

OVERVIEW AND SCRUTINY COMMITTEE

Thursday 27 June 2013 at 6.30 pm

Council Chamber, Ryedale House, Malton

Agenda

1 Emergency Evacuation Procedure.

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

2 Apologies for absence

3 Minutes of the meeting held on 21 February 2013

(Pages 1 - 4)

4 Urgent Business

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

5 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.

6 Customer Complaints received quarter 4 (2012/13)

(Pages 5 - 12)

7 Deloitte's Planning Report 2012 - 13

(Pages 13 - 40)

8 Deloitte's Briefing on Audit Matters

(Pages 41 - 46)

- | | | |
|----|---|-------------------|
| 9 | External Audit Quarterly Report | (Pages 47 - 50) |
| 10 | Internal Audit Plan 2013 - 14 | (Pages 51 - 58) |
| 11 | Annual Report of the Head of Internal Audit | (Pages 59 - 70) |
| 12 | Review of the Effectiveness of Internal Audit | (Pages 71 - 80) |
| 13 | Annual Governance Statement | (Pages 81 - 90) |
| 14 | Treasury Management Annual Report 2012/13 | (Pages 91 - 100) |
| 15 | Community Safety Plan | (Pages 101 - 130) |
| 16 | The Councils Priorities 2013 - 17 | (Pages 131 - 148) |
| 17 | Progress on Scrutiny Review Recommendations | (Pages 149 - 162) |
| 18 | Attendance at Policy Committees | (Pages 163 - 172) |
| 19 | Decisions from other Committees | (Pages 173 - 176) |
| | Commissioning Board held on 6 June 2013
Policy and Resources Committee held on 20 June 2013 (to follow). | |
| 20 | Any other business that the Chairman decides is urgent. | |

Public Document Pack Agenda Item 3

Overview and Scrutiny Committee

Held at Council Chamber, Ryedale House, Malton
on Thursday 21 February 2013

Present

Councillors Cussons, Mrs Hopkinson, Mrs Shields (Vice-Chairman), Wainwright (Chairman) and Ward

In Attendance

Audrey Adnitt, Sarah Anderson (Deloittes) , Kerry Clements, Gail Cook, Peter Johnson, Kim Robertshaw, Clare Slater and Anthony Winship

Minutes

202 **Apologies for absence**

Councillor Windress

203 **Minutes of the meeting held on the 13 December 2012**

Decision

That the minutes of the meeting of the Overview and Scrutiny Committee held on the 13 December 2012 be approved and signed by the Chairman as a correct record.

204 **Urgent Business**

There were no items of urgent business.

205 **Declarations of Interest**

None.

206 **Applications For Dispensation - Setting The Council Budget**

Considered – Report of the Council Solicitor and Monitoring Officer.

Decision

That the Overview and Scrutiny Committee acting in its Corporate Governance role:

1. Grants a dispensation to all Members of the Authority to enable all Members to participate in full in all decisions relating to the setting of the Council's budget and Council Tax.

2. Approves the dispensation for a period of more than 2 years until 14 March 2015.

207 **Safer Ryedale Performance Report and Priorities for 2013/2014**

Following a presentation from Inspector Andy Everett from North Yorkshire Police. The Safer Ryedale Partnership Action Plan 2012-13 Performance Monitoring Report for Quarter 3 was considered.

Decision

That the report be received.

208 **Presentation and Q and A - Ryecare Services**

The Housing Services Manager and the Ryecare Team Leader gave a presentation on the work of the Ryecare Service.

209 **Scrutiny Reviews Progress Report**

Considered – Report of the Council Solicitor

Decision

1. That the revised terms of reference, as recommended by the Scrutiny Review Task Group be adopted for the review.

2. Progress with the review be noted.

Members were reminded that the next meeting of the Scrutiny Review Task Group would take place on the 6 March 2013.

210 **Treasury Management**

Considered – report from the Corporate Director (s151).

