

ANNUAL MEETING OF CRAVEN DISTRICT COUNCIL

Belle Vue Square Offices, Belle Vue Suite, Skipton

Tuesday, 24 May 2022 at 6.30pm

Please note the following advice in advance of the meeting:

Whilst there is no longer a legal requirement to wear a face covering or continue to social distance, please be considerate towards the wellbeing of others.

Anyone showing Covid symptoms or feeling unwell, are asked not to attend an in-person meeting, this is in the interest of general infection control. Further guidance can be found at: <https://www.gov.uk/coronavirus>

All Members of the Council are summoned to consider the following business

AGENDA

Exclusion of the Public – In accordance with the Council's Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of item \$12 on the grounds that it is likely that if the public were present there would be disclosure to them of exempt information as defined in Paragraph 1 (information relating to an individual) and Paragraph 2 (Information which is likely to reveal the identity of an individual) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence** – To receive any apologies for absence.
2. **Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

Note: Declarations should be in the form of either:

- a “**disclosable pecuniary interest**” under Appendix A to the Code of Conduct, in which case the Member must leave the meeting room; or
- an “**other interest**” under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

Exception: Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

3. **Chair’s Address**

- (a) Chair’s Address
- (b) Presentation to Chair’s consort
- (c) Thanks to Outgoing Chair

4. **Election of Chair for the 2022/23 Municipal Year**

- (a) Election of Chair
- (b) Investiture of Chair with Insignia of Office and presentation of Past Chair’s Badge
- (d) Declaration of Acceptance of Office by new Chair
- (e) Announcement of Chair’s consort
- (f) Chair’s acceptance speech.

5. **Election of Vice-Chair for the 2022/23 Municipal Year**

- (a) Election of Vice-Chair
- (b) Investiture of Vice-Chair with Insignia of Office
- (c) Declaration of Acceptance of Office by new Vice-Chair

6. **Minutes** – To confirm the minutes of the Council meeting held on 26 April 2022.

7. **Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman’s discretion.

8. **Chair’s Announcements** – A list of engagements attended by the Chair is attached.

9. **Appointments** – To debate and confirm the following appointments:

- Allocation of Committee Places for Committees, Sub-Committees and Panels 2022/23
- Appointment of Member Office Holders and Member Champions 2022/23
- Appointments to Outside Bodies 2022/23

10. **Council Constitution 2022/23** – To receive a report from the Solicitor to the Council and Monitoring Officer Presenting amendments to the Craven District Council Constitution.
11. **Revised Calendar of Meetings 2022/23** – To receive a report on the revised Calendar of Meetings 2022/23
- \$12. **Appointment of Monitoring Officer** – To receive a report from the Chief Executive recommending the appointment of a Monitoring Officer.
13. **Statement by the Leader of the Council** – The Leader of the Council will deliver his statement. When the Statement has been made, Members will be invited to ask questions of the Leader.
14. **General Question / Statement Time** – This is an opportunity for Members to raise awareness of issues that may be affecting their Ward, and are of general interest or importance, by making a statement or asking a question.

*(Council Procedure Rule 11 covers the conduct of this item. A Member must give **advance notice by noon on the day before the meeting** to the Democratic Services and Scrutiny Manager of any issue to be raised. The time limit for dealing with matters under this Rule is up to 15 minutes in total, with no individual item taking more than 5 minutes. Timings may be varied at the Chairman's discretion.)*
15. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.
16. **Date and Time of Next Meeting** – Tuesday, 11 October 2022 at 6.30pm.

Agenda Contact Officer:

Alice Fox, Democratic Services and Scrutiny Manager
Tel: (01756) 706226
E-mail: afox@cravendc.gov.uk

Recording at Council Meetings: Recording is allowed at Council, Committee and Sub-Committee meetings which are open to the public, subject to

- (i) the recording being conducted with the full knowledge of the Chair of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the agenda contact officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chair or a representative of Legal and Democratic Services.

AGENDA ITEM 6

COUNCIL MEETING

26 April 2022

Present – The Chairman (Councillor Sutcliffe) and Councillors Brockbank, Brown, Handley, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Metcalfe, Moorby, Myers, Noland, Ogden, Place, Pighills, Pringle, Rose, Shuttleworth, Solloway, Staveley, Wheeler and Whitaker.

Officers – Chief Executive, Director of Services, Chief Finance Officer, Strategic Manager for Planning and Regeneration, Solicitor to the Council and Deputy Monitoring Officer, Democratic Services and Scrutiny Officer and Democratic Services and Scrutiny Manager.

Start: 6.40pm

Finish: 7.10pm

Apologies for Absence – Apologies for absence were received from Councillors Barrett, Foster, Mercer, Morrell and Mulligan

Minutes – Councillor Brockbank asked that it be noted under CL.1249 that Councillor Foster confirmed he would make further enquiries into the reduction of bus services from Bentham to Lancaster.

Resolved – That the minutes of the Council meeting held on 22 February 2022 were confirmed as a correct record following inclusion of the wording above to CL.1249.

