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Peak District National Park Authority

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



MINUTES

Meeting: **National Park Authority**

Date: Friday 7 July 2017 at 10.00 am

Venue: The Board Room, Aldern House, Baslow Road, Bakewell

Chair: Cllr Mrs L C Roberts

Present: Mr P Ancell, Mrs P Anderson, Cllr D Chapman, Cllr J Atkin, Cllr D Birkinshaw, Cllr P Brady, Cllr C Carr, Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr A Hart, Cllr Mrs G Heath, Mr R Helliwell, Cllr A Law, Cllr H Laws, Cllr Mrs C Howe, Cllr J Macrae, Cllr A McCloy, Cllr C McLaren, Cllr J Perkins, Cllr Mrs K Potter, Cllr Mrs N Turner, Cllr Mrs J A Twigg, Cllr F J Walton and Cllr B Woods

Apologies for absence: Mrs F Beatty.

30/17 ANNOUNCEMENTS

At the invitation of the Deputy Chair in the Chair, Cllr Mrs L Roberts paid tribute to Ms Stella McGuire a former Authority Member who had recently passed away. She also reported on the death of Mrs Tracey Dixon, the wife of the Authority's former Chief Executive Jim Dixon, who had been well known to a number of Members. Cllr Mrs Roberts confirmed that a card of condolence would be sent to both families and led a minute's silence in remembrance of Stella and Tracey.

31/17 ELECTION OF AUTHORITY CHAIR & DEPUTY CHAIR (A.111/JS)

Cllr D Chapman, the Deputy Chair of the Authority, presided for the appointment of the Chair for 2017/18.

Two Members, Cllr P Brady and Cllr Mrs L Roberts, had expressed an interest in the role of Chair of the Authority and provided a written statement, circulated to all Members in advance of the meeting. The two nominations were moved, seconded and, in accordance with Standing Order 1.12(4) the voting was carried out in the form of a ballot.

Following the ballot both candidates received an equal number of votes so, in accordance with Standing Order 1.12(3), Cllr Mrs L Roberts was appointed as Chair of the Authority for 2017/18 using the Deputy Chair's casting vote. Cllr Mrs Roberts then presided for the remainder of the meeting.

Two Members, Cllr D Chapman and Cllr Mrs J A Twigg had expressed an interest in the role of Deputy Chair of the Authority and provided a written statement, circulated to all Members in advance of the meeting. The two nominations were moved, seconded and,

in accordance with Standing Order 1.12(4) the voting was carried out in the form of a ballot.

Following the ballot Cllr D Chapman was appointed as Deputy Chair of the Authority for 2017/18.

RESOLVED:

- 1. To appoint Cllr Mrs L Roberts as Chair of the Authority for a term expiring at the Annual Meeting in July 2018.**
- 2. To appoint Cllr D Chapman as Deputy Chair of the Authority for a term expiring at the Annual Meeting in July 2018.**

32/17 CHAIR'S ANNOUNCEMENTS

The Chair welcomed new employees, Debbie Read, Head of Marketing & Fundraising Development, and David Marsden, Transport Policy Officer, to their first meeting of the Authority.

33/17 MINUTES OF PREVIOUS MEETING HELD ON 26TH MAY 2017

The minutes of the last meeting of the Authority held on 26 May 2017 were approved as a correct record and signed by the Chair.

34/17 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

35/17 REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL - APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS, ANNUAL APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS AND ADVISORY GROUPS (A.111/ RC)

The meeting considered the reports of the Member Appointments Process Panel and considered each of the appointments in the order set out in recommendations 2 to 13 in the report. In most cases the appointments were moved, seconded and approved in accordance with the expressions of interest in the report. Any changes to the report are identified below.

During consideration of the report, in accordance with Standing Order 1.12(4), a motion was moved and seconded proposing that all the remaining contested appointments be determined by a ballot. The motion was put to the vote and, as an equal number of votes were cast for and against the motion, the motion was carried using the Chair's casting vote. Therefore all the remaining contested appointments, including appointments to outside bodies were determined following a ballot.

Appointment of the Vice Chair of Audit Resources and Performance Committee

At the meeting Cllr C Furness was nominated and seconded for this role. Cllr C Furness was provided with a brief opportunity to explain his reasons for seeking nomination on the day. This resulted in both Cllr C Furness and Cllr J Walton being nominated for the role. Following a ballot Cllr J Walton was appointed as Vice-Chair of the Committee.

