



POLICY AND RESOURCES COMMITTEE

Thursday 3 December 2009 at 6.30 pm

Members Lounge, Ryedale House, Malton

Agenda

- 1 **Apologies for absence**
- 2 **Minutes of a meeting of the Policy & Resources Committee held on 1 October 2009** (Pages 1 - 12)
To approve the above minutes as a correct record.
- 3 **Minutes of a Meeting of the Resources Working Party held on 18 November 2009 (to follow)** (Pages 13 - 16)
- 4 **Urgent Business**
- 5 **Declarations of Interest**

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

- 6 **Items referred from other Committees** (Pages 17 - 32)
- 7 **Performance and Finance - Aim 5 Transformation** (Pages 33 - 46)
- 8 **Revenue Budget Monitoring** (Pages 47 - 52)
- 9 **Treasury Management Monitoring** (Pages 53 - 58)
- 10 **ICT Programme Approvals** (Pages 59 - 68)

PART 'B' - MATTERS REFERRED TO COUNCIL

11 **Fees and Charges** (Pages 69 - 78)

12 **Exclusion of the Press and Public**

To consider a resolution to exclude the press and public from the meeting during consideration of items 13 and 14 as provided by paragraphs 1 and 3 of Schedule 12A of Section 100A of the Local Government Act 1972.

PART A – EXEMPT MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS

13 **Hardship Relief** (Pages 79 - 92)

14 **Write Offs (to follow)**

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

Policy and Resources Committee

held at Ryedale House, Malton
on Thursday 1 October 2009

Present

Councillors Wainwright (in the Chair), Acomb, Arnold, Bailey, Mrs Burr, Keal, Knaggs, Legard and Maud

By Invitation of the Chairman: Councillor Andrews

Overview & Scrutiny Committee Observers: Councillors Cussons, Cottam and Mrs Shields.

Observer: Councillor Clark

In Attendance

T Anderson, Ms J Baldwin, Mrs L Carter, Miss P Craddock, P Cresswell, G Housden, Mrs M Jackson, M Phythian, J Rudd, Miss L Sandall, Miss J Waggott and A Winship

Minutes

30 Apologies for absence

An apology for absence was received from Councillor Mrs Hodgson.

31 Minutes of a meeting of the Policy & Resources Committee held on 30 July 2009

The minutes of a meeting of the Policy & Resources Committee held on 30 July 2009 were presented.

Resolved

That the minutes of a meeting of the Policy & Resources Committee held on 30 July 2009 be approved signed by the Chairman as a correct record.

32 Minutes of a meeting of the Resources Working Party held on 16 September 2009

The minutes of a meeting of the Resources Working Party held on 16 September 2009 were submitted.

It was moved and seconded that Minute No. 15 (Presentation - Service Prioritisation and Budget Forward Planning) be amended by the deletion in the

preamble of the sentence 'It was suggested that it would be necessary to establish a governance body and also a partnering board.' and the insertion of 'It was suggested that it would be necessary to augment the Council's governance arrangements in the form of a Commissioning Board.'

Resolved

That, subject to the above amendment, the minutes of a meeting of the Resources Working Party held on 16 September 2009 as submitted be endorsed.

33 Urgent Business

The Chairman reported that there was one item to be dealt with as a matter of urgency by virtue of Section 100(B)(4)(b) of the Local Government Act 1972. The matter related to the Write Off of Accounts and was to be dealt with under exempt business.

34 Declarations of Interest

In accordance with the Members' Code of Conduct, the following declarations of interest were received:

Councillor Andrews declared a personal interest in item 12 - 'Revitalise Malton!' Phase I and II - as he is involved in discussions with the business community.

Councillor Mrs Burr declared a personal interest in item 12 as the owner of property in Malton.

Councillor Legard declared an interest in item 12 as he has a proprietary interest in a shop in Malton.

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

35 Performance and Finance - Council Aim 5

The Heads of Organisational Development and Transformation submitted a joint report, which presented for comment the performance and finance reports for Council Aim 5 - To Transform the Council, and reported on progress made against the Council's agreed aims and strategic objectives, as agreed by Members in the Council Plan 2009/13.

The Council had adopted the Council Plan for 2009/13 in March 2009. The Financial Strategy had been agreed in February 2009. Annex A of the report provided a progress report on the delivery of the Council Plan to the end of

August 2009 in terms of actions delivered and performance levels achieved together with a review of the financial implications to date.

The report covered Aim 5, To Transform the Council, which fell within the terms of reference for the Policy & Resources Committee.

At its meeting held on 24 September 2009 the Community Services Committee had considered performance against aims 1 to 4:

- Aim 1 - To meet housing need in the Ryedale District Council area
- Aim 2 - To create the conditions for economic success
- Aim 3 - To have a high quality, clean and sustainable environment
- Aim 4 - To help residents to achieve a healthy weight by encouraging an active lifestyle, in communities where everyone feels welcome and safe

The report formed part of the Council's performance management of the Council Plan and included a schedule of the performance reports to be presented to Members throughout the year and links to the financial framework.

Resolved

That the report as submitted be endorsed.

Reason

It is a corporate requirement that Members regularly review the Council's performance and agree actions or interventions.

36 Budget Strategy 2010/2011

The Corporate Director (s151) submitted a report, which formed the basis of preparation and planning for the 2010/2011 Council budget.

The annual budget setting process for the Council would necessitate the identification of savings to deliver a balanced budget. The Medium Term Financial Plan (MTFP), as approved by Members with the Council's Financial Strategy in February 2009, set out the projected financial position.

Within that projection was the need to identify approximately £200k efficiency and other savings. This position has been based on the following assumptions:

- Government grants increase of 3.1% in line with the announcements made in the previous spending review
- A Council Tax increase of 4%
- Pay and price inflation of 3%.

The Corporate Director (s151) reported on the key influences, which impacted on the Council's budgetary position, the implications of which were outlined in the report, these included:

- Government grant
- Council tax increases
- Income
- Issues arising from the current year
- Pay and price inflation

The overall effect of these influences required the identification of new efficiencies in excess of £300,000 in order to balance the 2010/2011 budgets. Heads of Service were to be tasked to review budgets within their services and across services to identify options for Members consideration. In addition, it was anticipated that the investment in ICT within the capital programme would deliver savings in 2010/2011 and subsequent years through alternative ways of working. The three-year target for this programme was to achieve £250,000 of ongoing revenue savings.

Within the MTFP £100,000 was included for growth items. It was proposed that officers identify any unavoidable growth issues, as well as prepare bids for additional growth. These bids were to be presented to Members as options with the potential to finance from the growth provision and/or increases in Council Tax of up to 2.5%. Members had already asked that provision of a dedicated Overview & Scrutiny support officer be considered in this way.

The timetable for the budget process was as follows:

Officers prepare savings proposals for discussion at Resources Working Party on	-	18 November 2009 and 13 January 2010
Member Briefing on the Budget	-	20 January 2010
Policy & Resources Committee - Budget Meeting	-	4 February 2010
Full Council formally set the Budget	-	22 February 2010

In addition, the Corporate Director (s151) reported that the budget was to be the topic for the Member Briefing scheduled for 7 October 2009.

Resolved

That the report be noted and that the following parameters for the preparation of the 2010/2011 budget be agreed:

- (a) Proposals be brought forward for a 0% increase in Council Tax with options to increase beyond this through investment in services

- (b) Increase in fees and charges to be not less than 4%
- (c) Efficiencies to be identified to meet the shortfall in Council finances for presentation to the Resources Working Party

Reason

The proposals will ensure that the Council sets a balanced budget for the forthcoming year with minimal impact on Council services.

37 **Strengthening Local Democracy Consultation**

The Corporate Director submitted a report the purpose of which was to inform Members of the content of the recent green paper 'Strengthening Local Democracy' and to propose a response to the consultation questions.

The Department for Communities and Local Government (CLG) had published a consultation paper, *Strengthening Local Democracy: Consultation*. This followed the government paper, *Building Britain's Future*, published in June 2009. The paper "explores whether local government has the powers it needs to meet today's challenges, as part of the government's drive to renew Britain's democracy and build trust in the political system at all levels"... and ... "sets out a range of proposals to promote democratic renewal and strengthen the power and responsibility of local government".

In preparing the consultation response the Council had consulted with district Overview & Scrutiny colleagues in North Yorkshire and with the North Yorkshire County Council.

The proposed response to the consultation paper had been based on a draft prepared initially by the County Council.

The consultation paper, which could be found on the CLG website was divided into six chapters covering a range of issues and posed a number of questions to which the government was seeking the views of local government. A brief outline of the chapters together with the proposed response was appended to the report, together with the response made by the Local Government Association.

Consultation responses were sought by 2 October 2009 and it was reported that, following approval, this Council's response was to be emailed to the CLG. The government was to issue a response to the consultation, setting out the proposed next steps in winter 2009.

Resolved

That the response as detailed in Annex B of the report be endorsed and submitted to the Department of Communities and Local Government.

Reason

It is important that local authorities ensure that their views are communicated to the government when new national policy is being developed. The proposals outlined in the report will impact on this Council and the communities of Ryedale.

38 ICT Programme Approvals

The Head of Organisational Development submitted a report, which sought Member approval of the recommendations from the ICT Programme Board for projects outside the scheme of officer delegation.

The Corporate Director (s151) reminded the Committee that £1m had been identified in the capital programme for ICT investment and it was anticipated that some £250,000 in revenue costs would be saved each year.

The Council's ICT Programme Board had reviewed the Council's ICT applications, in the light of the ICT Strategy drawn up by a Socitm consultant in September 2008, and had developed an ICT Programme Plan.

The Council had agreed a provisional expenditure in the capital programme 2009/2012 to upgrade key infrastructure and systems to provide longer-term efficiency savings. The Plan had been further developed into a work stream schedule drawing upon Council priorities, and from this a number of projects had been identified. The report detailed those projects, which required approval by Members as the value exceeded the delegated limits.

Although each project was identified independently, there were interdependencies that had to be considered in the sequencing of projects, since further savings were possible by introducing, for example, server virtualisation prior to system upgrades, and potentially the Microsoft agreement prior to virtualisation. The report included the business case for each project.

In considering the report the opinion was expressed that it was important to ensure that the proposed projects maintained compatibility with neighbouring Councils and that any training needs identified include Members.

Resolved

(a) That the following projects are procured in line with the Council's Standing Orders:

- Virtualisation of the corporate IT server estate

- Centralised Data Backup
- Microsoft Enterprise Agreement
- Connecting to the Nynet broadband network

- (b) The unavoidable additional revenue cost of £10,700 from the broadband proposal is built into the Budget Strategy process.

Reason

The ICT Programme Board has examined the Business Cases and had recommended them for approval as appropriate progression of the Council's ICT Strategy.