Public Participation – There were no members of the public in attendance.

Declarations of Interest – There were no Declarations of Interest

CL.1257

CHAIRMAN'S ANNOUNCEMENTS

A list of engagements attended by the Chair was included within the agenda pack. Covid continues to impact on the number of events taking place.

CL.1258

CALENDAR OF MEETINGS 2022/23

Resolved – That the Calendar of Meetings 2022/23 is approved.

CL.1259

MOTION ON NOTICE

A Notice of Motion was submitted under Council Procedure Rule 12 proposed by Councillor Solloway and signed by all Group Leaders. The Motion was unanimously supported.

Resolved – That all Councillors support the following Motion:

AGENDA ITEM 6

This Council is well aware of the recent trend to only consider cases at Skipton Law Courts, where Guilty pleas are made. This creates great concerns for local justice. It does not serve our local communities well, if cases where defendants plead Not Guilty, are now having to be heard at Magistrates' Courts as far away as Harrogate, York or even Scarborough.

This has huge implications for all Craven residents, including vulnerable people, who now have to travel great distances for their cases to be heard. This also has a detrimental effect on local justice, given that witnesses, solicitors etc will also have the same travel and cost issues.

Craven District Council condemns this policy and places on record its firm belief that local justice needs to be delivered locally and that Skipton Law Courts must firmly remain a fully functioning part of the Justice system.

For the Motion: Councillors Brockbank, Brown, Handley, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Metcalfe, Moorby, Myers, Noland, Ogden, Place, Pighills, Pringle, Rose, Shuttleworth, Solloway, Staveley, Sutcliffe, Wheeler and Whitaker (24)

Against the Motion: None

Abstain: None

CL.1260 **STATEMENT FROM THE LEADER OF THE COUNCIL**

Councillor Myers, Deputy Leader wished all Members good luck in the upcoming election.

CL.1261 **STATEMENT FROM LEAD MEMBERS, CHAIRMEN OF COMMITTEES AND COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

No statements were made.

CL.1262 **GENERAL QUESTION / STATEMENT TIME**

Councillor Brown asked for an update on the measures taken by the Council to support people in this area helping refugees, and will the Council support the district becoming an Area of Sanctuary?

Councillor Myers explained that since December 2021, an Afghan family of 12 has resettled in Skipton and the father has successfully gained fulltime employment. They are being supported by the Council and Craven Refugee Support Network. A further property in Skipton is currently being prepared for another Afghan family. The Ukraine resettlement programme is managed by Central Government so the Council is limited in how it can support the scheme. Its main role is to carry out joint visits to properties with NYCC to assess suitability. NYCC is leading on support for the refugees and

AGENDA ITEM 6

potential hosts. Although in its early stages, the resettlement schemes are running smoothly, and a report is being presented to June's Policy Committee about the Craven district becoming an Area of Sanctuary. Councillor Rose welcomed this and hoped it would remain a place of sanctuary long after the move to the new authority. Councillor Brown stressed that although there is an efficient Ukrainian refugee matching process, it is proving to be very difficult for families to be granted the relevant paperwork that enables them to travel to the UK.

Councillor Moorby asked if Members would consider allocating £100 from their Ward Member grants towards a digital piano for Skipton Town Hall to be used as a community resource for all Craven residents. The Chief Executive explained that there may be some funding available for this and an update will be provided to Policy Committee.

CL.1263

ANY OTHER ITEMS

There were no other items of business to consider.

CL.1264

DATE AND TIME OF NEXT MEETING

Tuesday, 24 May 2022 at 6.30pm.

Chairman



The Chairman of Craven District Council
(Councillor Alan Sutcliffe)

Civic Engagements

During the period June 2021 to May 2022

JUNE 2021

Monday 14th June - Service of Licensing for Revd Dr Sue McWhinney at Kirkby Malham

Monday 21st June - Armed Forces Day Flag Raising Ceremony

Sunday 27th June - Armed Forces Day Flag Lowering Ceremony

Sunday 27th June – Hellifield Races at Peel Park

JULY 2021

Thursday 15th July - Annual Harrogate's Mayors Civic Luncheon at the Great Yorkshire Show

AUGUST 2021

Sunday 1st August – Yorkshire Day 2021

Sunday 8th August – Royal British Legion event – 100 years celebration

Sunday 22nd August - The Principle Trust Children's Charity – 'Olympic cycle home' finish at Ilkley Rugby Club

SEPTEMBER 2021

Tuesday 7th September - Mayor of Scarborough – Scarborough Cricket Festival County Cricket Ground

Wednesday 8th September - RAF Menwith Hill – Civic & Community Leaders Briefing

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Friday 17th September - Presentation to the Principle Trust Children's Charity of 25 computers ex CDC for children and schools in need

OCTOBER 2021

Sunday 17th October – North Yorkshire County Council Civic Service

NOVEMBER 2021

Sunday 14th November – Skipton Remembrance Day Parade

DECEMBER 2021

No events.

