

POLICY AND RESOURCES COMMITTEE

Thursday 13 February 2014 at 6.30 pm

Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH

Agenda

1 Emergency Evacuation Procedure

The Chairman to inform Members of the Public of the emergency evacuation procedure.

2 Apologies for absence

3 Minutes of the Policy and Resources Committee on 5 December 2013 (Pages 3 - 8)

4 Minutes of the Resources Working Party Meeting held on the 7 January 2014 (Pages 9 - 10)

5 Urgent Business

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

6 Declarations of Interest

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

- 7 **Scrutiny Review - Members' roles on Outside Bodies and as Member Champions** (Pages 11 - 40)
- 8 **Delivering the Council Plan** (Pages 41 - 48)
- 9 **Revenue Budget Monitoring Report** (Pages 49 - 54)
- 10 **Treasury Management Monitoring Report** (Pages 55 - 58)

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

- 11 **A64 Memorandum of Understanding** (Pages 59 - 70)
- 12 **Exempt Information**
Certain information in this report is considered to be exempt as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as the information relates to the financial or business affairs of any particular person.
- 13 **Hardship Relief** (Pages 71 - 74)
- 14 **Any other business that the Chairman decides is urgent.**

Public Document Pack Agenda Item 3

Policy and Resources Committee

Held at Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH
on Thursday 5 December 2013

Present

Councillors Acomb (Vice-Chairman), Bailey, Mrs Burr MBE, Mrs Cowling (Chairman),
Mrs Goodrick, Legard, Mrs Sanderson (Substitute) and Woodward

Substitutes: Councillor Mrs J E Sanderson

By Invitation of the Chairman:

Overview & Scrutiny Committee Observers: ObserverInAttendanceList

In Attendance

Audrey Adnitt, Paul Cresswell, Jos Holmes, Phil Long, Julian Rudd, Tim Sedman and
Janet Waggott

Minutes

33 Apologies for absence

Apologies were received from Councillor Ives (Substitute Councillor Mrs Sanderson), Councillor Maud and Councillor Ward.

34 Minutes of the meeting held on the 26 September 2013

Decision

That the minutes of the meeting of the Policy & Resources Committee held on the 26 September 2013 be approved and signed by the Chairman as a correct record.

35 Minutes of the Resources Working Party held on the 20 November 2013

Decision

That the minutes of the Resources Working Party held on the 20 November 2013 be approved and signed by the Chairman as a correct record.

36 Urgent Business

There were no items of urgent business.

37 Declarations of Interest

Councillor Mrs Sanderson declared a personal non-pecuniary but not prejudicial interest in agenda item 7 (Review of Ryedale Economic Action Plan) as she was a member of the Superfast Broadband Group.

Councillor Mrs Burr declared a personal non-pecuniary but not prejudicial interest in agenda item 7 (Review of Ryedale Economic Action Plan) as she worked with Derwent Training.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

38 Review of Ryedale Economic Action Plan

Considered – Report of the Head of Economy and Infrastructure.

Decision

That the 2013 update of the Ryedale Economic Action Plan be agreed.

39 Fees and Charges

Considered – Report of the Head of Planning and Housing.

Decision

That approval be given to the following fees and charges exceptions:

No increase in Local Land Charges fees (annex B)

No increase in Development Management Discretionary Charges (Annex C)

No increase in Street Naming and Numbering Charges (as set out in Annex D)

40 Revenue Budget Monitoring

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

41 Final Report- Scrutiny Review of Member Roles on Outside Bodies and as Member Champions

Considered – The Scrutiny Review of Member Roles on Outside Bodies and as Member Champions report.

Recommendation to Council

That the Scrutiny Review of Member Roles on Outside Bodies and as Member Champions report be referred back to the Overview and Scrutiny Committee to enable further consideration, consultation with members and more detailed information to be included.

42 Localisation of the Council Tax Support Scheme

Considered the report of the Corporate Director (s151).

Recommendation to Council

That Members recommend to Council

- (i) A Local Council Tax Support Scheme for 2014/15 which is unchanged from 2013/14; and
- (ii) To authorise the Corporate Director in consultation with the Chairman of Policy & Resources Committee to undertake the necessary consultation work to design a scheme for 2015/2016, in light of the experience in 2013/14 and 2014/15 to be presented to Policy & Resources Committee in December 2014.

43 IT Infrastructure Budget Planning

Considered – Report of the Head of Environment, Streetscene, Facilities and ICT.

Recommendation to Council

That Council is recommended to approve a capital allocation of £320k for the period 2014/15 – 2017/18 for the investment in the IT infrastructure.

44 **Exempt Information**

That the press and public be excluded from the meeting during consideration of Items 14 (Overpayment Write Offs) as provided by paragraph 1 of Schedule 12A of Section 100A of the Local Government Act 1972.

In addition during consideration of item 15 (Asset Purchase Opportunity) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972.

45 **Housing Benefit Overpayment Write Offs**

Considered – Report of the Head of Corporate Services

Decision

That Members approve the write off the Housing Benefit overpayment as detailed in the report.

46 **Asset Purchase Opportunity**

Considered – The report of the Corporate Director (s151)

Recommendation to Council

That Council is recommended to approve a capital allocation of up to £150k to facilitate the asset purchase, financed from unallocated capital resources.

47 **Any other business that the Chairman decides is urgent.**

There were no other items of urgent business.

The meeting closed at 8.30pm.

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Resources Working Party

Held at Meeting Room 1, Ryedale House, Malton
on Tuesday 7 January 2014

Present

Councillors Mrs Cowling (Chairman), Acomb, Clark, Mrs Goodrick, Ives, Mrs Keal, Legard and Woodward

In Attendance

Paul Cresswell, Janet Waggott and Peter Johnson

Minutes

35 **Apologies for absence**

Apologies for absence were received from Councillor Maud.

36 **Minutes**

Decision

That the minutes of the meeting of the Resources Working Party held on 20 November 2013 be approved and signed by the Chairman as a correct record.

37 **Urgent Business**

There were no items of urgent business which the Chairman considered should be dealt with as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972 (as amended).

38 **Declarations of Interest**

No interests were declared.

39 **Autumn Statement, Local Government Finance Settlement and Budget Strategy**

Considered – Report of the Corporate Director (s151).

Decision

That the outcome of the Autumn Statement, the Local Government Draft Settlement and the current position on the 2014/15 budget preparations be noted.

40 **Capital Programme Reserve List**

Considered – Report of the Corporate Director (s151).

Decision

That the proposed capital programme reserve list be noted.

41 **Lady Spring Woods and Orchard Field - Verbal item (Corporate Director (s151))**

Considered – Verbal report of the Corporate Director (s151).

Decision

That the report be noted.

42 **Capital Programme**

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

43 **Emis October 2013**

Considered – Report of the Corporate Director (s151).

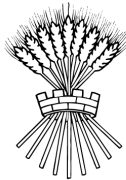
Decision

That the report be noted.

44 **Any other business that the Chairman decides is urgent.**

There being no other business, the meeting closed at 7.55pm.

Date of next meeting: 18 March 2014 at 6.30pm.



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	13 FEBRUARY 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	SCUTINY REVIEW – MEMBER ROLES ON OUTSIDE BODIES AND AS MEMBER CHAMPIONS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report includes the revised draft recommendations to the Policy and Resources Committee arising from the above review. The Overview and Scrutiny will consider the comments from this committee at its meeting on the 20 February before making final recommendations to Council on the 6 March 2014.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Policy and Resources Committee provide its views on the following draft recommendations:
- (i) That the following outside bodies be removed from the list: Supporting People NY Joint Committee (agreed at Annual Council on 16 May 2013), Endowment Governors Charity called Malton School, LG Yorkshire & Humber Elected Members Cohesion Group (agreed at Annual Council on 16 May 2013), Rural Action Yorkshire (formerly YRCC);
 - (ii) That substitute representatives be appointed for outside bodies, where their governance arrangements permit, and that it be the nominated representatives responsibility to notify the substitute if they are unable to attend a meeting of the outside body;
 - (iii) That a précis from Member representatives on outside bodies be published on the website following each meeting, subject to the approval of the outside bodies, to ensure feedback of key decisions and discussions relevant to the Council is available, and including their attendance record;

- (iv) That appointments to outside bodies be for four year terms, from 2015 onwards to coincide with the District elections, subject to an annual review to address any attendance issues;
- (v) That attendance on outside bodies be reviewed annually by the Overview and Scrutiny Committee, at its meeting in February, as part of its role reviewing and scrutinising performance, based on the attendance details in the précis and prior to consideration at Annual Council, and that recommendations be made on appointments to Annual Council;
- (vi) That nominations of representatives to outside bodies should be recommended to Council based on their skills and expertise, in addition to attendance records, and that Members be asked to provide an oral statement of this upon nomination. That Members of Council should consider the recommendation made by the Overview and Scrutiny Committee to inform the vote at Annual Council;
- (vii) That the Independent Remuneration Panel be requested to review allowances payable to representatives on outside bodies, where a payment is currently made;
- (viii) (a) That subject to the exceptions in sub paragraph (b) below , all Members note that any representative on an outside body cannot be involved in any financial or regulatory decision taken by the Council that relates to that body. They can make representations, either through the public speaking opportunity for a relevant application at Planning Committee, or for other committees and Full Council by addressing the meeting at the chairman's discretion;
- (b) The exceptions where Members may participate and vote are the setting of council tax or a precept under the Local Government Finance Act 1992 or where a dispensation has been granted.
- (ix) That the Member Champion role be abolished.

3.0 REASON FOR RECOMMENDATION

- 3.1 At the last meeting of this Committee members referred back the Scrutiny recommendations and requested the opportunity to meet with the Scrutiny Committee to go through the recommendations. A meeting was arranged on the 21 January 2014 and all members were informed of the meeting and requested to respond direct or channel their comments through group leaders who were invited on the 13 December 2013 and 6 January 2014.
- 3.2 No Members, aside from Overview and Scrutiny Members, attended on the 21 January and in addition no written comments have been received from any members.
- 3.3 The Scrutiny Committee would like the views of the Policy and Resources members prior to considering the recommendations again at their meeting on the 20 February and then referring them direct to Council on the 6 March 2014.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks in considering the draft recommendations.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The proposals are within existing Council policy and the report attached provides the detail of consultation undertaken.

REPORT

6.0 REPORT DETAILS

- 6.1 Attached to this report is the draft Overview and Scrutiny recommendations on their review of Member Roles on Outside Bodies and as Member Champions. The background information is also supplied.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
There are no new significant financial implications in considering this report.
 - b) Legal
There are no significant legal issues in considering this report.
 - c) Other
There are no significant other issues in considering this report.

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None.

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Scrutiny Review

Member Roles on Outside Bodies and as Member Champions

RYEDALE
DISTRICT
COUNCIL



DRAFT

Overview and Scrutiny Committee
February 2014

Executive Summary

This Report sets out the results of a review of Member roles on outside bodies and as Member Champions. This review has been carried out by Ryedale District Council's Overview and Scrutiny Committee.

The aim of the review was to make best use of the Council's resources such as member time and expertise in relation to representation of the Council on outside bodies and as member champions, and best use of the Council's corporate systems.