Planning Committee and Audit Resources and Performance Committee

It was noted that the Authority had previously agreed that the Membership of both Standing Committees should be set at 15 and the Local Authority positions allocated according to the formula used in previous years, following receipt of expressions of interest 14 Members had indicated that they wished to be appointed to Planning Committee and 13 Members wished to be appointed to Audit, Resources and Performance Committee. It was agreed that, as the recent Parliamentary Elections had delayed the new Secretary of State Appointments, Planning Committee would hold one vacancy and Audit Resources and Performance Committee would hold two vacancies which would be allocated to the new Members on appointment.

Appeals Panel

Following an additional expression of interest it was agreed that the size of the Panel be increased to 9 Members (5 Council and 4 Secretary of State).

Charity Member Advisory Group

Although two additional Members had expressed an interest in joining the Group it was agreed that the Group be reappointed for 2017/18 based on the Membership previously agreed by the Authority.

Development Plan Steering Group

It was agreed that although there was one vacancy, as the work of the Group was nearing completion, appointments for 2017/18 should remain the same as those in the previous year.

Member Representatives

Food and Farming – Cllr J Atkin and Cllr D Chapman withdrew their expression of interest leaving Mrs F Beatty and Mr R Helliwell as candidates for this role. Both were nominated and seconded and following a ballot Mr R Helliwell was appointed.

Health and Wellbeing – Mr Z Hamid withdrew his expression of interest. Cllr Mrs L Roberts was nominated and seconded and, following an uncontested vote, appointed.

Member Learning and Development – As there had been no expressions of interest in this role Cllr A McCloy was nominated and seconded and, following an uncontested vote, appointed.

Rural Economy – Cllr J Macrae withdrew his expression of interest leaving Mrs F Beatty and Cllr C Furness as candidates for this role. Both were nominated and seconded and, following a ballot, both received an equal number of votes. Cllr C Furness was appointed using the Chair's casting vote.

RESOLVED:

- 1. To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee as set out in Section B(i) of Appendix 1 of the report.**
- 2. To appoint the following Members to the offices of Chair and Vice Chair of the Standing Committees until the Annual Meeting in July 2018:**

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- | | | |
|------------|---|---|
| | Cllr A Law
Cllr Mrs J A Twigg
Cllr F J Walton | Cllr A R Favell
Cllr A McCloy |
| 7. | To appoint the following Members to the Due Diligence Panel until the Annual Meeting in July 2018: | |
| | One Member
One Deputy Member | Cllr Mrs C Howe
Mr Z Hamid |
| 8. | To appoint the following Members to the Charity Member Advisory Group until the Annual Meeting in July 2018: | |
| | Mrs F Beatty
Mr Z Hamid | Cllr A McCloy
Cllr C McLaren |
| 9. | To appoint the following Members to the Budget Monitoring Group until the Annual Meeting in July 2018: | |
| | Chair and Vice Chair of Audit
Resources and Performance Committee | Cllr A McCloy
Cllr F J Walton |
| | Chair of the Authority | Cllr Mrs L Roberts |
| | One other Members | Mrs F Beatty |
| 10. | To appoint the following Members to the Development Plan Steering Group until the Annual Meeting in July 2018: | |
| | Chair of Planning Committee
Vice Chair of Planning Committee | Mr P Ancell
Cllr D Birkinshaw |
| | Chair of the Authority | Cllr Mrs L Roberts |
| | | Cllr P Brady
Cllr C Furness
Mr R Helliwell
Vacancy |
| 11. | To appoint the following Members to the Appointments Process Panel until the Annual Meeting in July 2018: | |
| | Two Councillor Members | Cllr J Atkin
Cllr J Perkins |
| | One Secretary of State Member | Mrs F Beatty |
| | One Parish Member | Cllr C Carr |
| 12. | To appoint the following Member Representatives until the Annual Meeting in July 2018: | |
| | Asset Management
Communities
Connecting Young People with Nature | Cllr A Favell
Cllr P Brady
Mr Z Hamid |

Food and Farming	Mr R Helliwell
Health and Wellbeing	Cllr Mrs L Roberts
Landscape and Heritage	Mr R Helliwell
Member Learning and Development	Cllr A McCloy
Planning Enforcement	Cllr D Chapman
Tourism and Participation	Cllr J Macrae
Rural Economy	Cllr C Furness
Thriving Natural Environments	Mrs P Anderson

13. To confirm that only these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 in the Members' Allowances Scheme.

36/17 REVIEW OF MEMBER REPRESENTATION ON OUTSIDE BODIES (A.1155/RC)

The Authority considered a report on making appointments to Outside Bodies until the Annual Meeting in July 2018.

At the 2017 Annual Meeting the Authority had asked Officers to carry out a review of the list of outside bodies to establish whether Member Representation was still needed. The report provided information on the outcome of this review.

At the meeting there was a discussion on whether Oldham and National Park Partnership should be included in the list of outside bodies. The Chief Executive agreed to look into the status of the Partnership and would bring a report back to a future Authority meeting if an outside body appointment was needed.

