YORKSHIRE DALES
National Park Authority

AGENDA

Meeting: Finance and Resources Committee

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

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

Date/Time: **Tuesday 28 May 2024 at 10:30am**

Please see the attached "Notes for members of the Public and Authority Members"

Business

Part One – "Procedural" items	**Indicative Duration**	**Page No**
1. Apologies for absence		
2. Minutes of the meeting held on 5 March 2024		1
3. Public Questions/Statements		
4. Declarations of lobbying		
Part Two – Items/Reports which require a decision from Members		
5. Financial Outturn for the year ending 31 March 2024	*30 mins*	5
6. Action Plan 2024/25	*20 mins*	25
Part Three – Items / Reports which are for Members to note		
7. Treasury Management Performance 2023/24	*10 mins*	39
8. Income Generation Strategy: Progress Update	*5 mins*	43
9. Annual Human Resources Report	*5 mins*	49
10. Annual Volunteer Resources Report	*5 mins*	57

11.	Annual Health, Safety and Wellbeing Report	*5 mins*	63
12.	Staffing	*5 mins*	69
13.	Sickness Absence	*5 mins*	73

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

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
16 May 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.