



COUNCIL

IMPORTANT: The Council fully recognises and respects the role and importance of democratic meetings and is committed to protecting the health and safety of Elected Members and Officers who participate. Risk assessments are undertaken in advance of each meeting, and are reviewed on an ongoing basis.

In line with the Living Safely with Respiratory Infections guidance, including Covid-19 there are some measures in place to protect those at higher risk.

Respectful distancing measures will be in place throughout the meeting; however, if you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.

For the purpose of public transparency and accountability, the meeting will be live streamed online. The livestream can be accessed here:

<https://event.sparq.me.uk/ryedaledistrictcouncil19th-may/>

Council Summons and Agenda

You are hereby summoned to attend an **Ordinary Meeting of Ryedale District Council** to be held in the **Council Chamber, Ryedale House, Malton** on **Thursday, 19 May 2022** at **6.30 pm** in the evening for the transaction of the following business:

Agenda

1 Emergency Evacuation Procedure

The Chair to inform members of the public of the emergency evacuation procedure.

2 Chairman

To elect a Chairman of the Council for the ensuing year.

3 Vote of thanks to the retiring Chairman

4 Vice Chairman

To elect a Vice Chairman of the Council for the ensuing year.

5 Apologies for absence

6 Minutes of the Annual Meeting of Council held on 20 May 2021 (Pages 5 - 18)

To approve as a correct record the minutes of the Annual Meeting of Council held on 20 May 2021.

Explanatory note - Minute 10 Recommendation 4

Following the passing of Councillor John Clark in July 2021, Councillor Keal took the Chair of Policy and Resources Committee.

Councillor A Clark was appointed to the Policy and Resources Committee at the meeting of Full Council held on 2 December 2021, postponed until 17 February 2022.

Following the resignation of Councillor Raper from the Council on 1 February 2022 Councillor Goodrick was appointed to the Overview and Scrutiny Committee.

7 Urgent Business

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

8 Declarations of Interest

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

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

9 Announcements

To receive any announcements from the Chair and/or the Head of Paid Service.

10 Leader of the Council and Deputy Leader of the Council

In accordance with the Council Constitution (Part 4 – Rules of Procedures) to decide whether to appoint a Leader and Deputy Leader and, if these are to be appointed, to decide who they shall be.

11 The allocation of seats on Committees between political groups and the appointment of Members to Committees (Pages 19 - 28)

- a) Committees for 2022/23
- b) The allocation of seats on Committees between political groups
- c) The appointment of Chairs and Vice Chairs of Committees
- d) The appointment of Members to Committees

12 Urgency Powers - Community Grants (Pages 29 - 32)

To receive a Council level decision made under Urgency Powers, as required under the

Constitution.

13 **Any other business that the Chair decides is urgent**

A handwritten signature in dark ink, appearing to read 'Stacey Burlet', with a stylized, cursive script.

Stacey Burlet
Chief Executive

This page is intentionally left blank

Council

Minutes of Proceedings

At the **Ordinary Meeting of the District Council of Ryedale** held in the **Main Hall, Milton Rooms, Malton** on **Thursday 20 May 2021**

Present

Councillors Joy Andrews, Paul Andrews, Arnold, Bailey, Brackstone, Burr MBE, Clark, Cleary (Chairman), Cussons MBE, Delaney, Docwra, Duncan, Frank, Garbutt Moore (Vice-Chair), Goodrick, Graham, Hope, Di Keal, King, MacKenzie, Mason, Middleton, Oxley, Potter, Raine, Raper, Riby, Thackray, Wass and Windress

In Attendance

Stacey Burlet, Simon Copley, Anton Hodge, Christine Phillipson, Phillip Spurr, Ellen Walker and Margaret Wallace

Minutes

1 Chairman

It was moved by Councillor Delaney and seconded by Councillor Cleary that Councillor Docwra be elected Chairman of the Council for the ensuing year.

It was moved by Councillor Clark and seconded by Councillor Burr that Councillor Frank be elected Chairman of the Council for the ensuing year.

Resolved

That Councillor Frank be elected Chairman of the Council for the ensuing year until her successor becomes entitled to act as Chairman.

Councillor Frank thereupon took the Chair, having first made the Declaration of Acceptance of Office as Chairman of Ryedale District Council, and thanked Members for her election.

