

# BRECON BEACONS NATIONAL PARK AUTHORITY

Telephone: (01874) 624437

Plas y Ffynnon  
Cambrian Way  
Brecon  
Powys  
LD3 7HP

Dear Member

A meeting of the **CORPORATE RESOURCES COMMITTEE** will be held in **THE MAIN CONFERENCE ROOM, PLAS Y FFYNNON, BRECON** on **FRIDAY 26th November 2004** at **10.00AM** when your attendance is requested.

Yours sincerely

CHRISTOPHER GLEDHILL  
CHIEF EXECUTIVE

Cllr P Ashton  
Cllr Mrs M Morris  
Cllr E T Morgan  
Cllr K Pathak  
Cllr Mrs K Silk  
Cllr Mrs M Tunnicliffe  
Cllr A Breeze (Chairman)  
Cllr A Carrington

Cllr H Morgan  
Cllr E Williams  
Mrs J Charlton (Deputy Chairman)  
Mrs J Horton McNichol  
Mr J Suter  
Mrs M Taylor  
Mr M Thomas, MBE

## ***Fire Evacuation Advice***

***In the event of a fire, please exit the building via the main staircase,  
and assemble in the car park at Assembly Point 3***

**MEMBERS ARE REMINDED TO BRING THEIR COPIES  
OF THE BUSINESS IMPROVEMENT PLAN TO THE  
MEETING FOR REFERENCE**

# AGENDA

## 1.0 CORRESPONDENCE

To receive and consider the attached schedule of correspondence and make any recommendations thereon. (Below).

## 2.0 DECLARATIONS OF INTEREST

To receive any declarations of interest from members relating to items on the agenda. ***Members' attention is drawn to the sheet attached to the attendance sheet and the need to record their declarations.***

## FINANCIAL ITEMS

### 3.0 MINUTES

To receive and adopt the minutes of the Corporate Resources Committee meetings held on 26<sup>th</sup> July and 13<sup>th</sup> August 2004, and authorise the Chairman to sign them as a true record. (**Enclosure 1**).

### 4.0 AUDIT REPORT 2003/04

***Audrey M Oakley***

The SAS 610 Report: Communication Concerning Financial Statements to those charged with Governance is attached at **Enclosure 2** for members' information.

Mr Geraint Norman, from the Audit Commission, will attend the meeting to present this report to members.

### 5.0 STATEMENT OF ACCOUNTS

***Emlyn Watkin***

Attached at **Enclosure 3** for members' information is the audited Statement of Accounts for 2003/04. During the audit process some amendments (none of which were of a material nature) were made to the unaudited Statement of Accounts as presented to the last Corporate Resources Committee. The Auditor has issued an unqualified opinion on the revised accounts as enclosed.

a) ***Financial, Staffing and Improvement implications: None***

b) ***Equality Issues: No implications.***

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None.**

**Recommendation: To note the contents of the report.**

**Contact Officer: For further information contact Audrey Oakley, Elaine Standen or Alan Elliott on 01874 624437.**

## **6.0 REVISED ESTIMATES REPORT 2004/2005**

***Audrey M Oakley***

### **Capital Budget**

The revised capital budget is shown at **Enclosure 4** and is, in total, largely unchanged from the budget submitted to the August meeting of the Committee.

Minor changes have been made to budgeted retentions and the Estate Team's vehicle budget to reflect current information.

Additional items are a further payment in respect of the National Park Visitor Centre balcony works which took place last year and a continuation of a fully funded Heritage Lottery Fund project in the Western Area.

### **Revenue Budget**

The revised revenue budget is shown at **Enclosure 5** and is the budget holders' current forecast as to the final outturn for 2004/05. Significant changes to the net estimates (in excess of £10,000) are outlined in the notes which accompany the summary.

The actual pay award of 2.75% has now been included for APT&C staff, and this has also been estimated for JNC staff, although the pay negotiations have not yet been concluded.

At this stage the call on reserves of £367,863 required to finance the original estimates will be unchanged for the revised estimates, but the Contingency Sum has been adjusted to reflect changes (Note 13). The result is a balanced budget with a remaining Contingency Sum of only £609.

