

ORDINARY MEETING OF THE COUNCIL

**Belle Vue Suite, Belle Vue Square Offices, Skipton
Tuesday, 25 February 2020 at 7.00pm**

(Please note: If it proves necessary to postpone this meeting for budget preparation reasons the meeting will take place on the reserve date of Thursday, 27 February 2020 at 7.00pm.)

Members of the Council are summoned to consider the following business

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

AGENDA

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 appendices d and e to agenda 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 3 (relates to the financial or business affairs of any person including the Authority holding the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

- 1. Apologies for absence** – To receive any apologies for absence.
- 2. Minutes** – To confirm the minutes of Council held on 18 December 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. **Civic Engagements** – To receive a list of civic engagements attended by the Chairman.
6. **Review of Members’ Allowances – Independent Remuneration Panel** – To consider recommendations of the Independent Remuneration Panel (IRP) in relation to its review of members’ allowances.
7. **Budget Related Recommendations for Confirmation** – Minutes containing recommendations for debate and confirmation by Council arising from the meeting of Policy Committee held on 4 February 2020 which relate to the 2020/21 budget.
8. **Council Tax Levels 2020/21** – To enable the Council to calculate and approve the Council Tax requirement for 2020/21.

(In accordance with Council Procedure Rule 16.4 all votes relating to the setting of the budget and the Council Tax at Council meetings shall be recorded votes.)

(Report to follow)

9. **Other Recommendations for Confirmation** – Minutes containing recommendations for debate and confirmation by Council arising from meetings of Committees.
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, Chairmen of Committees and Council Representatives on Outside Bodies** (as appropriate)
 - a. **Lead Members** – To receive an update from 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:

- Audit and Governance Committee
- Licensing Committee
- Planning Committee
- Standards Committee.

d. Council Representatives on Outside Bodies – To receive an update from Council representatives on Outside Bodies on key areas of work.

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:

Guy Close, Democratic Services Manager
 Tel: (01756) 706226
 E-mail: gclose@cravendc.gov.uk

Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

- the recording being conducted with the full knowledge of the Chairman of the meeting; and
- compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chairman or a representative of Legal and Democratic Services.

COUNCIL MEETING

18 December 2019

Present – The Chair (Councillor Whitaker) and Councillors Barrett, Brockbank, Brown, Foster, Harbron, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Metcalfe, Moorby, Morrell, Myers, Noland, Pighills, Pringle, Place, Shuttleworth, Solloway, Staveley, Sutcliffe, Welch and Wheeler.

Officers – Chief Executive, Director of Services, Chief Finance Officer (s151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer and Democratic Services Manager.

Apologies – Councillors Handley, Mercer, Mulligan and Rose.

Start: 7.00pm

Finish: 8.25pm

CL.1156

MINUTES

Resolved – That the minutes of the Council meeting held on 8 October 2019 and the Extraordinary Council meeting on 12 November 2019 are confirmed as a correct record and signed by the Chairman.

CL.1157

DECLARATIONS OF INTEREST

There were no declarations of interest.

CL.1158

CIVIC ENGAGEMENTS

The Chairman, Councillor Whitaker, reported on the success of the Council's Civic Event, which took place on Sunday, 8 December 2019. The Chairman wished to place on record his thanks to all those involved in ensuring the event was such a great success, particularly the Chairman's Secretary, Janet Harker, Cultural Services Manager, Danielle Daglan, Councillor Simon Myers, staff at Skipton Castle and Wildwood Restaurant.

CL.1159

RECOMMENDATIONS FOR CONFIRMATION

The following recommendations were submitted by Policy Committee at its meetings held on 29 October and 3 December 2019:

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

- POL.1024 – Confirmation of the Council Tax Base – 2020/21

Resolved – That the recommendations at Minute POL.1024 are confirmed.

- POL.1025 – Craven Homelessness and Rough Sleeping Strategy

Resolved – That the recommendations at Minute POL.1025 are confirmed.

- POL.1035 – Joint Venture – Redevelopment of Council Depot Site, Engine Shed Lane

Resolved – That the recommendations at Minute POL.1035 are confirmed.

(Councillors Heseltine and Shuttleworth asked that it be recorded that they voted against.)

CL.1160 **CALENDAR OF MEETINGS 2020/21**

The Democratic Services Manager submitted a report which presented the draft Calendar of Meetings for 2020/21 for Members' approval.

Members discussed altering the time of Council meetings from 7.00pm to 6.30pm in line with other Committee meetings. There was also a request to reschedule the date of the May 2020 Planning Committee meeting from Tuesday, 5 May 2020 to Monday, 4 May 2020.

Resolved –

- a) That Council meetings start at 6.30pm in line with other Committee meetings.
- b) That the request to reschedule the date of the May 2020 Planning Committee from Tuesday, 5 May 2020 to Monday, 4 May 2020, be referred to Planning Committee for final approval.

