current Committee structure agreed last year and takes account of the timing of finance, audit and performance reports. The calendar includes 2 Authority meetings in July to enable completion of the usual annual meeting business and compliance with financial, audit and performance reporting deadlines.
6. Arrangements for the induction of new Members and the Members' annual tours are also considered in setting the calendar. For completeness dates allocated at present for Members' briefings, training and other events are also shown. Further dates for briefings and workshops may be added as part of the annual Member learning and development report later this year.

Proposals

7. Members are asked to:

- Approve the calendar of meetings for 2021 as set out in Appendix 1.
- Note the proposed dates for the compulsory Planning Training for 2021 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 24 September 2021 and 22 October 2021.
- Note the proposed dates for Member Workshops.

Are there any corporate implications members should be concerned about?

Financial:

8. There are no additional resource implications arising out of the report. As there are time and resource implications for setting up additional meetings the schedule has been set to reflect the known business needs of the organisation rather than a set four to eight week cycle of meetings.

Risk Management:

9. There are no risks arising out of the report. Subject to legal requirements about providing adequate notice measures are in place to call additional meetings if it becomes apparent that one is needed and to cancel a meeting if there is insufficient business.

Sustainability:

10. No issues.

Equality:

11. No issues.

Climate Change Issues:

12. Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

13. Background papers (not previously published)

None.

14. Appendices

Appendix 1 - Proposed Calendar of Meetings for 2021.

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 22 June 2020.

PROGRAMME OF MEETINGS 2021

Bank Holidays 2021: 1 Jan, 2 & 5 April, 3 & 31 May, 30 Aug, 27 & 28 Dec

All Meetings/Events start at 10am except where shown

	2021											
Formal Committee Meetings	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Authority		19	19		21		2 (AGM) 23		3		12	
Programme and Resources	22		5		7		16			1		3
Planning	15	12	12	16	14	11	9	6	10	8	5	10
Planning Site Visits	14	11	11	15	13	10	8	5	9	7	4	9
Advisory Groups, Workshops and Events	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Members' Forum (1.30pm)		19	19		21		2 &/or 23		3		12	
Member Workshop									17	15	19	
Essential Training <i>(Start Times to be notified)</i>						4 <i>New Member Induction</i>			24 <i>Planning Training(1)</i>	22 <i>Planning Training(2)</i>		
Other Events <i>(Start Times to be notified)</i>	22 <i>Budget Monitoring</i>		5 <i>Budget Monitoring</i>		7 <i>Budget Monitoring</i>	25 <i>Annual Tour</i>	16 <i>Budget Monitoring</i>	20 <i>Planning Tour</i>			12 <i>Budget Monitoring</i>	

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13. OUTSIDE BODY AND CONFERENCE FEEDBACK REPORT

Name of Body	Landscape and Heritage Lead Member meeting with professional staff
Date of Meeting	4 June 2020
Member in attendance	Ken Smith
Supporting Officer	Suzanne Fletcher, plus team managers Anna Badcock and Rhodri Thomas
Issues raised at the meeting of significance to the Authority	
1.	Trees and tree planting in the context of recent discussions in the Climate Change Task Group and Members Forum/training event; the data generated for a Friends of the Earth Freedom of Information request; whether PDNPA data include replacement planting as well as new planting intentions (the data dictionary does).
2.	Recent damage to the Nine Ladies stone circle and to Doll Tor stone circle from inappropriate public activity and preparations for summer solstice.
3.	In the context of 2 above, reports from Dartmoor NPA of a lot of first-time visitors when pandemic lockdown was eased; I shared a report from BBC of similar impacts in the Lake District, where a LDNPA survey suggested 67% of post-lockdown visitors were first-timers. Discussion whether ignorance of appropriate behaviour amongst first-time visitors was a contributory factor to the litter/barbecue impacts that occurred there and elsewhere.
4.	ELMS – it was noted that the paused consultation document from Defra was likely to re-open shortly, with 4 weeks left on the consultation process. Suzanne is drafting a response on behalf of all English national parks.
Issues on which the views of Authority Members are sought	
1.	
2.	
Relevant documents such as reports and hyperlinks	
1.	
2.	

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