Item 5: ANNUAL REVIEW OF THE AUTHORITY’S STANDING ORDERS, SCHEME OF DELEGATION AND OTHER CORPORATE DOCUMENTS

1. Purpose of Report
   a. To update the governance arrangements for the National Park Authority.

2. Recommendations
   a. To sign off Terms of Reference for The Sill Advisory Board (Appendix 1 to Item 5).
   b. To approve changes to Scheme of Delegation to Committees, Groups and Officers (July 2018) as described in the report and set out at (Appendix 1 to Item 5).
   c. To note the following:
      i. Protocol – Member/Officer Relations (July 2018) has been updated to reflect the new Leadership Team structure (Appendix 2 to Item 5), and
      ii. Member Job Descriptions and Roles (July 2018) has been updated (Appendix 3 to Item 5),
   d. To endorse the unchanged Standing Orders for Regulation of Authority Proceedings and Business (December 2014).

3. Implications
   a. Financial: None
   b. Equalities: None

4. Background
   a. Northumberland National Park Authority conducted a review of its Leadership Team structure in December 2017. This led to the implementation of a new staff structure, changes in areas of responsibility and changes in lines of reporting. The attached Scheme of Delegation to Committees, Groups and Officers now reflects these changes, with the only changes being to amend the job titles of responsible officers.
   b. At the July 2017 Annual Meeting it was agreed that although the Sill build was completed in June 2017 the Sill Project Board would continue to meet to enable additional building works to be authorised effectively. It was stated that this would be reviewed at the Annual Meeting 2018.

5. Proposed Amendments to Scheme of Delegation
   a. An important measure of success for the Sill in the future will be the ongoing development and operation of the Sill Activities Programme. Whilst the actual operation of the activities programme is best delivered and managed by the Leadership Team, members are keen to have regular oversight of the strategic direction and delivery of the programme given its significance to the delivery of our Business Plan.
   b. A new structure of governance for the Sill is proposed to reflect the transition from capital project to operational delivery. It is proposed that the Sill Project Board and Sill Activity Board are combined to create the Sill Advisory Board. This group would discuss matters both of the building operation and the Sill activity plan and programmes, and seek assurance on key performance measures. Progress against the Sill Business Plan will be discussed as part of the Finance and Audit Committee’s role going forward.
The Terms of Reference for the Sill Advisory Board are set out at Appendix 1 to Item 5.

c. The revised Scheme of Delegation also proposes a change in the membership of Development Management Committee as this Committee has experienced difficulties in ensuring a quorum during the past year.

Greater flexibility is proposed by allowing a minimum of two members from the County Council, Secretary of State (Parish) and Secretary of State (National). In addition no restructuring is proposed on the composition of the quorum which will remain at five.

This allows greater flexibility in terms of both membership of the Committee and should therefore avoid any future issues. The revised Terms of Reference are set out at Appendix 1 to Item 5.

6. Conclusions

a. The proposed changes to the Scheme of Delegation to Committees, Groups and Officers are related to the changing focus from capital development to revenue operation of the Sill and are designed to be operationally efficient whilst providing a high level of assurance to Members.

b. No changes are proposed to the Standing Orders for Regulation of Authority Proceedings and Business.

c. The only changes proposed to the Member Job Descriptions and Roles, and Member Officer Protocol relate to updating Leadership Team titles to reflect the outcome of the Leadership Team review.

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Background papers:
- Appendix 1: Scheme of Delegation to Committees, Groups and Officers (July 2018);
- Appendix 2: Member Job Descriptions and Roles July 2018;
- Appendix 3: Protocol - Member and Officer Relations (July 2018; and
- Standing Orders for Regulation of Authority Proceedings and Business (December 2014).