

Public Document Pack

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/3321
Date: 19 May 2022



NOTICE OF MEETING



Meeting: **Local Joint Committee**
Date: **Friday 27 May 2022**
Time: **10.00 am**
Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

ANDREA McCASKIE
INTERIM CHIEF EXECUTIVE

AGENDA

- 1. Roll Call of Members Present, Apologies for Absence and Members' Declarations of Interest**
- 2. Appointment of Chair of the Committee for the ensuing year (the Chair and Vice Chair are required by the constitution to be from separate sides. The Members held the Chair of the Committee last).**
- 3. Appointment of Vice Chair of the Committee for the ensuing year**
- 4. Appointment of Secretary of the Committee**
- 5. Minutes of Previous Meeting held on 22 November 2019 (Pages 5 - 8)**
- 6. Urgent Business**
- 7. 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.
- 8. Investors in People Accreditation (TR) (Pages 9 - 12)**

9. 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 No. 10 to avoid disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, Paragraph 2 "Information which is likely to reveal the identity of an individual".

10. Exempt Minutes of previous meeting held on 22 November 2019 (Pages 13 - 16)

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 www.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. However as the Coronavirus restrictions ease the Authority is returning to physical meetings but within current guidance. Therefore meetings of the Authority and its Committees may take place at venues other than its offices at Aldern House, Bakewell. Public participation is still available and anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Head of Law 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 816352, email address: democraticandlegalsupport@peakdistrict.gov.

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 such as 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 will make a digital sound recording available after the meeting which 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. The Authority is returning to physical meetings but within current guidance. Therefore meetings of the Authority and its Committees may take place at venues other than its offices at Aldern House, Bakewell, the venue for a meeting will be specified on the agenda. Also due to current social distancing guidelines there may be limited spaces available for the public at meetings and priority will be given to those who are participating in the meeting. It is intended that the meetings will be audio broadcast and available live on the Authority's website.

This meeting will take place at Aldern House, Baslow Road, Bakewell, DE45 1AE

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk.

Please note that there is no refreshment provision for members of the public before the meeting or during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

Members of Local Joint Committee:

To: National Park Authority Representatives

Cllr W Armitage

Cllr I Huddlestone

Cllr V Priestley

Mr K Smith

Cllr C Furness

Cllr Mrs K Potter

Cllr K Richardson

To: Employee Representatives

Mark Anderson

Tim Nicholson

Rosie Olle

Chris Curtis

Jessica Coatesworth

Neil Evans-Mudie

Holly Waterman

2 Unison Representatives

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MINUTES

Meeting: **Local Joint Committee**

Date: Friday 22 November 2019 at 2.00 pm

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

Chair: Cllr Chris Furness

Present: Cllr C Farrell, Dr J Haddock-Fraser, Cllr I Huddleston, Cllr Mrs K Potter, Penny Aitken, Mark Anderson, Tim Nicholson, Rosie Olle, Holly Waterman, 1 Unison Representatives and John Scott

Apologies for absence: Mr K Smith

1/19 APPOINTMENT OF CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR (THE CHAIR AND VICE CHAIR ARE REQUIRED BY THE CONSTITUTION TO BE FROM SEPARATE SIDES, THE STAFF SIDE HELD THE CHAIR OF THE COMMITTEE LAST.)

The out-going Chair opened the meeting and presided over the election of a new Chair.

A motion to approve Cllr Chris Furness as Chair of the Committee was moved and seconded. The motion was put to the vote and carried.

RESOLVED:

To appoint Cllr Chris Furness as Chair of the Local Joint Committee for the ensuing year.

2/19 APPOINTMENT OF VICE CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR

Rosie Olle was moved and seconded for the appointment of Vice Chair of the Committee. The motion was put to the vote and carried.

RESOLVED:

To appoint Rosie Olle as Vice Chair of the Local Joint Committee for the ensuing year.

3/19 APPOINTMENT OF SECRETARY OF THE COMMITTEE

David Hickman, Director of Corporate Strategy and Development, was moved and seconded for the appointment of Secretary of the Committee. The motion was put to the vote and carried.

