

ORDINARY MEETING OF THE COUNCIL

Belle Vue Suite, Belle Vue Square Offices, Skipton
Tuesday 1st August 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.

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 9 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 4 (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) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

AGENDA

- 1. Apologies for absence**
- 2. Minutes** – To confirm the minutes of Annual Council held on 23rd May 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)
Minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
7. **Appointment of Parish Representatives on the Standards Committee** (Report attached) To appoint four Parish Representatives to the Standards Committee.
8. **Appointment to the Joint Venture Company Board** (Report attached)
To appoint the Lead Member for Financial Resilience to the Strategic Partnering Board of Craven Barnfield Regeneration Limited
- \$9. **Senior Officer Structure** (Minute and Report attached)
Recommendations of the Statutory and Senior Officers Employment Committee on the redistribution of services following the deletion of the post of Corporate Head, Business Support.
10. **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.
11. **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

12. **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,
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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 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.

ANNUAL COUNCIL MEETING

23rd May 2017

Present – The Chairman (Councillor Moorby) and Councillors, Barrett, Baxandall, Brockbank, Brown, Dawson, Foster, Graham, Harbron, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Mason, Mercer, Morell, Mulligan, Myers, Pighills, Place, Rose, Shuttleworth, Solloway, 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.

Start: 7pm

Finish: 7.55pm

CL.958

MANCHESTER TERROR ATTACK

In opening the meeting, the Chairman spoke of a cloud having been cast by the terrible atrocity which had occurred in Manchester last evening resulting in the tragic loss of life of men, women and children. The Chairman spoke of our hearts going out to all victims, families, members of public and services who helped in the aftermath and that we would not give in to the people who caused these terrible atrocities.

The Chairman read out a letter that he had written to Greater Manchester Mayor, Andy Burnham, expressing the sympathy and support of the District and admiration for the work of the emergency services and for the people of Manchester.

The Council stood to observe a minute silence.

CL.959

ELECTION OF COUNCILLORS 2017

The Returning Officer reported on the results of the Council by election held on 4th May 2016. Andy Brown (Green Party) was elected to represent the Airedale with Lothersdale ward and had signed the Declaration of Acceptance of Office.

Resolved – That the report is noted.

CL.960

NEW MEMBERS AND FORMER MEMBERS

The Chairman welcomed new Councillor Andy Brown to the meeting.

CL.961

OUTGOING CHAIRMAN'S ADDRESS

The Chairman thanked members and officers for their support over the past 12 months and highlighted some of the memorable occasions which he had attended. These included the Royal Garden Party at Buckingham Palace, meeting with Prince Charles when he visited the Court Yard and HM the Queen's 90th birthday celebration at Ripon Cathedral.

During the year he had also visited every Council department including spending a day working on a refuse collection vehicle which he had thoroughly enjoyed. The Chairman thanked the Craven Herald for their coverage of civic events. Particular mention was made of the inspirational people and organisations that he had met at the Community Awards ceremony.

The Chairman also expressed his thanks for the support of his charity Marie Curie and the British Legion. The Chairman concluded that it had been an honour to be the first citizen and that it will be a year which he will cherish for the rest of his life.

CL.962

OUTGOING CHAIRMAN – THANKS

The Leader of the Council, Councillor Foster, thanked Councillor Moorby on behalf of the Council.

CL.963

CHAIRMAN – ELECTION

It was proposed and seconded and unanimously resolved that Councillor Place be elected as Chairman for the 2017-2018 municipal year.

CL.964

CHAIRMAN'S INSIGNIA OF OFFICE AND PAST-CHAIRMAN'S BADGE

At this point the outgoing Chairman, Councillor Moorby, and the new Chairman, Councillor Place, left the meeting room, so that Councillor Place could be invested with the Chairman's Chain of Office.

On returning to the meeting room, Councillor Place presented a Past-Chairman's Badge to Councillor Moorby, who then retired to the body of the meeting.

CL.965

CHAIRMAN – ACCEPTANCE OF OFFICE

The new Chairman, Councillor Place accepted the Office by reading out and signing the Declaration of Acceptance of Office.

Councillor Place in the Chair

CL.966

CHAIRMAN'S CONSORT

Mrs Gail Place, would be the Chairman's Consort for the coming year. Mrs Moorby as outgoing Chairman's consort presented Mrs Place with a bouquet.

