

# Best Value Policy



# Best Value Policy

**Version:** May 2018 V 2\_0  
**Owner:** Finance & Performance

# Best Value Policy

## 1. Introduction & Scope

- 1.1. Loch Lomond & The Trossachs National Park Authority (the Park Authority) is subject to a duty of Best Value as set out in the [Scottish Public Finance Manual \(SPFM\)](#) and in the [Best Value in Public Services, Guidance for Accountable Officers](#) (Best Value Guidance), issued by the Scottish Government in March 2011.
- 1.2. The Best Value Guidance considers delivery across seven themes:
  - Vision & Leadership
  - Effective Partnerships
  - Governance & Accountability
  - Use of Resources
  - Performance Management
  - Sustainability (cross-cutting theme)
  - Equality (cross-cutting theme)
- 1.3. Under the terms of the SPFM all public sector organisations and their Accountable Officers (Chief Executives) have a duty to:
  - “make arrangements to secure continuous improvement in performance while maintaining an appropriate balance between quality and cost and;”
  - “have regard to economy, efficiency, effectiveness, the equal opportunities requirements and to contribute to the achievement of sustainable development”.
- 1.4. Compliance with the duty of Best Value is an auditable requirement therefore we must be able to demonstrate a systematic approach to self-evaluation and continuous improvement.

## 2. Policy Statement

- 2.1. The concept of Best Value is inherent in our founding legislation and our organisational vision as explained below.
- 2.2. [The National Parks \(Scotland\) Act 2000](#) sets out four aims:
  - To conserve and enhance the natural and cultural heritage of the area
  - To promote the sustainable use of the natural resources of the area
  - To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public
  - To promote sustainable social and economic development of the area’s communities.
- 2.3. Our organisational vision flows from these aims: “an effective organisation of passionate people who inspire our communities, visitors and partners to work with us to enhance and promote this iconic National Park.”

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- 2.4. Our organisational plans reference the aims of the National Parks (Scotland) Act 2000 and our vision therefore the concept of Best Value is embedded within them:
- National Park Partnership Plan: *describes the vision and outcomes for the whole National Park area and contributions required from many different organisations over a five year period to help achieve our shared vision for the National Park.*
  - 5 Year Plan: *expresses the business objectives of the Park Authority and outlines how the Park Authority will contribute to the National Park Partnership Plan and to the broader National Park aims.*
  - Annual Operational Plan (which drives team plans and individual objectives): *describes the specific business priorities and objectives for the year ahead and includes measurement targets that demonstrate progress towards the achievements of these priorities.*
- 2.5. All in-year changes to plans arising from Executive Decision Papers and Business Cases explicitly consider the requirements of Best Value.
- 2.6. As new policies are developed, or existing policies refreshed, a best value section will be included highlighting how the policy demonstrates Best Value.
- 2.7. When Managers are considering process improvements within their teams they may find it helpful to refer to the Best Value toolkits available from the [Audit Scotland website](#).
- 2.8. We will demonstrate compliance with the Best Value Guidance by preparing a summary annual report for review by the Audit & Risk Committee.

## 3. Roles & Responsibilities

Various groups and people within the Park Authority have roles to play in maintaining a Best Value approach.

- 3.1. Board  
Approve the National Park Partnership Plan, the 5 Year Plan and the Annual Operational Plan ensuring that they meet the aims of The National Parks (Scotland) Act 2000 and the organisational vision; and monitor progress against the Annual Operational Plan targets.
- 3.2. Audit & Risk Committee  
Review and approve the Annual Report on Best Value to ensure compliance and report as needed to the Board.
- 3.3. Accountable Officer (Chief Executive)  
Follow the Best Value Guidance and ensure that it is embedded within our plans and processes; review the Annual Report on Best Value; present the Annual Operational Plan for approval / report progress to the Board.

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## 3.4. Executive Team

Assist the Accountable Officer in the compliance with Best Value by developing the Annual Operational plan with Managers and supporting Managers in the achievement of annual targets; ensure that Executive Decision papers and Business Cases consider the requirements of Best Value and; review the Annual Report on Best Value.

## 3.5. Operational Managers

Assist in the development of the Annual Operational Plan and progress and report on annual targets; understand the importance of the Best Value Guidance and continuous improvement agenda; refer as needed to the Audit Scotland Best Value toolkits to assist in process improvements.

