

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

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

Present:

Jim Bailey, Malcolm Bowes, Michael Dick, Caroline Patmore, Ted Sanderson, Jeremy Walker (in the chair).

Apologies:

Andrew Scott

Officers in Attendance:

Andy Wilson (Chief Executive), Ian Nicholls (Head of Corporate Services), Tom Stephenson (External Funding Officer), Karen Iveson (NYCC, s151 Officer), Pete Williams (Head of Finance), Sandra Strickland (NYCC, Accountant), Michael Graham (Assistant Director of Park Services), Chris France (Director of Planning), Jo Swiers (Performance Officer), Vanessa Burgess (Committees Officer), Ian Morton (Audit Manager – Veritau), Gareth Mills & Richard Anderson (Grant Thornton – External Auditors)

Copies of All Documents Considered Are In The Minute Book

54/18 Minutes

Resolved:

That the public minutes of the meeting held on 3 September 2018, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

55/18 Members Interests

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

56/18 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
5	1,2 & 3
6	1 & 2
7	1 & 2

57/18 2018/2019 Finance Update

Considered:

The report of the Head of Finance and the Accountant

Pete Williams advised members of the following:

- Forecast net budget reduction of £29K
- Outturn remains unchanged from Quarter 1
- Underlying overspend of £47K remains
- Reduction in car park income of £25K had been offset by savings on staff costs.

Members were asked to note an error in paragraph 6.4 of the Finance Update – Reserve balance decrease figure should read £1,842m.

Members asked:

- When car park charges were to be reviewed again
- Use of public toilet honesty boxes

Andy Wilson advised members that an assessment of car parks would take place, but officers had committed to not proposing an increase until 2020.

<p>Resolved: Members noted the content of the report and approved the allocation of £100k from the General Unallocated Reserve to a reserve for income generation from our car park assets.</p>
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58/18 External Funding

Considered:

The report of the External Funding Officer

Tom Stephenson updated members:

- WEG – Esk Catchment – invited to return additional questions by December 2018
- WEG – Rye Catchment – Very competitive scheme, application withdrawn
- Kewick – National Grid (LEI) outcome due in December 2018
- Explorer Club – £180K notification received. Now moving into development phase
- Forge Valley Boardwalk – Increased contributions required from NYMNPA and SBC, partly due to de-risk of project prior to construction phase. Maximum increase £13.5K each, although also applying to Local Rotary Club to seek financial support. Costs are yet to be included in Quarter 2 finance update.

Jeremy Walker informed members that Tom Stephenson would be leaving the Authority at the end of November. Members thanked Tom for all his hard work and wished him well in his new role.

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

59/18 **Budget Estimate 2019/20**

Considered:

The report of the Head of Finance

Pete Williams advised members of a reduction in grants from £212K to £118K for one year 2019/20. Proposed budget timetable:

- Draft budget to December 2018 NPA
- Final proposed budget to February 2019 FRASC
- Final budget and MTFS to be signed off at March 2019 NPA

Several members voiced concerns regarding the proposed reduction in grants. One member asked for further information on the proposed new Car Park Operations Manager post and an indication of how any financial surplus may be used.

Action: Pete Williams to provide members with a clear explanation regarding the proposed reduction in grants for 2019/20 with final draft budget.

Action: Officers to provide members with business case for use of any surplus monies generated.[Pete can you clarify this? What were we supposed to do?]

The Chair asked Pete Williams to clarify two items from the Budget paper:

- The significant increase of £70K in Corporate Management income - Appendix 1 Development control – Appendix 2, Planning increase in year 3 – mismatched figures

Action: Pete Williams to clarify the two points indicated above.

Resolved: Members noted the draft proposals for the budget 2019/20 and commented as indicated on the contents of the report for onward transmission to the NPA in December.
Members noted year 2 and 3 of the indicative budget with further onward work required.
Members approved the reallocation of the £100k underspend on the building reserve to fund improved car park site management, as detailed in paragraph 10, on the basis that recruitment to the proposed post should be supported but half of the sum would be held in reserves pending the production of a business plan for car park improvements.

