

AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE

7th August, 2013

Present: Councillor M Williams (Chairman)
Mr A Archer, Councillor DWM Rees and Councillor RM Lewis.

(NPA Offices, Llanion Park, Pembroke Dock: 12.40pm – 14.10pm.)

1. Apology

Apologies for absence were received from Mrs G Hayward and Councillor M James

2. Disclosure of interest

There were no disclosures of interest.

3. Minutes

The minutes of the meetings held on the 15th May 2013 and 26th June 2013 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meetings held on 15th May 2013 and 26th June 2013 be confirmed and signed.

4. Management and Leadership Development

The report explained that one of the main objectives in the Authority's People Strategy 2012-15 was to ensure that managers and leaders had and used the rights skills and capabilities to make change effective and to deliver performance. In order to take this forward, a temporary secondment of an experienced Learning Adviser, Sara Jenkins from Pembrokeshire County Council, had been arranged for one day per week for the period July 2012 to March 2013 to carry out a management and leadership project for the Authority.

Details of some of the outcomes of the project were outlined in the report, and these included the development of a key behaviour framework for the Authorities managers in collaboration with the Leadership Team, a 360^o assessment to align with the behaviour framework and training opportunities for management development.

Sara Jenkins was present at the meeting and she reported that the project had been a great success, with a positive relationship having been built up between the two organisations in the area of training and development which would be taken forward in the future with the possibility of commissioning joint training. Pembrokeshire County Council had also offered spare places on training courses to the Authority's staff and this had the additional benefit of managers from different organisations being able to share their experiences. The Authority was



also hoping to be able to contribute by delivering training in its own areas of specialism.

Going forward, it was proposed to explore the possibility of developing a local network for learning and development with other organisations such as the Port Authority, Health Authority, Pembrokeshire Housing and Valero which would enable support and joint training events to be provided.

Members were enthusiastic about the project and the benefits it brought to all parties as well as the opportunity for joint working, particularly with the private sector. They were also quite keen to explore the possibility of leadership training for Members of the Authority and were advised by the Personnel Manager that this would support the Personal Development Reviews that Members were in the process of undertaking.

It was **RESOLVED** that the Management and Leadership Development project and its outcomes be endorsed.

5. Performance Report for the period April to June 2013

The report of the Business and Performance Manager presented Members with progress made to date in respect of the relevant actions and measures feeding into Corporate Strategy Outcome 4 and parts of the other Outcomes for the period to the end of March 2013. Each of the actions reported on were shown as red, amber or green, depending on the level of progress that had been made.

In the absence of the Business and Performance Manager, the Chief Executive reported that work was generally on track with no measures or actions being marked as 'red'. He displayed some additional graphs showing more specific figures for some of the measures and Members asked questions about a number of these.

It was **RESOLVED** that the Performance Report for the period April to June 2013 be received.

6. Budget Performance Report for the three months to June 2013

The report set out the detailed net revenue budget for the three months to June 2013, which showed that the net revenue expenditure was £1,334k, which was £169k under the profiled budget of £1,503k. The main reasons for the variance of actual expenditure against budget for each Service department was set out in the report but it was reported that a number of these were due to delays in filling vacant posts or to timing differences that should be rectified over the course of the year. Merchandise sales, admission fees and car park income were all down overall, the lower figures for Carew being due to the overrun of building



works meaning that the site was not fully open for Easter, however income at Oriol y Parc was up.

With regard to the forecast revenue position for the full year, this would suggest a budget surplus of approximately £187k, however given the uncertainties surrounding the 2014/15 National Park Grant it was considered prudent not to reallocate this surplus in 2013/14.

Details of the capital programme were also set out and it was reported that the budget had increased slightly from £1,192k to £1,272k to reflect several additions and deferrals including the completion of work at Carew Castle, replacement windows at Llanion and additional allocation of funds for the Origins Project at Castell Henllys.

Finally, turning to the Authority's reserves these were expected to increase to £685k by the end of 2013/14 due to the revised forecast surplus. However the assumptions for 2014/15 and 2015/16 were for a zero increase or decrease in the National Park Grant, and in reality a reduction in Grant was now expected for these years although the actual percentage reduction was unknown at present. Notwithstanding, the Authority was well positioned to respond accordingly and to ensure it managed its activities within budget.

It was **RESOLVED** that the budgetary performance for the 3 months ended 30th June 2013 be endorsed.

7. **Statement of Accounts 2012/13**

The Finance Manager explained that although the Statement of Accounts 2012/13 had been considered by National Park Authority earlier that day, he felt it would be helpful for this Committee to have a greater degree of understanding of the accounts, and he therefore proceeded to explain the Statement of Accounting Policies and the notes to the Financial Statements.

While considering Note 35, Grant Income, Members asked that they be provided with a report at the next meeting on the operation of the Historic Town Scheme in general, and particularly its financial management. While not questioning the heritage outcomes of the scheme, some concern was expressed regarding the criteria for awarding grants.

It was **RESOLVED** that the Statement of Accounts 2012/13 be noted, and that a report on the financial management of the Historic Town Scheme be presented to the next meeting of the Authority.



8. Delegate any issues of concern to the Continuous Improvement Group for consideration

There were no issues of concern that the Committee wished to delegate to the Continuous Improvement Group for consideration.

NOTED.

