



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON Wednesday 27<sup>th</sup> January 2021 by remote video conferencing commencing at 10.02 am**

Present:

Alison Doggett	Board Member
Cllr John Griffin	Board Member
Cllr Charles Hussey	Board Member
Cllr Lynn Lloyd	Board Member
John Nicholls	Board Member
Paul Mainds	Board Member
Prof. Ray Payne	Board Member
Cllr Ian Reay	Board Member, Chairman

In attendance:

Graham Hurst	CCB Finance Officer
Dr Elaine King	CCB Chief Executive Officer

Deirdre Hansen	Clerk to the Board
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*This meeting is being held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020 no. 392*

**19/20.45 Apologies for absence.**

No apologies were received

**19/20.46 Declarations of interest**

None.

**19/20.47 Minutes of the previous meeting**

The minutes of the meeting of 23<sup>rd</sup> September 2020 were approved as a true record.

**19/20.48 Matters arising**

- Re item 19/20.39 Covid grant from South Oxfordshire District Council received in lockdown 1, the Finance Officer confirmed that the CCB had been entitled to receive this grant.
- The outstanding monies from HS2 have now been received.

**19/20.49 Finance Report**

The Finance Officer had circulated the financial report to the Committee on the financial position to the end of November 2020

There is a net surplus of £16,528 and it is expected that the CCB will make an overall surplus for the financial year 2020/21. The surplus can mainly be explained by a £10,000 Covid grant from South Oxfordshire District Council, £5,200 additional funding from DEFRA received via the National Association of AONBs and £6,000 from HS2 for staff time on the AONB Review Group.

Core expenditure is underspent, mainly due to no staff salary increases awarded this year and office, travel and meeting costs lower due to Covid restrictions and staff working from home.

The net surplus will be fully utilised against the budgeted deficit for 2021/22.

The Committee discussed the financial report.

**1. The Committee NOTED the financial results for the four months to November 2020.**

**19/20.50 Draft Budget 2021-22**

The Finance Officer presented a draft budget for 2021/22.

Core income is budgeted at a similar level to 2020/21 at £564,800. The new 1-year agreement with DEFRA makes predicting more uncertain, Local Authority funding is also predicted at a similar level to 2020/21.

Core expenditure is budgeted at £582,160. All possible savings will be made, but the pension contributions that have to be paid are set to increase. This payment is outside the CCB's control. Any salary increases will affect the increased pension contributions.

Projects in general breakeven subject to CCB contributions.

The budget deficit will be met from the 2020/21 surplus and reserves, should no additional funding be received.

The Committee discussed at length the draft budget.

**1. The Committee CONSIDERED the draft budget and RECOMMENDED its adoption to the Board.**

**19/20.51 Long Term Establishment and Governance Policy.**

The Deputy Chairman had tabled a summary of the current position and indicated some arrangements which may be suitable for future consideration.

The Phase 2 issues paper summarising the Phase 1 report is now with Government.

The Committee discussed what Phase 3 might look like. The CEO will gather more information on various options. It was noted that we are waiting on the Government's announcement on the Glover Review.

The Deputy Chairman's comprehensive work in compiling this report was acknowledged and he was thanked for all his efforts.

**1. The Committee NOTED the interim report.****19/20.52 HR Policy**

The Deputy Chairman gave a report on the progress of the work to develop a revised and contemporary HR policy for the CCB. It will soon be sent to the Advisory Committee and the CEO. Once the Advisory Committee has made its contributions it will come to the Executive Committee for recommendation to the Board.

The HR Advisor was commended for her assistance and advice during the process.

The Deputy Chairman was thanked for all his work on the revised HR Policy.

**1. The Committee NOTED the interim report.****19/20.53 Business Plan**

The Chief Executive Officer had issued the Draft Business Plan 2021-22 linked to the draft budget for 2021-22 to the Committee for discussion and recommendation to the Board.

The Business Plan sets out the CCB's ambitions and planned work for the financial year 2021-22. The whole team have contributed to the Business Plan. The Business Plan will be submitted to DEFRA as part of the CCB's core grant claim. It is instrumental in delivering and reporting on our DEFRA KPI's.

2021 is a crucially important year for the CCB and protected landscapes. Some major issues will be the Government's new Agricultural Transition Plan, the Environment Bill should become law this year and the Government is due to respond to the Landscapes review. All these as well as other external issues provide opportunities for the CCB.

The Business Plan largely captures the CCB's core work and how the projects make us deliver our Business Plan. It will form the basis of future Board Reviews.

The Committee discussed this ambitious plan, confidence that the team can deliver it. Some suggestions were proposed, which the CEO will aim to work into the Plan.

It was noted that this is a 1-year plan and that the aim is to develop a longer-term Business Planning framework to enable the CCB to set longer term organisational priorities for the development of the Management Plan.

**1. The Committee APPROVED the Business Plan 2021-22 for recommendation to the Board.****19/20.54 Review of the Risk Register**

The CEO presented the updated Risk Register.

The Committee discussed the Risk Register and decided that the following should be added:

1. The impacts of the continuing Covid-19 pandemic
2. Cashflow management

3. Local Government changes.
4. A general risk of Local Authority funding.

Paul Mainds will assist in the redrafting of the Risk Register but ask for some assistance.

**1. The Committee REVIEWED the Risk Register and MADE recommendations.**

**19/20.55 Board Review**

The Chief Executive Officer had provided a comprehensive overview of the team's activities and achievement over recent months, much of which was already covered in above agenda items.

The report highlighted some of the achievement of the team despite the continued disruption of the pandemic. It also gives a strategic overview of the opportunities and risks of the current conditions, whilst looking ahead to the post-pandemic recovery period.

The Committee stated that it was an impressive piece of work raising the profile of the CCB even in these difficult times. A lot of team joint up working has gone into all that has been achieved in this very difficult year.

**1. The Committee NOTED the Board Review and provided feedback.**

**19/20.56 Mend the Gap**

The CEO updated members on the developments with the Mend the Gap programme. The Project Manager is in place and recruitment for the Project Officer has started. A number of positive projects are coming forward.

The Committee provided feedback.

**1. The Committee NOTED the update and provided feedback.**

**19/20.57 Landscapes Review**

The CEO gave a brief update on the Landscapes Review. A full response from the Government is expected at the end of the year.

The CEO is meeting with Natural England and contacting MP's in the Chilterns AONB.

**1. The Committee NOTED the update.**

**19/20.58 Any Other Business**

1. The Chairman mentioned that Ray Payne's term of office as Secretary of State Member of the Board comes to an end in March. The post has been advertised and

he will take part in the selection process in April, a decision will be reached by the end of April.

2. The CEO would like to involve Ray Payne in future CCB work.
3. The Chairman will stand down at the AGM in April. He will email members of his intention and ask for nominations as well as nominations for Deputy Chairman.
4. There is also a vacancy for an Oxfordshire Parish Council member to the Board. This post has been advertised and the election process is being followed.

**Next meeting: 28<sup>th</sup> April 2021,**

**location TBC.**

The Chairman.....

Date.....