

LEGACY SUB-COMMITTEE

19 January 2023 at 6.30pm

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

Sub-Committee Members: The Chair (Councillor Myers) and Councillors Brown, Foster, Madeley, Ogden, Rose and Solloway.

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, this is in the interest of general infection control. For further guidance: <https://www.gov.uk/coronavirus>

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 Appendix \$2 of item \$7 on the grounds that it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 2 (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. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 23rd August 2022.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Declarations should be in the form of: a “disclosable pecuniary interest” under Appendix A to the Council's Code of Conduct, or “other interests” under Appendix B or under Paragraph 16 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 16 of the

Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. Civic Regalia – Report of the Democratic Services and Scrutiny Manager. Attached.

Purpose of Report – To request a decision on what should happen to Craven District Council's civic regalia come 1st April 2023.

6. Young Persons Discount Pass – To provide an update on proposals for discounted entrance to Craven District Council activities for young people living in the Craven District.

\$7. Legacy Nominations - Report of the Democratic Services and Scrutiny Manager. Attached. (Appendix \$2 to the report is considered exempt and not for publication.)

Purpose of Report – To present the nominations submitted to the Legacy Sub-Committee and, to request that Members agree on successful nominees and how they should be formally recognised.

Agenda Contact Officer:

Alice Fox, Democratic Services and Scrutiny Manager

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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.

AGENDA ITEM 2

LEGACY SUB-COMMITTEE

23 August 2022

Sub-Committee Members: Councillors, Myers, Ogden and Solloway

Officers: Solicitor to the Council and Monitoring Officer, Democratic Services and Scrutiny Manager, and Democratic Services and Scrutiny Officer.

Start: 1.00pm

Finish: 2.00pm

Apologies for Absence – Apologies for absence were received from Councillors Rose and Brown.

Public Participation – There was no public participation.

Declarations of Interest – There were no declarations of interests.

LSC.1

APPOINTMENT OF CHAIR AND VICE-CHAIR

Resolved – That Councillor Myers is appointed Chair and to ask Councillor Rose to be Vice-Chair.

LSC.2

APPOINTMENT OF SUBSTITUTE MEMBERS

Resolved – That substitute members be appointed when required.

LSC.3

SELECTION CRITERIA AND PROCESS

Members were happy with the categories and selection criteria as outlined in Appendix 1 of the report submitted in the agenda pack. They requested that an additional nomination criterion should include environmental improvements.

Members were informed that recommendations for street re-naming should be in consultation with officers responsible for the Street Naming and Numbering Policy. Members agreed it was important to reference “Craven” in any re-naming, e.g., Craven Leisure. It was suggested that new developments should also be considered, and the Sub-Committee could obtain a list of future developments and liaise with the developers. Democratic Services will liaise with Planning.

Recommendations to award honorary titles will be through the Honorary Titles Committee and submitted to Full Council for approval.

Members agreed that a “Young Carers’ Pass” which gave them free/discounted access to a range of activities throughout North Yorkshire was an excellent way to recognise young carers. This could be something that Members would propose to the new North Yorkshire Council Executive. In the meantime, Democratic Services will carry out a light touch review of how this could be implemented.

Members asked Democratic Services to design an application form to circulate to all CDC Members, Parish Councils, and the general public for them to nominate projects, organisations and individuals. CDC officers will also be asked to nominate staff.

It was agreed that all successful nominations would be invited to a celebratory event to be held in early 2023.

Resolved – That:

- Under section 4 of the Legacy Sub-Committee Selection Criteria, an additional nomination criterion to be added that focusses on environmental improvements.
- Democratic Services to design and issue a nomination form in consultation with the Chair and Vice-Chair
- Once approved the nomination form to be circulated to all Members, Parish Councils, CDC Staff and the wider community.

LSC.4

ANY OTHER BUSINESS

The Chair asked how the Council's civic regalia will be formally distributed when the new authority is in place.

The Chair also asked how other Council assets, such as Members' IT equipment would be distributed. Members are keen for it to be made available to the community.

Resolved – That:,

- Democratic Services undertake an audit of civic regalia held by the Council.
- Democratic Services make enquiries as to surplus equipment (such as Members' IT equipment).

LSC.5

DATE AND TIME OF NEXT MEETINGS

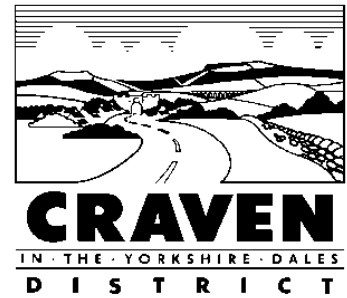
Wednesday 19 October, 6pm. This will be Working Group meeting held over TEAMS
Thursday 24 November, 6pm at Belle Vue Square

Chair

Legacy Sub-Committee – 19th January 2023

CIVIC REGALIA

Report of the Democratic Services and Scrutiny Manager



Ward(s) affected: All

1. Purpose of Report

1.1 To request agreement on what should happen to Craven District Council's civic regalia from 1st April 2023.

2. Recommendations – Members are recommended to:

2.1 Agree on what should happen to Craven District Council's civic regalia after 1st April 2023.

2.2 To recommend this decision to full Council.

3. Background

3.1 On 23rd August 2022, the Legacy Sub-Committee requested that Democratic Services investigate the options regarding the future Craven District Council's civic regalia after 1st April 2023. The potential options are outlined in paragraphs 4.1.1 and 4.1.2.