39 Response to the Draft Flood and Water Management Bill (For Information)

The Corporate Director (s151) submitted the Yorkshire & Humber Regional Flood Task & Finish Group's response to the Draft Flood and Water Management Bill.

The Chief Executive reminded Members that the Committee had previously agreed to include a standard item on each Policy & Resources Committee relating to flooding matters. The response was therefore submitted for information purposes only.

Resolved

That the response of the Yorkshire & Humber Regional Flood Task & Finish Group to the Draft Flood and Water Management Bill be noted.

40 Annual Governance Report 2008/2009

The Corporate Director (s151) submitted the Annual Governance Report 2008/2009.

Approval of the report had been required by 30 September 2009; accordingly the Chairmen of the Policy & Resources and Overview & Scrutiny Committees had met with the Council's external auditor on 28 September 2009 to consider the report.

The Corporate Director (s151) reported that the Authority had received an unqualified opinion on the accounts. In addition, reference was made to the key lines of enquiry at section 5 of the report 'Value for Money conclusion', and it was reported that the auditors had commented that had the assessment been carried out at the present time the conclusion in respect of criteria 2 'Does the organisation have a sound understanding of its costs and performance and achieve efficiencies in its activities?', the outcome would have been a 'yes'.

The Committee recorded its thanks to the Financial Services team.

Resolved

That the Annual Governance Report 2008/2009 be accepted.

Reason

The report detailed Deloitte's audit for Ryedale District Council for the year ending 31 March 2009. The report had been prepared on the basis of, and work carried out in accordance with, the Code of Audit Practice and the Statement of Responsibilities.

41 **'Revitalise Malton!' Phase II and III**

The Head of Economy & Housing submitted a report, which following the success of Phase I of 'Revitalise Malton!', sought agreement to the principle of joint working with Yorkshire Forward, North Yorkshire County Council and other partners to achieve the major programme of improvements at Malton and Norton as detailed in the report. The Head of Economy & Housing reported that Members should recognise that there was no District Council funding currently agreed to several 'Revitalise Malton!' Phase II and III projects, and that certain projects would require financial support in order to proceed. To financially support major projects such as the two phases of public realm improvements and the Milton and Assembly Rooms would require either the diversion of funding from other projects in the capital programme or use of proceeds raised by selling District Council assets. It would be necessary to consider requirements towards individual elements of work as detailed proposals and costings became available.

Members welcomed the report and expressed support for the recommendations. However, some concern was expressed regarding the potential pedestrianisation of the Market Place and also proposals relating to shared space. Members were of the opinion that the message to officers should be 'do what you can' and projects should be embarked upon on a first come first served basis.

Resolved

- (a) That the principle of joint working with Yorkshire Forward, North Yorkshire County Council and other partners to achieve the major programme of improvements outlined in the report, including the submission of a business case based upon the programme, to Yorkshire Forward be supported
- (b) That the Council's contributions towards unfunded individual elements of the programme, where necessary and

appropriate, be considered once detailed proposals and costs became available

- (c) That the Council continues to work closely with the Malton and Norton Area Partnership and other stakeholders to develop and promote the 'Revitalise Malton!' programme
- (d) That consultation is undertaken, in partnership with North Yorkshire County Council as part of their Service Centre Transportation Strategy, on the detailed aspects of proposed improvements to Wheelgate, Yorkersgate and Railway Street as a first phase of public realm improvements. The consultation should also seek views on options for potential change and improvement of Market Place before a favoured option is finalised through trials and other exercises. This would be implemented as a later phase of public realm improvements.

NB In accordance with the Members' Code of Conduct Councillor Andrews declared a personal interest in the above item as he partakes in discussions with the business community, Councillor Mrs Burr declared a personal interest in the item the owner of property in Malton and Councillor Legard declared a personal interest in the item as he has a proprietary interest in a shop in Malton.

Reason

Following the completion of the 'Revitalise Malton!' Phase I projects, including the Outline Designs for public realm improvements and the Business Plan for the Milton and Assembly Rooms, there is a need to consult and to work up the projects in partnership with other organisations, and to submit applications to potential funders. Only through this approach can the Council understand the actual extent of financial commitment required from the Authority in order to achieve the likely regeneration and community benefits.

The key elements of the package (improved public realm in Malton town centre and an enhanced Milton and Assembly Rooms) both received strong public support during consultations on the Malton Town Centre Strategy in 2008.

PART 'B' - MATTERS REFERRED TO COUNCIL

42 Revised Drug and Alcohol Policy

The Head of Organisational Development submitted a report the purpose of which was to recommend the policy change to the current Drugs and Alcohol Policy. The revised policy was appended to the report.

The Council had a range of policies that augmented the Health, Safety and Wellbeing Strategy. All policies and procedures were subject to review to ensure they were up to date with legislative changes and best practice.

The overall aims of the policy were to ensure that management teams had access to clear guidance when dealing with staff welfare issues concerning the use of drugs and alcohol; to increase awareness of the available support mechanisms such as Ryedale Counselling Services; to reduce the potential risks to the Council of alcohol/drug abuse within the workforce and to enable positive intervention when there were concerns that an employee may be under the influence of alcohol or drugs when at work.

The Head of Organisational Development reported for clarification purposes that the amendment to the current policy involved the addition of the following two paragraphs in the Policy Principles section:

No employee shall be encouraged or be expected to participate in or indulge of any alcohol or drugs (exceptional circumstances for prescription) intake, whilst on Council or customer premises, this applies to not only working hours, including lunchtimes but immediately before or after normal shift start and end times, whilst an individual may still be on work related premises.

A zero tolerance approach is being adopted and any employee of the Council, found to be consuming or holding any form of alcohol or illegal drugs on Council or any other premises, with a view to consuming whilst on Council business, will be subject to a formal disciplinary investigation.

The amended policy had been subject to consultation with Unison and the Staff Focus Group; Unison's comments were detailed in the report.

Members agreed that it was important to set down clear guidelines. However, the opinion was expressed that in the event of the revised policy being adopted, it should also apply to Members and it would then be unsustainable to continue to provide alcoholic drinks for Members following meetings of full Council.

Resolved

That Council be recommended to approve the amendments to the Drug and Alcohol Policy.

Reason

The amended policy would provide the Council with clearer guidance on how to manage the use of alcohol and drugs for staff whilst undertaking Council duties. The amendment will allow for greater consistency, fairness and equal treatment to all employees of the Council. It would also ensure that all staff understood that whatever the circumstances the policy would apply to everybody in a supportive and understanding manner.

43 **Local Development Framework (LDF) Sustainability Appraisal Framework**

The Head of Planning submitted a report, which sought approval of the Sustainability Appraisal Framework, which would be used to appraise policy options and proposals for the Local Development Framework (LDF) following the recent consultation on an updated Sustainability Appraisal Scoping Report.

A Sustainability Appraisal was a required element of the LDF. The Sustainability Appraisal would ensure that the sustainability issues associated with policy choices were identified and the Sustainability Appraisal Framework also provided a basis for monitoring social, economic and environmental issues over time. The Sustainability Appraisal process was prescribed in national guidance and the Scoping Report sets out the first stage in developing a Sustainability Appraisal framework for the LDF.

The main role of the Scoping Report was to establish the Sustainability Appraisal methodology. It drew together the evidence base and data, which helped to identify key social, economic and environmental issues in the District. From these, Sustainability objectives could be identified and used to appraise policy options.

The Council had an agreed Sustainability Appraisal Framework, which had been produced to support the production of the previous Core Strategy. An original Scoping Report had been prepared in January 2005 with a final Sustainability Appraisal being published in November 2005 alongside the initial Core Strategy.

Given the passage of time, it was appropriate that the Council ensured that the Sustainability Appraisal Framework used to appraise the emerging revised Core Strategy was relevant and based on up to date baseline information. To this end a revised Scoping Report had been prepared and distributed to key stakeholders for comment. Consultation responses were outlined in Annex B of the report and had been used to inform the Scoping Report at Annex C of the report.

Resolved

That Council be recommended to approve the revised Sustainability Framework as set out in Annex C to the report.

Reason

The Council needs to have a Sustainability Appraisal in place to progress the production of the Local Development Framework.

44 **Urgent Business**

The following item was considered as it was decided by the Chairman to be urgent by virtue of Section 100(B)(4)(b) of the Local Government Act 1972. The item was considered under exempt business.

45 **Exempt Information**

Resolved

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item as there will be a likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act as the information relates to any individual.

46 **Write-Off of Accounts**

The Corporate Director (s151) submitted a schedule (circulated at the meeting) of outstanding Council Tax and Business Rates.

In accordance with the Council's Constitution, all outstanding debts relating to Council Tax and Business rates above £500 (excluding bankruptcy, receivership, liquidations or voluntary arrangements) required a decision of this Committee. Staff, external bailiffs, Experian and tracing agents, had investigated all the items on the schedule. Authority was therefore sought to write-off the individual amounts of Council Tax in excess of £500 totalling £26,024.15, and the individual amounts of Business Rates in excess of £500 totalling £14,711.58 as irrecoverable.

Resolved

That the Corporate Director (s151) be authorised to write-off the individual amounts of Council Tax in excess of £500 totalling £26,024.15, and the individual amounts of Business Rates in excess of £500 totalling £14,711.58 as irrecoverable.

THE MEETING CLOSED AT 8.20 PM

Resources Working Party

Held at Member's Lounge, Ryedale House, Malton
on Wednesday 18 November 2009

Present

Councillors Mrs L Cowling, Mrs Hodgson, Keal, Knaggs and Wainwright (Chairman)

In Attendance

Paul Cresswell, Marie-Ann Jackson, Janet Waggott, Lynda Carter, Trevor Anderson,
Phil Long, Angela Wood, Gary Housden and Clare Slater

Minutes

18 **Apologies for absence**

An apology for absence was received from Councillor Legard.

19 **Minutes of the meeting of the Resources Working Party held on 16 September 2009**

The minutes of the last meeting of the Resources Working Party held on 16 September 2009 were presented.

Resolved

That the minutes of a meeting of the Resources Working Party held on 16 September 2009 be approved and signed by the Chairman as a correct record.

20 **Urgent Business**

There was no urgent business to consider.

21 **Declarations of Interest**

No declarations of interest were received.

22 **Budget Strategy 2010/2011**

Members considered a report submitted by the Corporate Director (s151) which presented a review of the achievement of efficiencies identified as part of the 2009/2010 budget and the initial proposals and implications for the 2010/2011 budget.

Members noted that the Annexes to the report set out the efficiencies and savings incorporated into the 2009/2010 budget and their current status. Annexes B and C set out the initial savings proposals from heads of Service and the unavoidable growth items. Officers were also recommending that additional provisions be considered, which were outlined in the report.

The assumptions underpinning the budget were discussed and the proposal for the additional contribution proposed to the restructure reserve were endorsed.

