

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

Public Minutes of the meeting held at The Old Vicarage, Helmsley on 28 May 2019.

Present:

Jim Bailey, Malcolm Bowes, Caroline Patmore, Andrew Scott, Jeremy Walker.

Apologies:

Michael Dick, Christopher Massey, Stuart Parsons, Ted Sanderson

Officers in Attendance:

Andy Wilson (Chief Executive), Briony Fox (Director of Conservation), Ian Nicholls (Head of Corporate Services), Karen Iveson (NYCC, s151 Officer), Pete Williams (Head of Finance), Tom Stephenson (External Funding Officer), Sandra Strickland (NYCC, Accountant), Richard Smith (Authority Solicitor), Vanessa Burgess (Committees Officer), Ian Morton (Audit Manager – Veritau), Gareth Mills (Grant Thornton – External Auditors)

Copies of All Documents Considered Are In The Minute Book

14/19 Minutes

Resolved:

That the public minutes of the meeting held on 4 February 2019, having been slightly amended at minute point 08/19, at the request of the External Auditor be taken as read and be confirmed and signed by the Chair as a correct record.

15/19 Members Interests

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

16/19 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
18	1,2,3,4
19	3 & 5
20	1,2,3,4

Jim Bailey arrived at the meeting at 10.10am

17/19 Health and Safety

Considered:

The report of the Head of Corporate Services

Ian Nicholls informed members that there had been no significant changes since his detailed report update at March NPA.

Members commented on:

- The good support offered to staff at times of illness
- The need for a shorter H&S policy document (distilled bullet points), to make it more accessible to staff and volunteers

Action: IN to provide members with a copy of a shortened version of H&S document at June NPA.

Action: IN to arrange for members to receive an e- copy of the H&S Policy. Members to confirm that they have read/understood the policy, by reply e-mail.

<p>Resolved: Members; Noted the work undertaken since the February FRASC and March NPA on health and safety.</p>

18/19 2018/19 Draft Financial Outturn

Considered:

The report of the Head of Finance

Pete Williams updated members on the key points of the outturn report.

Andrew Scott asked about the turnover from Gallery sales at the Moors Centre.

Members commented on the following from the report:

- Planned reduction in level of reserves
- Comparative performance between Sutton Bank and Moors Centre
- Ways in which financial reports could be made easier to interpret

Members thanked the CEO and officers for the Authority's good performance and good budgetary control throughout the year.

Action: PW to advise members on Gallery sales figures and carry out some work re: margins based on the gallery programme for the coming year.

<p>Resolved: Member noted the content of the report.</p>

19/19 External Funding

Considered:

The report of the External Funding Officer

Tom Stephenson updated members:

- £1.72 million worth of funding secured to date
- NYM Railway – funding for 4 years for practical apprentices
- Ryevitalise & Esk projects, further funding secured
- More European funding available – looking at eligible projects such as biodiversity

Andrew Scott, Authority member asked if, in future more details could be provided under table two showing year by year income.

Action: TS to look at the possibility of including more detail in future reports, though some of this additional information requested may be available via MFTS.

Action: TS to provide update on Ryevitalise match funding at next meeting

<p>Resolved: Members approved the contents of the report and agreed the current work being done to secure external funding.</p>
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20/19 Treasury Management

Considered:

The report of the Treasurer

Karen Iveson reported that the last year had been challenging due to continuing low interest rates, but having higher cash balances to invest each day had meant that investment returns had been exceeded. Table 4 on page 43 of the agenda showed an increase due to capital expenditure on the Land of Iron project.

<p>Resolved: Members noted the performance of the Treasury Management operation during 2018/19 and the outturn position on Prudential Indicators.</p>
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21/19 Audit Progress Report and Sector Update

Considered:

The report of the Auditors

Gareth Mills informed members of the following:

- A productive interim audit visit had taken place
- The auditors have good, regular dialogue with key Authority Officers
- Recently held accounts workshops and audit committee effectiveness events, held in Leeds, were well attended
- Felt important for the Authority to continue other revenue streams
- Final audit commences week beginning 3 June 2019, a report will be presented at July Scrutiny meeting

Action: Officers to arrange a members seminar for later in the year to talk about Glover Review/Roadmap

Resolved: Members noted the content of the report.