3.2 Craven District Council is currently responsible for the following pieces of civic regalia:

- Craven Chair's Badge and Chain
- Craven Chair's Consort Badge and Chain
- Former Settle RDC Chair's Chain and CDC Vice Chair's Badge

3.3 The LGR Corporate Governance Work Stream (Civic and Ceremonial Sub-stream) has recommended that ... each district council consider if any historic artefact (i.e., civic, or historical assets) has a particularly strong connection to a town or parish council in the district, that it may be appropriate to gift that artefact to the town or parish council prior to vesting day (should the town or parish council wish to accept the gift).

4. Report

4.1 Members are asked to discuss the following options and recommend one to full Council.

4.1.1 Civic regalia can be passed over to the new North Yorkshire Council, along with other assets, on 1st April 2023. Upon research, this seems to be the approach of other North Yorkshire District Councils. Borough Councils are planning to pass on their civic regalia to the Charter Trustees that are being created in their place.

4.1.2 Civic regalia could also be passed onto other organisations suggested and agreed by the Legacy Sub-Committee and approved at full Council. If this is the preferred approach, Members are asked to propose which organisation(s), ensuring they consider all implications. This includes, but is not limited to, approaching the suggested organisations of their proposal to nominate them and ensuring that proper arrangements can be put in place for the future storage and maintenance of the item.

5. Financial and Value for Money Implications

5.1 If civic regalia is passed over to North Yorkshire Council, they would take responsibility for arranging appropriate insurance. Any organisations recommended to receive civic regalia would be required to demonstrate that they have the appropriate insurance policies and storage in place.

6. Legal Implications

6.1 The recipient organisation may be required to enter into an agreement to ensure that the item(s) are retained for the benefit of the public.

7. Contribution to Council Priorities

7.1 Developing vibrant, connected, and healthy communities by improving access to and enjoyment of Craven's great heritage, culture and environment.

8. Impact on the declared Climate Emergency

8.1 No impact.

9. Risk Management

9.1 Not relevant.

10. Chief Finance Officer (s151 Officer) Statement

10.1 A Chief Finance Officer statement is not required for this report.

11. Monitoring Officer Statement

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

12. Equality Impact Analysis

12.1 Not relevant.

13. Consultations with Others

13.1 Democratic Services, Financial Services, Legal Services.

14. Background Documents

14.1 None.

15. Appendices

15.1 None.

16. Author of the Report

Alice Fox, Democratic Services and Scrutiny Manager

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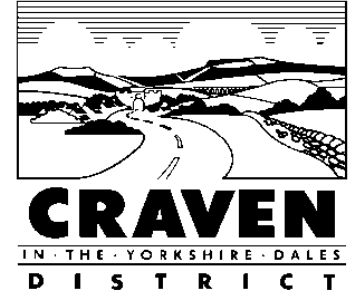
Tel: (01756) 700600

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

Legacy Sub-Committee – 19 January 2023

LEGACY SUB-COMMITTEE NOMINATIONS

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 present the nominations submitted to the Legacy Sub-Committee and, to request that Members agree on who is successful and how they should be formally recognised.

2. Recommendations – Members are recommended to:

- 2.1 Agree on the nominations that successfully meet the selection criteria as outlined in Appendix 1 of this report.
- 2.2 Agree on how successful nominees will be formally recognised.
- 2.3 Agree to recommend successful nominees at an Extraordinary Meeting of Council.

3. Background

- 3.1 On 22 June 2022, Policy Committee approved the proposal to establish a legacy scheme to formally recognise projects, organisations, teams, voluntary groups 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 Membership and the Terms of Reference were agreed.
- 3.2 The Sub-Committee met on 23 August 2022 and agreed on the selection criteria.
- 3.3 It was agreed that the Sub-Committee will convene a meeting shortly after the deadline date for submissions to discuss nominations.

4. Report

- 4.1 The scheme was promoted via:

- Social media (The Craven Herald and CDC's Facebook page)
- The Craven Herald and CDC's website
- CDC's Core Brief
- Parish Councils and Parish Meetings

All Councillors were asked to promote the scheme amongst their parishes, and CDC staff were asked to consider submitting a nomination.

- 4.2 The nominations received are attached at Appendix 2.
- 4.3 The Sub-Committee is requested to agree on their recommendations to present to an Extraordinary Meeting of Council on 7 February 2023.
- 4.3 The Sub-Committee may wish to consider inviting the successful nominees to receive their certificates at a celebratory event on 2 March at Skipton Town Hall, to coincide with the celebrations of the 5 Regiment Royal Artillery Freedom Parade.

4. Financial and Value for Money Implications

- 4.1 If Members agree to a celebratory event, there will be minor cost implications as the Regiment is providing refreshments.

5. Legal Implications

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

6. Contribution to Council Priorities

- 6.1 Officially recognising the good works of projects, organisations, teams, and individuals creates civic pride and enhances 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
Exempt Appendix \$2 – List of nominations

12. Author of the Report

Alice Fox, Democratic Services and Scrutiny Manager
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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.

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
 - h. Improved their local environment
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