Further information on the summer summer of fun scheme and proposals relating to changes to member provisions were discussed. It was agreed that further information investigation of other options for these proposals would take place.

Officers reported that further work on the figures was ongoing and that further detail would be presented to members at the next Resources Working Party and subsequently the Member budget briefing in January.

Resolved:

- i) That progress of achieving the 2009.2010 budget efficiencies be noted.
- ii) That the assumptions for the 2010/2011 budget be noted.
- iii) That the efficiencies/savings for 2010/11 be noted.
- iv) That the unavoidable growth items were noted.
- v) That the initial growth options were noted.

23

One 11 Programme

Members received a verbal report from the Corporate Director updating them on the various actions undertaken so far.

Staff briefings had been held from which it was apparent that there was increasing acceptance of the savings to be made, in view of the national picture. Consultation with Unison would be held in the forthcoming months. The next significant action was to ask for expressions of interest for voluntary redundancy. The deadline to make an expression of interest was 22 January 2010.

The full One-11 programme was being produced which was to be managed across 6 work streams:

- Communications
- Workforce Development
- Policies and Procedures
- Governance
- Financial
- Service Reviews

Members were informed of a report to be presented to the Community Services Committee on the proposals to establish a Commissioning Board.

Resolved:

That the report be noted

24 **EMIS**

Members considered a report which presented for information the Executive Management Information System summary for the period ending 30th September 2009.

Resolved:

That the report be noted.

25 **ICT Programme - Business Case**

Members considered a report which presented as business case for the adoption of the Northgate Revenues and Benefits system.

The report outlined the current situation which was seen as high risk and had limitations in that it did not allow the Council to share resources, information or benchmarking with neighbouring authorities. It was also considerably more expensive to run.

The favoured option was to replace the existing software with the Northgate solution which would facilitate joint working and efficiency. Discussions with Scarborough BC and East Riding of Yorkshire Council were ongoing regarding hosting the system.

Resolved:

That the project be supported and presented to policy and resources for approval.

26 **Capital Programme**

Members considered a report presented by the Corporate Director (s151) on the Capital Programme 2009-2013 and progress made to date.

Resolved:

That the report be noted.

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Agenda Item 6

Extract from minutes of Community Services Committee held on 26 November 2009

Community Services Committee

Held at Members Lounge Ryedale House, Malton on Thursday 26 November 2009

Present

Councillors Mrs V Arnold (Vice-Chair), Cowan, Mrs L Cowling (Chairman), Mrs Frank, Hawkins, Hemesley, Hope, Keal and Mrs Keal

By Invitation: Councillor Andrews

Overview and Scrutiny Observers: Councillors Andrews, Clark and Windress

In Attendance

Mrs Beckie Bennett, Mrs Fiona Brown, Mrs Liz Hayes, Mrs Marie-Ann Jackson, Mr Steve Richmond, Mr Phil Long, Mr Julian Rudd,

Minutes

Vale of Pickering Channel Management Pilot Project

Members considered a report which sought support for a request for a financial contribution from Ryedale District Council towards a jointly funded Channel Management Pilot Project in the Vale of Pickering. The project followed an independent assessment of the condition of the main rivers in the Vale of Pickering.

The objective of the pilot projects were to assess the effects of vegetation and sedimentation on water levels in the main rivers within the Vale of Pickering and to assess the effects of maintenance of vegetation and sedimentation of the main rivers on ecological biodiversity. The two main river reaches identified for investigation were the River Hertford/Derwent from the A64 at Staxton to the confluence with Thornton Beck, and the River Derwent, from Rye mouth to Old Malton.

Full details of the proposed project were contained in an annex to the report

Resolved:

That the Policy and Resources Committee be requested to approve the following;

- (i) funding for the 3 year project up to a maximum of £28m,000 (£15,000 in year one, £8,000 in year two and £5,000 in year three) from the existing Capital Provision 'Pickering Flood Scheme' of £1m
- (ii) Procurement of the project be undertaken by either the Environment Agency or the Internal Drainage Board; and
- (iii) Ryedale District Council be regularly updated regarding progress and project findings emanating from the study.



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	COMMUNITY SERVICES COMMITTEE
DATE:	26 NOVEMBER 2009
REPORT OF THE:	HEAD OF ENVIRONMENT PHIL LONG
TITLE OF REPORT:	VALE OF PICKERING CHANNEL MANAGEMENT PILOT PROJECT
WARDS AFFECTED:	PICKERING, SINNINGTON, MALTON, NORTON, STAXTON

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To consider support for a request for a financial contribution from Ryedale Council towards a jointly funded Channel Management Pilot Project in the Vale of Pickering. The project follows an independent assessment (RDC funded) of the condition of main rivers in the Vale of Pickering. Potential partners include the Environment Agency, Internal Drainage Board and Scarborough Borough Council.
- 1.2 The Council's Policy and Resources Committee will consider the financing issue at its meeting on the 3 December 2009.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Community Services Committee request that the Policy and Resources Committee at its meeting on the 3 December 2009 approve:
- (i) funding for the 3 year project up to a maximum of £28,000 (£15,000 in year one, £8,000 in year two and £5,000 in year three) from the existing Capital Provision 'Pickering Flood Scheme' of £1m;
 - (ii) Procurement of the project be undertaken by either the Environment Agency or Internal Drainage Board; and
 - (iii) Ryedale District Council be regularly updated regarding progress and project findings emanating from the study.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 Adaptation to climate change is a key strategic objective of the Council, flood risk management being identified as a priority service area. Within Ryedale the major risk

of flooding to properties lies in Pickering and Sinnington.

- 3.2 Alleviation to the flooding problems in these areas is being addressed by a two-year Environment Agency land management project designed to slow the flow of the water by increasing the time it takes from rain falling on the upper catchment to flood waters arriving in the watercourses flowing through Pickering and Sinnington.
- 3.3 The recommended project pilot looks to address this from the other side of the equation, looking at the potential effects of vegetation and sedimentation on water levels in the Vale of Pickering. It aims to quantify any benefits gained from enhanced river management strategies, focusing on key maintenance points in the river system. The project could facilitate the development of best practice, which could be applied to all critical watercourses.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks associated with undertaking the pilot.

REPORT

5.0 BACKGROUND AND INTRODUCTION

- 5.1 The Vale of Pickering Channel Management Assessment and Planning report (funded by Ryedale DC) was completed in January 2009. This report provided an independent assessment of the existing condition of the main rivers in the Vale of Pickering
- 5.2 The report contained recommendations on how the watercourses could be managed with multi objective management goals which included:
- Flood risk management
 - Agricultural land drainage
 - Ecological biodiversity.
- 5.3 Key recommendations included the development of vegetation and sediment management pilot projects to be undertaken on certain reaches of the main rivers within the Vale of Pickering.

6.0 POLICY CONTEXT

- 6.1 Community Plan – Landscape and Environment Action Plan - Safeguarding environmental air quality including air, land and water
- 6.2 Council Plan 2009-13 – Corporate Aim – To have a high quality, clean and sustainable environment. This aim is underpinned by 2 strategic objectives, Objective 6 - Planning to adapt to Climate change and Objective 7 - To Improve the quality of our local environment.
- 6.3 Local Development Framework - The need to reduce the need to travel, avoidance of flood risk and protection of the landscape are all key considerations that will influence the future planning strategy for the District.

7.0 CONSULTATION

7.1 The project has been considered in detail and recommended for approval to Committee by the Land Drainage Liaison Group. The group has a wide forum of members inc RDC Councillors, Land Drainage Board, Environment Agency, National Farmers Union, the Ryedale Flood Research Group, Pickering Householders.

8.0 REPORT DETAILS

8.1 The purpose of the report is to request a financial contribution from Ryedale Council towards a jointly funded Channel Management Pilot Project in the Vale of Pickering following the recommendations of the Vale of Pickering Channel Management Assessment and Planning report completed earlier this year.

8.2 The objectives of the pilot projects are to:

- Assess the effects of vegetation and sedimentation on water levels in the main rivers within the Vale of Pickering
- Assess the effects of maintenance of vegetation and sedimentation of the main rivers within the Vale of Pickering on ecological biodiversity.

8.3 Two main river reaches have been identified for investigation:

- River Hertford/Derwent- from the A64 at Staxton to the confluence with Thornton Beck. This is likely to be the bulk of the scope of work.
- River Derwent - Rye mouth to Old Malton

8.4 Full details of proposed Vale of Pickering pilot project are contained in **Annex A** regarding the draft scope of work prepared by cbec , eco engineering, at the request of the Land Drainage Liaison Group. Officers understand that would be financial support for the project from the EA but a response is still awaited from SBC and the Internal Drainage Boards. **(Table 1)**

Table 1-Budget estimate of financial support required from partners

Year	Total Cost	EA Cost Share	RDC Cost Share	IDB Cost Share	SBC Cost Share
1	£31,840 + £5,700 = £37,540	£10,000	£15,000	£6,000	£6,540
2	£21,840 + £2,300 = £24,140	£10,000	£8,000	£4,000	£2,140
3	£16,560 + £2,300 = £18,860	£10,000	£5,000	£3,860	£0
Total	£70,240 + £10,300 = £80,540	£30,000	£28,000	£12,860	£7,790

8.5 In brief, funding for the project scope encompasses:

- Project Management and Co ordination.
- Understanding and analysis of the historic conditions within the channel
- Assessment of the existing physical conditions of the rivers including water level monitoring, sediment sampling and hydraulic modelling analysis.
- Formulation of pilot projects to assess the benefits that potential channel management project strategies might have to water level management and biodiversity.
- Implementation and monitoring of the effectiveness of these pilot projects year two and three.
- A final project concept report for all partners.