(Councillor Lis joined the meeting at 7.35pm during the consideration of this item.)

CL.1161 **STATEMENT FROM THE LEADER OF THE COUNCIL**

Councillor Foster reported that there was some uncertainty in relation to the latest devolution proposals following the recent General Election. Members emphasised the importance that Council's worked together to drive forward the proposals.

CL.1162 **STATEMENT FROM LEAD MEMBERS, CHAIRMEN OF COMMITTEES AND COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Lis provided an update on recent progress made against the Climate Change Action Strategy. It was reported that a number of meetings had been held with local groups and organisations to discuss proposals and agree a way forward. Key actions had been identified which were to be included in a report to the February Policy Committee meeting.

One Member raised concern about changes to bin collection points and the negative impact on some local residents. It was felt that there was a need to review aspects of the bin collection policy to address residents' concerns.

Councillor Staveley reported that the December Select (Crime and Disorder) Committee meeting had been rescheduled to take place on 15 January 2020. The Select Committee meeting had been scheduled to take place immediately after the Crime and Disorder meeting. Members were informed that Select Committee was due to consider its final report on Planning Enforcement and Building Control.

(Councillor Ireton left the meeting at 8.05pm during the consideration of this item.)

CL.1163

GENERAL QUESTION / STATEMENT TIME

The following question was submitted by Councillor Brown:

“Could I ask the Leader of the Council what progress has been made on establishing whether the Council has sufficient evidence that historical planning permissions at Hellifield flashes have been exceeded sufficiently for a prosecution to succeed?”

The Leader of the Council, Councillor Foster, provided the following response:

“Counsel has been instructed - Counsel has been given an open brief to review and advise on the matter generally.

The Planning Enforcement Team Leader has kept his investigation open and where anything is reported continues to investigate as appropriate. The Planning Enforcement team have not ceased investigations pending Counsel’s advice.

The Council has not identified any actionable breach. No other agency has, to date, informed the Council that they have identified any actionable breach.”

Chairman



The Chairman of Craven District Council
(Councillor Paul Whitaker)

Civic Engagements

During the period December 2019 and January 2020

DECEMBER 2019

Sunday, 1 December – Chairman's Civic Event / Lunch

Wednesday, 18 December – Visit to Malsis Hall (new development)

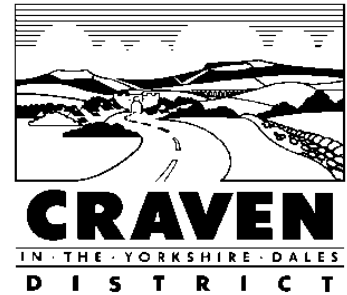
JANUARY 2020

No civic engagements at present.

Council – 25 February 2020

**Review of Members' Allowances –
Independent Remuneration Panel**

Report of the Democratic Services Manager



Ward(s) affected: All

1. Purpose of Report

1.1 To consider recommendations of the Independent Remuneration Panel (IRP) in relation to its review of members' allowances.

2. Recommendations – Members are recommended to:

2.1 Approve the recommendations of the IRP as detailed in the appendix to this report and summarised under section 3.

2.2 Note that reasons need to be given for any variation to the recommendations, including no change to the Scheme of Members' Allowances.

3. Report

3.1 The recommendations of the IRP are detailed in the appendix to this report.

3.2 For ease of reference the recommendations of the IRP are summarised below:

Recommendation 1

That the level of Members' Basic Allowance is increased from £4,300 p.a. to £4,560 p.a. The proposed increase reflects local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

Recommendation 2

That a Special Responsibility Allowance is introduced for the Chairman and Vice Chairman of Licensing Committee. The level of allowance is recommended to be at the same level as other Committee Chairmen and Vice Chairmen.

Recommendation 3

That Special Responsibility Allowances are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

Please note: Special Responsibility Allowances are valued as a quantum of the Basic Allowance. The Special Responsibility Allowance is the Basic Allowance multiplied by the quantum given.

AGENDA ITEM 6

The table below shows the current and proposed allowances:

	Number of Positions	Current allowance £	Proposed allowance £	Quantum of Basic Allowance
Basic	30	4,300	4,560	
Leader of the Council and Chairman of Policy Committee	1	8,170	8,660	1.9
Deputy Leader of the Council and Deputy Chairman of Policy	1	4,300	4,560	1.0
Committee Chairman: Audit and Governance Licensing Planning Select Standards	5	2,150	2,280	0.5
Committee Vice Chairman (As above)	5	430	460	0.1
Group Leader	4	860	910	0.2
Lead Members	6	1,075	1,140	0.25

Recommendation 4

That Travel Allowances follow HMRC approved mileage rates and is amended automatically to reflect changes in the HMRC rate.

