

APPENDIX 1 - PDNPA Corporate Governance Framework: elements in place against the 'Delivering Good Governance Framework' core and supporting principles

(1) Focusing on: - purpose of the authority - outcomes for the community - creating and implementing a vision for the area		(2) Members and officers working together to achieve a common purpose with clearly defined functions and roles	
Supporting principle	Peak District National Park Authority (PDNPA): what is in place	Supporting principle	Peak District National Park Authority (PDNPA): what is in place
<i>a) Exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and its intended outcome for citizens and service users</i>	<p>National Park Management Plan (NPMP) and National Park Strategies and Action Plans</p> <p>Structure Plan and Local Plan in place and Local Development Framework (LDF) in development</p> <p>Grant Memorandum agreed with Defra (Department for Environment, Food and Rural Affairs) and draft 'Deal' (high level understanding of the sponsorship relationship) being agreed currently</p> <p>Medium term (3 years) strategic and financial planning strategy</p> <p>Annual Performance and Business Plan</p> <p>Annual Statement of Accounts</p> <p>Outcome and Corporate Action prioritisation process</p>	<i>a) Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function</i>	<p>Standing Orders, supplementary advice and record of decisions</p> <p>Member and staff job descriptions</p> <p>Committee terms of reference</p> <p>Outside Bodies appointments and engagement</p> <p>Strategic Advisory Group</p> <p>Programme of Chairs and Deputy/Vice Chairs briefings with staff</p>
<i>b) Ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning</i>	<p>Customer Service Standards</p> <p>Performance data at all levels: NPMP, LDF, Business Plan, Service Plan</p> <p>Draft Partnership Protocol and Review</p> <p>Complaints Procedure and annual report</p> <p>Procurement Strategy and proposed Procurement Manual</p>	<i>b) Ensuring that a constructive working relationship exists between authority members and officers and that the responsibilities of members and officers are carried out to a high standard</i>	<p>Officer Scheme of Delegation</p> <p>Three statutory roles of: Head of Paid Service Chief Finance Officer Monitoring Officer (supported by Deputy Monitoring Officer role)</p> <p>Member and Officers Relations and Monitoring Officer Protocols</p>
<i>c) Ensuring that the Authority makes best use of resources and that tax payers and service users receive excellent value for money</i>	<p>Performance Improvement Plan and National Park Authorities Performance Assessment and other forms of external challenge e.g. Planning Advisory Service and Strategic reviews</p> <p>Annual service and budgeting planning process</p> <p>Asset Management Plan and proposed capital programme Disposal guidance</p> <p>Resource Management Team business case process</p> <p>Project management process</p>	<i>c) Ensuring relationships between the authority, its partners and the public are clear so that each knows what to expect of the other</i>	<p>Human Resources Policies and Procedures</p> <p>Performance Management system with identified measures of success and targets and cascade into Joint Performance and Achievement Reviews</p>

