

SKILLS AND KNOWLEDGE MATRIX

Knowledge and Skills	All Members	Authority Chair & Deputy	Committee Chair & Deputy	Member Local Joint	Member Planning	Member Programmes & Resources	Member with special role including outside bodies
Strategic and External Leadership							
Knowledge of:							
National Park Management Plan vision and outcomes	X						
National Park Authority Plan (including values)	X						
Local Development Framework	X						
Skills in:							
Partnership working ¹		X	X				X
External advocacy	X						
Governance, Performance and Scrutiny							
Knowledge of:							
Specialist knowledge including of National Park Strategies/ Action Plans ²		X	X	X	X	X	X
Planning ³	X						

¹ See explanatory note

² See list

³ See explanatory note

Knowledge and Skills	All Members	Authority Chair & Deputy	Committee Chair & Deputy	Member Local Joint	Member Planning	Member Programmes & Resources	Member with special role including outside bodies
Performance management framework including risk management ⁴	X						
Equality, Diversity and Inclusion	X						
Standing orders, financial regulations and procurement strategy and action plan	X						
Medium term financial planning, budgets, capital strategy and when members get involved	X						
Asset Management Plan	X					X	
Workforce Policies and Plans ⁵	X						
Role of Internal and External Audit	X						
Skills in:							
Scrutiny and constructive challenge	X						
Contribution and Development							
Knowledge of:							
Member role	X						

⁴ See explanatory note

⁵ See list

Knowledge and Skills	All Members	Authority Chair & Deputy	Committee Chair & Deputy	Member Local Joint	Member Planning	Member Programmes & Resources	Member with special role including outside bodies
Members code of conduct and protocols ⁶	X						
Meeting procedures	X						
Targets for participation in formal committees and training events ⁷	X						
Procedure for handling complaints against members	X						
Skills in:							
Leadership		X	X				
Chairing meetings		X	X				
Effective behaviour in committee and other meetings	X						
Questioning & constructive challenge	X						
Listening	X						
Building relationships	X						
Assertiveness	X						
Basic computer literacy	X						

⁶ See list

⁷ See explanatory note

Knowledge and Skills	All Members	Authority Chair & Deputy	Committee Chair & Deputy	Member Local Joint	Member Planning	Member Programmes & Resources	Member with special role including outside bodies
Communication							
Knowledge of:							
Section 62 responsibilities of other authorities ⁸	X						
Skills in:							
Public speaking	X						
Dealing with the media		X	X				X

⁸ See explanatory note

Explanatory Note:

1. Our partnerships are governed by the Authority's Partnerships Policy and Protocol

2. National Park Strategies and Action Plans include:

- Authority Plan
- National Park Management Plan
- Landscape Strategy
- Countryside Plans including the Cultural Heritage Strategy
- Local Development Framework
- Planning Policies
- Biodiversity Action Plan

3. Planning

All Members of the Authority are required to have completed relevant planning training at the National Park Authority. Members of the Planning Committee will not be able to vote at Committee until appropriate training has been undertaken with the Authority.

4. The Authority's Authority Plan shows the 'golden thread' cascading from the NPMP outcomes and strategies/actions to NPA outcomes and actions through to Service Plans and individual work programmes. This is supported by our risk management strategy and risk assessment/registers at a service and project level as well as at a corporate level.

5. Workforce Policies and guidance include:

- Equality in Employment Policy
- Learning and Development Policy
- Disciplinary Policy
- Grievance Policy
- Appeals Policy
- Joint Performance and Achievement Reviews (appraisal) process
- Flexible Working Policy
- Family Friendly policy
- Working with Children Policy
- Safeguarding Policy
- Managing Change Policy
- Secondment Policy
- Absence Management Policy
- Succession Planning Policy
- Health and Safety Policy, Codes and Advice Notes including a Smoking at Work Policy.
- Employee Code of Conduct
- Workforce Plan
- HR Procedures Manual
- Statement on Harassment at Work
- Measures to cope with reducing resources
- Engagement of existing employees as consultants
- Job share guidelines
- Access to personal files

- Retained fire-fighters
- Antifraud and corruption policy
- Confidential reporting policy
- Hospitality and Gifts
- Declaration of interests in contracts, planning applications, and grants

6. In addition to the Member Code of Conduct we have the Planning protocol, the member Officer Relations protocol and the Role of the Monitoring Officer protocol

7. We monitor and report annually on participation in formal committees and at training/briefing events. Our target for participation in formal committees is a minimum of 75%. There is also an annual target of 20 hours per member for learning and development.

8. Under s.62 Environment Act 1995 the duties of certain bodies and persons to have regard to the purposes for which National Parks are designated are:

In exercising or performing any functions in relation to, or so as to affect, land in a National Park, any relevant authority shall have regard to the purposes of conserving and enhancing the natural beauty, wildlife and cultural heritage of a National Park; and of promoting opportunities for the understanding and enjoyment of the special qualities of a National Park by the public and, if it appears that there is a conflict between those purposes, shall attach greater weight to the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area comprised in the National Park.

“Relevant authority” means—

- (a) any Minister of the Crown,
- (b) any public body,
- (c) any statutory undertaker, or
- (d) any person holding public office