Voting record

14 for Councillor Docwra

16 for Councillor Frank

Recorded vote

Councillor Docwra

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Garbutt Moore, Goodrick, Graham, King, Mackenzie, Oxley, Raper and Windress

Councillor Frank

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Hope, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

2 Vote of thanks to the retiring Chairman

The Chairman proposed and Councillor Clark seconded a vote of thanks to Councillor Cleary.

Upon being put to the vote, the motion was carried.

Members thanked the retiring Chairman, Councillor Cleary, for his three years of service as the Chairman of Council, including through the COVID-19 pandemic.

Councillor Cleary responded and thanked the Vice Chairman, Officers and Members of the Council, the Chaplain, the community, and his family for their support during his term of office as Chairman of the Council.

Voting record

Unanimous

3 Vice Chairman

It was proposed by Councillor Bailey and seconded by Councillor Middleton that Councillor Garbutt Moore be elected Vice Chairman of the Council for the ensuing year.

Upon being put to the vote the motion was carried.

Resolved

That Councillor Garbutt Moore be elected Vice Chairman of the Council for the ensuing year.

Having first made the Declaration of Acceptance of Office, as Vice Chairman of the Council, Councillor Garbutt Moore thanked Members for his appointment.

Voting record

Unanimous

4 Apologies for absence

There were no apologies for absence.

5 Minutes of the Annual Meeting of Council held on 8 October 2020

The minutes of the Annual Meeting of Council held on 8 October 2020 were presented.

Resolved

That the minutes of the Annual Meeting of Council held on 8 October 2020 be approved and signed by the Chairman as a correct record.

The resolution was carried by general affirmation.

6 Urgent Business

There was one item of urgent business regarding car parking charges which was considered under item 14.

The reason for the urgency was the timescale within which a decision was required.

7 Declarations of Interest

There were no declarations of interest given at the beginning of the meeting.

Councillor Burr declared a personal, pecuniary and prejudicial interest in the item of urgent business relating to car parking charges, as an owner of commercial properties in Ryedale. Councillor Burr left the meeting at 8:15pm and did not participate in the debate or the vote on this item.

8 Announcements

The Chairman of Council and Head of Paid Service had no announcements.

9 Leader of the Council and Deputy Leader of the Council

It was reported that in accordance with the Council Constitution (Part 4 – Rules of Procedure) the Council may at its Annual Meeting elect a Leader of the Council and a Deputy Leader of the Council for the ensuing year.

No motions were moved in respect of the appointment of a Leader or Deputy Leader of the Council. There will therefore be no Leader or Deputy Leader of the Council for the ensuing year.

10 The allocation of seats on Committees between political groups and the appointment of Members to Committees

The Head of Corporate Governance and Monitoring Officer submitted a report which detailed the following:

A. Committees for 2021-2022

In accordance with the Council's Constitution, the Council was requested to appoint the Committees as indicated in Annex A of the report.

B. The Allocation of Seats on Committees between Political Groups and the Appointment of Members to Committees

Ryedale District Council is to be treated as being divided into different political groups for the purposes of the Local Government and Housing Act 1989, because at least one political group has been constituted in the prescribed way.

The Local Government & Housing Act 1989 and associated regulations, requires the distribution of seats on Committees and Sub-Committees to be on the basis of political proportionality so far as it is “reasonably practicable” between the political groups of the Council unless every Member of the Council agrees that some other basis of allocation should be used.

Members considered the recommendations in the report.

The recommendations 1-3 and 5-8 were each moved and seconded en bloc, as follows:

Recommendations 1, 2 and 3

It was moved by Councillor Clark and seconded by Councillor Potter that Council adopts the recommendations shown at Annex A of the report.

Resolved

1. That the Council appoints those Committees indicated at Annex A of the report
2. That the size of the Committees is that specified in Annex A of the report
3. That the Council divides Committee seats between political groups in accordance with the allocation shown at Annex A of the report

The resolution was carried by general affirmation.

Recommendation 4

With reference to recommendation 4 of the report, Members were reminded that the Annual Meeting of Council elects the Chairmen and Vice Chairmen of Committees, with the exception of the Licensing Committee.

It was recommended that the Licencing Committee appoint its own Chairman and Vice Chairman at its next meeting.

