

## SELECT COMMITTEE

Wednesday, 16 October 2019 at 6.30pm  
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

**Committee Members: The Chairman (Councillor Staveley) and Councillors Brown, Harbron, Hull, Jaquin, Mercer, Metcalfe, Moorby, Pighills, Shuttleworth, Solloway and Sutcliffe.**

### AGENDA

1. **Apologies for Absence** – To receive any apologies for absence.
2. **Minutes** – To confirm the minutes of the meeting held on 11 September 2019.
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 Code of Conduct, in which case the Member must leave the meeting room; or
- an “**other interest**” under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

**Exception:** Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

5. **Green Theme update** – To receive an update on recent progress and planned activity in relation to the theme of ‘Greener Craven’.
6. **Work Programme** – The Select Committee to consider its work programme for the 2019/20 municipal year.

**7. Date and Time of Next Meeting –**

- Select Committee – Wednesday, 20 November 2019 at 6.30pm

**8. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

**Agenda Contact Officer:**

Hannah Scales, Democratic Services and Scrutiny Officer

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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

- (a) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (b) 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.

## **SELECT COMMITTEE**

11 September 2019

**Present** – The Chair (Councillor Staveley) and Councillors Brown, Jaquin, Mercer, Shuttleworth and Solloway.

**Officers** – The Environmental Services and Housing Manager, Housing and Adaptations Manager, Democratic Services Manager and Democratic Services and Scrutiny Officer.

Apologies for absence were received from Councillors Harbron, Metcalfe, Moorby and Sutcliffe.

Start: 6.30pm

Finish: 7.20pm

### **Confirmation of Minutes –**

The minutes of the meeting held 17 July 2019 were approved as a correct record and signed by the Chairman.

### **Public Participation –**

There were no members of the public in attendance.

### **Declarations of Interest –**

There were no declarations of interest.

## **Minutes for Report**

### **OS.433 DISABLED FACILITIES GRANTS: ANNUAL PERFORMANCE REVIEW**

The Housing Adaptations Manager submitted a report which presented a review of progress made against the Select Committee recommendation tracking template.

Members noted that from 1<sup>st</sup> April 2019 the Disabled Facilities Grant Service was taken completely in-house. In addition, Bowman and Riley was awarded a 9-month contract after the bidding process. Members noted the 56% increase in completions and the improved speed of service delivery. Members raised concern in relation to the 266-day average service delivery time. The Housing Adaptations Manager assured Members that the historic cases inherited from the previous two tier service which remained incomplete was being treated as a high priority area. The completion of historic cases would improve the average service delivery time significantly.

One Member queried whether there had been any progress in relation to development of a customer satisfaction survey. The Housing Adaptations Manager advised that a customer satisfaction survey had not yet been developed, however there may be an opportunity to build on the voluntary comments feedback that was currently in operation.

The Chairman questioned the Housing Adaptations Team's resilience. The Housing Adaptations staffing structure was explained to Members and Members were informed of a procedure manual and process flowchart currently in production in order to ensure a resilient service.

Members commented on the red status recommendations, which mainly related to North Yorkshire County Council actions. The Housing Adaptations Manger advised that despite a considerably increased workload for NYCC, in quarter one of this year 27 cases had been referred by NYCC as opposed to 18 referrals in the first quarter of the previous year. The Housing Adaptations Manger confirmed that progress continued against the remaining red status actions.

**Resolved** – That progress against the outstanding red status recommendations is reviewed by Select Committee as part of its regular recommendation tracking process.

OS.434

### **WORK PROGRAMME**

The Democratic Services Manager submitted a report which presented the most recent version of the Select Committee's work programme.

Members requested that the October Select Committee meeting included a focus on the Council's approach to developing a green policy. The Lead Member for Greener Craven was invited to attend the meeting to lead on the presentation to Members.

Members agreed that after the main October meeting a Working Group meets to consider the Commercial Waste Service, particularly operation of the new business model. Initial views were also to be sought from Members in relation to Lane-End Collections.