Decision

That Council be recommended to approve:

1. Members receive the report;
2. The Treasury Management and Investment Strategies be noted and approved by the Council;
3. The Minimum Revenue Provision Policy Statement be approved by the Council and;
4. The Prudential Indicators in the report be approved by the Council.

211 **External Audit Report Q3**

Consider – External Audit Progress Report from Deloitte.

Decision

That the report be received.

212 **External Audit - Certification Report 2011/13**

Considered – Certification of claims and returns 2011/12 Annual report from Deloitte

Decision

That the report be received.

213 **Customer Complaints Q3 (2012/13)**

Considered – Report of the Business Support Manager

Decision

That the report be received.

214 **Annual Governance Statement**

Considered – Report of the Corporate Director (s151)

Decision

That the progress made with identified actions in the 2011-12 AGS action plan be noted.

215 **Corporate Risk Register**

Considered the Corporate Risk Management Plan

Decision

That the plan be noted.

216 **Decisions from other Committees**

The minutes of the Commissioning Board meeting held on the 24 January 2013 and the Policy and Resources Committee held on the 14 February 2013 were presented.

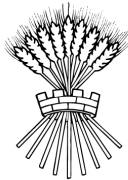
Decision

That the minutes be received.

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

None

The meeting closed at 8.40pm



REPORT TO: OVERVIEW AND SCRUTINY COMMITTEE

DATE: 27 JUNE 2013

REPORT OF THE: BUSINESS SUPPORT MANAGER
ANGELA JONES

TITLE OF REPORT: CUSTOMER COMPLAINTS RECEIVED QUARTER 4
(2012/13)

WARDS AFFECTED: ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To inform Members of the number and type of complaints received under the Council's complaint procedure for the period January – March 2013.

2.0 RECOMMENDATION

2.1 It is recommended that members accept the report as attached.

3.0 REASON FOR RECOMMENDATION

3.1 This report includes complaints monitored under individual service complaints systems (Annex A).

3.2 The report also includes a summary of customer feedback to Community Leisure Ltd (CLL) for the period January – March 2013 together with the action taken where appropriate (Annex B).

4.0 REPORT DETAILS

4.1 The annexes of the report show the number of complaints received and the actions which have been taken.

Angela Jones
Business Support Manager

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Background Papers:
RDC Complaints Procedure

Background Papers are available for inspection at:
[http://www.ryedale.gov.uk/council and democracy/corporate complaints.aspx](http://www.ryedale.gov.uk/council_and_democracy/corporate_complaints.aspx)

SUMMARY OF COMPLAINTS LOG

PERIOD: January – March 2013

SERVICE UNIT	SUMMARY OF COMPLAINT	NO SETTLED WITHIN DEADLINE	RESULTANT SERVICE IMPROVEMENTS / ACTION TAKEN
Access to Services	1. Dis satisfaction with Credit card charging via the website.	1	1. Letter of thanks sent to complainant and problem investigated and resolved.
Business Improvement		0	
Revenues & Benefits	2. Dis satisfied with being referred to bailiff for non payment of Council Tax. 3. Delay in processing Housing benefit claim. 4. Dis satisfied with the number of Housing Benefit letters received.	3	2. Letter of explanation sent to complainant. 3. Letter of explanation and apology sent to complainant. 4. Letter of explanation and apology sent to complainant.
Community Services		0	
Managing Development		0	
Economic & Community		0	

Facilities & Emergency Planning		0	
Planning	<p>5. In accurate information regarding planning consent requirements.</p> <p>6. Planning process.</p> <p>7. Poor response to communications.</p> <p>8. Planning process.</p> <p>9. Planning process.</p>	5	<p>5. Letter of explanation sent to complainant.</p> <p>6. Letter of explanation sent to complainant.</p> <p>7. Letter of apology sent to complainant.</p> <p>8. Letter of explanation sent to complainant.</p> <p>9. Letter of explanation sent to complainant.</p>
Forward Planning		0	
Health & Environment		0	
Housing Services		0	
ICT Services	10. Dis satisfied with website.	1	10. Letter of thanks and action taken sent to complainant.
Legal		0	
Streetscene Services	<p>11. Dis satisfied with Garden waste collection.</p> <p>12. Dis satisfied with behaviour of operatives.</p>	2	<p>11. Letter of explanation sent to customer outlining winter collection arrangements.</p> <p>12. Telephone to complainant confirmed mis understanding.</p>