Nominations were then sought for the Chairmen and Vice Chairmen of Committees.

Roles	Nominee	Proposer	Second	Voting record	Outcome
Chairman of Policy and Resources	Cllr Clark	Cllr J Andrews	Cllr Burr	16 For 14 Against	Cllr Clark elected
Vice Chairman of Policy and Resources	Cllr Keal	Cllr Burr	Cllr Frank	17 For 13 Against	Cllr Keal elected
Chairman of Planning	Cllr Goodrick Cllr P Andrews	Cllr Cleary Cllr Burr	Cllr Windress Cllr Thackray	15 Cllr Goodrick 15 Cllr P Andrews*	Cllr P Andrews elected*
Vice Chairman of Planning	Cllr Windress Cllr Potter	Cllr Goodrick Cllr Clark	Cllr Cleary Cllr Burr	13 Cllr Windress 17 Cllr Potter	Cllr Potter elected
Chairman of Overview and Scrutiny	Cllr Middleton	Cllr Keal	Cllr Mason	18 For 11 Against 1 Abstain	Cllr Middleton elected
Vice Chairman of Overview and Scrutiny	Cllr Wass	Cllr Clark	Cllr Potter	18 For 12 Against	Cllr Wass elected

*Chairman's casting vote

Recorded votes are detailed in Annex A.

Recommendations 5, 6, 7 and 8

The following recommendations 5, 6, 7 and 8 were moved by Councillor Clark and seconded by Councillor Potter.

Recommendation 5

That membership of the Committees be that shown at Annex B of the report with the addition of the Councillors named by the Chairman of the Council

Recommendation 6

That the membership of the Licensing Committee be the same members as appointed to the Planning Committee.

Recommendation 7

That the terms of reference of the Policy and Resources Committee, Licensing Committee, Overview and Scrutiny Committee, Planning Committee and Scheme of Officer Delegation are those set out in Part 3 of the Council's Constitution.

Recommendation 8

That the Chief Executive in consultation with the Head of Corporate Governance and Monitoring Officer be authorised to make consequential amendments to the Constitution arising from the changes referred to above.

The resolution was carried by general affirmation.

Resolved

- (a) That, with the exception of the Licensing Committee Chairman and Vice Chairman, who were to be appointed at the next Committee meeting, the Chairmen and Vice Chairmen of Committees be appointed as follows:

Policy and Resources Committee

- | | | |
|------|---------------|------------------|
| (i) | Chairman | Councillor Clark |
| (ii) | Vice Chairman | Councillor Keal |

Planning Committee

- | | | |
|------|---------------|----------------------|
| (i) | Chairman | Councillor P Andrews |
| (ii) | Vice Chairman | Councillor Potter |

Overview and Scrutiny Committee

- | | | |
|------|---------------|----------------------|
| (i) | Chairman | Councillor Middleton |
| (ii) | Vice Chairman | Councillor Wass |

- (b) That membership of Committees be as indicated at Annex B to these minutes;
- (c) That the membership of the Licensing Committee be the same Members as appointed to the Planning Committee;
- (d) That the terms of reference of the Policy and Resources Committee, Licensing Committee, Overview and Scrutiny Committee and Planning

Committee and the Scheme of Officer Delegation be those set out in Part 3 of the Council's Constitution

- (e) That the Chief Executive in consultation with the Head of Corporate Governance and Monitoring Officer be authorised to make consequential amendments to the Constitution arising from the changes referred to above.

11 **Appointment of a Staff Champion**

It was reported that it was necessary for this item to be deferred to the next Ordinary Meeting of Council. This item therefore stands deferred.

12 **Appointment of a Representative to the Local Enterprise Partnership - Overview and Scrutiny Board**

It was moved by Councillor P Andrews and seconded by Councillor Riby that Councillor Burr be appointed to the Local Enterprise Partnership – Overview and Scrutiny Board.

Upon being put to the vote the motion was carried.

Resolved

That Councillor Burr be appointed to the Local Enterprise Partnership – Overview and Scrutiny Board.

Voting record

17 For

13 Against

Recorded vote

For

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Garbutt Moore, Hope, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Against

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Goodrick, Graham, King, Mackenzie, Oxley, Raper and Windress

13 **Any other business that the Chairman decides is urgent**

Councillor Clark proposed and Councillor Potter seconded the following motion:

“This Council defers implementation of the decision on free car parking made by Council on 15th April to the Policy and Resources Committee meeting on 27th

May, with the Policy and Resources Committee recommendation to be the interim position adopted until the matter is consider further by Full Council on 24th June.”

