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 17 December 2024 at 10:30 a.m.

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

Business

		Indicative Time	Page No
Part One – Procedural Items			
1.	Apologies for absence		
2.	Minutes of the meeting held on 01 October 2024		1
3.	Public Questions / Statements		
4.	Declarations of lobbying		
Part Two – Items / Reports which require a decision from members			
5.	Anti-Harassment, Anti-Bullying and Anti-Victimisation Policy	10 mins	5
Part Three – Items/ Reports for Members to note			
6.	Income Generation Strategy: 6 month progress update	15 mins	17
7.	Financial Progress report: 1 April 2024 to 31 October 2024	15 mins	23
8.	Treasury Management Performance – Mid Year Review	10 mins	37
9	Investors in People Assessment Outcome Report	10 mins	41
10.	Annual report on Equality, Diversity and Inclusion	10 mins	45

11.	Staffing	5 mins	49
12.	Sickness absence	5 Mins	53

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

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

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.