The Committee made the following recommendations:

Recommendations to Management Team

- (i) That a named Council officer contact be provided for each outside body, where appropriate, to support Member representatives;
- (ii) That details of remit, frequency, timing and venue of meetings and links to outside bodies' websites be published on the Council's website via the modern.gov committee management system;

Recommendations to the Member Development Task Group

- (iii) That training needs relating to outside bodies be investigated and a generic role description be developed;
- (iv) That consideration be given to including a briefing to all Members on the modern.gov committee management system in the Member Development Programme;

Recommendations to the Policy and Resources Committee, and then on to Full Council

- (v) That the following outside bodies be removed from the list: Supporting People NY Joint Committee (agreed at Annual Council on 16 May 2013), Endowment Governors Charity called Malton School, LG Yorkshire & Humber Elected Members Cohesion Group (agreed at Annual Council on 16 May 2013), Rural Action Yorkshire (formerly YRCC);
- (vi) That substitute representatives be appointed for outside bodies, where their governance arrangements permit, and that it be the nominated representatives responsibility to notify the substitute if they are unable to attend a meeting of the outside body;
- (vii) That a précis from Member representatives on outside bodies be published on the website following each meeting, subject to the approval of the outside bodies, to ensure feedback of key decisions and discussions relevant to the Council is available, and including their attendance record;

- (viii) That appointments to outside bodies be for four year terms, from 2015 onwards to coincide with the District elections, subject to an annual review to address any attendance issues;
- (ix) That attendance on outside bodies be reviewed annually by the Overview and Scrutiny Committee, at its meeting in February, as part of its role reviewing and scrutinising performance, based on the attendance details in the précis and prior to consideration at Annual Council, and that recommendations be made on appointments to Annual Council;
- (x) That nominations of representatives to outside bodies should be recommended to Council based on their skills and expertise, in addition to attendance records, and that Members be asked to provide an oral statement of this upon nomination. That Members of Council should consider the recommendation made by the Overview and Scrutiny Committee to inform the vote at Annual Council;
- (xi) That the Independent Remuneration Panel be requested to review allowances payable to representatives on outside bodies, where a payment is currently made;
- (xii) (a) That subject to the exceptions in sub paragraph (b) below , all Members note that any representative on an outside body cannot be involved in any financial or regulatory decision taken by the Council that relates to that body. They can make representations, either through the public speaking opportunity for a relevant application at Planning Committee, or for other committees and Full Council by addressing the meeting at the chairman's discretion;
- (b) The exceptions where Members may participate and vote are the setting of council tax or a precept under the Local Government Finance Act 1992 or where a dispensation has been granted.
- (xiii) That the Member Champion role be abolished.

The Task Group wishes to thank all those who gave their time in contributing to this review.

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DRAFT

Scope of the review

The terms of reference for the Review were agreed at the Overview and Scrutiny Committee on the 13th December 2012 and revised on 21st February 2013. (See Annex A)

The aim of the review was to make best use of the Council's corporate systems and of the Council's resources such as member and officer time and expertise in relation to representation of the Council on outside bodies and as member champions.

The scope of the review covered the following:

- To review the list of outside bodies and consider if representation on all of them is beneficial to the Council and Ryedale.
- To find out more about the outside bodies on which RDC is represented including remit of body, frequency, timing and venue of meetings, any trustee role and requirements, phone and email contacts, and websites.
- To explore the use of the modern.gov. committee management system to best effect to provide more information about outside bodies to both members and the public.
- To consider any conflicts of interest for Members by sitting on outside bodies where they undertake a trustee role and how this may impact on members decisions making role within the Council.
- To consider paperless ways of making more information about the activities of outside bodies accessible to Members.
- To understand the role of member champions and review the themes of these.
- To estimate the cost of representation on outside bodies to the Council and identify the value this may add for the Council and Ryedale.
- To investigate how we can ensure Members appropriate skills are used when assigning Members to organisations.
- To consider whether appointments to outside bodies should be political.
- To prepare a recommendation for Council on if and when these appointments should be political.
- To consider how many organisations receive regular Council funding and how many of these do not have either Member or officer Council representation on them.

Membership of the committee

Current : P J Andrews, SL Collinson, D E Cussons, Mrs J Frank, G E Hawkins, J R Raper, L Richardson, Mrs E L Shields (Vice Chairman), C R Wainwright (Chairman)

Previous: Mrs A D Hopkinson, S Ward, J Windress

Meeting dates of the Scrutiny Review Task Group:

- 23/01/13 Considered list of outside bodies and representatives for 2012/13, feedback from Members on their roles on outside bodies (gathered Feb-March 2012), list of Member Champions for 2012/13 and the Member Champion role description.
- 06/03/13 Considered information received to date from Members who are representatives on outside bodies, information received to date from Members who are Member Champions, information received to date from outside bodies, information from North Yorkshire District Councils on Member Champions, details of funding given to external organisations and details of expenses claimed by representatives on outside bodies.
- 16/04/13 Considered summary and detailed information received from Members who are representatives on outside bodies, summary and detailed information received from Members who are Member Champions, summary and detailed information received from outside bodies, and list of responses and non-responses.
- 21/05/13 Considered advice on declarations of interest in relation to outside bodies, and in particular trustee roles, from the Monitoring Officer.
- 16/07/13 Considered draft report and recommendations.
- 21/01/14 Reviewed draft report and recommendations as requested by the Policy and Resources Committee, considering comments from Members and additional information from outside bodies.

Scrutiny Review Task Group supporting officers:

Simon Copley (Democratic Services Manager)
Jane Robinson (Transformation Officer)
Justine Coates (Business Improvement Officer)
Will Baines (Business Improvement Officer)
Anthony Winship (Council Solicitor)
Paul Cresswell (Corporate Director (s151))

Methodology

The Committee/Task Group approached the review through:

- An audit of current representation on outside bodies, roles of members and requirements of those bodies.
- A review of feedback from current member champions and representatives on outside bodies to inform future representation by members of the Council. To clarify the role and expectations of members understanding of their role as a trustee.
- A review of the member champion job description
- A review of the role officers should play in supporting members in their role as representative, trustee or member champion.

Findings

The research undertaken highlighted the following key findings:

Member Champions

- A third of the Member Champions did not respond to the survey.
- Half of the Member Champions who responded were not aware of the role description.
- The role of Member Champions is not clearly defined in the Constitution of the Council.
- There is no framework in place to facilitate how Council officers should work with the Member Champions.
- All Member Champions who responded felt they had the skills and expertise to fulfil the role, however, some felt there was a need for additional training.
- There is no formal mechanism of reporting to Council about the Member Champion role and the progress being made in that role.
- The Member Champion role has no decision making powers.
- There was the potential risk of the Member Champion role straying into either an officer role or a Member decision making role which did not exist.
- Half of the Member Champions who responded did not feel their expectations of the role were being met.
- The perception of the group carrying out the review was that there was limited demonstrable value added by the Member Champion role and no subjective way of measuring this.
- Selby and Hambleton District Councils have recently removed their Member Champion roles, Richmondshire District Council does not have a Member Champion role and Harrogate Borough Council has sought to limit the number of Member Champions because of the difficulty in representing the Council when having no decision making powers.

Recommendations

That the Member Champion role be abolished.

Representation on Outside Bodies

- The majority of members representing the Council on outside bodies have voting rights (70%)
- 14% of members felt that their expectations of the role were not being met, citing the following reasons:
 - § The Council could do more to support the organisation concerned
 - § Meetings not always relevant
 - § No voting rights
 - § Limited discussions
 - § No meetings held
 - § Some meetings are a waste of time.
- There is no standard process for feeding back to Council.
- The majority of members did feel it was important for these outside bodies to have a Council representative.

- In 74% of cases there was no named substitute, and 71% thought there should be and that these substitutes should be named rather than taken from a pool of substitutes.
- Of the 27 out of 50 outside bodies who responded to the request for further information, 48% had governance arrangements which allowed for substitutes and 22% did not.
- Overwhelmingly, Members thought that the appointment of representatives should be based on skills and expertise.
- All Members felt they had the skills and expertise to fulfil the role, however, some felt there was a need for additional training.
- Nearly 60% of Members received officer support in their role, and only one member felt that the support could be improved.
- The majority of representatives did attend meetings on a regular basis.
- Minutes are produced for the majority of meetings although only half of these are made public.
- Only 2 of the outside bodies paid expenses to the representatives, the remaining representative's expenses being met by the Council.
- Representatives on three outside bodies (Local Government York & North Yorkshire, the LGA General Assembly and the LGA Rural Commission) receive an allowance of £29.50 per month under the Members' Allowances Scheme.
- Information regarding the outside bodies is not easily available and Members expressed interest in the work being undertaken to make more information available through the modern.gov committee management system.
- Of the 27 out of 50 outside bodies who responded to the request for further information, 30% confirmed that representation from the Council was a statutory requirement for their organisation and 67% that it was not. Of those where there was no statutory requirement, 32% stated that they no longer required Council representation.
- That some outside bodies could be removed from the list in the light of feedback received.
- That longer terms of appointment to outside bodies would allow representatives to build up a more detailed knowledge of the organisations and provide greater continuity.
- Members felt that because of their role, they were often excluded from Council meetings where a decision was being made about the organisation they are a representative on, and the skills, knowledge and expertise in that area were not available to support other members in their decision making.

Recommendations

That a named Council officer contact be provided for each outside body, where appropriate, to support Member representatives;

That details of remit, frequency, timing and venue of meetings and links to outside bodies' websites be published on the Council's website via the modern.gov committee management system;

That training needs relating to outside bodies be investigated and a generic role description be developed;

That consideration be given to including a briefing to all Members on the modern.gov committee management system in the Member Development Programme;

That the following outside bodies be removed from the list: Supporting People NY Joint Committee (agreed at Annual Council on 16 May 2013), Endowment Governors Charity called Malton School, LG Yorkshire & Humber Elected Members Cohesion Group (agreed at Annual Council on 16 May 2013), Rural Action Yorkshire (formerly YRCC);

That substitute representatives be appointed for outside bodies, where their governance arrangements permit, and that it be the nominated representatives responsibility to notify the substitute;

That a précis from Member representatives on outside bodies be published on the website following each meeting, subject to the approval of the outside bodies, to ensure feedback of key decisions and discussions relevant to the Council is available, and including their attendance record;

That appointments to outside bodies be for four year terms, from 2015 onwards to coincide with the District elections, subject to a review mid term to address any attendance issues;

That attendance on outside bodies be reviewed annually by the Overview and Scrutiny Committee, at its meeting in February, as part of its role reviewing and scrutinising performance, based on the attendance details in the précis and prior to consideration at Annual Council, and that recommendations be made on appointments to Annual Council;

That nominations of representatives to outside bodies should be recommended to Council based on their skills and expertise, in addition to attendance records, and that Members be asked to provide an oral statement of this upon nomination. That Members of Council should consider the recommendation made by the Overview and Scrutiny Committee to inform the vote at Annual Council;

That the Independent Remuneration Panel be requested to review allowances payable to representatives on outside bodies, where a payment is currently made;

- (a) That subject to the exceptions in sub paragraph (b) below , all Members note that any representative on an outside body cannot be involved in any financial or regulatory decision taken by the Council that relates to that body. They can make representations, either through the public speaking opportunity for a relevant application at Planning Committee, or for other committees and Full Council by addressing the meeting at the chairman's discretion;
- (b) The exceptions where Members may participate and vote are the setting of council tax or a precept under the Local Government Finance Act 1992 or where a dispensation has been granted.