9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) **Financial:** The recommendations have financial implications for the Council as set out in **Table 1** equating to £28,000 over three years from 2010/11 to 2013/14. Funding is available for the project regarding Capital set aside for the Pickering Flood Defence scheme.
- b) **Legal:** There are no legal issues, which have been identified.
- c) **Others:** No other issues have been identified

Author: **Phil Long, Head Of Environment**
Telephone No: 01653 602820
E-Mail Address: phil.long@ryedale.gov.uk

Background Papers:
None

VALE OF PICKERING CHANNEL MANAGEMENT PILOT PROJECT

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Project Name: Channel Management Pilot Project

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ESTIMATED PROJECT BUDGET SUMMARY

Staff Labor

	YEAR 1		£	31,840.00
1	Project management and coordination	£1,840.00		
2	Historic Channel Analysis			
2.1	Collect historic cross section records	£2,000.00		
2.2	GIS analysis	£2,440.00		
3	Existing Conditions Assessment			
3.1	Cross section surveys	£6,700.00		
3.2	Fluvial audit	£5,240.00		
3.3	Water level monitoring	£2,800.00		
3.4	Sediment sampling and analysis	£1,340.00		
3.5	Hydraulic modeling analysis	£4,880.00		
4	Formulate Pilot Projects			
4.1	Conceptual design of up to two pilot reaches	£4,600.00		
	YEAR 2		£	21,840.00
5	Implement Pilot Projects			
5.1	Supervise and manage implementation of projects by EA	£4,880.00		
6	Monitor Performance of Pilot Projects			
6.1	Cross section monitoring and analysis	£10,480.00		
6.2	Water level monitoring	£2,800.00		
6.3	Progress report	£1,840.00		
6.4	Progress meetings with EA, IDB, Natural England and other Stakeholders	£1,840.00		
	YEAR 3		£	16,560.00
7	Monitor Performance of Pilot Projects			
7.1	Cross section monitoring and analysis	£5,480.00		
7.2	Water level monitoring	£2,800.00		
7.3	Progress report	£1,840.00		
7.4	Final Report	£4,600.00		
7.5	Progress meetings with EA, IDB, Natural England and other Stakeholders	£1,840.00		
		£ 70,240.00	£	70,240.00
	<u>Reimbursable Expenses:</u>		£	10,300.00
	<u>Sub-Consultant(s) Fees & Expenses:</u>		£	-
	TOTAL ESTIMATED PROJECT BUDGET		£	<u>80,540.00</u>

Project: Channel Management Pilot P Project

#:

ESTIMATED LABOR FEES

NO.	TASK NAME / DESCRIPTION	Principal	Sr. Associate	Field Assistant	Labor Hours per Task	Sub-Total Labor Fee per Task	Task Total
		£60	£55	£12	£0	£0	£
YEAR 1							
1	Project management and coordination	16	16		32	1,840	£31,840.00
Historic Channel Analysis							
2.1	Collect historic cross section records	4	32		36	2,000	
2.2	GIS analysis	4	40		44	2,440	
Existing Conditions Assessment							
3.1	Cross section surveys	8	100	60	168	6,700	
3.2	Fluvial audit	4	80	50	134	5,240	
3.3	Water level monitoring	4	40	30	74	2,800	
3.4	Sediment sampling and analysis	4	20		24	1,340	
3.5	Hydraulic modeling analysis	8	80		88	4,880	
Formulate Pilot Projects							
4.1	Conceptual design of up to two pilot reaches	40	40		80	4,600	
YEAR 2							
Implement Pilot Projects							
5.1	Supervise and manage implementation of projects by EA	8	80		88	4,880	
Monitor Performance of Pilot Projects							
6.1	Cross section monitoring and analysis	8	160	100	268	10,480	
6.2	Water level monitoring	4	40	30	74	2,800	
6.3	Progress report	16	16		32	1,840	
6.4	Progress meetings with EA, IDB, Natural England and other Stakeholders	16	16		32	1,840	
YEAR 3							
Monitor Performance of Pilot Projects							
7.1	Cross section monitoring and analysis	8	80	50	138	5,480	
7.2	Water level monitoring	4	40	30	74	2,800	
7.3	Progress report	16	16		32	1,840	
7.4	Final Report	40	40		80	4,600	
7.5	Progress meetings with EA, IDB, Natural England and other Stakeholders	16	16		32	1,840	
Subtotal Labor Hours		228	952	350	1,530		Check:
TOTAL ESTIMATED LABOR FEES						£ 70,240.00	£ 70,240.00

*Unless expressly provided for within the contract, rates are subject to increase annually on January 1 of each year beginning in 2009.

ESTIMATED REIMBURSABLE EXPENSES BUDGET

Mileage	1,000 miles @	0.300	per mile	£300.00
Airfare	0 trip(s) @	-	per trip	£0.00
Car Rental	21 day(s) @	75.00	per day	£1,575.00
* Lodging & Meals	0 day(s) @	-	per day	£0.00
Misc. travel expenses	day(s) @		per day	£0.00
Per diem	0 day(s) @	40.00	per day	£0.00
** Copying / Reproduction				£50.00
Parking				£0.00
Courier / Delivery (Allowance)				£50.00
*** Field Equipment Rental				
Field vehicle	0 day(s) @	100.00	per day	£0.00
Total station	0 day(s) @	150.00	per day	£0.00
RTK GPS	12 day(s) @	300.00	per day	£3,600.00
Stage recorders	12 number@	200.00	each	£2,400.00
Sediment samples (lab work)	15	100.00	per	£1,500.00
Misc. Supplies / Expenses (Allowance)				£50.00
Computer License Lease (M21)	hrs. @		per hour	£0.00
Archiving / Documentation (Allowance)				£50.00
Sub-Total Reimbursable Expenses				£ 9,575.00
Administrative Charge				£ 725.00
TOTAL ESTIMATED REIMBURSABLE EXPENSES				£ 10,300.00



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	3 DECEMBER 2009
REPORT OF THE:	HEADS OF ORGANISATIONAL DEVELOPMENT, AND TRANSFORMATION
SUBJECT:	PERFORMANCE AND FINANCE REPORT COUNCIL AIM 5
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To present for comments the performance and finance report for Council Aim 5.
- 1.2 To inform Members of progress made against the Council's agreed aims and strategic objectives, as agreed by members in the Council Plan 2009/13.

2.0 RECOMMENDATION

- 2.1 It is recommended that Members endorse the performance and finance report and agree any amendments to policy or further action required to improve performance.

3.0 REPORT

- 3.1 The Council adopted the Council Plan for 2009-13 in March 2009. The Financial Strategy was agreed in February 2009. The document attached at Annex A provides a progress report on the delivery of the Council Plan to the end of October 2009 in terms of actions delivered and performance levels achieved and a review of the financial implications to date.
- 3.2 This report includes aim 5, To Transform the Council, which falls within the terms of reference of this committee.
- 3.3 Performance against aims 1 to 4 were reported to the Community Services Committee at it meeting in November 2009:
 - Aim 1 To meet housing need in the Ryedale District Council area;
 - Aim 2 To create the conditions for economic success;
 - Aim 3 To have a high quality, clean and sustainable environment; and
 - Aim 4 To help residents to achieve a healthy weight by encouraging an active lifestyle, in communities where everyone feels welcome and safe.

3.4 The table below details the schedule of the performance reports to be presented to members throughout the year and links to the corporate planning framework.

Schedule of Performance Reports 2009/10			
Date	Committee	Report	Links to Corporate Planning Framework
26 Nov 09	Community Services	Council Plan Aim 1,2,3,4 Performance and Finance	Progress to end of October 2009
03 Dec 09	Policy & Resources	Council Plan Aim 5 Performance and Finance Report	
25 Mar 10	Community Services	Council Plan Aim 1,2,3,4 Performance and Finance	Council Plan - revised delivery detail for 2010/11
01 Apr 10	Policy & Resources	Council Plan Aim 5 Performance and Finance Report	

Author: Louise Sandall, Head of Organisation
Clare Slater, Head of Transformation

Telephone No: 01653 600666

E-Mail Address: louise.sandall@ryedale.gov.uk
clare.slater@ryedale.gov.uk

Background Papers:
Council Plan 2009-13
Financial Strategy 2009-12
Performance and Finance Report Aims 1-4

Background Papers are available for inspection at:
Covalent
www.ryedale.gov.uk

Aim 5: To Transform the Council

Strategic Objective 9

To know our communities and meet their needs

Strategic Objective 10

To develop the leadership, capacity and capability to deliver future improvements

Key Performance Questions

- 17. What services are important to local people?
- 18. How accessible are our services and how well are they improving?

Key Performance Questions

- 19. How well do we demonstrate leadership?
- 20. What is our capacity and capability to deliver future improvements?

Priority Service Objectives

- 5.9.1 Through monitoring of service users and levels of customer satisfaction
- 5.9.2 To support service improvement to meet the needs of all – excellence and diversity
- 5.9.3 To develop and implement the Council Plan and the corporate planning framework
- 5.9.4 To aspire to 'A Plan for Every Parish'

Priority Service Objectives

- 5.10.1 To secure continuous improvement in the Council's decision making process
- 5.10.2 Being recognised as an employer of choice
- 5.10.3 Supporting democracy
- 5.10.4 To deliver the Corporate efficiency programme
- 5.10.5 To build our capacity to deliver through collaboration and working in partnership

Aim 5: To Transform the Council

Strategic Objective 9

To know our communities and meet their needs

Performance Narrative:

Place Survey:

The results of the Place survey are finally available and the full report on the Ryedale area survey can be found at <http://intranet.ryedale.gov.uk/Default.aspx?page=7396#PlaceSurvey2008>. In summary the survey tells Ryedale District Council that our communities feel involved in decision-making and are satisfied with the way the council runs things. Levels of satisfaction with refuse collection and doorstep recycling are low as is satisfaction with sport and leisure facilities. People feel that they belong to their local neighbourhood, believe people from different backgrounds get on well together and give high levels of unpaid help. Older people are satisfied with both their home and neighbourhood and people get the support they need to live independently at home. Antisocial behavior is not perceived to be a problem and the authorities are seen as dealing successfully with ASB and crime in the local area. The Transformation Team are currently analyzing the data in more depth and looking for any patterns in responses that would inform future service design or targeting of resources.

Community Engagement:

Each of the councils in North Yorkshire are to pursue the development of their own citizens panel as this has been found to be the most cost effective. The Transformation Team will be embarking on this with the support of Scarborough Borough Council who have been running their own panel for some time. Discussions are also continuing to co-ordinate consultation and community engagement activity across the districts and with North Yorkshire County Council.

The Budget Consultation is being undertaken through the use of a concise survey circulated to all households through the Ryedale News. This will also be available for completion on the Council's website.

Parish Liaison:

As a result of the level of local community planning undertaken by communities in Ryedale, with the support of the Council and the Ryedale Strategic Partnership, Parish Caretakers have been identified as being a priority for funding through the North York Moors Coast and Hills, and a delegated fund has been approved to support the development of parish caretaker schemes at a local level. The deadline for the first round of applications was 18 November 2009, with a second round of applications being invited in October 2010. The scheme was promoted at the Parish Liaison meeting which took place in October 2009.

Comprehensive Area Assessment:

The final assessment of Ryedale District Council using the CAA framework will be announced as part of the national OnePlace launch of all results on 10 December 2009. This will coincide with the distribution of the latest edition of the Ryedale News.

Aim 5: To Transform the Council

Strategic Objective 10

To develop the leadership, capacity and capability to deliver future improvements

Performance Narrative:

Elections:

The annual canvass is nearing completion, using the new elections management software, with the service looking set to equal or better its 95.62% response rate from last year and meet or exceed all of the Electoral Commission's performance standards.