CL.967

CHAIRMAN'S ADDRESS

The Chairman also expressed his horror at the events in Manchester and expressed his deepest sympathy to all of those bereaved and injured and to the wider community. It was important that terrorists were not allowed to change the way we behave and so after careful consideration he had decided to give the address that he had written before the Manchester attack.

The Chairman gave a humorous speech which he used to highlight some of the serious issues around global warming and climate change. He would use his year in office to raise awareness of the dangers of climate change and particularly how it could impact on rural communities.

CL.968 **VICE-CHAIRMAN – APPOINTMENT**

It was proposed, seconded and unanimously resolved that Councillor Hull be elected as Deputy Chairman for the 2017/2018 Municipal year.

CL.969 **VICE-CHAIRMAN – INSIGNIA OF OFFICE**

The Chairman invested the newly appointed Vice-Chairman with the Insignia of Office.

CL.970 **VICE-CHAIRMAN – ACCEPTANCE OF OFFICE**

The new Vice-Chairman, Councillor Hull, accepted the Office by reading out and signing the Declaration of Acceptance of Office.

CL.971 **MINUTES OF COUNCIL MEETINGS**

Resolved – That the Minutes of the Council Meeting held on 25th April 2017 are confirmed as a correct record and signed by the Chairman.

CL.972 **RECOMMENDATIONS OF COMMITTEES**

Recommendations of the Selection Committee held on 15th May 2017 were submitted:

(Note: For each minute, the motion was proposed and seconded “That the recommendations in the Minute are confirmed”).

i. **Minute SEL.82 – Committees Etc. – Allocation of Places 2016/17**

Amendments were proposed and seconded as follows:

Policy Committee –Councillor Rose to be appointed as the Labour Group’s second appointee:

Planning Committee – Councillor Dawson to be replaced by Councillor Morrell, Councillor Solloway to be appointed as a substitute;

Audit Committee- Councillor Mercer to replace Councillor Rose and Councillor Place
replace Councillor Morrell, filling of the remaining vacancy be deferred;
Select Committee- Councillor Brown to be appointed;
Recruitment and Appeals Panel- Councillor Jaquin to be appointed

Resolved – That the recommendations at Minute SEL.82 as now amended, are confirmed.

ii. Minute SEL.83 – Appointment of Member Office Holders and Champions

Amendments were proposed and seconded that Councillor Dawson be appointed as Deputy Leader of the Council and Member Champion for Older People and that Councillor Thompson be appointed as Vice Chairman of Planning Committee.

Resolved – That the recommendations at Minute SEL.83, as now amended, are confirmed.

iii. Minute SEL.84 – Representatives on Outside Bodies

Amendments were proposed and seconded as follows;

Campaign for the Protection of Rural England - Councillor Brown to be appointed;
Parking and Traffic Regulation Outside London Joint Committee – Councillor Myers to be appointed;
Craven museums Councillor Rose to replace Councillor Madeley.

Resolved – That the recommendations at Minute SEL.84 as now amended are confirmed.

CL.973

LEADER'S STATEMENT

The Leader made a brief statement reminding members of the consultation for Craven Museum and urged members to attend. Skipton Cycle races would be held on 5th July. The café at the leisure centre was now open. The new council website should be in operation before Christmas and that the introduction of Idox was proceeding. Mrs Fairbank had carried out the official opening of the toilets at the bus station. Construction had commenced on the first shared ownership homes.

Councillor Solloway asked a question regarding the indefinite postponement of the weekly planning lists. Councillor Foster reported that this was only during the 10 day change over period until the new system was running. Councillor Sutcliffe added that during the 10 day period planning applications would be unable to be validated.

CL.974

QUESTIONS

Councillor Brown asked "Could we please have an update on the progress of the Local Plan and a commitment that an effective plan will be produced within a reasonable timescale?"

Councillor Foster responded that we are on course and that two meetings would be held in June the second of which would mark the start of informal consultation after which the plan would go to the Planning Inspectorate in September for formal consultation.

Councillor Solloway asked “Given the success of the Community Messaging System elsewhere in North Yorkshire and indeed nationwide , by both the Police, Rescue and Fire Services, would the Leader agree that this facility should be taken up by Craven District Council given the minimal cost and wider community benefit?”

