

**SOUTH DOWNS NATIONAL PARK AUTHORITY**

**Agenda Item 5**

**RESOURCES AND PERFORMANCE COMMITTEE MEETING 9 APRIL 2013**

Held at Cowdray Hall, Midhurst at 2pm

**Present:**

Sebastian Anstruther

Nick Bennett

Jeremy Leggett

Deborah Urquhart (Chair)

Margaret Paren (ex officio  
Member)

Charles Peck (ex officio  
Member)

Officers: Trevor Beattie (Chief Executive Officer), Helene Rossiter (Director of Corporate Services), Andrew Lee (Director of Strategy & Partnerships), Phil Belden (Director of Operations), Sue Chapman (Deputy Chief Finance Officer), Laura Warren (Community Engagement Officer), Alan Brough (Finance & Procurement Manager), Vicky Lyndon (IDOX Project Manager) and Fiona MacLeod (Member Services Manager).

**APOLOGIES**

173. Apologies were received from Jo Carr, Barry Lipscomb and Pete West.

**DECLARATIONS OF INTEREST**

174. None.

**MINUTES**

175. The Part I minutes of the Resources and Performance Committee meeting held on 13 February 2013 were agreed as a correct record.

176. With reference to minute 124, the three SDNPA-branded Toyota Prius pool cars had been driven in excess of 7,500 miles over a 6 week period. The Midhurst based pool car had been particularly well used. Further updates on private mileage savings would be provided to the Committee.

**URGENT MATTERS**

177. None.

**PUBLIC PARTICIPATION**

178. There were no members of the public present.

**EXCLUSION OF PUBLIC AND PRESS**

179. The Chair explained that the Part II item referred to the Resources and Performance Committee minutes of the meeting held on 13 February for approval (Agenda item 14).

180. **Resolved:** that the Committee considered that there was no requirement to move into Part II confidential session for Agenda item 14.

**ANNUAL HEALTH AND SAFETY REPORT**

181. The Committee considered a report by the Director of Corporate Services (Report RPC 08/13) setting out the progress that had been made on South Downs National Park Authority (SDNPA) specific policies from October 2011 to 31 March 2013, and addressing future health and safety plans for 1 April 2013 to 31 March 2014.

182. All health and safety issues previously identified had been addressed as a matter of priority for the Area Offices.

183. For absolute clarity, Members, volunteers and on-site subcontractors had the same health and safety responsibilities and policies as SDNPA staff.

184. **Resolved:** that the Committee:

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

- 1) Notes Report RPC 08/13

### **EQUALITY AND DIVERSITY POLICY**

185. The Committee considered a report by the Director of Corporate Services (Report RPC 09/13) setting out the progress that had been made on in the development of an Equality and Diversity (E&D) Policy for the SDNPA.
186. In response to questions, the Director of Corporate Services explained that, although not required under legislation, the SDNPA had chosen to include socio-economic factors in the list of protected characteristics to reflect that there should be equal opportunities in communities within the National Park as a whole.
187. The Equality Impact Assessments (EIAs) would test this policy, and recruitment opportunities were given as an example of where this would be appropriate i.e. advertising in local/national newspapers as well as internet so as not to discriminate against people who do not have access to the internet.
188. **Resolved:** that the Committee:
- 1) Approves the South Downs National Park Authority Equality and Diversity Policy at Appendix I to Report RPC 09/13

### **CONTRACT STANDING ORDERS; DIGEST OF WAIVERS 2012-2013**

189. The Committee considered a report introduced by the Finance and Procurement Manager (Report RPC 10/13).
190. Members' attention was drawn to the two Contract Standing Orders (CSO) waivers in excess of £25,000 in respect of the provision of Geographic Information System services and the South Downs Way improvements scrutinised and approved by the Chief Executive Officer and as detailed in the report. The need for waivers would reduce over time as frameworks had been put in place.
191. Officers clarified the following in response to Members' questions:
- A suggestion that waivers be endorsed by a Member of the Authority on a case by case basis as a point of certification and scrutiny would be contrary to their strategic role;
  - The Chief Executive Officer had delegated responsibility for waivers between £25,000 and £100,00
  - The Chief Executive Officer had delegated responsibility of up to £100,000 for virements;
  - Virements between £100,000 and £250,000 would be reported to Resources and Performance Committee for approval, and virements in excess of £250,000 would be reported to the full Authority for approval.
192. **Resolved:** that the Committee
- 1) Notes the Contract Standing Orders Waivers issued during 2012/13