22/19 Internal Audit Annual Report 2018/19 and Audit Plan 2019/20

Considered:

The report of the S151 Officer

Ian Morton, Audit Manager, Veritau confirmed that all work for 18/19 had been completed except for Business Continuity.

Jeremy Walker queried the Business continuity draft – reasonable assurance

Ian Nicholls informed members that the Authority considered the content level of the Business continuity draft to be right in relation to IT arrangements and how often business continuity was reviewed.

Action: IN agreed to revisit the business continuity element

Ian Morton updated members on the proposed plan for the coming year. Members asked if there could be a little more discussion with committee members prior to the plan being produced.

Members were reminded that the report was still in draft form and officers would note and apply any comments as appropriate.

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

23/19 Corporate Risk Register

Considered:

The report of the Head of Corporate Services.

Ian Nicholls advised members that, at this early stage in the year, the Authority was not proposing any changes to the high level risks.

A brief discussion followed regarding the higher level risks and members agreed that they needed to be kept on constant review.

Andy Wilson told members that Officers were conscious of the level of risk, tight deadlines and resources.

Jeremy Walker summed up by saying members too were aware of the risks and know that the risk is being managed and that officers were doing good work.

Action: Officers to arrange a members seminar for later in the year.

Resolved: Members noted the progress made on the CRR for 2018/19 and agreed the overall scores.

24/19 **Local Government Ethical Standards Review by the Committee on Standards in Public Life**

Considered:

The report of the Monitoring Officer

Richard Smith, Authority Solicitor gave the report on behalf of Lisa Dixon, Monitoring Officer, who sent her apologies for the meeting, stating that a further report would be presented to NPA in due course to seek approval for any appropriate changes to the Authority's Code of Conduct.

Members commented on:

- Agree that officers should look again at the Authority's Code of Conduct in light of the new report
- Need to reflect any changes in our own documentation
- Take account of any other implications from the report such as our Independent member (indemnifying)
- All implications should be fully discussed between officers and members

Resolved: Finance, Risk, Audit and Standards Committee noted the contents of the report, including the recommendations for Best Practice, and noted that a further report would be brought to full Authority in due course seeking approval for any appropriate changes to the Authority's Code of Conduct.

25/19 **Annual Standards and Ethical Review**

Considered:

The report of the Head of Corporate Services

Ian Nicholls updated members.

Action: Members requested that their attendance figures at meetings be included in future years.

Resolved: Members noted the contents of the report ready for incorporation into the final version of the Annual Governance Statement in July.

26/19 **Annual Governance Statement**

Considered:

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

Resolved: Members reviewed the Draft Annual Governance Statement ready for incorporation into the accounts to be approved in July.

27/19 **Business Plan 6 Monthly Performance Indicators Update**

Considered:

The report of the Chief Executive and the Performance Consultant.

Ian Nicholls, Head of Corporate Services, updated members.

Jim Bailey asked for an update regarding the possible extension of stewardship during the transition period until ELMS is introduced.

Members also commented on:

- PRoW target – changed for priority routes
- Some concerns re: removal of key indicators

Action: BF to provide Jim with an update on the stewardship situation.

Resolved: Members commented as above on the documents which provide an overview of progress for financial year 2018/19 against 12 key indicators in the Authority's Business Plan.

28/19 IT Update

Considered:

The report of the ICT Manager

Ian Nicholls, Head of Corporate Services, updated members in Simon Baum's absence.

Resolved: Members noted the diverse work being carried out to support and develop the Authority's ICT team.

..... (Chair)
27 August 2019

**Public Summary of Items considered "in private"
at the meeting of the Finance, Risk, Audit and Standards Committee
on 28 May 2019**

Private Minutes

Members agreed that the private minutes of the meeting held on 4 February 2019, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Financial Management Update

Members were updated on a number of recent issues and events which could have a future impact on budgets.

Complaints and Compliments Review

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 4 of 2018-19.

Any Other Business

The Authority's Chief Executive updated members on a particular car parking matter.