Annexes

Annex A - Terms of Reference

Annex B – Summary of information from outside bodies

Annex C – Summary of information from Member representatives on outside bodies

Annex D – Summary of information from Member Champions

Annex E – Declaring Interests Flowchart

Annex F – Summary of additional information from outside bodies

DRAFT

Terms of Reference for a Scrutiny Review of the Role of Members on Outside Bodies and as Member Champions

Aim of the Review	To make best use of the Council's corporate systems and of the Council's resources such as member and officer time and expertise in relation to representation of the Council on outside bodies and as member champions.
Scope of the Review	<p>That the scope for the review be as follows:</p> <ul style="list-style-type: none"> • To review the list of outside bodies and consider if representation on all of them is beneficial to the Council and Ryedale. • To find out more about the outside bodies on which RDC is represented including remit of body, frequency, timing and venue of meetings, any trustee role and requirements, phone and email contacts, and websites. • To explore the use of the modern.gov. committee management system to best effect to provide more information about outside bodies to both members and the public. • To consider any conflicts of interest for Members by sitting on outside bodies where they undertake a trustee role and how this may impact on members decisions making role within the Council. • To consider paperless ways of making more information about the activities of outside bodies accessible to Members. • To understand the role of member champions and review the themes of these. • To estimate the cost of representation on outside bodies to the Council and identify the value this may add for the Council and Ryedale. • To investigate how we can ensure Members appropriate skills are used when assigning Members to organisations. • To consider whether appointments to outside bodies should be political. • To prepare a recommendation for Council on if and when these appointments should be political. • To consider how many organisations receive regular Council funding and how many of these do not have either Member or officer Council representation on them.
Why has this review been selected?	<p>The topic of this review has been selected as a consequence of the work undertaken to review the role of the council in supporting a sustainable community and voluntary sector and follows on from one of the recommendations:</p> <p>'That a review be undertaken to define members roles as champions and board members of voluntary and community organisations'</p>
Who will carry out the review?	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> • A minimum of 2 members of the O and S committee (but open to all members of O and S) • The Democratic Services Manager • The Council Solicitor • Support will be provided by members of the Business Improvement Team
How the review will be carried out?	<p>The task group will undertake the following activities:</p> <ul style="list-style-type: none"> • An audit of current representation on outside bodies, roles of members and requirements of those bodies. • A review of feedback from current member champions and

	<p>representatives on outside bodies to inform future representation by members of the Council. To clarify the role and expectations of members understanding of their role as a trustee.</p> <ul style="list-style-type: none"> • A review of the member champion job description • A review of the role officers should play in supporting members in their role as representative, trustee or member champion.
What are the expected outputs?	It is expected that the task group will produce a report, summarising the evidence they have gathered and containing specific recommendations for the council's policy committees and management team.
Timescale	It is anticipated that the group will conclude the outcomes of the review in April 2013. Progress reports will be submitted to the committee throughout the review.

Agenda Item 7

Ryedale District Council Representation on Outside Bodies / Organisations

1 Name of Organisation:

27 (100.0%)

4 Telephone:

27 (100.0%)

2 Name of Contact:

27 (100.0%)

5 Email:

27 (100.0%)

3 Address:

27 (100.0%)

6 Website:

23 (100.0%)

7 Please summarise the main aim / purpose of the organisation:

27 (100.0%)

8 Does the organisation receive financial support from the Council?

Yes	15 (57.7%)	No	11 (42.3%)
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9 Is this financial support:

Regular	14 (82.4%)	One off	3 (17.6%)
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10 In what form does financial support take:

Grant	8 (72.7%)	Subscription	3 (27.3%)
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Other, please specify:

10 (100.0%)

- 11 Please indicate the frequency of meetings:**
- | | | | | | |
|---------|-----------|-----------|-----------|-------------|-----------|
| Monthly | 8 (50.0%) | Quarterly | 5 (31.3%) | Half yearly | 3 (18.8%) |
|---------|-----------|-----------|-----------|-------------|-----------|
- Other, please specify:
17 (100.0%)
- 12 Timing of meetings e.g. morning, afternoon, evening, particular day etc:**
27 (100.0%)
- 13 Venue of meeting: (Building name & town/city)**
27 (100.0%)
- 14 Type of meeting:**
- | | | | |
|---------------|------------|--------------------|-----------|
| Board meeting | 15 (68.2%) | Consultation Group | 3 (13.6%) |
| Partnership | 3 (13.6%) | Working Group | 1 (4.5%) |
- Other, please specify:
10 (100.0%)
- 15 On average, how many people attend the meetings?**
27 (100.0%)
- 16 How many attendees are representatives of Ryedale District Council?**
- | | |
|------------------|-------------|
| Elected Members. | 27 (100.0%) |
| Officers | 17 (100.0%) |
- 17 Is the representative:**
- | | | | | | |
|-------------|-----------|-----------------|------------|-----------|-----------|
| an observer | 6 (22.2%) | a voting member | 19 (70.4%) | a trustee | 5 (18.5%) |
|-------------|-----------|-----------------|------------|-----------|-----------|
- 18 Why does your organisation have a representative from Ryedale District Council?**
27 (100.0%)

19 Does the representative attend the meetings?
Yes 23 (88.5%) No 3 (11.5%)

20 Do you pay the representative to attend meetings or reimburse their expenses?
Yes 2 (7.4%) No 25 (92.6%)

If Yes, please give details:
2 (100.0%)

21 Do you produce minutes of the meetings? are they public?
No 1 (4.0%) Yes, not public 12 (48.0%) Yes, public 12 (48.0%)

Thank you for taking the time to complete this survey.

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The Overview and Scrutiny Committee are currently undertaking a review of the role of Members on outside bodies / organisations and would appreciate you taking the time to complete this survey to inform their review. Please complete a survey FOR EACH organisation you are a representative on. Many thanks.

1 Your name :

28 (100.0%)

2 Organisation you are a representative for:

28 (100.0%)

3 What is your role:

observer 5 (18.5%) voting member 19 (70.4%) trustee 3 (11.1%)

4 What are your expectations of the role:

26 (100.0%)

5 Do you feel your expectations are being met?

Yes 24 (85.7%) No 4 (14.3%)

6 If not, why not?

7 (100.0%)

7 What benefits do you think the Council gains from this role?

28 (100.0%)

8 What benefits do you think the organisation gains from this role?

26 (100.0%)

9 Is there a 'named' substitute?

Yes 7 (25.9%) No 20 (74.1%)

- 10 **Do you think there should be substitutes for outside bodies?**
 Yes 20 (71.4%) No 8 (28.6%)
- 11 **If 'yes' :**
 Individual appointed named Members 15 (78.9%) Pool of substitutes 4 (21.1%)
- 12 **Should appointments to outside bodies be based on skills and expertise rather than political?**
 Yes 24 (92.3%) No 2 (7.7%)
- 13 **Do you feel you have the skills and expertise for the role?**
 Yes 27 (100.0%) No 0 (0.0%)
- 14 **Do you feel you require any further training?**
 Yes 10 (38.5%) No 16 (61.5%)
- 15 **Do you regularly attend?**
 Yes 24 (88.9%) No 3 (11.1%)
- 16 **Can you commit the time required?**
 Yes 27 (100.0%) No 0 (0.0%)
- 17 **How do you feedback information to the Council?**
 26 (100.0%)
- 18 **What are the costs in travel for attending meetings of outside bodies?**
 28 (100.0%)
- 19 **Do you receive an allowance from the Council for this role?**
 Yes 1 (3.7%) No 26 (96.3%)
- 20 **If so, what is it for?**
 2 (100.0%)
- 21 **Would the outside body cover the costs of this allowance / travel expenses?**
 Yes 1 (4.2%) No 23 (95.8%)
- 22 **Do you receive any officer support for you role?**
 Yes 16 (59.3%) No 11 (40.7%)

23

If so, are there any changes that need to be made to this support?

15 (100.0%)

Thank you for taking the time to complete this survey.

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Agenda Item 7

The Overview and Scrutiny Committee are currently undertaking a review of the role of Members Champions and would appreciate you taking the time to complete this survey to inform their review. Many thanks.

1 Your name :

6 (100.0%)

2 Which member champion role do you hold?

6 (100.0%)

3 Are you aware of the role description?

Yes 3 (50.0%) No 3 (50.0%)

4 What are your expectations of the role:

6 (100.0%)

5 Do you feel your expectations are being met?

Yes 3 (60.0%) No 2 (40.0%)

6 If not, why not?

3 (100.0%)

7 Do you feel you have the skills and expertise for the role?

Yes 6 (100.0%) No 0 (0.0%)

8 Do you feel you require any further training?

Yes 2 (40.0%) No 3 (60.0%)

9 Can you commit the time required?

Yes 6 (100.0%) No 0 (0.0%)

10 How do you feedback information to the Council?

5 (100.0%)

Thank you for taking the time to complete this survey.

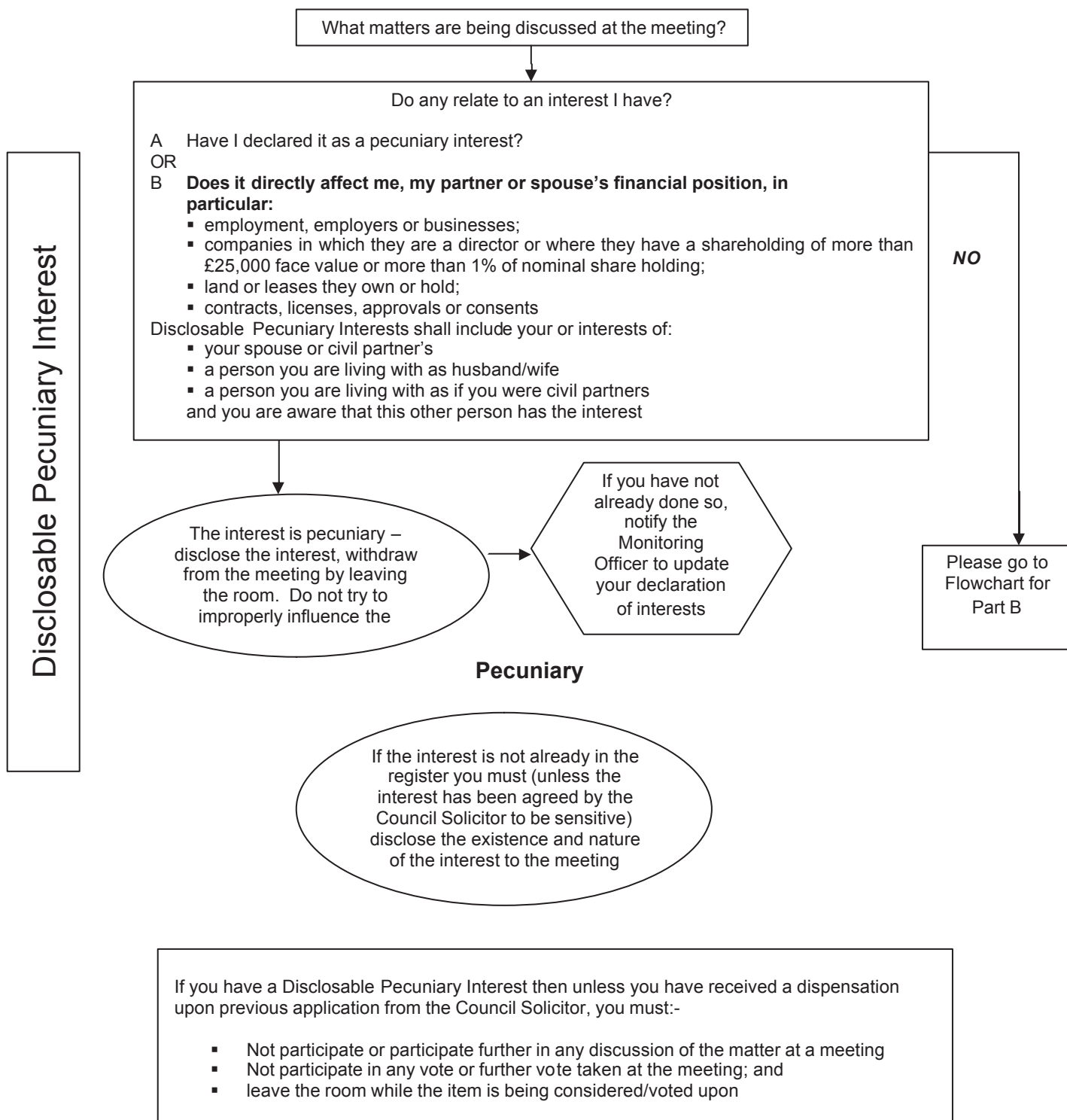
DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

