



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Tuesday 22nd January 2019 at the offices of the Board, The Lodge, 90 Station Road,
Chinnor OX39 4HA commencing at 10.00AM**

Present:

Cllr David Collins	Board Member
Cllr. John Griffin	Board Member
Cllr. Charles Hussey	Board Member
John Nicholls	Board Member
Prof. Ray Payne	Board Member
Cllr Ian Reay	Board Member, Chairman
Cllr Nick Rose	Board Member
Helen Tuffs	Board Member

In attendance:

Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer

Deirdre Hansen	Clerk to the Board
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18/19.11 Apologies for absence.

Apologies for absence were received and accepted from Alison Doggett

18/19.12 Declarations of interest

No declarations of interest were made.

18/19.13 Minutes of the previous meeting

The minutes of the meeting of 19th September 2018 were approved and signed by the Chairman as a true record after Cllr Charles Hussey was included as having attended the meeting.

18/19.14 Matters arising

None.

18/19.15 Public Question Time

No public present.

18/19.16 Finance Report

The Finance Officer had circulated a financial report to the Committee on the financial position to the end of November 2018. He went through the figures and explained the now anticipated surplus rather than the budgeted deficit.

1. Major project income and expenditure is more irregular regarding certainty and timing than anticipated.
2. Some of this year's budgeted expenditure will now take place next year.
3. More efficient use of existing office space has meant cost savings.
4. Core income is under budget for the year.
5. Core expenditure is expected to be below budget for the year.

The Committee discussed the financial report and the CCB's liabilities.

- 1. The Committee NOTED the financial position based upon the original budget and the projected outturn for the financial year.**

18/19.17 Business Plan 2019-20

The Chief Officer presented the draft business plan 2019-20 setting out the priorities for the staff team. There are a significant number of external factors which could well have implications for the CCB, providing both opportunities and threats. As yet it is not possible to assess the situation.

The Business Plan will be presented to DEFRA as part of the claim for the core grant.

The initial priority for 2019-20 is the launch of the New Chilterns AONB Management Plan 2019-24 and then the new design of partnership working. The CCB's impact is scaled up significantly by the great number of projects which it continues to lead on.

The Chief Officer announced that the People and Society Officer has received in principle agreement from the HS2 Business and Local Economy Fund for a Tourism and Visitor Project. Although the funding, £120k, is only for half the requested funding.

The Committee discussed the Business Plan, made a number of suggestions and asked to see a Communications Plan and Partnership Plan for the Management Plan at the May meeting.

- 1. The Committee DISCUSSED and APPROVED the Business Plan and asked to see a Communication Plan and a Partnership Plan for the Management Plan.**

18/19.18 Draft Budget 2019-20

The Finance Officer presented a detailed budget for 2019-20 and a projection for 2020-21.

He took the members through the detailed proposed budget, which will be presented for approval by the CCB at its February Board meeting.

Total income and expenditure in 2019-20 are expected to rise to £1.3 million due to additional funded project work. Core income 2019-20 is anticipated to be £547,515 and core expenditure is budgeted at £550,070. The expenditure increase vs. 2018-19 of £524,493 is mainly due to increased employment costs and the delay of 2018-19 expenditure.

It was noted that the current DEFRA arrangement ends 31 March 2020.

The Committee discussed the proposed budget, the timing differences and made some suggestions, which the Finance Officer will incorporate in the Board presentation of the budget.

- 1. The Committee CONSIDERED the budget for 2019-20 and RECOMMENDED its adoption to the Board.**

18/19.19 Review of Risk Register.

The Chief Officer brought the amended Risk Register to the Committee for review and approval. The Members discussed the Risk Register extensively.

- 1. The Committee REVIEWED and APPROVED this version of the Risk Register.**

18/19.20 Safeguarding Policy

The Chief Officer informed the Committee that the CCB should have a Safeguarding Policy in place. She presented a draft of the CCB's first Safeguarding Policy for the Committee to review and approve.

The members discussed the draft policy and recommended some minor alterations. The Chief Officer will make the minor adjustments to the paper and take it to the Board to note.

- 1. The Committee REVIEWED and APPROVED the Safeguarding Policy with some minor amendments.**

18/19.21 Landscapes Review and Review of Status

The Chief Officer reported on:

1. Landscapes Review:

The Chief Officer gave an update on the Glover Review. The call for evidence is now closed.

The CCB had made its submission. She had also worked with other AONB's and National Parks on group submissions. She had had a meeting with the Chair of the Glover review and a second meeting with him and Cheryl Gillan MP.

Julian Glover, Chair of the Review, will visit the Chilterns AONB on 2nd May 2019.

2. National Park Status:

The response received from Natural England to the request for National Park Status was to wait and see what emerges from the Landscape Review.

The Chief Officer acknowledged that to make a bid for National Park Status a considerable quantity of evidence is required.

The likely outcome of the Landscape Review, new environmental legislation and possible options were discussed.

3. Management Plan Consultation: this closed 31/12/18. There were not a great many responses. The plan is to finish the work on the Management Plan to seek approval at the February Board meeting.
1. **The Committee NOTED the update on the Landscapes Review and the Review Status.**

18/19.22 Update on Chief Officer Recruitment.

The Chairman reported that:

1. The Recruitment Panel (the Chairman, Helen Tuffs and Ray Payne) had met twice.
2. The Panel has recruited Berwick Partners, a recruitment consultancy, to undertake an advertising campaign and candidate search. They will present to the Recruitment Panel a proposed long list of candidates with whom they will do a preliminary interview. They will propose from this list, a short list for the Panel to agree. The short list will be interviewed by the Recruitment Panel, who will then make the final selection.
3. Timescales
 - a. Campaign launch: 28th January
 - b. Long list meeting with Berwick Partners: 11th March
 - c. Short list meeting with Berwick Partners: 25th March
 - d. Interviews with Recruitment Panel: 10th April (with 11th April held in reserve if necessary)
4. The actual start date cannot yet be determined. Sue Holden has offered to be flexible about handover arrangements.

18/19.23 Functional Review: Countryside and Conservation

The Countryside Officer gave a comprehensive presentation with slides of the overview of the current CCB activity and priorities in relation to the natural environment.

The Committee recognised that she was the first to take on this task as part of a scrutiny exercise.

The Committee acknowledged the Countryside Officer's role in leading the successful Chalk Cherries and Trees Landscape Partnership Scheme bid along with the Development Team. This project is the largest for the CCB to date, a £2.8m 5-year scheme with long term ambitions.

She was thanked for her presentation, which showed the scale of work and the focus of activities the CCB is involved in.

Members commented that the scale was much wider than anticipated and that the exercise had been of value to them. There was a suggestion to make a presentation to the full Board.

18/19.24 Any Other Business

The Chairman informed the Committee that:

1. The Governance document is in need of review which will be done in the next few months.
2. Helen Tuffs will not seek to renew her appointment as Secretary of State appointee to the Board in April. This is her last Executive Committee meeting. The Chairman noted her valuable contributions to the CCB.

3. Cllr David Collins informed the Committee that he will not seek re-appointment to the Board from Dacorum Borough Council next year and therefore this is also his last Executive Committee meeting.
4. It was noted that the upcoming Buckinghamshire Local Council elections have been delayed by the Secretary of State till May 2020 due to the unitary decision.

Next meeting: Wednesday 22nd May 2019 at 10.00 am at the offices of the Board in Chinnor.

Future meetings: Wednesday 18th September 2019

The Chairman.....

Date.....