

SOUTH DOWNS NATIONAL PARK AUTHORITY

Agenda Item 3

RESOURCES AND PERFORMANCE COMMITTEE MEETING 8 SEPTEMBER 2011

Held at Capron House, Midhurst at 2pm

Present:

Sebastian Anstruther

Jo Carr

Jeremy Leggett

Thomas Tupper

Deborah Urquhart (Chair)

Pete West

Keith Wood

Margaret Paren (ex officio
Member)

Charles Peck (ex officio
Member)

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

APOLOGIES

1. Apologies were received from Mark Kemp-Gee.

ELECTION OF COMMITTEE CHAIR

2. Deborah Urquhart was appointed Committee Chair for the following year.

ELECTION OF COMMITTEE DEPUTY CHAIR

3. Sebastian Anstruther was appointed Deputy Chair for the following year.

DECLARATIONS OF INTEREST

4. None.

MINUTES

5. The minutes of the Resources and Performance Committee meeting held on 9 June 2011 were agreed as a correct record.
6. With reference to minute 118 (Procurement of Support Services), the Director of Corporate Services reported that an ICT Task & Finish group had been set up, which included one independent Member of the Audit Committee. The group had met once, and would hold a further two meetings. The outcomes would form part of a report on ICT to be taken to the November Committee meeting.

URGENT MATTERS

7. The Director of Corporate Services updated the Committee that the Audit Commission report on the New Forest National Park Authority would be considered by the Audit Committee and reported at a future Resources and Performance Committee meeting.

PUBLIC PARTICIPATION

8. There were no members of the public present.

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

ADAPTING TO CHANGES IN TOURISM (ACT)

9. The Committee considered a report introduced by the Director of Strategy and Partnerships (Report RPC 10/11) that sought confirmation of the South Downs National Park Authority's (SDNPA) involvement in the Interreg2 Seas Project Adapting to Changes in Tourism.
10. Discussion took place regarding the contribution of EU funding towards the cost of the visitor survey, any potential risk of clawback of funding as the survey was already part of the agreed Authority budget, and budget bid success/failure scenarios within already agreed budgets.
11. The topic of management of the administration and financial control for large, externally funded projects would be the subject of a report to a future Committee meeting.
12. The Director of Strategy and Partnerships agreed to consider the inclusion of a 'Risk and Opportunities' section in future external funding project documentation and reports.
13. The Committee agreed it would be helpful for future reports on external funding to include details on corporate objectives, future budget/staffing implications, and management of exchange rates.
14. **Resolved:** that the Committee:
 - 1) authorises the Director of Strategy and partnerships to sign the agreement, should the Interreg 2 Seas bid be approved
 - 2) notes the resource implications for the SDNPA

BUDGET MONITORING REPORT FOR QUARTER 1 2011/12

15. The Committee considered a report introduced by the Deputy Chief Finance Officer (Report RPC 09/11) that set out the Authority's current financial position as at the first quarter of operation in 2011/12. A more comprehensive forecast would be available for quarter two reporting.
16. A detailed discussion took place between Members and officers regarding the reasons for the emerging under and overspendings and the proposed virement of the contingency budget:
 - the transition from interim (consultancy/non permanent) to permanent staffing did not provide an exact match of grades or posts
 - the timing of recruitment of permanent staff had been slower than anticipated, resulting in the ongoing costs of some interim staff
 - the number of interim staff would reduce over the next few months
 - the net underspend of £0.052 million already included the virement figure of £0.130 million
 - concern was raised regarding the usage of the contingency budget in Q1 of the financial year as other needs might occur at a later date
 - several Committee Members were content to have the overspend and underspend figures shown without incorporation of proposed virements
 - the Committee asked that the actual figures should be reported to them prior to any virement requiring its approval having been included
 - a breakdown analysis of staffing structures and interim staffing levels was requested

Andrew Lee left the meeting 2.50pm

17. The Committee moved to reject Recommendation 2 of the report
18. **Resolved:** that the Committee:
 - 1) notes the overall financial position as at Quarter 1
 - 2) does not approve the virement of the contingency budget of £0.130 million to consultancy fees as outlined in paragraph 3.13 of the report at this time

CORPORATE RISK – RESOURCE IMPLICATIONS

19. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 11/11) that described the most significant corporate risks and their potential resource implications. The Committee considered each Risk.

Risk 1 and 2

20. Discussions took place regarding the identified risk of a lack of balance between the requirement to produce long term strategies and the delivery of programmes and projects that have impact on the ground.
21. Further debate took place regarding three Farm Advisor roles that had not yet been filled because it had proved difficult to identify a clear role that added value. The Committee was encouraged that this had come to their attention through a discussion of Risk Management, but considered that Members should have been informed earlier. It was agreed that further investigation as to the need and precise role for these posts be undertaken.

Risk 3

22. The Director of Corporate Services explained that the high risk score for the implementation of the IDOX planning system was due to having no degree of flexibility in the end date. IDOX project management had been strengthened and pilots would be undertaken with two local authorities.

Risk 4

23. A report would be taken to the Authority meeting on 13 September 2011 on the preparation of the Local Development Framework (LDF)
24. The Resources and Performance Committee would look to the Audit Committee, when it reviewed the risk register, to advise on when there were significant resource implications arising from identified risks and to inform it accordingly.
25. **Resolved:** that the Committee considers the corporate risks described and notes the resource implications

PERFORMANCE MONITORING AND PERFORMANCE INDICATORS

26. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 12/11) that reported year to date performance information, presented joint national performance indicators and proposed local performance indicators. The Committee's attention was drawn to Appendices 2 and 3, which had been incorrectly numbered.
27. The Committee welcomed the report and appendices as a dashboard for the Business Plan, but commented that no more than six relevant outcomes for Local Performance Indicators would be more manageable until the Management Plan was in place, and 'leverage' should be amended to 'contribution' where appropriate'. The Chief Executive Officer advised that a set of indicators had been decided by the family of National Park Authorities, subject to review in a year's time, and that the intention was to monitor these in the South Downs where this was achievable and cost-effective.
28. With reference to Business Plan Milestone 3.1.1, the Chief Executive Officer reported that Chichester District Council had signed the planning service legal agreement on 7 September 2011.
29. **Resolved:** that the Committee
- 1) notes and approves the milestone reporting against the Business Plan
 - 2) agrees the proposed Joint Key Performance Indicators to be used

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

- 3) asks officers to bring forward proposals for the 5 key outcome measures that could be used until the Management Plan is prepared.

Chair

The meeting closed at 4.07 pm