Councillor Foster undertook to circulate a response from the communication manager which showed that there would be a considerable cost involved.

Close of Council Meeting – At this point the new Chairman of the Council invited Members and officers to take refreshments with the Chairman’s Lady and himself.

Chairman.



The Chairman of Craven District Council

(Councillor Stephen Place)

Civic Engagements

During the period – June – 1st August 2017

Chairman – attended :

JUNE

- Saturday 10th – The Duke of Wellington's Regiment – Skipton Branch Regimental Association – Annual Dinner at Skipton Golf Club
- Friday 16th – Memorial Service for Colin Iveson at Holy Trinity Church, Skipton
- Monday 19th – Flag Raising Ceremony to commemorate the start of Armed Forces Week – Skipton Town Hall
- Civic Leaders Briefing – RAF Menwith Hill
- Exhibition 'New Light: Illuminating Artefacts' preview evening at the Exhibition Gallery, Skipton Town Hall
- Flag Lowering Ceremony – commemorating the end of Armed Forces Week

JULY

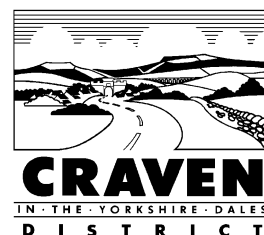
- Wednesday 5th – Skipton Cycle Races – Present prizes
- Sunday 9th – Special screening of "The Battle of the Somme" film with orchestral music accompaniment by Sedbergh Orchestra – Skipton Town Hall
- Tuesday 11th - Celebrate Craven – "Human Library with Living Books" - Skipton Town Hall
- Thursday 13th - Harrogate Council Civic Lunch at The Great Yorkshire Show

1st AUGUST – " Ribbon Cutting Ceremony" – New housing development at Glusburn. To officially open Burnroyd Avenue, the first of 3 homes within the District that are owned by Craven District Council.

AGENDA ITEM 6

COUNCIL MEETING

1 August 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:-

6 June 2017

POL.833	Capital Programme Outturn – 2016/2017
POL.834	Interim Outturn Revenue Budget Monitoring Report – Quarter 4 2016/17
POL.835	Review of Pilot Ward Member Grants Scheme
POL.836	Skipton Town Hall – Bar And Catering Provision
POL.837	Loan To Craven College For Four Years

18th July 2017

POL.846	West Yorkshire Combined Authority - One Public Estate And Assets Delivery Plan
POL.847	Leeds Liverpool Canal – Improving Connectivity In The Southern Dales
POL.848	Non Statutory Food Hygiene Rating Re-Score Visits

POL.849	Non Statutory Advisory Food Safety Visits
\$POL.850	Shared Ownership Housing Development
\$POL.851	Joint Venture Company – Contract, Governance Arrangements And Incorporation

Audit and Governance Committee

20th June 2017

The Chairman of Audit and Governance Committee will present the recommendations in respect of the following minutes:-

AC.293	Anti-Fraud And Corruption Policy Statement And Strategy
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Standards Committee

15th March 2017

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

STN.321	Guidance For Councillors and Officers on Outside Bodies
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- 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@cravendc.gov.uk.

5. **Appendices**

Appendix A	POL.833	Capital Programme Outturn – 2016/2017
Appendix B	POL.834	Interim Outturn Revenue Budget
		Monitoring Report – Quarter 4 2016/17
Appendix C	POL.835	Review of Pilot Ward Member Grants Scheme
Appendix D	POL.836	Skipton Town Hall – Bar And Catering Provision
Appendix E	POL.837	Loan To Craven College For Four Years
Appendix F	POL.846	West Yorkshire Combined Authority - One Public Estate And Assets Delivery Plan
Appendix G	POL.847	Leeds Liverpool Canal – Improving Connectivity In The Southern Dales
Appendix H	POL.848	Non Statutory Food Hygiene Rating Re-Score Visits
Appendix I	POL.849	Non Statutory Advisory Food Safety Visits
Appendix J	\$POL.850	Shared Ownership Housing Development
Appendix K	\$POL.851	Joint Venture Company – Contract, Governance Arrangements And Incorporation
Appendix L	AC.293	Anti-Fraud And Corruption Policy Statement And Strategy
Appendix M	STN.321	Guidance For Councillors And Officers On Outside Bodies

POL.833

CAPITAL PROGRAMME OUTTURN – 2016/2017

The Strategic Manager, Financial Services submitted a report informing Members of the outturn position of the Council's capital programme for 2016/17 and the sources of financing. The total capital programme was £3,687K and total expenditure for the financial year was £1,344,079k. The report identified the projects which would not be completed in 2016/17 and therefore required to be carried forward to the 2017/18 – 2019/20 programme. These projects had been confirmed at a value of £2,008k.