Current HMRC Mileage Rates:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Passengers	5p per person	5p per person
Motor cycles	24p	24p
Bicycles	20p	20p

Recommendation 5

That the amounts of subsistence allowance should be the same as that paid to staff.

	CDC staff scheme £	Basis of Payment (as staff scheme)
Breakfast	7.77	when a journey commences before 7.30 am.
Lunch	10.71	when a journey commences before 12.00 noon and continues after 2.00 pm.

AGENDA ITEM 6

Tea	4.21	when the absence commences before the end of the working day and continues after 6.30 pm.
Evening Meal	13.29	when absence commences before the end of the working day and continues after 8.30 pm.
		Tea and dinner allowances are not paid consecutively. Under NO circumstances will re-imburement be made for alcohol beverages.

Recommendation 6

That the allowances of the Chairman and Vice Chairman of Council are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

	Number of Positions	Current allowance £	Proposed allowance £	Quantum of Basic
Chairman of the Council	1	3,400	3,650	0.8
Vice Chairman of the Council	1	430	460	0.1

Recommendation 7

We recommend that the proposals are backdated to 1 April 2019 following which the Basic and Special Responsibility Allowances should be updated as a matter of course to match local government pay settlements from the date of implementation of those settlements.

4. Financial and Value for Money Implications

- 4.1 The recommendations propose an increase in the Members' Allowances budget of £12,760.

5. Legal Implications

- 5.1 The recommendations are in line with Local Authorities (Members' Allowances) (England) Regulations 2003.

6. Contribution to Council Priorities

- 6.1 The report contributes to 'Financial sustainability – Ensuring a self-sustainable Council.'

7. Risk Management

- 7.1 There are no risk management issues associated with this report.

8. Equality Impact Analysis

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **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 Consultation with all Elected Members and Corporate Leadership Team (CLT). The Review also included an analysis of CIPFA Nearest Neighbour local authorities.

10. Background Documents

- 10.1 Local Authorities (Members' Allowances) (England) Regulations 2003.

11. Appendices

- 11.1 Independent Remuneration Panel – Review of Members' Allowances Scheme

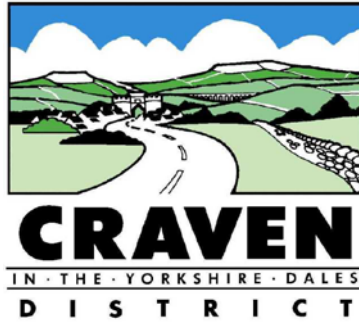
12. Author of the Report

Guy Close, Democratic Services Manager

Telephone: (01756) 706226

E-mail: gclose@cravendc.gov.uk

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



INDEPENDENT REMUNERATION PANEL (IRP) **REVIEW OF MEMBERS' ALLOWANCES SCHEME**

FOREWORD

This report has been produced for Craven District Council as part of the Council's requirement to receive independent advice from its statutory advisory panel on members' allowances. The membership of the Panel was John Boumphrey, Roger Millin and Greg Robinson.

Members' allowances and expenses can be a controversial subject. There will inevitably be some who will be critical of any payments of allowances to members and particularly at any proposals to increase those payments. There is also an inevitable reluctance amongst members themselves to take decisions on increasing allowances which might be seen as self-serving, particularly during times when financial savings are being sought. However, being an elected member can be a very demanding role and it is important, not least in order to attract potential new members, that they are adequately compensated for their time and effort.

John Boumphrey
Chair of Independent Remuneration Panel

Executive Summary of Recommendations

Recommendation 1

That the level of Members' Basic Allowance is increased from £4,300 p.a. to £4,560 p.a. The proposed increase reflects local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

Recommendation 2

That a Special Responsibility Allowance is introduced for the Chairman and Vice Chairman of Licensing Committee. The level of allowance is recommended to be at the same level as other Committee Chairmen and Vice Chairmen.

Recommendation 3

That Special Responsibility Allowances are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

Please note: Special Responsibility Allowances are valued as a quantum of the Basic Allowance. The Special Responsibility Allowance is the Basic Allowance multiplied by the quantum given.

The table below shows the current and proposed allowances:

	Number of Positions	Current allowance £	Proposed allowance £	Quantum of Basic Allowance
Basic	30	4,300	4,560	
Leader of the Council and Chairman of Policy Committee	1	8,170	8,660	1.9
Deputy Leader of the Council and Deputy Chairman of Policy	1	4,300	4,560	1.0
Committee Chairman: Audit and Governance Licensing Planning Select Standards	5	2,150	2,280	0.5
Committee Vice Chairman (As above)	5	430	460	0.1
Group Leader	4	860	910	0.2
Lead Members	6	1,075	1,140	0.25

Recommendation 4

That Travel Allowances follow HMRC approved mileage rates and is amended automatically to reflect changes in the HMRC rate.