Members approved a request from Human Resources to consider Absence Management: Half Year Position at the January Select Committee meeting. This item was previously scheduled to be considered at the November meeting.

Members requested an initial report in relation to implementation of new Councillor IT devices. The Chief Information Officer and ICT Services Manager were to be asked to attend the November Select Committee meeting to update Members.

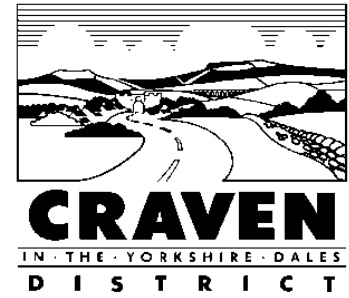
It was agreed to schedule a further Working Group meeting to take place in mid-November to consider options for future resourcing of the Planning Enforcement Team.

**Resolved** – That subject to the above amendments, the work programme was agreed for the remainder of 2019/20.

### **Minutes for Decision**

There were no items for decision.

Chairman.

**Select Committee – 16 October 2019****Green Theme update****Report of the Lead Member for Greener Craven****Ward(s) affected: All****1. Purpose of Report**

- 1.1 To provide an update on recent progress and planned activity relating to the theme of 'Greener Craven'.

**2. Recommendations – Members are recommended to note:**

- 2.1 Recent progress relating to Craven's environment and to carbon reduction;
- 2.2 Current and planned activity relating to the theme of 'Greener Craven';
- 2.3 Progress on compiling a Strategic Action Plan to work towards carbon neutrality by 2030.

**3. Background**

- 3.1 Improvements to Craven's environment and reductions to the Council's Carbon Footprint have been a longstanding theme for the Council.
- 3.2 The prominence and urgency of this theme has increased following the Council's unanimous declaration of a Climate Emergency on 6<sup>th</sup> August 2019. This motion has committed the council to work towards becoming carbon neutral by 2030, with a Strategic Action Plan to be presented to Council within 6 months describing the action that can be taken to achieve this.
- 3.3 The attached briefing paper (Appendix I) describes action that the Council has already taken and action that the Council has already planned and agreed relating to 'Greener Craven'. The paper also describes progress on compiling the Strategic Action Plan required by the Climate Emergency motion of 6<sup>th</sup> August 2019.

**4. Financial and Value for Money Implications**

- 4.1 No specific Financial and Value for Money implications.

**5. Legal Implications**

- 5.1 No specific Legal implications.

**6. Contribution to Council Priorities**

6.1 The 'Green Theme' is embedded across all of our priorities. Many actions directly address 'Resilient Communities - Creating sustainable communities across Craven'.

**7. Risk Management**

7.1 Reputational risk of failing to deliver on Climate Emergency declaration Commitment.

**8. Equality Analysis**

8.1 An Equalities Impact Analysis is not required for this update report.

**9. Consultations with Others**

9.1 Consultation with local and regional partners regarding the Climate Emergency Strategic Plan, so far including:  
- York, North Yorkshire and East Riding LEP  
- Other Local Authorities (Harrogate BC, Ryedale DC and Bradford MDC)  
- Extinction Rebellion Skipton & The Dales

**10. Background Documents**

10.1 None

**11. Appendices**

- Appendix I – Briefing Paper: Green Theme

**12. Author of the Report**

Rob Atkins, Exchequer and Performance Manager  
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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



### Background

Craven District Council has a long-standing commitment to improve the environment in Craven, with a Lead Member for Greener Craven and a Greener Craven theme in the Council Plan. The prominence and urgency of this work increased on 6<sup>th</sup> August 2019, when the Council unanimously declared a Climate Emergency. This briefing paper describes our recent and planned work in this area.

### Progress so far

The Council have adopted a range of measures to improve our impact over the past year including:

- Beginning the upgrade of the Leeds-Liverpool canal towpath, to provide a high quality walking and cycling route.
- Starting to replace the Council's fleet with Ultra Low Emissions Vehicles.
- A drive to reduce the use of single-use plastics across the council.
- Starting to install recycling bins in public spaces.
- Starting to replace less efficient lighting with low energy LED lighting.
- Running the Craven Green Apple Awards to support and encourage good environmental practice by local businesses.
- Acting to reduce littering by increasing the level of fixed penalty notices.

