



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 5 December 2023 at 10:30am

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

BUSINESS

PART A – ITEMS WHICH ARE OPEN TO THE PUBLIC AND PRESS

Part One – “Procedural” items

	<u>Indicative Duration</u>	<u>Page No</u>
1. Apologies for absence		
2. Minutes of the meeting held on 26 September 2023		1
3. Public Questions/Statements		
4. Declarations of lobbying		

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

5. Flexitime Scheme Policy Review	10 mins	5
6. Vehicle Use on Authority Business Policy	15 mins	13
7. Homeworking Policy Review	10 mins	25

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

8. Income Generation: Progress Report	15 mins	35
9. Financial Progress Report: 6 Months to 30 September 2023	15 mins	41
10. Treasury Management Performance – Mid Year Review	10 mins	53

11. Annual Report on Equality, Diversity and Inclusion	<i>5 mins</i>	59
12. Staffing	<i>5 mins</i>	63
13. Sickness Absence	<i>5 mins</i>	67



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

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
20 November 2023

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, 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.