

National Park Authority – Audit Committee Meeting

Response to Best Value in Public Services Guidance – Appendix 2 Actions

Actions <u>not</u> in Operational Plan, Team Plans or Objectives	Year	Responsibility
1. Best Value vision and policy to be developed	2015/16	Jaki Carnegie Catriona Morton
2. Operational Plan for 2016/17 to be refreshed to take account of best value, continuous improvement, use of accreditation tools, efficiencies and service improvements through partnership working / joint funding, more explicit referencing to the science being used to support our activities (requirement to use ‘sound science’ responsibly), equality outcomes	2015/16	Jaki Carnegie
3. Partnership working “Corporate Governance Framework” and “Process for Performance & Risk Management and Reporting” to be developed	2015/16	Sandra Dalziel Catriona Morton
4. Review of public disclosure requirements	2015/16	Laura Baird
5. Identify resource to progress sustainability requirements and start to gather data. Increase staff understanding of ‘adaptation’ (training course booked for two members of staff).	2015/16	TBC
6. Equalities Group to have more resource / time to achieve desired outcomes e.g. further development and improvement to the Equalities Mainstreaming report	2015/16	TBC
7. ICT strategy to be developed	2016/17	Stevie Thomson
8. Property strategy to be refreshed	2016/17	Director of Estates
9. Consider the use of improvement tools and techniques	2016/17	Jaki Carnegie
10. Property Risk Management reviewed and refreshed	2016/17	Director of Estates
11. Produce an annual climate change report for 2015/16	2016/17	TBC
12. More explicit referencing to the science being used to support our activities (requirement to use ‘sound science’ responsibly).	2016/17	TBC
13. Clearly quantify and report upon the positive impacts we are achieving in relation to climate change and emissions.	2016/17	TBC
14. Clear reporting in relation to our compliance with Climate Change Duties – (future legal requirement)	2016/17	TBC

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Actions included in Operational Plan, Team Plans or Objectives	Year	Responsibility
1. Performance Management: review and refresh framework, reporting and public performance reporting requirements and ensure communicated effectively and understood throughout organisation, ensure equalities performance is reported and that information is 'accessible to all'. Handover to Strategy & Policy Advisor.	2015/16	Catriona Morton
2. Demonstrate efficiency and effectiveness of our assets through reporting	2015/16	Catriona Morton
3. Website Development: to consider performance management and reporting requirements (see above) 4.	2015/16	Anna MacLean
5. Successful implementation of Organisational Development strategy will achieve a number of best value actions (Vision & Leadership, Use of Resources, Performance Management)	2015/16	Elaine Wade
6. Grant Documentation Project (resource issue)	2015/16	Sandra Dalziel
7. Delegated Authority process to be updated	2015/16	Catriona Morton
8. Training of executive, senior and operational managers in relation to Accountable Officer	2015/16	Sandra Dalziel / Catriona Morton
9. Full implementation of complaints process	2015/16	Laura Baird
10. Fully embedding and exploiting benefits of records management improvements	2015/16	Laura Baird
11. Procurement strategy and processes update including public disclosure of contract awards and involvement of Senior Managers in other improvements	2015/16	Andy Jump
12. State Aid process and guidelines developed further and relevant training	2015/16	Andy Jump
13. Internal audit highlighted that we could improve our performance in relation to mitigation of climate change emissions within the organisation: advice has been sought from Resource Efficient Scotland (RES) and improvements will be made	2015/16	TBC

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