In most cases the appointments were moved, seconded and approved in accordance with the report of the Appointment Process Panel attached as Appendix 1 subject to the following changes:

Derby and Derbyshire Economic Partnership Rural Forum	As Cllr J Atkin and Cllr C Carr had expressed an interest in being the Deputy Member for this outside body the appointment was made following a ballot. Cllr C Carr was appointed.
East Midlands Council	As no expressions of interest had been received for this appointment Members were asked for nominations at the meeting. Cllr J Atkin was nominated, seconded and appointed.
Peak District and Derbyshire Destination Management Partnership Board	At the meeting Cllr J Macrae and Cllr C Carr withdrew their expressions of interest leaving the Member and Deputy roles uncontested. Cllr Mrs J Twigg was appointed as a Member with Cllr J Atkin appointed as her deputy.
Sheffield City Region	As Cllr C Furness and Cllr A Law had expressed an interest in being a Member of this outside body the appointment was made following a ballot. Cllr C Furness was appointed.

South West Peal Landscape Partnership	At the meeting Mr P Ancell and Mr Z Hamid withdrew their expressions of interest leaving the Member and Deputy roles uncontested. Cllr J Macrae was appointed as a Member with Mrs F Beatty appointed as his Deputy.
Stanage Forum Steering Group	At the meeting Cllr C Furness withdrew his expression of interest leaving the position uncontested. Mr Z Hamid was appointed.

RESOLVED:

- 1. To note the outcome of the review of Member representation on outside bodies.**
- 2. To make appointments to the Outside Bodies set out in Appendix 1 to the minutes to expire at the Annual meeting in July 2018.**
- 3. To confirm that attendance at meetings of the Outside Bodies identified in Appendix 1 be an approved duty for the payment of travelling and subsistence allowances.**
- 4. To ask Members appointed to Outside Bodies to produce a short annual report on activities, as appropriate, to be circulated in June 2018 as part of preparations for the 2018 Annual Meeting.**

The meeting was adjourned from 11.20am to 11.25am following consideration of this item.

37/17 AMENDMENTS TO STANDING ORDERS (JS)

The Authority considered a report setting out proposals to amend parts 1 and 4 of Standing Orders relating to the arrangements for the sealing of documents and the Terms of Reference for Authority, Committees, Sub-Committees and Advisory Groups by making minor changes to the terms of reference of the Audit, Resources and Performance Committee to incorporate feedback from the External Auditors on the 2016/17 Annual Governance Statement.

As a notice had been received under Standing Order 1.28(11) this item, identified on the Agenda as a not for discussion item, was the subject of a discussion.

RESOLVED:

- 1. To amend Standing Order 1.34(2) to read as follows:**

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development, the Monitoring Officer, or the Democratic Services Manager. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

2. To make the following amendments to section G in Part 4 of Standing Orders so that paragraph 5 of the terms reference for Audit, Resources and Performance Committee reflect CIPFA guidance on Audit Committees:

5. **AUDIT & CORPORATE GOVERNANCE**

a) Internal and External Audit matters including:

- i. Annual Governance Statement and the Annual Governance Report
- ii. Internal Audit Plan and Audit Reports
- iii. Risk Management
- iv. Assurance Frameworks and Assurance Planning
- v. Value for Money and Best Value
- vi. Countering Fraud and Corruption
- vii. External Audit
- viii. Financial Reporting
- ix. Partnership Governance

b) Matters relating to the Authority's corporate governance framework.

c) Effective scrutiny of the Treasury Management Strategy and Policies.

38/17 MEMBERS' ATTENDANCE ANNUAL RETURN (JS)

The meeting considered the annual return of Members' attendance at Authority and Committee meetings and Training and Development events for 2016/17.

RESOLVED: To note the annual return of Members' attendance for 2016/17.

39/17 CALENDAR OF MEETINGS 2018 (A.111/RC)

The meeting considered a report setting out proposals for a schedule of meetings to cover the period from 1 January 2018 to 31 December 2018.

As a notice had been received under Standing Order 1.28(11) this item, identified on the Agenda as a not for discussion item, was the subject of a discussion.

RESOLVED: To approve the calendar of meetings for 2018 as set out in Appendix 2 of these minutes.

