

Public minutes of the meeting held at Yoredale, Bainbridge on Wednesday, 6 August 2007.

Present:

R Alderson, RA Bird, J Blackie, Mrs A Brooks, SHK Butcher, G Dalton, C Hammond, TRN Harrison-Topham, C Lis, Mrs D Millward, W Weston.

Also in attendance: KJ Lancaster.

COPIES OF ALL DOCUMENTS CONSIDERED ARE IN THE MINUTE BOOK

47/07 MEMBERSHIP OF THE COMMITTEE

The report of the Secretariat Officer was noted.

48/07 ELECTION OF CHAIRMAN

Mrs A Brooks and J Blackie were nominated for the position of Chairman of the Committee and each Member took the opportunity to address the meeting.

A paper ballot was taken and the result of the vote was as follows:

Mrs A Brooks	-	6 votes
J Blackie	-	5 votes

RESOLVED –

That Mrs A Brooks be elected Chairman of the Committee, to hold office until the first meeting of the Committee following the annual meeting of the Authority in 2008.

MRS A BROOKS IN THE CHAIR

49/07 ELECTION OF DEPUTY CHAIRMAN

Having been nominated unopposed, it was –

RESOLVED –

That J Blackie be elected Deputy Chairman of the Committee, to hold office until the first meeting of the Committee following the annual meeting of the Authority in 2008.

50/07 PUBLIC MINUTES

RESOLVED –

That the public minutes of the meeting held on 9 May 2007, having been printed and circulated, be taken as read and be confirmed and signed by the Chairman as a correct record.

51/07 PUBLIC QUESTION TIME

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

52/07 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 those items of business listed in column 1 of the following table on the grounds that each involves the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 specified in column 2:

<u>Item No</u>	<u>Paragraph Number</u>
20	1, 3 and 5
21	3
22	3

53/07 APOLOGIES FOR ABSENCE

There were no apologies for absence.

54/07 DECLARATIONS OF THE EXISTENCE AND NATURE OF PERSONAL INTERESTS

Members were reminded that at the Authority meeting on 31 July it had been agreed that Declarations of Interest should be taken at the start of each item rather than 'en bloc' at the start of the meeting.

55/07 DECLARATIONS OF LOBBYING

No declarations of lobbying were made at the meeting.

56/07 FINANCIAL PROGRESS REPORT: 1ST QUARTER TO 30 JUNE 2007

CONSIDERED – the report of the Senior Finance Officer.

In considering the report, a number of issues were raised by members, to which officers responded as follows:

- a breakdown of the £218,000 variance on 'Consultancy' (Appendix 3) could be provided
- insurance (Appendix 3) for specific events was taken out as and when necessary
- all members would be advised in detail on the Planning Delivery Grant allocation
- an explanation of the Awareness Survey would be circulated to members through the Members' Information Bulletin.

RESOLVED –

That subject to the further comments made at the meeting contents of the report on budget progress be noted.

57/07 OPPORTUNITIES FUND: SPENDING PROPOSALS

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

Member welcomed the proposal to replace the conference microphone system, commenting that it was essential to engage with the public. There was disappointment that the meeting room loop system still did not appear to be working satisfactorily and the Head of Finance and Resources undertook to investigate the matter further.

A member expressed disappointment that part of the proposed Yorkshire Dales Apprenticeship Scheme was only for 12 months. The Chief Executive stated that the reason for that would be investigated and reported back to the Committee.

RESOLVED -

That:

- (a) the report be noted;
- (b) the detailed spending proposals as set out in Appendix A of the report of the Head of Finance and Resources be approved, and
- (c) a further report be brought to the Committee on the Apprenticeship Scheme and the loop system installed in the meeting room at Yoredale be re-examined.

58/07 PERSONNEL POLICIES

CONSIDERED – the report of the Personnel and Training Officer.

Some concern was expressed at the removal of members from the appeal stage of personnel policies and reference made to the comments of Unison to that effect.

It was suggested that all personnel policies should be reviewed every two years.