Councillor Burr declared a personal, pecuniary and prejudicial interest as an owner of commercial properties in Ryedale. Councillor Burr left the meeting at 8:15pm and did not participate in the debate or the vote on this item.

Councillor Garbutt Moore left the meeting at 8:25pm.

Upon being put to the vote the motion was carried.

Resolved

This Council defers implementation of the decision on free car parking made by Council on 15th April to the Policy and Resources Committee meeting on 27th May, with the Policy & Resources Committee recommendation to be the interim position adopted until the matter is consider further by Full Council on 24th June.

Voting record

15 For

11 Against

2 Abstentions

Recorded vote

For

Councillors J Andrews, P Andrews, Arnold, Brackstone, Clark, Cussons, Frank, Hope, Mason, Potter, Raine, Riby, Thackray, Wass, Windress

Against

Councillors Bailey, Cleary, Delaney, Docwra, Duncan, Goodrick, Graham, King, Mackenzie, Oxley and Raper

Abstain

Councillors Keal and Middleton

There being no further items of urgent business the meeting closed at 8:40pm.

ANNEX A

RYEDALE DISTRICT COUNCIL

VOTING RECORD – CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES

* Chairman's casting vote

Role	Nominee	Proposer	Second	Voting record	Outcome
Chairman of Policy and Resources	Cllr Clark	Cllr J Andrews	Cllr Burr	16 For 14 Against	Cllr Clark elected

Recorded vote

For

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Hope, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Against

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Garbutt Moore, Goodrick, Graham, King, Mackenzie, Oxley, Raper and Windress

Role	Nominee	Proposer	Second	Voting record	Outcome
Vice Chair of Policy and Resources	Cllr Keal	Cllr Burr	Cllr Frank	17 For 13 Against	Cllr Keal elected

Recorded vote

For

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Garbutt Moore, Hope, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Against

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Goodrick, Graham, King, Mackenzie, Oxley, Raper and Windress

Role	Nominee	Proposer	Second	Voting record	Outcome
Chairman of Planning	Cllr Goodrick Cllr P Andrews	Cllr Cleary Cllr Burr	Cllr Windress Cllr Thackray	15 Cllr Goodrick 15 Cllr P Andrews*	Cllr P Andrews elected

Recorded vote

For Councillor Goodrick

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Garbutt Moore, Goodrick, Graham, Hope, King, Mackenzie, Oxley, Raper and Windress
For Councillor P Andrews

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Role	Nominee	Proposer	Second	Voting record	Outcome
Vice Chairman of Planning	Cllr Windress Cllr Potter	Cllr Goodrick Cllr Clark	Cllr Cleary Cllr Burr	13 Cllr Windress 17 Cllr Potter	Cllr Potter elected

Recorded vote

For Councillor Windress

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Garbutt Moore, Goodrick, Graham, King, Mackenzie, Oxley and Raper

For Councillor Potter

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Hope, Keal, Mason, Middleton, Potter, Raine, Riby, Thackray, Wass and Windress

Role	Nominee	Proposer	Second	Voting record	Outcome
Chairman of Overview and Scrutiny	Cllr Middleton	Cllr Keal	Cllr Mason	18 For 11 Against 1 Abstain	Cllr Middleton elected

Recorded Vote

For

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Garbutt Moore, Hope, Keal, King, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Against

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Goodrick, Graham, Mackenzie, Oxley and Windress

Abstain

Councillor Raper

Role	Nominee	Proposer	Second	Voting record	Outcome
Vice Chairman of Overview and Scrutiny	Cllr Wass	Cllr Clark	Cllr Potter	18 For 12 Against	Cllr Potter elected

Recorded vote

For

Councillors J Andrews, P Andrews, Brackstone, Burr, Clark, Cussons, Frank, Garbutt Moore, Hope, Keal, King, Mason, Middleton, Potter, Raine, Riby, Thackray and Wass

Against

Councillors Arnold, Bailey, Cleary, Delaney, Docwra, Duncan, Goodrick, Graham, Mackenzie, Oxley, Raper and Windress

