



LEGACY SUB-COMMITTEE

23 August 2022 at 1pm

Meeting to be held at the Council Offices, Belle Vue Square, Broughton Road, Skipton BD23 1FJ.

AGENDA

Sub-Committee Membership: Councillors Myers, Rose, Foster, Ogden, Solloway, Brown and Madeley

1. **Apologies for absence.**
2. **Appointment of Chair and Vice-Chair for the Sub-Committee**
3. **Appointment of Substitute Members for the Sub-Committee**
4. **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.

5. **Selection Criteria and Process** – Report of the Solicitor to the Council. Attached
6. **Date of Next Meeting:** Proposed date of Thursday 24th November 2022 at 6pm

Agenda Contact Officer:

Alice Fox, Democratic Services and Scrutiny Manager

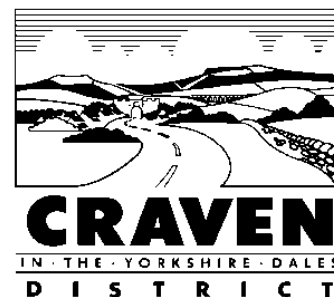
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Legacy Sub-Committee – 23 August 2022

**LEGACY SUB-COMMITTEE SELECTION
PROCESS**

**Report of the Solicitor to the Council
(Monitoring Officer)**



Lead Member: Councillor Simon Myers

Ward(s) affected: All

1. Purpose of Report

- 1.1 To agree the selection criteria for Members to consider when formally recognising organisations and individuals who have provided an exemplary service to the Craven District.
- 1.2 To consider how the Council formally recognises those who are selected.

2. Recommendations – Members are recommended to:

- 2.1 Agree the proposed selection criteria as outlined in Appendix 1 of this report.
- 2.2 Agree the proposals of how projects, organisations and individuals are to be formally recognised as outlined in Appendix 1a of this report.

3. Background

- 3.1 On 22 June 2022, Policy Committee approved the proposal to establish a legacy scheme to formally recognise organisations and individuals who have demonstrated that they have provided an exemplary service to the Craven District. A Legacy Sub-Committee was created to manage the scheme, which will consist of cross-party Members and Terms of Reference agreed.
- 3.2 The Sub-Committee will agree on the selection criteria and how those formally recognised will be chosen.

Report

- 3.3 A draft selection criteria for the Sub-Committee to consider is set out at Appendix 1.
- 3.4 A paper setting out options for how those selected may be recognised is at Appendix 2.

4. Financial and Value for Money Implications

- 4.1 None associated with the establishment of the scheme, however, there may be future costs associated to how the Council recognises those selected. For example, plaques may be placed in prominent places.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6. Contribution to Council Priorities

- 6.1 The appointment of a Sub-Committee provides a forum of recognition of projects, organisations and individuals who have contributed to Council Priorities in one way or another. The scheme would create civic pride amongst the Craven District and enhance the council's reputation and its commitment to all of its communities.

- 6.2 **Impact on the declared Climate Emergency – No impact**

7. Risk Management

- 7.1 Not relevant

- 7.2 **Chief Finance Officer (s151 Officer) Statement –** The costs noted in 4.1 should be contained within existing budgets.'

- 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 The Sub-Committee will consider equality and diversity in its selection process and will recognise projects, organisations and individuals who represent all of Craven's diverse communities. This will include protected characteristics under the Equality Act 2010 and will not discriminate based on
- age
 - disability
 - gender
 - race/ethnicity
 - religion or religious belief (faith)
 - sexual orientation, or
 - rural isolation.

9. Consultations with Others

- 9.1 Democratic Services, Financial Services, Legal Services.

10. Background Documents

- 10.1 None.

11. Appendix 1 – Selection Criteria

Appendix 1a – Recognising Successful Nominations

12. Author of the Report

Alice Fox, Democratic Services and Scrutiny Manager

E-mail: afox@cravendc.gov.uk

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

APPENDIX 1

Legacy Sub-Committee Selection Criteria

1. The Legacy Sub-Committee will formally recognise organisations and individuals who have benefitted the Craven District Area.
2. They will consider projects that Craven District Council has either been involved with or led on since the start of its existence in 1974.
3. They will consider nominations that fall under a range of categories, including:
 - a. Arts and Culture
 - b. Environmental Improvements
 - c. Health and Wellbeing
 - d. Sports and Recreation
 - e. Individuals (including posthumous) and organisations who have made a significant contribution to their local community
 - f. Individual volunteers
 - g. Individuals or teams who have gone that extra mile
4. The Sub-Committee will consult with Ward Members and senior officers for nominations. They will be asked to consider how their nominations have met at least one of the following:
 - a. Improved accessibility to a service or activity
 - b. Made a positive difference for their community
 - c. Motivated and inspired others to get involved
 - d. Brought communities together
 - e. Promoted equality, diversity, cohesion, and inclusion
 - f. Supported the most vulnerable members of the community
 - g. Improved a statutory service
5. The Sub-Committee will meet at least twice during the financial year 2022/23 to discuss and agree on successful nominations.
6. They will report at Council Meetings details of successful candidates and why they have been selected.

APPENDIX 1a

Recognising Projects, Organisations and Individuals

- There are a range of ways to formally recognise successful nominations, including:
- a. Framed certificates
 - b. Plaques positioned in and outside buildings or local landmarks
 - c. Re-naming of buildings or streets
 - d. Celebratory event