

COTSWOLDS CONSERVATION BOARD

Executive Committee Meeting
10.00 a.m., Tuesday 30th April 2019

The Courtroom, Conservation Board Offices,
The Old Prison, Northleach



Note:

To optimise Meeting time, Members are requested to read the Agenda papers IN ADVANCE; and to contact the reporting Officer(s) with any requests for clarification or further information.

AGENDA

1. **Apologies**
2. **Introductions and Announcements**
3. **Declarations of Interest**
4. **Public Questions**

To receive any written public questions, submitted to the Director no later than 5.00 p.m. two working days before the day of the Meeting.

5. **Minutes of the Executive Committee Meeting of 26th February 2019**
(Page 1)

To approve, as a correct record, the Minutes of the Meeting of the Executive Committee held on 26th February 2019, and to consider any matters arising not covered elsewhere on the Agenda.

6. **Minutes of the Board Meeting of 26th March 2019**
(Page 13)

To receive the Minutes of the Board Meeting of 26th March 2019.

7. **Minutes of the Board's AGM of 26th March 2019**
(Page 21)

Conserving, enhancing, understanding and enjoying the Cotswolds Area of Outstanding Natural Beauty

To receive the Minutes of the Board AGM of 26th March 2019.

Items for Consideration and Decision

**8. Internal Audit Report
(Page 25)**

Summary: To present the internal audit report for 2018/19.

Recommendation:

(a) That the Internal Audit Work Programme & Report for 2018/19 be noted; and

(b) that the Internal Audit Strategic Plan for 2018/19 - 2022/23 be noted.

Officer Ref: Martin Lane, Director (01451 862005) and David Shelmerdine, Finance Officer (01451 862032).

**9. Procurement Waivers 2018/19
(Page 33)**

Summary: To present a summary of any procurements which have not been processed strictly in accordance with Financial Regulations in 2018/19.

Recommendation:

That the summary and circumstances are noted by the Executive.

Officer Ref: David Shelmerdine, Finance Officer (01451 862032)

**10. 2018/19 Year End Draft Financial Summary
(Page 36)**

Summary: To present a draft financial summary for 2018/19.

Recommendation:

That the report be noted.

Officer Ref: David Shelmerdine, Finance Officer (01451 862032)

**11. Treasury Management Strategy 2019/20
(Page 39)**

Summary: To report the Board's Treasury Management Strategy for 2019/20.

Recommendation:

(a) That the contents of the Treasury Management Strategy for 2019/20 be noted; and

(b) that the investment policies be approved.

Officer Ref: David Shelmerdine, Finance Officer (01451 862032)

12. **Evenlode Valley Expression Of Interest**
(Page 43)

Summary: To present an update on the development on the “Green Ribbon of the Evenlode” project proposal.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

13. **Accounting for Hostings Costs in Project Development**
(Page 51)

Summary: To invite discussion and comment on the inclusion of hosting costs when developing projects.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

14. **Development Proposal for Rural Skills Programme**
(Page 60)

Summary: To present a development proposal for the Rural Skills programme.

Recommendation:

That the development proposal approved by the Task and Finish Group is considered and adopted.

Officer Ref: Edward Bonn, Rural Skills and Grants Officer
(01451 862000)

**15. Confirmation of Caring for the Cotswolds Grant Awards
(Page 64)**

Summary: To provide an update on grants awarded following closure of fourth call for projects in April 2019.

Recommendation:

That the report and grant awards be noted.

Officer Ref: Edward Bonn, Rural Skills and Grants Officer

16. Updates

**(a) Task and Finish and Working Groups
(Page 66)**

Summary: A progress update on the Board's Task and Finish and Working Groups.

Recommendation:

(a) To note the progress updates;

(b) each group to confirm who the group's Chairman or lead Officer should be for the year ahead by the end of May 2019;

(c) to agree the remits for task and finish and working groups for 2019/20.

Officer Ref: Martin Lane, Director (01451 862005)

**(b) Cotswold's Discovery Centre Partnership Board
(Page 71)**

Summary: To provide an update on the Cotswolds Discovery Centre Partnership Board.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director (01451 862005)

**(c) Cotswolds LEADER Programme Update
(Page 72)**

Summary: To present an update on the progress of the LEADER Programme.

Recommendation:

That the update report be noted.

Officer Ref: James Webb, LEADER Programme Manager
(01451 862033)

17. Governance Review
(Page 76)

Summary: To provide a summary of the review findings.