This Flowchart is in the following two parts:-

1. Part A Disclosable Pecuniary Interests
2. Part B Disclosable Other Personal Interests

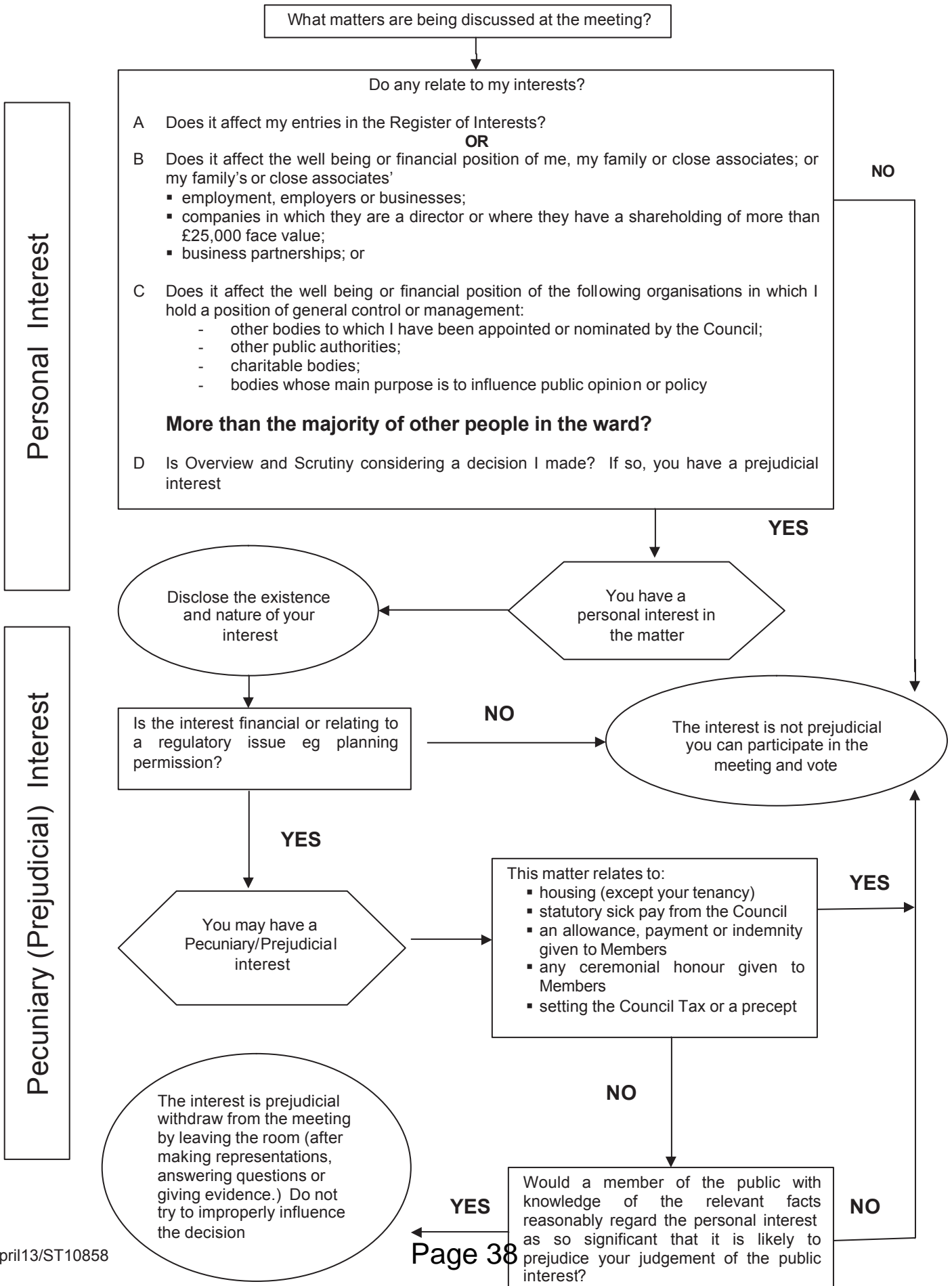
Please check both parts of the Flowchart to determine if you need to declare and leave a Committee or Council Meeting in relation to Council business

PART A – DISCLOSABLE PECUNIARY INTERESTS



DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

PART B – DISCLOSABLE OTHER PERSONAL INTERESTS



Ryedale District Council Representation on Outside Bodies
December 2013 - January 2014

Name of Organisation	1. Is council representation statutory? Yes/No	1a) If Yes - Relevant legislation	1b) If No - Do you still require council representation?	2. Do your governance arrangements permit substitutes? Yes/No
North Yorkshire Police and Crime Panel	Y	The Police Reform and Social Responsibility Act 2011	-	N
Howardian Hills AONB	Y	Countryside Rights of Way Act (2000)	-	Y
Local Government Yorkshire and Humber	Y	Employers' Association (Section 122 Trade Union and Labour Relations Act 1992)	-	Y
Rye Internal Drainage Board	Y	Land Drainage Act 1991	-	No answer
Thornton Internal Drainage Board	Y	Land Drainage Act 1991	-	No answer
North York Moors National Park Authority	Y	Environment Act and subsequent statutory instruments	-	No answer
North Yorkshire Joint Procurement Committee	Y	Local Government Acts 1972 and 2000 (Section 26)	-	Y
Safer Ryedale	Y	Section 17 of the Crime and Disorder Act *	-	No answer
Pickering Area CAPC Group	No answer	-	Y	Y
Kirkbymoorside & Helmsley CAPC Group	N	-	N	"Not Applicable"
Malton East CAPC Group	N	-	N	Y
North Yorkshire Building Control	N	-	Y	Y
NYCC Scrutiny of Health Committee	N	-	Y	Y
Ryedale Cameras in Action	N	-	Y	Y
Ryedale Housing Forum	N	-	N "But very few attend when able to."	Y
Ryedale Sports Executive	N	-	N	"Organisation no longer in existence"
Yorkshire Energy Partnership	N	-	Y	No answer
Rural Action Yorkshire	N	-	? - "We feel that council representation is beneficial"	Y
Joint Helmsley Development Plan Member Working Group	N	-	N	N
Ryedale Festival	N	-	N	"Not Applicable"
Malton School Endowment	N	But representation from RDC is required by the Charity's Trust Deed	Y	N
Tourism Advisory Board	N	Although established by Commissioning Board (27/1/11) , minute 54(viii) refers	Y	N (But could amend if required)
LGA Rural Commission	N	-	Y (council representatives invited)	Y
Local Government North Yorkshire and York Housing Board	N	-	Y	Y
Community Leisure Limited	N	-	Y	N
Ryedale Community Transport (RYECAT)	N	-	Y	Y
Ryedale Voluntary Action	N	-	**	N

YES - 8 NO - 18 NO ANSWER - 1

Out of 19 from Question 1:
 NO - 6 YES - 11 ? - 1 OTHER - 1

YES - 13 NO - 6 NO ANSWER or N/A - 7
 ORGANISATION NO LONGER EXISTS - 1

* - although a report is going to Committee in March to disband the Ryedale Strategic Partnership Board, although Ryedale members will remain on the Local Delivery Group



** - Ryedale Voluntary Action is in the process of merger with sister charity Seachange Community Trust to become 'Coast and Vale Community Action' as from 1/4/2014.
 This is a question for the new board of trustees. RVA has found elected member and council officer representation useful. Any such representation is in the capacity of observer and not in any decision making capacity.

















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Council Plan 2013-17 Key Indicators

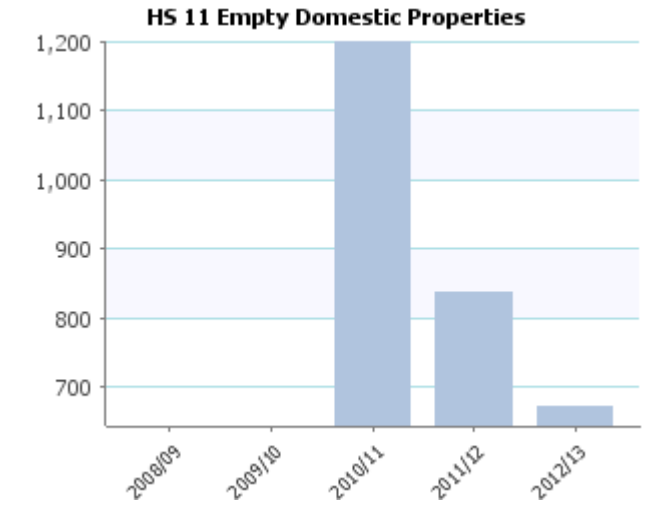
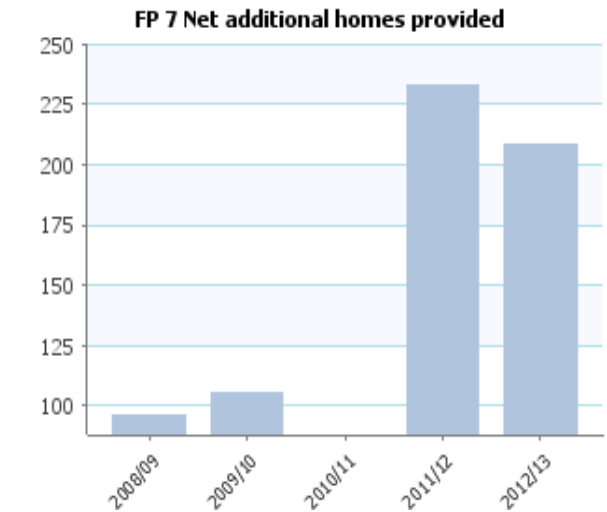
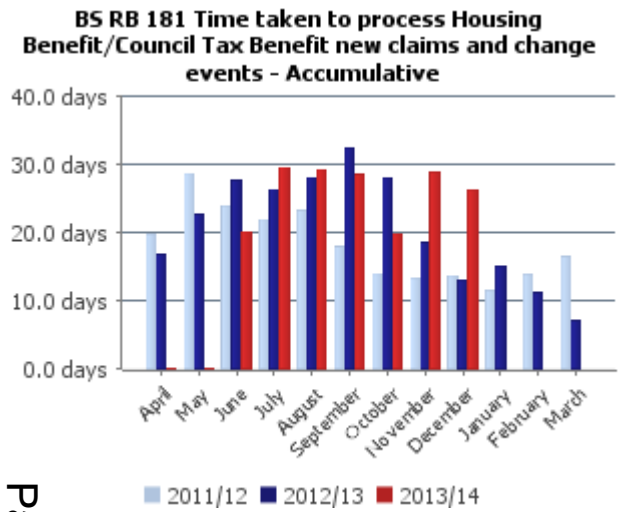
Policy & Resources Committee – 6 February 2014

