

POLICY COMMITTEE

23rd July 2019

Present – The Chairman (Foster) and Councillors, Brockbank, Brown (substitute for Noland), Ireton, Lis, Madeley, Mulligan, Myers, Place, Shuttleworth (substitute for Heseltine) and Welch.

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration, Environmental Services and Housing Manager and Senior Democratic Services Officer.

Apologies for absence were received from Councillors Barrett, Heseltine, Morrell, Noland, Rose and Wheeler.

Start: 6.30pm

Finish: 7:21pm

Councillor Madeley left the meeting at 7.10pm.

The minutes of the Policy Committee meeting held on 1st July 2019 were confirmed as a correct record and signed by the Chairman.

Chief Finance Officer (S.151 Officer) – The Chairman welcomed Richard Weigh to the Council who had recently been appointed as Chief Finance Officer (S.151 Officer). Members of the Committee joined the Chairman in wishing him well in his new role.

Minutes for Report

POL.1001

BRADFORD DISTRICT AND CRAVEN STRATEGIC PARTNERING AGREEMENT

The Chief Executive submitted a report promoting the transformation and better integration of health and care services for the population of Bradford District and Craven District. As part of his report the Chief Executive introduced Nancy O'Neill from the Clinical Commission Group who gave a presentation on the purpose of the strategic partnering agreement which was to develop an improved framework for delivering better outcomes for the people of Bradford District and Craven.

Craven District Council was already signed up to the West Yorkshire and Harrogate Health and Care Partnership Memorandum of Understanding and this Strategic Partnering Agreement set out the values, principles and shared ambition of the parties in supporting work towards the transformation and better integration of health and care services for the people who lived in Bradford District and Craven and across West Yorkshire and Harrogate where applicable.

The Strategic Partnering Agreement was a commitment to work together to achieve delivery of services to improve health and wellbeing. The Agreement which was already in effect would expire on 31st March 2022 and could be extended for a further three years.

Resolved – That, the Chief Executive is authorised, on behalf of the Council, to sign up to the Strategic Partnering Agreement (SPA) as set out in Appendix A to the report now submitted.

POL.1002

TREASURY MANAGEMENT OUTTURN REPORT 2018/19

The Chief Finance Officer submitted a report informing Members of the treasury activity undertaken during 2018/19 in the context of current and forecast economic climates.

The Council's investments had been managed in accordance with the Council's Investment Policy, and as at 31st March 2019 the Council had a total debt of £5,988,000, with investments of

£12,301,715. The Council did not take on any additional borrowing during the year and no loans matured during the year, therefore no repayments were necessary.

Resolved – (1) That the actual Prudential Indicators for 2018/19 are noted.

(2) That, the actual treasury management indicators for 2018/19 are noted.

(3) That, the treasury management annual report for 2018/19 is noted.

(Councillor Brown declared a Paragraph 15 interest in the above item as he was a governor of Craven College who were currently repaying a loan to the Council.)

POL.1003

BAD DEBT WRITE-OFFS 2018/19

The Chief Finance Officer submitted a report in accordance with the Council's Financial Procedure Rules, presenting details of total bad debts written off during the 2018/19 financial year under delegated powers.

The total write offs in the year to 31st March 2019 amounted to £224,471 across the following debt types:

Sundry Debtors: £29,095 (as compared to £14,551 in 2018/19);

NNDR Debtors: £57,680 (£48,627);

Council Tax Debtors: £92,842 (£100,014); and

Overpaid Housing Benefits: £44,853 (£62,938).

In writing off these debts, Members were informed the 2018/19 successful collection rates for Council Tax and Non-Domestic Rates (NNDR) had been 98.72% and 98.52% respectively.

Resolved – That the bad debts written off during the 2018/19 financial year are noted.

POL.1004

PROPOSED TRANSFER OF ALLOTMENTS TO SKIPTON TOWN COUNCIL

The Director of Services submitted a report seeking approval for land at Aireville Park and Granville Street, to be transferred to Skipton Town Council as allotment land under a 125 lease (at a peppercorn rent).

The Council had been approached by Skipton Town Council asking them to consider transferring the management of allotment land as they wished to improve the sites physically and the allotment service in general whilst providing a wider choice and availability.

Craven District Council did not have any allotments in areas with Parish Councils or Meetings as they were obliged to undertake that function. Skipton Town Council already had responsibility for allotments and this was an opportunity to transfer the sites to the Town Council as they already had allotment management arrangements in place.

Current combined annual income from the allotments was potentially £1,000. Transferring the land by way of a lease would take away any maintenance liability from the Council as well as a small insurance premium.

Resolved – (1) That, the Director of Services is authorised to transfer two parcels of land at Aireville Park Skipton BD21 1RT and Granville Street, Skipton BD23 1QP outlined in the site plans at Appendix A and used as allotment land under a 125 years' lease to Skipton Town Council.

(2) That, delegated authority is given to the Director of Services, in consultation with the Monitoring Officer and the Lead Member for Financial Sustainability, to deal with any objections that may arise from the Notice of Intended Disposal.

(Councillor Madeley, as a Member of Skipton Town Council, declared an Appendix B interest in the above item and left the room during the debate and voting thereon.)

POL.1005

LEEDS CITY REGION STATEMENT OF COMMON GROUND

The Strategic Manager for Planning and Regeneration submitted a report introducing the Leeds City Region Statement of Common Ground which met the Council's obligations under the National Planning Policy Framework. Strategic policy making authorities had to prepare and maintain one or more statement of common ground, documenting cross-boundary matters and demonstrating how those were being addressed by joint working. The approach set out in the Statement of Common Ground was in accordance with the requirements within the Government's Planning Practice Guidance.

