



ORDINARY MEETING OF THE COUNCIL

Belle Vue Suite, Belle Vue Square Offices, Skipton
Tuesday 3rd October 2017 at 7.00pm

Members of the Council are summoned to consider the following business

Note : Any Member who wishes to ask a question is asked to give notice by no later than Noon on the day before the Council Meeting. This will give those answering questions time to produce a response. Otherwise written answers may be given after the meeting.

AGENDA

1. **Apologies for absence**
2. **Minutes** – To confirm the minutes of Annual Council held on 1st August 2017. (Copy attached).
3. **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.
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 (new) Code of Conduct, in which case the Member must leave the meeting room; or
- an “***other interest***” under Appendix B of the (new) 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. **Chairman's Announcements** . (A list of engagements attended by the Chairman is attached)
6. **Recommendations for Confirmation** (Report attached)
To consider minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
7. **Membership of Committees and Outside Bodies** (verbal report)
 - a) To approve the appointment of a new member of Planning Committee following the resignation of Councillor Mason from the Committee.
 - b) To approve the appointment of a new member to the North Yorkshire Police and Crime Panel following the resignation of Councillor Barrett (Term: Four years or until Member's current term of office ends)
8. **Review of the Constitution** (Report attached)
To formally adopt amendments to the Craven District Council Constitution for the municipal year 2017/2018.
9. **Statement from 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.
10. **Statements from Lead Members and Chairmen of Committees** (as appropriate)
 - a. **Lead Members**
 - b. **Chairman of Select Committee** – The Chairman of Select Committee to report on the Committee's work, and answer any questions from Members.
 - c. **Chairmen of Other Committees** – This is an opportunity for Members of the Council to ask questions of the Chairmen of the Committees listed below on any current issues, or for those Chairmen to make a statement:
 - i. Audit and Governance Committee
 - ii. Licensing Committee
 - iii. Planning Committee
 - iv. Standards Committee
11. **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.

*(Note: Council Procedure Rule 11.4 covers the conduct of this item. A Member must give **advance notice by noon on the day before the meeting** to the Democratic Services Unit 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.)

Agenda Contact Officer: Andrew Mather,
Tel. 01756 706226 e-mail amather@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 Chairman 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 Chairman or a representative of Legal and Democratic Services.

COUNCIL MEETING

1st August 2017

Present – The Chairman (Councillor Place) and Councillors, Barrett, Baxandall, Dawson, Foster, Graham, Heseltine, Hull, Jaquin, Lis, Madeley, Mason, Moorby, Morell, Mulligan, Myers, Pighills, Shuttleworth, Staveley, Sutcliffe, Thompson, Welch and Whitaker.

Officers – Chief Executive, Solicitor to the Council and Monitoring Officer, Strategic Manager Financial Services (S151 Officer), Director of Services, Strategic Manager Planning and Regeneration and Member Services Manager.

Apologies: Brockbank, Brown Harbron, Ireton, Mercer, Rose, Solloway

Start: 7pm

Finish: 7.55pm

CL.975

MINUTES OF COUNCIL MEETING

Resolved – (1) That the minutes of the Annual Meeting of Council held on 23rd May 2017 are confirmed as a correct record and signed by the Chairman.

(2) Councillor Brown be appointed to fill the vacancy on Audit and Governance Committee.

CL.976

CHAIRMAN'S ANNOUNCEMENTS

A list of engagements attended by the Chairman since the last meeting of Council was included within the Agenda.

The Chairman reported that his good cause for the year would be 264 (Skipton) Squadron Air Cadets which provided a valuable service to young people in the district and support to local events and the community.

The Chairman invited Councillor Moorby to make a statement regarding his Chairman's charity 2016/17. Councillor Moorby reported that during his year of office as Chairman £2670.83 had been raised for Marie Curie Cancer Care. Councillor Mooby thanked the public, members and officers for their support.

CL.977

RECOMMENDATIONS OF COMMITTEES

Recommendations from meetings of Policy Committee held on 6th June and 18th July, Audit and Governance Committee held on 20th June, and Standards committee held on 15th March were submitted.

(Note: For each minute the motion was proposed and seconded "That the recommendations in the minutes are confirmed").

(a) POL.833 Capital Programme Outturn – 2016/2017

Resolved – That the recommendations at Minute POL.833 are confirmed.