JANUARY 2022

Wednesday 13th January – Nevilles Kitchen Luncheon in Gargrave

FEBRUARY 2022

No events.

MARCH 2022

Thursday 3rd March – Community Champions Awards

Saturday 26th March – Lord Mayor of York Civic Dinner

APRIL 2022

Wednesday 27th April – Menwith Hill Spring Reception

MAY 2022

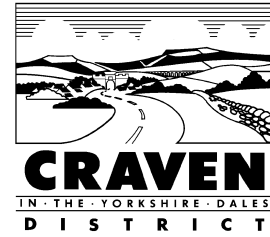
Thursday 12th May - The Presentation of the Former Royal British Legion Skipton Band Mace.

Tuesday 24th May – Lord Lieutenants Luncheon

ANNUAL COUNCIL MEETING

24 MAY 2022

Allocation of Committee Places for Committees, Sub-Committees and Panels 2022/23



Ward(s) affected: All

Report of the Democratic Services and Scrutiny Manager

1. **Purpose of Report** – To present the allocation of committee places for 2022/23 and to agree appointments in accordance with the Council’s Constitution and the nominations of the political groups.
2. **Recommendations**
 - 2.1 That Council approves the membership of committees (including substitute Members for Policy Committee (3) and Planning Committee (2) for each Group) and panels as set out in the appendix to the report.
3. **Committee Membership**
 - 3.1 The distribution of seats on committees is governed by Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, which require the allocation to accord with the rules on proportionality. The Council must satisfy itself each year that these rules are properly applied.
 - 3.2 The regulations state that seats on Committees must be allocated to each political group in the same proportion to the number of seats held by each of those groups on the Council both in number on each committee and in aggregate, in so far as this may be practicable.
 - 3.3 The political balance of the Council is 15 Conservative, 9 Independents, 3 Labour, 2 Green and 1 Liberal Democrat. One Independent Member is aligned to the Conservative Group. For the purpose of calculating proportionality, the Conservative Group is therefore 16, Independent Group 8, Labour Group 3, Green Group 2 and Liberal Democrat 1. The Council is comprised of 30 Members. From this is derived the entitlement based on proportionality to seats on Committees as shown in the following table:

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Group	Seats on Council	Proportionality (60 committee places)
Conservative	16	32
Independent	8	16
Labour	3	6
Green	2	4
Liberal Democrat	1	2
Total	30	60

- 3.4 Based on the above calculation the allocation of seats on Committees (excluding Standards Committee, which is not included in the regulations) to political groups on each committee would be as in the following table.

Committee	Size (Councillors)	Cons	Inds	Labour	Green	Lib Dem
Policy	15	8	4	2	1	0
Select	12	6	3	1	1	1
Audit and Governance	9	5	2	1	1	0
Licensing	12	7	3	1	0	1
Planning	12	6	4	1	1	0
	60	32	16	6	4	2

- 3.6 **Standards Committee** – Allocation of places to political groups has been based on the principle of ‘political proportionality’, however, this is not a legal requirement for the Standards Committee. Proportional allocation for a committee of 5 members would be Conservative 2.7 (3), Independent 1.3 (1), Labour 0.5 (1) Green 0.3 (0) and Liberal Democrat 0.2 (0).
- 3.7 **Audit and Governance Committee** – The Council’s Constitution (Part 3 Responsibilities of Committees) states that the Committee shall be comprised of 9 Members of the Council with the Chairman being independent of the policy element of the committee structure. At Minute CL.1186 Council confirmed the re-appointment of Mr Greg Robinson as the independent non-voting member of the Audit and Governance Committee for a final three-year term effective from the Annual Council Meeting on 5 August 2020.
- 3.8 **Recruitment and Appeals Panel** – The Panel is comprised of three Members drawn from a pool of 10 Members; appointment to the pool is normally based on political proportionality. Proportional allocation for a committee of 10 members would be Conservative 5.3 (5), Independent 2.7 (3), Labour 1.0 (1), Green 0.7 (1) and Liberal Democrat 0.3 (0).
- 3.9 **Statutory and Senior Officers Employment Committee** – At Minute CL.732, Council approved the establishment of this Committee consisting of five elected Members.

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The Committee is not a standing committee of the Council, but is to be constituted as a politically proportionate committee in accordance with its terms of reference. Proportional allocation for a committee of 5 members would be Conservative 2.7 (3), Independent 1.3 (1), Labour 0.5 (1) Green 0.3 (0) and Liberal Democrat 0.2 (0).

3.10 The following sub-committees and consultative groups are appointed by Policy Committee:

- Craven Spatial Planning Sub-Committee (specific task sub-committee)
- Craven Employees' Consultative Group

3.11 The Select Committee may appoint up to two working groups at any one time; decisions relating to appointment of those groups are a matter for that Committee.

4. Financial and Value for Money Implications

4.1 No direct financial implications, although there are costs associated with servicing meetings, member and officer attendance.

5. Legal Implications

5.1 These are considered within the body of the report.

6. Contribution to Council Priorities

6.1 The political management arrangements are the primary means by which Members will take actions towards achieving the Council's Corporate Priorities.