CMT	13. Dis satisfied with Chief Executives lack of leadership.	1	13. Letter of explanation sent to complainant.
TOTAL		13	

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Agenda Item 6

ANNEX B

DERWENT POOL – CUSTOMER FEEDBACK

JANUARY TO MARCH 2013	very good	good	fair	poor	very poor
Efficiency of the staff	4	0	0	0	0
Helpfulness of the staff	3	0	0	0	0
Courtesy of the staff	4	0	0	0	0
General cleanliness	2	1	0	0	0
Condition of the facilities	2	0	1	0	0
Condition of the equipment	1	0	0	0	0
Safety and security	1	1	0	0	2
Air temperature	2	0	0	0	2
Value for money	2	1	0	0	1
Overall experience	2	0	1	1	0
	23	3	2	1	5

January	Improve water temperature	Being closely monitored by ourselves and RDC Property Management
	Not charge full paying gym members for loyalty card	1000 loyalty points awarded to all annual members
February	Modesty screen near ladies shower needed	
	Pool & changing area too cold for children swimming	Working with RDC on heating problems and trying to encourage customers to remove outdoor shoes on entering changing rooms to cut down dirt
	Changing area is cramped and was a bit dirty.	
	Why do we have to wait until 2.30 to get changed when the session starts at 2.30? It takes a while to change children - can't we be trusted?	Will discuss with the staff.
March	No comments received	

LIFESTYLES – CUSTOMER COMMENTS FEEDBACK

JANUARY TO MARCH 2013	very good	good	fair	poor	very poor
Efficiency of the staff	9	5	1	0	0
Helpfulness of the staff	10	5	0	0	0
Courtesy of the staff	11	4	0	0	0
General cleanliness	3	6	5	0	0
Condition of the facilities	1	2	2	3	8
Safety and security	1	4	5	2	3
Value for money	2	2	6	4	2
Overall experience	1	3	4	4	2
	38	31	23	13	15

January	No comments received	
February	13 x Badminton Club comments regarding inadequate and dangerously low levels of lighting in the main sports hall	Comments have been passed on to the school as a cherry picker is required in order to change the light bulbs
March	5 x the school gym is freezing – please fix the heating in community room	This has been reported to the School Unfortunately the school have informed us that the heating in the school is broken and will be very costly to fix.

RYEDALE POOL – CUSTOMER COMMENTS FEEDBACK

JANUARY TO MARCH 2013	very good	good	fair	poor	very poor
Efficiency of the staff	0	0	0	0	0
Helpfulness of the staff	0	0	0	0	0
Courtesy of the staff	0	0	0	0	0
General cleanliness	0	0	0	0	0
Condition of the facilities	0	0	0	0	0
Condition of the equipment	0	0	0	0	0
Safety and security	0	0	0	0	0
Air temperature	0	0	0	0	0
Value for money	0	0	0	0	0
Overall experience	0	0	0	0	0
	0	0	0	0	0

January	No comments received	
February	We would like to use the slide but every time we come for a swim we are told that the management do not provide enough staff to cover the slide. Pls can you put on a regular weekly slide	Unfortunately we have not had enough casual staff available to run the slide on a regular basis, however this situation will change in the very near future and the flume should be running regularly through the Easter break.
	Just wanted to thank everyone for opening up, in spite of 6" plus of snow! Thank you again and for a lovely clean, warm pool as ever.	
March	No comments received	



**Our Planning Report to the
Overview and Scrutiny Committee
on the 2012/13 Audit**





Overview and Scrutiny Committee
Ryedale District Council
Ryedale House
Malton
YO17 7HH

5 June 2013

We have pleasure in setting out in this document our planning report to the Overview and Scrutiny Committee of Ryedale District Council ("the Council") for the year ended 31 March 2013.

