



AGENDA

MEETING: FINANCE AND RESOURCES COMMITTEE

[Membership: John Amsden, Nick Cotton, Richard Foster, Kevin Frea, Neil Heseltine, Julie Hutton, Carl Lis, Ian McPherson, Stuart Parsons, Gillian Quinn, Karin Sedgwick, Neil Swain and Derek Twine.]

VENUE: West Burton Village Hall, West Burton, Leyburn DL8 4JY

DATE/TIME: Tuesday 25 May 2021 at 10:30am

Please see the attached “NOTES FOR MEMBERS OF THE PUBLIC & AUTHORITY MEMBERS”

BUSINESS

Part One – “Procedural” items

Indicative Page No
Duration

1. Chair’s Introduction
2. Apologies for absence
3. Minutes of the meeting held on 9 February 2021 1
4. Public Questions/Statements
5. Declarations of lobbying

Part Two – Items/Reports which require a decision from Members

- | | | |
|-------------------------------------------|---------|----|
| 6. Draft Financial Outturn Report 2020/21 | 20 mins | 5 |
| 7. Action Plan 2021/22 | 20 Mins | 25 |
| 8. People Strategy | 20 Mins | 41 |

Part Three – Items / Reports which are for Members to note

- | | | |
|-------------------------------------------------|---------|----|
| 9. Income Generation Strategy – Progress Report | 10 mins | 55 |
| 10. Annual Health, Safety and Wellbeing Report | 5 mins | 59 |
| 11. Annual Human Resources Report | 5 mins | 65 |

12. Staffing	5 mins	71
13. Annual Volunteer Resources Report	5 mins	75
14. Sickness Absence	5 mins	79



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

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
11 May 2021

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, and making recommendations to the Authority regarding the annual allocation of resources;
 - c) reviewing and approving revisions of the Financial Regulations;
 - d) overseeing the application of the Local Government Superannuation Acts and associated regulations;
 - d) advising the Authority in relation to its Members' Allowances Scheme and dealing with related matters; and
 - e) determining applications for Sustainable Development Fund grants in excess of £10,000.

2. To determine the Authority's personnel 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, except that the Authority shall be responsible for all matters concerning the appointment of the Chief Executive.

3. 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.