6.2 **Impact on the declared Climate Emergency** – The return to face to face meetings increases the requirement for officers and members to travel to meeting venues which impacts on carbon emissions.

7. Risk Management

7.1 The political management arrangements underpin the Council's corporate governance process and governance arrangements.

7.2 **Chief Finance Officer (s151 Officer) Statement** – No additional comments.

7.3 **Monitoring Officer Statement** – The recommendation set out in the report is lawful and within the powers of the Council.

8. Equality Impact Analysis

8.1 Procedure has not been followed. Therefore, neither an Initial Screening nor an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on • age • disability • gender • race/ethnicity • religion or religious belief (faith) • sexual orientation, or • rural isolation.

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9. Consultations with Others

9.1 Solicitor to the Council and Monitoring Officer.

10. Background Documents

10.1 None

11. Appendices

11.1 Draft Membership of Committees, Sub-Committees, Panels and Groups 2022-23

12. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

AGENDA ITEM 9a

APPENDIX

DRAFT MEMBERSHIP OF COMMITTEES 2022-23

POLICY ELEMENT

Policy Committee (15)

Conservative (and aligned Independent) (8)	Independent (4)	Labour (2)
Foster (Chair)	Barrett	Madeley
Brockbank (Vice Chair)	Heseltine	Rose
Metcalfe	Morrell	
Moorby	Wheeler	Green (1)
Mulligan		Noland
Myers		
Ogden		
Place		
Substitutes (3 per Group)		
Handley	Pighills	Mercer
Vacant	Shuttleworth	Brown
Whitaker	Solloway	

OVERVIEW AND SCRUTINY ELEMENT

Select Committee (12)

Conservative (and aligned Independent) (6)	Independent (3)	Labour (1)
Staveley (Chair)	Pighills	Mercer
Harbron	Shuttleworth (Vice Chair)	
Hull	Solloway	Green (1)
Ireton		Brown
Lis		
Whitaker		Liberal Democrat (1)
		Jaquin

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REGULATORY ELEMENT

Audit and Governance Committee (9)

Conservative (and aligned Independent) (5)	Independent (2)	Labour (1)
Hull (Chair)	Barrett	Mercer
Place (Vice Chair)	Wheeler	
Handley		Green (1)
Harbron		Noland
Lis		
Co-opted Independent Person: Greg Robinson (Term of Office 3 Years Expiring August 2023)		

Licensing Committee (12) and Licensing and Appeals Sub-Committee (3 from pool of 12)

Conservative (and aligned Independent) (7)	Independent (3)	Labour (1)
Moorby (Chair)	Heseltine	Madeley
Ogden (Vice Chair)	Vacancy	
Harbron	Solloway	Liberal Democrat (1)
Ireton		Jaquin
Mulligan		
Myers		
Whitaker		

Planning Committee (12)

Conservative (and aligned Independent) (6)	Independent (4)	Labour (1)
Lis (Chair)	Heseltine	Rose
Ireton (Vice Chair)	Morrell	
Handley	Pringle	Green (1)
Harbron	Shuttleworth	Brown
Place		
Sutcliffe		
Substitutes (2 per Group)		
Hull	Vacancy	Madeley
Vacancy	Solloway	Noland

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Standards Committee (5)

Conservative (and aligned Independent) (3)	Independent (1)	Labour (1)
Ireton (Chair)	Solloway	Mercer
Metcalfe (Vice Chair)		
Whitaker		
Four Parish Council Members (non-voting): Marion Swales plus three vacancies		
Independent Persons: John Boumphrey and Roger Millin		
Note 1: Allocation of places to political groups has been based on the principle of 'political proportionality', however, this is not a legal requirement for the Standards Committee.		
Note 2: The Independent Persons are not members of the Standards Committee. They may be invited to attend meetings to comment, but not vote, on matters in relation to conduct and protocols.		

Recruitment and Appeals Panel (3 from a pool of 10)

Conservative (and aligned Independent) (5)	Independent (3)	Labour (1)
Brockbank	Heseltine	Madeley
Foster	Morrell	
Lis	Solloway	Green (1)
Myers		Brown
Staveley		

COUNCIL APPOINTED SUB-COMMITTEE

Statutory and Senior Officers Employment Committee (5)

Conservative (and aligned Independent) Group (3)	Independent Group (1)	Labour Group (1)
Foster	Solloway	Madeley
Mulligan		
Myers		