This page is intentionally left blank

RYEDALE DISTRICT COUNCIL**APPOINTMENT OF MEMBERS TO COMMITTEES****POLICY & RESOURCES COMMITTEE**

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
K C Duncan C W Delaney C Docwra S M Graham	J Andrews J S Clark (C)	L M Burr	S Arnold	J Frank	D E Keal (VC)
Substitutes J R Bailey J Mackenzie	Substitutes M J Potter C Brackstone	Substitutes	Substitutes J A Windress J Raper	Substitutes E Hope D E Cussons	Substitutes S P Mason

OVERVIEW & SCRUTINY COMMITTEE¹

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
J R Bailey R King W R F H Oxley N Garbutt Moore	C M Wass (VC)	A R Riby A E Raine	J Raper	D E Cussons	T Middleton (C)

¹ In accordance with the Council's Constitution, where a Member of Overview and Scrutiny Committee has acted as a named substitute at any Policy Committee they may not subsequently scrutinise any decision in which they have been involved.

PLANNING COMMITTEE

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
C Goodrick M J T Cleary J Mackenzie	C Brackstone M J Potter (VC)	P J Andrews (C) S N R Thackray	J A Windress	E Hope	S P Mason
Substitutes	Substitutes	Substitutes	Substitutes	Substitutes	Substitutes
C Docwra S M Graham	J Andrews J S Clark	A R Riby	S Arnold J Raper	J Frank D E Cussons	D E Keal

LICENSING COMMITTEE

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
C Goodrick M J T Cleary J Mackenzie	C Brackstone M J Potter	P J Andrews S N R Thackray	J A Windress	E Hope	S P Mason



REPORT TO: FULL COUNCIL

DATE: 19 MAY 2022

REPORT OF THE: HEAD OF CORPORATE GOVERNANCE AND MONITORING OFFICER, ELIZABETH HEATH

TITLE OF REPORT: THE ALLOCATION OF SEATS ON COMMITTEES BETWEEN POLITICAL GROUPS AND THE APPOINTMENT OF MEMBERS TO COMMITTEES

WARDS AFFECTED: ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to recommend the allocation of seats on Committees to political groups and the appointment of Members to Committees for 2022/2023

2.0 RECOMMENDATIONS

- 2.1 The Council decides the political composition of the Committees.
- 2.2 The Officer recommendations are as follows:
- (i) That the Council appoints those Committees indicated at **Annex A**
 - (ii) That the size of the Committees is that specific in **Annex A**
 - (iii) That the Council divides Committee seats between political groups in accordance with the allocation shown at **Annex A**
 - (iv) That the Annual Meeting of Council elects the Chairs and Vice-Chairs of the Standing Committees with the exception of the Licensing Committee
 - (v) Membership of the Committees to be that shown at **Annex B** (subject to provision of details from the remaining group at the meeting)
 - (vi) That the membership of the Licensing Committee be the same Members as appointed to the Planning Committee
 - (vii) That the terms of reference of the Policy & Resources Committee, Licensing Committee, Overview & Scrutiny Committee, Planning Committee and the Scheme of Officer Delegation are those set out in Part 3 of the Council's

Constitution

- (viii) That the Chief Executive in consultation with the Head of Corporate Governance and Monitoring Officer be authorised to make consequential amendments to the Constitution arising from the changes referred to above

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To comply with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks related to the recommendations in this report, which seek to ensure compliance with legal requirements.

5.0 POLICY CONTEXT AND CONSULTATION

A Committees for 2022/23

- 5.1 In accordance with the Council's Constitution, the Council is requested to appoint the Committees as shown in **Annex A**.

B The Allocation of Seats on Committees between Political Groups and the Appointment of Members to Committees

- 5.2 Ryedale District Council is to be treated as being divided into different political groups for the purposes of the Local Government and Housing Act 1989, because at least one political group has been constituted in the prescribed way.

- 5.3 The Local Government and Housing Act 1989 and associated regulations requires the distribution of seats on Committees and Sub-Committees to be on the basis of political proportionality so far as is 'reasonably practicable' between the political groups of the Council, unless every Member of the Council agrees that some other basis of allocation should be used.

- 5.4 The distribution of Committee places between the groups needs to have regard to these rules.

