

North York Moors National Park Authority Finance, Risk, Audit and Standards Committee

Public Minutes of the meeting held at The Old Vicarage, Helmsley on Monday 6 February 2017.

Present:

Jim Bailey, Malcolm Bowes, Ena Dent, Michael Dick, David Jeffels, Christopher Massey, Caroline Patmore, Ted Sanderson, Andrew Scott, Jeremy Walker.

Apologies:

None

Officers in Attendance:

Andy Wilson (Chief Executive), Richard Gunton (Director of Park Services), Irene Brannon (Director of Corporate Services), David Renwick (Director of Conservation), Chris France (Director of Planning), Ian Nicholls (Assistant Director of Corporate Services), Michael Graham (Assistant Director of Park Services), Karl Gerhardsen (Head of Recreation & Park Management), Jo Swiers (Performance Consultant), Tom Stephenson (External Funding Officer), Karen Iveson (NYCC, s151 Officer), Sandra Strickland (NYCC, Accountant), Rob Walker (Auditor, KPMG), Rashpal Khangura (Auditor, KPMG), Andy Breckon (Independent Member), Vanessa Burgess (Committees Officer)

The Chair welcomed everyone to the meeting.

01/17 Minutes

Resolved:

That the public minutes of the meeting held on 21 November 2016, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

02/17 Members Interests

Members were reminded of their responsibility to declare any personal and prejudicial interests relating to any agenda item prior to its consideration.

03/17 Exclusion of the Public

Resolved:

That the public be excluded from the meeting during consideration of each of the items of business shown in column 1 of the following table on the grounds that each involves the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A to the Local Government Act 1972 specified in column 2:-

Item No on the Agenda	Paragraph No
17	1,2,3,4
18	10
19	1,2,3,4

04/17 **2016/17 Finance Update**

Considered:

The report of the Accountant.

Irene Brannon and Sandra Strickland updated Members:

- Outturn prediction – total underspend £43k
- £132k budgeted transfer to reserves
- £1.250k expenditure since Dec 2016
- Expected underspend - £480k against profile

A correction was noted on the Predicted Outturn slide (slide 3 of PowerPoint presentation); total income should read **-101**.

Ena Dent, SoS Parish Member, arrived 10.15 am

Update on other project spends going forward:

- Conservation Area Appraisals – £10k
- Moors Centre work - £55k
- Cycle promotion, car park access and maintenance - £20k
- IT - £50k
- Vehicles & Equipment - £50k (voluntary service vehicles will be an additional spend)
- Blue Bank - £50k
- LiDAR - £30k

Members commented on the following:

- Jim Bailey updated members on Blue Bank, stating that there would probably be delays with spend, due to issues regarding land owner permissions
- Underspend - Cultural Heritage & Natural Environment

Irene Brannon informed members that the Cultural Heritage and Natural Environment spend situation was being closely monitored.

Resolved: Members noted the content of the report.

05/17 **Budget Estimate 2017/18**

Considered:

The report of the Chief Executive, S151 Officer and the Director of Corporate Services

Re: Enforcement charging, the Chief Executive asked members to be aware of the possible risks associated, especially as the NYMNP is the first Authority in the Country to proceed with this form of charging.

Resolved: Members noted the proposals for the budget 2017/18 and the contents of the report, and recommend to the Authority on 20 March that the budget be approved.

06/17 Treasury Management and the Prudential Code for Capital Finance

Considered:

The report of the Treasurer to the North York Moors National Park Authority

Karen Iveson informed members that options were still being explored, regarding the use of capital expenditure. Also that, the Treasury report was being looked at with a view to standardising the format.

Referring to Recommendation iii below, Karen Iveson informed members that whilst setting a limit, the Authority had no plans to borrow at present.

Resolved: Members recommend to the Authority at its meeting on 20 March 2017 to:

- (i) approve the Annual Treasury Management Strategy for 2017/18 as detailed in **Appendix B**, including the Prudential Indicators set out in Section 3, and the Minimum Revenue Provision policy set out in Section 9 of that Strategy.
- (ii) adopt the Annual Investment Strategy agreed by the County Council for 2017/18.
- (iii) approve the authorised borrowing limit of £688.2k for 2017/18, under section 3(i) of the Local Government Act 2003 as set out in **Appendix B**.
- (iv) confirm the delegation to the Treasurer, as agreed in previous years, for the following matters:-
 - (a) any need to effect changes between the separate agreed limits for borrowing and other long term liabilities (such as finance leases) in accordance with option appraisal, value for money or other relevant factors. This applies to the Prudential Indicators in **Appendix B**.
 - (b) decisions to borrow from the PWLB and money markets at the most advantageous rate, as set out in **Appendix B**.

07/17 External Audit Plan 2016/17

Considered:

The report of the Director of Corporate Services

KPMG Auditors, Rashpal Khangura and Rob Walker updated members and advised members that there would be a change to Audit staffing in the near future as Rob Walker was leaving.

With regard to risk – members raised concerns about electronic fraud/theft. Members also requested suitable training to increase their knowledge/awareness of the issues.

Irene Brannon informed members that this risk had been identified as part of a recent internal IT audit and a report highlighting the possible issues would be presented to FRASC in June 2017.