- (b) POL.834 Interim Outturn Revenue Budget Monitoring Report – Quarter 4 2016/17

Resolved – That the recommendations at Minute POL.834 are confirmed.

- (c) POL.835 Review of Pilot Ward Member Grants Scheme

Resolved – That the recommendations at Minute POL.835 are confirmed.

- (d) POL.836 Skipton Town Hall – Bar And Catering Provision

Resolved – That the recommendations at Minute POL.836 are confirmed.

- (e) POL.837 Loan To Craven College For Four Years

Resolved – That the recommendations at Minute POL.837 are confirmed.

- (f) POL.846 West Yorkshire Combined Authority - One Public Estate And Assets Delivery Plan

Resolved – That the recommendations at Minute POL.846 are confirmed.

- (g) POL.847 Leeds Liverpool Canal – Improving Connectivity In The Southern Dales

Resolved – That the recommendations at Minute POL.847 are confirmed.

- (h) POL.848 Non Statutory Food Hygiene Rating Re-Score Visits

Resolved – That the recommendations at Minute POL.848 are confirmed.

- (i) POL.849 Non Statutory Advisory Food Safety Visits

Resolved – That the recommendations at Minute POL.849 are confirmed.

- (j) \$POL.850 Shared Ownership Housing Development

Resolved – That the recommendations at Minute POL.850 are confirmed.

- (k) \$POL.851 Joint Venture Company – Contract, Governance Arrangements and Incorporation

Resolved – That the recommendations at Minute POL.759 are confirmed.

- (l) AC.293 Anti-Fraud And Corruption Policy Statement And Strategy

Resolved – That the recommendations at Minute AC.293 are confirmed.

- (m) STN.321 Guidance For Councillors and Officers on Outside Bodies

Resolved – That the recommendations at Minute STN.321 are confirmed.

CL.978 **APPOINTMENT OF PARISH REPRESENTATIVES TO THE STANDARDS COMMITTEE**

The Solicitor to the Council and Monitoring Officer submitted a report on the outcome of a ballot of parish councils which had been held to select four parish councillors from five nominees to serve as parish council representatives on the Standards committee.

Resolved –That the four Parish Councillors receiving the highest number of votes in the ballot be appointed as non-voting members of the Council’s Standards Committee until the Annual Meeting of Council 2021, namely:

Michael Rooze (Grassington PC);
Richard Simpson (Carleton-in-Craven PC);
Veronicka Dancer (Bradleys Both PC); and
Robert Stead (Embsay with Eastby PC)

CL.979 **REPRESENTATIVES ON OUTSIDE BODIES**

The Solicitor to the Council and Monitoring Officer submitted a report To appoint the Lead Member for Financial Resilience to the Strategic Partnering Board of Craven Barnfield Regeneration Limited.

Resolved- (1) The Lead Member for Financial Resilience be appointed to the Strategic Partnering Board of Craven Barnfield Regeneration Limited (until the Annual Meeting of Council 2018);

(2) The addition of this appointment to list of representatives on outside bodies maintained by the Member Services Manager be noted.

CL.980 **STATEMENT FROM THE LEADER OF THE COUNCIL**

The Leader of the Council thanked members who had attended a housing briefing and reminded members that up to £600,000 of government funding was available to community groups and organisations setting up housing ventures. In response to a question from Councillor Heseltine the Leader confirmed that the funding was for new build housing and would not cover refurbishment.

The Leader reported that on 28th July, Leaders from across Yorkshire met in York and agreed unanimously to form a 'coalition of the willing', working towards securing a single ambitious devolution deal for the Yorkshire authorities and areas wanting to work together on this basis.

In the first instance this would be based on the Government’s present requirements of a directly elected mayor with clear responsibilities yet to be determined. All Leaders present,

including Barnsley and Doncaster, supported this approach as well as supporting a deal for Sheffield and Rotherham, should they seek to pursue that as an option.

Over the coming weeks, the Leaders were committed to exploring these proposals with colleagues, local stakeholders including MPs, business, unions and political groups. Leaders plan to meet again in early September to decide how best to take this negotiation forward with Government at pace and with local backing. The Leader would continue to keep members up to date as the details start to firm up and will be making sure that Craven's voice was heard.