1. Housing Need											
	BS RB 181	FP 7	FP 8	HS 1	HS 2	HS 5	HS 8	HS 11	HS 14	HS 17	HS 10
2. Economic Success											
	EC 10	EC 12c	EC 12d	EC 40	EC 12a	EC 12b	EC 13a	EC 13b			
3. High Quality Environment											
	DM 2	HE 13	SS 16	SS 17	SS 35	SS 36	SS 192	SS 15	DM 157a	DM 157b	DM 157c
4. Active Safe Communities											
	EC 77	HE 10									
5. Transforming the Council											
	BS AS 3	BS RB 12	DS 2d	BS RB 11	HR A 01 R	BS AS 1 RDC	BS MD 1				

1. Housing Need					
	BS RB 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events - Accumulative			
Current Value	19.7 days	January 2014	Current Target	26.2 days	Target is reviewed quarterly following analysis of benchmarking data and performance trends
Changes to the design of the benefits service are being implemented and have resulted in an improvement of 20 days in July and August in the speed of processing of new claims received. It is hoped that as further changes are made to the service that improved performance levels can be maintained. The team are currently assessing new claims received in the third week of December 2013 and changes of circumstances received in the first week of November 2013.					
	FP 7	Net additional homes provided			
Current Value	208	2012/13	Current Target	200	Target set according to http://extranet.ryedale.gov.uk/PDF/Background%20Paper%20-%20Population%20and%20Housing.pdf page 6, para 2.2.3
Annual return to be calculated at the end of March 2014. Officers are considering the reporting of FP7 and FP8 on a quarterly basis in order to maintain up to date figures for additional homes provided throughout the year together with a rolling figure for the Council's five year housing supply.					

	FP 8	Supply of deliverable housing sites			
Current Value	96.9%	2012/13	Current Target	100.0%	See Annual Monitoring Statement and Strategic Housing Land Availability Assessments. Target five year housing supply= 100%
Annual return to be calculated at the end of March 2014					
	HS 1	Homeless applications on which RDC makes decision and issues notification to the applicant within 33 working days (was LPI 70)			
Current Value	100.0%	Q3 2013/14	Current Target	100.0%	Target is to decide on all applications within 33 days
6 applications were made within the period of which 6 decisions were made = 100%					
	HS 2	Length of stay in temporary accommodation (B&B, weeks) Snapshot			
Current Value	0.00 weeks	Q3 2013/14	Current Target	4.00 weeks	Target: National maximum allowable is 6 weeks. Local target of 4 weeks
0 households were accommodated between 1st Oct to 31st December 2013.					
	HS 5	Number of Homeless Applications			
Current Value	6	Q3 2013/14	Current Target	11	Total number of applications for 2011/12 = 52
Between 1st October 2013 and 31st December 2013 6 homeless applications were taken.					
	HS 8	Prevention of Homelessness through Advice and Proactive Intervention (values and targets are per quarter, not accumulative)			
Current Value	301	2012/13	Current Target	154	Target is to achieve 10% improvement in numbers of preventions year on year
From 1st April to 30th June 2013 there were 82 homeless preventions. (This includes 14 partner preventions).					
	HS 11	Empty Domestic Properties			
Current Value	671	2012/13	Current Target	837	Target is to improve on previous years performance
Annual figure of 671 as at 31st March 2013, with 360 being empty for more than 6 months.					
	HS 14	Affordability Ratio			
Current Value	8.03	2012/13	Current Target	8.59	Target is to improve on previous years performance
	HS 17	Number of affordable homes delivered (gross)			
Current Value	94	2012/13	Current Target	75	35% of market housing target would result in 70 affordable homes arising from 200 net additional homes.
From 1st April - 31st March 2013 the total number of affordable units provided was 94.					

	HS 10	% Households in Ryedale in Fuel Poverty			
Current Value	26%	2011/12	Current Target	25.4%	Target is to improve on previous years performance
Overview and Scrutiny Committee are currently undertaking a review of fuel poverty in Ryedale.					







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Economic Success



	EC 10	Total Job Seeker Allowance Claimants Aged 16 - 64			
Current Value	1.6%	November 2013	Current Target	3.8%	Target is Yorkshire and Humber average
The current value for North Yorkshire is 1.9%					



	EC 12c	% Ryedale population qualified - NVQ3 or equivalent			
Current Value	51.7%	2012/13	Current Target	50.88%	Target is North Yorkshire Average
Ryedale performance is above the North Yorkshire average for this level of qualification.					

	EC 12d	% Ryedale population qualified - NVQ4 or equivalent			
Current Value	35.6%	2012/13	Current Target	30.96%	Target is North Yorkshire Average
Ryedale performance is well above the North Yorkshire average for this level of qualification.					

	EC 40	Employment Rate				
Current Value	74.7	2012/13	Current Target	73.2	Target is to improve on previous years performance	
The employment rate is being maintained at a level above that achieved in 2012/13.						

	EC 12a	% Ryedale population qualified - NVQ1 or equivalent				
Current Value	78.1%	2012/13	Current Target	81.9%	Target is North Yorkshire Average	
Ryedale has the lowest population qualified to NVQ level 1 or above in North Yorkshire and is the third lowest in Yorkshire and the Humber. Young people achieve level 1 and 2 NVQ's in order to improve their career prospects. The council has targeted resources through various apprenticeships. This level is a stepping stone to future learning opportunities.						

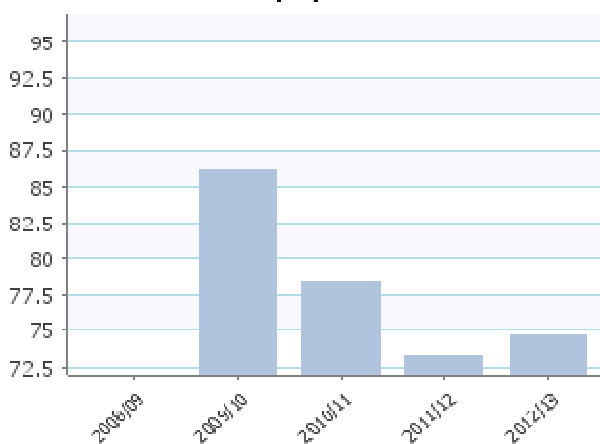
	EC 12b	% Ryedale population qualified - NVQ2 or equivalent				
Current Value	68.2%	2012/13	Current Target	68.72%	Target is North Yorkshire Average	
Ryedale has the lowest of population qualified to NVQ level 1 or above in North Yorkshire. Young people achieve level 1 and 2 NVQ's in order to improve their career prospects. The council has targeted resources through various apprenticeships. This level is a stepping stone to future learning opportunities.						

	EC 13a	Gross weekly earnings by workplace				
Current Value	£395.70	2012/13	Current Target	£430.00	Target is North Yorkshire Average	
Ryedale has the lowest level of earnings by workplace in Yorkshire and the Humber						

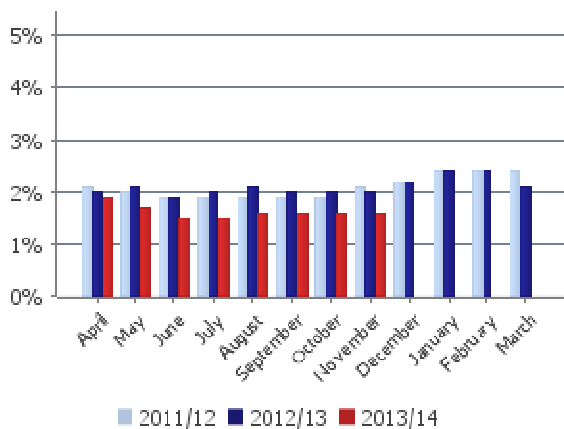
	EC 13b	Gross weekly earnings by residency				
Current Value	£399.70	2012/13	Current Target	£430.00	Target is North Yorkshire Average	
Ryedale has the lowest level of earnings by residency in Yorkshire and the Humber						

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EC 40 Employment Rate







EC 10 Total Job Seeker Allowance Claimants Aged 16 - 64







3. High Quality Environment

✓	DM 2	Planning appeals allowed			
Current Value	25.0%	Q3 2013/14	Current Target	33.0%	Target based on national averages and benchmarking
The national performance level is consistently in line with the target figure of 33%, performance for Ryedale has varied because of the relatively low number of appeals received. However the current level of appeals allowed is well below the target.					
✓	HE 13	% of Food establishments in the area broadly compliant with food hygiene law			
Current Value	75%	2012/13	Current Target	72%	Target is to improve on previous year. Assessments of premises undertaken using risk based scoring and national guidance. 17% of premises are low risk and not accessed and by default not compliant under the national definition for this indicator.
17% of premises are low risk and not assessed and by default not compliant under the national definition for this indicator.					
✓	SS 16	% of Household Waste Composted			
Current Value	33.30%	2012/13	Current Target	30.00%	Target set following analysis of previous performance levels
Performance continues to be above target.					
✓	SS 17	Household Waste Collection - % change in kilograms per head			
Current Value	-5.19%	2012/13	Current Target	0.25%	Target is to improve on previous years change
Residual waste going to landfill continues to reduce, year on year.					
✓	SS 35	% CO2 reduction from LA operations.			
Current Value	-6.0%	2011/12	Current Target	-3.0%	Target set for three years, based on national guidance. To be reviewed following analysis of performance to date
Investment made in energy efficiency measures continues to result in improvements in levels of CO2.					
✓	SS 36	Tonnes of CO2 from LA operations			
Current Value	1,697	2011/12	Current Target	1,750	Target set for three years, based on national guidance. To be reviewed following analysis of performance to date
See above					
✓	SS 192	% of household waste sent for reuse, recycling and composting			
Current Value	51.97%	2012/13	Current Target	49.70%	National target to achieve 50% by 2020
Performance continues to be above target and national average					

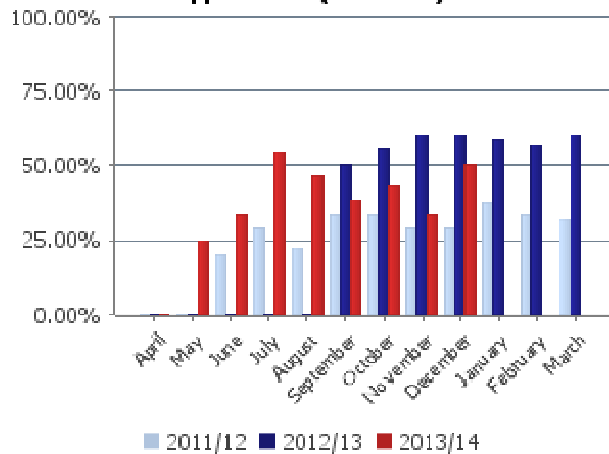
	SS 15	% of Household Waste Recycled				
Current Value	18.67%	2012/13	Current Target	20.00%	Target set following analysis of previous performance levels	
Performance continues to improve slightly but priority is now to maintain this level of performance						