RECOMMENDED – (1) That, the outturn position of the 2016/17 capital programme is noted.

(2) That, the financing of the 2016/17 capital programme is noted.

(3) That, the carry forward of £2,008,462 for the continuation of 2016/17 projects in 2017/18 is confirmed.

POL.834

INTERIM OUTTURN REVENUE BUDGET MONITORING
REPORT – QUARTER 4 2016/17

The Strategic Manager, Financial Services submitted a report advising Members of the revenue budget position of the Council, based on the quarter 4 review of income and expenditure to the end of March 2017.

The general fund reserve balance stood at £995k and this would assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.

The Council had £5,786k in earmarked reserves as at 1st April 2016 and it was proposed that contributions to the specific earmarked reserves for the funding of capital or revenue projects going forward including: vehicles; IT, buildings; planning; and enabling efficiencies..

RECOMMENDED – (1) That, the interim outturn revenue budget monitoring position as at 31st March 2017, is noted.

(2) That the £135,180 of the savings achieved this year and identified as green in Appendix B is noted and that these savings have been transferred to an earmarked reserve for support to the 2017/18 budget and beyond.

(3) That a revenue budget carry forward of £124,485 for completion of revenue commitments in 2017/18 and identified in Appendix D is confirmed.

(4) That, a contribution of an additional £76,000 to the Business Rates Contingency Reserve is confirmed.

(5) That, the transfer of the balance of the revenue budget surplus to earmarked reserves is confirmed and the allocations to be delegated to the Strategic Manager – Financial Services (S.151 Officer).

POL.835

REVIEW OF PILOT WARD MEMBER GRANTS SCHEME

The Chief Executive submitted a report in relation to a review of the Ward Member Grant scheme that had been piloted during 2016/17 as a replacement for the Community Grants Programme whereby grants were considered and determined by the Community Grants Sub-Committee. The new scheme gave each District Councillor their own budget of £1,000 which allowed them to respond to local needs by recommending the allocation of small amounts of money to support projects or activities that benefited the communities they represented. Councillors could also pool their allocation for schemes that benefitted a town or neighbourhood rather than an individual Ward.

Overall, £26,465.62 had been allocated and £3,534.38 remained unspent. The review found that there had been a better geographical spread of projects across the District compared to the Community Grants Scheme. Every Ward in the District had benefitted, particularly more grass roots type projects who wouldn't have necessarily applied under the old scheme.

RECOMMENDED – (1) That, the contents of the report are noted.

(2) That approval is given to run the scheme in 2017/18 in place of the community grants programme.

(3) That, a cap of £2k is introduced for the maximum amount of funding jointly awarded by Councillors.

(4) That, a budget of £30k for the scheme which is £1k per Councillor and a supplementary estimate of £15k to be funded from the New Homes Bonus is approved.

(5) That, in order to make administering joint applications easier, approval is given to changes to documents in Appendix C as now submitted.

POL.836

SKIPTON TOWN HALL – BAR AND CATERING PROVISION

The Strategic Manager, Planning and Regeneration submitted a report updating Members on the outcome of the expression of interest process that sought a partner to establish bar and catering provision in Skipton Town Hall and to set out an interim approach to create bar provision.

Skipton Town Hall had been undergoing a redevelopment programme and a feasibility study had concluded that in order to generate and sustain potential audience levels the main concert hall the main concert hall required a number of improvements. The study highlighted the limited bar and catering provision and that the provision of permanent pre/post and intermissions bar and catering facilities were pivotal to the sustainability of the hall.

It was understood that the companies who had expressed an interest in the venture, had decided not to proceed due to the opportunity being a partnership rather than a straight tender with an attached confirmed value.

In the meantime, as plans to develop the venue continued, a suitable crush/interval bar was still required and it was recommended that an interim solution would be for the Council to undertake a basic bar fit out at an estimated cost of £18,500 and that this space was used to provide an interval bar using the Council's own casual front of house team. It was envisaged that once works were completed in the rest of the building and tenants were in place at 17-19 High Street, the bar/café partnership opportunity should be revisited.