- a) **Financial, Staffing and Improvement implications: New estimate report will reduce the reserves.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**

**Recommendation:** To note the new Estimates Report for 2004/2005.

**Contact Officer:** For further information contact Audrey Oakley, Elaine Standen or Alan Elliott on 01874 624437.

## **7.0 BUDGET REPORT 2004/2005**

**Audrey M Oakley**

### **Revenue Budget**

Each month, budget holders and Heads of Department receive budget monitoring reports, detailing expenditure to the end of the previous month against the budget. Significant variances are highlighted to prompt budget holders to take appropriate action. These are also reported to Department Heads who may, if necessary, raise them at Corporate Management Team.

**Enclosure 6** contains a summary of actual expenditure to September 30<sup>th</sup> 2004 compared with the revised estimates, which are before Committee for approval today. The timing of report deadlines for this meeting has precluded the use of the October actuals for comparison purposes.

The budget has been profiled to take account of information from budget holders on the likely timing of expenditure and income. This means that the revised estimate to September may not necessarily be exactly half of the full-year budget. In addition the following budget profiles have been amended to reflect the latest known position.

**SDF Sustainability Challenge Fund** - Expenditure has been slower than originally anticipated and the profile has been adjusted accordingly. All expenditure is financed by grant.

**Administrative Buildings (Plas y Ffynnon)** - Bills are outstanding for rent, service charges and electricity and the budget profile has been

adjusted accordingly. It is expected that the budget will be fully committed by the year end. The rent bill for £74,500 was received late October.

**Eastern Area Action Plan** - The budget for the works to Llangorse Crannog is included here. The project works, which are fully grant funded by CADW, have not yet commenced and the budget has been profiled accordingly.

The overall under-spending shown at this stage is £97,453. In addition there are unspent balances totalling £92,129 within the 'OTHER' section of the budget, comprising the following budget headings:

Grants Fund;  
Health and Safety;  
Clothing; Translation;  
State of Park Report;  
Contingency Sum;  
Grant Underwriting;  
Asset Management.

Significant budget variances (over £10,000) are highlighted in the enclosure and further details provided in the accompanying notes.

### **Capital Budget**

Capital expenditure to date is shown with the revised estimates at **Enclosure 4**. The capital budget has been amended to include a number of retentions and delayed payments relating to last year's capital programme.

Expenditure on the programme is largely complete. The exception is the contribution to works at Brecon Information Centre in relation to which there are a number of unresolved issues. This has also had an impact on the revenue budget (see notes on revenue budget monitoring report).

- a) **Financial, Staffing and Improvement implications: Brecon TIC Project will be carried forward to the 2004/2005 expenditure budget.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**

e) **Background Papers: None.**

**Recommendation:** *To consider and approve the reports at Enclosures 6 and 7.*

**Contact Officer:** For further information contact Audrey Oakley or Elaine Standen or Alan Elliott on 01874 624437.

## 8.0 STATEMENT ON RESERVES

*Audrey M Oakley*

A Statement of Reserves and Provisions as at 30<sup>th</sup> September is shown at Enclosure 7.

a) **Financial, Staffing and Improvement implications: No implications**

b) **Equality Issues: No implications.**

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None.**

**Recommendation:** *Members are asked to note the Reserves and Provisions Statement as at Enclosure 6.*

**Contact Officer:** For further information contact Elaine Standen or Alan Elliott on 01874 624437.

## 9.0 PRUDENTIAL CODE INDICATORS

*Audrey M Oakley*

The Authority is required to report on the Prudential code indicators each quarter. The monitoring report for the period April – September 2004/2005 is attached at **Enclosure 8**.

a) **Financial, Staffing and Improvement implications: No implications.**

b) **Equality Issues: No implications.**

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None.**

**Recommendation: Members are asked to note and approve the contents of the report.**

**Contact Officer: For further information contact Elaine Standen or Alan Elliott on 01874 624437.**

## **10.0 PENSION FUND – EMPLOYERS CONTRIBUTIONS *Audrey M Oakley***

A letter dated 26<sup>th</sup> October 2004 has been received from Powys County Council (**See Enclosure 9**) informing the Authority that the triennial valuation of the Fund (as at 31st March 2004) is now complete. However the final actuarial report and certificate will not be issued until awaited legislation amending the Local Government Pension Scheme from 1st April 2005 is published.