Current HMRC Mileage Rates:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Passengers	5p per person	5p per person
Motor cycles	24p	24p
Bicycles	20p	20p

Recommendation 5

That the amounts of subsistence allowance should be the same as that paid to staff.

	CDC staff scheme £	Basis of Payment (as staff scheme)
Breakfast	7.77	when a journey commences before 7.30 am.
Lunch	10.71	when a journey commences before 12.00 noon and continues after 2.00 pm.
Tea	4.21	when the absence commences before the end of the working day and continues after 6.30 pm.
Evening Meal	13.29	when absence commences before the end of the working day and continues after 8.30 pm.
		Tea and dinner allowances are not paid consecutively. Under NO circumstances will re-imburement be made for alcohol beverages.

Recommendation 6

That the allowances of the Chairman and Vice Chairman of Council are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

	Number of Positions	Current allowance £	Proposed allowance £	Quantum of Basic
Chairman of the Council	1	3,400	3,650	0.8
Vice Chairman of the Council	1	430	460	0.1

Recommendation 7

We recommend that the proposals are backdated to 1 April 2019 following which the Basic and Special Responsibility Allowances should be updated as a matter of course to match local government pay settlements from the date of implementation of those settlements.

1. Introduction

This report presents the findings from our review of the Council's Members' Allowances Scheme and our recommendations for changes to be backdated from 1 April 2019.

In undertaking our review, the Panel took account of the statutory guidance governing Members' Allowances, specifically, the Local Authorities (Members' Allowances) (England) Regulations 2003.

2. Methodology

The review was supported by a survey of other similar councils across the country included in the CIPFA 'Nearest Neighbours' group.

Elected Members and Corporate Leadership Team (CLT) were invited to submit any comments that they had on the current Members' Allowances Scheme.

3. CIPFA Nearest Neighbours Model

The Chartered Institute of Public Finance and Accountancy (CIPFA), groups together local authorities with similar profiles for the purposes of comparison and benchmarking, e.g. population, budget, urban / rural mix. These are termed 'nearest neighbour' groups. The group belonging to Craven District Council includes:

- Eden District Council
- Ryedale District Council
- Derbyshire Dales District Council
- West Devon Borough Council
- Cotswold District Council
- Ribble Valley Borough Council
- Babergh District Council
- South Hams District Council
- Mendip District Council
- Stratford on Avon District Council
- Fylde Borough Council
- Hambleton District.

4. Basic Allowance

Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members. The allowance must be the same for each member. Basic allowance is intended to recognise the time commitment of all members, including, meetings with constituents and attendance at political group meetings.

The average Basic Allowance of 'nearest neighbour' authorities, is £4,524. The Panel's recommendation is that the basic allowance is increased from £4,300 p.a. to £4,560 p.a. This is slightly above the average figure for 'nearest neighbour' authorities.

Recommendation 1

That the level of Members' Basic Allowance is increased from £4,300 p.a. to £4,560 p.a. The proposed increase reflects local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

5. Chairman and Vice Chairman of Licensing Committee

The current Members' Allowances Scheme does not include a Special Responsibility Allowance for the Chairman and Vice Chairman of Licensing Committee. Due to a significant increase in workload and taking into account the number of licensing and appeals hearings, this was considered to be an area in need of review.

Recommendation 2

That a Special Responsibility Allowance is introduced for the Chairman and Vice Chairman of Licensing Committee. The level of allowance is recommended to be at the same level as other Committee Chairmen and Vice Chairmen.

6. Special Responsibility Allowance

The table in the recommendation below shows the Independent Remuneration Panel's assessment of the quantum for each position and the proposed allowance.

Recommendation 3

That Special Responsibility Allowances are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

Please note: Special Responsibility Allowances are valued as a quantum of the Basic Allowance. The Special Responsibility Allowance is the Basic Allowance multiplied by the quantum given.

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Recommendation 5

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7. Chairman and Vice Chairman allowances

Recommendation 6

That the allowances of the Chairman and Vice Chairman of Council are increased to reflect local government pay settlements since adoption of the Members' Allowances Scheme by Council in October 2015.

	Number of Positions	Current allowance £	Proposed allowance £	Quantum of Basic
Chairman of the Council	1	3,400	3,650	0.8
Vice Chairman of the Council	1	430	460	0.1

8. Timescale

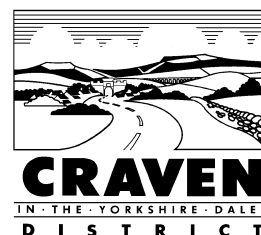
Recommendation 7

We recommend that these proposals are backdated to 1 April 2019 following which the Basic and Special Responsibility Allowances should be updated as a matter of course to match local government pay settlements from the date of implementation of those settlements.