RECOMMENDED – (1) That, the outcome of the expression of interest process to seek a partner to provide bar and catering services is noted.

(2) That, the interim option for the provision of interval bar facilities in the Town Hall is agreed and that authorisation is given for basic works to go ahead.

POL.837

LOAN TO CRAVEN COLLEGE FOR FOUR YEARS

The Strategic Manager, Financial Services submitted a report seeking Member approval to enter into a commercial loan arrangement with Craven College to provide £400,000 of loan funding towards the development of their Animal Management Centre which was estimated to cost £1.6m.

The development presented a significant opportunity for the College to upgrade the estate and reduce operating costs whilst improving the learner experience for existing and new students. The loan would comply with State Aid Regulations and a formal loan agreement

RECOMMENDED – (1) That, approval is given to four year loan funding of £400,000 to Craven College.

(2) That, approval is given to a supplementary estimate of £400,000 to the Council's capital programme, to be funded from internal cash resources.

(3) That, delegated authority is given to the Solicitor to the Council and Monitoring Officer and to the Strategic Manager – Financial Services (S.151 Officer) to enter into the necessary arrangements with Craven College for the loan terms.

(4) That, the proposed change to the Council's Minimum Revenue Provision (MRP) policy to allow for the subsequent debt liability to be written down as the loan is repaid is approved.

POL.846

**WEST YORKSHIRE COMBINED AUTHORITY - ONE PUBLIC
ESTATE AND ASSETS DELIVERY PLAN**

The Director of Services submitted a report seeking approval for the Council to join the West Yorkshire Combined Authority Partnership's One Public Estate Programme (OPE); a pioneering initiative funded by the Cabinet Office Government Property Unit, and delivered on its behalf by the Local Government Association, which was designed to facilitate and enable local authorities to work successfully with central government and local agencies on public property and land issues through sharing and collaboration.

The Government expected all Councils to be part of an OPE scheme.

RECOMMENDED – That the Council joins the West Yorkshire Combined Authority Partnership's One Public Estate Programme.

POL.847

LEEDS LIVERPOOL CANAL – IMPROVING CONNECTIVITY IN THE SOUTHERN DALES

Further to Minute POL.685/15-16, the Strategic Manager for Planning and Regeneration submitted a report informing the Committee of an application to the Rural Development Programme for England, led by the Canal and River Trust, to improve infrastructure along the Leeds and Liverpool Canal.

Members were reminded that at Minute POL.685/15-16, a sum of up to £300,000 had been allocated from the Council's New Homes Bonus Infrastructure Reserve to support future funding applications submitted by the Council and partner organisations to improve pedestrian and cycle connectivity along the Leeds and Liverpool Canal towpath corridor between Gargrave and the Aire Valley. The current application would build on the improvement to the towpath between Bradley and Skipton completed in 2016, and deliver:

- Upgrading of up to 13.5km (8 miles) of towpath between Skipton and Gargrave;
- Improved signage and way marking for pedestrians and cyclists;
- Improved facilities for narrow boaters;
- New infrastructure to support use of the Desmond Canoe Trail;
- Business support activity to benefit 40 businesses;
- Five marketing initiatives.

Although predominantly focused on improvements to accessibility along the Canal towpath, the project included a proposal to integrate a programme of business and marketing support to encourage visitors to the area; including those less visited areas of the District. The project would also ensure local businesses had the skills and knowledge to maximise the benefit from narrow boaters, cyclists and walkers visiting the area.

It was understood that the Government's Rural Payments Agency had endorsed the project pending receipt of a full application, agreement was therefore now sought to part of the monies previously allocated by the Council at Minute POL.685 being used as match funding to support the project.

- RECOMMENDED** – (1) That submission of the funding bid by the Canal and River Trust to the Rural Development Programme for England Growth Programme to deliver the Leeds Liverpool Canal: Improving Connectivity in the Southern Dales project is approved.
- (2) That, subject to a successful award of funding from the Rural Development Programme for England Growth Programme, a contribution of up to £200,000 from the monies previously allocated by the Council at Minute POL.685/15-16 as matched funding to the project is confirmed.
- (3) That delegated authority is granted to the Director of Services, in consultation with the Solicitor to the Council and the Strategic Manager for Financial Services, to agree terms and enter into a written agreement with the Canal and River Trust.
- (4) That, subject to the successful award of funding from the Rural Development Programme for England Growth Programme, £25,000 of the monies previously allocated by the Council at POL.685/15-16 are used to deliver business and marketing support for the Leeds Liverpool Canal: Improving Connectivity in the Southern Dales project.