A presentation of the actuarial valuation results will be given by the Pension Fund's Actuaries - Hewitt Bacon & Woodrow at a meeting in County Hall, Llandrindod Wells on 6<sup>th</sup> December 2004. A draft Funding Strategy Statement and revised Statement of Investment Principles, in relation to the Powys County Council Pension Fund, are also enclosed with comments invited by 26th November 2004.

The letter also notifies the Authority that our employer's contributions will increase to 310% (currently 265%) of employees' contributions (6%) with effect from 1st April 2005. This translates to an increase from 15.9% of contributing salaries to 18.6%. The current budget for employer's contributions is approximately £350,000 and, after allowing for the pay award next year, our employer's contribution will rise to approximately £420,000.

This increased cost will have to be funded from the 2005/06 estimates which are due to be prepared shortly.

a) **Financial, Staffing and Improvement implications: This will create an additional £70,000 expenditure each year.**

b) **Equality Issues: No implications.**

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None.**

**Recommendation: Members are asked to note and approve the contents of the report.**

**Contact Officer: For further information contact Elaine Standen or Alan Elliott on 01874 624437.**

#### **11.0 NATIONAL PARK GRANT 2005/06 – 2007/08 Christopher Gledhill**

Although official notification has not yet been received, the National Assembly for Wales **draft** budget proposals indicate the following overall increases in National Park Revenue Grants. The actual effect could alter if the distribution formula is changed. The Levies on Local Authorities would be subject to the same increases.

**2005/06 +3.81%**

**2006/07 +1.04%**

**2007/08 +2.33%**

The Authority will have to contain its planned expenditure increases within these limits whilst at the same time meeting the costs of pay awards, inflation and unavoidable commitments such as the employer's pension increases.

a) **Financial, Staffing and Improvement implications: The draft budget proposals over the next three years have serious implications for the Authority and the Chief Executive has requested reports from Heads of Departments; a further report will be brought back to the Authority.**

b) **Equality Issues: No implications.**

c) **Sustainability Appraisal: No implications.**

d) **Human Rights: No implications.**

e) **Background Papers: None.**

***Recommendation: Members are asked to note and approve the contents of the report.***

**Contact Officer: For further information contact Elaine Standen or Alan Elliott on 01874 624437.**

## **12.0 TRADING REPORT APRIL TO OCTOBER 2004** *Ruth Nicholson*

Following a request from Members the trading report has been reviewed and more in depth information is available in both the text and figures.

Trading figures for the period April to October 2004 are attached at **Enclosure 10.**

### **12.1 National Park Visitor Centre**

Income continues to exceed estimates at the visitor centre largely due to increases in income at the tea rooms which is in part due to increased prices. This can also be linked to higher visitor numbers compared with the previous year.

However, despite the centre employing a car park attendant over the summer weekend days to ensure visitors paid the parking charge; income from this source is down. This will be an area closely monitored and reviewed.

### **12.2 Craig-y-nos Country Park**

Trading has largely continued as expected at Craig-y-nos Country Park. Although visitor numbers dropped in April, they increased significantly in May, partly due to the canine capers event, resulting in increased visitor numbers when compared with last year.

Numbers subsequently have reduced over the latter part of the summer due to varied weather. This has resulted in reduced income from car parking and food. However, since the new shop has opened sales from souvenirs have increased by just under £1200.

As reported previously, the Country Park has completed several Adfywio funded projects that were carried on from the previous year including the new exhibition. The expenditure on these projects, plus the funds received from Adfywio have resulted in higher income and expenditure levels than originally estimated.