ANNUAL COUNCIL MEETING

24 MAY 2022



Appointment of Member Office Holders and Member Champions 2022/23

Ward(s) affected: All

Report of the Democratic Services and Scrutiny Manager

1. **Purpose of Report** – To present to Annual Council details of those Members to be appointed to the offices of Leader of the Council, Deputy Leader of the Council and Chair and Vice Chair of Committees. Annual Council is also asked to approve Lead Member and Member Champion appointments.
2. **Recommendations**
 - 2.1 That Annual Council approves the following Chair and Vice Chair appointments:
 - Chair of Policy Committee – Councillor Richard Foster
 - Vice Chair of Policy Committee – Councillor Linda Brockbank
 - Chair of Select Committee – Councillor David Staveley
 - Vice Chair of Select Committee – Councillor Brian Shuttleworth
 - Chair of Audit and Governance Committee – Councillor Wendy Hull
 - Vice Chair of Audit and Governance Committee – Councillor Stephen Place
 - Chair of Licensing Committee – Councillor Chris Moorby
 - Vice Chair of Licensing Committee – Councillor Robert Ogden
 - Chair of Planning Committee – Councillor Carl Lis
 - Vice Chair of Planning Committee – Councillor David Ireton
 - Chair of Standards Committee – Councillor David Ireton
 - Vice Chair of Standards Committee – Councillor Sue Metcalfe.
 - 2.2 That Annual Council approves the following Lead Member appointments:
 - Planning – Councillor Linda Brockbank
 - Enterprising Craven – Councillor Simon Myers
 - Financial Resilience – Councillor Patrick Mulligan
 - Resilient Communities – Councillor David Ireton
 - Affordable Housing element of Council Priority Enterprising Craven – Councillor Richard Foster
 - Internal Services element of Council Priority Financial Resilience – Councillor Sue Metcalfe
 - Greener Craven element of Council Priority Resilient Communities – Councillor Chris Moorby

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2.3 That Annual Council approves the following Member Champion appointments:

- Armed Forces – Councillor David Ireton
- Children and Younger People – Councillor Robert Ogden
- Equalities – Councillor David Ireton
- Older People – Councillor Alan Sutcliffe
- Member Training and Development – Councillor Sue Metcalfe

2.4 That Annual Council approves the Leader of the Council and Deputy Leader of the Council appointments.

3. Financial and Value for Money Implications

3.1 No direct financial implications, although a number of the above office-holders receive special responsibility allowances under the Council's Members' Allowances Scheme.

4. Legal Implications

4.1 Members are subject to the provisions of local government law, the Members' Code of Conduct and the Council's Constitution.

5. Contribution to Council Priorities

5.1 The roles closely involve members aiming to deliver the Council's Corporate Priorities.

5.2 **Impact on the declared Climate Emergency** – None identified.

6. Risk Management

6.1 The political management arrangements underpin the Council's corporate governance process and governance arrangements.

6.2 **Chief Finance Officer (s151 Officer) Statement** – No additional comments.

6.3 **Monitoring Officer Statement** – The recommendation set out in the report is lawful and within the powers of the Council.

7. Equality Impact Analysis

7.1 Procedure has not been followed. Therefore, neither an Initial Screening nor an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on • age • disability • gender • race/ethnicity • religion or religious belief (faith) • sexual orientation, or • rural isolation.

8. Consultation with Others

8.1 Solicitor to the Council and Monitoring Officer.

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9. Background Documents

9.1 None.

10. Appendices

10.1 None.

11. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

ANNUAL COUNCIL MEETING 24 MAY 2022



Appointments to Outside Bodies 2022/23

Wards Affected: All

Report of the Democratic Services and Scrutiny Manager

1. **Purpose of Report** – To appoint representatives to serve on outside bodies until 31 March 2023.
2. **Recommendations** – That Annual Council approves appointments to the outside bodies listed in the appendix to this report.
3. **Report**
 - 3.1 The Council appoints or nominates representatives to serve on a variety of outside bodies. These include bodies set up by the Council to local, regional and national bodies.
 - 3.2 Appointments to outside bodies fall into one of three categories;
 - Ward based appointments;
 - Appointments to go with Office of Leader / Deputy Leader / other office; and
 - Appointments where political proportionality will apply.
 - 3.3 Appointments to outside bodies are confirmed at the Annual Council Meeting each year. At any other time of the year, the Policy Committee makes decisions on appointments to outside bodies.
4. **Financial and Value for Money Implications**
 - 4.1 Attendance at outside bodies is considered to be part of Elected Members' duties. Travelling and subsistence expenses can be claimed under the Council's Members' Allowances Scheme.
5. **Legal Implications**
 - 5.1 There is a minimal risk to Members in relation to indemnity / insurance. Members may wish to check with the clerk of the outside body and consider the extent of any insurance or indemnity provided to director's / management committee members by the organisation itself.

6. Contribution to Council Priorities

- 6.1 The work of some bodies supports the delivery of corporate priorities.
- 6.2 **Impact on the declared Climate Emergency** – Attendance at face to face meetings increases the requirement for officers and members to travel to meeting venues, which impacts on carbon emissions.

7. Risk Management

- 7.1 The political management arrangements underpin the Council's corporate governance process and governance arrangements.
- 7.2 **Chief Finance Officer (s151 Officer) Statement** – No additional comments.
- 7.3 **Monitoring Officer Statement** – The recommendation set out in the report is lawful and within the powers of the Council.

