

North York Moors National Park Authority

Public Minutes of the meeting held at The Old Vicarage, Helmsley on Monday 19 March 2018.

Present:

Lesley Atkinson, Jim Bailey, Malcolm Bowes, Ena Dent, Alison Fisher, Janet Frank, David Hugill, Christopher Massey, Heather Moorhouse, Sarah Oswald, Stuart Parsons, Caroline Patmore, Clive Pearson, Ted Sanderson, Andrew Scott, Jeremy Walker.

Apologies:

Guy Coulson, David Jeffels,

Officers in Attendance:

Andy Wilson (Chief Executive), Briony Fox (Director of Polyhalite Projects), Ian Nicholls (Head of Corporate Services), Chris France (Director of Planning), Mark Hill (Head of Development Management), Elizabeth Clements (Head of Natural Environment), Andrew Muir (Enforcement Team Leader), Richard Gunton (Director of Park Services), Michael Graham (Assistant Director of Park Services), Peter Williams (Head of Finance), Jo Swiers (Performance Officer), Nina Beadle (Media & Communications Officer), Tom Mutton (TELol Manager), Richard Smith (Authority Solicitor), Lisa Dixon (Monitoring Officer), Vanessa Burgess (Committees & Customer Services Officer), Matthew Moor (Audit Manager – KPMG), David Bream (NYMNPV Volunteer, Ranger Services)

Copies of All Documents Considered Are In The Minute Book

Before the meeting started Stuart Parsons, Authority Member, apologised to fellow Members and Officers for his poor attendance of late which was due to ill health. Stuart thanked everyone for their support and patience during such a difficult time.

01/18 Minutes

Resolved:

That the public minutes of the meeting held on 18 December 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

02/18 Public Question Time

There were no questions from Members of the public.

03/18 Members Interests

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

04/18 **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
21	4 & 8
22	1 & 2
23	1,2,3 & 4
24	1 & 2

05/18 **KPMG Audit Plan, Presented by Matthew Moor, Audit Manager**

Matthew updated members on the content of the External Audit Plan for 2017/18 advising that the close down timetable had been brought forward, which had added pressures to both Finance and Audit staff to get work completed in time.

Members thanked KPMG for all their work.

06/18 **Corporate Risk Register**

Considered:

The report of the Head of Corporate Services.

Ian Nicholls updated members by informing them that no risks had been removed from the register, however a new risk around Mineral Development relating to Potash and Shale gas had been added. A brief discussion followed around core capacity issues and possible effects on the Authority's ability to deliver on some areas of work.

Resolved: Members approved the contents of the report and Appendices.

07/18 **Budget Estimate 2018/19**

Considered:

The report of the Treasurer (s151 Officer)

Pete Williams, Head of Finance updated Members, emphasizing the key changes since Dec 2017 NPA.

Members commented on the following:

- Outturn, whether it remained on track
- Prioritisation Exercise to cope with capacity issues (paragraph 5.3 of the report)
- Concerns re: deliverability of large scale project on Sutton Bank
- 150K Ryevitalise funds – is this figure still correct?

Andy Wilson, CEO updated members with regard to the 8 point plan, stating that even if we just do our core work, Authority staff are very stretched and short on capacity to deliver. Disposable money is limited, which means the Authority is limited as to how many more staff it can employ to undertake the work. Capacity to deliver and timing are key issues. Managing workloads and adhering to the Business Plan is crucial. Targets in Conservation have been changed to ensure that the Authority delivers on the Ryevitalise project.

Members agreed that capacity to deliver was a real issue and a prioritisation exercise was necessary.

Action: Officers to agree a timetable regarding member involvement in the business plan delivery work, possibly via an evening seminar.

Action: Pete Williams to check on Ryevitalise figures and inform Members.

Resolved: Members approved the budget 2018/19.

08/18 **Treasury Management and the Prudential Code of Capital Finance**

Considered:

The report of the Treasurer (s151 Officer)

Pete Williams advised members that property funds had been identified as a potential instrument for investment, however appropriate due diligence would be taken and any changes would, of course, need to be approved by NYMNPA members prior to commencement.

