

## 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 5 February 2018.

### Present:

Jim Bailey, Malcolm Bowes, Ena Dent, Christopher Massey, Caroline Patmore, Ted Sanderson, Andrew Scott, Jeremy Walker, Andy Breckon (Independent Member)

### Apologies:

Michael Dick, Stuart Parsons

### Officers in Attendance:

Andy Wilson (Chief Executive), Ian Nicholls (Assistant Director of Corporate Services), Tom Stephenson (External Funding Officer), Pete Williams (Head of Finance), Sandra Strickland (NYCC, Accountant), Chris France (Director of Planning), Vanessa Burgess (Committees Officer)

---

### Copies of All Documents Considered Are In The Minute Book

---

#### 01/18 Minutes

##### **Resolved:**

That the public minutes of the meeting held on 20 November 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

#### 02/18 Members Interests

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

#### 03/18 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
15	1,2,3,4,5 & 8
16	1 & 2
17	1 & 2

## 04/18 2017/2018 Finance Update

Considered:

The report of the Accountant.

Members were asked to note one amendment to the Finance update, Paragraph 3.1 should have read 'total income received to 31 December 2017, **including** NPG'.

Sandra Strickland updated members, advising that a £112K underspend would go back into reserves. Members were asked to consider how they wished to see the S106 breakdowns presented at future meetings.

Members commented on the following:

- Shortfall on apprentice spend and apprentice destination tracking
- Ryevitalise 30K underspend
- Concerns re: 60% of spend with only 3 months remaining to year end
- Future presentation of S106 financial information – seek advice from Defra

Ian Nicholls explained that the shortfall in apprentice spend was simply due to gaps between one group of apprentices finishing their apprenticeship and another group starting. Ian also informed members that there would be an increase in apprentices pay from 1 April 2018. Concerning destination tracking, Ian informed members that the Authority did monitor and support apprentices with their onward careers.

Sandra Strickland informed members that the 30K underspend on the Ryevitalise project would roll forward to next year.

Andy Wilson informed members that the Authority had no real concerns regarding grants spend being behind profile and that finance colleagues were working closely with budget holders to assure spend. The Authority did however have some concerns regarding staff capacity to undertake some elements of work.

**Action:** IN to provide members with information on destination tracking of former apprentices

**Action:** AMW/Finance team to look at how best to future present S106 financial information and make contact with Defra to seek advice.

<b>Resolved:</b> Members noted the report.
--

## 05/18 External Funding

Considered:

The report of the External Funding Officer

Tom Stephenson updated members on Explorer Club, Arncliffe Wood and Ryevitalise. Tom also informed members that there was no further update on Sutton Bank/State Aid issue at this time.

<b>Resolved:</b> Members approved the contents of the report and agreed the current work being done to secure external funding.
---

## 06/18 Treasury Management and Prudential Code

Considered:

The report of the Treasurer

Pete Williams updated members on recent changes to the Prudential Code and assured members that key partners would be consulted, made aware of any changes to risk, before NYCC progressed any investments, specifically non-conventional investments.

Jeremy Walker asked for clarification on borrowing figures shown in the table at paragraph 3.6 on page 61 of the agenda.

**Action:** Pete Williams to invite John Raine, NYCC Treasury Dept., to attend next FRASC meeting to talk to members re: investments.

**Action:** Pete Williams to query borrowing figures on pg. 61 of the agenda and report back at next FRASC.

**Resolved:** Members agreed to recommend to the Authority at its meeting on 19 March 2018 to:

- (i) approve the Annual Treasury Management Strategy for 2018/19 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 2018/19.
- (iii) approve the authorised borrowing limit of £428.1k for 2018/19, 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**.
  - (v) approve the Capital Strategy as set out in **Appendix C**.

## 07/18 Budget Estimate 2018/19

Considered:

The report of the Treasurer (s151 Officer)

Pete Williams made members aware of the increasing size and complexity of the Authority's budget, mainly due to S106 money.

A brief discussion followed regarding Reserves/demands on Reserves. Plus one member asked for an update regarding the purchase of Grosmont Car Park.

**Action:** AMW/Finance team to report back on Reserves and Grosmont Car Park at next FRASC.

**Resolved:** Members noted the proposals for the budget 2018/19, commented on the contents of this report, as indicated in the minutes, for onward transmission to the full Authority in March.

## 08/18 **Financial Regulations**

Considered:

The report of the Treasurer (s151 Officer)

Pete Williams informed members that April 2010 was the last time a light touch review had been carried out on the Authority's financial regs. Pete advised members on the proposed key changes to the regulations.

Comments were made on the following:

- Postal/Electronic tendering – emphasis now towards electronic procurement
- Need for correct post holder terminology on Financial regs – Authority still in state of transition
- Virements – need for CEO and CFO?
- Procurement - Forms of contract – to cope with different types of work

**Action:** Pete Williams to speak to NYCC colleagues re: forms of contracts

**Resolved:** Members commented on the proposed Financial Regulations as indicated above. Finalised version of the Financial Regs to be presented to the March meeting of the full Authority.

## 09/18 **Annual Standards and Ethical Review**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls updated members. Jim Bailey thanked all concerned for the work undertaken. Caroline Patmore asked if the Moors Messenger went to NP Volunteers. Jeremy Walker commented on Fraud and Corruption work at paragraph 10.3 of the report.

**Action:** IN to check re: Moors messenger circulation

**Action:** Officers to complete work on Fraud and Corruption

**Resolved:** Members commented on the Authority's performance as indicated above. The contents of the report were noted including the need for work on Fraud and Corruption to be completed.

10/18 **Health and Safety Update**

Considered:

The report of the Assistant Director of Corporate Services

Members commented on the following:

- H&S completed surveys – low return from Volunteers.
- Pleased with work being done on Lone Working Policy

**Action:** IN to produce some follow up stats on Health Awareness

**Action:** IN - Lone working documentation to go to Members at March NPA

**Action:** IN to ref risk assessment review in documentation

**Resolved:** Members;

- Noted the work undertaken since the last FRASC meeting on health and safety,
- Commented as indicated above on the draft Health and Safety policy: and the proposed 2018/19 Health and Safety plan.

11/18 **Risk Management Strategy Update**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls referred members to Appendix 2, which was circulated as an additional paper after the initial agenda had been issued. New risk added around 'core capacity' – impact on our ability to manage budget and deliver on work.

**Action:** IN to report back on capacity at next FRASC.

**Resolved:** Members noted the contents of this report, prior to submission to Authority in March.

12/18 **Members travel expenses, tax and NI (Verbal)**

Andy Wilson informed members about a letter received from HMRC regarding the treatment of members T&S. The NP's family are to challenge and the issue has already been raised with the Minister.

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

..... (Chair)

24 May 2018

**Public Summary of Items considered "in private"  
at the meeting of the Finance, Risk, Audit and Standards Committee  
on 5 February 2018**

**Private Minutes**

Members agreed that the private minutes of the meeting held on 20 November 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

**Staff Salaries**

Members were updated on a range of issues relating to staff salaries, including specific proposals in relation to the pay of the CEO and amendments to the Director's pay scale.

**Complaints and Compliments Update**

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 3 of 2017-18.