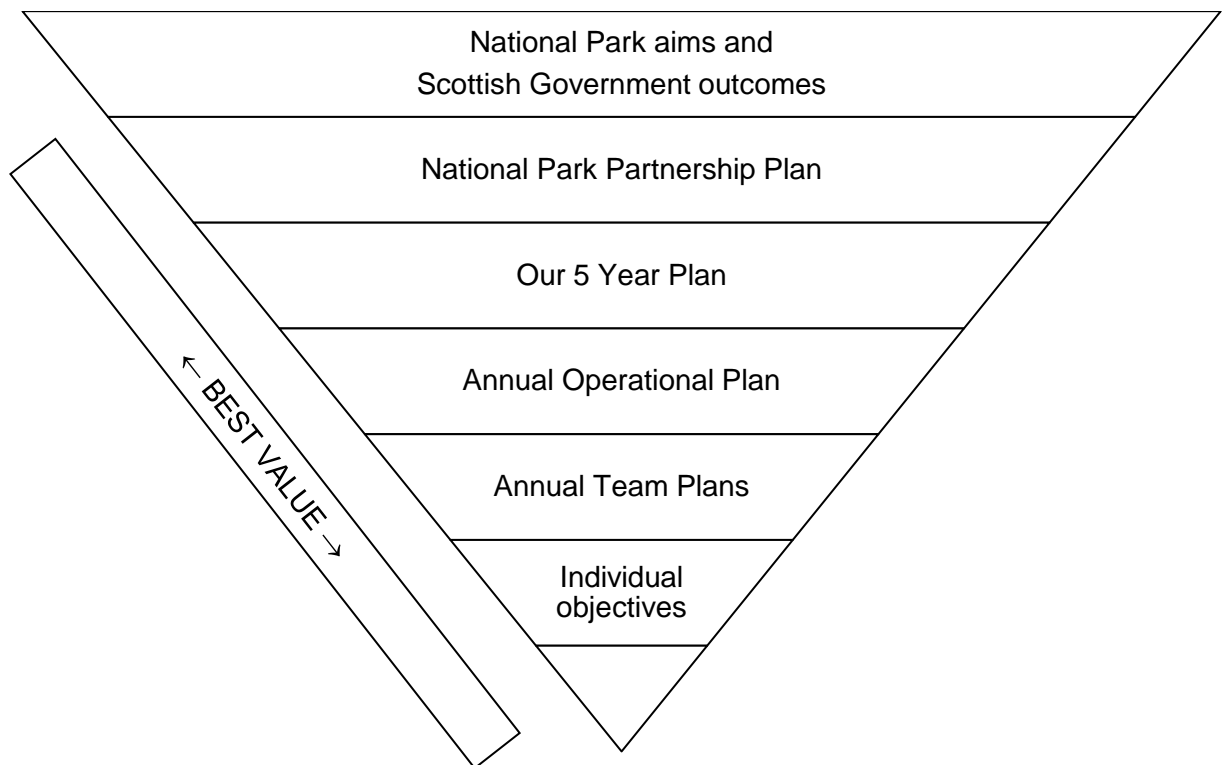
## 3.6. Employees

Support and contribute to the achievement of Annual Operational Plan targets and be aware of the Best Value Guidance as appropriate to role requirements.

## 3.7. Financial Performance Manager

Provide guidance and support to managers and Executive Team in relation to the Best Value Guidance and; prepare the annual report for review by the Executive Team and Audit & Risk Committee.

## 4. How It Works in Practice



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## 5. Policy review

This Policy will be reviewed on a regular basis by the Financial Performance Manager to make sure that its aims are being achieved.

## 6. Equality and Diversity Impact Assessment

The completion of an initial screening has concluded that the implementation of this policy will not impact any protected characteristic groups represented within the workplace and; that both a strategic and operational level this policy provides positive reinforcement of the public sector duties required by the Equality Act 2010. This will be monitored on an on-going basis.

## 7. Useful Links

- [Best Value in Public Services, Guidance for Accountable Officers](#)
- [Scottish Public Finance Manual](#)
- [Audit Scotland Best Value Tool Kits](#)
- [National Parks \(Scotland\) Act](#)

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## Document Control Sheet

<b>Prepared By</b>	Catriona Morton, Financial Performance Manager
<b>Date Effective From</b>	23 May 2018
<b>Review Frequency</b>	Regular basis
<b>Contact</b>	Catriona Morton, Financial Performance Manager

## Revision History:

<b>Version:</b>	<b>Date:</b>	<b>Summary of Changes:</b>	<b>Name:</b>
1_0	31/03/17	New Policy	Catriona Morton
2_0	23/05/18	Policy Revision in order to streamline reporting requirements and reflect the new Governance structure of Committees and Groups of the Board.	Catriona Morton

**Approvals:** This document requires the following signed approvals.

<b>Name/Title</b>	<b>Date</b>	<b>Version</b>
Executive Team	14 March 2017	1_0
Executive Team		2_0

**Distribution:** This document has been distributed to

<b>Name:</b>	<b>Title/Division:</b>	<b>Date of Issue:</b>	<b>Version:</b>
	Uploaded to Park Central and Operational Managers advised of implementation	31 March 2017	1_0
	Uploaded to Park Central and Operational Managers advised of implementation	23 May 2018	2_0