Investors in People:

The internal review team has completed all their assessment. The overall result from these interviews is that we are achieving all indicators with some further work identified on one indicator. An action plan has been produced to ensure that we continue to achieve in all indicators and this has been released to all staff.

Supporting Democracy:

Phase 1 of Modern.gov, which involved the publication of agendas, reports and minutes using the new system, has been successfully implemented and work has now commenced on Phase 2, which will include publication of the Forward Plan, production and clearance of committee reports on the system, review of draft minutes by officers and action tracking.

In a recent customer feedback survey, 11% of elected Members rated the service provided by Democratic Services as excellent, 77% very good and 11% good.

Efficiency Programme:

Following the adoption of a Value for Money Strategy by the Council in June 2009, the VFM working group has developed a service review schedule with the aim of achieving best value for our communities. The Transformation Team now includes the Project Manager (Transformation) following the appointment of Joe McGill. The top priority is to accelerate the delivery of the efficiency savings programmed for the Administrative Systems Review, whilst working on the development of the project to implement an EDRMS to achieve further efficiency savings through process redesign and investment in the Councils infrastructure.

Future Capacity:

The requirement to save one million pounds by 2011/12 has led to the development of a change programme for Ryedale District Council One-11. This delivery of this will be managed through covalent.

Aim 5 - Strategic Objective 9

To know our communities and meet their needs

Key Performance Question 17. What services are important to local people?

Covalent Reference	Indicator	Last Update	Current Value	2008/09		Latest Note	Current Position	Short Term Trend Arrow	Long Term Trend Arrow	SMT Lead
				Value	Target					
TT 4	Top priorities for local people					Place Survey 2008-09 1. Affordable decent housing. 2. Public Transport 3. Shopping Facilities 4. Job prospects 5. Road/pavement repairs 6. Activities for teenagers 7. Traffic congestion 8. Wage levels/cost of living	These priorities have been reflected in the new Council Plan priorities.	?	?	Clare Slater


Key Performance Question 18. How accessible are our services and how well are they improving?

Covalent Reference	Indicator	Last Update	Current Value	2008/09		Latest Note	Current Position	Short Term Trend Arrow	Long Term Trend Arrow	SMT Lead
				Value	Target					
TT 5	Equality Standard for Local Government (was BV2a)	2008/09	Level 2	Level 2	Level 3	Following Equality Audit undertaken in 2008 - target adjusted to be realistic.		▬	▬	Clare Slater
CB LAA 41	% of population within 5 miles of a Joint Access Centre	Q2 2009/10	77.1	68.3		New population figures and data used to calculate number of domestic properties Q2 2009-10	2009/10 target for the NYLAA2 has been met.	↑	↑	Paul Cresswell

Aim 5 - Strategic Objective 9

To know our communities and meet their needs


Objective 5.9.1. Through monitoring of service users and levels of customer satisfaction

Covalent Reference	Priority Action	Progress	Latest Note	Latest Date	Note	SMT Lead
SDP TT 0913 06	Service Equality Monitoring	 50%	Corporate Equality Monitoring now being undertaken across services. Excellent response received through the LDF exhibitions. Complaints and compliments being managed through Covalent and analysed by equality group to identify any patterns.	10 Sep 2009		Clare Slater

Objective 5.9.2. To support service improvement to meet the needs of all – excellence and diversity

Covalent Reference	Priority Action	Progress	Latest Note	Latest Date	Note	SMT Lead
SDP TT 0913 07	Engaging seldom heard groups	 14%	Next series of workshops to be arranged and linked to development of equalities policy and to the budget consultation for 2010	10 Sep 2009		Clare Slater

Objective 5.9.3. To develop and implement the Council Plan and the corporate planning framework

Covalent Reference	Priority Action	Progress	Latest Note	Latest Date	Note	SMT Lead
SDP TT 0913 37	CAA self assessment - area and organisational	 100%	Announcement of all results to be released nationally through the one place website on 10 December 2009.	19 Nov 2009		Clare Slater

Objective 5.9.4. To aspire to 'A Plan for Every Parish'

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
RSP CE 06	A Plan for Every Parish	77%	The Council has in partnership with the RSP developed a comprehensive programme of Community Led Planning. This has been geographically focused and is currently taking place in the Howardian Hills AONB. The vision for this programme is of 'A Plan for Every Parish'. Ryedale has 99 parishes of which 5 are Town Councils, 63 Parish Councils and 31 Parish Meetings. A total of 51 community led plans have been published of which parish plans have been published for 39 of our 63 parish councils and 7 by parish meetings. The total coverage of our community led planning activity has so far been that 77% of the total population of Ryedale have had access to a community planning project, with average response rates being 80%. This body of plans therefore represents an extensive evidence base with which the council and its partners can inform their corporate, financial planning and service level activities and decision-making. Similarly they have been used to help partner organisations to work together on issues, which are shared by a number of communities and need a number of partners to actually make progress.	10 Sep 2009	Julian Rudd

Aim 5 - Strategic Objective 10

To develop the leadership, capacity and capability to deliver future improvements

Key Performance Question 19. How well do we demonstrate leadership?

Covalent Reference	Indicator	Last Update	Current Value	2008/09		Latest Note	Current Position	Short Term Trend Arrow	Long Term Trend Arrow	SMT Lead
				Value	Target					
NI 4	% of adults surveyed who feel they can influence decisions affecting their local area (Was QoL23)(Biennial)	2008/09	30.9%	30.9%		National results released – Ryedale best quartile for this indicator.		?	?	Clare Slater
NI 3 LAA	Civic participation in the local area	2008/09	18.1%	18.1%		National results released – Ryedale top quartile for this indicator. Ryedale Baseline 18.1%		?	?	Louise Sandall

Key Performance Question 20. What is our capacity and capability to deliver future improvements?

Covalent Reference	Indicator	Last Update	Current Value	2008/09		Latest Note	Current Position	Short Term Trend Arrow	Long Term Trend Arrow	SMT Lead
				Value	Target					
NI 14	Avoidable contact: the proportion of customer contact that is of low or no value to the customer	2008/09	10.7%	10.7%		Sample survey undertaken in February 2009.	Survey results to be analysed and action plan developed for improving access to services - right first time every time.	?	?	Paul Cresswell
NI 179	Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since start of 08-09 financial year (forecast Oct, actual March)	H1 2009/10	£501000	£164791	£306000	2008-09 new savings = £165,000, 2009-10 on-going savings = £166,000, 2009-10 new savings = £170,000	Mid-year cumulative efficiency gains for 2009-10 entered onto national data hub in October 2009.	↑	↑	Trevor Anderson

Aim 5 - Strategic Objective 10

To develop the leadership, capacity and capability to deliver future improvements

Objective 5.10.1. To secure continuous improvement in the Council's decision making process

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
SDP LS 0913 03	To evaluate the effectiveness of the implementation of the Constitution Review	7%	Half way through scoping evaluation criteria.	21 Sep 2009	Anthony Winship

Objective 5.10.2. Being recognised as an employer of choice

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
SDP OD 0913 01	Formulate an action plan for maintaining IIP accreditation	77%	Consolidated report from individual reports has been produced. A meeting has been arranged with the Managing Assessor and the Internal Review Team to take place 1 December.	10 Nov 2009	Louise Sandall

Objective 5.10.3. Supporting democracy

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
SDP OD 0913 12	Complete project plan and delivery of European and County Council election	87%	Ryedale met or exceeded all but one of the Electoral Commission's performance standards and further work has now been undertaken to address the outstanding standard. The Electoral Commission visited in August to verify our self-assessment and were very impressed by how the elections had been run and the corporate approach to this.	14 Sep 2009	Louise Sandall

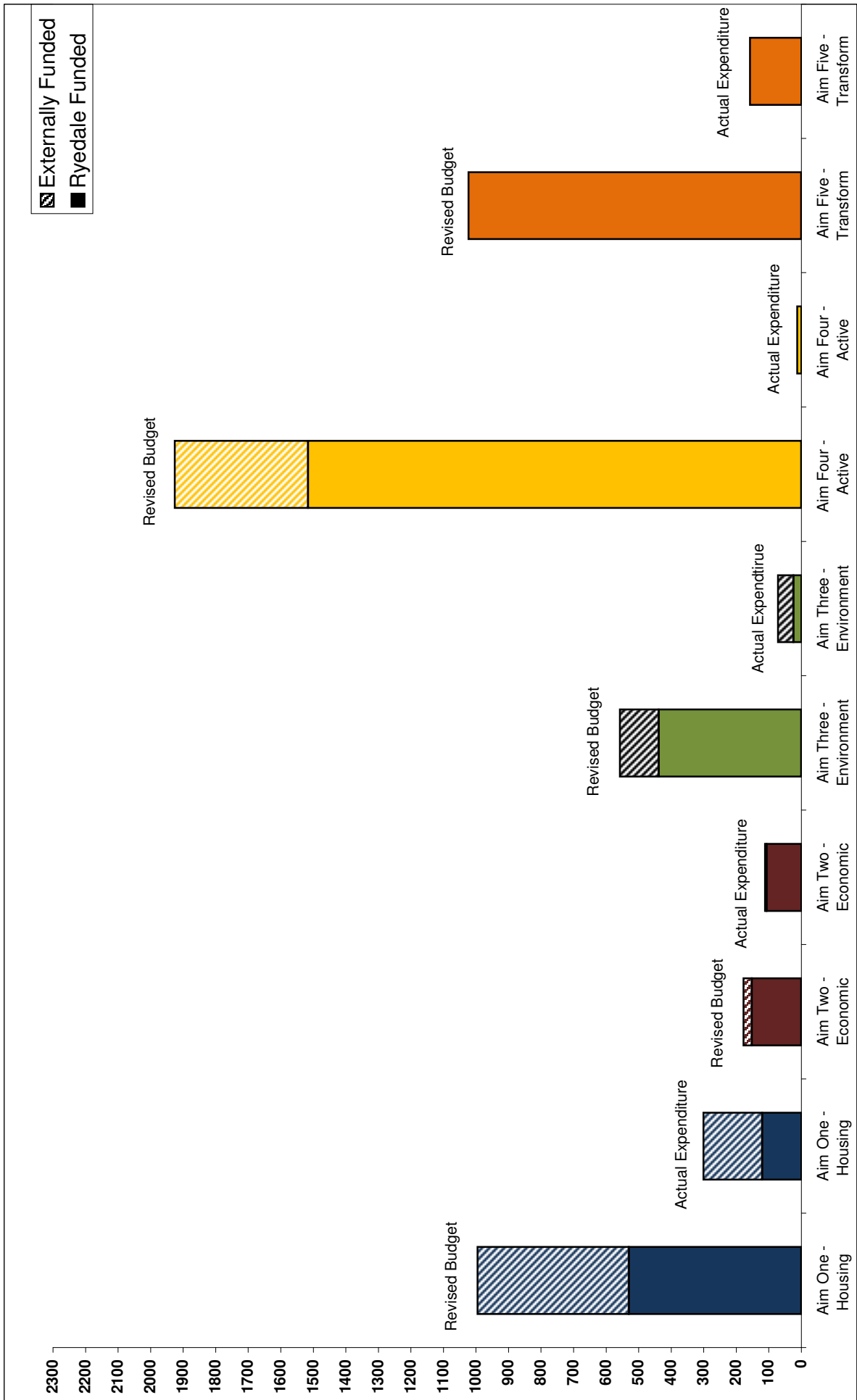
Objective 5.10.4. To deliver the Corporate efficiency programme