### 12.3 Information Centres

Both Abergavenny and Llandovery Information Centres have continued an improved trend in comparison with 2003/04. Abergavenny's trading has increased by £2152 and Llandovery's trading has increased by £2329. In addition, there has been an overall 15% increase in visitors. Spend per head has remained constant at Abergavenny but it has increased at Llandovery. This is due in part to improved stock display and range.

The anomaly in the figures relating to expenditure and income are the result of the recent partnership arrangement with Powys at Brecon TIC. At present, figures up to the end of September are not available as Powys County Council are currently banking all income and then forwarding monies owed to Brecon Beacons National Park Authority.

- a) **Financial, Staffing and Improvement implications: The Centres have generated increased income, which will allow further improvements to be made.**
- b) **Equality Issues: No implications**
- c) **Sustainability Appraisal: Increased visitor numbers at the Centres, especially at the National Park Visitor Centre, has increased the pressure on water and electricity supplies.**
- d) **Background Papers: None**
- e) **Human Rights: No implications**

***Recommendation: That the contents of the report be noted.***

**Contact Officer: For further information contact Ruth Nicholson or Alan Elliott on 01874 624437.**

### 13.0 EXTERNAL FUNDING

***Jane Davies***

Since the last report to Corporate Resources Committee confirmation has been received from the Welsh Assembly Government Physical Regeneration Fund of two awards. The Brecon Historic Town Partnership Scheme has been awarded £240,000 and the Crickhowell Enhancement Scheme will benefit from an award of £120,000. Confirmation has also been received that the application for a Project Planning Grant from the Heritage Lottery Fund for the Brecon Castle and Town Walls Scheme has

also been successful with a payment of £44750 representing 90% of the total eligible project cost of £49,722.

Match funding from the Brecon Beacons National Park Authority will be required for these projects and the table below sets out the financial commitment required from the Authority over the next three years.

PROJECT	FINANCIAL YEAR	FINANCIAL YEAR	FINANCIAL YEAR	FINANCIAL YEAR
	04/05	05/06	06/07	07/08
Brecon Castle and Town Walls (Phase One – Project Planning)	£4972	TBC	TBC	TBC
Crickhowell Enhancement Scheme		£10,000	£10,000	£10,000
Brecon Historic Town Partnership Scheme		£10,000	£10,000	£10,000
Central Beacons/Wat erfalls (Phase One – Project Planning)		£5,000		
<b>TOTAL</b>	<b>£4972</b>	<b>£25,000</b>	<b>£20,000</b>	<b>£20,000</b>

**Brecon Castle and Town Walls Scheme** – The above financial commitment only represents Phase One of the Scheme. The initial project planning period of twelve months will identify the total investment required to implement the planned building development and refurbishment necessary for the successful conclusion of the project. Once the full extent of the work required is identified application will be made to the Heritage Lottery Fund for a grant to complete the project. The Authority will have to dedicate funds for match funding purposes for this project but until the full extent of the work required is clear it is not possible to estimate how much will be needed. Ideally to retain the application at a regional as opposed to national level an application should be submitted for up to £1million (decision making process much quicker). For a grant of up to £1m we will need to provide 10% of the project costs whereas if the grant is of £1m or more, 25% of the project costs would have to be

provided from either the Authority or other sources. (**NB:** Funding for project planning does **not** guarantee funding for the project in its final form).

### **Further Projects**

Over the next twelve months an application will be made to the Heritage Lottery Fund for a project planning grant for the Waterfalls/Central Beacons Project. This will require a 10% - £5000 commitment from the Authority and provision should be made in the new financial year for this figure. A number of other projects will also be devised based around our commitment to membership of the European/UNESCO Geopark Network but as yet these are still to be formalised and it is anticipated that external funding will be available to support a large portion of this work.

- a) ***Financial, Staffing and Improvement implications: Financial implications are as set out above, staffing will be met within existing levels, improvement implications are obvious both for staff and communities involved.***
- b) ***Equality Issues: No implications.***
- c) ***Sustainability Appraisal: No implications.***
- d) ***Human Rights: No implications.***
- e) ***Background Papers: None.***

***Recommendation: That the contents of the report be noted.***

**Contact Officer: For further information contact Jane Davies on 01874 624437.**

## **14.0 SUSTAINABLE DEVELOPMENT FUND**

***Helen Roderick/Jonathan Cook***

### **14.1. Grant Awards Update**

Nine grants totaling £54,682 have been awarded since the beginning of July 2004.