(3) Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour		(4) Taking informed and transparent decisions which are subject to effective scrutiny and managing risk	
Supporting principle	PDNPA: what is in place	Supporting principle	PDNPA: what is in place
<p><i>a) Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance</i></p>	<p>Codes of Conduct for Members and Staff</p> <p>Supplementary advice on behaviour of Members and staff in Committee</p> <p>Proposed Anti Fraud and Corruption Policy</p> <p>E-Policy and Guide for users of information and communications technology</p> <p>Officer travel and subsistence scheme, members allowance scheme</p>	<p><i>a) Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny</i></p>	<p>Freedom of Information Policy and procedures</p> <p>Audit and Performance Committee terms of reference and work programme</p> <p>Scrutiny teams, reports and action plans</p> <p>Committee procedures and publication of reports</p> <p>Register of Interests for staff and members</p> <p>Development Control and Planning Policy Protocol</p>
<p><i>b) Ensuring that organisational values are put into practice and are effective</i></p>	<p>Gifts and hospitality guidance for staff and members</p> <p>Standards Committee terms of reference and work programme</p> <p>Proposed new procedures for Standards Committee to consider complaints against members</p> <p>Environmental Management Strategy and Action Plan</p> <p>Values</p>	<p><i>b) Having good-quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs</i></p>	<p>Data collection and reporting on performance</p> <p>Data quality audit</p>
	<p>Following CIPFA (Chartered Institute of Public Finance and Accountancy) Codes of Practice on:</p> <p>Local Authority Accounting in the UK: A Statement of Recommended Practice;</p> <p>Prudential Code for Capital Finance in Local Authorities;</p> <p>Treasury Management in the Public Services;</p> <p>Corporate Governance in Local Government;</p>	<p><i>c) Ensuring that an effective risk management system is in place</i></p>	<p>Risk Management Policy and Strategy</p> <p>Corporate Risk register and monitoring</p> <p>Service Plan - risk register and monitoring</p> <p>Financial Regulations</p> <p>Internal financial procedures</p> <p>Proposed confidential reporting policy</p> <p>External Funding Protocol and internal controls review</p> <p>Information Technology Disaster Recovery Plan</p> <p>Budget and Losehill Hall monitoring groups</p> <p>Health & Safety Policy, support and annual report to Management Team & Local Joint Committee</p> <p>Crisis Management Procedures</p> <p>Insurance Policies</p> <p>Buildings security systems</p>

		(continued) (4) Taking informed and transparent decisions which are subject to effective scrutiny and managing risk	
		Supporting principle	PDNPA: what is in place
		<i>d) Using their legal powers to the full benefit of the citizens and communities in their area</i>	External scrutiny by Audit Commission, internal audit, Local Government Ombudsman, Standards Board, Department for Environment, Food and Rural Affairs, HM Revenue and Customs, Department for Work and Pensions, Department for Communities and Local Government

(5) Developing the capacity and capability of members and officers to be effective		(6) Engaging with local people and other stakeholders to ensure robust public accountability	
Supporting principle	PDNPA: what is in place	Supporting principle	PDNPA: what is in place
<i>a) Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</i>	<p>Member annual development and induction programmes split into events which progress the Authority's business and learning and development events</p> <p>Staff annual learning and development and induction programmes</p> <p>Individual Staff Learning and Development Plans</p> <p>Proposed individual Member Development Plans</p> <p>Learning and Development Policy for staff</p> <p>Lunchtime walks and talks programme</p>	<i>a) Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships</i>	<p>National Park Working with People and Communities strategy and action plans:</p> <p>In place: Young people, residents.</p> <p>In development: under-represented groups, businesses, visitors</p> <p>National Park Management Plan Monitoring Group</p>
<i>b) Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group</i>	<p>Appraisal processes with 360 degree feedback</p> <p>Management competencies</p> <p>Appraisal process for Secretary of State Members</p> <p>October 2007 'Review of Member Training and Development'</p> <p>Proposed attainment of East Midlands Member Development Charter</p>	<i>b) Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning</i>	<p>National Park Authority Communications Strategy (to be revised)</p> <p>Participation in local area forums and Local Strategic Partnerships</p> <p>NPMP and LDF consultation processes (statement of community involvement)</p> <p>Public Participation Scheme</p> <p>User satisfaction surveys e.g. planning, visitor centres, Losehill Hall</p> <p>Website</p> <p>Newsletters and media releases</p>
<i>c) Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal</i>	<p>Member Representative Roles</p> <p>Task Teams</p> <p>Member Survey</p>	<i>c) Making best use of human resources by taking an active and planned approach to meet responsibility to staff</i>	<p>Equality Standard level 2 and draft Equality Scheme</p> <p>UNISON and Staff consultation processes</p> <p>Staff survey</p> <p>Succession planning policy</p> <p>Possible attainment of Investors in People accreditation</p> <p>Workforce Plan</p>