60/18 **Internal Audit Annual Report 2017/18**

Considered:

The report of the S151 Officer

Ian Morton, Audit Manager, Veritau, advised members that the Volunteer Audit was now in draft and would be reported back to Members at the February 2019 meeting.

Regarding professional standards at point 6 of the Auditors report, an external assessment was due summer 2019. An internal assessment had already been carried out early November 2018.

Members congratulated Officers on achieving good standards.

A brief discussion followed regarding the collection/use of Equal Opportunities data. It was agreed not to collect data which comes into the Authority via the Authority's recruitment process.

At the request of Andrew Scott, it was agreed that Health and Safety Management should be included in the areas for internal audit for next year.

Action: Auditors to consider Safety Management request

Resolved: Members noted the content of the report and approved the plan at **Appendix 1** of the report.

61/18 **Annual Audit Letter 2017/18 (KPMG) & External Audit Progress Report (GrantThornton)**

Gareth Mills, GrantThornton informed members that there were no significant issues arising from KPMG's final audit letter and that GrantThornton's progress to date was as follows:

- KPMG audit work reviewed and completed October 2018
- Meetings had taken place with relevant Authority Officers
- Accounts workshop to take place with Authority's finance team, February 2019
- GrantThornton to hold an Audit Committee, Chair/Members event in Leeds on Tuesday 26 February 2019. Invites to be sent out

Action: GrantThornton to send Authority members invites to their Leeds event in February next year.

62/18 **Mid-Year Treasury Management Review**

Considered:

The report of the Treasurer

Karen Iveson advised members of an average interest rate of 0.69% although rates still remain low.

Resolved: the Committee;
Noted the position on the Authority's Treasury Management activities during the first half of 2018/19.
Approved the revised Prudential Indicators for the period 2018/19 to 2020/21, as set out in **Appendix B** of the report.

63/18 **Counter Fraud and Corruption Policy**

Considered:

The report of the Head of Corporate Services

Resolved: Members agreed to adopt the Policy.

64/18 **Health and Safety**

Considered:

The report of the Head of Corporate Services

Ian Nicholls updated members on a significant near miss involving one of the NYMNP's Volunteers, gaps in our procedures, highlighted by the incident have now been managed.

Due to an increase in the range and scope of interaction with young people, including volunteers, the Authority's current safeguarding policy had been reviewed.

Ian Nicholls informed members that regular checks are now in place across the Authority regarding Legionella risk. A number of key staff have now completed training to help with this checking process.

Ian Nicholls informed committee that another round of Members Health and Safety training would be planned in for next year. Plus the Authority was to look again at Health and Safety in relation to working with Associate Volunteer Groups.

Action: Ian Nicholls/Vanessa Burgess to allocate a suitable date/time for members H&S training

Action: Heather McNiff, Head of Education to arrange communication/training in relation to the updated safeguarding policy.

Resolved: Members; agreed to Officers arranging suitable health and safety training for Members; they noted the work undertaken since the last FRASC meeting and approved the draft Safeguarding Policy.

65/18 **Business Plan 6 Monthly Performance Indicators Update**

Considered:

The report of the Chief Executive and Performance Officer

Jo Swiers informed members that the Authority was planning to look across the whole of the Business Plan implementation so far and update members at March 2019 NPA. Members were also advised that the Authority was still waiting for the latest STEAM figures.

Members commented on; the need to split grant information down into Community and S106, plus the possibility that Stewardship Facilitation Fund areas may be included in Defra test/trials.

Caroline Patmore left the meeting at midday

Resolved: Members reviewed and commented as indicated on the report which provided an overview of progress half way through the financial year against 12 key indicators in the Authority's Business Plan.

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

..... (Chair)
4 February 2019

**Public Summary of Items considered "in private"
at the meeting of the Finance, Risk, Audit and Standards Committee
on 19 November 2018**

Private Minutes

Members agreed that the private minutes of the meeting held on 3 September, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

Corporate Risk Register Update

Members noted the progress made on the Corporate Risk Register for 2018/19

Complaints and Compliments Review

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 2 of 2018-19.