#### 14.1.1 Brecon Design Centre for Wales : Business Plan

A grant of £6,000 was awarded towards the cost of producing a business plan following a feasibility study, funded by the WDA, into the Brecon Design Centre for Wales. A major town centre attraction, the Brecon Design Centre for Wales aims to attract more high quality independent retailers, offer better IQM training for retail staff, provide a comfort hub for out of season visitors and provide the visual arts and cultural industries with a much needed inclusive and accessible venue in Mid Wales. Training will aid the diversification and innovation of traditional and new skills using "Design" as the vehicle and becoming self-sustaining through the design shop and website, as well as office and incubator lets.

#### 14.1.2 Powys County Council Youth Services : Teenscheme

A grant of £675 was awarded towards the cost of running fun and adventure days during the summer holidays for disadvantaged young people from the Brecon Area, who would not normally be able to take part in such activities. The project aims to broaden the participants' personal development and support their transition into adulthood.

#### 14.1.3 Brecon Advice Centre : Centre Co-ordinator

A grant of £8,052 has been awarded towards the cost of employing a centre co-ordinator for this important advice service. Brecon Advice Centre was borne out of a public meeting in 2002 when Powys County Council decided to withdraw funding from individual Citizens Advice Bureaus (of which Brecon was one) and direct funding through Powys CAB. Powys CAB intended to reduce the level of service in Brecon to an appointment system only. An open door policy to this service for the most disadvantaged in the community remains vital and Brecon Advice Centre continues to see over 50 clients each week.

#### 14.1.4 David Murray : The Welsh Mountain Hill Pony Grazing Characteristics and Breed Profile

£2,000 was awarded to this project which will document information about the Welsh Mountain Hill Pony from hill breeders, relate the findings to new information received from sites where Welsh Mountain ponies are used as conservation grazers, and consider the possibility and viability of using this equine in future conservation grazing schemes within the Uplands of Wales, both inside and outside the National Parks.

#### 14.1.5 Brecon Beacons National Park : Sustainable Village Enhancement Schemes

A grant of £20,000 has been awarded as part of the 20% match funding required should Brecon Beacons National Park Authority be successful in its "Article 33" bid. This project would enable the delivery of 12 settlement enhancement schemes. This proposal builds on the work already undertaken by Brecon Beacons National Park Authority village enhancement schemes which contribute to improving and enhancing the level of facilities for the local population and to supporting the local tourism economy by making villages/settlements more attractive for longer stays and encouraging passing visitors to stop.

#### 14.1.6 Talgarth Information and Resource Centre : Relocation Feasibility

A grant of £500 has been given to help Talgarth Information and Resource Centre to undertake a feasibility and costing study for potential relocation to the ground floor of the Town Hall building in Talgarth. This study was then used as the basis for an "Article 33" bid towards the cost of implementing the relocation and converting the proposed site to a new information and resource centre incorporating a café, telecentre, tourist information and crafts.

#### 14.1.7 Brecon Beacons Solar Club Grant Scheme – Phase 3

A grant of £3,935 will enable the continuation of the work of the Brecon Beacons Solar club by administering a further 10 £300 flat rate grants towards the installation of solar thermal systems. In addition the club, administered by the Brecon Beacons National Park Authority, will continue to publicise the technology, organise training days and provide support to potential applicants.

#### 14.1.8 Talgarth Information & Resource Centre : Centre Co-ordinator

A grant of £3,522 will fund the employment of the co-ordinator until the end of March 2005. The co-ordinator runs all aspects of the information & resource centre including the involvement of, and capacity building amongst, the volunteer workforce staffing the centre. In addition the co-ordinator maintains TIC records including volunteer hours, visitor records, till records/banking, stock control and ordering, community mini-bus admin and arranging courses. An application for co-ordinator funding from April 2005 is being made to the Welsh Assembly.

