

Attachment 4: Proposed Committee Structure



New:

- Park Management and Resources Committee to replace Audit, Resources and Performance Committee

Change:

- Lift quarterly performance reporting, audit and governance to Authority
- Local Joint Committee (meet as needed)
- Urgent Business Items sub-committee (remove)

Keep:

- Due diligence panel (meet as now)
- Member Appointment Process Panel (meet annually)
- Appeals Panel, Investigating and Disciplinary Panel (meet as needed)
- Scrutiny process as now

← Scrutiny process to operate as now across Authority and Committees →

Proposed Authority

An example agenda plan

Purpose: to keep reserved to full Authority level all matters relating to the:

- National Park Management Plan oversight and monitoring
- Corporate Strategy oversight and performance monitoring
- Budget setting and management
- Audit and governance of the Authority
- Member appointments
- Setting the annual work programme of the Park Management and Resources Committee

| Meeting | Average Duration | Content |
|----------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February | 10:00 – 12:30 | Budget – for future year Corporate Strategy – quarter 3 performance Receive report on work of Park Management and Resources Committee Internal audit - block 1 report |
| March | 10:00 – 12:30 | Set annual programme for Park Management and Resources Committee Annual treasury management and investment strategy Treasury management policy External audit – annual plan |
| May | 10:00 – 14:00 | National Park Management Plan up-date Corporate Strategy – Quarter 4 and year-end performance Budget – year end out-turn Internal Audit – annual report Performance and business plan for the year Internal audit - block 2 report |
| July | 10:00 – 14:00 | Election of chair and other appointments Members attendance annual return Statement of Accounts Annual Governance Statement External Audit report Internal Audit plan |
| October | 10:00 – 12:30 | National Park Management Plan - annual report LGO annual review letter Member learning and development - annual report Environmental Management – annual report Corporate strategy – quarter 1 performance |
| December | 10:00 – 12:30 | External audit - annual report Due diligence panel – annual report Corporate strategy – quarter 2 performance |

Proposed Park Management and Resources Committee

Purpose: to provide an opportunity for members to:

- Oversee the review process for strategic policy documents, such as the National Park Management Plan and Local Development Plan
- Oversee the review process for programme development, such as volunteering, income generation, recreation hubs, landscape monitoring and landscape partnerships
- Take responsibility for in-year financial and HR and other resources decisions delegated to it by the Authority.

NB: By exception the Committee will set up discrete task and finish working groups of members and officers to report to it.

An example agenda plan

| Meeting | Average Duration | Content | |
|-----------|------------------|-----------------------------------------------------|----|
| January | 10:00 – 11:30 | Review previous programme plans | 45 |
| | | Financial and resources business cases for decision | 45 |
| March | 10:00 – 11:30 | Plan future programme plans | 45 |
| | | Financial and resources business cases for decision | 45 |
| June | 10:00 – 12:00 | Theme 1 programme | 60 |
| | | Report back on other themes | 15 |
| | | Financial and resources business cases for decision | 45 |
| September | 10:00 – 12:00 | Theme 2 programme | 60 |
| | | Report back on other themes | 15 |
| | | Financial and resources business cases for decision | 45 |
| November | 10:00 - 12:00 | Theme 3 programme | 60 |
| | | Report back on other themes | 15 |
| | | Financial and resources business cases for decision | 45 |
| December | 10:00 – 12:00 | Theme 4 programme | 60 |
| | | Report back on other themes | 15 |
| | | Financial and resources business cases for decision | 45 |