

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 4 September 2017.

Present:

Jim Bailey, Malcolm Bowes, Christopher Massey, Ted Sanderson, Andrew Scott, Jeremy Walker.

Apologies:

Michael Dick, Caroline Patmore, Ena Dent

Officers in Attendance:

Andy Wilson (Chief Executive), Ian Nicholls (Assistant Director of Corporate Services), Tom Stephenson (External Funding Officer), Karen Iveson (NYCC, s151 Officer), Sandra Strickland (NYCC, Accountant), Ian Morton (Auditor), Edward Freedman (Building Conservation Officer), Richard Smith (Authority Solicitor), Vanessa Burgess (Committees Officer)

Copies of All Documents Considered Are In The Minute Book

41/17 **Election of Chair**

Resolved:

That Jeremy Walker be elected Chair of FRASC, to take office until the first meeting of FRASC following the Annual General Meeting of the Authority.

42/17 **Election of Deputy Chair**

Resolved:

That Caroline Patmore be elected Deputy Chair of FRASC, to take office until the first meeting of FRASC following the Annual General Meeting of the Authority.

Jeremy Walker In The Chair

43/17 **Minutes**

Resolved:

That the public minutes of the meeting held on 5 June 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

44/17 **Members Interests**

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

45/17 **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	1,2,3,4
19	1,2

46/17 **Risk Management Strategy Update**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls updated members on progress stating that as agreed at the June meeting Fraud and Corruption had now been added to the Corporate Risk Register (CRR).

Members commented on the following:

- Good to see that Fraud and Corruption had now been added to the CRR, but highlighted the need to monitor over the coming months.
- The recent resignation of the Director of Corporate Services and the subsequent measures being put in place to cover her workload.

Ian Nicholls agreed to revisit the Fraud and Corruption element in 6 months to coincide with work being undertaken by the Auditors.

Karen Iveson assured members that the Director of Corporate Services workload was being covered using a 'risk-based approach' by colleagues as part of the financial collaborative agreement which existed between the Authority and NYCC.

Members wished the Director well and thanked her for all her work.

Resolved: Members noted the progress made of the CRR for 2017/18.

47/17 **Health and Safety**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls updated members on H&S activity so far during 2017/18.

Members commented on the following:

- Growing number of volunteers, agreed that due to the changing nature of how they are managed/utilised Officers should keep a close watch on H&S matters in this area.
- The number of minor accidents involving visitors attending activities or visiting our Centre, but noted that, in some cases, trivial incidents had been reported.
- Progress on the production of a more simplified version of the H&S Policy for staff to carry with them on a day to day basis.

Ian Nicholls assured members that Officers would continue to monitor H&S matters in relation to volunteers. Ian informed members that Visitor Centre staff were very diligent in reporting accidents/near misses and that 14 was a low percentage of the overall visitor numbers.

Ian advised members that a simplified version of the H&S policy was now in draft form and was due to be reviewed by the H&S group, with a view to finalising, in the very near future.

The Chief Executive, Andy Wilson informed members that the Authority still had some work to do, to make sure that all Volunteers, especially those who had been volunteering for a long time but had only recently become the responsibility of the NPA, had received all the necessary H&S training, but he assured members that this was in hand.

Andrew Scott, SoS member commented that the H&S action plan was a useful document, but asked if Officers could occasionally include figures to show numbers of volunteers who had completed H&S work during a given period.

Action: IN to note and include in future reporting

Resolved: Members; noted the work undertaken since the last FRASC meeting on health and safety.
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48/17 **External Funding**

Considered:

The report of the External Funding Officer

Tom Stephenson informed members that the NY Cliff Partnership bid had now been submitted, the outcome of the bid should be known in Oct.

Discussion followed around problems being experienced in a grant application to DEFRA in relation to State Aid

Andrew Scott declared a personal/non prejudicial interest as a Trustee of NYM Railway Historical Trust

Members commented on the recent Evening Seminar, held at the Moors Centre, stating that the presentations were excellent and in particular good discussion took place in relation to Sutton Bank expansion plans.

Action: TS to keep members abreast of developments re: funding issue.

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

49/17 **Appointment of Conservation Architect**

Considered:

The report of the Director of Planning

Ian Nicholls, explained the background to the proposed appointment.

Jeremy Walker, Chair of FRASC informed members that the justification for the appointment was robust.

Resolved: Members noted the decision of the Chair of FRASC and the reasoned justification for this course of action.

50/17 **Draft Accounts**

Considered:

The report of the s151 Officer.

Karen Iveson updated members stating that the Authority's Pension and Reserves position were both strong, the Authority currently had £2 million in usable reserves.

Resolved: Members noted the draft accounts

51/17 **Finance Update**

Considered:

The report of the Accountant

Sandra Strickland updated members.

Members asked about the following:

- Members queried the high donations figure indicated in the report.
- How Officers deal with Debtors/Creditors carried forward
- Inclusion of a footnote detailing earmarked use of reserves

Action: SS to investigate the above issues and report back to members at next FRASC

Resolved: Members noted the content of the report.

52/17 **Internal Audit Report 2016/17 and Audit Plan 2017/18**

Considered:

The report of the Director of Corporate Services

Ian Morton, Auditor updated members.

Resolved: Members noted the content of the report and approved the plan at **Appendix 2**. Members approved the Internal Audit Charter at **Appendix 3**.

53/17 **Member Training Programme**

Considered:

The report of the Committees Officer

Members made the following comments:

- Members would like sufficient notice if an allocated training/evening seminar date is not going to be used (at least a month)
- Members were happy to take part in combined subject/topic visits
- Members suggested possible evening sessions on: Tourism, TELol, Ryevitalise and Derwent Catchment Partnership
- Members were in favour of a visit to the Northumberland Sill in 2018

Jeremy Walker declared an interest in the Derwent Catchment Partnership

Action: VB to discuss possible future training elements with AMW, IN

Resolved: Members views on the proposed training programme were sought and the proposed training programme for 2017/18 was agreed. Members noted the review of training in 2016/17. Members noted that the next round of the Development Discussion meetings were due to take place towards the end of 2018.

54/17 **Staff Costs – Verbal**

Andy Wilson, Chief Executive made members aware of the continuing recruitment which was taking place within the Authority and the resulting effects on the percentage spend on staff. There was a need to analyse to identify any issues.

Action: AMW to analyse and include information in the next finance update to FRASC

..... (Chair)
20 November 2017

**Public Summary of Items considered "in private"
at the meeting of the Finance, Risk, Audit & Standards Committee
on 4 September 2017**

Private Minutes

Members agreed that the private minutes of the meeting held on 5 June 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Follow up on staffing issue - verbal

The Chairman updated members.

Complaints and Compliments Update

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 1 of 2017/18.

DRAFT