RESOLVED –

That the following draft personnel policies

- Improving Performance - Capability Policy and Procedure
- Internal Appointments Policy
- Pay: Starting Salaries, Salary Progression, Procedure and Principles for Grading and Re-grading

be approved and, together with all personnel policies, be reviewed every two years.

59/07 SPECIAL LEAVE FOR PUBLIC DUTIES

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

RESOLVED –

That the report be noted and no material changes be made to the Authority's Special Leave Policy.

60/07 PROPOSED REVIEW OF STAFF TRAVEL COSTS

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

RESOLVED –

That the report be noted and a Working Group be established to undertake a review of staff travel costs, as outlined in the report of the Head of Finance and Resources, with the following member representation:

Member Champion for Corporate Management (KJ Lancaster) and Messrs Blackie and Dalton.

61/07 TRAINING AND DEVELOPMENT UPDATE

CONSIDERED – the report of the Senior Administrative Officer.

RESOLVED –

That the report be noted.

62/07 HEALTH AND SAFETY

CONSIDERED – the report of the Senior Administrative Officer.

RESOLVED –

That the report be noted.

63/07 STAFFING MATTERS

CONSIDERED – the report of the Senior Administrative Officer.

In response to member comments, the Chief Executive stated that the vacancy resulting from the resignation of one of the Authority's Enforcement Officers had been considered by the Senior Management Team. Whilst the vacancy was not to be filled, the post had not been deleted from the establishment and the other Enforcement Officer post currently occupied as one full-time equivalent job-share had been increased to approximately a 1.3 full-time equivalent by extending the working hours of the existing two staff.

A member enquired about the role of the Landscape Conservation Officer and was advised that a Job Description and Person Specification were available.

In response to a member reference to the increase in Planning Delivery Grant, the workload in connection with Authority's Forward Planning work and the need to monitor staffing levels, the Chief Executive stated that the six-monthly monitoring report agreed when the Authority limited its staffing budget to 70% of DEFRA grant from 2008/09 would be brought to the next meeting.

RESOLVED –

That the report and further member and officer comments be noted.

64/07 SICKNESS ABSENCE

CONSIDERED – the report of the Senior Administrative Officer.

RESOLVED –

That the report be noted.

65/07 UPDATE ON DALES HARVEST CELEBRATION

[Note: J Blackie as Chairman of the Upper Wensleydale Community Partnership and Mrs D Millward as she would be providing a display for the event on behalf of Yorkshire Wildlife Trust, both members declared personal non-prejudicial interests in this item.]

CONSIDERED – the report of the Head of External Affairs.

RESOLVED –

That the report be noted.

The remainder of business was considered in private

PUBLIC SUMMARY OF BUSINESS CONSIDERED IN PRIVATE

66/07 PRIVATE MINUTES

The Sub-Committee confirmed, as a correct record, the Private Minutes of the meeting held on 9 May 2007, which were duly signed by the Chairman.

67/07 INSURANCE COVER AND THE AUTHORITY

The Committee considered a report from the Senior Administrative Officer on the Authority's insurance arrangements.

The report, which explained the Authority's insurance procurement processes, risk identification and the cover in place, was noted by members.

In response to a member question, the Chief Executive stated that the Authority's Solicitor, who was about to write to all members on the position regarding indemnities for member representation on partnership bodies would also advise on member indemnification for defence against allegations of breach of the standards code.

68/07 AYSGARTH FALLS COFFEE SHOP

*[Note: The following members made declarations of interest:
Mrs D Millward, being acquainted with the current proprietor of the Coffee Shop, declared a personal and prejudicial interest and left the meeting during the consideration and determination of the item; and
J Blackie, as proprietor of a catering business, declared a personal non-prejudicial interest.]*

Member received a report that provided an update on the review of the contract for the Coffee Shop within the National Park Centre at Aysgarth Falls.

Members agreed to proceed with a tendering exercise for the future operation of the coffee shop that would be on the basis of either –

- the future contractor taking over the catering equipment currently in use and the contractor then being responsible for any replacements, as and when necessary, or
- as under the existing arrangements, the Authority would continue to be responsible for replacing all equipment.