Members welcomed the small steps being made regarding future investments. Members also asked about a Capital Strategy.

Action: Officers to give thought to future Capital Plan, to cover next 5-10 years.

Resolved: 13. Recommendations

13.1 Members recommended at the 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**.
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**.

09/18 **Interest Group to speak to Members – David Bream (Voluntary Ranger, Day Tasks Leader, Maintenance Volunteer, MDU Volunteer)**

David Bream gave a presentation to members on the work he and others undertook on behalf of the NYMNP as part of the volunteers team.

Members thanked David for his presentation and his/others fantastic contribution to the work of the NP. Chair, Jim Bailey encouraged members to attend the Voluntary Rangers annual meeting which was scheduled to take place on Sunday 29 April 2018 at Lady Lumley's School.

Clive Pearson joined the meeting at 11.15am

10/18 **Feedback from Lead Members on Forums (Verbal update on the Health and Wellbeing Work – S Oswald)**

Sarah Oswald updated members on the progress being made as part of ARB Forum work concerning Health and Wellbeing. York University have been appointed as consultants for the project and part of their work will be to provide a report, plus advice and guidance on tools to use going forward and how best to engage with staff. Sarah encouraged members to attend the next ARB meeting, scheduled to take place on 23 April.

Jim Bailey thanked all those involved in the ARB Forum work, saying that real progress had been made.

Action: VB to e-mail members and encourage them to attend the next ARB meeting in April.

Alison Fisher, CLM Chair advised members that the previous CLM meeting had been cancelled, but that the next meeting was due to take place Weds 16 May.

11/18 **2017 Staff Survey Results**

Considered:

The report of the Chief Executive

Jo Swiers, Performance Officer updated members on the results of the December 2017 staff survey. Prior to that, the last staff survey was carried out in 2014. The staff survey is tied into the first objective of the Authority's Business Plan.

Resolved: Members noted the contents of the report.
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12/18 **Communications Strategy**

Considered:

The report of the Director of Park Services and the Communications Officer

Richard Gunton introduced Nina Beadle, Communications Officer to members.

Members made the following comments in relation to the draft brief:

- Reviewing existing audiences – how wide ranging?
- Alison Fisher spoke about one of the items at the NPUK Conference, commending to members the work being carried out by the MOSAIC project (Princes Trust)
- Brand Pack – outputs and how best to measure? What training elements might be required?
- Look at some comparators, what is being done in other organisations.
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Action: Sarah Oswald to advise Nina Beadle on other organisations to contact.

Resolved: Members' commented on the draft brief and timeline for development of Communications Strategy as indicated above.

13/18 **Changes to Standing Orders, the Scheme of Delegation and Financial Regulations**

Considered:

The report of the Authority Solicitor

Richard Smith, Authority Solicitor asked members for comments, in readiness for a final report to be presented at June NPA.

Members commented on:

- Appropriate timescales for reviewing/updating in future
- PLUG – to include definition of purpose
- Section on delegation D1 External funding – Authority wide not just Recreation & Park Services
- Approval of applications to a certain funding level – Move clause so not hidden. Delegated powers and funding threshold
- Appointments by the Authority 12 (d) and 12 (h) – remove or amend
- Chair of committees and Sub-committees 26 (g) – Chair to have casting vote

Action: Officers to consider threshold and move clause out of Recreation & Park Management section

Action: Authority Solicitor to amend Standing order 26 (g) to reflect casting vote

Resolved: Members commented on the proposals in paragraphs 3, 4 and 5 of this report as indicated above.

14/18 **Review of the Authority's Complaints Policy**

Considered:

The report of the Committees Officer

Vanessa Burgess, Committees Officer updated members on the review work which had been undertaken and the small number of suggested minor changes recommended for implementation;

- at point 2.2 on Appendix 1 (inclusion of reference to e-mail, Social Media),
- the public procedure on the Authority website to include the following sentence “you are encouraged to highlight your issue quickly to enable a speedy resolution”
- and the actions regarding the three-yearly survey and staff refresher training highlighted in Paragraphs 3.4 and 3.5.

