YORKSHIRE DALES
National Park Authority

Agenda

Finance and Resources Committee

Membership: Libby Bateman, Richard Foster, Neil Heseltine, Julie Hutton, Peter Jackson, Simon Myers, David Noland, Stuart Parsons, Jenny Purcell, Karin Sedgwick, Derek Twine

Yorkshire Dales National Park Authority Offices, Yoredale, Bainbridge, Leyburn DL8 3EL

Tuesday 01 October 2024 at 10:30 a.m.

Please see the attached - Notes for Members of the Public & Authority Members

Business

Part One – Procedural Items		**Indicative Time**	**Page No**
1.	Election of Chair		
2.	Election of Deputy Chair		
3.	Attendance: Apologies for absence		
4.	Minutes of the meeting held on 28 May 2024		1
5.	Public Questions / Statements		
6.	Declarations of lobbying		
Part Two – Items / Reports which require a decision from members			
7.	Draft Statement of Financial Accounts 2022/23	10 mins	5
8.	Draft Statement of Financial Accounts 2023/24	10 mins	73
9.	Staff Code of Conduct	10 mins	141
Part Three – Items/ Reports for Members to note			
10.	Financial Progress report: 1 April to 31 August 2024	15 mins	149
11.	Treasury Management Performance - Quarterly Review	15 mins	163

12.	Staffing	15 mins	167
13.	Sickness Absence	15 mins	171

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14. Urgent Business – where the Chair has agreed there are special circumstances

David Butterworth
Chief Executive
National Park Authority Office, Yoredale, Bainbridge
18 September 2024

Finance and Resources Committee Terms of Reference

1 To act on behalf of the Authority in relation to the proper administration of the Authority's financial affairs, except as provided in (b) below (where the final decision on the annual budget is made by the Authority), and including:-

a) cash balances, capital or reserve funds, borrowing arrangements and the investment of any surplus funds;
b) management and monitoring of financial forecasts and budgets, approving the Statement of Financial Accounts (which shall then be signed by the Committee's Chair), and making recommendations to the Authority regarding the annual allocation of resources;
c) monitoring Treasury Management performance (and any variances);
d) reviewing and approving revisions of the Financial Regulations;
e) overseeing the application of the Local Government Superannuation Acts and associated regulations;
f) advising the Authority in relation to its Members' Allowances Scheme and dealing with related matters; and
g) determining applications for Sustainable Development Fund grants in excess of £10,000.

2 To determine the Authority's Human Resources policies and monitor their implementation, including administration, recruitment, training, discipline (including dismissal), determination of wage and salary scales, health and safety, regrading, grievances, conditions of service and welfare of all staff and the legislation relating to industrial relations and pensions, subject to the requirement that the appointment of a Chief Executive Officer, or the dismissal of the Chief Executive Officer, the Chief Financial Officer or the Monitoring Officer must be approved by the Authority.

3 To appoint no more than 5 of its members to act as the Investigating and Disciplinary Committee ("IDC**"**), as referred to in the Joint Negotiating Committee for Local Authority Chief Executives National Salary Framework & Conditions of Service Handbook (as amended from time to time) when considering disciplinary action against the Authority's Statutory Officers (D1 refers), and to appoint no more than 5 of its members to act as the Appeal Committee (as referenced in the Authority's Statutory Officers' Disciplinary Procedure), as appropriate.

4 To act on behalf of the Authority in relation to any matters, powers or duties concerned with the securing, management and disposal of the resources, including land, property and other assets, necessary to fulfil the Authority's statutory purposes, agreed policies and strategic direction, including monitoring the efficient and effective use of these resources.

Notes for Members of the Public and Authority Members

1. **Agenda and meeting papers**
   The agenda and all public reports for meetings of the Authority (and each of its Committees) are normally available for public inspection five working days before the meeting, posted on the Authority's website. A **limited** number of copies will be available for reference at each meeting.

2. **Public Questions/Statements:**
   The National Park Authority has allocated up to 15 minutes at the start of meetings to allow members of the public the opportunity to ask questions and/or to make statements that relate to the work of the Authority or the appropriate Committee.

   Anyone wishing to ask a question or make a statement **must 'register'** that intention with the Chief Executive by 12 noon on the working day before the meeting. You can do this by sending an email to committees@yorkshiredales.org.uk sending your request by post to Chief Executive, YDNPA, Yoredale, Bainbridge, Leyburn, North Yorkshire DL8 3EL, by phone on 0300 456 0300 or in person to the Authority's offices in Bainbridge. Please make sure you include your question or statement and also give your name and address and a contact telephone number. More detailed guidance is available from the Committees Officer.

   For anyone registered to speak at today's meeting, please wait until the Chair calls you at the appropriate time. Please do not try to interrupt or speak over someone else. Each speaker will have up to three minutes.

