

FIFTY-SIXTH MEETING OF THE COTSWOLDS CONSERVATION BOARD24<sup>TH</sup> MARCH 2020**B 4.1 INTRODUCTIONS AND ANNOUNCEMENTS**

The Chief Executive, in an email to all Board Members on 17<sup>th</sup> March 2020, advised that owing to the recent international Covid-19 virus outbreak, the Board Meeting due to be held at the Cotswold District Council Chamber on 24<sup>th</sup> March 2020 had been cancelled. He advised Members that the two Agenda Items requiring decision by the Board were (i) Item 4 - Business Planning (including the budget for 2020/21) and (ii) Item 5 - Executive Committee - terms of office and that both these items had been presented to the Executive Committee in February 2020. He requested Members to submit any concerns regarding these two items to him by email before 24<sup>th</sup> March.

With regard to the Board AGM also due to take place on 24<sup>th</sup> March, the Chief Executive explained that he considered it likely that appointments for the Chairman; Vice-Chairman; Executive Committee and Working Groups would be able to take place without the need for a vote. He explained this would be confirmed to Board Members on 24<sup>th</sup> March.

**B 4.2 DECLARATIONS OF INTEREST**

There were no declarations of interest from the Board's Members or Officers.

**B 4.3 PUBLIC QUESTIONS**

No public questions had been submitted in accordance with the Board's Constitution.

**B 4.4 MINUTES OF BOARD MEETING**

**RESOLVED that, the Minutes of the Meeting of the Board held on 17<sup>th</sup> December 2019 be approved as a correct record.**

**B 4.5 MINUTES OF EXECUTIVE COMMITTEE MEETINGS**

The Board received the Minutes of the Meeting of the Executive Committee held on 25<sup>th</sup> February 2020.

**B 4.6 BUSINESS PLANNING**

The Board was requested to review, and if in agreement adopt, the Board's Business Plan Framework (2020-23); Work Programme (2020/21) and Budget (2020/21).

**RESOLVED that the Framework, Work Programme and Budget be adopted.**

**B 4.7 EXECUTIVE COMMITTEE TERMS OF OFFICE**

The Board was requested to review, and if in agreement adopt, the proposed change to the Board's Constitution with regard to terms of office for Executive Committee Members.

**RESOLVED that the proposal to extend the Executive Committee term of office from one to three years be adopted by the Board.**

**B 4.8 WORKING GROUPS, TASK & FINISH GROUPS AND STEERING GROUPS**

The Board was requested to review, and if in agreement adopt, the proposed changes to the membership of the Board's Groups.

**RESOLVED that the changes to membership and groups for 2020/21 be adopted by the Board.**

Note:

One objection had been received by the Chief Executive from a Board Member to the proposals.

**B 4.9 RISK MANAGEMENT FRAMEWORK AND KEY RISK REGISTER**

The Board was requested to review, and if in agreement approve, the Board's Risk Management Framework and updated Key Risk Register.

**RESOLVED that:**

- (a) the Risk Register be approved as presented;**
- (b) the Board acknowledge that the documents would require further updating as a result of the Covid-19 outbreak.**

**B 4.10 CLIMATE CHANGE MITIGATION AND ADAPTION**

The Board received a report which contained a detailed plan and timeline to review the Board's strategies and position statements.

**RESOLVED that detailed plan and timeline be included within the activities of the Board's newly-established Climate Change Working Group.**

**B 4.11 PLANNING AND DEVELOPMENT POSITON STATEMENT**

The Board received a draft Position Statement, with the request that Board Members comment upon its recommendations.

**RESOLVED that the Board commence wider consultation with Local Authority partners.**

**B 4.12 HOUSING POSITION STATEMENT**

The Board received a draft Position Statement, with the request that Board Members comment upon its recommendations.

**RESOLVED that the Board commence wider consultation with Local Authority partners.**

Note:

The Board extend its thanks to Member George Lambrick for the assistance provided to the Planning and Landscapes Officer in relation to both position statements.

**B 4.13 SOUTH AND COTSWOLDS GRANT SCHEME (RAIL CORRIDOR)**

The Board received a report detailing the project scope and launch timeline.

**RESOLVED that the project scope and timeline be noted by the Board, whilst recognising the potential impact upon the Scheme due to the Covid-19 virus outbreak.**

**B 4.14 COTSWOLDS LEADER PROGRAMME**

The Board received the final report of the LEADER Programme.

**RESOLVED that the success of the Programme and the Programme's significant economic benefit to the area be noted by the Board.**

Note:

The Board extend its thanks to all Board Officers involved with the Programme and to the Board's Steering Group for its work in relation to the Programme.

**B 4.15 ORGANISATIONAL GOVERNANCE REVIEW**

The Board received a report detailing the ongoing work to ensure the Board's organisational governance structures were both thorough and robust.

**RESOLVED that the report be noted.**

**B 4.16 BOARD MEMBER INDUCTION AND PROCESS AND CODE OF CONDUCT**

The Board received a report detailing the induction process for new Members and regarding the latest version of the Cabinet Office's 'Code of Conduct for Board Members of Public Bodies'.

**RESOLVED that the report be noted.**

B 4.17 INFORMATION PAPERS

- (a) External Bids Update

**RESOLVED that the report be noted.**

- (b) Task and Finish and Working Group Annual Summary

**RESOLVED that the report be noted.**

- (c) Executive Committee Forward Plan - 27<sup>th</sup> May 2020

The Forward Plan for 2018/19 was noted.

B 4.18 OTHER BUSINESS

There was no other business that was urgent.

B 4.19 DATE OF NEXT CONSERVATION BOARD MEETING - 24<sup>TH</sup> JUNE 2020

It was noted that the next Board Meeting would be held on 24<sup>th</sup> June 2020.

Chairman