Resolved: Members approved the Complaints process review work, the suggested minor changes as indicated above and the actions highlighted in Paragraphs 3.4 and 3.5 of the Committee Officers report.

15/18 **Health and Safety**

Considered:

The report of the Head of Corporate Services

Members made the following comments:

- Very good report, the Authority has been very proactive
- Pleased to see work done on Lone Working Policy, very important document

Resolved: Members;
Noted the contents of the report and approve the draft action plan contained in paragraph 8.1.
Approved the revised Health and Safety Policy attached as **Appendix 1**.
Approved the revised Lone Working Policy attached as **Appendix 2**

16/18 **This Exploited Land of Iron Annual Update**

Considered:

The report of the Land of Iron Programmed Manger

Tom Mutton gave members a presentation, updating them on the work of the TELol project since its launch 12 months ago.

Members welcomed the update/presentation and appreciated the massive amount of work which had been completed so far.

Resolved: Members approved amendments to the Land of Iron Community Grants criteria as follows:
a) Raising the match funding value for volunteers from £7.50/hour to day-rates of £50/day unskilled, £150/day skilled and £350/day professional.
b) Physical improvements to land, structures or buildings must be within the National Park if they relate to the Authority’s first purpose, and if to the second purpose and are outside the Park must have the support of the relevant local authority.

Christopher Massey left the meeting at 12.45pm

17/18 **Reports from Members on Outside Bodies**

Considered:

The report of the Committees Officer.

A report by Les Atkinson concerning the Local Access Forum meeting held on 5 Dec 2017 was tabled as an additional paper at the meeting.

Resolved: Members noted the reports.

18/18 **On The Record (including Members travel expenses, tax & NI letter from HMRC)**

Jim Bailey, Authority Chair, thanked Alison Fisher for her report from Conference.

25 June 2018

..... (Chair)

**Public Summary of Items considered "in private"
at the meeting of the Authority
on 19 March 2018**

Private Minutes

Members agreed that the private minutes of the meeting held on 18 December 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Proposal for the Creation of a UK National Parks Charity

Andy Wilson, Chief Executive updated members on the current situation regarding the proposal to create a UK National Parks Charity, making them aware on a number of points:

- Possible staff time/costs verses benefits to the NYMNPA
- NP's wishing to go ahead may do so quickly without all NP's involvement
- If NYMNPA has reservations should the Authority go ahead or not?
- Legal aspect – 'Power of Competence', Company Ltd by guarantee
- Includes Scottish Law – need to be careful within letter and spirit of the law
- Complicated – caused divisions between NP's

Members commented on the following:

- NPPL a good idea to help raise money, but not working successfully yet only managed to raise brand a little thus far
- Maybe better to channel our efforts into NYMNP Trust
- Why set up via Scottish Law
- Possibility of NYMNP Trustee becoming UK National Parks Charity board member if it goes ahead

Andy Wilson informed members that the Charity may progress quickly and therefore the NYMNPA may, in turn, need to act quickly.

Members supported the search for charitable contributions at a national level for conservation, education and other charitable work related to National Park purposes where this is done either by:

- a) Working with a group of existing local charities, or
- b) Tying it solely and fully to the existence of NPPL, or,
- c) Directing opportunities as they arise to one or more local charities.

Members agreed not to support the founding of a separate charity as currently proposed.

The NYMNPA is to ask other NPAs to seek a different mechanism that could be supported by all NPAs and to express concern at a 'collective' solution which does not have the support of this (or other) NPAs.

ICO Draft Report into Complaint ref: 17 007 580/IT4/KB1 (inc Enforcement Charges)

Chris France, Director of Planning gave members an update on the complaint together with background to the Enforcement action.

Appointment of Interim s151 Officer and Deputy s151 Officer

Members approved the appointments.

DRAFT