

## North York Moors National Park Authority

Public Minutes of the meeting held at The Old Vicarage, Helmsley on Thursday 24 May 2018.

### Present:

Jim Bailey, Malcolm Bowes, Christopher Massey, Caroline Patmore, Jeremy Walker.

### Apologies:

Ena Dent, Michael Dick, Stuart Parsons, Andrew Scott, Ted Sanderson

### 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), Michael Graham (Assistant Director of Park Services), Jo Swiers (Performance Officer), Vanessa Burgess (Committees Officer)

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

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#### 16/18 Minutes

##### **Resolved:**

That the public minutes of the meeting held on 5 February 2018, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

#### 17/18 Members Interests

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

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

## 19/18 **Draft Annual Governance Statement**

Considered:

The report of the Head of Finance and Head of Corporate Services.

Ian Nicholls, Head of Corporate Services updated members.

Members commented on:

- the need for the Authority to keep pushing forward re: the use of electronic collection methods in relation to periodic surveys of satisfaction.
- Increase in external funding verses more capacity

**Resolved:** Members reviewed the Draft Annual Governance Statement attached at **Appendix 1**. No suggestions for amendments were made prior to the statement being incorporated into the accounts for approval in July.

## 20/18 **Corporate Risk Register Update**

Considered:

The report of the Head of Corporate Services.

Members commented on the following in relation to the risk register:

- Core capacity issues
- Wildlife corridors – high risk as the Authority haven't delivered well on this area of work in recent years

**Action:** IN to present fuller description of main items in higher risk category at September FRASC

**Resolved:** Members noted the progress made on the CRR for 2018/19 and asked to see a fuller description of the main items in the higher risk category at Sept meeting.

## 21/18 **Business Plan – Performance Update**

Considered:

The report of the Chief Executive and Performance Officer.

Jo Swiers, Performance Officer gave members a powerpoint presentation, highlighting recent performance.

Discussion took place on the following:

- Countryside Stewardship/Agri-environment spend – indicator/figure
- RoW survey work every other year, 5% of network. Apprentices undertake a large amount of RoW work.
- Tourism – 'broaden the offer' – to increase visitor numbers to the NYMNP. Tourism network, strengthening. STEAM data to be reported upon once information received.

**10.45am – fire alarm, everyone left the meeting room. Meeting resumed at 10.55am**

Jo Swiers advised members that the S106 spend wasn't included in PI's.

**Action:** Jo to speak to Pete Williams re: how best to include S106 spend in PI's

**Action:** AMW to speak to Pete Williams re: core spend/gross spend definitions and financial principles.

A brief discussion followed regarding 'near miss' scoring with Members asking Officers to provide more context or possible traffic light scoring.

**Action:** Jo Swiers to look at scoring mechanism/context

**Resolved:** Members reviewed and commented on the PI documents as indicated in the minute above.

## 22/18 **Draft Financial Outturn**

Considered:

The report of the Head of Finance and the Accountant .

Head of Finance, Pete Williams gave Karen Iveson's apologies for the meeting, plus apologised to members for having to move the date of the meeting forward from 4 June to 24 May.

Members thanked Pete and Sandra Strickland, Accountant for all their hard work during this years close down process.

**Action:** Future direction of the Authority, including the use of reserves to be discussed at Members Evening Seminar on 27 June.

**Resolved:** Members noted the content of the report, and approved the reserves detailed in paragraph 4 of the report.

## 23/18 **Treasury Management**

Considered:

The report of the Treasurer

Pete Williams, Head of Finance advised members that John Raine had had to send apologies for the meeting, but would attend the next FRASC meeting scheduled for Sept.

Jeremy Walker, FRASC Chair thanked Sandra Strickland, Accountant again for all her hard work during the financial close down period

**Resolved:** Members noted the performance of the Treasury Management operation during 2017/18 and the outturn position on Prudential Indicators.

## 24/18 External Funding

Considered:

The report of the External Funding Officer.

Tom Stephenson updated members as follows:

- MMS bid successful – 170K
- Explorer Club – Submitting bid for HLF funding 190K over 3.5 years
- Water Environment Grants – 2 applications; Esk and Rye
- Submitting revised Expression of Interest – 780K; Sutton Bank

One member queried – Ryevitalised 'secured'

**Action:** TS to amend the term 'secured' on table – stage 1 secured, stage 2 unsecured

Discussion followed regarding Sutton Bank spend situation. Michael Graham, Assistant Director of Park Services updated members on the timescales for the proposed work at Sutton Bank.

Andy Wilson, Chief Executive informed members that Officers needed to give some thought regarding match funding

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

## 25/18 Health and Safety

Considered:

The report of the Head of Corporate Services

Ian Nicholls updated members regarding an incident, a minor fire in a storage area, which took place at the Authority's Saw Mill Lane depot on Friday 18 May 2018. Dominic Passman, H&S Manager at NYCC was investigating on behalf of the Authority.

**Action:** IN to update members further at September FRASC

One member asked about responsibilities/legal position in relation to our Volunteer groups. Ian Nicholls explained the procedure currently in use and advised members that the Authority was planning to do some sampling on this area of work later this year.

**Resolved:** Members noted the update on the recent incident at the Saw Mill Lane Depot and the work undertaken since the last FRASC meeting on health and safety

**26/18 Closed Source vs Open Source Office Applications**

Considered:

The report of the ICT Manager.

Simon Baum updated members on the situation regarding the use of open source software. Members were advised that there is an IT plan in place, and work was being budgeted for moving forward.

**Action:** PW to include IT budget element as part of next financial update

<b>Resolved:</b> Members noted the contents of the report.
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**27/18 Proposed Changes to Grievance Procedure and Whistleblowing Policy**

Considered:

The report of the Head of Corporate Services

Ian Nicholls informed members that the Unison were now happy with the revised Grievance procedure and had no issues with the Whistleblowing Policy.

**Action:** Members asked that the Head of Corporate Services re-visit the policies every 5 years.

<b>Resolved:</b> Members approved the revised Grievance Procedure and Whistleblowing Policy and asked Officers to organise training and dissemination of the policies as indicated in the report.
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**28/18 External Scrutiny at NYMNPA: A Summary of Current Practice (item postponed until next FRASC meeting on 3 September)**

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

..... (Chair)  
3 September 2018

**Public Summary of Items considered "in private"  
at the meeting of the Finance, Risk, Audit & Standards Committee  
on 24 May 2018**

**Private Minutes**

Members agreed that the private minutes of the meeting held on 5 February 2018, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record. Members also noted the outcome of a recent claim in relation to constructive dismissal.

**Complaints and Compliments Update**

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 4 of 2017-18.

**CEO's Pay Scale**

Members noted the report and asked that it be presented to the June NPA for final approval.