

**Unconfirmed minutes – to be confirmed at the next meeting of the Committee**

## **SOUTH DOWNS NATIONAL PARK AUTHORITY**

### **RESOURCES AND PERFORMANCE COMMITTEE MEETING 9 JUNE 2011**

Held at Capron House, Midhurst at 2pm

Present:

Sebastian Anstruther

Sue Saville

Keith Wood

Margaret Paren (ex officio  
Member)

Mark Kemp-Gee

Thomas Tupper

Charles Peck (ex officio  
Member)

Jeremy Leggett

Deborah Urquhart (Chair)

Officers: Richard Shaw (Chief Executive Officer) John Beckerleg (Director of Corporate Services), Sue Chapman (Deputy Chief Finance Officer), Fiona MacLeod (Member Services Manager)

### **APOLOGIES**

102. None.

### **INTERIM RE-ELECTION OF THE COMMITTEE CHAIR AND DEPUTY CHAIR**

103. Deborah Urquhart and Keith Wood were re-elected as the Chair and Deputy Chair respectively of the Resources & Performance Committee for the interim period until the first meeting of the Committee after the Annual Meeting of the Authority, at which point a new election would be conducted in accordance with Standing Orders.

### **DECLARATIONS OF INTEREST**

104. None.

### **MINUTES**

105. The minutes of the Resources and Performance Committee meeting held on 8 March 2011 were agreed as a correct record.

106. With reference to Minute 101 (Financial Regulations and Financial Procedures), the Director of Corporate Services informed the Committee of a proposal for EU project funding and a report would be brought to the September meeting of the Committee.

### **URGENT MATTERS**

107. None.

### **PUBLIC PARTICIPATION**

108. There were no members of public present.

### **RESOURCES & PERFORMANCE COMMITTEE – TERMS OF REFERENCE AND MEMBERSHIP**

109. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 06/11) with revised Committee Terms of Reference and a proposed reduction in size of the Committee from 10 to 8 Members.

110. For clarity, the Director of Corporate Services explained that the Resources & Performance Committee dealt with all financial and performance monitoring.

111. A joint workshop with Members of the Audit Committee would be held on 5 July 2011 and cover topics such as Risk Management (including Business Continuity Planning) and Key

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Performance Indicators (KPIs) and a further workshop covering the Business Plan would be held in November 2011.

112. Discussion took place on the size of the Committee in the light of other activities Members carried out for the Authority. The Committee wished to retain flexibility in the number of Members who were appointed to the Committee and asked for this to be investigated further.
113. **Resolved:** that the Committee recommends the revised Terms of Reference to the Authority and asks for further information to be supplied to the Authority concerning the total number of Members to be appointed to the Committee.

## **PROVISIONAL OUTTURN 2011/11**

114. The Committee considered a report introduced by the Chief Finance Officer (Report RPC 07/11) that advised the Committee of the provisional outturn position for both capital and revenue budgets for 2010/11.
115. During discussion, officers clarified the following in response to Members' questions:
- the Resources & Performance Committee would authoritise the amount of the underspend carried forward from 2010/11 to 2011/12
  - the capital programme was fully funded
  - a report on vehicle purchase would be taken to the September 2011 meeting of the Committee
  - The contract to acquire Capron House included compensation arrangements in the event that delays occur
116. The Committee thanked the Deputy Chief Finance Officer for the comprehensive report.
117. **Resolved:** that the Committee notes the provisional outturn position for both revenue and capital budgets for the financial year 2010/11.

## **PROCUREMENT OF SUPPORT SERVICES**

118. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 08/11) that set out the proposed arrangements to procure support services for the South Downs National Park Authority to take effect from 1 April 2012. The confidential Part II appendix for this item was noted.
119. During discussion, officers clarified the following in response to Members' questions:
- 2 Deputy Monitoring Officers would be appointed to support the Monitoring Officer role
  - the Authority would not allow a provider to outsource its services to an external company/organisation
  - contracts would normally be drawn up based on either an hourly rate or service volume basis
  - a review would take place at least 6 months prior to the end of each of the proposed contracts to determine the subsequent approach to acquiring services
  - opportunities would be explored for shared services with other National Park Authorities
  - it was expected that a pattern would emerge regarding provision of Planning legal advice during the first operational year
  - the criteria for assessing the contracts would be developed further to include experience of the market and best practice
120. The Committee raised concerns over the provision of ICT services in light of technical issues experienced such as data transfer and capacity at the Stanmer Park area office, and the future transfer to Capron House. In response to further concerns raised regarding the requirements gathering and specification process that must take place before going out to

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tender, the Director of Corporate Services advised the Committee that an interim ICT Manager had been recruited and would be responsible for this process. The Committee was concerned that the interim Manager would be in place for the short term only and so an effective handover to the permanent successor was essential. Given these concerns the Committee asked the Director of Corporate Services to investigate further the possibility of a further extension to the existing ICT contract.

Margaret Paren and Jeremy Leggett left the meeting at 4pm

121. **Resolved:** that, subject to inclusion of comments, the Committee

1. authorises the commencement of the procurement of support services as set out in the individual recommendations in Appendix 1 to the report
2. agrees the broad criteria for assessing the contracts as set out in paragraph 4.7 of the report subject to further development to reflect aspects such as experience and best practice
3. delegates the award of the appropriate contracts to the Chief Executive Officer in consultation with the Monitoring Officer, Chief Finance Officer, and Chairs and Deputies of the Authority and Resources & Performance Committee as appropriate.

**Chair**

The meeting closed at 4:18pm