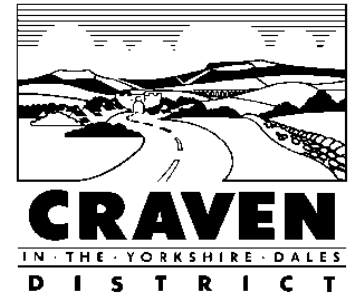
### Further action already agreed

The pace of change has already increased and a number of actions have been agreed by Council that will take place this year, including:

- Completing the upgrade of the Leeds-Liverpool canal towpath.
- Installing Electric Vehicle charging points in Council-owned car parks.
- Supporting the DNAire project and the Forest of Bowland AONB management plan, to increase biodiversity across the District.
- Delivering the Ings Beck & Gallows Syke Water Management Project.
- Developing a Masterplan for the Skipton Station area to promote and increase the use of public transport.
- Beginning the agreed planting of 7,000 trees across the District.

### Climate emergency

In response to the Climate Emergency declaration, the Council requested a plan describing how carbon neutrality can be achieved by 2030. This plan to be is presented to the Council in February 2020. An Officer has been allocated to co-ordinate this work and we are on track to present a plan in February 2020.

**Select Committee – 16 October 2019****Work Programme****Report of the Democratic Services Manager**

Ward(s) affected: All

**1. Purpose of Report**

- 1.1 To consider the Select Committee's work programme for the remainder of the 2019/20 municipal year.

**2. Recommendations**

- 2.1 Members are asked to consider the matters outlined in this report and agree (or amend) the work programme (as presented at Appendix 1) for the remainder of 2019/20.

**3. Report**

- 3.1 At its initial meeting in June 2019, the Select Committee discussed a range of matters for possible inclusion within its work programme for 2019/20. The areas discussed included a range of matters which were then used to help formulate an outline work programme.
- 3.2 The latest version of the work programme is attached as Appendix 1 for consideration and agreement by Select Committee, subject to any identified and agreed amendments.
- 3.3 It's important to recognise that the work programme should not be considered a fixed and rigid schedule, it should be something that can be adapted to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.
- 3.4 However, when considering any developments and / or modifications to the work programme, effort should be made to:
- Avoid unnecessary duplication by taking into account any existing groups or forums already monitoring a particular issue.
  - Ensure that any review work to be undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
  - Seek advice about available resources and relevant timings, taking into account Select Committee's workload and the type of activity taking place.
  - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.
- 3.5 In addition, in order to deliver the work programme, the Select Committee may need to take a flexible approach and undertake activities outside the formal schedule of meetings, such as working groups. This flexible approach may also require additional formal meetings of the Select Committee.



**4. Legal Implications**

There are no legal implications arising from this report.

**5. Contribution to Council Priorities**

The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

**6. Risk Management**

There are no risk management issues associated with this report.

**7. Equality Analysis**

There are no direct implications arising from this report.

**8. Consultations with Others**

Solicitor to the Council and Monitoring Officer

**9. Access to Information: Background Documents**

There are no background documents.