#### 14.1.9 Adel Nozedar & Adam Fuest : Renewables, The Filter House, Torpantau

A grant of £10,000 has been allocated towards the installation of “Renewable” technologies, including a hydroelectric turbine and solar thermal panels at the Filter House, Torpantau. The funding is subject to planning approval being gained and consideration being given to the environmental impact of cars, with alternatives sought.

## 14.2 Programme Spend 2004/05

The SDF financial spreadsheet is attached at **Enclosure 11**. Of the £250,000 available in the current financial year, £246,479 has already been allocated. The following funds are available for new projects during the remaining two years of the current three-year programme:

- 2004/05 - £3,521
- 2005/06 - £71,312

- a) ***Financial, Staffing and Improvement implications: No financial or staffing implications as SDF is a stand alone budget.***
- b) ***Equality Issues: All SDF projects aim to address social inclusion and equality of opportunity issues.***
- c) ***Sustainability Appraisal: All projects have been assessed according to the criteria established for the SDF programme by the Assembly.***
- d) ***Human Rights: No implications.***
- e) ***Background Papers: None.***

***Recommendation: To note the contents of the report.***

**Contact Officer: For further information contact Helen Roderick or Jonathan Cook on 01874 624437.**

## 15.0 ACCESS TO INFORMATION

Members are asked to agree the following recommendation in relation to items 16.0 to 19.0 on the agenda.

***Recommendation: That pursuant to the provisions of Section 100A of the Local Government Act 1972, the public be excluded from the meeting for items 16.0 – 19.0 on the grounds that there would be***

*disclosure to them of exempt information under Paragraph 1 of Part 1 of Schedule 12A, to the Act.*

The following exempt reports are attached at Enclosure 12 (circulated to members only in a separate document) for members to consider and make any recommendations therein.

## **EXEMPT ITEMS – FINANCE**

No items

## **EXEMPT ITEMS - HUMAN RESOURCES**

### **16.0 SICKNESS REPORT**

*NOT FOR PUBLICATION - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.*

### **17.0 HEALTH AND SAFETY REPORT**

*NOT FOR PUBLICATION - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.*

### **18.0 PROBATION REPORTS**

*NOT FOR PUBLICATION - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.*

### **19.0 STRESS COUNSELLING REPORT**

*NOT FOR PUBLICATION - This report contains exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.*

## HUMAN RESOURCES REPORT

### 20.0 STAFFING REPORT

*Audrey M Oakley*

A list of appointments and terminations since the last Corporate Resources Committee in August is attached at **Enclosure 13**.

- a) **Financial, Staffing and Improvement implications:** No implications.
- b) **Equality Issues:** No implications.
- c) **Sustainability Appraisal:** No implications.
- d) **Human Rights:** No implications.
- e) **Background Papers:** None.

***Recommendation: That the contents of the report be considered and noted.***

Contact Officer: For further information contact Audrey Oakley on 01874 624437.

### 21.0 LEARNING AND DEVELOPMENT REPORT

*Audrey M Oakley*

A monthly summary of formal training, which has taken place during July – October 2004 is shown at **Enclosure 14** for Members' consideration.

- a) **Financial, Staffing and Improvement implications:** No implications.
- b) **Equality Issues:** All staff regardless of hours worked are offered training including volunteers where appropriate.
- c) **Sustainability Appraisal:** No implications.
- d) **Human Rights:** No implications.
- e) **Background Papers:** None.

***Recommendation: That the contents of the report be considered and noted.***

**Contact Officer: For further information contact Audrey Oakley on 01874 624437.**

## **22.0 HUMAN RESOURCES POLICIES**

***Audrey M Oakley***

A number of human resource policies have been reviewed and updated and put into the new format in preparation for the Human Resource Manual. A few of the policies are totally new, but are in line with current legislation.

Members are asked to consider the following policies which are attached at **Enclosure 15** with a view to adopting them. All the policies have been through a full consultation process with the Corporate Management team and Union.

