



## SELECT COMMITTEE

Wednesday, 20 November 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 16 October 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. **Members' IT Options Review** – The Chief Information Officer to present an overview of the solution being considered for a refresh of Members' IT equipment.
6. **Recommendation Tracking: Bereavement Services update** – To consider a review of progress made against the Select Committee recommendation tracking template.

7. **Work Programme** – The Select Committee to consider its work programme for the 2019/20 municipal year.
8. **Date and Time of Future Meetings** –
  - Select (Crime and Disorder) Committee – Wednesday, 11 December 2019 at 6.30pm
  - Select Committee – Wednesday, 15 January 2020 at 6.30pm.
9. **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**

16 October 2019

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

**Also in attendance:** Councillor Lis, Lead Member (Greener Craven)

**Officers** – The Chief Executive, Exchequer and Performance Manager, Environmental Services and Housing Manager, Democratic Services Manager and Democratic Services and Scrutiny Officer.

Apologies for absence were received from Councillors Sutcliffe and Harbron.

Start: 6.30pm

Finish: 7.35pm

### **Confirmation of Minutes –**

The minutes of the meeting held 11 September 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.435

### **GREEN THEME UPDATE**

The Lead Member for Greener Craven and the Exchequer and Performance Manager submitted a report which updated Members on progress and planned activities in relation to the theme of 'Greener Craven'.

Members noted that the urgency of the Green Theme had increased since the August Council meeting when a Climate Emergency was unanimously declared. With the motion in place the Council had committed to working towards becoming carbon neutral by 2030 and present a strategic action plan to Council within six months.

Members noted the progress made by the Council including the commencement of the upgrade to the Leeds-Liverpool canal towpath and the introduction of ultra-low emissions vehicles to the Council's fleet. Members noted further actions already agreed, including the planting of 7,000 trees and the installation of electric vehicle charging points in Council-owned car parks.

Members were informed that the Chief Executive and the Exchequer and Performance Manager had met with Extinction Rebellion and Plastic Free Craven on separate occasions to seek their views on how Craven planned to approach the Climate Emergency motion.

Members questioned the lighting arrangements in place and were informed that the street lights in Aireville Park had been updated to LED. The Exchequer and Performance Manager agreed to find out who was responsible for the lighting at Belle Vue Square and report back to Members.

Other suggestions put forward by Members included, exploring opportunities for Parish Councils to help fund tree planting and reporting back on land that might be available within their Parish. One Member recommended a number of actions for possible inclusion in the strategic action plan, including, reducing the heating at the CDC offices, strengthening planning requirements and increasing recycling awareness.

Members also considered whether there was a need to strengthen leadership and develop a member champion role to engage local people. Members were reminded of the important role they had in their own Wards, particularly in terms of sharing information with residents and engaging them with the Climate Emergency initiative.

**Resolved** – That the recent progress, current and planned activity and the progress on compiling a Strategic Action Plan relating to the Green Theme is noted.

OS.436

### **WORK PROGRAMME**

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

Members were informed that the Planning Enforcement and Building Control Working Group meeting which had originally been scheduled to take place on Tuesday, 12 November 2019, was now taking place on Wednesday, 20 November 2019, immediately after the main Select Committee meeting. This was due to an Extraordinary Council meeting that had been arranged to take place on Tuesday, 12 November, to consider the draft Local Plan.

**Resolved** – That subject to the above amendment, the work programme for 2019/20, is approved.

### **Minutes for Decision**

There were no items for decision.

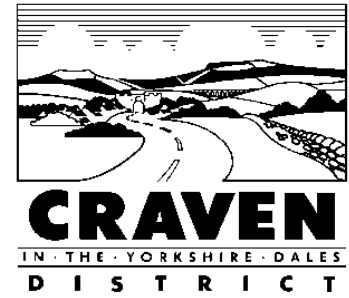
Chairman.

**Select Committee – 20 November 2019**

**Members' IT Options Review**

**Report of the Chief Information Officer**

**Lead Member – Councillor Brockbank**



**Ward(s) affected: All**

**1. Purpose of Report**

1.1 The purpose for the report is to provide an overview of the solution being considered for a refresh of the member's IT equipment.

**2. Recommendations** – Members are asked to consider the proposed solution outlined below.

**3. Report**

The proposed solution consists of the following:

3.1 A controlled Council Apple OS tablet device allowing connectivity to email (Office 365) and access to relevant papers.

3.2 The alternative option of UYOD (Use Your Own Device) license only solution supporting Apple OS, Android and Windows 10 offering the same capability but contained within a security wrapper on the host device.

3.3 Enhanced functionality to provide a Members Secure area for papers and access to other key council information and services. *Note: in support of the Councils commitment to sustainability Printing will be restricted on each of the options.*

3.4 Timescales for delivery of the solution will be defined by January 2020 including the integral Office 365 configuration. Implementation and rollout is anticipated to start by April 2020.

3.5 Rationale for the proposed solution is based on affordability, sustainability and ease of use. Apple devices are highly rated for sustainability of their products and in terms of ease of use, it is also a familiar solution having been embedded effectively within the organisation for the last 5 years. Windows tablets or other devices attract a high cost of providing suitable equipment and add the complexity of maintaining a mixed estate. The windows tablet technology has not yet proven stable for the purpose of consistent mobile working.

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

- 4.1 The solution has been prepared to support the Council Plan, the ICT Strategy, the Digital Strategy, the Information Management & Governance Strategy and the Council's Long Term Financial Strategy. It is anticipated that the solution will be accommodated within existing Capital and Revenue budgets.

**5. Legal Implications**

- 5.1 Ensure that the handling of the Council's information (both in relation to the Council's business and individuals) is handled effectively, efficiently, and securely in accordance with the relevant law.

