

LEADERSHIP TEAM

Minutes of meeting held on 26 July 2016

Present: Stephen Belli; Kevin Bishop; Sam Hill, Neil White, Ally Kohler & Donna Healy

Apologies: None

Chair: Donna Healy

Minutes: Ally Kohler

1 Financial Outturn

Leadership Team considered the draft first quarter outturn projection. Donna Healy noted that this is a first draft and does not yet include detailed feedback from spending officers. A request for this will go out shortly. Due to staffing changes since the start of the Financial Year, an underspend on salaries is currently forecast.

ACTION:

Leadership Team to ask all spending officers to be rigorous in their monitoring and realistic in their forecast expenditure when the quarterly monitoring request is sent out

2 Performance

Leadership Team considered the 1st Quarter report and were pleased to see a significant increase in volunteer days, compared to last year (up 28%). Continued effort and progress in this area was noted. Leadership Team also noted that some income has been received from Donate for Dartmoor.

ACTIONS:

- Rob S to provide written feedback to Leadership Team (via email) on the success of the 2 Minute Litter Pick and provide more detail/explanation on the significant increase in the number of litter bags collected in the first quarter, compared to last year.
Deadline: End of August
- Development Management Team Managers to consider, and revise if necessary, the current guidance/service standards for pre-application advice to ensure that customer expectation is not raised above what is realistically achievable.
Deadline: End of August
- All Planning Officers to give customers adequate warning if the deadline for pre-application advice is unlikely to be achieved.
Deadline: Immediately

Stephen Belli to review and analyse recent appeal decisions and report to the Planning and Sustainable Development Panel at its meeting in September
Deadline: September

Richard Drysdale to confirm that the 2015/16 outturn and 2016/17 target figures for Steam data are correct. There is some concern that they may have been swapped.

3 Business Plan (BP) Monitor:

Leadership Team considered and discussed the spreadsheet.

ACTIONS:

- **BP Action 14:** Spreadsheet to reflect that external help will be sought, and there will be a bid to the Project Fund (Sam Hill)
- **BP Action 15:** Orlando Rutter to provide some milestones for the next three quarters, based upon planned work
- **BP Action 17:** Stephen B to provide some milestones for the remaining three quarters
- **BP Action 18:** Neil W to note that completion of this work will require a bid to the Project Fund
- **BP Action 26:** Ally K to discuss further with her team.

All to update the spreadsheet with coloured infill and text, as agreed at meeting.

4 Recreational Impacts Study

Ally K and Dan J presented the paper proposing a project to develop a brief, and appoint consultants to undertake analysis of the potential recreational impacts of the cumulative development planned on the edge of the National Park over the next 20 years. Dan J noted that neighbouring AONB's may also be interested in this work

Agreed:

- Dan J to ask consultants to develop the brief, utilising funding from his current budget;
- A future bid to the Project Fund to deliver the brief should not exceed £20,000;
- Leadership Team to consider who might lead the project so that Dan J's workload is not increased further

5 Forward Plan

The Forward Plan was updated:

Agreed:

Moor than meets the Eye moved from 9 August meeting to 18 October, to ensure links with A&G;

Linhay Quarry Update - moved from 20 September to 6 September;

Communications and Visitor Service Update to be added to meeting on 23 August;

Update on Ally K Directorate to be added to meeting on 20 September;

Andrew W to attend Leadership Team meeting on 4 October to consider ongoing work pressures in the team, and update Leadership Team with regards Higher Uppacott.

6 Minutes of the Previous Meeting:

The meeting held on 12 July was a Strategic Meeting, therefore no minutes available.

7 Any Other Business

Dashboards:

Leadership Team analysed all dashboards, thanked staff for completing them on time, and noted that they are more useful this year with 2015/16 data to benchmark against. It was noted that some managers are actively using the data. Leadership Team noted that there was some discrepancy in Ranger data, when compared to last year (is the 2016/17 data in hours not days?).

ACTIONS:

Ally K to ask Sue B to undertake an analysis of the longstanding PROW issues, as there is a trend for the number of outstanding issues to continue to rise. Leadership Team can then consider appropriate action

Deadline: 30 October

Andrew Watson to be invited to Strategic meeting on 4 October to discuss pressures on the Recreation and Access Team and consider how Leadership Team might help to manage this in the future.

Deadline: 4 October

Neil W to identify staff needing IT training/support and provide options

Deadline: 30 September

Rangers:

Ally K to ask Rob S for clarification on the difference between 2015/16 and 2016/17 data at their next 1:1 as there are major changes. Rob S to ensure that 2nd Quarter data is much clearer and an analysis provided under key pressure points and achievements so that Leadership Team can understand the story the data is telling.

Human Resources/ Complaints and Compliments and Strategic Risk Register:
Neil W presented key points from the reports.

ACTIONS:

Sam H to add Public Arts Trail into the risk register;

Leadership Team to chase staff not yet completing appraisals – reminder that appraisal reviews are due to start in September and Line Managers should be booking appointments now

Request to Recruit:

Ally K presented the request to recruit, following Norman Baldock's decision to retire. Ally K explained that a strategic position has been missed in the Authority to manage a multi-disciplinary team, lead on land management, take opportunities and ensure that grant funding is providing the best outcomes for the National Park. The new Head of Conservation and Land Management will provide this capacity and compliment his/her own skills and experience. It was noted however, that this would leave a shortfall in capacity in the ecology team and therefore Ally K is asking for a temporary post to provide additional ecological expertise, working with farmers and communities in the National Park. Unison has been informed of the proposal.

Leadership Team approved the request to appoint a Head of Conservation and Land Management post and a temporary Farming and Community Wildlife Advisor post for a period of three years (the latter would be substantially funded from the Project Fund – tbc)

ACTION:

Ally K to circulate the Job Description and Person Specification for the two posts to members of Leadership Team

Deadline: immediately

Donate for Dartmoor – signatures:

Sam H presented a proposal to include a signature at the bottom of emails promoting Donate for Dartmoor, either the general fund or a specific fund. This would be to trial and it was noted that it would not be relevant to all staff and/or to all emails and would not be compulsory. Sam H and Jackie R will undertake the necessary work to allow this to happen.

Agreed:

It would be appropriate to add the relevant Donate for Dartmoor signature to emails when applicable and where staff are willing; and subject to the file size being under 20KB.

ACTION:

-Sam H/Jackie R to provide guidance to staff.

Forward Planning

Leadership Team discussed resourcing and staffing issues in Forward Planning

Time Well Spent

Neil W and Sam H provided feedback on a discussion at Time Well Spent regarding capacity. Leadership Team felt it might be useful to have a focussed meeting with managers to consider how we might address some of the concerns expressed.

ACTION:

Neil W to raise the idea at the next Time Well Spent meeting and, if there is support, a meeting will be planned in the autumn.