COUNCIL MEETING

25 February 2020

Budget Related Recommendations for Confirmation



Report of the Democratic Services Manager

Ward(s) affected: Not applicable

1. **Purpose of Report** – To present budget related recommendations for confirmation by Council.
2. **Recommendation** – To consider adopting 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 report.

Policy Committee

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

4 February 2020

POL.1046	Pay Policy Statement 2020-21
POL.1047	Council Plan 2020 and Beyond
POL.1048	Capital Programme 2020-21
POL.1049	Revenue Budget 2020/21 and Medium term Financial Plan 2020/21 to 2023/24
POL.1050	2020/21 Treasury Management Statement, Minimum Revenue Provision Statement and Annual Investment Strategy

POL.1051 Capital Strategy 2020-2024

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

4. **Author of the Report** – Guy Close, Democratic Services Manager, Telephone (01756) 706226, E-mail gclose@cravenc.gov.uk.

5. **Appendices**

Appendix A	POL.1046	Pay Policy Statement 2020-21
Appendix B	POL.1047	Council Plan 2020 and Beyond
Appendix C	POL.1048	Capital Programme 2020-21
Appendix D	POL.1049	Revenue Budget 2020-21 and Medium Term Financial Plan 2020-21 to 2023-24
Appendix E	POL.1050	2020/21 Treasury Management Statement, Minimum Revenue Provision Statement and Annual Investment Strategy
Appendix F	POL.1051	Capital Strategy 2020-24

POL.1046

PAY POLICY STATEMENT 2020/21

The Human Resources Manager submitted a report which sought approval to implement the Council's 2020/21 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The statement outlined the Council's policy towards the pay of the workforce, particularly senior staff and lowest paid employees.

Recommended – That implementation of the Council's 2020/21 Pay Policy Statement is approved.

POL.1047

COUNCIL PLAN 2020 AND BEYOND

The Chief Finance Officer (s151 Officer) submitted a report which presented the Craven District Council Plan 2020 and Beyond for approval. The Plan sets out the Council's agenda for improving service delivery to Craven's communities as well as organisational change. The Plan represented a substantial change to the 2019 Plan, with four new long-term priorities informed by the Peer Review process and a new strategic planning process. The Plan identified the Council's vision and priorities for Craven and intended outcomes. It also included the delivery mechanisms and projects the Council would implement to achieve those outcomes.

Recommended – That the Council Plan 2020 and Beyond is approved and delegated authority is given to the Chief Executive to:

- a) Make minor amendments including the revision of delivery mechanisms and amendments to timescales for delivery as necessary, in consultation with the Leader of the Council; and
- b) Agree performance indicators and associated targets that will be used to measure progress against the achievement of the priorities and objectives set out in the Plan.

POL.1048

CAPITAL PROGRAMME 2020/21

The Chief Finance Officer (s151 Officer) submitted a report which sought approval for the 2020/21-2023/24 capital programme, subject to there being sufficient capital resources.

Recommended –

- (1) That £2,847,850 of continuing projects from the 2019/20-2022/23 programme is noted and that no slippage has been confirmed at this stage.
- (2) That the new capital programme projects of £1,647,524 are approved.
- (3) That a total capital programme for 2020/21 of £4,495,374 is approved.
- (4) That the final allocation of funding for the 2020/21 capital programme is confirmed once the outturn position of the 2019/2020 revenue budget is finalised.

POL.1049

**REVENUE BUDGET 2020/21 AND MEDIUM TERM FINANCIAL
PLAN (MTFP) 2020/21 TO 2023/24**

The Chief Finance Officer (s151 Officer) submitted a report which identified a fully funded budget for 2020/21 together with a recommendation for a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2023/24.

As the settlement had not been confirmed, the 2020/21 budget was based on the draft grant settlement announced in December 2019. Little change to the figures was expected. As part of that announcement, the Secretary of State for Communities and Local Government gave permission for Council's to increase their Council Tax by 1.99%, without triggering a referendum or £5 whichever was the greater. A £5 increase gave a Council Tax of £177.21 at Band D.

In accordance with Section 25 of the Local Government 2003, the Chief Finance Officer (s151 Officer) made a specific personal statement that the revenue budget was robust and delivered a balanced budget in 2020/21.

During the debate, Members thanked the Chief Finance Officer (s151 Officer) and his team for all their hard work in producing a balanced budget.