	DM 157a	Processing of planning applications: Major applications (13 weeks)				
Current Value	50.00%	December 2013	Current Target	70.00%	Targets originally set under Planning Delivery Grant regime	
By definition these applications are complex, often requiring for example legal agreements such as Section 106. These applications represent 4% of the total number received. Whilst well below target, performance is improving. Additional resources are being utilised to ensure improvements in performance are maintained						

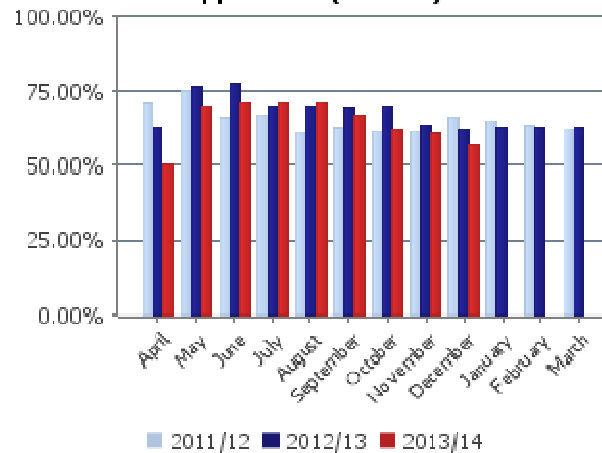
	DM 157b	Processing of planning applications: Minor applications (8 weeks)				
Current Value	56.88%	December 2013	Current Target	80.00%	Targets originally set under Planning Delivery Grant regime	
Performance has been improving for some months and this Trend is continuing. Customer satisfaction has increased on previous years. Additional resources are being utilised to ensure improvements in performance are maintained						

	DM 157c	Processing of planning applications: Other applications (8 weeks)				
Current Value	78.29%	December 2013	Current Target	93.00%	Targets originally set under Planning Delivery Grant regime	
Performance has been improving for some months and this Trend is continuing. Customer satisfaction has increased on previous years Delegated decisions are currently made on 88% of decisions against a target of 90%. Additional resources are being utilised to ensure improvements in performance are maintained						

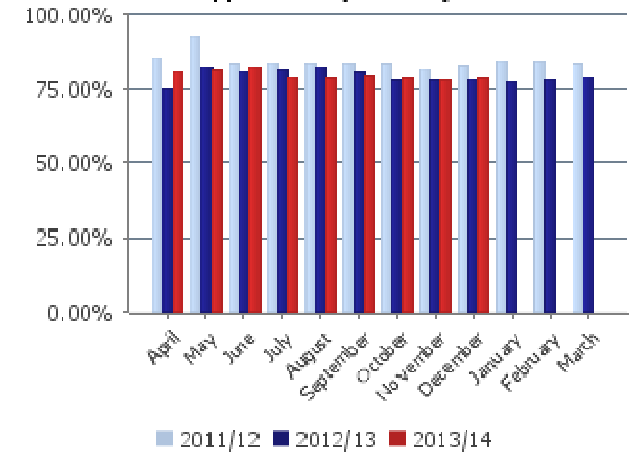
DM 157a Processing of planning applications: Major applications (13 weeks)





DM 157b Processing of planning applications: Minor applications (8 weeks)





DM 157c Processing of planning applications: Other applications (8 weeks)





4. Active Safe Communities

	EC 77	Total Crime in Ryedale			
Current Value	1,860	December 2013	Current Target		Target to see a reduction over same month from previous year.
In the year ending 30 June 2013, the crime rate in Ryedale was lower than average for the North Yorkshire force area, and had the lowest crime rate in North Yorkshire and compared to Ryedale's Family Group of authorities. Calculation method changed from April 2013.					

	HE 10	Adult participation in sport and active recreation. Sport England Active People Survey-Annual			
Current Value	22.3%	2012/13	Current Target	22.6%	Target is to improve on previous years performance
Performance overall remains consistent with UK average - NB men substantially lower and women substantially higher					



5. To Transform the Council



	BS AS 3	Payments made using electronic channels			
Current Value	90%	October 2013	Current Target	85%	Target is set to maintain performance
Electronic channels include web, telephone and Direct Debit.					



	DS 2d	Percentage turnout for elections - District			
Current Value	46.54%	2011/12	Current Target	43.06%	Target is to improve on previous election turnout
27.05.13 Ryedale South West By-election: 38.39% Pickering East By-election: 36.34% http://www.ryedale.gov.uk/news_and_press_releases/local_elections.aspx					

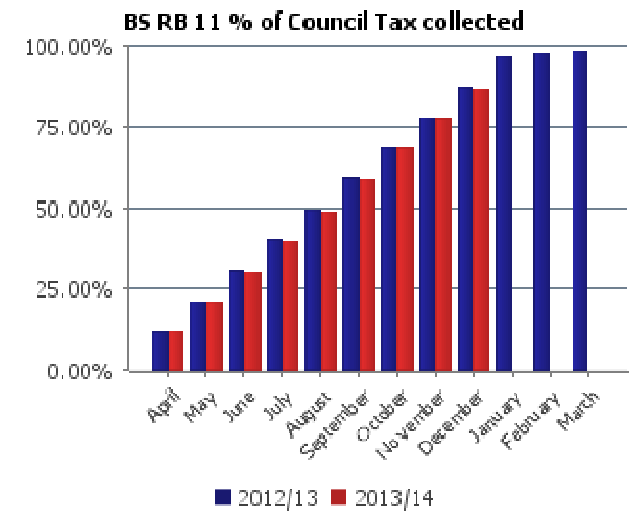
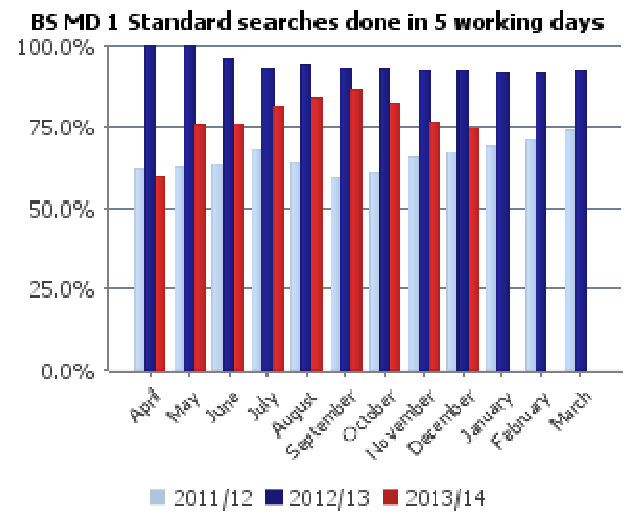
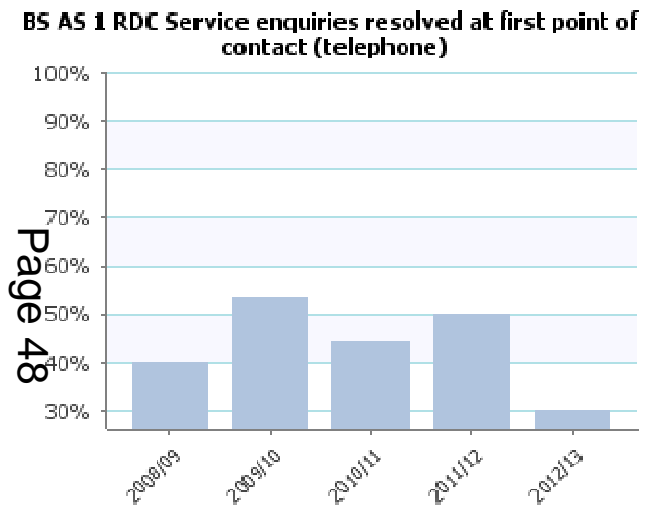
	BS RB 12	% of Non-domestic Rates Collected			
Current Value	88.69%	December 2013	Current Target	89.20%	Target is set to maintain performance achieved same month previous year
Collection rates are in line with the previous years performance					

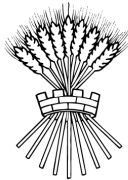
	BS RB 11	% of Council Tax collected			
Current Value	86.56%	December 2013	Current Target	86.88%	Target is set to maintain performance achieved same month previous year
Collection rates are in line with the previous years performance					

	HR A 01 R	Number of Working Days Lost Due to Sickness Absence (result is projected until Year End actual) Average based on FTE, no partnerships			
Current Value	8.19 days	March 2013	Current Target	7.50 days	Target is North Yorkshire average for 2009

	BS AS 1 RDC	Service enquiries resolved at first point of contact (telephone)				
Current Value	30%	2012/13	Current Target	40%	Target is for year on year improvement	
As more customers take advantage of electronic payment channels, the nature of the remaining enquiries can be complex in nature and will impact on this indicator.						

	BS MD 1	Standard searches done in 5 working days				
Current Value	74.7%	December 2013	Current Target	90.0%	Target is set to maintain performance	
Late responses from NYCC have had an impact on performance levels						





PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	13 FEBRUARY 2014
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	REVENUE BUDGET MONITORING
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To present to members a revenue budget monitoring report for 2013/14.

2.0 RECOMMENDATION

2.1 It is recommended that members note the content of the report.

3.0 REASON FOR RECOMMENDATION

3.1 To ensure members are kept informed of the Council's financial position (in year).

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in receiving this report.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 This report is in line with existing policies. No further consultation has taken place on the content of this report.

REPORT

6.0 REPORT DETAILS

6.1 Members regularly receive in year monitoring of the Council's financial position. This is important as part of the budget monitoring process and also allows members to be aware of potential issues in setting subsequent budgets. This report provides an in year position as at the 31 December 2013.

6.2 Attached at Annex A is a summary of the significant variances within the Council's

revenue accounts in the current year, 2013/14. This report is predominately derived from the information contained within the EMIS reports plus additional significant budgets within the Authority. EMIS reports are considered at each Resources Working Party meeting.

6.3 Members will see that there is a projected deficit for the Revenue Budget of £110.0k for the full year, of which £90k has previously been approved as additional spend by Council. The adverse variance is due to a number of key factors which are shown in detail in Annex A and referred to in para.6.4. The overall impact on the closing balances of the Council's Reserves is shown in Annex A lines 20 to 26.

6.4 The following are additional comments on the Annex:

- (i) Expenditure on salaries is forecast to be £60k over budget. The council is experiencing a low turnover of posts and as a result is not achieving budgeted savings from the 3 month moratoria on the filling of vacant posts;
- (ii) Slippage on capital schemes has delayed the need to drawdown any of the £2.070m of borrowing required to finance the current 4 year capital programme. As a result the £90k revenue budget provision for repayment of interest on long term and short term borrowing will not be required in the current financial year;
- (iii) On 7th March 2013 Council approved an allocation of up to £60k, to undertake the procurement of the leisure services contract, to be financed from the Operational Reserve. The forecast level of expenditure in the current financial year is £40k, with the remainder rolling into 2014/15;
- (iv) On 5th September 2013 Council approved the implementation of a new £50k Community Grant Scheme, to be financed from the General Reserve in the current financial year only;
- (v) As previously reported to Members, income from the Recycling contract is underachieving in year. This is due to reduced volumes of recyclates and reduced prices in the recycling market. The reduction in the volume of recyclates has continued into the third quarter of the financial year and as a result the forecast shortfall has increased to £71k.
- (vi) Investment Income is below estimate but this has no impact on the revenue budget as this income is applied to the capital programme.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
There are no financial implications arising out of this report.
- b) Legal
There are no new legal issues arising out of this report.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
There are no significant issues arising out of this report.