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
SDP D 0913	Deliver the Corporate efficiency programme	100%	Considered by members of Resources Working Party on 17/06/09.	12 Jun 2009	Paul Cresswell
SDP TT 0913 31	Business Improvement Programme	0%	To be developed as a priority by the Project Manager (Transformation) who is now in post. Programme to be linked to VFM strategy and Corporate Efficiency Programme. Priority projects - Admin systems review, Grants administration review and Accessing Council Services.	10 Sep 2009	Clare Slater
SDP TT 0913 34	Value for Money	35%	Implementation of the VFM strategy now underway being lead by the Transformation Team. VFM reviews being undertaken Heads of Services. Order of priority linked to One 11 programme	10 Sep 2009	Clare Slater

Objective 5.10.5. To build our capacity to deliver through collaboration and working in partnership

Covalent Reference	Priority Action	Progress	Latest Note	Latest Note Date	SMT Lead
SDP TT 0913 42	Shared Services	20%	Detail of the Procurement partnership with Scarborough BC being negotiated. New fraud partnership arrangements in place.	10 Sep 2009	Clare Slater
SDP TT 0913 43	Partnership Protocol	75%	Partnership Governance Toolkit now in place and audit of current partnership arrangements underway.	10 Sep 2009	Clare Slater

Page 10 Chart 81



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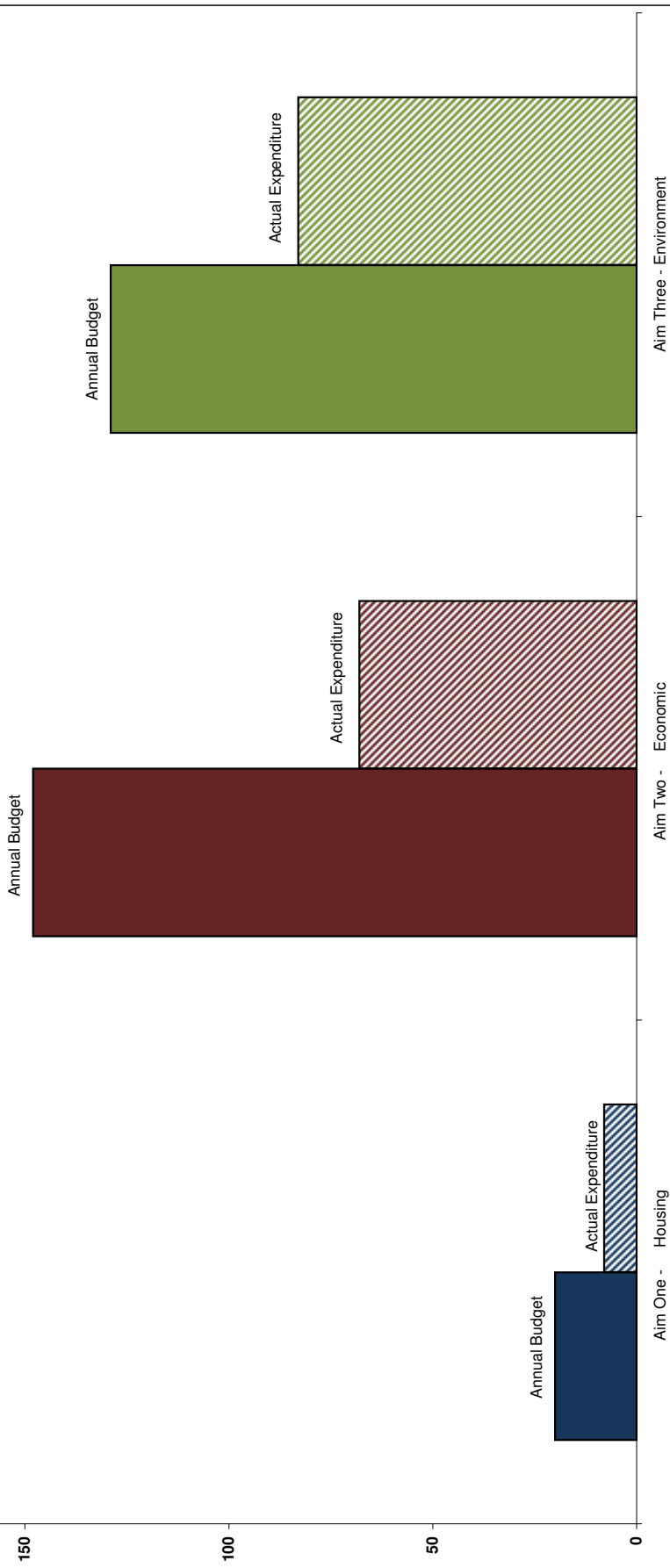
COUNCIL PLAN PRIORITIES FINANCE REPORT

£000's

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ADDITIONAL REVENUE EXPENDITURE ON COUNCIL PRIORITIES 2009/10

TOTAL BUDGET FOR YEAR = £297,000 ; TOTAL ACTUAL TO 31 OCTOBER 2009 = £159,000



COUNCIL PRIORITIES:

- Aim One** - To meet housing needs in the Ryedale Area.
- Aim Two** - To create the conditions for economic success.
- Aim Three** - To have a high quality, clean and sustainable environment.

ADDITIONAL REVENUE EXPENDITURE ON COUNCIL PRIORITIES:

- Housing Needs** - Additional funding towards a Rural Housing Enabler.
- Economic Success** - New Business Grant Scheme and Business Liaison.
- Quality Environment** - Extra funding to deliver the Local Development Framework early.

PERIOD 1 APRIL TO 31 OCTOBER 2009

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	3 DECEMBER 2009
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 2009/2010.

2.0 RECOMMENDATIONS

2.1 It is recommended that members:

- (i) note the revised budget monitoring reporting arrangements; and
- (ii) note the content of the report.

3.0 REASON FOR RECOMMENDATIONS

3.1 To meet the requirements of internal inspection and to ensure Members are kept regularly informed of the Council's financial position (in year).

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in receiving this report.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 Ryedale District Council has a strong record of good financial management. This has been recognised by the Council's external auditors over a number of years. This performance has continued to improve. Ryedale District Council was scored at level 3 out of a possible 4 for the Use of Resources judgement in 2008/9 by the External Auditors.

- 5.2 Established practice for budget monitoring currently takes place outside the formal budget process. Executive Management Information System (EMIS) reports are prepared monthly and considered by Corporate Management Team and the Heads of Service. Where appropriate, issues highlighted in these reports are investigated or considered further. The current EMIS reports are also provided to the Party Group Leaders on a quarterly basis.
- 5.3 A report on budget monitoring arrangements was presented to the Resources Working Party at its meeting on the 16 September 2009 where it was resolved that:
- (i) Budget Monitoring Information System reports to be a standing item for discussion at the Resources Working Party (RWP); and
 - (ii) A formal budget monitoring report is presented to the Policy and Resources Committee following each RWP.
- 5.4 This report is the first report satisfying the resolution above.

6.0 POLICY CONTEXT

- 6.1 This report is in line with existing policies.

7.0 CONSULTATION

- 7.1 The Resources Working Party has been consulted on the production of this report.

8.0 REPORT DETAILS

- 8.1 Attached at Annex A is a summary of the significant variances within the Council's revenue accounts in the current year, 2009/2010. This report is derived from the information contained within the EMIS reports plus additional significant budgets within the Authority.
- 8.2 Members will see that overall to date there is a net increase in costs of £89k with a projection for the full year of £344k. Of this £151k is planned to come from specific Council reserves and £90k relates to funding of the Council's capital programme.
- 8.3 The following are additional comments on the Annex:
- (i) The salary saving includes approximately £70k from the pay award being 1% less than budgeted. This saving will assist in preparing the Council's 2010/2011 budget.
 - (ii) The compensation payable to Red Cross arises out of the legal agreement should they choose to relocate.
 - (iii) The shortfall on the efficiency programme has been monitored by the Resources Working Party and compensating savings have been identified to cover part of the shortfall.
 - (iv) External audit fees have increased significantly over recent years and it is likely that unavoidable growth in this area will need to be considered as part of the 2010/2011 budgets.
- 8.4 Other significant budgets including Concessionary Fares and vehicle lease costs are all expected to be within budget in the current year at this time.

9.0 IMPLICATIONS

9.1 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)
Telephone No: 01653 600666 ext: 214
E-Mail Address: paul.cresswell@ryedale.gov.uk

Background Papers:

None

Background Papers are available for inspection at:

N/a

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SUMMARY OF SIGNIFICANT REVENUE BUDGET MOVEMENTS 2009-10

Service Area	Over / (Under) Spend		Details
	Actual for Period Ended 31-Oct-2009 £'000	Forecast for Full Year £'000	
Additional Costs			
Planned Expenditure with Earmarked Funding			
Economic Development Support	42	100	Approved Business Grants Scheme
Hardship Relief	29	29	Hardship Relief for Non Domestic Rates
Corporate Management	15	15	Yorkshire Day net cost
Community Grants	0	7	Net grant Ryedale Voluntary Action for Malton Ambassador
Unplanned Additional Expenditure			
Community House	0	75	Change to Red Cross tenancy arrangement at Community Hse compensation
Various Service Areas	39	66	Shortfall on Corporate Efficiency Programme (presented to RWP)
Car Parks	21	50	Income below estimate (net of Malton Market Place compensation & savings)
Corporate Management	5	35	External Audit Fees
Community Development	8	8	Grant to Kirkbymoorside & District Community Partnership
Total Additional Costs	159	385	
Additional Savings			
Various Service Areas	-107	-130	Net salary savings, including pay award at 1%
Recycling	0	-29	Recycling incentive bonus
Recycling	0	-15	Winter garden waste collection
Land Charges	-12	-15	Increased fee income above estimate
	-119	-189	
<u>Less Budget Savings Provision Adjustment</u>	<u>33</u>	<u>58</u>	Additional savings to those identified in the corporate efficiency programme
Total Additional Savings	-86	-131	
Net Increase/(Reduction) in Cost of Services	73	254	
Other Financial Costs			
Investment Interest	16	90	Low return anticipated. Will reduce the availability of funds for capital.
	16	90	
Net Increase in Cost / (Savings) on Revenue Budget	89	344	
SUMMARY OF MOVEMENT ON FUNDS			
Decrease in Revenue Reserves	73	254	ICE Fund and General Reserve
Decrease in Capital Funds	16	90	Reduction in contribution to Capital Fund due to interest receipts
	89	344	

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	3 DECEMBER 2009
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 for 2009/10 and to update Members on current investments in accordance with the CIPFA Code of Practice on Treasury Management (the Code).

