



MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON Wednesday 17th September 2014 at THE LODGE, 90 STATION ROAD, CHINNOR OXON. OX39 4HA COMMENCING AT 10.30AM AND CONCLUDING AT 12.40PM

Present:

Dr Heather Barrett-Mold	Board member
Cllr. John Griffin	Board Member
Cllr Marion Mustoe	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Cllr Jeremy Ryman	Board Member
Helen Tuffs	Board Member
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance	
Deirdre Hansen	Clerk to the Board

14/15-1 Item 1- Apologies for absence.

Apologies for absence were received from Cllr. David Nimmo-Smith, Cllr Alan Walters, Cllr Julia Wells and Elizabeth Wilson.

14/15-2. Item 2- Declarations of interest

No declarations of interest were made.

14/15-3. Item 3- Minutes of the previous meeting

The minutes of the meeting of 22nd May 2014 were approved as a true record and signed by the Chairman after the following amendments were made:

- Ian Reay had been Chairman of the meeting, not Jeremy Ryman
- P79 item 14/15-133 a 'c' was inserted in the 1st sentence "sine"
- P79 item 14/15-132 3rd recommendation KPI's was changed to read 'Key Performance Indicators' and the following was added to the recommendation;' as presented to the Committee in the accompanying papers'
- P8014/15-134 2nd paragraph 'to' was removed.

14/115-4. Item 4- Matters Arising from the minutes 22nd May 2014

Matters arising: as yet the Chief Officer has not been notified by DEFRA of any additional cuts to its 2014/15 grant.

14/15-5. Item 5- Public Question time

No members of the public were present.

14/15-6. Item 6- Finance Report

The Finance Officer advised members of the Board's financial position to the end of the August 2014 and the projected position by the end of the year.

The current financial position is satisfactory with no significant problems to report.

1. Core expenditure after five months of the financial year is just £1,607 below profile.
2. Ongoing activity is £4,352 below profile, mainly due to Special Events activity not yet undertaken.
3. Project expenditure is £8,972 below profile; special projects are still to be confirmed.
4. Income from all the various sources is generally in line with expectation.
5. Other income is £1,594 below profile.
6. It is anticipated that by the end of the financial year reserves will have been reduced by £30,671.

It is anticipated that the appointment of a new Chief Officer will have an effect on the expenditure and the financial figures will have to be adjusted accordingly later in the year.

The Committee discussed improving the sale of merchandise, the improved promotion of special events, the success of the recent Countryside Festival and the need to look at next year's budgets.

The Chairman thanked the Finance Officer for his excellent work on the Financial Report.

1. The Committee NOTED the current financial position.

14/15-7. Item 7- Review of Risk Register

The Chief Officer and Finance Officer had reviewed the risk register and had concluded that in the majority of cases the control measures in place are adequate to control the risks facing the Board. However the latest review does show notable new risks arising with the potential impacts of the retirement of the Chief Officer. This risk has been added to the Risk Register. Control measures are in place to mitigate the risk of retirement of the CO.

The Committee reviewed in detail the latest version of the Risk Register as it has done every six months to date. The Boards' objectives and operating environment are constantly changing, resulting in the risks continually changing. Effective risk management requires a reporting and review structure to ensure that risks are identified and assessed and that appropriate controls and responses are in place. The notable new risks will require closer

management and therefore the Committee will review the Risk Register at every Executive Committee meeting.

- 1. The Committee CONFIRMED this version of the Risk Register as controlling risk currently faced by the Board and, in particular, to manage the risks associated with the retirement of the Chief Officer.**
- 2. The Committee NOTED that the Register will be reviewed again in at every Executive committee meeting.**

14/15-8. Item 8- Review of Treasury Management for 2013-14.

The Finance Officer advised members of the review of the Treasury Management Strategy for 2013-14. In line with good practice the Board re-adopted its Treasury Management Strategy in February 2014. Funds that are temporarily surplus are invested. The average rate achieved during the year was 0.93%, compared to 1.29% in the previous year. The original income forecast for 2013-14 was £8,065. The actual income generated was £6,591. In line with Treasury Management policy no sums are invested for more than 364 days.

The returns are entirely dependent upon interest rates offered by high street clearing banks on short term deposits, which are primarily determined by the Bank of England. Little or no change is anticipated for 2014-15.

- 1. The Committee NOTED the Treasury Management performance for 2013-14.**

14/15-9. Item 9 Review of Financial Regulations

The Finance Officer informed the Committee that the Board's Financial Regulations last adopted in 2012, had been reviewed and updated. Financial Regulations, subject to the Local governments Act 1972, are maintained by the Board to govern its statutory financial activities.

Two changes were proposed:

1. Removal in section 10 of the sentence "A statement on Internal Controls has to be prepared and presented with the Annual Statement of Accounts". This is no longer legally required.
2. A recommendation from the internal auditor to amend the tendering thresholds as set out in section 14.1.
 - a. The value of contracts requiring no tendering to be amended from £100 to £500
 - b. The value of contracts requiring at least two verbal quotes on file amended from £101-£1,500 to £501-£2,000.
 - c. The value of contracts requiring at least three verbal quotes on file amended from £1,501-£3,500 to £2,001-£3,500

- 1. The Committee AGREED to adopt the Financial Regulations as amended.**

14/15-10. Item 10 Discretionary Pension Policies

The Chief Officer reported that the Local Government Pension Scheme (LPGS) Regulations were changed in April 2014 following the change to a Career Average scheme. The Board needed to adopt a number of discretionary policies to comply with the new LPGS. These will not add to the Boards' costs. A review in April 2015 was recommended with further reviews as necessary. Accompanying papers provided the details. The Committee reviewed the policies and made minor typing amendments.