RESOLVED:

To appoint David Hickman, Director of Corporate Strategy and Development, as Secretary of the Local Joint Committee for the ensuing year.

4/19 MINUTES OF PREVIOUS MEETING OF 11 OCTOBER 2018

The minutes of the meeting held on 11 October 2018 were approved as a correct record.

Minute 29/18 It was raised at the Committee that a Member from Local Joint Committee should be involved in the Health and Safety Committee Meetings.

It was explained to the Committee that the Member appointed to the Health and Safety Committee would be required to report to the Local Joint Committee and due to Local Joint Committee meetings only being called when there is business to discuss following the decision to approve this at the National Park Authority meeting in May 2019. It is likely that it would not be successful.

The Committee suggested that an Authority Member be appointed to the Health and Safety Committee. The Director of Corporate Strategy and Development will raise the suggestion with the Health and Safety Committee Members to appoint an Authority Member to the Health and Safety Committee.

The Chair raised concerns that the Local Joint Committee only met when there was business to discuss. It was agreed that provisional quarterly meetings would be arranged and cancelled if there was no business to discuss. (This proposal was subsequently discussed at a meeting of the Governance Review Working Group and approved. Dates for quarterly meetings during 2020 have now been circulated.)

5/19 URGENT BUSINESS

There were no items of urgent business to discuss.

6/19 PUBLIC PARTICIPATION

There were no public participation.

7/19 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

8/19 STAFF COMMITTEE ACTIVITY REPORT OCTOBER 2018 - NOVEMBER 2019 (TN)

A Member of Staff Committee introduced the report, which gave an update on the work of Staff Committee since the last meeting of the Local Joint Committee. This included:

- Cycle to Work Scheme – the background of the scheme was explained for the benefit of new members.
- Events Programme – Yoga, Christmas Social Event 2018 and 2019. Members will be invited to the 2019 social event on 4 December.

RESOLVED:

To note the report.

9/19 UNISON ACTIVITY REPORT

The UNISON Representative gave a verbal update on recent activity.

They have continued to support their members in grievance and disciplinary matters.

The UNISON Representative also reported that since the last meeting, two UNISON representatives have left the Authority.

RESOLVED:

To note the report.

10/19 EXEMPT INFORMATION S100 (A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

That the public be excluded from the meeting during consideration of Agenda Item No. 12 to avoid disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, Paragraph 2 “Information which is likely to reveal the identity of an individual”

The Committee considered the following item, the details of which are contained in the exempt minutes of this meeting:

11/19 JOINT REPORT - UNISON AND STAFF COMMITTEE

The meeting ended at 3.31 pm

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8. INVESTORS IN PEOPLE ACCREDITATION (TR)

1. Purpose of the report

To update Members on Investors in People (IIP) assessment and accreditation.

2. Key Issues

- To retain Investors in People accreditation
- To achieve our ambition and improve PDNPA performance across IIP indicators.
- To retain IIP Health and Wellbeing Award under a new framework

3. Recommendation

- 1. For the committee to note the paper and support future ‘One Team’ initiatives**

How does this contribute to our policies and legal obligations?

4. Corporate Strategy 2019-23. To be an agile and efficient organisation. To have a workforce which is more diverse, healthy and highly engaged.

KPI 18: Maintain low sickness levels

KPI 19: Create a highly engaged workforce

KPI 20: Foster an inclusive working environment in which everyone feels that they belong