2.0 RECOMMENDATIONS

- 2.1 It is recommended that:

- (i) Members receive this report;
- (ii) The current investments and performance in 2009/2010 be noted.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 The Council has adopted the Code. A provision of the Code is that regular reports must be made to the Council relating to treasury management activities.

4.0 SIGNIFICANT RISKS

- 4.1 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.

REPORT

5.0 BACKGROUND AND INTRODUCTION

- 5.1 As outlined in paragraph 3.1 the CIPFA Code stated that Members would receive

reports on its Treasury Management policies, practices, and activities at regular intervals including quarterly statements, an annual strategy and an annual post year review.

6.0 POLICY CONTEXT

6.1 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.

7.0 CONSULTATION

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

8.0 REPORT DETAILS

8.1 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 and only invest with highly credit rated financial institutions using the Sector suggested creditworthiness matrices, including the Credit Default Swap overlay, which was formally adopted at the Policy and Resources Committee meeting on 30 July 2009.

8.2 The following table shows the relative performance of the external and internally managed funds with the 7-day benchmark for the period ended 31 October 2009:

	Average Investment (£)	Gross Rate of Return	Net Rate of Return	Benchmark Return
Internally Managed:				
Temporary Investments	1,395,521	0.58%	n/a	n/a
Fixed Term Deposits	1,250,000	3.09%	n/a	n/a
Externally Managed	1,250,000	2.79%	2.73%	0.44%

8.3 As illustrated the authority has to date outperformed the benchmark. The Council's budgeted investment return for 2009/10 is £355k. The interest received from investments and loans for the seven-month period to 31 October 2009 total £197k, which is slightly below the profiled budget.

8.4 As fixed term deposits mature and the interest rates remain at the current low level the shortfall on the budgeted return will continue to increase at a significant rate and have a detrimental impact on the funding stream for the Council's capital programme.

8.5 Sector's latest economic forecast predicts that the first Bank Rate increase will be in the second quarter of 2010/11, with continuing increases to eventually reach 4.5% in the second quarter of 2012/13.

8.6 As at 31 October 2009 managed investments totalled £16,200,000 which were lent out as follows:

	Internally Managed (£)	Externally Managed (£)
Temporary Investments	6,200,000	0
Fixed Term Deposits:		
Repayable within 1 month	0	0
Repayable 1 month to 3 months	0	0
Repayable 3 months to 6 months	2,000,000	2,500,000
Repayable 6 months to 12 months	3,000,000	1,500,000
Repayable 12 months to 24 months	0	1,000,000
Total	11,200,000	5,000,000

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

Type of Institution	Internally Managed (£)	Externally Managed (£)
UK Clearing Banks	9,200,000	1,000,000
Foreign Banks	1,000,000	2,500,000
Building Societies	1,000,000	1,500,000
Total	11,200,000	5,000,000

8.8 Listed below are the current investments with foreign banks:

Foreign Bank	Investment (£)	Latest Credit Rating Position
DBS Bank Ltd	2,000,000	Credit rating of up to 6 months
CIC Group	1,500,000	Credit rating of up to 6 months

8.9 The credit quality of counter-parties is determined by reference to credit ratings published by Fitch credit rating agency and meets the minimum credit criteria specified in the Council's Investment Policy. All the above borrowers met the required credit rating at the time of investment, however, since applying the Sector creditworthiness matrices one investment with Barclays Bank plc does not meet the current credit rating of investing up to six months. This investment was placed on 6 June 2008 and will not mature until 4 June 2010.

8.10 Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the second quarter of 2009/10.

8.11 Following consultation with local authorities earlier this year it is anticipated that CIPFA will shortly issue an updated Treasury Management Code of Practice. Members will be informed of the changes at a future meeting.

9.0 IMPLICATIONS

9.1 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)**

Author: Paul Cresswell, Corporate Director (s151)
Telephone No: 01653 600666 ext: 214
E-Mail Address: paul.cresswell@ryedale.gov.uk

Background Papers:

None.

Background Papers are available for inspection at:

None.

TREASURY MANAGEMENT MONITORING REPORT- RISK MATRIX – ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
Credit risk - associated with investing with financial institutions that do not meet the credit rating criteria.	Could mean loss of principal sum and interest accrued.	2	D	In response to the economic climate Members agreed to adopt a more stringent credit rating methodology in July 2009	1	D
Market risk - Selection of wrong type of investment for higher return.	The poor performance of the chosen investment.	3	B	The number of investment options was reduced in the Investment Strategy for the current year.	3	B
Liquidity risk - Use of fixed term deposits and / or instruments / investments with low marketability may mean a lack of liquidity	Unable to take advantage of better investment options. Funds are unavailable to cover capital spend.	2	B	Since the economic downturn and the adoption of the new credit rating methodology the maturity of the investment portfolio has been significantly shortened.	1	B

Score	Likelihood	Score	Impact
1	Very Low	A	Low
2	Not Likely	B	Minor
3	Likely	C	Medium
4	Very Likely	D	Major
5	Almost Certain	E	Disaster

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	3 DECEMBER 2009
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	ICT PROGRAMME APPROVALS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek Member approval of the recommendations from the ICT Programme Board for projects outside the scheme of officer delegation.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Northgate Revenues and Benefits IT system is procured through the Catalist framework contract.

3.0 REASON FOR RECOMMENDATION

- 3.1 The ICT Programme Board has examined the attached business case and considered it as part of the progression of the Council's ICT Strategy.

4.0 SIGNIFICANT RISKS

- 4.1 Failure to implement an alternative Revenues and Benefits system could risk the existing provider, who has a shrinking client base, terminating their product with a limited timeframe to procure a new supplier and the potential for the council to see service deteriorate as a result.
- 4.2 Failure to implement an alternative Revenues and Benefits system would inhibit significant improvements in performance.
- 4.3 Failure to implement an alternative Revenues and Benefits system would inhibit the achievement of efficiency savings in the services.
- 4.4 Failure to implement the suggested Revenues and Benefits system would restrict future joint working opportunities and benchmarking service delivery against other Authorities.

4.5 The risk matrix is attached at Annex A.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 The Council's ICT Programme Board reviewed the Council's ICT applications in the light of the ICT Strategy drawn up by Socitm consultant in September 2008 and developed an ICT programme Plan.

5.2 The Council agreed a provisional expenditure in the capital programme 2009/2012 to upgrade key infrastructure and systems to provide longer-term efficiency savings of £1m. A target of £250k of annual revenue savings was set to be achieved through this spend.

5.3 The ICT Programme Plan has been further developed into a workstream schedule, drawing upon Council priorities and from this a number of projects have been identified as requiring approval by Members, being of a value greater than delegated limits, and as such are presented for Member approval.

5.4 Members will recall at the last meeting of this Committee the following projects were approved:

- Virtualization of the corporate IT server estate
- Centralised Data Backup
- Microsoft Enterprise Agreement
- Connecting to the NYnet broadband network

5.5 The Council's Resources Working Party at its meeting on the 18 November 2009 also considered the Business Case for this proposal.

6.0 POLICY CONTEXT

6.1 The ICT Programme Plan is an essential foundation for the delivery of the Corporate Efficiency Programme within the Council Plan; being needed to facilitate services and partners in the delivery.

7.0 CONSULTATION

7.1 No formal consultation has taken place. Further meetings with the staff affected will be held following this decision.

8.0 REPORT DETAILS

8.1 The collection of Council Tax and NNDR, Benefits processing and Benefit overpayment is currently administered by Revenues, Customer Services and Benefits. The services use the same software package "Civica". This has been in place since 1996 with various upgrades over the years.

8.2 All other North Yorkshire Revenues and Benefits teams use the same system provided by Northgate as do the East Riding of Yorkshire Council.

8.3 The significant risk with the current system is that Civica have seen over recent months a decline in their client base and there is concern that at any time they can

terminate their product with short notice. Such a scenario would, in all likelihood, necessitate a rushed conversion to another supplier with a risk of reduced performance during the changeover.

- 8.4 The Council can procure a new system through pre-tendered national framework agreement with Northgate (Catalist which is let through the Office of Government Commerce). This achieves competitive pre-tendered prices without necessitating a full EU procurement exercise which could take up to a year to complete.
- 8.5 The business case is attached as Annex B to this report. This shows that a significant financial investment is required for a new system including all implementation costs and training. The trade-off for the investment is the ongoing annual revenue efficiency savings which can be achieved. Whilst performance levels within the two services are high, both operate at above benchmark cost. The Investment in IT enables the service to reduce costs and staff numbers through alternate working methods. Other authorities have made this change successfully.
- 8.6 The Business Case highlights that it is likely that East riding of Yorkshire Council will host the system and various discussions are ongoing in this respect. They currently provide the same service to Selby District Council through a service level agreement.

9.0 IMPLICATIONS

- 9.1 The following implications have been identified:
 - a) Financial
The cost of the project will be met from the Council's capital programme 2009/12.
 - b) Legal
The procurement for the project will take place within the Council Standing Orders.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
Any procurement will observe and comply with corporate policies. The bulk of the savings will be achieved through staffing reductions in the services. These will follow Council procedures.