The policies for consideration and approval are:-

- 1.1 Disciplinary policy
- 1.2 Grievance Policy
- 1.7 Harassment Policy
- 2.1 Staff Expenses
- 3.1 Performance Improvement
- 4.2 Compassionate and emergency
- 4.3 Hours of work
- 4.4 Fertility Treatment
- 4.5 Inclement weather leave
- 4.6 Participation in International Sport
- 4.7 Service in non-regular Armed Forces
- 4.8 Election duties
- 4.9 Leave for Interviews
- 4.10 Jury service or police witness
- 4.11 Time off for job hunting or to arrange training when facing redundancy
- 4.13 Time off for Trade Union duties and activities
- 4.15 Paternity Leave
- 4.16 Family Friendly Policy
- 4.16(a) Maternity Leave
- 4.16(b) Adoption Leave
- 4.16(c) Partner Leave
- 4.17 Parental Leave

- a) **Financial, Staffing and Improvement implications: Training for managers and staff will be required.**
- b) **Equality Issues: These HR policies should improve equality for all staff**
- c) **Sustainability Appraisal:**
- d) **Human Rights: All HR policies comply with the Human Rights Act.**
- e) **Background Papers: None**

***Recommendation: Members are requested to consider and approve the attached Human Resource policies.***

**Contact Officer: For further information contact Audrey Oakley on 01874 624437.**

## **23.0 BLACK MOUNTAINS CROSS BORDER DEMONSTRATION PROJECT WARDENING**

***Richard Ball***

### **23.1 Background**

The Brecon Beacons National Park Authority is a partner in the above project together with the Countryside Agency (CA), Countryside Council for Wales (CCW), Herefordshire Council (HC, Brecon Beacons National Park Eastern Area Local Access Forum and Herefordshire Local Access Forum. The partnership has been created to demonstrate how countryside access management in England and Wales can be co-ordinated in the run up to the introduction of new rights of access under the Countryside and Rights of Way Act.

The partnership is 'managed' by a Steering Group comprising all of the partners and a Project Board comprising the main funding partners which are CA and CCW. Initially the project will last for two years although it may be extended depending on commitment from partners. The CA and CCW are contributing £50,000 each per year for the two year period, the National Park Authority is making in kind contributions which are staff time, meeting rooms, and relevant projects that already appear in the area action plan). HC is contributing staff time.

The main aim of the project is to ensure that the public and landowners receive consistent messages about their rights and responsibilities under the new and existing legislation despite regulations occasionally being

different on either side of the border. The project also aims to improve access facilities in the project area and will assist the NPA in fulfilling its responsibilities under the Disabilities Discrimination Act.

## **23.2 Wardening**

In order to deliver the objectives of the project the Steering Group have proposed that the National Park Authority should employ a part time warden to operate in the project area which lies both within the National Park and Herefordshire.

The project Steering Group have identified funds from within the project budget (ie. from CA and CCW) that will cover the costs of employing a part time warden for three days a week including weekends and bank holidays. The project will also cover the costs of the warden's vehicle and sundry protective equipment. The project Steering Group have asked BBNPA to recruit an access warden as soon as is practical on the basis of the job description, person specification and costs detailed at **Enclosure 16**.

The project will not cover the costs of recruitment; however savings have been identified within the Eastern area action plan that will cover these costs. It is intended to advertise the post in the Hereford Times, Brecon and Radnor Express, Abergavenny Chronicle and CJS.

BBNPA will need to complete a grant application and return to CA (who are administering the project budget).

The post would exist until end of March 2006. At present there appears to be little likelihood of the post being extended beyond this date.

- a) ***Financial, Staffing and Improvement implications: this post will provide additional part time warden cover in the eastern area of the Black Mountains. The post will be line managed by the Eastern Area Manager (in conjunction with the Access Officer) and will be absorbed into current work programmes. No costs other than recruitment.***
- b) ***Equality Issues: None***
- c) ***Sustainability Appraisal: No implications***
- d) ***Human Rights: No implications***

- e) **Background Papers: Report to Access and Rights of Way Committee – 20<sup>th</sup> October 2004.**

Contact Officer: For further information contact Richard Ball on 01874 624437.