- 5.5 A political group is any group of two or more Councillors who notify the Chief Executive that it wishes to be considered as a political group. In law, it is a 'group' only for the purposes of allocating places on Committees. It is a matter for individual groups to decide whether to get together for political purposes such as a coalition.

- 5.6 In making appointments to Committees, the Council must be guided by the following principles:

- (a) Not all seats on the Committees can be allocated to one political party;
- (b) The majority of seats should be awarded to a group having a majority on the Council;
- (c) Subject to (a) and (b), the total number of places allocated on all Committees must be proportionate to the political strength on the Council as a whole;

- (d) Subject to (c) the places on each Committee must be proportionate to political strength
- 5.7 One effect of the rules is that there is no requirement for all political groups to be represented on all Committees unless the figures justify such representation. If the Committee size means a smaller group does not get a place, then that is not unlawful. It is a matter for the Council to decide on the size of Committees and the distribution of places between the groups and for the political groups to determine their individual membership.
- 5.8 Political proportionality on Committees is achieved in the following two stages:
- 5.8.1 the first stage is the allocation of numbers of seats on Committees to each political group;
- 5.8.2 the second stage is the giving effect to such allocations by appointing individual Members.
- 5.9 If Council adopts **Annex A** the political proportionality rules apply to the following Committees of the Council:

COMMITTEE	
1.	Policy & Resources Committee
2.	Overview & Scrutiny Committee*
3.	Planning Committee

* The Overview and Scrutiny Committee also acts as the District Council's Audit Committee and Corporate Governance Standards Committee

REPORT

6.0 REPORT DETAILS

- 6.1 The strength of the political groups on the Council of 29 Members is as follows:

Conservative	10	(34.48%)
Liberal	5	(17.24%)
Independent	5	(17.24%)
Ryedale First Independent	2	(6.89%)
Independent for Ryedale	3	(10.34%)
Liberal Democrat and Independent	3	(10.34%)
Independent (ungrouped)	1	(3.45%)

- 6.2 Given the political composition of the Council, political proportionality is considered to be achieved with the following Committee sizes:

Policy & Resources	10
Overview & Scrutiny	9
Planning	10

Total 29

The seats on Committees which can be allocated between political groups therefore totals 29 seats.

- 6.3 The numerical entitlements have been divided as follows (these being the nearest divisions for mathematical accuracy and having regard to the fact that whole numbers must be attained):

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Ind.	Independent (ungrouped)	Total
10	5	5	2	3	3	1	29

Against this background and on the basis of group constitutions the number of seats recommended to be allocated to each political group is as follows:

Conservative	10
Liberal	5
Independent	5
Ryedale First Independent	2
Independent for Ryedale	3
Liberal Democrat & Independent	3
Independent (ungrouped)	1
	29

- 6.4 Council needs to divide Committee seats between political groups.
- 6.5 The legal obligation to ensure that there is proportionality in the political composition of Committees extends only to proportionate representation of members of political groups and does not require ungrouped single Members to be proportionally represented.
- 6.6 The Head of Corporate Governance and Monitoring Officer has discussed political proportionality and Committee membership with all political Group Leaders in advance of the Annual Council meeting to clarify the position of the political groups on those issues as far as is reasonable practicable. Group Leaders are thanked for assisting this process.
- 6.7 In terms of appointment of Members to Committees, Council is requested to note the following constitutional provisions:
1. Each Councillor may only sit on one Committee;
 2. Each political group may have substitutes to cover the absence of Members of the group on the Policy and Resources Committee and the Planning Committee. Most political groups are entitled to two named substitutes;
 3. There are no substitutes on the Overview and Scrutiny Committee or the Licensing Committee;
 4. In relation to choosing substitutes on the Policy and Resources Committee and the Planning Committee, one named substitute for each political group can be drawn from the Overview and Scrutiny Committee, but the substitute cannot scrutinise a decision they were part of, for example on the Policy and Resources Committee.
- 6.8 **Annex C** outlines the procedure should any political group not make nominations of Members to fill Committee seats.

- 6.9 All members sitting on committees dealing with planning and licensing must be trained to ensure that they can deal with these matters appropriately, having regard to all legal, policy and procedural requirements.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:

- a) Financial
None.
- b) Legal
This report ensures compliance with the Local Government and Housing Act 1989, and associated regulations.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
None.