The Statement of Common Ground summarised the current situation across the Leeds City Region including the aggregate number of houses and jobs that the authorities' Local Plans were working towards. The Statement of Common Ground did not commit Craven to any further growth now, or in the future other than that already contained in the emerging Local Plan.

Resolved – (1) That, the Leeds City Region Statement of Common Ground is adopted.

(2) That, the Leader of the Council is authorised to sign the Leeds City Region Statement of Common Ground on behalf of the Council.

POL.1006

DISPOSAL OF PUBLIC CONVENIENCES – RIVERSIDE CAR PARK

The Director of Services submitted a report seeking approval for the disposal of public conveniences at Riverside Car Park, Burnshall. One of the objectives of the Council's Asset Management Plan was to ensure that its assets were used for the benefit of the community and to seek opportunities to transfer ownership and/or management of assets into community use where appropriate. The Council's policy was not to take on any further liabilities for the public conveniences and the proposed transfer provided a solution to ensure the facilities remained open for the community in the longer term.

The freehold of Burnshall public conveniences was currently owned by the Council and let to the current lessee for a ten-year term from 16th January 2017 to 15th January 2027. The rent was £1.00 per annum with the responsibility of repair and maintenance sitting with the tenant who currently owned the car park on which the public conveniences were located.

The lessee had been successful in an application to the Yorkshire Dales National Park's sustainable development fund for a grant of £10,000 to refurbish the public conveniences with an additional sum of £3,339 from the lessee. A condition of the funding was that the freehold of the building was owned by the applicant and it was therefore proposed that the freehold should be transferred to the current lessee for a nominal sum subject to a covenant ensuring that the site was retained as a public convenience.

Resolved – (1) That, the freehold for the public conveniences at Riverside Car Park, Burnshall as set out on the plan and images attached at Appendix A to the report now submitted is passed to the current lessee of the public conveniences for £1.00 and that they be retained as public conveniences.

(2) That, the Director of Services is authorised to transfer the public conveniences at Riverside Car Park, Burnshall.

POL.1007

CRAVEN SPATIAL PLANNING SUB-COMMITTEE

The Chairman presented the minutes of the Craven Spatial Planning Sub-Committee held on 8th July 2019.

Resolved – That, the minutes are received.

Minutes for Decision

POL.1008

**FINAL OUTTURN REVENUE BUDGET MONITORING
QUARTER 4 2018-2019**

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council, based on the quarter four review of income and expenditure to the end of March 2019.

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 £6,342k in earmarked reserves as at 1st April 2018. Budgeted in-year contributions and utilisation of £(431)k, in year and year end allocations of £1,307k and a commitment for future years' use of £(876)k meant a balance of £6,342k.

It was forecast there would be a net underspend of £104k for the full financial year of which there was an overspend of £29k in service related costs and £133k underspend within corporate costs. This included increased investment income of £107k. The Council achieved a windfall through the rates pool of £850k of which £440k was from being a member of the North Yorkshire Pool. It was assumed that any surpluses would be transferred into the Business Rates Reserve which had a balance of £750k as at 1st April 2018 with an expected balance at 31st March 2019 of £1,150k.

RECOMMENDED – (1) That, the outturn revenue budget monitoring position as at 31st March 2019 is noted.

(2) That, £37,780 of the savings achieved this year and identified as green in Appendix B to the report now submitted is noted and that these savings are transferred to an earmarked reserve for support to the 2019/20 budget and beyond.

(3) That, a revenue budget carry-forward of £53,782 for completion of revenue commitments in 2019/20 as identified in Appendix E to the report submitted is confirmed.

(4) That, the transfer of the balance of the revenue budget surplus to earmarked reserves is approved and the allocations are delegated to the Chief Finance Officer (S151 Officer).

POL.1009

**COLLABORATION AGREEMENT WITH NORTH YORKSHIRE
COUNTY COUNCIL FOR THE PROVISION OF SUPPORT FOR
HOMELESS PEOPLE**

The Director of Services submitted a report seeking for the Council to enter into an agreement with North Yorkshire Council and the other six North Yorkshire District/Borough Councils to provide a housing authority led 'in-house' support service to homeless people. The service was to replace the existing externally commissioned provision currently provided by Horton Housing.

The Council had various statutory duties towards the homeless including the prevention and relief of homelessness and the provision of temporary accommodation to homeless people.

For many years, homelessness related support services had been commissioned by the County Council through the Supporting People Programme which was a ring-fenced grant paid to upper tier authorities to pay for housing related support for homeless and vulnerable people. The ring-fence was removed some years ago but various services continued to be funded by the Council as a legacy of that programme.

The current support service had a contract value for the Craven District of £86,875 per annum which expired at the end of September 2019. Following a transformation review of the service by the County Council, significant savings of 44% of their total budget meant that the countywide budget for the service was being reduced from £1.15m to £654k from October 2019. For Craven this meant a reduction to £48,875.

It was recommended that from 1st October 2019 the seven District/Borough Councils enter into a new five-year collaboration agreement stating common and shared aims around preventing homelessness and how the residual funds would be distributed and spent as well as setting out roles and responsibilities of both parties.

Staff currently employed by the existing provider equivalent to 1.5 FTE for Craven were protected under TUPE and could transfer over to the Districts/Boroughs on existing terms and conditions. It was proposed that the Council agrees to transfer this number of staff.

- RECOMMENDED** –
- (1) That, the report is noted and it is agreed in principle to enter into a collaboration agreement for the delivery of support to homeless people.
 - (2) That, delegated authority is given to the Director of Services to sign the collaboration agreement in consultation with the Solicitor to the Council.
 - (3) That, agreement is given to accept an annual grant payment of £48,854 (plus 3% inflationary uplift) for the next five years in respect of the provision of the service.

Chairman