Irene Brannon advised members that, regarding the Audit, the Authority was hoping to deliver a faster closedown process this year.

Action: Irene Brannon/Simon Baum (IT Manager) to produce report and present to FRASC in May. Arrange suitable member training session on the issues relating to electronic fraud/theft.

Members urged Officers to closely monitor spend, advising against any possibilities of leaving large sums of planned spend too late in the financial year.

The Chair thanked the Auditors for their clear report/presentation and wished Rob Walker well for the future.

Resolved: Members:

Noted the content of the report and **Appendix**, recommended to Authority on 16 February that the Authority confirms to the PSAA Ltd that the Authority wishes to be part of the National Procurement exercise for External Audit.

08/17 **Pension Fund Pooling Arrangements (Verbal Update)**

Irene Brannon updated members:

- Group of Local Government Pension Schemes (Pool)
- Part of Border to Coast Pensions Partnership (BCPP)
- Being part of the pool means we are expected to abide by what is agreed
- BCPP has been given Ministerial approval to proceed
- Single office located in Leeds
- Aiming to be operational/ready to transfer assets – April 2018
- Some initial upfront costs to Authority
- No real change to the Authority, still have Pension Boards in place

09/17 **Annual Standards and Ethical Review**

Considered:

The report of the Assistant Director of Corporate Services

Members welcomed the excellent report and asked for comparison information for other NP's in relation to sickness absence.

Action: Ian Nicholls to provide members with requested comparable data from other NP's.

Resolved: Members commented on the Authority's performance, noted the contents of the report, requested benchmarking data from other NP's and requested Officers to make progress on the actions suggested in paragraph 10.4.

10/17 **Snapshot of Performance**

Considered:

The report of the Performance Consultant

Jo Swiers updated members, providing them with suggested draft outline framework on reporting mechanisms for PI's going forward. More detail would be made available to members at March NPA.

Members were supportive of the plans and for the streamlining of PI's and commented on section 3.1 of the report as follows:

- Include an additional column 'how measured'
- Service delivery as an Authority, but also what we are facilitating for others
- What's working well/what's not working well – lessons we can learn
- Conservation objectives – definitions
- In addition to staff sickness levels, also include something on safety
- Main reasons for visiting the NP, measurement
- Include an additional measure – Health and Wellbeing

Richard Gunton informed members that visitor surveys were conducted every 5 years and also that the ARB Forum would be taking forward work in relation to health benefits in relation to NP's.

Regarding the annual Scrutiny meeting, members requested that officers select one or two possible topic ideas to share with members at each December NPA, in readiness for discussion at the Scrutiny meeting the following summer.

Action: Richard Gunton to feedback on ARB Forum at the next FRASC meeting.

Action: Jo Swiers to action feedback from members on Performance measures.

Action: Jo Swiers, ideas for Scrutiny at March NPA. In future, Jo Swiers to make suggestions to members regarding topics to consider at summer Scrutiny meetings at December NPA.

Resolved: Members discussed and recommended to full NPA a set of key performance measures, including an additional measure on Health and Wellbeing, to assess the Authority's progress including via six month reporting to FRASC.

11/17 **Health and Safety**

Considered:

The report of the Assistant Director of Corporate Services.

Members were asked to note particularly paragraph 3.3 – member's responsibilities in relation to H&S.

Members requested that H&S be included as a compulsory item for new member induction.

Other comments made included:

- Risk assessments – pregnancy
- Encourage dynamic risk assessments – more specific
- Scope for a shorter/summary policy document

Action: Ian Nicholls/Vanessa Burgess to incorporate an element of H&S into member's induction process.

Action: Ian Nicholls to produce summary/shorter version of policy document.

Resolved:

Members;

Noted the work undertaken since the last FRASC meeting on health and safety made comments as indicated above regarding Members' responsibilities as detailed in the Health and Safety Policy; and on the proposed 2017/18 Health and Safety plan.

12/17 Business Continuity Plan

Considered:

The report of the Assistant Director of Corporate Services

Resolved:

Members approved the revised Business Continuity Plan, subject to Officers undertaking the actions outlined in Part 4 of the report.

13/17 External Funding

Considered:

The report of the External Funding Officer.

Members thanked Tom Stephenson for his excellent report and praised him for being so well organised in his day to day work.

Resolved: Members approved the contents of the report and agreed the current work being done to secure external funding.

14/17 Risk Management Strategy Update

Considered:

The report of the Assistant Director of Corporate Services

Resolved: Members noted the contents of the report and approved its submission to full Authority in March.

15/17 Other Business

The Chief Executive, Andy Wilson informed members that the Devolution Statutory Instrument had now been received, and included the requested clause.

A copy of all presentations can be found in the appropriate e-file

..... (Chair)
5 June 2017

**Public Summary of Items considered "in private"
at the meeting of the Finance, Risk, Audit and Standards Committee
on 6 February 2017**

Private Minutes

Members agreed that the private minutes of the meeting held on Monday 21 November 2016, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Matters arising from the minutes

Members received a brief update on Sutton Bank Centre.

Grosmont Car Park

Members authorised the Authority to secure purchase of Grosmont Car Park, subject to satisfactory terms.

Complaints and Compliments Update

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 3 of 2016/17.