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SOUTH DOWNS NATIONAL PARK AUTHORITY POLICY & RESOURCES COMMITTEE

A meeting of the Policy & Resources Committee will be held at **10.30am on 30th September 2021** at **The Memorial Hall, South Downs Centre, North Street, Midhurst, GU29 9DH**

Trevor Beattie

Chief Executive (National Park Officer)

AGENDA

- 1. Election of Deputy Chair**
To elect a chair for the Policy and Resources Committee.
- 2. Apologies for absence**
- 3. Declaration of Interests**
To enable Members to declare to the meeting any disclosable interest they may have in any matter on the agenda for the meeting.
- 4. Minutes of previous Policy and Resources Committee meetings**
To approve as a correct record the minutes of the Policy and Resources Committee meeting on 15th July 2021. (page 1)
- 5. Matters arising**
To enable any matters arising from the Policy and Resources Committee minutes that are not covered elsewhere on this agenda to be raised.
- 6. Urgent Matters**
To consider any matter on the agenda which the Chair agrees should be considered as a matter of urgency to due special circumstances.
- 7. Public participation**
To hear questions or comments from members of the public present at the meeting.
- 8. Need for Part II Exclusion of Press and Public**
The Committee is asked to consider whether, in respect of the items indicated the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of exempt information for the reasons given.

STRATEGIES & POLICIES

- 9. Quarter 1 Corporate Performance and Project Performance Report**
To consider a report from the Performance and Research Lead & Project Management Lead (PR21/22-08 page 9).

GOVERNANCE

- 10. Budget Monitoring Report 2021/22: Month 4**
To consider a report from the Chief Finance Officer (PR21/22-09 page 31).
- 11. Corporate Risk Register**
To consider a report from the Head of Governance & Support Services (PR21/22-10 page 43)
- 12. External Audit Results Report and Opinion**
To consider a report from the External Auditor (copy to follow).
- 13. Audited Statement of Accounts & Letter of Representation**
To consider a report from the Chief Finance Officer (copy to follow)

- 14. Annual Governance Statement and Updated Local Code of Corporate Governance**
To consider a report from the Head of Governance & Support Services (PR21/22-11 page 51)
- 15. Annual Human Resources and Health & Safety Report for the Year 2020/21**
To consider a report from the Human Resources Manager (PR21/22-12 page 85)
- 16. Internal Audit - Progress Report**
To consider a report from the Chief Internal Auditor (PR21/22-13 page 103).
- 17. SDNPA Procurement – Strategy and Risk Management**
To consider a report from the Head of Business Services (PR21/22-14 page 115)
- 18. Financial Services Contract 2022 onwards**
To consider a report from the Head of Business Services (PR21/22-15 page 133)
- 19. Insurance Services Contract 2022 onwards**
To consider a report from the Head of Business Services (PR21/22-16 page 137)

To all Members of the Policy & Resources Committee:

Annie Brown, Tim Burr, Angus Dunn, Melanie Hunt, Doug Jones, Baroness Jones of Whitchurch, Michael Lunn, Martin Osborne, Henry Potter, Isabel Thurston and Stephen Whale.

Independent Members of the Committee	Tom Fourcade	Carole Nicholson
Co-opted Members of the Committee	Morris Findley	Lawrence Leather

Members' Interests

SDNPA Members have a primary responsibility for ensuring that the Authority furthers the National Park Purposes and Duty. Members regard themselves first and foremost as Members of the Authority, and will act in the best interests of the National Park as a whole, rather than as representatives of their appointing body or any interest groups.

Members are required to declare any disclosable pecuniary interest that is not already entered in the Authority's register of interests, and any personal interest and/or public service interest (as defined in Paragraph 18 of the Authority's Code of Conduct) they may consider relevant to an item of business being considered at the meeting (such disclosure to be made at the commencement of the meeting, or when the interest becomes apparent).

Access to Information

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As part of the Authority's drive to increase accessibility to its public meetings, this meeting may be filmed for live and/ or subsequent broadcast via the internet; at the start of the meeting the Chair will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training or any other purposes by the Authority. Webcasting is undertaken in the public interest and in the exercise of our official authority, by entering the meeting room and using the public seating area you are consenting to being filmed, recorded or photographed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please e-mail committee.officer@southdowns.gov.uk

Public Participation

Anyone wishing to speak at the meeting should register their request no later than 24 hours before the meeting by e-mailing public.speaking@southdowns.gov.uk The public participation protocol is available on our website www.southdowns.gov.uk

Feedback

If you wish to give us feedback on your experience of the meeting please e-mail committee.officer@southdowns.gov.uk