Paul Cresswell
Corporate Director (s151)

Author: Paul Cresswell, Corporate Director (s151)
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E-Mail Address: paul.cresswell@ryedale.gov.uk

Background Papers:
None.

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Agenda Item 9

ANNEX A

SUMMARY OF REVENUE BUDGET MOVEMENTS 2013-14 Period 1 April - 31 December 2013

Key Subjective Headings (1)	Profiled Budget £'000 (2)	Actual to Date £'000 (3)	Variance Analysis		Line Ref (6)
			Actual £'000 (4)	Forecast for full year £'000 (5)	
Expenditure					
Employee Expenses:					
Salaries	4,047.5	4,086.6	39.1	60.0	1
Other Employee Related Expenses	51.9	20.5	(31.4)	0.0	2
Other Service Expenses:					
Interest on Long Term and Short Term Borrowing	67.5	0.0	(67.5)	(90.0)	3
LDF Inspection Fees	50.0	50.0	0.0	0.0	4
Procurement of Leisure Services Contract	0.0	10.0	10.0	40.0	5
Community Grants	0.0	0.0	0.0	50.0	6
Other estimated expenditure variances			0.0	(3.5)	7
Total Expenditure Variance			(59.8)	56.5	8
Income					
Fees, Charges & Other Service Income:					
Development Management Fees	(283.1)	(315.6)	(32.5)	0.0	9
Car Park Charges	(559.5)	(586.0)	(26.5)	(10.0)	10
Other main fees & charges income streams	(651.7)	(653.3)	(1.6)	0.0	11
Recycling Income (incl Recycling Credits)	(534.0)	(521.0)	13.0	71.0	12
Interest and Investment Income:					
Return on Investments	(62.0)	(47.5)	14.5	20.0	13
Investment Property	(71.4)	(85.3)	(13.9)	(4.0)	14
Other estimated income variances			0.0	(23.5)	15
Total Income Variance			(47.0)	53.5	16
Total Movement on Cost of Services (surplus)/deficit			(106.8)	110.0	17
General Government Grants:			0.0	0.0	18
Total Movement on Revenue Budget (surplus)/deficit			(106.8)	110.0	19
Movement on Funds and Reserves:					
Contribution to/(from) General Reserve	0.0	0.0	121.3	(50.0)	20
Contribution from Operational Reserve	0.0	0.0	0.0	(40.0)	21
Contribution from LDF Reserve	50.0	50.0	0.0	0.0	23
Contribution to Capital Fund	(62.0)	(47.5)	(14.5)	(20.0)	24
Contribution from Restructure Reserve			0.0	0.0	25
Total Increase on Funds and Reserves			106.8	(110.0)	26

Note: A negative variance (shown in brackets) represents an increase in income or a decrease in expenditure

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	13 FEBRUARY 2014
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	TREASURY MANAGEMENT MONITORING REPORT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To report on treasury management activities to date for 2013/14 and to update Members on current investments in accordance with the Chartered Institute of Public Finance (CIPFA) Code of Practice on Treasury Management (the Code).

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- (i) Members receive this report; and
- (ii) The current investments and performance in 2013/14 be noted.

3.0 REASON FOR RECOMMENDATIONS

3.1 The Council has adopted the Code. A provision of the Code is that the Policy and Resources Committee will receive and review regular monitoring reports relating to the treasury management activities of the current year.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in considering this report. There are significant risks when investing public funds especially with unknown institutions. However, by the adoption of the CIPFA Code and a prudent investment policy these are minimised. The employment of Treasury Advisors also helps reduce the risk.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 The Council has adopted the CIPFA Code of Practice on Treasury Management in Local Authorities and this report complies with the requirements under this code.

- 5.2 The Council use the services of Sector Treasury Services Limited (Sector) to provide treasury management information and advice.

REPORT

6.0 REPORT DETAILS

- 6.1 The CIPFA Code states that Members will receive reports on the Council's Treasury Management policies, practices, and activities at regular intervals including an annual strategy, a mid-year review of the strategy and performance, an annual outturn report and monitoring reports.
- 6.2 The Council aims to achieve the optimum return on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short-term (under 12 months) and only invest with highly credit rated financial institutions.
- 6.3 As at 31 December 2013 internally managed investments totalled £9,570,000 which were lent out as follows:

Period of Maturity	£
Cash Equivalents:	
Call Monies (SIBA)	4,570,000
Repayable within 1 month	0
Fixed Term Deposits:	
Repayable 1 month to 3 months	2,500,000
Repayable 3 months to 6 months	1,000,000
Repayable 6 months to 12 months	1,500,000
Repayable 12 months to 24 months	0
Total	9,570,000

- 6.4 The above investments were held with the following types of institutions:

Type of Institution	£
UK Clearing Banks	9,570,000
Foreign Banks	0
Building Societies	0
Local Authorities	0
Total	9,570,000

- 6.5 This Council uses the creditworthiness service provided by Sector Treasury Services as specified in the Council's Investment Strategy approved by Full Council 26 February 2013. The service uses a sophisticated modelling approach with credit ratings from all three agencies – Fitch, Moodys and Standard & Poors, forming the core element. The modelling approach combines credit ratings, credit watches, credit outlooks and credit default swap spreads in a weighted scoring system, which

indicates the relative creditworthiness of counterparties.

- 6.6 All the above borrowers met the required credit rating at the time of investment.
- 6.7 The following table shows the relative performance of cash equivalents (deposits restricted to a duration of under 30 days) and fixed term deposits, with the 7-day benchmark for the period ended 31 December 2013:

	Average Investment £	Gross Rate of Return	Net Rate of Return	Benchmark Return
Cash Equivalents	4,451,745	0.55%	n/a	n/a
Fixed Term Deposits	840,817	0.80%	n/a	0.36%

- 6.8 As illustrated above the Authority has to date outperformed the benchmark. However the Council's budgeted investment return for 2013/14 is £90k and the actual interest received from investments and loans for the nine-month period to 31 December 2013 totals £52k, which is £18k below the profiled budget. This shortfall is likely to increase over the remainder of the year as the full impact of the Governments Funding for Lending Scheme takes hold. Based on the current level of return it is anticipated that the likely shortfall on budget will be in the region of £24k.
- 6.9 In December the policymakers at the Bank of England held interest rates at 0.5% for the 56th month in a row. Sectors latest economic forecast predicts that the first Bank Rate increase will be in the 3rd quarter of 2016 to 0.75%.
- 6.10 It was anticipated that the Authority would have an external borrowing requirement in 2013-14 however, due to slippage within the capital programme, this has not been necessary. External borrowing will now take place in 2014/15.
- 6.10 Officers can confirm that since the last reporting period the approved limits within the Annual Investment Strategy have not been breached.

7.0 IMPLICATIONS

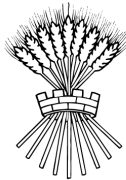
- 7.1 The following implications have been identified:
- a) Financial
The results of the investment strategy affect the funding of the capital programme.
 - b) Legal
There are no legal implications regarding this report.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None to report

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None.

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	13 FEBRUARY 2014
REPORT OF THE:	HEAD OF ECONOMY AND INFRASTRUCTURE JULIAN RUDD
TITLE OF REPORT:	A64 IMPROVEMENT STRATEGY – MEMORANDUM OF UNDERSTANDING
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To agree Ryedale District Council commitment to and participation in the Memorandum of Understanding (MoU) for the A64 trunk road improvement strategy (attached at Annex A).

2.0 RECOMMENDATION

- 2.1 That Council is recommended to approve the Ryedale District Council commitment to and participation in the Memorandum of Understanding on the A64 trunk road improvement strategy.

3.0 REASON FOR RECOMMENDATION

- 3.1 Support for the Memorandum will establish a framework for effective co-operation to enable the development and implementation of a long term programme of improvements for the A64 trunk road between York and Scarborough. The improvements will support growth focussed on York, Malton and Scarborough, whilst addressing safety concerns and taking account of sustainability and environmental issues.
- 3.2 Improvement of the A64 between York, Malton and Scarborough to address safety, congestion, accessibility and journey-time issues has been a long standing ambition of this Council.
- 3.3 The Memorandum will combine the efforts of, and ensure coordination between, Ryedale District Council, Scarborough Borough Council, City of York Council, North Yorkshire County Council, the York, North Yorkshire and East Riding Local Enterprise Partnership and the North Yorkshire Local Transport Body. Importantly, the MoU also includes the Highways Agency and will assist in close working with the

Agency to achieve upgrading of the trunk road.

4.0 SIGNIFICANT RISKS

- 4.1 Upgrading and improvement schemes on trunk roads, such as the A64, involve significant costs (multi-million plus). However, the MoU in itself does not commit the Council to such expenditure. Conversely, the Memorandum will enhance joint working with other authorities and organisations to optimise efforts and opportunities to upgrade the A64 trunk road, including making best use of potential funding for improvement schemes (such as the Local Growth Fund).

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Improvement of the A64 trunk road through Ryedale has been a priority for this Council for decades and is consistent with the Council adopted planning and economic policies.

REPORT

6.0 REPORT DETAILS

- 6.1 Members will be aware there have been a number of studies into the A64 trunk road, the most recent being the A64 Corridor Connectivity Study in 2011. Since that Study was produced there has been no significant improvement work or scheme design work carried out, other than the improvement of the A64 Brambling Fields junction at Norton. This is mainly due to a lack of funding being available either for construction or design work.
- 6.2 The York, North Yorkshire and East Riding Local Enterprise Partnership recently submitted its Strategic Economic Plan (SEP) to Government for consideration. Within the SEP it identifies one of the key strategic priorities is a well-connected economy, with an objective that there are fast reliable journeys between key settlements. There is particular priority given to improved east-west connections, including the A64 between York and Scarborough.
- 6.3 Opportunities for funding may arise through the Growth Fund, Department of Transport Pinch Point Funding and the Highways Agency Route Based Strategies. A co-ordinated joint approach across authorities and agencies provides the best opportunity to secure funding for improvements to the A64 trunk road and making progress to deliver schemes. The signing of the Memorandum by all parties shows a long-term commitment to the upgrading of the A64 trunk road.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
This Memorandum does not and is not intended to create any legal relationship between the Partners. All matters described in the Memorandum are subject to appropriate corporate and regulatory authorisation and, where appropriate, formal agreement. Nothing in this Memorandum shall affect the statutory or regulatory duties or responsibilities of any Party and its existence does not preclude the taking of independent actions by the respective local authorities or the HA where any party considers it is appropriate to do so.
 - b) Legal
Although the Partners agree in good faith to deliver against the agreed work

areas subject to their other duties and the corporate framework within which they operate (including exploring opportunities for joint funding and other resources), this Memorandum does not commit any Party to the allocation of funds or other resources.

- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)

Any road schemes brought forward will have to have full regard to national and local planning and transport policy, including protecting the environment and sustainability.

8.0 NEXT STEPS

- 8.1 Following the approval of the MoU by all the partners the officers will continue to work with the LEP on the submitted bid for support via the Local Growth Fund. In addition, options studies to identify specific schemes to implement on the A64 will be required in the near future to meet the timescale of the Local Growth Fund. A separate report will consider funding issues regarding such studies.

Julian Rudd
Head of Economy and Infrastructure

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Background Papers:
None.