3. The above procedure is in addition to the opportunity to participate at Planning Committee meetings – see separate Public Participation at Planning Committee Meetings guide).This relates to more detailed information for Public Speakers specifically relating to planning applications being considered by Planning Committee.

4. **Declarations of Interest:**
   Authority Members should make any declarations of interest at the start of the appropriate item.

5. **Public and Press Attendance:**
   We have a limited number of places for members of the public and press to attend meetings as observers, to ensure compliance with both health and safety guidance and fire safety. Registered public speakers will have priority for these spaces.

   For those who are not registered speakers, if you **wish to attend as an observer of a meeting**, either as a member of the public or press, please **contact the Committees Officer** (details below) no later than 12 noon the day before the meeting. Any remaining places will be allocated on a first come first served basis.

Please **do not attend** if you have symptoms of Covid or another similarly transmissible disease, in the interests of general infection control and to respect the wellbeing of others.

Instructions on what to do in the event of a fire will be given at the start of the meeting. Please go straight to the designated assembly point as not doing so may delay checks that everyone is accounted for.

6. **Filming/Recording of Meetings:**
   The National Park Authority routinely audio-records all full Authority meetings and Planning Committee meetings.

   Filming / recording of Authority, Committee and Sub-Committee meetings is permitted, provided it does not disrupt the smooth running of the meeting. The Chair reserves the absolute right to ask for filming / recording of a meeting to cease, if in their opinion, continuing to film or record would be disruptive to, or prejudicial to, the proceedings. Ultimately, the Chair may suspend or adjourn the meeting.
   Anyone filming a meeting is asked to only focus on those actively participating.

   Those attending National Park Authority meetings should be aware that they may be filmed and that attendance at the meeting signifies agreement to this.

   The Authority cannot accept responsibility for the content of any recording made, once it has been taken away from the Authority's premises,

If you have any general enquiries/comments about the above or the way in which the Authority's decision-making processes operate, please contact the Committees Officer by post (to Yoredale, Bainbridge, Leyburn, DL8 3EL); telephone 0300 456 0030; or email: committees@yorkshiredales.org.uk.

Committee Membership and Member Champions
as at 1 September 2024

Member	Appointing body	Planning	Audit & Review	Finance & Resources	Standards
M'ship/Quorum→		*17/7*	*12/6*	*13/6*	*5/3*
Bateman, Libby	SoS(P)	✓		✓	
Bushby Lizzie	SoS	✓	✓		
Corner Mark	SoS	✓	✓		✓
Foster Richard	NYC	✓		✓	
Heseltine Neil	SoS(P)	S1		✓	
Heseltine Robert	NYC	✓	✓		
Hutton Julie	SoS	✓		✓	
Ireton David	NYC	✓	✓		✓
Jackson Peter	LCyC	S2		✓	
Kirkbride Allen	SoS(P)	✓	✓		✓
Mitchell Ian	W&F	✓	✓		✓
Murday Andrew	NYC	✓	✓		
Myers Simon	NYC	S1		✓	
Noland David	NYC	✓		✓	
Parsons Stuart	NYC			✓	
Peacock Yvonne	NYC	✓	✓		
Purcell Jenny	LCC	✓		✓	
Sedgwick Karin	NYC			✓	
Shaw-Wright Steve	NYC	✓	✓		✓
Simpkins Graham	W&F	✓	✓		
Twine Derek	SoS	✓		✓	
Vacancy	SoS				
Vacancy	SoS				
Vacancy	W&F				

LCyC=Lancaster City Council; LCC= Lancashire County Council; NYC= North Yorkshire Council; SoS=Secretary of State; SoS(P)=Secretary of State (Parish); W&F=Westmorland & Furness Council

CHAIRS AND DEPUTY CHAIRS		
Date elected	***Chair***	***Deputy Chair***
Authority (25/06/24)	Derek Twine	Lizzie Bushby
Planning (16/07/24)	Ian Mitchell	Allen Kirkbride
Audit and Review (16/07/24)	Mark Corner	Liz Appleton Hall
Finance and Resources (26/9/23)	Derek Twine	Libby Bateman
Standards (05/12/23)	Steve Shaw Wright	-

MEMBER CHAMPIONS		
Area of responsibility	***Member appointed***	***Term of appointment***
Natural Environment	Mark Corner	June22 – June25
Cultural Heritage	Libby Bateman	Dec22 – Dec25
Recreation Management	Lizzie Bushby	Dec22 – Dec25
Promoting Understanding	Vacancy	
Development Management	Vacancy	
Sustainable Development	Richard Foster	Apr23 – Apr26
Corporate Management	Julie Hutton	Dec21 – Dec24

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