In response to a question from Councillor Heseltine the Leader agreed that information including options available to the Council should be provided to the Policy Committee at the earliest opportunity, once the proposal starts to take shape. Replying to a question from Councillor Madeley the Leader confirmed that no changes in Local authority boundaries were proposed.

CL.981 **STATEMENTS FROM LEAD MEMBERS AND CHAIRMEN OF COMMITTEES**

Councillor Lis, Lead Member Greener Craven, reported that a total of 19 enforcement actions including fixed penalty notices were issued between April 1 and June 30 in Craven and that a prosecution for fly tipping on public land was pending.

Councillor Myers, Lead Member for Enterprising Craven, reported on progress of works at Skipton Town Hall, a successful bid for the improvement of the towpath between Gargrave and Skipton and the progress of bids for Lottery Heritage funding and LEP funding.

Councillor Staveley, Chairman of Select Committee updated members on the work of the Select Committee which was continuing its review of waste management and had received a monitoring report on sickness absence. At its next meeting Select Committee would be looking at the Police and Crime Commissioner's proposals in relation to North Yorkshire Fire and Rescue Service.

Councillor Myers as Chairman of Licensing Committee reported on the current public consultation on the Taxi licensing Policy and urged members to take part in the consultation which was aimed at ensuring the District had a policy which was fit for purpose.

CL.982 **GENERAL QUESTION /STATEMENT TIME**

The Leader reported that Councillor Brown had given written notice of the following question: "Could the leader of the Council please give members an assurance that all appropriate checks have taken place to ensure that no employees or people that we are responsible for housing are located in properties where there is a risk from inflammable cladding and update us on the activities that have been undertaken to achieve this assurance?"

The Leader gave the following answer:

The Council transferred its housing stock by Large Scale Voluntary Transfer (LSVT) on the 31st March 2003. This transfer was made to Craven Housing and its successor Yorkshire Housing. We have been informed by Yorkshire Housing that they have no high rise flatted housing stock within the District and neither do they have stock that had the type of cladding that was associated with the fire at Grenfell Tower, London.

We have been further informed by other Registered Provider partners similarly that they do not have such developments.

The Council received information from Melanie Dawes, Permanent Secretary at DCLG on 'Safety Checks on Private Residential Blocks' following the fire. This information is intended to support owners and residents of high rise buildings to ensure fire safety in the light of the Grenfell Tower tragedy.

Whilst this Council has no high rise buildings in its area other than the Providence Quarter, Skipton (a 5 storey unit) we have decided nevertheless to send this information to all letting agents in the District as well as the Council's own Environmental Health Officers and Building Control Officers

Councillor Sutcliffe as chairman of Planning Committee reported that Councillor Brown had given written notice of the following question: "Now that the local plan has been out for consultation, what weight does the Chair of the Planning Committee feel that it is appropriate to give to that plan when considering planning applications?"

Councillor Sutcliffe gave the following answer

The draft local plan has been subject to a third pre-publication draft; this type of consultation (under Regulation 18) is classed as the first public stage of the Local Plan process. Consultation ended 31 July and the responses will be considered to see whether any amendments to the draft plan are appropriate.

The NPPF provides guidance on the weight to be attached to emerging plans according to; the stage of preparation of the emerging plan (the more advanced the preparation, the greater the weight that may be given); the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and the degree of consistency of the relevant policies in the emerging plan to the policies in this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).

Ultimately, draft policies are a material consideration and it is for the decision maker to attach weight to any material planning considerations (including no weight). This can only be done on an individual case by case basis.

Exclusion of the Public

Resolved – That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minute CL.984 (marked \$) below on the grounds that it is not in the public interest to disclose the Category 4 exempt information (Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council and employees of, or office holders under the Council).

\$CL.983

SENIOR OFFICER STRUCTURE

Recommendations from the meeting of the Statutory and Senior Officers Employment Committee held on 17th July 2017 were submitted relating to the redistribution of services following the deletion of the post of Corporate Head Business Support.

Resolved – That the recommendations at Minute \$SEC.22 are confirmed.

Chairman.