Elizabeth Heath

Head of Corporate Governance and Monitoring Officer

Author: Elizabeth Heath, Head of Corporate Governance and Monitoring Officer
Telephone No: 07590 444880
E-Mail Address: elizabeth.heath@ryedale.gov.uk

Background Papers:

None

Background Papers are available for inspection at:

Not applicable

DIVISION OF MAIN COMMITTEE SEATS FOR 2022/2023

PART 1 – COMMITTEE SEATS

<u>Political Group</u>	Policy & Resources	Overview & Scrutiny	Planning Committee	Total (29 seats)
Conservative	4(3.33)	3(3.33)	3(3.33)	10
Liberal	2 (1.66)	1 (1.66)	2(1.66)	5
Independent	1 (1.66)	2 (1.66)	2(1.66)	5
Independent for Ryedale	1 (1)	1 (1)	1 (1)	3
Lib Dem & Independent	1 (1)	1 (1)	1 (1)	3
Ryedale First Independent	1 (1)	0 (1)	1 (1)	2
Ungrouped	0	1(1)	0	1
	10	9	10	29

PART 2 – LICENSING COMMITTEE

	Licensing Committee
Conservative	3
Liberal	2
Independent	2
Independent for Ryedale	1
Liberal Democrat & Independent	1
Ryedale First Independent	1
Ungrouped	0

RYEDALE DISTRICT COUNCIL

APPOINTMENT OF MEMBERS TO COMMITTEES 2022/23

POLICY & RESOURCES COMMITTEE

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
K C Duncan C W Delaney C Docwra S M Graham	J Andrews A Clark	L M Burr	S Arnold	J Frank	D E Keal
Substitutes J R Bailey J Mackenzie	Substitutes C Brackstone M Potter	Substitutes P J Andrews	Substitutes J A Windress	Substitutes E Hope D E Cussons	Substitutes S P Mason

OVERVIEW & SCRUTINY COMMITTEE¹

Conservative	Liberal	Independent	Ungrouped	Independent for Ryedale	Lib Dem & Independent
R King W R F H Oxley N Garbutt Moore	Wass	A R Riby A E Raine	C Goodrick	D E Cussons	T Middleton

¹ In accordance with the Council's Constitution, where a Member of Overview and Scrutiny Committee has acted as a named substitute at any Policy Committee they may not subsequently scrutinise any decision in which they have been involved.

PLANNING COMMITTEE

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
M J T Cleary J Mackenzie J Bailey	C Brackstone M Potter	P J Andrews S N R Thackray	J A Windress	E Hope	S P Mason
Substitutes C Docwra S M Graham	Substitutes J Andrews	Substitutes A R Riby	Substitutes S Arnold	Substitutes J Frank D E Cussons	Substitutes D E Keal

LICENSING COMMITTEE

Conservative	Liberal	Independent	Ryedale First Independent	Independent for Ryedale	Lib Dem & Independent
M J T Cleary J Mackenzie J Bailey	C Brackstone M Potter	P J Andrews S N R Thackray	J A Windress	E Hope	S P Mason

NON-APPOINTMENT OF MEMBERS TO COMMITTEES

If any political group does not make nominations the procedure is as follows:

Regulation 15 of the Local Government (Committees and Political Groups) Regulations 1990 makes provision for appointments to Committees in circumstances where a political group has failed to express its wishes in relation to the appointment of its members to Committees.

The Annual Council meeting would review the allocation of seats to all political groups;

The next day, the Proper Officer gives the group formal notice of the allocation of seats to that political group;

The group then has three weeks beginning with the date on which notice is received to make nominations;

There would be a vacancy in respect of the Committee seats allocated to the group not making a nomination of a Member for the seat until the next subsequent Council meeting on 7 July 2022.

In the absence of a group making nominations within the three week period mentioned above, Council may make such appointment to that Committee seat as it thinks fit. In that event, the political group may not have a seat on the Committee(s).

