

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 20 November 2017.

Present:

Jim Bailey, Malcolm Bowes, Ena Dent, Michael Dick, Christopher Massey, Caroline Patmore, Ted Sanderson, Andrew Scott, Jeremy Walker.

Apologies:

Stuart Parsons

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), Chris France (Director of Planning), Richard Gunton (Director of Park Services), Richard Smith (Authority Solicitor), David Shaw (Director of Conservation), Briony Fox (Director of Polyhalite Projects), Jo Swiers (Performance Officer), Michael Graham (Assistant Director of Park Services), Vanessa Burgess (Committees Officer)

Copies of All Documents Considered Are In The Minute Book

The Chair welcomed Peter Williams, Head of Finance for Selby District Council, who, the committee were informed, would be acting as the Authority's Head of Finance as from 1 December 2017 until at least 31/3/18.

58/17 Minutes

Resolved:

That the public minutes of the meeting held on 4 September 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

59/17 Members Interests

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

60/17 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
15	1,2,3,4
16	4,8
17	1,2
18	1,2,3,4,5

61/17 **Business Plan 6 Monthly Performance Indicators Update**

Considered:

The report of the Chief Executive and Performance Officer.

Jo Swiers gave members a brief presentation updating them on progress made in the last 6 months towards the Authority's 12 key indicators.

Members noted good progress against all targets, with the exception of E8 (Propose practical solutions for wildlife, farmers and landscape in the National Park as a result of Brexit and National Policy changes). The Director of Conservation explained the current issues surrounding the E8 objective and advised members that the Authority was still awaiting data from Natural England and that the issue was of national concern, not just an issue for the North York Moors NP. The Director of Conservation also reported that a report had been commissioned from Askham Bryan College gathering baseline information on the current position for farming and the report is due by end of March '18. All agreed it was important that the Authority continue to monitor the situation.

Action: DRS to provide Jim Bailey with information on the effects of the diminishing Agri-environment scheme on the local community

<p>Resolved: Members reviewed and commented as indicated above on the documents provided which gave an overview of progress half way through the financial year against 12 key indicators in the Authority's Business Plan.</p>
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62/17 **Health and Safety Update**

Considered:

The report of the Assistant Director of Corporate Services

Ian Nicholls updated members and in particular highlighted the new Health Assured service which was launched for staff recently.

Action: IN to investigate costs of rolling out the new service to volunteers, plus provide feedback on the uptake of the new service amongst staff.

<p>Resolved: Members noted the work undertaken since the last FRASC meeting on health and safety.</p>
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63/17 2017/2018 Finance Update

Considered:

The report of the Accountant

Sandra Strickland advised members on a query from the previous set of minutes, informing them that the figure re: donations should have read £7.5k. Sandra also informed members of an error to her report at point 6 – Anticipated Outturn where the income figure should read £228k and not £252k as shown in the report.

Brief discussions then took place on the following points:

- Monitoring of Polyhalite s106 monies and the assessment on spend
- Predicted underspend on PAWS and the Virement request

Action: SS/KI/Officers monitoring process/assessment of spend for s106 money – feedback to members.

Action: SS to provide more up to date information on PAWS situation at Feb FRASC

<p>Resolved: Members approved to vire £50,000 from the Connectivity Budget to the Traditional Boundary Scheme Budget.</p>
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64/17 External Funding

Considered:

The report of the External Funding Officer

Tom Stephenson informed members that Groundwork's North Yorkshire Cliffs Partnership bid had been unsuccessful. Tom also updated members on the following:

- Arncliffe Wood – PAWS restoration
- Sport England Scheme bid – Fit Families, the Authority hadn't heard back about the bid, but HLF had shown interest in possibly funding the project
- NYM Railway – Apprenticeship scheme, NYMNPA to assist with the conservation aspect

Andrew Scott expressed an interest as a Trustee for the NYM Railway Trust

Action: TS to update members at next FRASC on the reasons why the North Yorkshire Cliffs Partnership bid was unsuccessful.

<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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65/17 Draft Budget Estimate

Considered:

The report of the Treasurer (s151 Officer)

Karen Iveson updated members on the 2018/19 budget proposals.

Action: KI to include Polyhalite finance information in the final budget.

Andy Wilson, Chief Executive updated members on staff costs, advising that members should be aware of the possibility of a 60% spend on staff costs, due in part to the large number of new staff recruited in the first half of the financial year, but also due to the Authority having to push salary levels on some posts in order to remain competitive in the jobs market place.

Action: Officers to provide an update on the situation at Dec NPA, followed by a further update at Feb FRASC. Officers also to provide further more detailed salary analysis information relating to the salary assumptions information provided at the meeting.

Brief discussions followed concerning a £1,165k funding shortfall. Members confirmed they were happy for the Authority to prioritise up to £110k against potential future project to the overall cost of Grosmont car park and environs and that further information/discussions would take place regarding the additional projects at future meetings of both NPA and FRASC.

Action: Officers to provide further information.

Resolved: Members noted the proposals for the budget 2018/19, commented on the contents of the report and the work to date, as indicated above, including the allocation of reserves in section 5 for onward transmission to the full Authority meeting and further discussion at February FRASC.

66/17 **Mid Year Treasury**

Considered:

The report of the Treasurer.

Resolved: Members noted the position on the Authority's Treasury Management activities during the first half of 2017/18.

Members approved the revised Prudential Indicators for the period 2017/18 to 2019/20, as set out in **Appendix B** of the report.

67/17 **Financial Regulations – Verbal**

Andy Wilson advised members of interim adjustments, particularly delegations to the Assistant Director of Corporate Services in IB's absence, which had been put in place to support recent changes to the Authority's finance team structure and included use of electronic systems such as Mytender.

Action: Officers to take Financial Regs to members at Feb FRASC

Action: Officers to provide members with information on electronic systems

68/17 **Risk Management Strategy Update**

Considered:

The report of the Assistant Director of Corporate Services

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

69/17 **IT Update**

Considered:

The report of the ICT Manager.

Simon Baum advised members on work currently being carried out within the Authority's IT team and in particular the impact on IT budgets relating to Microsoft's subscription based offering, Office 365.

Action: At the request of members, SB to investigate the pros/cons of alternative systems.

Resolved: Members noted the report and requested further investigation and a report back into the pros and cons of using open source software

Christopher Massey left the meeting at 12.10pm

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

..... (Chair)
5 February 2018

**Public Summary of Items considered "in private"
at the meeting of the Finance, Risk, Audit & Standards Committee
on 20 November 2017**

Private Minutes

Members agreed that the private minutes of the meeting held on 4 September 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Sutton Bank National Park Centre

Members were updated on progress and key issues

Complaints and Compliments Update

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 2 of 2017/18.

Proposed changes to Grievance Procedure, Whistleblowing Policy and Other Matters

The Task & Finish group, established by FRASC on 5 June 2017 reported back on their findings.