

MEETING OF
THE COTSWOLDS CONSERVATION BOARD
EXECUTIVE COMMITTEE

HELD AT THE GEORGE MOORE COMMUNITY CENTRE,
BOURTON-ON-THE-WATER

TUESDAY 25 FEBRUARY 2020

Present:

Chairman	-	Liz Eyre
Vice-Chair		Brendan McCarthy
David Broad		Cate Le Grice Mack
Nigel Colston		Charles Mathew (until 12.10 p.m.)
Mike Dean (until 12.30 p.m.)		Tony Merry
George Lambrick		

Also in Attendance:

Rebecca Charley (until 1.05 p.m.)	Board Member
Amanda Davis	Board Member
Graham Hopkins	Board Member
Norman Kay (until 12.35 p.m.)	Board Member
Scott Brown	Project Officer
Mark Connelly	Land Management Officer
John Mills	Planning and Landscape Officer
David Shelmerdine	Finance Officer
Simon Smith	Project Development and Business Planning Officer
Andy Parsons	Chief Executive
Mandy Pressland	Office Manager
James Webb	LEADER Programme Manager

E 5.1 APOLOGIES

Apologies were received from Ed Macalister-Smith.

E 5.2 INTRODUCTIONS AND ANNOUNCEMENTS

The Chairman informed the Committee of two new Officer appointments - Scott Brown (Rail Corridor Project Officer) and Ann Wyatt (Finance Officer). She also explained that James Webb would start in his newly-appointed role as the Board's Partnerships and Fundraising Officer with effect from 1st April 2020.

The Vice-Chair reported that an advert for the four SoS Member vacancies on the Board had been published and interviews had been arranged for 19 and 20 May 2020 in Bristol.

E 5.3 DECLARATIONS OF INTEREST

The Chairman explained that Norman Kay had written to the Committee regarding Agenda Item (10), Climate Change Mitigation and Adaption, in his capacity as a Member of Stroud District Council and was present at the Meeting as an Observer. He therefore had an 'other' interest due to his membership of the District Council.

E 5.4 PUBLIC QUESTIONS

There were no public questions.

E 5.5 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - 5 NOVEMBER 2019

RESOLVED that the Minutes of the Meeting of the Executive Committee Meeting held on 5 November 2019 be approved as a correct record.

E 5.6 MINUTES OF THE BOARD MEETING - 17 DECEMBER 2019

The Board received the Minutes of the Board Meeting held on 17 December 2019.

E 5.7 BUSINESS PLANNING

Summary:

To review, and if in agreement approve, the Board's Business Plan Framework (2020-23); Work Programme (2020/21) and Budget (2020/21).

Key Consideration(s):

- (i) Progress to date
- (ii) Key factors impacting the Budget

Action(s):

- (i) The Chief Executive to inform relevant Board Members of upcoming meetings with local authority Chief Executive's and Leaders.

Decision(s):

RESOLVED that the Executive Committee approve the documents and recommend they be taken forward to the March 2020 Board Meeting for approval, subject to:-

- (i) **target date for the level of reserves held by the Board to hit the target of £110,000 - £130,000**
- (ii) **a Contingency Plan produced by the Chief Executive with the intention of not increasing the Board's current financial deficit and to be used in Quarter 2 of financial year 2020/21 if the forecast indicates that the position is likely to worsen by an agreed percentage;**
- (iii) **a sensitivity analysis be undertaken in advance of the March 2020 Board Meeting.**

Reason for Decision(s):

The Committee recognised that positive steps were being taken by the Board to increase its level of financial reserves but the Committee were concerned that the current level of reserve held was not likely to be sustainable or sufficient going forward.

E 5.8 EXECUTIVE COMMITTEE - TERMS OF OFFICESummary:

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

Key Consideration(s):

- (i) The current arrangements and their effectiveness.
- (ii) Options for review.
- (iii) The required amendment to the Board's Constitution, if approved.

Action(s) Arising:

- (i) The Chief Executive to amend the Board's Constitution accordingly.

Decision(s):

RESOLVED that the proposal to extend the term of office for three years and for this recommendation to be put forward to the Board at the March 2020 Meeting, be approved by the Committee.

Reason for Decision(s):

The majority of the Committee considered the appointment of Executive Committee Members for a three year period would assist with continuity of the Committee and would also remove the bureaucracy of appointing in thirds or on an annual basis.

Whilst a proposal originally presented to the Committee related to the Chairman and Vice-Chair being elected for a three year period; this was not considered to be in accordance with the Board's Establishment Order and was therefore not approved by the Committee. However, to ensure continuity the Board should assume that the role of Chairman is entered into with the view of it being for a 3-year term – based on a 1x1x1 year term of office.

