

Operational Review Committee

22 September 2021

Present: Councillor K Doolin (Chair)
Dr M Havard, Mrs J James, Mr G Jones (Substitute), Councillor PJ Morgan and Councillor S Yelland

(Virtual Meeting: 10.00am – 11.05am)

1. Apologies

Apologies for absence were received from Councillor ML Evans, Councillor P Harries, Dr R Plummer and Councillor A Wilcox. Mr G Jones was substituting for Dr Plummer.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on the 23 June 2021 were presented for confirmation and authentication.

It was **resolved** that the minutes of the meeting held on 23 June 2021 be confirmed and authenticated.

4. Annual Archaeology Report 2020-2021

The Annual Archaeology report presented work activity related to archaeology carried out on behalf of the Authority during the financial year 2020 – 2021. Following feedback from Members on the 2019/20 Report, the Report before the Committee had been aligned to a greater degree with the metrics contained in the current National Park Management Plan and Corporate and Resources Plan, and described progress against the Archaeology Action Plan 2020 – 2024. Despite the impact of the COVID-19 pandemic, much had been achieved albeit with some aspects of the work programme having been adapted to be delivered digitally. The Community Archaeologist was also pleased to report that the excavations that had had to be postponed in 2020 had taken place during 2021.

Members thanked the officer for a comprehensive report, and were pleased to see the innovative methods that had been used to deliver activities, particularly the online training and engagement with volunteers. However it was noted that there was still plenty to achieve. The Officer agreed that the Action Plan was ambitious, however it was a 5 year Plan and other aspects would be prioritised over the winter months.



Concern was also expressed regarding the damage to archaeological sites by members of the public – both intentional and unintentional – and Members asked what actions were being taken to address this. The officer highlighted the publicity undertaken in the form of interviews, press releases and social media posts, as well as increased monitoring of sites and liaison with other agencies who had powers to address the negative behaviour. Work was also being undertaken with schools and it was hoped that the knowledge would be passed on by children to their families and the wider community. Members agreed that the Authority's 'Tread lightly' message was important to all aspects of its work, not only in respect of more obvious littering and damage to wildlife.

Noted.

5. Performance Report for the Period Ending 31st July 2020

The report followed the structure of the Corporate and Resources Plan for 2021/22. This followed the approach of the Well-being of Future Generations Act with seven well-being objectives, with an additional section providing general governance information. Activities responding to Covid 19 recovery had been mainstreamed into work streams under each of the well-being Objectives.

The report presented the performance to 31 July 2021 for monthly data and quarter 1 (April – June) for quarterly statistics, and went on to highlight relevant statistics in respect of the work of the Authority's various teams and departments.

Members thanked the officer for a comprehensive report which showed good progress across the Authority. Further updates were sought in respect of mitigating actions to ensure the Authority met the Freedom of Information (FOI) and Subject Access Request (SAR) deadlines and regarding recruitment of an Operations Manager. Clarification was also sought about the reporting of incidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) involving members of the public.

In respect of the latter, it was confirmed that if a member of the public was injured and was taken to hospital as a result, the incident needed to be reported, as happened in this case. In respect of missed deadlines, there would be additional reminders in future, and a meeting would be arranged with Team Leaders to remind them of the process and provide additional training.

The Director of Countryside, Community and Visitor Services explained that recruitment for the role of Operations Manager had not taken place due to the review of the organisation's structure. However salary savings



had been used to employ the Seasonal Wardens for longer, to allow the backlog of work caused by COVID restrictions to be cleared. The Director of Planning and Park Direction confirmed that a new Planning Officer had started two weeks ago and was proving a good addition to the team, which was now at full strength.

Noted.

6. Risk Register

Members were asked to consider the latest Risk Register. The Finance Manager advised that it had been reviewed by both Management and Leadership Teams and changes since the previous report were highlighted. It was noted that in respect of funding, income, both at the Centres and car parks, was above budget which had led to a reduction in the short term risk.

Members thanked officers for taking on board their previous comments and for the updates provided. The serious nature of the medium to long term financial risk was acknowledged but Members were happy with the mitigating actions being taken and the excellent budget performance in the current year. In relation to Risk 42, introduction of Microsoft 365, the Finance Manager advised that officers had received some training and a new staff member would be joining in the coming weeks to assist with its implementation. Finally, one Member noted that she had spoken to the Authority's Internal Auditor as part of their review of the Risk Register and looked forward to the workshop to be held on this topic later in the year.

Noted

7. Continuous Improvement Group: delegation of issues

It was **resolved** that there were no issues that needed to be delegated to the Continuous Improvement Group for consideration.

The Minutes of this meeting were confirmed at the meeting of the Operational Review Committee held on 1 December 2021 without amendment