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**Draft Memorandum of Understanding for A64 Trunk Road
York - Scarborough Improvement Strategy**

1. Parties

Highways Agency
City of York Council
North Yorkshire County Council
Ryedale District Council
Scarborough Borough Council
York, North Yorkshire and East Riding Local Enterprise Partnership
North Yorkshire Local Transport Body

- 1.1. **The Highways Agency (HA)** is an Executive Agency of the Department for Transport (DfT), and is responsible for operating, maintaining and improving England's strategic road network (SRN), including the A64 trunk road. The strategic road network is a nationally significant asset and its safe and effective operation facilitates economic growth. The HA has a major role in delivering the Government's policy for investment in the English road network as set out in the command paper 'Action for roads: a network for the 21st century' and is actively developing future investment strategies for the SRN through a series of route based strategies.
- 1.2. **City of York Council (CoYC)** is a Unitary Authority. It is the Planning Authority and the Highway Authority for its respective geographical areas. Although it has authority over local road networks, it does not have any authority over the operation and maintenance of and improvements to the A64 trunk road . As the Planning and Highway authority it has responsibility for consideration of development proposals that have consequences for travel on the local transport network and managing the impacts on the network.
- 1.3. **North Yorkshire County Council (NYCC)** is an 'Upper Tier' local authority which covers, geographically, the 'Lower Tier' local authorities of Craven District Council, Hambleton District Council, Harrogate Borough Council, Richmondshire District Council, Ryedale District Council, Scarborough Borough Council and Selby District Council. It is the Highway Authority for its geographic area, but is not the Planning Authority (other than for minerals and waste development and certain other county matters). Like CoYC, it has authority over its local road network, but does not have any authority over the operation and maintenance of and improvements to the A64 trunk road.
- 1.4. **Ryedale District Council and Scarborough Borough Council** are 'Lower Tier' local authorities. They are the planning authorities, but are not

Draft Memorandum of Understanding for A64 Trunk Road York - Scarborough Improvement Strategy

the highway authorities for their respective areas. The highway authorities for local roads and the SRN, respectively, are NYCC and the HA.

- 1.5. **The York, North Yorkshire and East Riding Local Enterprise Partnership (LEP)** is a business-led partnership with the public sector to help businesses in York, North Yorkshire and the East Riding improve and grow. LEPs are intended to grow the economy and create good quality local jobs. This includes ensuring that businesses are well connected to their customers, markets and workforce and that transport, mobile and broadband networks do not act as a barrier to growth but instead enable thriving, prosperous places where businesses are able to grow. The York, North Yorkshire and East Riding LEP identified improving east-west connections, including the A64 trunk road, as a strategic infrastructure priority for the whole LEP area. Improvement of the A64 trunk road is highlighted as a priority in the LEPs draft Growth Deal Implementation Plan, which was submitted to Government in December 2013 and will be finalised in March 2014.
- 1.6. **The North Yorkshire Local Transport Body (LTB)** is a partnership of transport providers and local authorities that is responsible for the management of major transport schemes delivered using devolved funding from the Department for Transport. The LEP has also agreed that the LTB will take the lead role on transport issues and schemes that are included in the SEP.

2. Purpose

- 2.1. The purpose of this Memorandum is to establish a framework for effective co-operation to enable the development and implementation of a long term programme of improvements for the A64 trunk road between York and Scarborough. The improvements will support growth focussed on York, Malton and Scarborough, whilst addressing safety concerns and taking account of sustainability and environmental issues. The programme of improvements will be based on an understanding of individual partners' aspirations and objectives and areas of mutual interest.

3. Background

- 3.1. All local authorities through which this section of the A64 trunk road passes have for many years had a desire to see it upgraded to improve access to / from the eastern areas of North Yorkshire and the Yorkshire coast as well as to improve road safety. It has long been recognised that the relatively low standard of this section of the A64 trunk road is a significant constraint on the economies of the eastern areas of North Yorkshire and the local authorities have previously co-operated to help

Draft Memorandum of Understanding for A64 Trunk Road York - Scarborough Improvement Strategy

build the case for improvement. This is reflected in the LEP identifying the improvement of east-west connections, in particular the A64 trunk road between York and the Yorkshire coast, as a strategic priority for the area in the Strategic Economic Plan.

- 3.2. In late 2012 the Government announced the Local Growth Fund which is aimed at funding initiatives to help enable local economic growth. As part of the York, North Yorkshire and East Riding LEP's Strategic Economic Plan the above, partners co-operated in preparing details of a bid for c£50m of funding to provide targeted improvements to the A64 between York and Scarborough.
- 3.3. The A64 trunk road is part of the strategic road network and the Highways Agency is therefore responsible for its operation, maintenance and improvement. As such the Local Enterprise Partnership, the local authorities, the Local Transport Board and the Highways Agency are co-operating on the development of these proposals. In particular, the other partners continue to work with the Highway Agency on the development and implementation of the route based strategy covering the A64. The local authority partners and LTB will work with the LEP and the Highways Agency to combine use of Local Growth Fund and investment identified through the route based strategy to optimum effect to deliver an agreed programme of improvements to this section of the A64 trunk road.
- 3.4. The A64 also extends westward beyond York, providing a vital connection with the A1, M1 and Leeds, and, therefore, forms part of the strategic road network within the Leeds City Region (LCR). The partners within this MoU will liaise with the LCR LEP to identify and implement, where possible, improvements to the A64 trunk road that will bring mutual benefits to both LEPs and their constituent organisations.

4. Status

- 4.1. This Memorandum relates to co-operation on the development of schemes and proposals for the improvement of the A64 trunk road between York and Scarborough. The strong focus will be on that specific section of the A64 trunk road between the Hopgrove roundabout north east of York and the Musham Bank roundabout south west of Scarborough. However, in order to meet the growth needs of York and fulfil the LEP Growth Plan, the co-signees to this Memorandum will seek to facilitate upgrading of adjacent sections of the A1237 and A1079, which link with the A64 to the east of York. All reference to the A64 trunk road in this MoU relate solely to the section described above.

**Draft Memorandum of Understanding for A64 Trunk Road
York - Scarborough Improvement Strategy**

- 4.2. It is however recognised that there is other co-operative working between the authorities and the Highways Agency being undertaken especially under the duty to co-operate in the development of local planning proposals. Work carried out in the context of this MoU will have due regards to all other joint working on matters relating to the A64 trunk road.
- 4.3. This Memorandum does not and is not intended to create any legal relationship between the Partners. All matters described in this Memorandum are subject to appropriate corporate and regulatory authorisation and, where appropriate, formal agreement.
- 4.4. Nothing in this Memorandum shall affect the statutory or regulatory duties or responsibilities of any Party and its existence does not preclude the taking of independent actions by the respective local authorities or the HA where any party considers it is appropriate to do so.
- 4.5. Although the Partners agree in good faith to deliver against the agreed work areas subject to their other duties and the corporate framework within which they operate (including exploring opportunities for joint funding and other resources), this Memorandum does not commit any Party to the allocation of funds or other resources.

5. Aims

- 5.1. The shared aims of the Parties agreeing to this MoU are:
- To develop and implement proposals for improvements to the A64 trunk road to support economic growth focussed on York, Malton and Scarborough, whilst addressing safety issues.
 - To develop short to medium term (to 2021) improvement plans on the A64 trunk road to an appropriate level for inclusion in bids for any funding opportunities including, but not limited to, the Local Growth Fund, the Highways Agency's route based strategies and future road improvement funding opportunities.
 - Subject to the availability of appropriate funding, to co-operate on the details of design and delivery of improvement schemes on the A64 trunk road.
 - To identify and develop (including scheme design work) longer term improvements (post 2021) to the A64 trunk road including for village bypasses east of Malton

Draft Memorandum of Understanding for A64 Trunk Road York - Scarborough Improvement Strategy

- To co-ordinate potential improvements and the different funding opportunities available to the LEP, the local authorities, the LTB and the Highways Agency.
- To support local authority partners and the LEP in presenting a single 'local authority and LEP' voice in lobbying Government with regards to the strategic importance of the A64 trunk road and the need for improvements in the context of regional economic growth.

6. Objectives

6.1. This Memorandum of Understanding is intended to:

- To promote closer working relationships between the LEP, the local authorities, the LTB and the Highways Agency on matters relating to the A64 trunk road.
- To encourage more effective communication between the Partners with regards to the improvement of the A64 trunk road.
- Develop an agreed, prioritised programme of schemes that can form the basis for current and future bids for funding to Government.
- Provide the basis for potential future joint working on the design and delivery of improvement schemes.
- Wherever possible, agree a joint position, including communications, regarding the need for improvements to the A64 trunk road and the process of promoting and developing improvement schemes.
- Provide input into the Highways Agency route based strategies and other consultations to deliver co-ordinated and optimised local benefits from the strategy and funding allocated to the LEP through the Local Growth Fund.
- To co-ordinate bids for funding opportunities available to the LEP, the Local Authorities, the LTB and the Highways Agency in order to optimise delivery of improvements to the A64 trunk road and ensure that best Value for Money is achieved.

7. Deliverables

7.1. The partnership aims (subject to funding constraints) to deliver the following:

- A prioritised list of the schemes for inclusion in the c£50m bid (through the SEP) to Local Growth Fund (deliverable by 2021) and for potential inclusion in future funding bids available to both the LEP, the local authorities and the Highways Agency (deliverable by 2021).

Draft Memorandum of Understanding for A64 Trunk Road York - Scarborough Improvement Strategy

- An appropriate level of advanced justification, development and designs on the schemes included in the lists above to allow the submission of funding bids at short (12 week) notice.
- Identification and advanced design on potential future improvement schemes (deliverable post 2021) with a view to being able to submit future funding bids.
- Agreement of a long-term vision for improvement of the A64 between York and Scarborough to support growth, address safety issues and enhance the accessibility of the Yorkshire coast.

8. Statutory obligations and confidentiality provisions

- 8.1. This MoU does not supersede, eradicate or alter the need of any Party to meet their statutory obligations; nor should it be implied that the Parties are obligated to agree on the outcomes or deliverables identified above.
- 8.2. Subject to any statutory and regulatory requirements any Party may request that commercially confidential information provided in connection with this Memorandum should not be disclosed. Any information regarded by any party as commercially confidential may be provided separately, so as not to inhibit the disclosure of other information.
- 8.3. If the HA or any local authority (as a public authority) receives a request, under the Freedom of Information Act 2000, for information relating to activities undertaken under this Memorandum, it shall inform the other Parties of the request as soon as possible and discuss as to the potential application for any exemption. For the purposes of section 43(2) of the Act, the Parties acknowledge and agree that the disclosure of any commercially sensitive information relating to the activities undertaken under this Memorandum is likely to prejudice the commercial interests of the Parties.

9. Joint review

- 9.1. The MoU shall be reviewed annually to ensure that it is fulfilling its purpose and to make any revisions that may be agreed as necessary to ensure such is the case. Any party may withdraw from this MoU by giving one month's written notice, so long as reasoned justification is provided.

10. Signatories

The signatories to this MoU on behalf of the Highways Agency, the LEP, the LTB and the constituent core local authorities:

**Draft Memorandum of Understanding for A64 Trunk Road
York - Scarborough Improvement Strategy**

For Highways Agency

For City of York Council

.....
Person

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Person

Post

Post

Date.....

Date.....

**Draft Memorandum of Understanding for A64 Trunk Road
York - Scarborough Improvement Strategy**

For North Yorkshire County
Council

For Ryedale District Council

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Date.....

Date.....

For Scarborough Borough Council

For York, North Yorkshire and
East Riding Local Economic
Partnership

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For North Yorkshire Local
Transport Body

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