Recommendation:

1. Constitution

1a) As a first step to a more comprehensive review, the constitution be updated by the Director, for the June 2019 Board meeting, as follows

- General updating to reflect Executive / Board decisions over the last 12-18 months
- sections relating to Sub Committees to be replaced by those relating to task and finish and working groups.

1b) The Director brings forward to the June 2019 Board meeting options for the modernisation /rationalisation of the current constitution.

2. Business Plan

2a) The Executive in May to agree the format / level of detail for financial information for Business Plan development and quarterly reporting.

2b) The Executive in July to receive the Q1 2019/20 – 2021/22 Business plan review.

2c) The Executive in July to review the initial structure and operating context for the draft 2020/21 - 2022/23 Business plan

3. Staff/Employment Manual

That a proposal to be brought to the Executive in July for the use of an outside HR company, private or public, familiar with public sector ways of working, for a fee to update the current Staff/Employment Manual to reflect up to date HR practices.

4. Policies

That the Director lists, for the July Executive, the current policies, excepting those related to Employment, the date of the last review, and identifies the date by which they should be updated, refined or reviewed. The priority order to reflect Board Member's need to ensure the Board is not at risk in terms of any aspect of its roles and responsibilities.

5. Board Member's role and duties

The Chairman, Vice Chairman and Director review the current Board Member job description, induction process and consider how best to capture Member's range of skills, capitalise on their networks and support their development needs by September 2019.

6. Communications Strategy 2017 - 2022

The Strategy was reviewed by the Executive Committee in November 2018 and will be reviewed again by the Executive in September 2019.

7. Retirement of Patron

In the light of the retirement of our current Patron from the House of Lords the Chairman, Vice Chairman and Director consider a new Patron(s) covering both political and commercial skills post the publication of the National Park Review in October 2019.

8. Links to the Voluntary Warden Network

That Executive Committee members link to each of the voluntary warden area meetings. Attendance by an Executive member at area meetings as appropriate:

- Chairman; North
- Vice Chairman; Central
- Previous Vice Chairman; East
- ?; Avon
- ?; South

With the 5 representatives ensuring clear and consistent messages about the whole AONB and full range of Board activity at the meetings they attend.

Officer Ref: Martin Lane, Director (01451 862005)

18. Network Rail Funding (Page 79)

Summary: To outline - and provide some context to - the £500,000 of funding that the Board has secured from Network Rail to mitigate and compensate for the adverse impacts of their electrification works in the Cotswolds AONB.

Recommendation:

(a) To note the funding secured from Network Rail and the context of this funding;

(b) to note the lessons learned from working with Network Rail.

Officer Ref: John Mills, Planning and Landscape Officer
(01451862004)

**19. Cotswolds National Park Ambition
(Page 83)**

Summary: To provide an update on the Board's ambition for a Cotswolds National Park.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director (01451 862032)

**20. A417 Update
(Page 86)**

Summary: To provide a progress update on the A417 Missing Link.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director (01451 862032)

**21. External Bids Update
(Page 91)**

Summary: To present an update on progress in applying for external funding.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**22. Recruitment for the Post of Director
(Page 94)**

Summary: To provide an update on the arrangements being made for the recruitment of the post of Director.

Recommendation:

To endorse the work to date and the proposed actions and timeline for the recruitment of a new Director.

Officer Ref: Martin Lane, Director (01451 862032)

**23. Executive Committee Forward Plan 2019/20
(Page 96)**

To note the updated Executive Committee Forward Plan for 2019/20.

**24. Draft Agenda for next Executive Committee Meeting - Tuesday 28th May 2019
(Page 98)**

To note the draft Agenda for the Executive Committee Meeting for 28th May 2019.

25. Other Business

Such other business which, in the opinion of the Chairman, is urgent.

Martin Lane, Director: 24th April 2019

Information:

If you are unable to attend the Meeting, please forward your apologies to Ben Amor (telephone 01285 623000 or e-mail ben.amor@cotswold.gov.uk)

Distribution:

All Members of the Executive Committee:

(David Broad, Nigel Colston, Mike Dean, Liz Eyre [Chairman], George Lambrick, Catherine Le-Grice Mack, Ed Macalister-Smith, Brendan McCarthy [Vice-Chairman], Tony Merry and Martin Veal)

All other Board Members for information

Supporting Officer

Press

NOTE: Executive Committee and Board Meetings will now take place on Tuesdays, as oppose to Thursdays, for 2019.

(END)