**Recommendations:**

- a) ***That the National Park Authority employ this part time post (3 days a week) from early 2005 until the end of March 2006***
- b) ***That the Authority meets the cost of recruitment from within existing budgets***
- c) ***That the Authority appoints this post as soon as is practicable***

**24.0 CHRISTMAS HOLIDAY PERIOD**

**Audrey M Oakley**

The usual practice for the Authority is to close the office between Christmas and New Year. This year Christmas Day, Boxing Day and New Year's Day all fall on weekends, and it is possible to use these Bank Holidays and the two statutory days' leave to allow the office to close for this period, with the exception of one day, 31<sup>st</sup> December. It is proposed to offer this day to all staff as an additional statutory day in order to avoid opening up the office for one day. The office would reopen on Tuesday 4<sup>th</sup> January 2005.

It is also proposed that as usual, the National Park Visitor Centre and Craig-y-nos Country Park remain open for the whole of this period except for Christmas Day, and that Llandovery TIC would be closed for Christmas Week.

- a) **Financial, Staffing and Improvement implications: Awarding an additional statutory day's leave would avoid opening the office for one day, with the costs of heating, electricity etc, and having to ensure that essential staff are in work for one day.**
- b) **Equality Issues: None**
- c) **Sustainability Appraisal: Not sustainable to open up the office for one day.**
- d) **Human Rights: No implications**
- e) **Background Papers: None**

Contact Officer: For further information contact Audrey Oakley on 01874 624437.

**Recommendations:**

- a) ***That an additional statutory day's leave be granted to all staff on 31<sup>st</sup> December 2004;***
- b) ***That the National Park Visitor Centre and Craig-y-nos Country Park remain open during the Christmas period apart from Christmas Day;***
- c) ***That Llandovery TIC remains closed for Christmas Week.***
- d) ***That this information is made available to the public before Christmas.***

## IMPROVEMENT ITEMS

### **25.0 BUSINESS IMPROVEMENT DATABASE 2004/05**

Members will be interested to see a presentation of the evolving database of key work targets for 2004/05. This will be given by Paul Funnell, the IT Manager.

### **26.0 CORPORATE PERFORMANCE REVIEW APRIL - SEPTEMBER 2004/05** ***Wayne Evans***

A report on Performance Management is currently being prepared and will be circulated under separate cover.

### **27.0 THREE PARK WHOLE AUTHORITY ACTION PLAN 2004/05** ***Audrey M Oakley***

The Corporate Action Plan has been updated and is attached for Members' perusal at **Enclosure 17**.

- a) **Financial, Staffing and Improvement implications: Efficiency should occur with the three greater Parks working closely together.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**

**Recommendation: Members to note the Three Park Whole Authority Action Plan 2004/2005.**

**Contact Officer: For further information contact Audrey Oakley on 01874 624437.**

## **28.0 WHOLE AUTHORITY ANALYSIS ACTION PLAN 2004/05**

**Audrey M Oakley**

The Whole Authority Analysis Task and Finish Group met on 12<sup>th</sup> November to discuss progress on the Action Plan. This is currently being updated and will be circulated under separate cover before the meeting as Enclosure 18.

- a) **Financial, Staffing and Improvement implications: Resources will need to be identified to implement the improvement actions.**
- b) **Equality Issues: No implications.**
- c) **Sustainability Appraisal: No implications.**
- d) **Human Rights: No implications.**
- e) **Background Papers: None.**

**Recommendation: That the updated Whole Authority Analysis Action Plan for 2004/2005 be approved.**

**Contact Officer: For further information contact Audrey Oakley on 01874 624437.**

## **29.0 OTHER BUSINESS**

Such other business as is, in the opinion of the Chairman of such urgency as to warrant consideration.

### **SCHEDULE OF CORRESPONDENCE**

1. To receive apologies for absence
2. Such other correspondence as, in the opinion of the Chairman, is of such urgency as to warrant consideration.