Paul Cresswell
Corporate Director 151

Author: Angela Wood, Customer Services and Benefits Manager
Telephone No: 01653 600666 ext: 220
E-Mail Address: angela.wood@ryedale.gov.uk

Background Papers:
Ryedale District Council's ICT Strategy September 2008

Background Papers are available for inspection at:
Members Room

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ICT PROGRAMME APPROVALS (REVENUES AND BENEFITS SYSTEM) - RISK MATRIX – ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
Current supplier gives Council short notice of intention to withdraw the current system	Potentially rushed implementation and significant financial cost, potential for disruption to service delivery	4	D	Implement new system within acceptable implementation times.	2	A
Failure to implement an alternative Revenues and Benefits system reduces potential to improve service delivery	Limited scope for service improvement, potential for additional cost	4	D	Implement new system and improve working methods to high performing Authorities.	2	B
Failure to implement an alternative Revenues and Benefits system reduces potential for reduction in service cost.	Resources wasted requiring savings/cuts in other services	4	D	Implement new system with advice from transformed services in other authorities	2	A
Failure to implement the suggested Revenues and Benefits system restricts the ability for joint working and benchmarking	Potential for savings and service improvements are lost, potential for inefficiency in service delivery	3	C	Implement system in line with all Neighbouring Authorities and compare service delivery options.	1	A

Score	Likelihood	Score	Impact
1	Very Low	A	Low
2	Not Likely	B	Minor
3	Likely	C	Medium
4	Very Likely	D	Major
5	Almost Certain	E	Disaster

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BUSINESS CASE

Name of the Project
Northgate Revenues & Benefits System
Reasons for undertaking the Project
<p>The collection of Council Tax and NNDR, Benefits processing and Benefit overpayments is currently administered by Revenues & Customer Services & Benefits.</p> <p>All services use the same software package “Civica” which has been in place since 1996.</p> <p>All other North Yorkshire Benefits & Revenues teams use Northgate except Richmond who are currently implementing Northgate, to be hosted by Hambleton. East Riding of Yorkshire also use Northgate with their contractor Arvarto.</p> <p>Continuing with the current system is seen as high risk as Civica's Benefit/Council Tax client base are shrinking and there are concerns that at any time Civica may change the emphasis and issue RDC with notice to terminate their product with a limited time in which to change supplier.</p> <p>In addition to this crucially the existing system does not allow us to share resources, information and benchmark with our neighbouring authorities nor does it provide adequate management and performance information. There are still significant manual fixes and work undertaken around the system, to enable service delivery.</p> <p>The SPARSE benchmarking information indicated that the cost of Revenues and Benefits was significantly higher than comparable District Council's. This reinforces the view that change to processes and procedures are required and these can only be achieved through investment in a new system and changing working methods.</p> <p>The favoured option would be to work in conjunction with another authority such as Selby DC or Scarborough BC and replace RDC's existing software with the Northgate solution during 2009/10 which would facilitate joint working & efficiency. Discussions with Scarborough Borough council & Selby District council have taken place.</p>
Options which have been considered
<p>No other options regarding the system have been considered as all other North Yorkshire authorities use Northgate and in time such a move will enable the possibility of further efficiencies being achieved as well as shared expertise available through networking groups.</p> <p>It is possible to procure the Northgate system through a framework agreement removing the need for a full European tender. This framework agreement fulfils all requirements to tender and a quote from Northgate effectively is based on pre-tendered prices. There are no procurement difficulties with this proposal.</p> <p>A full tender through European procedures would take an additional year to complete. Ryedale could at the end of the process again find itself with a different system from its neighbouring Authorities.</p> <p>Discussions have taken place with Scarborough BC and East Riding of Yorkshire for hosting the system. East Riding hosts the system used by Selby and investigations are ongoing into a similar arrangement for Ryedale.</p>
Expected Benefits
<p>This option would involve the system being hosted by another authority who would provide on going applications and database support given they already possess the required level of skills.</p>

In order to maximise the benefits staff from the host authority would assist Ryedale throughout their implementation of Northgate Revenues & Benefits to maximise the benefits and achieve the efficiencies.

The latest version of Northgate's software comes with additional functionality including, form recognition, home working, e-billing, e-forms, and mobile capability offering up potential additional efficiencies in benefit and council tax administration.

Improved customer services speed of processing a claim and being able to input/access info on line will also be provided.

Efficiency savings will be available with the rationalisation of staffing computer hardware, contracts and maintenance agreements as less duplication will occur. Significantly many manual processes undertaken presently will be automated with the new system

It will lead to the standardisation of procedures and it is intended to increase customer satisfaction levels which are currently already high.

The system enables Performance Management and Quality Assurance and would ensure that all work carried out will be measured using management information provided automatically from Northgate Revenues and Benefits. This would give managers detailed analysis of all work performed on a team and individual over any specified period of time with week on week comparisons and enable managers to make accurate projections, performance monitoring and staffing level requirements.

Northgate have also developed a shared service product which can enable one Authority's staff to process claims for another and vice versa. This is a longer term consideration although it should be noted that other north Yorkshire Districts are presently considering this option.

Summary of key risks

No Change:

Loss of reputation, dissatisfied customers, inefficient, not providing value for money and therefore waste of resources.

Change:

RDC staff will be pressured to work on a number of issues during implementation
Additional resources required for backfilling during preparation prior to implementation
Performance levels may dip slightly during implementation (this has been seen in a number of authorities)
Sufficient training will required for all Revs & Bens staff
Staff reductions will require proper consideration
Delays in administering revenue collection or housing benefit

Estimated Costs

Capital	£tbc, up to £400k
Revenue	
Current Costs	£67,283
Northgate	£41,244 plus cost of external hosting (negotiations underway particularly around IT links and associated costs)
Net Revenue	£16,039
Additional Savings	£135,000

(This will be staff savings through changes in working methods and increased automation of manual processes. It is not possible to identify which individuals or posts this will be at this stage. It is possible that there could be some redundancy/ one off costs to facilitate this varying on which individuals and natural wastage/staff turnover.)

Estimated timescales
Implementation will take approx 9 months if approved at December Policy and resources Committee would allow an implementation date of September 2010 avoiding end of year and mid year estimates and subsidy claims. This has been regarded as a reasonable implementation period by the supplier and other authorities who have been through the process.
Author/Date
Angela Wood – November 2009

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	3 DECEMBER 2009
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	FEES AND CHARGES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report sets out the proposed fees and charges for 2010/2011 for services under the remit of this committee.

2.0 RECOMMENDATIONS

- 2.1 That Council is recommended to approve the following Fees and Charges:

- (i) Development Management (Annex B); and
- (ii) Land Charges (Annex C)

3.0 REASON FOR RECOMMENDATIONS

- 3.1 The fees and charges are important part of the Council's budget strategy, the recommendations take into account the guidance from the Policy and Resources Committee.

4.0 SIGNIFICANT RISKS

- 4.1 The significant risk is that the charges as proposed do not achieve the consequent increases in income due to adverse effect on demand. This is mitigated by consideration of the factors and demand analysis for the relevant charges. Where appropriate target increases are not recommended.
- 4.2 The Risk Matrix is attached at Annex A.

REPORT

5.0 BACKGROUND AND INTRODUCTION

- 5.1 A report on the budget strategy for 2010/2011 was presented to the Policy and Resources Committee on the 1 October 2009. At that meeting the parameters for increases in fees and charges set a target of 4%, however officers would consider whether such increases could adversely affect income overall in making their recommendations.
- 5.2 This report sets out the proposals for:
- Development Management (Annex B)
 - Land Charges (Annex C)

6.0 POLICY CONTEXT

- 6.1 This report supports existing Council Policy and the budget strategy.

7.0 CONSULTATION

- 7.1 Consultation on the proposals has not taken place.

8.0 REPORT DETAILS

- 8.1 The Annexes to this report set out the proposed charges for 2010/2011 for the services listed.
- 8.2 The following charges have not been increased in line with the parameters set by Policy and Resources Committee:

Planning

The discretionary fees for charging for Development Enquiry forms and pre-application advice are recommended not to exceed those set in 2009/2010. This is to encourage potential applicants and developers to continue to engage with the Council during a period of difficult market conditions for the development industry and to mitigate the risk of householders proceeding with alterations to their properties without obtaining the appropriate written advice.

Land Charges

Since the setting of Land Charge fees for 2009/2010 the Council's in-house service has been successful in gaining business back from personal search companies with approximately 75% of searches being carried out in-house. However in the light of current market conditions it is recommended that there is no increase in the overall fees set for Land Charges in 2010/2011. It is considered that the application of any further increases would be likely to undermine the competitiveness of the in-house service in relation to that provided by the personal search companies.

Members are requested to note minor changes to the fee schedule in Annex C. These relate to the Official Search in Register (LLC1) which is proposed to rise to £22. A commensurate reduction in fee levels is recommended elsewhere in the schedule in order to ensure that the full Standard Search charge does not exceed that set in 2009/2010.

Members are also recommended to give delegated authority to the Corporate Director (s151) for further minor revisions to fees charged for the individual CON 29 questions referred to on the schedule.

9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) Financial
As detailed within the report and Annexes.
- b) Legal
There are no additional Legal Issues from the decision in this report.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
There are no significant additional implications of the proposals.

Paul Cresswell
Corporate Director (s151)

Author: Paul Cresswell, Corporate Director (s151)
Telephone No: 01653 600666 ext: 214
E-Mail Address: paul.cresswell@ryedale.gov.uk

Background Papers:
None.

Background Papers are available for inspection at:
N/a

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FEES AND CHARGES - RISK MATRIX – ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
The increases in fees and charges are counter productive as demand falls in excess of additional income	Failure to achieve budget targets will require additional savings to be identified or cuts to other services	3	D	Demand and competition factors are reviewed in setting charges and where evidence shows that increases will have a negative impact alternatives are recommended to members	2	B

Score	Likelihood	Score	Impact
1	Very Low	A	Low
2	Not Likely	B	Minor
3	Likely	C	Medium
4	Very Likely	D	Major
5	Almost Certain	E	Disaster

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Development Management Discretionary Charges

Development Enquiry Forms

Fee charged: £25

Pre-Application Advice

Fee charged:

1. Letter requiring history, investigation, opinion £50
2. As above, but need for additional site inspection £70

(DMDiscretionaryCharges)

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Local Land Charge Fees

Fees for Official Land Charge Certificate

The Local Land Charge Search fees that will come into effect on the 1st April 2010.

	£
Outside the National Park	
LLC1 – Official Search in the Register	22.00
Standard Search (Forms LLC1 & Con29(R) received manually by DX/Post/Hand	82.70
Standard Search (Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	66.30
Con29(R) “Required” Enquiries received manually by DX/Post/Hand	60.70
Con29(R) “Required” Enquiries received electronically via the National Land Information Service (NLIS) hub	44.30
Con 29(O) “Optional” Enquiries (per enquiry)	
Q4-Q21	17.00
Q22/CR21	17.00
Each additional parcel	15.00
Inside the National Park	
LLC1 – Official Search in the Register	17.00
Standard Search (Forms LLC1 & Con29(R) received manually by DX/Post/Hand	97.90
Standard Search (Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	81.60
Con29(R) “Required” Enquiries received manually by DX/Post/Hand	75.90
Con29(R) “Required” Enquiries received electronically via the National Land Information Service (NLIS) hub	59.60
Con 29(O) “Optional” Enquiries (per enquiry)	
Q5; Q10; Q11; Q19; Q20	17.00
Q4; Q6-9; Q12-18; Q21	17.00
Q22/CR21	17.00
Each additional parcel	15.00
Any other additional enquiry (excluding highways)	17.00
Any other additional enquiry (including National Park planning)	17.00
Personal Search	22.00
Cancellation of a search	35.70
Supplying copy searches	15.30
Supplying copy agreements (other than S106 agreements)	15.30
Supplying copy S106 agreements	
Small	15.30
Large	20.40
Supplying copy planning decisions (per decision)	5.10

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