AGM Minutes - Appendix 1 - Outside Body Member Appointments July 2017

AGM Minutes - Appendix 2 - 2018 Meeting Schedule

The meeting ended at 11.45 am

APPOINTMENTS TO OUTSIDE BODIES – 2017/18

Campaign for National Parks	<p><u>1 Member:</u> Cllr Mrs L Roberts</p> <p><u>2 Deputies</u> Mr Z Hamid Mr P Ancell</p>
Derby and Derbyshire Economic Partnership Rural Forum	<p><u>1 Member:</u> Cllr Mrs J A Twigg</p> <p><u>1 Deputy:</u> Cllr C Carr</p>
Derbyshire Archeological Advisory Committee	<p><u>1 Member:</u> Cllr C Furness</p>
Derbyshire Health and Wellbeing Board	<p><u>1 Member:</u> Cllr Mrs J A Twigg</p>
Derbyshire Partnership Forum	<p><u>1 Member:</u> Cllr D Chapman</p> <p><u>1 Deputy:</u> Cllr Mrs J A Twigg</p>
Derwent Valley Community Rail Partnership	<p><u>1 Member:</u> Cllr C Furness</p> <p><u>1 Deputy</u> Cllr Mrs J A Twigg</p>
Hope Valley and High Peak Community Rail Partnership	<p><u>1 Member:</u> Mr R Helliwell</p> <p><u>1 Deputy</u> Cllr Mrs J A Twigg</p>
East Midland Councils	<p><u>1 Member</u> Cllr J Atkin</p> <p><u>1 Deputy</u> Vacant</p>
Europarc	<p><u>1 Member (Usually Chair of Authority):</u> Cllr Mrs L Roberts</p>
Land Managers Forum	<p><u>1 Chair (Usually Chair of Authority):</u> Cllr Mrs L Roberts</p> <p><u>1 Deputy Chair:</u></p>

	<p>Cllr D Chapman</p> <p><u>2 Members:</u> Mrs Frances Beatty Mr Robert Helliwell</p>
Moors for the Future Partnership Group	<p><u>1 Chair:</u> Cllr D Chapman</p> <p><u>1 Deputy Chair and 1 Member</u> Mrs P Anderson and Mr R Helliwell</p>
National Parks England	<u>1 Member (Usually Chair of Authority):</u> Cllr Mrs L Roberts
National Parks Partnerships LLP – Annual Meeting	<u>1 Member (Usually Chair of Authority):</u> Cllr Mrs L Roberts
National Parks UK	<p><u>1 Member:</u> Cllr Mrs L Roberts</p> <p><u>1 Deputy</u> Cllr D Chapman</p>
Peak District and Derbyshire Destination Management Partnership Board	<p><u>1 Member:</u> Cllr Mrs J A Twigg</p> <p><u>1 Deputy:</u> Cllr J Atkin</p>
National Park Management Plan Advisory Group	<u>1 Member (Usually Deputy Chair of Authority)</u> Cllr D Chapman
Peak District Local Nature Partnership	<p><u>1 Member:</u> Mrs P Anderson</p> <p><u>1 Deputy:</u> Mr R Helliwell</p>
Peak District Local Access Forum	<u>1 Member:</u> Cllr J Walton
Peak District National Park Youth Forum Group	<u>1 Member:</u> Mr Z Hamid
Peak District Parishes' Forum Annual Liaison Meeting	<p><u>1 Member (Usually Chair of Authority)</u> Cllr Mrs L Roberts</p> <p><u>1 Deputy:</u> Cllr D Chapman</p>
Peak District Partnership	<u>1 Member:</u> Cllr Mrs J Twigg

	<u>1 Deputy:</u> Cllr J Atkin
Sheffield City Region Forum	<u>1 Member</u> Cllr C Furness <u>1 Deputy</u> Mr Z Hamid
South West Peak Landscape Partnership	<u>1 Member</u> Cllr J Macrae <u>1 Deputy</u> Mrs F Beatty
Staffordshire Destination Management Partnership	<u>1 Member:</u> Mrs F Beatty
Stanage Forum Steering Group	<u>1 Member:</u> Mr Z Hamid

Authority Meeting 7 July 2017

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PROGRAMME OF MEETINGS 2018

Bank Holidays 2018: 1 Jan, 30 March 2 April, 7 & 28 May, 27 Aug, 25 & 26 Dec

All Meetings/Events start at 10am except where shown

Appendix 2

Formal Committee Meetings	2018											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Authority		2	16		25		6 AGM			5		7
Audit, Resources & Performance	19		2		18		20		7		2	
Local Joint						8					16	
Planning	12	9	9	13	11	15	13	10	14	12	9	14
Site Visits	11	8	8	12	10	14	12	9	13	11	8	13

Advisory Groups, Workshops & Events	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Members' Forum		2 1.30pm	16 1.30pm		25 1.30pm		6 1.30pm			5 1.30pm		7 1.30pm
Member Workshop									21	19	16	
Essential Training						8 New Member Induction			28 Planning (1)	26 Planning (2)		
Other events	19 Budget Monitoring				18 Budget Monitoring	22 Annual Tour	20 Budget Monitoring				16 Budget Monitoring	

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