

Our Ref: A.1142/1571

Date: 11 May 2017



### NOTICE OF MEETING

Meeting: **Audit Resources & Performance Committee**

Date: **Friday 19 May 2017**

Time: **10.00 am**

Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

SARAH FOWLER  
CHIEF EXECUTIVE

### AGENDA

**1. Apologies for Absence**

**2. Minutes of previous meeting 3 March 2017 (Pages 7 - 10)**

5 mins

**3. Urgent Business**

**4. Public Participation**

To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.

**5. Members Declarations of Interest**

Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.

**6. Action Plans For The Management Of Recreational Motorised Vehicles In Their Use Of Unsealed Highways And Off-Road (A7622/SAS) (Pages 11 - 68)**

30 mins

Appendix 1

Appendix 2

Appendix 3

Appendix 4

Appendix 5

Appendix 6

Appendix 7

Appendix 8

7. **2016-2017 Outturn (A.137/22/PN) (Pages 69 - 88)** 15 mins  
Appendix A  
Appendix B  
Appendix C  
Appendix D  
Appendix E
8. **2016/17 Quarter 4 and Year End Corporate Performance Report (A91941/EF) (Pages 89 - 126)** 20 mins  
Appendix 1  
Appendix 2  
Appendix 3
9. **Corporate Risk Register 2016/17 Year End and 2017/18 Proposed (EF) (Pages 127 - 138)** 15 mins  
Appendix 1  
Appendix 2
10. **Make Great Memories In England's National Parks - Acceptance Of Discover England Funding (SF) (Pages 139 - 236)** 10 mins  
Appendix 1  
Appendix 2  
Appendix 3
11. **Internal Audit Report Block 2, 2016/17 (A1362/7/PN) (Pages 237 - 284)** 20 mins  
Appendix 1  
Appendix 2  
Appendix 3  
Appendix 4  
Appendix 5  
Appendix 6
12. **Internal Audit 2016/17 Annual Report (AMcC) (Pages 285 - 294)**

Appendix 1

- 13. Internal Audit 2017/18 Annual Plan (A1362/7/ AGM) (Pages 295 - 300)** 5 mins  
Appendix 1

**14. Items for No Discussion**

The Chair has identified the following items as items for no discussion unless there is an advance request from an individual Member for a discussion to take place.

1. External Audit (KPMG) 2017/18 Audit Fee Letter (A1362/AMcC) (Pages 301 - 310)

Appendix 1

Appendix 1

**15. Exempt Information S100(A) Local Government Act 1972**

The Committee is asked to consider, in respect of the exempt item, whether the public should be excluded from the meeting to avoid the disclosure of Exempt Information.

Draft Motion:

That the public be excluded from the meeting during consideration of Agenda Item Nos. 16 and 17 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, Paragraph 3 "Information relating to the financial or business affairs of any particular person (including the Authority holding that information).

**PART B**

- 16. Castleton Visitor Centre Cafe Concession (ES) (Pages 311 - 314)** 15 mins

- 17. Acceptance of Partnership And Signature of Park Letter Of Agreement (SF)**  
(Pages 315 - 362)  
Appendix 3

Appendix 1

Appendix 2

Appendix 3

**Duration of Meeting**

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break

after which the committee will re-convene.

## **ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)**

### **Agendas and reports**

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website <http://democracy.peakdistrict.gov.uk>

### **Background Papers**

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact the Democratic and Legal Support Team on 01629 816200, ext 362/382. E-mail address: [democraticandlegalsupport@peakdistrict.gov.uk](mailto:democraticandlegalsupport@peakdistrict.gov.uk)

### **Public Participation and Other Representations from third parties**

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Strategy and Development to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website <http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say> or on request from the Democratic and Legal Support Team 01629 816362, email address: [democraticandlegalsupport@peakdistrict.gov.uk](mailto:democraticandlegalsupport@peakdistrict.gov.uk).

### **Written Representations**

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

### **Recording of Meetings**

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. From 3 February 2017 the recordings will be retained for three years after the date of the meeting.

### **General Information for Members of the Public Attending Meetings**

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at [www.travelineeastmidlands.co.uk](http://www.travelineeastmidlands.co.uk).

Please note that there is no catering provision for members of the public during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

### **To: Members of Audit Resources & Performance Committee:**

Chair: Cllr A McCloy  
Vice Chair: Cllr F J Walton

Mrs P Anderson  
Cllr A R Favell

Mrs F Beatty  
Cllr C Furness

Cllr N Gibson  
Mr Z Hamid  
Cllr S Marshall-Clarke  
Cllr Mrs N Turner

Mr D Greenhalgh  
Cllr Mrs G Heath  
Cllr C McLaren

**Other invited Members:** (May speak but not vote)

Cllr Mrs L C Roberts  
Cllr D Chapman

Mr P Ancell  
Cllr D Birkinshaw

Constituent Authorities  
Secretary of State for the Environment  
Natural England