The Chairman of Craven District Council

(Councillor Stephen Place)

Civic Engagements

During the period – 2nd August to 3rd October 2017

Chairman – attended :

AUGUST

- Thursday 17th - Army Foundation College Graduation Parade – Uniacke Barracks, Penny Pot Lane, Harrogate.
- Saturday 19th – “Summer Showcase” – Craven Accordion Orchestra. (Playing with them as their guests was the Orchester Musika Akkordia from Berlin). Event held at Skipton Town Hall

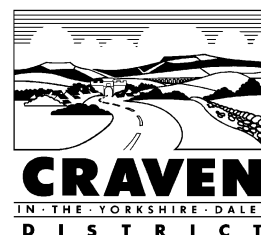
SEPTEMBER

- Sunday 10th – Battle of Britain Parade and Memorial Service, Skipton. Chairman laid a wreath on behalf of Members and Officers of Craven District Council.
- Wednesday 20th – Opening of Alexander’s, 4-6 High Street, Skipton (European Inspired Bar and Kitchen)
- Sunday 24th – Yorkshire (N & W) Army Cadet Force Presentation Day – Queen Elizabeth Barracks, Strensall Camp, York.

COUNCIL MEETING

3 October 2017

Recommendations for Confirmation



Report of the Member Services Manager

Ward(s) affected: Not applicable.

1. **Purpose of Report** – To present recommendations of Committees which require confirmation by Council.
2. **Recommendation** – To consider adopting the recommendations within the minutes reproduced in the appendices to this report
3. **Report**
 - 3.1 In the current cycle of meetings the following Committees have made recommendations which require confirmation by Council. Those recommendations are contained in the following Minutes, the full text of which is set out within the appendices to this covering report.

Policy Committee

The Chairman of Policy Committee will present the recommendations in respect of the following minutes:-

11th September 2017

POL.863	Longer Term Financial Strategy (LTFS) 2018/19 To 2024/25
POL.864	Redevelopment Of Skipton Town Hall – Heritage Lottery Fund Stage 2 Application and Future Capital Funding
POL.865	Discretionary Business Rates Relief Schemes Announced In Spring Budget
POL.866	Craven Housing Renewal Policy 2017 - 2020
POL.867	Disabled Facilities Grant Delivery Options
POL.868	Development Control Staff Resources

Standards Committee 5 September 2017

The Chairman of Standards Committee will present the recommendations in respect of the following minutes:-

STN.332 Probity In Planning; Good Practice for Members'
Guidance

Audit and Governance Committee

Any recommendations arising from the meeting of Audit and Governance Committee on 26th September requiring confirmation will be sent out as an addendum to this report.

3.2 Any Members requiring a copy of any of the reports associated with the above minutes are asked to contact the Democratic Services Team.

4. **Author of the Report** – Andrew Mather, Committee, Member Support Manager. Telephone 01756 706226. E-mail amather@cravenc.gov.uk.

5. **Appendices**

Appendix A	POL.863	Longer Term Financial Strategy (LTFS) 2018/19 To 2024/25
Appendix B	POL.864	Redevelopment Of Skipton Town Hall – Heritage Lottery Fund Stage 2 Application and Future Capital Funding
Appendix C	POL.865	Discretionary Business Rates Relief Schemes Announced In Spring Budget
Appendix D	POL.866	Craven Housing Renewal Policy 2017 - 2020
Appendix E	POL.867	Disabled Facilities Grant Delivery Options
Appendix F	POL.868	Development Control Staff Resources
Appendix G	STN.332	Probity In Planning; Good Practice for Members' Guidance

POL.863 **LONGER TERM FINANCIAL STRATEGY (LTFS) 2018/19 TO 2024/25**

The Chief Financial Officer submitted a report providing Members with an update on the forecast financial position for the seven year period to 2024/25.

The Council's Longer Term Financial Strategy (LTFS) provided a framework to assess financial sustainability over a ten year period. The LTFS continued to take a cautious view of the Council's finances given the uncertainty within the wider economy such as Brexit. As Craven delivered 'unprotected services' it was expected that budget cuts would continue. The outcome of the Fair Funding Review and the Business Rates Reset would not be known for some time and therefore the Council could face additional pressures over and above those contained within the LTFS.

The estimates within the LTFS showed that the Council would need to continue with its savings plan and achieve savings of at least £332k in 2018/19, rising by at least £249k in 2019/20 and a further £232k in 2020/21 to £813K.

RECOMMENDED – That, the long term financial strategy 2018/19 to 2024/25 as set out in the report now submitted is approved.