Note:

Some Members expressed that they did not support the recommendation and considered that the current arrangement of appointing Executive Committee Members on an annual basis should remain.

E 5.9 TASK & FINISH AND WORKING GROUPSSummary:

To review, and if in agreement approve, the proposed changes to the membership of the Board's Task & Finish and Working Groups.

To review, and if in agreement approve, the proposed Task & Finish and Working Groups for 2020/21.

Key Consideration(s):

- (i) Proposed changes to Group membership
- (ii) Proposed Groups for 2020/21

Action(s) Arising:

- (i) The A417 Group name be changed to 'A417 Steering Group' and membership be by invitation only.
- (ii) Technical experts (both Board Members and external individuals) be invited to attend Group Meetings when required.
- (iii) Any Board Member be allowed to attend any Group except those by invitation only.
- (iii) The Chief Executive inform all Board Members in advance of the March 2020 Board AGM of the voting options and positions available and the skills set of Board Member.

Decision(s):

RESOLVED that the Executive Committee approve (i) the changes to the membership of the Executive Committee and the (ii) the groups for 2020/21, with the recommendations to be presented to the March 2020 Board Meeting for adoption.

Reason for Decision(s):

The Committee considered the arrangements would bring greater consistency to the Executive Committee and would aim to ensure all Members played an active role in the Board's activities.

E 5.10 RISK MANAGEMENT FRAMEWORK AND KEY RISK REGISTER

Summary:

To review the Board's Risk Management Framework and updated Key Risk Register.

Key Consideration(s):

- (i) The Board's Risk Management Framework
- (ii) The Board's Key Risk Register
- (iii) The amendments to the previous versions of the documents relating to the conclusion of the Agency Agreement and LEADER programme.

Action(s) Arising:

- (i) Safeguarding be included as a type within the documents.
- (ii) The example quoted be removed from Section 5 of the Risk Register.

Decision(s):

RESOLVED that the contents of the Policy, Risk Management Framework and Key Risk Register, and comments made, be noted.

Reason for Decision(s):

This item was for noting only.

E 5.11 TREASURY MANAGEMENT

Summary:

To review the Board's Treasury Management Strategy for 2020/21.

To report on the Investment Performance.

Key Consideration(s):

- (i) The Board's requirement to approve and maintain a strategy for managing its investments and borrowings and the consequent annual review by the Executive Committee.

Action(s) Arising:

- (i) Reference be made within the Strategy to the fact that the Board only invested in areas which reflected the Board's ambitions.

Decision(s):

RESOLVED that:

- (a) the contents of the Treasury Management Strategy for 2020/21 be noted;**
- (b) the investment policies be approved.**

Reason for Decision(s):

The Board recognised the financial performance of the Board had improved since 2019.

E 5.13 FINANCIAL INVESTMENT PERFORMANCE

Summary:

To report on the performance of the Board's financial investment.

Key Consideration(s):

- (i) The requirement of the Board to review its investment performance annually.

Action(s) Arising:

- (i) Reference be made within the Strategy to the fact that the Board only invested in areas which reflected the Board's ambitions.

Decision(s):

RESOLVED that the contents of the Financial Investment Performance report be noted.

Reason for Decision(s):

The item was for noting only.

E 5.14 QUARTER THREE BUSINESS PLAN REVIEW 2019/20

Summary:

To review progress in Quarter 3 of the financial year 2019/20.

Key Consideration(s):

- (i) Officer review of progress undertaken on 5 February 2020.
- (ii) The Board's current financial forecast.

Action(s) Arising:

None.

Decision(s):

RESOLVED that Quarter 3 Review be noted.

Reason for Decision(s):

The item was for noting only.

E 5.15 CLIMATE CHANGE MITIGATION AND ADAPTION

Summary:

To present a more detailed plan and timeline to review the Board's strategies and position statement relating to climate change.

Key Consideration(s):

- (i) The Board's previous and current approach
- (ii) Current accessibility
- (iii) Climate Change Strategy Timetable
- (iv) Climate Change Working Group

- (v) The Colchester Declaration
- (vi) Proposed timetable

Action(s) Arising:

The Chief Executive to meet with Publica's Climate Change Manager on 1 March 2020, with the desired outcome being him joining the Board's Climate Change Working Group.

Decision(s):

RESOLVED that the Executive Committee:

- (a) note the work on climate change to date;**
- (b) recommend the timetable to the Board.**

Reason for Decision(s):

The Committee considered the proposed actions to be suitable in relation to the Board's requirements to 'conserve and enhance the AONB.

E 5.16 PLANNING AND DEVELOPMENT POSITION STATEMENT

Summary:

To present a draft Position Statement that advocates an approach to development that is (i) landscape-led and (ii) based on robust evidence of local need arising within the AONB.