- 1. The Committee AGREED to adopt the Discretionary Employer Pension Policies, after minor typing amendments were made to the accompanying papers.**
- 2. The Committee AGREED to review the policies in April 2015 and thereafter as necessary.**

14/15-11. Item 11 Recruitment of Chief Officer

The Committee was updated on the process of filling the post of Chief Officer in the new year. Following the Chief Officer's announcement on 26th June to the Board of his intention to retire at the end of the year a recruitment panel was set up comprising of: Ian Ray, Helen Tuffs, Ray Payne, Alan Walters and Jeremy Ryman overseen by Sally Jarman, HR advisor to the Board.

The panel decided to offer the vacancy to internal applicants only, on an acting 6 month basis. This would allow time for the relevant role and those of other senior staff to be reviewed. Subject to filling the post a likely permanent appointment will be confirmed by June 2015. It was discussed that the recruitment panel should prepare terms of reference of the Chief Officer's post and a programme for renewing the role and relationship with other members of staff and the Board.

If no internal candidates are considered suitable the process of recruiting externally will re-start. The successful applicant would likely take up their post February/March 2015. It was thought the Board could manage a short period without a Chief Officer.

The permanent appointment of the Chief Officer has to have Secretary of State approval.

An internal appointment will create a need to fill a vacant post.

Any new appointment will have budget implications for 2014-15 as any appointment will start at a lower salary scale than the present incumbent.

It was noted that the imminent retirement of the Chief Officer has created staff uncertainty and it was acknowledged that communication with all members of staff would be vital to ensure the smooth process.

- 1. The Committee NOTED the progress in recruiting a new Chief Officer.**
- 2. The Committee AGREED that the Recruitment Panel should prepare the terms of reference and the timetable for undertaking the review of the Chief Officer's role.**

14/15-12 item 12. Board Member Vacancies

The Chief Officer informed the Committee that the 2 parish council vacancies on the Board, one for Hertfordshire and one for Buckinghamshire have been filled following an election which closed 11th September. Anthony Penn has been elected as the Buckinghamshire Parish Council representative and Simon Deacon as the Hertfordshire Parish Council representative.

Ray Payne has been offered a further 3 year appointment by the Secretary of State to run from April 2015.

Simon Mortimer's term as Secretary of State Member ends in December 2014. DEFRA will complete the recruitment process by the end of December to take effect from April 2015. DEFRA had sought the Chairman's views on the skills and experience required by the Board.

Three Rivers DC have not yet appointed a successor to Brian Norman.

It was discussed that although expectations and terms of appointment to the Board are generally understood, there is no specific document outlining these for members who are not Secretary of State appointments.

With a number of new appointments imminent, it was decided that it would be useful to prepare a document of requirements for the Board based on the DEFRA requirements for Secretary of State appointments to the Board.

- 1. The Committee DECIDED to prepare a draft job description and terms of appointment suitable for all members appointed to the Board for the next Executive Committee meeting 10th December 2014.**

14/15.13-item 13 High Speed 2- Community and Environment Fund.

The Chief Officer reported that it is proposed that Parliament be requested to provide monies for an HS2 fund for local communities to use on projects deemed a local priority in recognition of the burden of hosting national infrastructure. It would be separate from any formal compensation scheme and mitigation measures included in the design and operation of HS2. Local Authority leaders have written to the Prime Minister seeking assurances that such a fund will be created.

The Committee discussed and refined a draft proposal of the terms and conditions of such a fund, the benefits to be accrued, the options available and the management in the Chilterns of such a fund. Any funding and staff and member time the Board could contribute in partnership with Local Authorities was discussed.

- 1. The Committee APPROVED and AGREED to refine the principles for a HS2 Community and Environment Fund.**
- 2. The Committee AGREED to contribute to its ongoing development, in partnership with the Local Authorities and others , with staff and member time and funding of up to £5,000 over the period 2014-16.**

14/15-14. item14 Board Member Fellowship

The Chief Officer reminded the Committee that at the last Board meeting, 26th June 2014 the Board approved the establishment of an “alumni” of ex-Board members. The Executive Committee had been instructed to formalise the name and terms of reference of such a group.

It was proposed to call the alumni- Fellowship. Entry would only be to those who had served without blemish for a period of at least three years.

The members of the Fellowship would not have any part in the governance of the Board nor would they exercise any executive authority.

1. The Committee AGREED to formally establish a Fellowship of ex Board members.

14/15-15 item 15. A.O.B.

Helen Tuffs expressed her concern about the capacity required for the Hill Forts project. Alison Doggett, Ray Payne and Helen Tuffs have already done a considerable amount of work, but a considerable amount more is required. The profile of the project is increasing and it is in the Boards interest to make a success of this project.

The Chief Officer announced that the Planning Officer would be brought in to oversee the management of the project and the Learning and Activities Officer would continue to deal with events and publications.

14/15-16. Next meeting:

Wednesday 10th December 2014 at 10.30 am at the offices in Chinnor

Future meeting dates: Thursday 26th February 2015, Wednesday 20th May 2015 and Thursday 10th September 2015.

The meeting closed at 12.15

The Chairman.....

Date.....