YORKSHIRE DALES
National Park Authority

Agenda

Finance and Resources Committee

Membership: Libby Bateman, Richard Foster, Neil Heseltine, Dan Holmes, Julie Hutton, Ian Mitchell, Peter Jackson, Andrew Murday, David Noland, Stuart Parsons, Karin Sedgwick, Nigel Swales, Derek Twine

Co-opted Members: Zac Anderson, Katie Norgate

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

Tuesday 16 December 2025 at 10:30 a.m.

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

Part A – Items open to the Public

Part One – Procedural Items		Indicative Time	Page No
1.	Apologies for absence		
2.	Minutes of the meeting held on 30 September 2025		1
3.	Public Questions / Statements		
4.	Declarations of lobbying		
Part Two – Items / Reports which require a decision from Members			
5.	Probation Policy	10 mins	3
Part Three – Items/ Reports for Members to note			
6.	Income Generation Strategy: progress update	15 mins	15
7.	Financial Progress Report: 1 April 2025 to 31 October 2025	15 mins	21
8.	Treasury Management Performance – Mid year review	10 mins	35
9.	12-Month Investor in People Review	10 mins	39

10.	Annual report on equality, diversity and inclusion	10 mins	51
11.	Staffing	5 mins	55
12.	Sickness Absence	5 mins	59

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

14. Any resolution relating to the exclusion of the public during the discussion of item 15 on the grounds it involves the likely disclosure of exempt information as defined in paragraph 3, Schedule 12A of the Local Government Act 1972

Part B – Items during which it is considered the meeting will not be open to the Public (consideration of exempt or confidential information)

15. Pay Review

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
03 December 2025

Terms of Reference Finance and Resources Committee

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 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 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 submit the question/statement, to the Chief Executive, by 9:00 a.m. on the working day before the meeting.

A response to the question/statement will normally be provided at the meeting. If a reply cannot be given at the meeting, a written response will be provided to the member of the public within 7 days of that meeting and published on the Authority's website.

You can submit a question/statement by sending an email to committees@yorkshiredales.org.uk, by 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 give your name, address and a contact telephone number.

For anyone registered to speak at the 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.

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 provides more detailed information for Public Speakers specifically relating to planning applications being considered by Planning Committee.

3. Declarations of interest

Authority Members should make any declarations of interest at the start of the appropriate item.

4. 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 no later than 12 noon the day before the meeting. Any remaining places will be allocated on a first come first served basis.

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.

5. Filming/recording of meetings

The 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, 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 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**