

# BRECON BEACONS NATIONAL PARK AUTHORITY

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Plas y Ffynnon  
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Dear Member

An **EXTRAORDINARY GENERAL MEETING** of the **NATIONAL PARK AUTHORITY** will be held in **THE MAIN CONFERENCE ROOM, PLAS Y FFYNNON, CAMBRIAN WAY, BRECON** on **WEDNESDAY 18<sup>TH</sup> FEBRUARY 2004 AT 8.30am** when your attendance is requested.

Yours sincerely

CHRISTOPHER GLEDHILL  
CHIEF EXECUTIVE

**PLEASE NOTE EARLY START TIME OF  
MEETING**

## *Fire Evacuation Advice*

*In the event of a fire, please exit the building via the main staircase,  
and assemble in the car park at Assembly Point 3*

## AGENDA

### 1.0 CORRESPONDENCE

To receive the attached Schedule of Correspondence and make any recommendations thereon. (Below).

### 2.0 MEMBERS' DECLARATIONS OF INTEREST

To receive any declarations of interests from members regarding items to be considered on the agenda. (Members' attention is drawn to the sheet circulating

with the Attendance Sheet, and the need to declare any interests both in writing and verbally at the meeting).

### **3.0 ACCESS TO INFORMATION**

Members are asked to agree the following recommendation in relation to Item 4.0 on the agenda.

***Recommendation: That pursuant to the provisions of Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that there would be disclosure to them of exempt information under Paragraph 1 of Part 1 of Schedule 12A, to the Act.***

### **4.0 RECRUITMENT OF HEADS OF DEPARTMENT**

To interview and appoint candidates to the following two posts following interview by the whole Authority:

- Head of Conservation and Community
- Head of Countryside

### **5.0 RECRUITMENT OF SECTION 151 OFFICER**

#### **5.1 Introduction**

The Authority's Section 151 Officer, Huw Morse, has advised that he wishes to retire from employment with the Authority at the end of August 2004. Members are now asked to consider the recruitment and selection process for his replacement.

#### **5.2 Role of Section 151 Officer**

- a) Advising on corporate risk, profiling and management, including safeguarding assets, risk avoidance and insurance;
- b) Advising on an effective system of internal control;
- c) Ensuring that there is an effective system of internal financial control;
- d) Advising on anti fraud and anti corruption strategies and measure;
- e) Preparing statutory and other accounts and associated grant claims;
- f) Ensuring there is an effective internal audit function and assisting management in providing effective arrangements for financial and performance scrutiny;
- g) Securing an effective system of financial administration, such as income collection and payment systems;

- h) Securing effective arrangements for treasury management, such as pensions and trust funds;
- i) Ensuring a prudential framework is in place;
- j) Ensuring that financial management arrangements are in line with broad policy objectives and the Authority's overall management.

### 5.3 Recruitment procedures

In order to move forward the recruitment process it is suggested that the Authority might consider a similar set of procedures to those used for the selection of the Heads of Department. This would involve a panel of members being established to look at a long list of candidates, with final interviews carried out by the whole Authority.

***Recommendations:***

- a) That the Chief Executive be authorised to start the recruitment process for the Section 151 Officer and advertise the post;***
- b) That an appointments panel be established with a remit of selecting a shortlist of candidates for interview, with final selection by the National Park Authority; the panel to comprise the Chairmen of the Authority, Corporate Resources Committee, Development Control Committee, Access and Rights of Way Committee, Strategy and Policy Committee, Sustainable Development Panel, the Deputy Chairman of the Authority and the Chief Executive;***

### 6.0 FUTURE DIRECTIONS

Members have been involved in the draft Strategic Intent and Directions, now termed Future Directions, and these were discussed at length in the Strategy and Policy Committee on 23<sup>rd</sup> January 2004. Amendments to the vision and aim agreed at that meeting have now been incorporated and a final version of the text is presented to the Authority for formal approval. **(Enclosure 1)**.

***Recommendation: That the Future Directions be ratified by the Authority as its aim, vision and strategic intent..***

### SCHEDULE OF CORRESPONDENCE

1. To receive apologies for absence
2. Such other correspondence as, in the opinion of the Chairman, is of such urgency as to warrant consideration.