

Document classification matrix

	Strategic documents		Operational documents		
	Statutory	Strategic direction	Operational strategies	Policies	Processes / Guides
Purpose	Meeting our legal and regulatory obligations. <ul style="list-style-type: none">• These are required by the National Parks Act and / or other governing regulations	Setting clear priorities and direction for the strategy period. <ul style="list-style-type: none">• Bridge between Statutory documents and Operational documents	Bringing the operational priorities in the Strategic documents to life <ul style="list-style-type: none">• Internal focus. These all derive from the internal aspects of the Corporate Plan	What we need to do to deliver the operational strategies. <ul style="list-style-type: none">• Consistent rules and guardrails• Roles and responsibilities set expectation for behaviour and practice	How we do it <ul style="list-style-type: none">• Step by step processes• Improve consistency and efficiency• Reduces risk• Used day-to-day
Approved by	Board / Scottish Government	Board	Executive Management Team	Executive Member	Executive Member or Operational Manager
Oversight	Board	Board	Board oversight via Corporate Plan	Policy Review Group Audit and Risk Committee	Executive Member
Audience	External and internal	External and internal	Internal: primarily Executive and relevant Operational Managers	Internal: primarily Executive and Operational Managers, relevant teams	Internal: primarily Operational Managers / teams
Examples	Level 1 plan ⁽¹⁾ <ul style="list-style-type: none">• National Park Partnership Plan Level 2 plans <ul style="list-style-type: none">• Corporate Plan• Local Development and Land Use Plan Other statutory documents <ul style="list-style-type: none">• Loch Lomond Byelaws• Camping Management Byelaws• Framework Agreement• Gaelic Language Plan• Core Paths Plan	Level 3 plans Delivery plans: <ul style="list-style-type: none">• Future Nature Route Map• Mission Zero• Place Programme External strategic elements of: <ul style="list-style-type: none">• Estates Strategy• Digital Strategy (in development) Level 4 plan <ul style="list-style-type: none">• Annual Operational Plan This governs everything we do: <ul style="list-style-type: none">• Risk and Issue Management Framework	<ul style="list-style-type: none">• Procurement Strategy• HR Strategy• Business Continuity Strategy• Stakeholder Management Plan (in development) Operational elements of: <ul style="list-style-type: none">• Estates Strategy• Digital Strategy (in development)	<ul style="list-style-type: none">• Finance Policy• Procurement Policy• Information Management Policy• Health + Safety Policy• Estates Policy• HR Policy• Safeguarding Policy• Volunteering Policy• Information Services• Staff Register of Interests• Complaints Policy• Social Media Policy• Visitor Management Policy• Whistleblowing Policy• Fraud, Bribery Corruption Policy• Best Value Policy• CCTV Policy	Example for Finance Policy: <ul style="list-style-type: none">• Delegated Financial Authority Guide• Money in guide• Money out guide• Consultant checklist Example for Procurement Policy <ul style="list-style-type: none">• Procurement guide• Procurement checklist• Web quotes guide• Under £10k goods and services• Over £10k goods and services• Direct award guide• Framework guide• Specification & evaluation• Contract management

⁽¹⁾ References to “Level 1 / 2 / 3 / 4 plans” are taken from the diagram on page 14 of the National Park Partnership Plan showing the relationship between the National Park Partnership Plan and other plans. A copy of the diagram is on the next page for ease of reference.

Document classification matrix

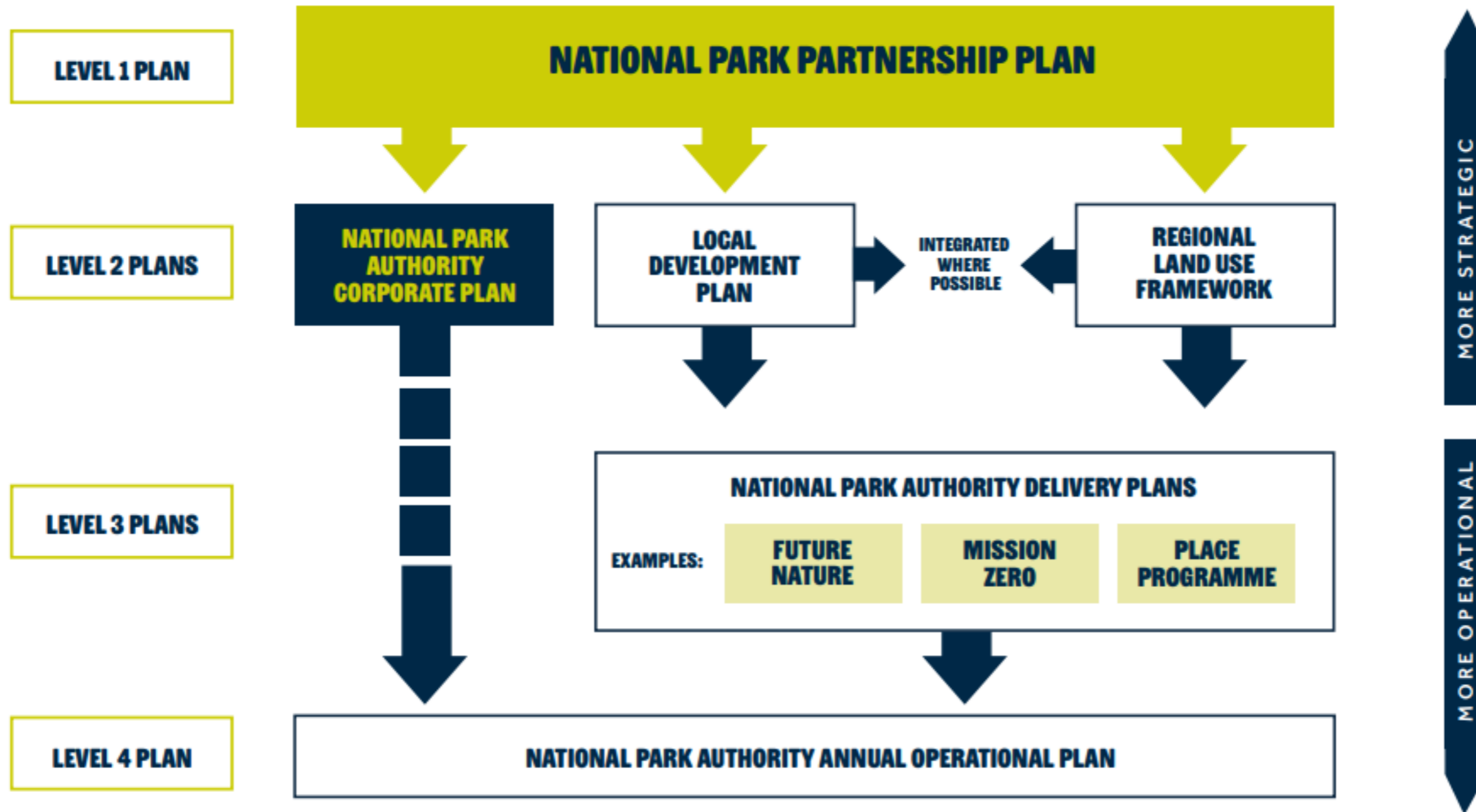


FIGURE 1: RELATIONSHIP BETWEEN THE NATIONAL PARK PARTNERSHIP PLAN AND OTHER PLANS