(5) That, subject to adoption of Recommendations (1) to (4) above, contributions to the project funded from the New Homes Bonus Reserve, are included in the Council's 2018/19 budget.

POL.848

NON STATUTORY FOOD HYGIENE RATING RE-SCORE VISITS

The Director of Services submitted a report proposing the introduction of a fee to recover the costs associated with undertaking non-statutory food hygiene rating re-score visits to food businesses.

Members were reminded that the Food Standards Agency's Food Hygiene Rating Scheme (FHRS) had been in place in Craven since 2012 and that currently all visits made to premises were conducted at no cost to the business, including second visits requested by a business for the sole purpose of assessing its rating. However, following an announcement in March 2017, the Food Standards Agency had now confirmed a change in policy which allowed the use of powers within the Localism Act 2011 to introduce full cost recovery for requested re-inspections.

Any business assigned a rating of less than five could request a follow up re-rating inspection once it had made any improvements brought to their attention following the first inspection. In the last financial year 20 applications for a re-score visit had been received, should a charge be introduced it was estimated that the number requesting a re-visit would fall to approximately ten. A charge of £175 plus VAT would be necessary to achieve full cost recovery for a re-visit.

The Council was statutorily obliged to visit premises to assess food safety on the basis of risk, and the frequency of those statutory visits was determined by the risks posed by the nature of the food business.

It was recommended and, after a discussion

RECOMMENDED – (1) That a flat rate charge of £180 for re-score inspection requests received from food businesses is approved with immediate effect and reviewed in line with the fees and charges policy annually thereafter.

(2) That a supplementary income estimate of £1,800 as a result of introducing the above charge is noted.

(3) That the annual review of the non-statutory food hygiene rating re-score visit fee is delegated to the Environmental Services and Housing Manager in consultation with the Lead Member.

POL.849

NON STATUTORY ADVISORY FOOD SAFETY VISITS

The Director of Services submitted a report proposing the introduction of a fee to recover costs associated with undertaking non-statutory advisory pre-inspection advice visits to food businesses.

In reviewing how they could provide an improved advisory service for local food businesses, officers within the Environmental Health Department had proposed the introduction of a scheme aimed at both new and existing businesses. The scheme would give new businesses a head start towards compliance and would also assist businesses scoring poorly in the Food Hygiene Rating Scheme to improve compliance. As a non-statutory service a charge could be applied and it was recommended that a charge of £60/hour plus VAT would be appropriate. Free information would continue to be available via the Council's website and associated links.

It was pointed out that the same officer would not conduct both an advisory visit and the unannounced formal statutory food safety inspection to a premise.

RECOMMENDED – (1) That the introduction of a charge based on an hourly rate of £60 plus VAT for advisory food safety visits based upon full cost recovery is approved with immediate effect and be reviewed in line with the fees and charges policy annually thereafter.

(2) That a supplementary income estimate of £1,800 as a result of introducing the above charge is noted.

(3) That the annual review of the non-statutory advisory food safety visits fee is delegated to the Environmental Services and Housing Manager in consultation with the Lead Member.

\$POL.850

SHARED OWNERSHIP HOUSING DEVELOPMENT

Further to Minute \$POL.832/17-18, the Director of Services submitted an updated report informing the Committee of progress regarding the development of the pilot shared ownership housing scheme on Council owned land at Burnroyd Avenue, Glusburn and seeking approval to provide 11 more shared ownership dwellings across three sites at Colne Road Glusburn, Harper Grove, Sutton-in-Craven and North Parade Skipton respectively.

Development of the 11 units had been the subject of a financial appraisal, a copy of which was presented within the Director's report. It was also pointed out that commencement would be subject to receipt of Homes and Communities Agency grant, once confirmed it was estimated that construction could be completed by April 2018.