Recommended –

- (1) That the revenue budget assumptions as detailed in the report are noted.
- (2) That the revenue budget for 2020/21 of £7,042,116 detailed in Appendix A to the report, is approved.
- (3) That the schedule of growth bids of £152,195 as detailed in Appendix C to the report, are approved.
- (4) That the savings of £68,000 as detailed in Appendix D to the report, are approved.
- (5) That a contribution from the New Homes Bonus Reserve of £225,000 is made to support the 2020/21 budget, subject to the realisation of the amber savings identified in Appendix D to the report, in addition to £137,000 for approved projects, giving a total of £353,000.
- (6) That the assessment of the robustness of the budget and the adequacy of reserves in Paragraph 10 and Appendix F of the report, is approved.
- (7) That the estimated sum of £995,000 as identified as the General Fund Balance as at 31 March 2020 in Paragraph 10 and Appendix F of the report, is approved.
- (8) That the Council Tax is increased at Band D by £5 to £177.21.
- (9) That the revenue budget incorporates the net contributions to / (from) earmarked reserves as detailed in Tables 1 and 2, Appendix A and Annex 1.

- (10)
 - a) That as part of the budget setting report to Council, an update is provided on the estimated Craven District Council allocation of retained business rates North and West Yorkshire.
 - b) That any significant variance to the figures included within the budget report proposals are adjusted through contributions (to) / from the business rates equalisation reserve.

- (11) That should additional resources be available through the retained business rates scheme, a matching contribution to the Business Rates Contingency Reserve is made to mitigate against future uncertainties.

- (12) That the funding sources identified in the report and Appendix A are approved:

		£'000
a)	Revenue Support Grant	-
b)	Rural Services Grant	280
c)	Housing Grants	46
d)	New Homes Bonus	564
e)	Retained Business Rates	1,720
f)	Business Rates Collection Fund (Deficit)	14
g)	Council Tax Collection Fund Surplus	25
h)	Council Tax	4,008
i)	Contribution from General Fund Balance	0
j)	Contribution (to)/from Earmarked Reserves	385
	Total Funding	7,042

- (13) That the Medium Term Financial Plan and the estimates of future years' budgets are noted.

POL.1050

**2020/21 TREASURY MANAGEMENT STATEMENT, MINIMUM
REVENUE PROVISION STATEMENT AND ANNUAL INVESTMENT
STRATEGY**

The Chief Finance Officer (s151 Officer) submitted a report which presented for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2020/21, as required by the Department of Communities and Local Government and CIPFA.

The Council was required to operate a balanced budget and part of treasury management was to ensure that cash flow was adequately planned with cash being available when needed. Surplus monies were invested in low risk counterparties with security of capital and liquidity of funds being considered before investment return. The counterparty lending limits enabled the Council to take full advantage of investment opportunities whilst maintaining a sufficient level of security of capital.

The strategy ensured that the required funding sources was available to support the Council's capital spending plans and longer term cash flow planning was necessary to ensure capital spending obligations were met.

The strategy also determined the limits of borrowing and investments that officers would apply over the next 12 months in order to ensure the Council's capital investment plans were affordable, prudent and sustainable.

Members were advised that all local authorities were required to prepare an additional capital strategy report to ensure that all Elected Members fully understood the overall long-term policy objectives and resultant capital strategy requirements, governance procedures and risk appetite.

Recommended –

- (1) That the operational boundary for 2020/21 is set at £10.5m.
- (2) That the authorised limits for 2020/21 is set at £12.75m.
- (3) That delegated authority is given to the Chief Finance Officer (s151 Officer) to effect movement within the agreed operational boundary and authorised limits for long-term borrowing for 2020/21 onwards.
- (4) That the Treasury Management Strategy Statement 2020/21 incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy, is approved.
- (5) That the Prudential Indicators for 2020/21, which reflect that the capital expenditure plans are affordable, prudent, and sustainable are approved.

POL.1051

CAPITAL STRATEGY 2020-2024

The Chief Finance Officer (s151 Officer) submitted a report which presented for approval a Capital Strategy that was intended to give a high level overview of how capital expenditure and financing plans are decided upon and how they contributed to the delivery of the Council Plan, Medium Term Financial Plan (MTFP) and overall delivery of services.

The Strategy would be refreshed on an annual basis to enable it to remain consistent with the Council Plan which was set periodically and refreshed in the intervening years. The Strategy gave a framework for budget considerations for the next four years and gave an indication of the likely factors that would have an impact on the budget setting process.

Recommended – That the Capital Strategy 2020-2024 is approved and that it will be refreshed on an annual basis alongside the Treasury Management and Investment Strategies.

NOT FOR PUBLICATION as Appendices D and E are considered exempt by virtue of Category 3 (financial or business affairs of any particular person) (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 21A of the Local Government Act 1972 (as amended).

Agenda item 9



COUNCIL MEETING

25 February 2020

Other Recommendations for Confirmation

Report of the Democratic Services Manager

Ward(s) affected: Not applicable

1. **Purpose of Report** – To present recommendations of Committees which require confirmation by Council.
2. **Recommendation** – To approve 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 report.