8. Equality Impact Analysis

- 8.1 Procedure has not been followed. Therefore, neither an Initial Screening nor an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on • age • disability • gender • race/ethnicity • religion or religious belief (faith) • sexual orientation, or • rural isolation.

9. Consultations with Others

- 9.1 Solicitor to the Council and Monitoring Officer.

10. Background Documents

- 10.1 None

11. Appendices

- 11.1 Appointments to Outside Bodies

12. Author of the Report

Alice Fox, Democratic Services and Scrutiny Manager
Telephone: (01756) 706226
E-mail: afox@cravenc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

APPOINTMENTS OR NOMINATIONS TO BE MADE TO OUTSIDE BODIES

Notes:

1. Term of Office: One year to next Annual Council Meeting, unless otherwise stated.
2. Figures in brackets indicates total number of representatives.
3. Where Councillors are appointed, the appointment is reviewed if they cease to be a Member of the Council during their term of office.

1. WARD-BASED APPOINTMENTS

East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group (CCG) (1)

Councillor Brockbank (Bentham and Ingleton and Clapham Wards)

Forest of Bowland Area of Outstanding Natural Beauty Joint Advisory Committee (1)

Councillor Handley (Substitute: Councillor Brockbank)
(Bentham, Ingleton and Clapham, Settle and Ribble Banks Wards)

Greatwood and Horse Close Estate Committee (2)

Councillors Heseltine and Solloway
(Skipton South Ward)

Heysham Power Station Local Liaison Council (1)

Councillor Brockbank
(Bentham, Ingleton and Clapham Wards)

Hospital of James Knowles Trust (1)

Councillor Chris Moorby
(Hellifield and Long Preston Wards)

Settle Area Swimming Pool Committee (1)

Councillor Hull
(Settle and Ribble Banks, Hellifield and Long Preston and Penyghent Wards)

Settle Freight Quality Partnership (2)

Councillors Hull and Ogden
(Settle and Ribble Banks and Penyghent Wards)

2. APPOINTMENTS TO WHICH POLITICAL PROPORTIONALITY IS TO BE APPLIED

Airedale Internal Drainage Board (4)

Councillors Brown, Morrell, Shuttleworth and Sutcliffe

Bradford District Care Trust's Council of Governors (1)

Councillor Hull

Community Safety Partnership Local Delivery Team (1)

Councillor Staveley

Coulthurst Craven Sports Centre (1)

Councillor Harbron

Friends of the Craven Museum (1)

Councillor Rose

Leeds-Morecambe Community Rail Partnership (1)

Councillor Brockbank

North Yorkshire Police and Crime Panel (1)

To be offered to Opposition

(Term of Office: Four years, expiring Annual Council Meeting 2023 or until Member's current term of office ends)

Parking and Traffic Regulation Outside London Joint Committee (1)

Councillor Moorby

Settle / Carlisle Railway Development Company (1)

Councillor Hull

Settle Victoria Hall Trustees (1)

Councillor Hull

(Term of Office: Two years, expiring Annual Council Meeting 2023)

Yorkshire Dales National Park (1)

Councillors Foster, Lis and Heseltine.

(Term of Office: Until Members' current term of office ends or there is a relevant change in the political proportionality on the Council.)

Yorkshire Housing Group – Craven Area Committee (3)

Councillors Heseltine, Lis and Jaquin.

(Term of Office: Three years, expiring Annual Council Meeting 2023)

Yorkshire Screen Commission (1)

Mr Piers Tempest of Broughton Hall (external representative)

3. APPOINTMENTS TO GO WITH OFFICE (LEADER / DEPUTY LEADER / PORTFOLIO HOLDER, ETC)

Craven Barnfield Regeneration Limited, Strategic Partnering Board
Lead Member for Financial Resilience

Leeds City Region Partnership Committee (replaced the Leeds City Region Leaders' Board)
Leader of the Council (Substitute: Deputy Leader)

Leeds City Region (Local Enterprise Partnership) Board
Leader of the Council (Substitute: Deputy Leader)

Local Government Group:

General Assembly – Leader of the Council (Substitute: Deputy Leader)

Rural Services Partnership – Leader of the Council or his nominee (Councillor Ireton nominated as the Council's representative)

Local Government North Yorkshire and York
Leader of the Council (Substitute: Deputy Leader)

Mazars Yorkshire and Humber Governance Forum for Members (2)
Chairman and Vice-Chairman of Audit and Governance Committee

North Yorkshire County Council – Scrutiny of Health Committee
Lead Member Resilient Communities (Substitute: Councillor Hull attending in lieu of the Lead Member)

North Yorkshire District Councils Network – Executive Board
Leader of the Council (Substitute: Deputy Leader)

North Yorkshire Strategic Housing Partnership
Lead Member for Affordable Housing

North Yorkshire, York and East Riding Local Enterprise Partnership
Leader of the Council (Substitute: Deputy Leader)

North Yorkshire, York and East Riding Local Enterprise Partnership: Infrastructure Programme Board
Leader of the Council (Substitute: Deputy Leader)