Key Considerations:

- (i) The proposed principles, recommendations, format and content of the draft Position Statement.
- (ii) The proposed next steps (referring the Statement to the Board in March 2020, prior to consulting externally).

Action(s) Arising:

- (i) The Planning and Landscape Officer to arrange meetings with local authority planning officers.

Decision(s):

RESOLVED that:

- (a) progress in drafting the Planning and Development Position Statement be noted;**
- (b) the proposed principles, recommendations, format and content of the draft Statement be endorsed;**
- (c) the proposed next steps be endorsed.**

Reason for Decision:

The Committee welcomed the work undertaken in relation to the Statement and wished to extend their thanks to all Officers involved for their work on the item.

E 5.17 HOUSING POSITION STATEMENT

Summary:

To provide a verbal update on the Board's draft Housing Position Statement.

Key Consideration(s):

- (i) The presentation of the Statement to the Board at its March 2020 Meeting.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the verbal update be noted.

Reason for Decision(s):

This item was for noting only.

E 5.18 RAIL CORRIDOR ENHANCEMENT PROJECT

Summary:

To present an outline draft project plan for the Rail Corridor Enhancement Project.

Key Consideration(s):

- (i) The Project Business Case, Structure and Management, Communications and Stakeholder Engagement and Enhancement Programme. In addition to target and potential outcomes, key funding criteria, finances, risks and timescales.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the project proposal be noted.

Reason for Decision(s):

The item was for noting only.

E 5.19 ORGANISATIONAL GOVERNANCE REVIEW

Summary:

To present how the Board will ensure its organisational governance structures are thorough and robust.

Key Consideration(s):

- (i) Progress to date
- (ii) Next steps

Action(s) Arising:

None.

Decision(s):

RESOLVED that the progress to date be noted.

Reason for Decision(s):

The item was for noting only.

Note:

The Committee wished to extend its thank to the Board's Office Manager for her work in relation to this item.

E 5.20 COTSWOLDS LEADER PROGRAMME UPDATE

Summary:

Programme update.

Details of recent activity and the plans for the closure event at FarmED in March.

Key Consideration(s):

- (i) Programme Performance
- (ii) Dissemination of programme results
- (iii) FarmED event - March 2020

Action(s) Arising:

- (i) The Chairman to write to former Board Member Joe Burgon for his previous work in relation to the Programme.

Decision(s):

RESOLVED that the update report be noted.

Reason for Decision(s):

The item was for noting only.

E 5.21 BOARD MEMBER INDUCTION PROCESS AND CODE OF CONDUCT

Summary:

To confirm the induction process for all new Board Members.

To inform Members of the latest version of the Cabinet Office's 'Code of Conduct for Board Members of the Public Bodies'.

Key Consideration(s):

- (i) The requirement of all Members of the Board to comply with the Code.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the report be noted.

Reason for Decision(s):

The item was for noting only.

E 5.22 INFORMATION PAPERS

(a) External Bids Update

Summary:

The Committee received an update on progress in applying for external funding.

Key Consideration(s):

- (i) Projects and their progress.

Action(s) Arising:

None.

Decision(s):

RESOLVED that report be noted.

Reason for Decision(s):

This item was for noting only.

(b) Task and Finish/ Working Group - annual summary

Summary:

The Committee received an update on Task and Finish and Working Groups.

Key Consideration(s):

- (i) Recent projects of the Task and Finish and Working Groups.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the latest progress report be noted.

Reason for Decision(s):

This item was for noting only.

- (c) Draft Agenda - March 2020 Board Meeting

Summary:

To note the draft Agenda for the Board Meeting on Tuesday 24 March 2020.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the draft Agenda be noted.

Reason for Decision(s):

This item was for noting only.

- (d) Draft Agenda - March 2020 AGM

Summary:

To note the draft Agenda for the Board AGM on Tuesday 24 March 2020.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the draft Agenda be noted.

Reason for Decision(s):

This item was for noting only.

(e) Executive Committee - Forward Plan for May 2020 Meeting

Summary:

The Committee received the Executive Forward Plan for the February 2020 Executive Committee Meeting.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the Forward Plan be noted.

Reason for Decision(s):

This item was for noting.

E 5.23 OTHER BUSINESS

The Chief Executive informed the Committee DEFRA are encouraging all AONBs to rebrand as National Landscapes and that whilst not a legal change, he hoped the Board and its Members would embrace the change.

E 5.24 DATE OF NEXT MEETING

Wednesday 27 May 2020 - 10.00 a.m. - The George Moore Community Centre, Moore Road, Bourton-on-the-Water, GL54 2AZ.

The Meeting commenced at 10.00 a.m., adjourned between 11.35 a.m. and 11.45 a.m., and closed at 1.20 p.m.

Chairman