Policy Committee

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

14 January 2020

POL.1039	North Yorkshire Refugee Resettlement
POL.1040	Establishment of a Charity for Cultural Development in Craven
POL.1041	Historic High Street, Skipton – Heritage Action Zone

POL.1042	Joint Venture – Redevelopment of former Council Depot Site, Langcliffe Quarry (Item exempt from publication)
POL.1043	Joint Venture – Development of New Bridge – Cawder Lane to Keighley Road, Skipton (Item exempt from publication)

4 February 2020

POL.1052	Climate Emergency Strategic Plan
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3.2 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** – Guy Close, Democratic Services Manager, Telephone (01756) 706226, E-mail: gclose@cravenc.gov.uk

5. **Background documents** – None

6. **Appendices**

Appendix A	POL.1039	North Yorkshire Refugee Resettlement
Appendix B	POL.1040	Establishment of a Charity for Cultural Development in Craven
Appendix C	POL.1041	Historic High Street, Skipton – Heritage Action Zone
Appendix D	POL.1042	Joint Venture – Redevelopment of former Council Depot Site, Langcliffe Quarry (Item exempt from publication)
Appendix E	POL.1043	Joint Venture – Development of New Bridge – Cawder Lane to Keighley Road, Skipton (Item exempt from publication)

Appendix F	POL.1052	Climate Emergency Strategic Plan
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POL.1039 – NORTH YORKSHIRE REFUGEE RESETTLEMENT

The Housing Options Manager submitted a report which provided Members with an overview of the government's recently announced global resettlement scheme for refugees and sought Members approval for Craven District Council's participation in the scheme. Members were also asked to commit to resettling a minimum of 19 persons between 2020/21 and 2023/24.

Members were informed of the amalgamation of existing refugee resettlement programmes into one new 'Global Resettlement Scheme'. The aims and intentions of the new resettlement scheme were summarised which included the aim to resettle 5,000 refugees nationally in the first year of the scheme's operation and the intention to run the new programme in the long term.

It was for each authority to decide the number of refugees they were willing to resettle, although the common approach was to agree a figure based on percentage of population size. Across North Yorkshire this equated to 200 people - approximately 19 people in Craven. It was anticipated that these people would be in family groups rather than single people and therefore be no more than 5 households in total.

As a result of the ensuing debate Members agreed the 19 persons should be viewed as a minimum and it be stated that Craven District Council was willing to rehouse more refugees under the scheme subject to demand.

Recommended –

- (1) That Members agree to support a North Yorkshire wide Global Refugee resettlement scheme;
- (2) That Members agree to resettle a minimum of 19 persons between 2020/21 and 2023/24;
- (3) That delegated authority is given to the Chief Executive to enter into a Memorandum of Understanding with North Yorkshire County Council and other North Yorkshire District Councils concerning the scheme;
- (4) That delegated authority is given to the Director of Services to:
 - a) enter into an agreement with Migration Yorkshire to enable overall regional co-ordination and support.
 - b) vary existing nomination agreements with Registered Providers to enable the allocation of social housing to the refugees subject to private sector availability being considered in the first instance.

POL.1040 – ESTABLISHMENT OF A CHARITY FOR CULTURAL DEVELOPMENT IN CRAVEN

The Cultural Services Manager submitted a report which sought Members agreement to establish a fundraising charity to support wider cultural development in Craven. It also sought Members support in using the charity to raise funds for Skipton Town Hall as a cultural hub for the District and associated village halls and venues across Craven.

The foundation for this work had already begun with the recently launched Rural Culture project for which CDC received funding from Arts Council England. Over the next two years the project officer would work with an initial group of village halls exploring co-production of creative events and activities as well as utilising the live streaming capacity at Skipton Town Hall to support Craven's rural communities.

One of the methods to raise funds for refurbishment and upgrading spaces was to apply for grants. Local authorities were able to apply for funding from Arts Council England and the National Lottery Heritage Fund (CDC had been successful in attracting capital and project funding from both). Due to not being eligible to apply to many other charitable trusts and grant giving bodies, it was therefore proposed that an independent charity was set up to raise funds for cultural projects and venue improvements across Craven. There were several options explored including, Unincorporated Association, Trust, Charitable Company limited by Guarantee and the preferred choice - Charitable Incorporated Organisation (considered fit for purpose and offered future proofing). There were two options for the type of Charitable Incorporated Organisation (CIO) and it was decided a Foundation CIO was most suited.

The next steps to be carried out by officers should Councillors, in principle, support the Foundation CIO were explained.

Recommended –

- (1) That the establishment of a fundraising charity to support wider cultural development in Craven and to support Skipton Town Hall as a cultural hub for the district is agreed.
- (2) That the governance option of a Foundation Charitable Incorporated Organisation (CIO) is supported.
- (3) That a report to Policy Committee to approve the final governance structure and other matters set out in paragraph 3.3 of the report is accepted.