### **INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGY**

193. The Committee considered a report introduced by the Director of Corporate Services (Report RPC 011/13) informing the Committee on the detail and structure of an ICT Strategy.
194. For clarification, some the ICT work planned for Q1 to Q4 2013/14 was cross functional, and the delivery of the Strategy formed part of the work plan of the Authority. This work was captured in the corporate and operational plans and would continue to be so.
195. The Director of Corporate Services explained that, due to the level of detail at this stage on operational impacts, a Member would not be expected to sit on the ICT Strategy Working Group, and Member Services would represent Members' views. Consideration would be given to the formation of a Steering Group with Member involvement at a strategic level.

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

196. The draft Terms of Reference was discussed. Business Continuity/Disaster Recovery, and Resources (staff, Members, partners etc) would be included in the Scope section.
197. **Resolved:** that, subject to the amendments in minute 197, the Committee:
- 1) Approves the Terms of Reference in Appendix 3 to Report RPC 11/13 for the development of a 3 to 5 year ICT Strategy.

## **SCANNED MANAGED SERVICE CONTRACT**

198. The Committee considered a report introduced by the IDOX Project Manager (Report RPC 12/13) seeking approval to tender for a managed service contract for the scanning, indexing and redacting of planning documentation. The existing contract is due for renewal on 1 September 2013.
199. The Chief Executive Officer explained that the current service contract had become unacceptably expensive, which had been unforeseen, and drew Members' attention to the budget implications outlined in paragraph 6.1 of the report.
200. A robust prediction of volumes for documents to be scanned had led to the tender proposal being based on a fixed price contract, rather than the current expensive contract based on price per unit of work, and would bring the SDNPA in line with other local authorities.
201. **Resolved:** that the Committee
- 1) Approves the tendering of a contract for scanning planning documents, to run from October 2013 to September 2016

## **NEW DISPLAY VEHICLE**

202. The Committee considered a report by the Director of Strategy and Partnerships (Report RPC 13/13) seeking approval to make a capital purchase of a new bespoke integrated display vehicle, instead of a trailer as originally approved by the Resources and Performance Committee on 13 February 2013.
203. **Resolved:** that the Committee:
- 1) Approves the purchase of a new display vehicle instead of a trailer (as originally agreed at the Resources and Performance Committee on 13 February 2013); and
  - 2) Approves an increase in the 2013/14 capital budget for vehicles of £18,000 funded from usable revenue reserves

## **ESTATES UPDATE**

204. The Committee considered a report introduced by the Director of Operations (Report RPC 14/13) providing an update on the work in progress to maintain office needs and the development of the SDNPA estate.
205. Members were updated on the recent stage 1 approval of the Weald and Downland Museum's Heritage Lottery Fund bid outlined in paragraph 4.5 of the report.
206. Clarification was sought on the decision-making criteria for the South Downs Centre (SDC) and the remainder of the SDNPA estate i.e. area offices. The Director of Corporate Services explained that the decision on the SDC would be taken by the full Authority due to its value, but that this did not exclude it from the Estates Strategy considered by the Committee.
207. The Operational Model was discussed and the following amendments agreed:
- Deletion of 'four' from line a)
  - Change of wording of line c) to read 'The provision of suitable bases for rangers and/or volunteers, taking into account and supporting the Volunteer Strategy, and other staff as required'
208. **Resolved:** that, subject to the amendments in minute 208, the Committee:
- 1) Notes Report RPC 14/13;
  - 2) Approves the Operating Criteria as set out in paragraph 4.1 of Report RPC 14/13;

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

- 3) Re-affirms the strategy for area offices and potential developments for the Western and Eastern area offices;
- 4) Agrees that an update from officers on progress with the Central and Wealden Heath offices be provided at an appropriate time; and
- 5) Agrees that regular reports on the progress of this Strategy should be made to the Resources and Performance Committee and, through this Committee, to the wider membership.

### **MINUTES (PART II)**

209. The Part II minutes of the Resources and Performance Committee meeting held on 13 February 2013 were agreed as a correct record.

### **Chair**

The meeting closed at 3.57 pm