

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

## **SOUTH DOWNS NATIONAL PARK AUTHORITY**

### **RESOURCES AND PERFORMANCE COMMITTEE MEETING 24 NOVEMBER 2011**

Held at Capron House, Midhurst at 2pm

Present:

Sebastian Anstruther

Jeremy Leggett

Keith Wood

Margaret Paren (ex officio  
Member)

Jo Carr

Thomas Tupper

Charles Peck (ex officio  
Member)

Mark Kemp-Gee

Deborah Urquhart (Chair)

Officers: Richard Shaw (Chief Executive Officer) Helene Rossiter (Director of Corporate Services), Sue Chapman (Deputy Chief Finance Officer), Mark Davies (ICT Manager), Jan Conway (Estates Manager) and Fiona MacLeod (Member Services Manager)

### **APOLOGIES**

30. No apologies were received.

### **DECLARATIONS OF INTEREST**

31. None.

### **MINUTES**

32. Subject to the deletion of paragraph 2, the minutes of the Resources and Performance Committee meeting held on 8 September 2011 were agreed as a correct record.

33. With reference to minute 7, the Audit Commission report on the New Forest National Park Authority would be considered by the Audit Committee meeting on 18 January 2012. The Audit Commission report was available to view at <http://www.audit-commission.gov.uk/localgov/pir/Pages/20110815newforestpir.aspx>.

34. With reference to minute 11, financial and risk management processes and systems are being investigated as well as the implementation of training for project managers of large externally funded projects.

### **URGENT MATTERS**

35. The Director for Strategy and Partnerships updated the Committee regarding the allocation of £15m for the Coast and Capital projects and bids would be supported by the Authority for funding, for example for improvements to broadband in the National Park.

### **PUBLIC PARTICIPATION**

36. There were no members of the public present wishing to speak.

### **BUDGET MONITORING REPORT FOR QUARTER 2 2011/12**

37. The Committee considered a report introduced by the Deputy Chief Finance Officer (Report RPC 13/11) that advised the Committee of the overall financial position of the Authority for 2011/12 as at Quarter 2.

38. The Deputy Chief Finance Officer explained that due to the current insecurity in the markets, and the Investment Strategy adopted by the Authority, there was no intention at present to re-let funds on the longer deposit period of six months.

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39. For clarification, the Deputy Chief Finance Officer explained that it is currently anticipated that only the Sustainable Communities Fund (SCF) underspend would be carried forward as detailed in the report.. The Committee would have the opportunity at the end of the financial year to consider carrying forward any budget underspends.
40. **Resolved:** that the Committee:
- 1) notes the overall financial position as at Quarter 2

## **QUARTER 2 PERFORMANCE MONITORING INFORMATION**

41. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 14/11) reporting the Authority's Quarter 2 performance information. The Committee's attention was drawn to the proposed measures outlined in paragraph 2.4 of the report, which were over and above the 15 indicators used by the family of national park authorities.
42. The items highlighted in amber in the Business Plan Milestones were on track for delivery, and, following project reprogramming, the IDOX planning system was on track for delivery in April 2012. Tenders for the provision of financial services were due by the 3 January 2012.
43. During discussion, officers clarified the following in response to Members' questions:
- implementation of the proposed measures would be in the 2012-13 financial year
  - if needed, there would be time available for Member debate on the measures at future workshops
  - the State of the National Park Report (SoNPR) would set out the qualities of the South Downs National Park (SDNP) at the time of its publication
44. **Resolved:** that the Committee:
- 1) notes the Quarter 2 monitoring against the 2011/12 Business Plan; and
  - 2) agrees the revised outcome measures in paragraph 2.4 of the Report

## **UPDATE ON ICT STRATEGY DEVELOPMENT AND OUTSOURCING PROCUREMENT**

45. The Committee considered a report by the Director of Corporate Services (Report RPC 15/11) and introduced by the ICT Manager that updated Members on the progress and position of the ICT outsourcing process and the development of an ICT strategy.
46. Requests for the Prequalification Questionnaire (PQQ) had now been received prior to the issue of the ICT Invitation to Tender (ITT) for review by the Project Board.
47. The Director of Corporate Services reported that effective ICT was of paramount importance for all staff to be able to work effectively taking into account locality issues such as connection speeds. Some national park authorities have 'in house' provision for ICT and use shared strategies. The ICT Manager would review all options with regard to the outsourcing strategy with a view to consideration of a partial in-house solution.

Mark Kemp-Gee declared a personal but non prejudicial interest at 3.02pm as a member of Hampshire County Council..

48. During discussion, Members and officers made the following comments
- a review of the ICT provision could be undertaken now that a permanent Director of Corporate Services was in place, to cover any potential three month transition period with Hampshire County Council (HCC) who were the current providers, infrastructure needs for the move to Capron House in 2012 and budget implications
  - there would be a period of negotiation with shortlisted bidders regarding requirements and the Authority would not have to appoint a provider at the end of the procurement process, should it choose not to do so
  - fall back position could be a hybrid ICT provision of outsourced and in-house services for comparison against the ITT responses due in February 2012

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- an update on the level of confidence from the PQQ's will be provided at the Resources and Performance workshop on 9 January 2012
49. Jeremy Leggett proposed that there should be Member involvement in an advisory capacity in the procurement process, but that the review should not be in the form of a Working Group. The proposal was seconded and moved by the Committee.
50. **Resolved:** that the Committee
- 1) notes the content of the Report; and
  - 2) approves the governance arrangements for the procurement process as indicated
  - 3) asks the Director of Corporate Services to include a Member, in an advisory capacity only, in the procurement process.

## **CAPRON HOUSE UPDATE**

51. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 16/11) and introduced by the Estates Manager, that advised the Committee of progress on developing the Capron House refurbishment programme. The Committee was updated that Keith Wood had also been appointed to the Steering Group, and attention drawn to the use of the East Sussex County Council (ESCC) Consultancy Framework Agreement (2011-2015).
52. The Committee were advised that the refurbishment programme was complex, in particular the infrastructure elements and the condition of the building post surveys, and as a result the initial budget assumptions would be reviewed. Any significant changes to budget would be put before the Committee for approval. Strict controls would be required for requests for changes to requirements and aspirations. Wherever feasible, resources local to the Park would be considered.
53. The Committee requested that regular updates were provided by the Estates Manager.
54. In response to a question regarding the purchase of the remaining structural areas of Capron House, the Chief Executive Officer explained that current indications were that the price was too high and there was no immediate business need to purchase this older part of the building.
55. The Steering Group would investigate the possibility of linking to the biomass boiler at the New Rother College building as part of the Group's sustainability review, and the provision of broadband when the Midhurst Exchange is upgraded mid 2012.
56. **Resolved:** that the Committee
- 1) approves the proposed governance arrangements for the Capron House refurbishment programme
  - 2) notes the progress to date
  - 3) receives a regular update at each Resources and Performance Committee meeting from the Estates Manager

## **2011 – 12 STAFFING IN THE SOUTH DOWNS NATIONAL PARK AUTHORITY**

57. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 17/11) that provided information about the 2011-12 staffing and budget including interim staff. The Committee welcomed the clear and concise report.
58. **Resolved :** that the Committee
- 1) notes the content of the report which was requested by Members

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**Chair**

The meeting closed at 4.00 pm