Parishes Liaison Group
Political Group Leaders or their nominees (Substitutes: Political group nominees)

Reserve Forces and Cadets' Association for Yorkshire and the Humber
Member Champion for Armed Forces

West Yorkshire Combined Authority – The Business Innovation and Growth Panel
Deputy Leader of the Council

West Yorkshire Combined Authority – The Place Panel
Leader of the Council

York, North Yorkshire and East Riding Local Enterprise Partnership's Overview and Scrutiny Group

Office of Chairman of the Select Committee

Yorkshire and Humber (Local Authorities) Employers Committee

Leader of the Council (Substitute: Deputy Leader)

Yorkshire Dales National Park: Management Steering Group

Leader of the Council (Substitute: Deputy Leader)

Welcome to Yorkshire

Lead Member for Enterprising Craven

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ANNUAL COUNCIL MEETING

24 May 2022

Constitution 2022/2023



Report of the Solicitor to the Council (Monitoring Officer)

Lead Member - Internal Services: Councillor Metcalfe

1. **Purpose of Report** – To formally adopt the Craven District Council Constitution for the municipal year 2022/2023.
2. **Recommendations** – Members are recommended to:
 - 2.1 Note the amendments made to the Constitution during the 2021/2022 municipal year; and
 - 2.2 Formally adopt the Constitution for 2022/2023 and authorise publication.
3. **Report**
 - 3.1 The Council is required by the Local Government Act 2000 to prepare, and keep up to date, a constitution which explains how the Council operates; how decisions are made and the procedures which are to be followed to ensure that decision making is transparent and accountable.
 - 3.2 The terms of reference of Audit and Governance Committee include responsibility for maintaining the Constitution and the terms of reference of Standards Committee include responsibility for regularly reviewing the local codes and protocols contained within the Constitution at Part 5. However, it is the Council Meeting which must adopt and make any fundamental changes to the Constitution.
 - 3.3 One of the responsibilities of the Monitoring Officer is to keep the Constitution up to date and also to ensure that the Constitution is widely available for reference.
 - 3.4 Changes to the Constitution are made throughout the year by the Council and during 2021/2022 the following changes were made:
 - I. The Policy and Budget Framework (Article 4) updated;
 - II. The Member Code of Conduct was reviewed and updated (minutes STN.379 & CL.1197);
 - III. Council Procedure Rules – reviewed and updated for clarity only at Rule 11;
 - IV. Scheme of Delegation to Officers (Part 3) inclusion of reference to the s24 Local Government and Public Involvement in Health Act 2007 Direction for clarity.

3.5 Due to the large size of the Constitution, it has not been circulated with the agenda, but is available on the Council website or by contacting Democratic Services.

4. **Implications**

4.1 **Financial and Value for Money (vfm) Implications** – There are no specific financial implications arising from the amendments set out in this report.

4.2 **Legal Implications** – The Local Government Act 2000 requires the Council to have and maintain a written Constitution which includes the Council's procedure rules, codes of conduct and such other information as the Council considers appropriate.

4.3 **Contribution to Council Priorities** – Accountable and transparent decision making contributes to the delivery of the Council's Priorities.

4.4 **Risk Management** – Regularly reviewing and updating the Constitution ensures that the Council is able to operate effectively and efficiently and supports the delivery of the Council Priorities.

4.5 **Equality Analysis** – The Council's Equality Impact Assessment procedure does not apply to this report as there are no changes to any policy.

5. **Consultations with Others** – Corporate Leadership Team, Democratic Services Manager.

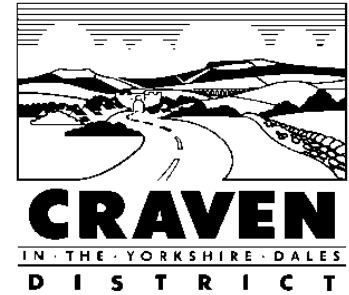
6. **Access to Information : Background Documents** – None.

7. **Author of the Report** – Annette Moppett, Solicitor to the Council and Monitoring Officer; telephone: 01756 706325; e-mail: amoppett@cravendc.gov.uk

Lisa Lord, Solicitor to the Council and Deputy Monitoring Officer; telephone 07701 399979; e-mail: llord@cravendc.gov.uk

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

8. **Appendix** – none.

**ANNUAL COUNCIL MEETING – 24 May
2022****Revised Calendar of Meetings for 2022/23****Report of the Solicitor to the Council****Lead Member for Internal Services –
Councillor Sue Metcalfe**

Ward(s) affected: Not applicable

1. Purpose of Report

1.1 To present a revised Calendar of Meetings for 2022/23 for Members' approval.

2. Recommendation

2.1 That the revised Calendar of Meetings for 2022/23, as appended to this report, is approved.

3. Report

3.1 At its meeting on 26th April 2022, Council approved a calendar of meetings for the 2022/23 municipal year. The first meeting of Policy Committee is scheduled to be held on 21st June 2022 with Craven Spatial Planning Sub-Committee meeting the day before on 20th June 2022.