POL.864

**REDEVELOPMENT OF SKIPTON TOWN HALL – HERITAGE
LOTTERY FUND STAGE 2 APPLICATION AND FUTURE CAPITAL
FUNDING**

The Strategic Manager for Planning and Regeneration submitted a report requesting permission to submit the stage 2 Heritage Lottery funding application by 15th September 2017, for the redevelopment of Skipton Town Hall. The report also presented a range of funding sources that were being pursued to deliver the scheme and requested permission to apply to these funds. In addition, Members were asked to approve an addition to the capital budget of £136,000 in 2018/19 using the New Homes Bonus and provide an underwriting facility of £1,600,000 to cover external funding applications.

- RECOMMENDED** – (1) That, an addition to the capital budget of £136,000 in 2018/19 using the New Homes Bonus to redevelop Skipton Town Hall.
- (2) That, an underwriting facility of £1,600,000 of capital funding to cover the external funding application that will fund the redevelopment of Skipton Town Hall is approved.
- (3) That, delegated authority is given to the Director of Services in discussion with the Chief Finance Officer and the Lead Member for Enterprising Craven to submit stage 2 Heritage Lottery Fund application by the 15th September 2017.
- (4) That, authority is granted to the Strategic Manager for Planning and Regeneration to submit funding applications as set out in table 3 in the report now submitted.
- (5) That, a report that updates the Policy Committee on the funding situation and the options for underwriting the project is submitted once the Heritage Lottery Fund and other potential funding organisations have made their decisions.

(Councillor Jaquin declared an Appendix B interest in the above item as he was Chairman of the trustees of Craven Museum.)

POL.865

DISCRETIONARY BUSINESS RATES RELIEF SCHEMES
ANNOUNCED IN SPRING BUDGET

The Chief Finance Officer submitted a report setting out a proposal for a business rates revaluation relief scheme to support certain businesses and wholly volunteer run charity shops that face the greatest increase in their business rates as a result of the 2017 revaluation by the Valuation Office Agency. In particular, the Government announced that discretionary funding of £300m over four years would be made available to support those businesses that faced the steepest increase.

The Government had also stated its intention to provide funding for a further two discretionary relief schemes that supported small businesses and pubs that had lost some or all of their small business rate relief or rural rate relief.

Craven's allocation over the four year period commencing in 2017/18 would be £285,000.

RECOMMENDED – (1) That, the proposed Craven District Council Business Rates Revaluation Relief Scheme as now submitted is, subject to consultation, approved.

(2) That, the Chief
Finance Officer in consultation with the Lead Member for Financial Resilience,
is authorised to make further amendments and implement the scheme.

POL.866

CRAVEN HOUSING RENEWAL POLICY 2017 - 2020

The Director of Services submitted a report seeking Members' approval for the refreshed Craven Housing Renewal Policy 2017-2020 which aimed to improve housing conditions across the District and help people manage their own health and wellbeing.

The main change to the policy was the inclusion of 'indirect financial assistance' under discretionary powers contained in the Regulatory Reform Order 2002 which provided additional financial assistance for housing adaptations. Part of the disabled facilities capital grant from the Department for Communities and Local Government would be used as a funding source.

RECOMMENDED – (1) That, the Craven Housing Renewal Policy 2017-2020 is approved and adopted.

(2) That, delegated authority is given to the Director of Services, in consultation with the Lead Member, to make minor amendments and/or adjustments to the Craven Housing Renewal Policy to meet current or future requirements and in order to facilitate responses to revised priorities and/or funding opportunities.

(3) That, authority is given to place a notice in the local press stating the policy is in force in accordance with the conditions of the Regulatory Reform Order 2002.

POL.867

DISABLED FACILITIES GRANT DELIVERY OPTIONS

The Director of Services submitted a report advising Members of the changes to the current provision of the Disabled Facilities Grant scheme (DFG). North Yorkshire County Council who were currently contracted to deliver the scheme including minor adaptations (Handy Person scheme) on behalf of North Yorkshire district council (except Scarborough and Ryedale) had, for financial reasons, given notice for the termination of the contract on 31st March 2018.

The Council had to put in place alternative arrangements to deliver the DFG element and the report evaluated the various ways of delivering the service with a recommendation that the full in-house option was the preferred option. Whilst there would be revenue expenditure implications, the in-house option could procure cost efficient local contractors and tailor future service provision to meet need.

During the debate, Members asked that the Select Committee review the new arrangements after 6/12 months to consider whether the in-house scheme was operating satisfactorily.

