

**YORKSHIRE DALES NATIONAL PARK AUTHORITY  
AUDIT AND REVIEW COMMITTEE**

**ITEM 4**

Minutes of the meeting held at Yoredale, Bainbridge on Friday, 26 June 2009.

**Present:**

C Armitage, WH Brown, SHK Butcher, Mrs Y Peacock, Dr KM Petyt and JK Roberts.

***COPIES OF ALL DOCUMENTS CONSIDERED ARE IN THE MINUTE BOOK***

**20/09 MEMBERSHIP OF THE COMMITTEE AND ELECTION OF CHAIRMAN**

CONSIDERED – the report of the Secretariat Officer.

The Chief Executive confirmed that following the replacement of Messrs Macare and Shaw-Wright on the Authority by North Yorkshire County Council it would be necessary to elect a Chairman for the Committee.

Having been nominated unopposed, it was –

**RESOLVED –**

That Mrs Y Peacock be elected Chairman of the Committee, to hold office until the first meeting of the Committee following the annual meeting of the Authority in 2009.

***MRS Y PEACOCK IN THE CHAIR***

**21/09 PUBLIC MINUTES**

**RESOLVED –**

That the minutes of the meeting held on 24 April 2009, having been printed and circulated, be taken as read and be confirmed and signed by the Chairman as a correct record, subject to “criteria” (in Minute No 17/09) being amended to read “criterion”.

**22/09 PUBLIC QUESTION TIME**

No notifications of public questions or of the intention to make a statement had been received.

## **23/09     EXCLUSION OF THE PUBLIC**

### **RESOLVED -**

That pursuant to Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of Item No 14 on the agenda on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

## **24/09     APOLOGIES FOR ABSENCE**

Apologies for absence were received from Messrs Charlesworth and Fenten and from Mrs S Marshall.

## **25/09     DECLARATIONS OF LOBBYING**

No declarations of lobbying were made at the meeting.

## **26/09     INTERNAL AUDIT: 2009/10 AUDIT PLAN**

CONSIDERED – the report of the Head of Finance and Resources.

In response to comments from Members, the Internal Auditor stated that -

- ‘Treasury Management’, programmed for one day of audit work, was considered to be a low risk for the Authority;
- the proposed audit of ‘Human Resources and Payroll’ should be a routine review, but was included because of the significant size, proportionate to the budget, of the Authority’s payroll;
- the Authority’s external auditor had agreed the proposed internal audit plan which should avoid any duplication of work.

He also responded to a comment from the Chief Executive, about speculation that local authorities were seeking to generate additional funding through revised pension fund investment arrangements, that he believed that pension fund monies were ‘ring-fenced’. The Chief Executive stated that he would discuss the matter with the Authority’s Treasurer when they met in the near future.

### **RESOLVED –**

That the proposed internal audit plan for 2009/10, as appended to the report of the Head of Finance and Resources, be approved.

**27/09**      **REVIEW OF AUTHORITY PERFORMANCE IN 2008/09**

CONSIDERED – the report of the Head of Conservation and Policy.

In considering the report, members made a number of comments, including:

- in respect of planning enforcement matters, welcoming the restructuring of the Authority's planning service;
- whilst noting that the target in respect of staff sickness had not been achieved, emphasising that the actual figure, when compared with other local and national park authorities was low;
- accepting that members and officers need to be 'sharper' in addressing failing targets; and
- requesting the inclusion in future versions of Appendix C of an indication of the 'Priority' that the Authority had given to each Objective.

**RESOLVED -**

That the Authority's performance in 2008/09 be noted.

**28/09**      **PERFORMANCE IMPROVEMENT REVIEWS 2009/10**

CONSIDERED – the report of the Head of Conservation and Policy.

The Chief Executive stated that with regard to Priority Programme X3 (Property Management) referred to in the Annex to the report of the Head of Conservation and Policy, he would ask the Member Champion for Corporate Management whether he would be prepared to bring a paper to the Authority, as part of his reporting back on Member Champion activities, on how the Authority manages its property.

Members were reminded that Review Teams should normally include a member of the Committee and the relevant Member Champion.

**RESOLVED –**

That during 2009/10 only one 'performance improvement review' be undertaken in respect of "Dealing with Major Planning Applications", with the members involved to be Messrs Armitage and Blackie (as Committee member and Member Champion respectively).

**29/09**      **EXTERNAL AUDIT FEE 2009/10**

CONSIDERED – the report of the Head of Finance and Resources.

**RESOLVED –**

That the report, together with appended Fee Letter and timetable of outputs, be noted.

**30/09      COMPLIMENTS, COMPLAINTS & COMMENTS: SIX MONTHLY RETURNS**

CONSIDERED – the report of the Secretariat Administrator.

**RESOLVED –**

That the report be noted.

**31/09      REVIEW OF COMPLAINTS PROCEDURE**

CONSIDERED – the report of the Secretariat Administrator.

**RESOLVED –**

That:

- (a) the report be noted;
- (b) the proposed amendments set out in Appendix 1 of the Secretariat Administrator's report be incorporated into a new Complaints Policy and implemented forthwith; and
- (c) the Chief Executive be authorised to make further minor amendments to the format of the Guide (as set out in Appendix 2).

**32/09      DISABILITY EQUALITY SCHEME: ANNUAL PROGRESS REPORT**

CONSIDERED – the report of the Head of Conservation and Policy.

**RESOLVED –**

That:

- a) the Authority's performance in 2008/09 in relation to disability issues be noted;
- b) the progress report at Annex 1 be published on the website; and,
- c) the Disability Equality Scheme be updated to reflect the final Action Plan for 2008/09, which was approved at the Authority meeting on 27 May.

***The remainder of business was considered in private***

**PUBLIC SUMMARY OF BUSINESS CONSIDERED IN PRIVATE**

**33/09 COMPLAINTS – SIX MONTH RETURNS**

CONSIDERED – the report of the Secretariat Administrator which provided detailed information on complaints received during the period November 2008 to May 2009 inclusive.

**RESOLVED –**

That the report be noted.