3.2 Policy Committee is the parent Committee and is responsible for appointing members to the Craven Spatial Planning Sub-Committee. It is therefore necessary to hold the first meeting of the Sub-Committee after the Policy Committee has met on 21st June when it will be asked to make appointments to the Craven Spatial Planning Sub-Committee for the 2022/23 municipal year.

3.3 Council is asked to approve an adjustment to the Calendar of Meetings by moving the Craven Spatial Planning Sub-Committee from 20th June 2022 to Wednesday 6th July at 6.30pm. This revision will enable Policy Committee to approve appointments to the Sub-Committee at its first meeting of the 2022/23 municipal year on Tuesday 21st June 2022.

4. Financial and Value for Money Implications

4.1 No direct financial implications, although there are costs associated with the number of meetings in relation to servicing meetings, member and officer attendance.

5. Legal Implications

5.1 There are no legal implications arising from this report.

6. Contribution to Council Priorities

6.1 Not applicable.

7. Impact on the declared Climate Emergency

7.1 None identified.

8. Risk Management

8.1 There are no risk management issues associated with this report.

9. Chief Finance (s151 Officer) Statement

9.1 A Chief Finance Officer (s151 Officer) statement is not required for this report.

10. Monitoring Officer Statement

10.1 A Monitoring Officer statement is not required for this report.

11. Equality Impact Analysis

11.1 Meetings are currently held remotely. All meetings to be held in publically accessible venues.

12. Consultations with Others

12.1 Corporate Leadership Team (CLT) and Political Group Leaders.

13. Background Documents

13.1 There are no background documents.

14. Appendices

14.1 Revised Calendar of Meetings for 2022/23.

15. Author of the Report

Vicky Davies, Senior Democratic Services Officer

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E-mail: vdavies@cravenc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

Craven District Council Calendar of Meetings 2022-2023

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri								
May	2 Bank Hol	3	4	5 Dist Elecs	6	9	10	11 Png Site Visit	12	13	16 Png 1.35	17 Sel	18	19	20	23	24 Ann CL 6.30	25	26	27	30	31			May			
Jun			1	2 Bank Hol	3 Bank Hol	6	7	8 Png Site Visit Select 6.30	9	10	13 Png 1.35	14	15	16	17	20	21 Pol 6.30	22	23	24	27 Audit 6.30	28	29 Png Site Visit	30			Jun	
Jul					1	4 Png 1.35	5 L+A 2.00	6 CSP 6.30	7	8	11	12 Lic 6.30	13 Select 6.30	14	15	18	19	20 Stn 6.30	21	22	25	26	27 Png Site Visit	28	29			Jul
Aug	1 Png 1.35	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29 Bank Hol	30	31 Png Site Visit					Aug
Sep				1	2	5 Png 1.35	6	7	8	9	12	13 Pol 6.30	14 Select 6.00 Select C+D 6.30	15	16	19 Audit 6.30	20 L+A 2.00	21 Parish Liais 6.30	22	23	26 CSP 6.30	27	28 Png Site Visit	29	30			Sep
Oct	3 Png 1.35	4 Lic 6.30	5	6	7	10	11 CL 6.30	12	13	14	17	18	19	20	21	24	25 Pol 6.30	26 Png Site Visit	27	28	31 Png 1.35							Oct
Nov		1	2 Stn 6.30	3	4	7	8	9	10	11	14	15	16 Select 6.30	17	18	21	22 L+A 2.00	23 Png Site Visit	24	25	28 Png 1.35	29 Pol 6.30	30					Nov
Dec				1	2	5 Audit 6.30	6	7	8	9	12 CSP 6.30	13 CL 6.30	14 Png Site Visit	15	16	19 Png 1.35	20	21	22	23	26 Bank Hol	27 Bank Hol	28	29	30	Christmas Close Down		Dec
Jan	2 Bank Hol	3	4	5	6	9	10	11 Png Site Visit	12	13	16 Png 1.35	17 Pol 6.30	18 Select 6.30	19	20	23	24 Lic 6.30	25 Select C+D 6.30	26 Budg Brief 6.30	27	30	31					Jan	
Feb			1	2	3	6	7 L+A 2.00	8 Png Site Visit	9	10	13 Png 1.35	14	15	16	17	20	21	22	23	24	27	28 Pol 6.30						Feb
Mar			1 Stn 6.30	2	3	6 CSP 6.30	7	8 Png Site Visit	9	10	13 Png 1.35	14	15 Select 6.30	16	17	20 Audit 6.30	21	22 Parish Lias' 6.30	23	24	27	28 CL 6.30	29	30	31			Mar

Audit	Audit and Governance Committee	L+A	Licensing and Appeals Sub-Committee	Select	Select Committee
CL	Council Meeting	Png	Planning Committee	Select C+D	Select C&D Sub-Committee
CSP	Craven Spatial Planning Sub-Committee	Policy	Policy Committee	Stn	Standards Committee
Lic	Licensing Committee	Sel	Selection Committee		