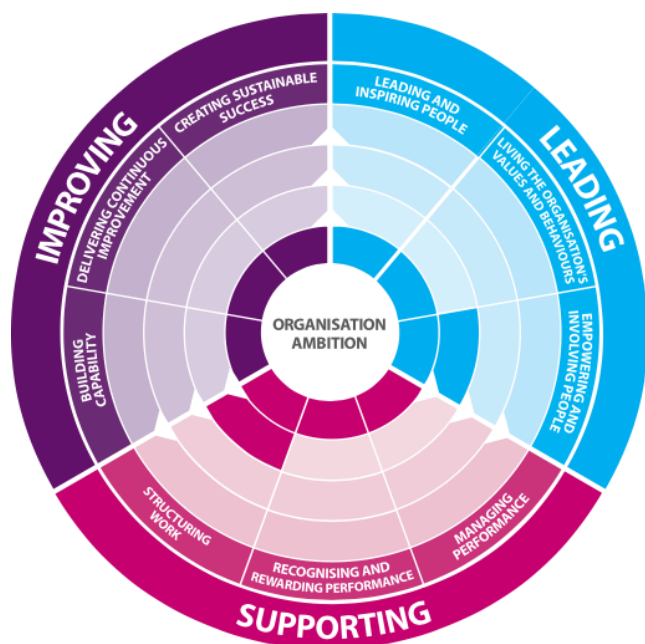
5. Background Information

The PDNPA first achieved Investors in People (IIP) accreditation in 2013. Accreditation lasts for a period of three years and has been retained in 2016 and 2019.

In 2019 the PDNPA was assessed against a new and improved IIP framework. Led by a UK government commission review, hundreds of academics, business leaders, industry experts and practitioners were involved in the creation of the new framework, IIP Standard, the sixth generation. Research into the characteristics of organisations that are able to achieve sustained, improved results over the long term were used as a foundation. The result is a simple framework for sustainable performance through people. The IIP Standard introduces a four-stage performance model which ranges from ‘Developed’ to ‘High Performance’ across nine indicators which are based on the features of organisations that consistently outperform industry norms.

In 2019 the PDNPA achieved a strong Developed level.



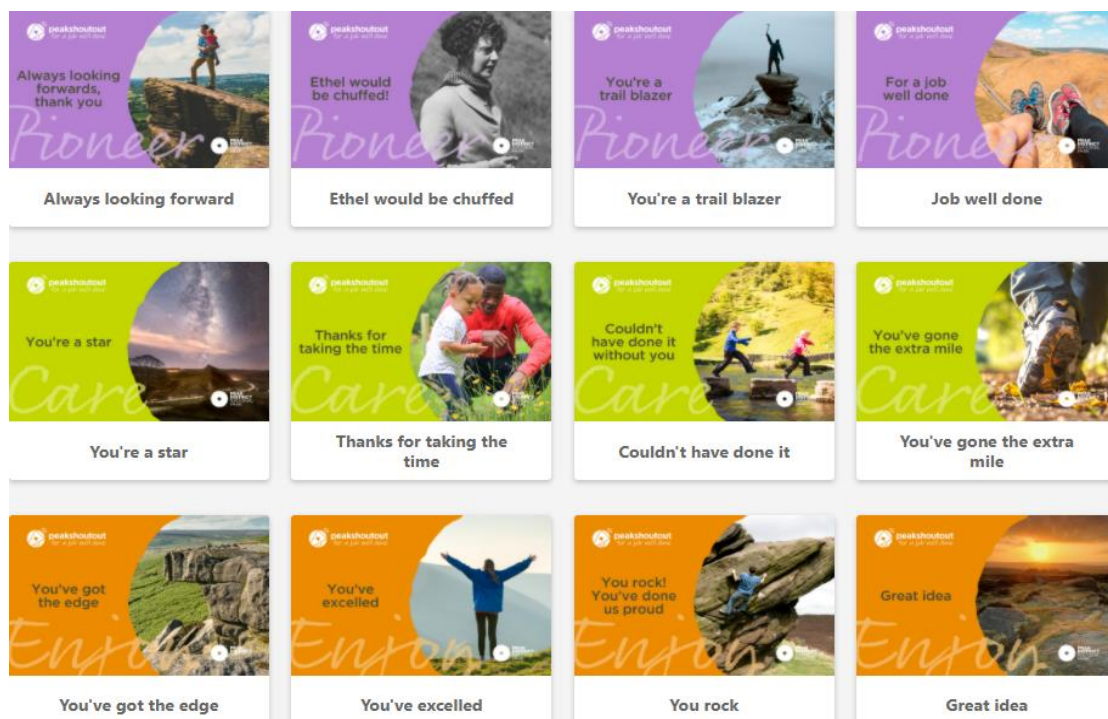


In May 2019 the PDNPA received a detailed assessment report which included development points for each indicator to help create opportunities for improvement. From this feedback the PDNPA developed an IIP Action Plan and created a Delivery Group with representatives from every service and chaired by the Chief Executive Officer. Interim assessments at 12 and 24 months by the practitioner were favourable despite the impact of Covid lockdowns.