RECOMMEND – (1) That the development of eleven shared ownership housing units on three Council sites at Colne Road Glusburn, Harper Grove Sutton and North Parade Skipton is approved.

(2) That a supplementary capital estimate of £1,187,470 to be funded from borrowing and grant for the construction of the eleven shared ownership housing units at Colne Road Glusburn, Harper Grove Sutton and North Parade Skipton is approved.

(3) That the Director of Services authorised to submit a grant funding application to the Homes and Communities Agency and to accept the grant if the application is successful.

\$POL.851

**JOINT VENTURE COMPANY – CONTRACT, GOVERNANCE
ARRANGEMENTS AND INCORPORATION**

Further to Minute \$POL.823/16-17, the Director of Services submitted a report presenting and seeking approval of the contract, governance arrangements and incorporation documents for the proposed joint venture company with Barnfield Investment Properties Limited.

During the course of the ensuing discussion it was confirmed that under the proposed agreement each scheme proposed by the joint venture company would be the subject of a business case and the final decision as to whether or not to proceed would rest with the Council.

- RECOMMENDED** – (1) That the incorporation of Craven Barnfield Regeneration Ltd as the new joint venture company between Craven District Council and Barnfield Investment Properties Limited is approved.
- (2) That, subject to (3) below, the proposed Joint Venture Agreement, as set out at Appendix A to the Director of Services' report, for the Joint Venture Company with Barnfield Investment Properties Limited is approved.
- (3) That the Director of Services is granted delegated authority, in consultation with the Monitoring Officer, to finalise the detail of the Joint Venture Agreement and incorporation documents.
- (4) That a supplementary revenue estimate of £10,000, funded from the Enabling Efficiencies Reserve, to implement all actions necessary to establish the Joint Venture Company is approved.

ANTI-FRAUD AND CORRUPTION POLICY STATEMENT AND STRATEGY

Further to Minute AC.279/16-17, the Strategic Manager for Financial Services submitted a report presenting a revised anti-fraud and corruption strategy and a proposed anti-fraud and corruption policy statement.

Members were reminded that in 2016 Internal Audit had undertaken a review of the Council's arrangements for the prevention of fraud via a benchmarking exercise against CIPFA's Code of Practice on Managing the Risk of Fraud and Corruption. That piece of work had highlighted the need for the Council to have an explicit Anti-Fraud and Corruption Policy Statement and to update its Fraud and Corruption Strategy (Minute AC.270(c)/16-17 refers). The Strategy linked to a number of other policies and strategies such as Anti-Money Laundering, Whistle Blowing and Bribery and Corruption, all of which were scheduled for review during the course of 2017-18.

The Strategic Manager pointed out that the outcome of the ongoing review of management responsibilities may require some minor adjustments to the revised strategy. Details of any such adjustments would be made known to Members of this Committee; any significant changes would be submitted to the Committee.

Resolved – (1) That the updated Anti-Fraud and Corruption Strategy is noted and that the Strategic Manager for Financial Services is authorised to make any necessary minor textual adjustments to the Strategy to reflect the outcome of the ongoing review of management responsibilities.

RECOMMENDED – (2) That the proposed Anti-Fraud and Corruption Policy Statement is approved as now submitted.

STN.321

GUIDANCE FOR COUNCILLORS AND OFFICERS ON OUTSIDE BODIES

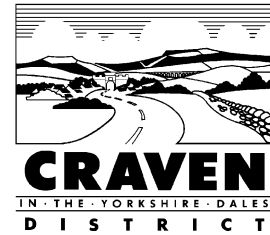
The Solicitor to the Council (Monitoring Officer) submitted a report presenting draft guidance for Councillors and Officers appointed to outside bodies.

The Select Committee had asked this Committee to produce a protocol for Members and Officers appointed by the Council to serve on a variety of outside bodies, including voluntary organisations, local government associations and other organisations operating within the District. In performing their role, appointees could act as individuals, representatives of the Council, directors or trustees. The guide set out some of the most important aspects and responsibilities including the possibility of conflicts of interests.

RECOMMENDED – That, the Guidance for Councillors and Officers on Outside Bodies is adopted.