**6. Contribution to Council Priorities**

- 6.1 The proposals in this report supports the Council's priority of 'Financial Resilience' by ensuring the Council remains sustainable and ensures provision of the necessary technologies to continue delivering essential services. The proposal also supports maintaining an effective and modern Infrastructure which underpins all of the priorities and actions within the Council's key priorities and provides the necessary security and continuity arrangements necessary for safeguarding the Council's data and essential services.

**7. Risk Management**

- 7.1 To ensure the continued use of the Members secure access facilities.

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure **has not been** followed. Therefore neither an Initial Screening or an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

- 9.1 North Yorkshire IT Managers Group, Bradford City Council

**10. Author of the Report**

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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 – RECOMMENDATION TRACKING

Suggested status of recommendations:

- 1 – Achieved **(Green)**
- 2 – Progress acceptable, continue monitoring **(Amber)**
- 3 – Progress not acceptable, request update **(Red)**

RECOMMENDATIONS	DATE APPROVED BY POLICY COMMITTEE	LEAD OFFICER	STATUS OF RECOMMENDATION
<p style="text-align: center;"><b>Bereavement Services</b></p> <p>a. Particular emphasis should be placed on the need for a clear business strategy with a costed and funded improvement and investment plan for the service; consideration should be given as to whether a reserve should be established and whether investment in the facility should receive priority before surpluses are drawn off in support of other services, it is acknowledged that this approach could present challenges for other service areas.</p>	<p><b>23 October 2018</b></p>	<p><b>Development Manager, Bereavement Services</b></p>	<p style="text-align: center;"><b>(Last update: November 2019)</b></p> <p><b>Business strategy currently being created.</b></p> <p><b>In respect of reserves, consideration would be led by Finance.</b></p>

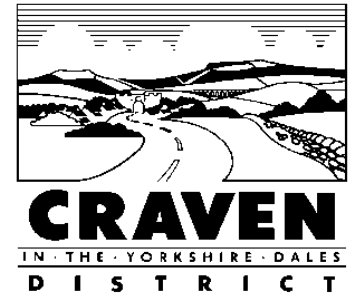
<p>b. The service needs to be innovative and to be encouraged to be innovative but in so doing needs to be mindful of the need to maintain a quality core service which meets the needs and aspirations of its customers, and retains the support of funeral directors.</p> <p>c. Memorial trees and woodland burial is seen as a key development area for the Service, if no suitable land is available within its portfolio the Council should endeavour to acquire land in a suitable location to enable diversification into woodland burial and memorial trees. Care will be needed in the choice of location which in this Group's opinion should be within a rural, as opposed to urban, environment.</p> <p>d. A significant longer term issue to be addressed by the Service is future burial space. A long term strategic plan is therefore needed as indicated in the business development plan; in preparing that strategic plan the Service will need to engage with the Planning Department / Planning Policy Team to enable it to understand what, if anything, would</p>			<p>Statement noted and incorporated in Strategy.</p> <p><b>Endeavours have been made to branch out into natural burial grounds without success. However further opportunities are being sought.</b></p> <p><b>Due to a new housing development Waltonwrays is now landlocked. A strategy will be prepared for 2020 to ascertain accurate life span of the cemetery and to create additional burial space where possible within the current confines of the cemetery.</b></p>
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<p>be required to facilitate support for that provision through the planning / planning policy process.</p> <p>e. The crematorium should be operated in the most efficient and environmentally responsible way. Holding over enables such an approach and therefore it is suggested that consideration be given to establish a position whereby holding over becomes the default position, with the pricing structure revised, if necessary, in such a way as to encourage this approach.</p> <p>f. Steps should be taken to ensure an uninterrupted power supply to the chapel to ensure services at Waltonwrays can continue in the event of a mains power failure.</p> <p>g. There is a need to understand why the Muslim burial area isn't being used to the extent originally envisaged, the Leader should seek a meeting with the local Iman to explore with him the use of Waltonwrays Cemetery by the local Muslim community</p>			<p><b>At this stage, its predicted that this will need revisiting as critical in 10/15 yrs time.</b></p> <p><b>This has been in place since Jan 16 – we have seen an increase in hold over request at 2% per year. The fees &amp; charges were changed in 2018/19 to reflect same day fees as a surcharge and hold over fees as the normal fee. This surcharge has been further increased in 19/20.</b></p> <p><b>A backup battery has now been fitted to ensure uninterrupted music/visual tributes for 30 minutes in the event of power failure.</b></p> <p><b>The Chief Executive has been notified by the Muslim community that there have been very low death rates in the community and most are currently being re-patriated.</b></p>
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**Select Committee – 20 November 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>• Report on Green Theme (Councillor Lis, Lead Member for Greener Craven), (Paul Ellis, Director Services) and (Wyn Ashton, Environment and Housing Manager)</li> <li>• <b>Working Group Session:</b> Commercial Waste Service: Evaluation report on implementation and operation of the new business model (Councillor Lis, Lead Member for Greener Craven) and (Wyn Ashton, Environment Services and Housing Manager)</li> <li>• <b>Working Group Session:</b> Report on Waste Management / Lane-end collections (Councillor Lis, Lead Member for Greener Craven), (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>• Members' IT Options Review (Darren Maycock, CIO and Assets and Commercial Services) and James McCulloch (ICT Services Manager)</li> <li>• Recommendation Tracking – Bereavement Services update (Darren Maycock, CIO and Assets and Commercial Services) and (Clair Cooper, Development Manager, Bereavement Services)</li> <li>• <b>Working Group Session:</b> Planning Enforcement and Building Control</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> </ul>

		<ul style="list-style-type: none"> <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> <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>