As well as Health and Wellbeing, the Delivery Group identified three priority areas:

Identify and communicate our core values, – CARE, ENJOY and PIONEER were launched in April 2020 by Sarah Fowler. Since then, the values have been integrated into the recruitment and selection process with the values and behaviours set out in every role's person specification. The values also underpin the new individual performance appraisal process introduced in 2021. Posters and wall transfers options were designed in-house and voted for by the IIP Delivery Group and can be seen throughout Aldern House.

Improve recognition and reward – this helps build better employee engagement and create a culture of appreciation. Particularly over the last two years it has been important to find different ways to say thank you or well done. A recognition platform 'PeakShoutOut' has been developed as well as a range of eCards based on the core values and behaviours for employees post appreciation of their colleague's work. Actual postcards have also been produced and distribution across our properties particularly to be used by volunteers, casual workers and Members.



There is a One Team Celebration Day planned on 8 September. There will be individual and team awards for each value. Nominations for these awards will take place in June.

Promote equality, diversity and inclusion – this group led on the review of the Equality Policy, creation of an action plan, 'Equality at Work' online learning for one team, and collation of baseline equality data. Going forward, the group want to build on understanding gained with more accessible EDI development resources.

At the same time in April 2019, the PDNPA chose to also be assessed against the IIP Health and Wellbeing award, which was achieved at Developed level.



Since then, the IIP Health and Wellbeing framework has evolved so that it now measures how well organisations support their people's social, physical and psychological health at work.

Achieving accreditation - requires genuine commitment from leaders, passionate employees and everyone focused on the ambitions of the organisation. To employees it signals a high performing culture and a commitment to their development and success. To 'customers' it signals quality products or services. To stakeholders it signals a leadership team to trust.

To achieve accreditation, the PDNPA must be assessed by a licensed practitioner against the global policies and requirements set out by Investors in People. Tracy Duggan has been our practitioner in 2019 and 2022.

The assessment is conducted using a mixture of online surveys, interviews, and leadership discussions. Every assessment is conducted against all the criteria; it is an efficient but robust process to deliver an accurate picture of performance.

Stage one – Discovery. The management team completed a self-assessment report for their service which were explored with the practitioner at a two-hour workshop on 31 March.

Stage two – Online assessment. Understanding employee's views is at the heart of the assessment, and employees were asked a set of 40 online questions to quickly collect data and test alignment against the IIP standard. Our response rate was 69% (167 out of 242)

Stage three – Employee interviews and observations. The practitioner selected 28 employees from across the organisation to be interviewed. The interviews are about delving further into key themes emerging from the online assessment. Each interview lasted at least 30 minutes and were a mixture of face to face, video and telephone calls. The practitioner also observed one of the recorded February Staff Briefings, the April Health and Safety Committee, and the IIP Delivery Group meeting in March.

7. Accreditation report – at time of writing this report, we do not know the outcome to our assessment. Whatever the outcome, we will be able to benchmark our performance against our previous assessment by exploring the data in the assessment report.

Are there any corporate implications members should be concerned about?

Financial:

8. Investors in People assessment = £10,500.
IIP Health and Wellbeing award = £4,250.
Accreditation is for 3 years.

Risk Management:

9. Investors in People Standard is a four-stage performance model which sets out a pathway for continuous improvement. It allows for direct comparison year on year and across sectors. The Standard demonstrates to our staff PDNPA commitment to their development and success. Regular assessment ensures a focus on delivery of recommendations set out in IIP action plan. Open and honest feedback from the IIP assessment on our people practices and policies enables the PDNPA to find ways to support and engage our workforce to maintain organisational health.

Sustainability:

10. The Investors in People Standard sets out a pathway for organisations to achieve sustained, improved results over the long term.

11. Equality, Diversity and Inclusion:

See background information.

12. Report Author, Job Title and Publication Date

Theresa Reid, Head of People Management, 17 May 2022
Theresa.Reid@peakdistrict.gov.uk