COUNCIL MEETING –

1st August 2017



Appointment of Parish Representatives to the Standards Committee

Report of the Solicitor to the Council and Monitoring Officer

1. **Purpose of Report** – To appoint four Parish Representatives to the Standards Committee.
2. **Recommendations** – Members are recommended to appoint the four Parish Councillors listed at paragraph 3.3 below as non-voting members of the Council's Standards Committee until the Annual Meeting of Council 2021.
3. **Report**
 - 3.1 The membership of the Standards Committee is set out in Part 3 of the Council's Constitution. This states that the Committee will be composed of five District Councillors, three Independent Persons and four parish representatives (non-voting).
 - 3.2 The term of office of the existing parish representatives has recently ended and consequently, nominations were invited from the Parish and Town Councils across the District.
 - 3.3 A ballot has been held and the four Parish Councillors who received the highest number of ballots were:
 - I. Michael Rooze (Grassington PC);
 - II. Richard Simpson (Carleton-in-Craven PC);
 - III. Veronicka Dancer (Bradleys Both PC); and
 - IV. Robert Stead (Embsay with Eastby PC)
 - 3.4 Members are recommended to appoint these four Parish Councillors to the Council's Standards Committee as non-voting members until the Annual Meeting of Council 2021.
4. **Implications**
 - 4.1 **Financial and Value for Money (vfm) Implications** – There are no financial implications arising from the recommendations in this report.

- 4.2 **Legal Implications** – These are set out in the body of the report.
- 4.3 **Contribution to Council Priorities** – The promotion and maintenance of high standards of conduct by the elected and co-opted Members of Craven District will assist the Council in achieving its priorities.
- 4.4 **Risk Management** – The risk to the Council in not having in place a robust local standards regime could damage its reputation for good governance and undermine public confidence in the Council.
- 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** – None
- 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@cravendc.gov.uk

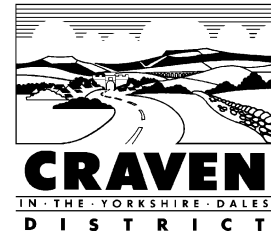
Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

- 8. **Appendices** – None

COUNCIL MEETING –

1st August 2017

Representatives on Outside Bodies



Report of the Solicitor to the Council and Monitoring Officer

1. **Purpose of Report** – To appoint the Lead Member for Financial Resilience to the Strategic Partnering Board of Craven Barnfield Regeneration Limited.
2. **Recommendations** – Members are recommended to:
 - 2.1 Appoint the Lead Member for Financial Resilience to the Strategic Partnering Board of Craven Barnfield Regeneration Limited (until the Annual Meeting of Council 2018);
 - 2.2 Note the addition of this appointment to list of representatives on outside bodies maintained by the Member Services Manager.
3. **Report**
 - 3.1 Each year, at the Annual Meeting of Council and following recommendations from Selection Committee, the appointment of representatives of the Council to outside bodies is made.
 - 3.2 At Minute COU.187(g)(vi)/04-05, the Council decided that appointments to outside bodies would fall into one of three categories, including “*appointments to go with Office of Leader/Deputy Leader/other office*”.
 - 3.3 If Members are minded to confirm the recent recommendation of Policy Committee to proceed with the incorporation of Craven Barnfield Regeneration Limited, a joint venture company between the Council and Barnfield Investment Properties Limited, it will be necessary to appoint a Member to sit on the Strategic Partnering Board of the company.
 - 3.4 It would seem appropriate for this appointment to form part of the remit of the Lead Member for Financial Resilience and consequently, Members are recommended to appoint the Lead Member to the Strategic Partnering Board from the date of incorporation of Craven Barnfield Regeneration Limited until the Annual Meeting of Council 2018. Thereafter, this appointment will be included in the annual list of such appointments.

4. Implications

- 4.1 **Financial and Value for Money (vfm) Implications** – There is no direct financial implications arising from the recommendations in this report. However, Members are entitled to claim travelling and subsistence allowances for attending meetings, training sessions, hearings and conferences under the Scheme of Members' Allowances.
- 4.2 **Legal Implications** – There are no direct legal implications arising from this report.
- 4.3 **Contribution to Council Priorities** – The incorporation of the joint venture company supports the Council priorities of '*Financial Resilience*', by ensuring the Council remains sustainable and can continue to deliver essential front line services, and also '*Enterprising Craven*', by stimulating economic growth through land development and regeneration schemes.
- 4.4 **Risk Management** – Not applicable.
- 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 – None**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@cravendc.gov.uk

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

8. Appendices – None