**10. Appendices**

- Appendix 1 – Current work programme for 2019/20

**11. Author of the Report**

Guy Close, Democratic Services Manager

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

## SELECT COMMITTEE

### WORK PROGRAMME 2019/20



Date	Committee	Agenda
5 June	Select Committee	<ul style="list-style-type: none"> <li>• Update on Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities (Guy Close, Democratic Services Manager)</li> <li>• Work Programme and Appointment of Working Groups (Guy Close, Democratic Services Manager).</li> </ul>
26 June	Select Committee (Crime and Disorder)	<p><b>Select (Crime and Disorder) Committee:</b></p> <ul style="list-style-type: none"> <li>• North Yorkshire Police, Fire and Crime Panel: Annual Update (County Councillor Les)</li> <li>• Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith)</li> <li>• Community Safety Update (Stacey Reffin, Community Safety Officer)</li> <li>• Consultation on the Draft Priorities for the North Yorkshire Fire and Rescue Plan 2019/21 (Guy Close, Democratic Services Manager)</li> <li>• Feedback on Yorkshire Ambulance Service – (Guy Close, Democratic Services Manager)</li> </ul>
17 July	Select Committee	<ul style="list-style-type: none"> <li>• Absence Management 2018-19 (Jacquie Hodgson, Human Resources Manager)</li> <li>• Review of Development Control Performance – Final Report (Guy Close, Democratic Services Manager)</li> <li>• Report on Planning Enforcement and Building Control (David Smurthwaite, Strategic Manager for Planning and Regeneration) and (Neville Watson, Planning Manager, Development Control)</li> </ul>

<p><b>11 Sept</b></p>	<p><b>Select Committee</b></p>	<ul style="list-style-type: none"> <li>• Disabled Facilities Grants: Annual Performance Review (Nina Pinder, Housing Adaptations Manager)</li> <li>- To include a review of progress made against the recommendation tracking template.</li> <li>• <b>Working Group Session:</b> Planning Enforcement and Building Control</li> </ul>
<p><b>16 Oct</b></p>	<p><b>Select Committee</b></p>	<ul style="list-style-type: none"> <li>• Green Theme update (Councillor Lis, Lead Member for Greener Craven), (Paul Shevlin, Chief Executive) and (Rob Atkins, Exchequer and Performance Manager)</li> <li>• <b>Working Group Session:</b> Commercial Waste Service: Progress report on implementation and operation of the new business model (Wyn Ashton, Environment Services and Housing Manager)</li> <li>• <b>Working Group Session:</b> Report on Waste Management / Lane-end collections (Wyn Ashton, Environment and Housing Manager) and (Chris Fairhurst, Waste Operations Manager)</li> </ul>
<p><b>20 Nov</b></p>	<p><b>Select Committee</b></p>	<ul style="list-style-type: none"> <li>• Implementation of Members' IT devices (Darren Maycock, CIO and Assets and Commercial Services) and (James McCulloch, ICT Services Manager)</li> <li>• Recommendation Tracking (Guy Close, Democratic Services Manager): Bereavement Services update (Darren Maycock, CIO and Assets and Commercial Services) and (Clair Cooper, Development Manager, Bereavement Services)</li> </ul>
<p><b>12 Dec</b></p>	<p><b>Select Committee (Crime and Disorder)</b></p>	<p><b>Select (Crime and Disorder) Committee:</b></p> <ul style="list-style-type: none"> <li>• Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith)</li> <li>• Road Safety Update (Fiona Ancell, Road Safety Team Leader, North Yorkshire County Council)</li> <li>• Community Safety Update (Stacey Reffin, Community Safety Officer)</li> </ul>

		<ul style="list-style-type: none"> <li>Review of the effectiveness of any public spaces protection orders (Stacey Reffin, Community Safety Officer)</li> </ul>
<b>15 Jan</b>	<b>Select Committee</b>	<ul style="list-style-type: none"> <li>Final Review Report – Planning Enforcement and Building Control (Guy Close, Democratic Services Manager)</li> <li>Absence Management: Half Year Position 2019-20 (Jacquie Hodgson, Human Resources Manager)</li> <li>Customer Services Call Handling Performance (Sharon Hudson, Communications, Customer Services and Partnerships Manager)</li> </ul>
<b>19 Feb</b>	<b>Select Committee</b>	<ul style="list-style-type: none"> <li>Final Review Reports from Working Groups (Guy Close, Democratic Services Manager)</li> </ul>
<b>18 Mar</b>	<b>Select Committee</b>	<ul style="list-style-type: none"> <li>Final Review Reports from Working Groups (Guy Close, Democratic Services Manager)</li> </ul>
<b>15 Apr</b>	<b>Select Committee</b>	<ul style="list-style-type: none"> <li>Draft Work Programme for 2020/21 (Guy Close, Democratic Services Manager)</li> <li>Recommendation Tracking (Guy Close, Democratic Services Manager)</li> </ul>