POL.1041 – HISTORIC HIGH STREET, SKIPTON – HERITAGE ACTION ZONE

The Strategic Manager of Planning and Regeneration submitted a report which updated Members on the progress of the Skipton High Street Heritage Action Zone and sought approval for Craven District Council to act as Accountable Body for the funding if successful.

Members were informed of the objectives for the Heritage Action Zone identified by partners which were encouraging younger residents to reengage with the town centre, re-using heritage buildings, the creation of public spaces for new and diverse activities, enhancing the links between the High Street and secondary retail areas, developing youth markets and festivals, increasing the number of young creatives working in the centre of Skipton and making Skipton more walkable and cycle friendly.

Historic England determined that there would be four key threads – community engagement, physical intervention, conservation and heritage and a cultural programme. As the programme covered four years the identified activities ranged from early well-defined projects to others that would be subject to considerable development.

It was envisaged that the Programme Board directing the programme would be comprised of the Craven Arts Trust, Craven Civic Society, Craven District Council, North Yorkshire County Council, Skipton Business Improvement District, Skipton Town Council, Tarn Moor Trust and Youth Champion. Historic England would contribute to the costs of programme management and delivery; the discussions were ongoing to agree the best approach.

Members attention was brought to Table 1 of the report which showed the budget split by project. A £1,278,480 grant was anticipated from Historic England. Due to the project's early stage the match funding from partners was based on estimates subject to further discussions. A further £25,000 had been requested from Historic England to support the development of the SMART Town concept and it was envisaged that Skipton Town Council and Craven District Council would contribute £25,000 each in order to expand coverage across the town centre.

There would be a future report on the development of the Otley Street Arts House including the purchase of the building from NYCC and proposed funding package.

Members discussed in detail the priorities of the project which included the upkeep and development of Skipton Market, the replication of the positive objectives throughout Craven and the addition of pedestrian only zones in Skipton Town Centre with a view to improve the pedestrian experience.

Recommended –

- (1) That the objectives of the Skipton High Street Heritage Action Zone are noted.
- (2) That Craven District Council will act as accountable body on behalf of the partnership for the Skipton High Street Action Zones funding.
- (3) That a grant from Historic England for the purposes of delivering the Skipton Heritage Action Zone Heritage Action Zone – anticipated to be £1,278,480 is accepted.
- (4) That delegated authority to the Director of Services in consultation with the Solicitor to the Council (Monitoring Officer) to enter into a funding agreement with Historic England is given.
- (5) That £25,000 from the New Homes Bonus is allocated to support the delivery of the SMART Town system.

**POL.1042 – JOINT VENTURE - REDEVELOPMENT OF FORMER COUNCIL DEPOT SITE,
LANGCLIFFE QUARRY**

The Chief Executive submitted a report which sought Members approval of the outline business case for the redevelopment of the Council owned depot/workshop site at Langcliffe Quarry, Langcliffe, Settle.

(A separate excluded minute has been prepared for this item. It is published (on pink paper) in an Appendix to Committee Members, relevant officer and others who are entitled to all details.)

**POL.1043 – JOINT VENTURE – DEVELOPMENT OF NEW BRIDGE CAWDER LANE TO
KEIGHLEY ROAD, SKIPTON**

The Chief Executive submitted a report which updated Members on the development of a new two-way bridge linking Cawder Lane with Keighley Road, Skipton and sought approval to proceed to the next phase of the development.

(A separate excluded minute has been prepared for this item. It is published (on pink paper) in an Appendix to Committee Members, relevant officer and others who are entitled to all details.)

POL.1052 – CLIMATE EMERGENCY STRATEGIC PLAN

The Chief Finance Officer (s151 Officer) submitted a report which presented the Council's Climate Emergency Strategic Plan for approval following a climate emergency declaration made by Craven District Council. On 6 August 2019 the Council resolved that a strategic plan setting out how a carbon neutral District could be achieved and that this should be presented to Members within six months.

The plan had been compiled in partnership with many organisations and community groups across the District and it described how the Council would work towards becoming carbon neutral by 2030 both for its own operations and, together with partners, across the Craven District.

The report identified 7 strategic priorities:

- Carbon neutral energy
- Carbon neutral development
- Travel and transportation
- Low carbon waste
- Land and nature
- Use of materials
- Our Council.

Recommended – That the Climate Emergency Strategic Plan is approved and delegated authority is given to the Chief Executive to:

- a) Make any minor amendments to the Plan including revision of the delivery mechanisms and amendments to timescales as necessary, in consultation with the Leader of the Council.
- b) Oversee the regular monitoring and reporting of progress in achieving the actions defined within the Plan, as part of the Council's performance management process.