- RECOMMENDED** – (1) That, the current arrangements for Disabled Facilities Grant delivery and the options available for future provision are noted.
- (2) That, the in-house full service option for future delivery from 1st April 2018 is approved.
- (3) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Housing, to take timely decisions to facilitate implementation of the chosen option with effect from 1st April 2018.
- (4) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Housing, to review its cost effectiveness and performance post implementation.
- (5) That, it is noted that with the increasing flexibility as to the use of discretionary grants an in-house provision would enable the Council to take advantage of the growing increase in opportunities for the fund to be used to benefit more disabled households in Craven.

POL.868

DEVELOPMENT CONTROL STAFF RESOURCES

The Strategic Manager for Planning and Regeneration submitted a report requesting additional resources to implement agreed necessary changes to meet the aims of the Development Control service and our response to the Housing White Paper.

At the core of the Council's response to the challenge set by the Housing White Paper was to accelerate the processing of strategically important sites including the build out of sites with extant planning permission.

The Government had also proposed that planning fees could be increased by 20% to directly improve the planning service. In April 2017, this Committee agreed (Minute POL.821/16-17 refers), that planning fees should be increased by 20% from the 1st July 2017 with a new structure that would meet these challenges.

The Government had yet to introduce the necessary legislation to effect the increase but in the meantime the Committee was asked to approve the changes to the staffing structure so that significant planning applications could be processed fast and also provide cover for long term sickness of a senior officer.

RECOMMENDED – (1) That, with effect from 1st September 2017 the changes to the Development Control staffing as detailed in Paragraphs 3.3 and 3.4 in the report now submitted are confirmed.

(2) That, a supplementary estimate of £31,900 for 2017/18 is approved.

STN.332

PROBITY IN PLANNING; GOOD PRACTICE FOR MEMBERS'
GUIDANCE

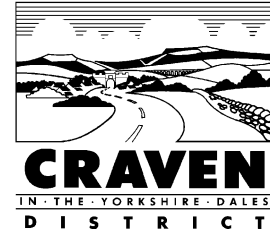
The Deputy Monitoring Officer submitted a report on the consultation that had taken place with Members in respect of the Planning Good Practice for Members' Guidance. The consultation responses and how they had been dealt with were summarised in the report.

Councillor Sutcliffe attended the meeting in order to contribute to the discussion based on his experience as the current Chairman of Planning Committee.

RECOMMENDED – That, subject to minor amendments, Council is asked to adopt the revised 'Good Practice for Members Guidance'.

Council – 3rd October 2017

ANNUAL REVIEW OF THE CONSTITUTION



Report of the Solicitor to the Council and Monitoring Officer

1. **Purpose of Report** – To formally adopt amendments to the Craven District Council Constitution for the municipal year 2017/2018.
2. **Recommendations** – Members are recommended to:
 - 2.1 Approve the amendments to the Craven District Council Constitution 2017 as summarised in the report; and
 - 2.2 Authorise the Monitoring Officer to make the amendments to the Constitution and to publish the Craven District Council Constitution 2017.
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 to local people.
 - 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 in 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 consultation.
 - 3.4 Changes to the Constitution are made throughout the year by the Council and during 2016/2017 the following key changes were made:
 - I. The Terms of Reference of the Statutory and Senior Officers Employment Committee were revised by Council;
 - II. The Community Grants Sub-Committee was deleted;
 - III. The Scheme of Delegation was amended following the senior officer review;
 - 3.5 The Monitoring Officer has however, undertaken a 'light touch' review of the Constitution and is proposing a small number of minor changes to ensure that the Constitution is accurate and fit for purpose. 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.

Management Structure

- 3.6 Article 11.1 – Functions and areas of responsibility has been updated to reflect current roles and responsibilities.

Policy and Budget Frameworks

- 3.7 Article 4 has been updated to reflect the Council's Policy and Budget Framework.

Policy Committee

- 3.8 The terms of reference for Policy Committee have been expanded following the decision to establish a joint venture.

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** –
- 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, Member Support Manager.
6. **Access to Information : Background Documents** –
7. **Author of the Report** – Annette Moppett, Solicitor to the Council and Monitoring Officer; telephone: 01756 706325; e-mail: amoppett@cravencd.gov.uk

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

8. **Appendices** – None