This page is intentionally left blank



URGENCY POWERS

PRE-DECISION CONSULTATION

TITLE OF CONSULTATION: AMENDMENT OF CRITERIA FOR ALLOCATION OF COMMUNITY GRANTS

**OFFICER REQUESTING: ELIZABETH HEATH
HEAD OF CORPORATE GOVERNANCE AND
MONITORING OFFICER**

1.0 PURPOSE

- 1.1 To amend the criteria for Community Grant Applications to ensure that the increased funding for Grant Applications can be allocated within the financial year. Further, the processing of Applications to gain access to the available funding is time sensitive and therefore it is imperative that the team can commence the work associated with the Scheme can commence immediately.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that:

- (i) The criteria for Community Grant Applications is amended and the Team commence processing Applications immediately.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 On 17 March 2022, the Policy & Resources Committee approved the recommendation to Full Council that the criteria for Applications for a Community Grant could be amended, therefore ensuring that available funds could be allocated within the financial year.

The Agenda for Full Council on 7 April 2022 omitted to include the Community Grants Part B Report the recommendations of which had been approved by the Policy & Resources Committee. The omission of the Report regarding the Council's ability to launch the Community Grants Scheme in a timely manner has implications for the processing of the Applications which is time sensitive. Further, in addition to the Policy & Resources Committee approving the recommendation to amend the criteria for Applications, the Community Grants Working Party had also previously agreed the amendment to the criteria.

If the matter is delayed until the next Full Council meeting on 7 July 2022, this would impact the processing of the Applications, the ability to allocate the funds in the financial year, and place a considerable burden of work on the team. Additionally, this would place further pressure on Elected Members to review and approve the Applications.

Further, as the process is time sensitive, the second closing date for Applications being

26 August 2022, the timeline is too tight to launch the Scheme with the new criteria and importantly, for Groups applying under the Scheme to make their Applications which include the increased figures. Also, a further implication would be that the Council will only have time to launch two rounds of the application process to allocate the increased funding monies.

4.0 SIGNIFICANT RISKS

- 4.1 If the Urgency Power is not utilised, there is a significant risk that the processing of Applications and the awarding of funding will be compromised.

5.0 IMPLICATIONS

- 5.1 The following implications have been identified:

- a) Financial
There is a significant financial implication to Groups applying for Community Grants if the matter is not progressed immediately.
- b) Legal
The Council has a legal obligation to award appropriate funding within an approved budget.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
There are implications for Equalities and Staffing if the Urgency Power is not invoked and Applications and payments are delayed. Further, there will be increased pressure on Staff within the Team.

6.0 MONITORING OFFICER ADVICE

The Group Leaders have been consulted on the need to use the Urgency Power to permit the amendment to the criteria to be implemented and the Application process to commence. Further, they have been advised as to the reason for the omission from the Full Council Agenda on 7 April 2022 and the significant risks and implications for not proceeding at this time.

7.0 CONSULTATION RECORD

According to the Constitution, under urgency powers, decisions usually taken by the Council and its committees are taken by the CEO following consultation with the appropriate elected members.

The appropriate elected members are:

- The Leader of the Council
- The Chair of the appropriate committee, for matters relating to that specific committee¹
- Relevant Ward member(s), if any, for matters of particular relevance to that ward²

Name of Consultee	Cllr D Keal
-------------------	-------------

¹ "Chairman of the appropriate Committee" refers to committee specific matters and does not mean that all Committee Chairs will be consulted on everything

² "Relevant Ward Member(s), if any" refers to ward specific matters and does not mean that all Members will be consulted on everything

Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. No formal response received.	
Date consultation completed	14/04/22

Name of Consultee	Cllr S Arnold
Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. Formal response received 16 April 2022.	
Date consultation completed	14/04/22

	Cllr J Frank
Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. No formal response received.	
Date consultation completed	14/04/22

Name of Consultee	Cllr M Potter
Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. Formal response received 14 April 2022.	
Date consultation completed	14/04/22

Name of Consultee	Cllr K Duncan
Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. No formal response received.	
Date consultation completed	14/04/22

Name of Consultee	Cllr L Burr
Proposal advised in an email dated 14 April 2022. Advised that if No formal response received by close of business on 20 April 2022, the request would be deemed 'Approved'. No Formal response received.	
Date consultation completed	01/02/22

8.0 DECISION

Decision of the CEO based on consultation	To be completed after consultation
Date 22 April 2022	The recommendation is approved having taken advice on the balance of risk to the organisation; it is essential that the Council implements the Scheme immediately to fulfil its responsibilities to Community Grant applicants with regard to

	available increased funding.
--	------------------------------