This plan has been prepared to inform the members and staff of the Council about our responsibilities as your external auditors and how we plan to discharge them. In this report we have set out the scope and approach of our audit including our initial view on what we consider to be your key audit risks.

Our audit risk assessment is continuously under review during the course of the audit period and should our assessment of risk fundamentally change we reserve the right to revisit the proposed work schedule. Any amendments to the Audit Plan will be discussed with management and agreed with the Overview and Scrutiny Committee.

We would like to take this opportunity to thank the management team for their on-going assistance.

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2 Member of Deloitte Touche Tohmatsu

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We have pleasure in setting out in this document our Overview and Scrutiny Committee of Ryedale District Council (“the Council”) for the year ended 31 March 2013.

We would like to take this opportunity to thank the management team for their assistance and co-operation during the planning of our audit work.

1. Strategic context

The Council has a good track record of delivering savings and has managed financial performance and reserves effectively. The Council recognises it faces continuing financial challenges with on-going savings required. A balanced budget has been set for 2013/14 and management do not anticipate major difficulty in delivering the savings that have been approved by members.

Going forward, there is increased uncertainty over the implications of central government policy decisions such as reductions in funding, changes in the funding mechanisms for local government and welfare reform. During 2013/14 the Medium Term Financial Plan is being revised to cover the period of 2014-18. Maintaining robust governance arrangements during the period of change with reduced resources and increased risk will be vital in ensuring no unexpected consequences arise from decisions made.

We look forward to continuing to work with the Council and will support the Council in addressing its key challenges, within the bounds of our role as external auditors.

The Council has a good track record of delivering savings but the challenge to continue to achieve financial balance is increasing

2. Scope of work and approach

Audit scope

We conduct our audit in accordance with the Accounts and Audit Regulations 2011, the Code of Audit Practice 2010 issued by the Audit Commission and our audit of the statement of accounts in accordance with International Standards on Auditing (UK and Ireland) as adopted by the UK Auditing Practices Board (“APB”).

The Code requires that we:

- issue an opinion on the financial statements of the Council;
- satisfy ourselves as to whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources;
- consider the completeness of the disclosures in the Annual Governance Statement in meeting the relevant requirements and identify any inconsistencies between the disclosures and the information that we are aware of from our work on the financial statements and other work; and
- confirm that the de minimus thresholds for the “Whole of Government Accounts” return have not been breached and consequently that no return is required.

*Our work is carried out under the Code of
Audit Practice 2010, issued by the Audit
Commission*

2. Scope of work and approach (continued)

Controls

As set out in "Briefing on audit matters" circulated to you with this report, our risk assessment procedures will include obtaining an understanding of controls considered to be 'relevant to the audit'. This involves evaluating the design of the controls and determining whether they have been implemented ("D & I"). Our audit approach consists of the following:



Our audit is not designed to provide assurance as to the overall effectiveness of the controls operating within the Council, although we will report to management any recommendations on controls that we may have identified during the course of our audit work.

The results of our work in obtaining an understanding of controls will be considered in determining the extent of substantive audit testing required

2. Scope of work and approach (continued)

Scoping of material balances

We perform an assessment of risk which includes considering the size, composition and qualitative factors relating to account balances, classes of transactions and disclosures. This enables us to determine the scope of further audit procedures to address the risk of material misstatement.

Liaison with internal audit

We have and will continue to liaise with the Council's internal audit function on a constructive and complementary basis to maximise our combined effectiveness and eliminate duplication of effort. This coordination will enable us to derive full benefit from the Council's internal audit function, its systems documentation and risk identification during the planning of the external audit to the extent we determine we can rely on their work.

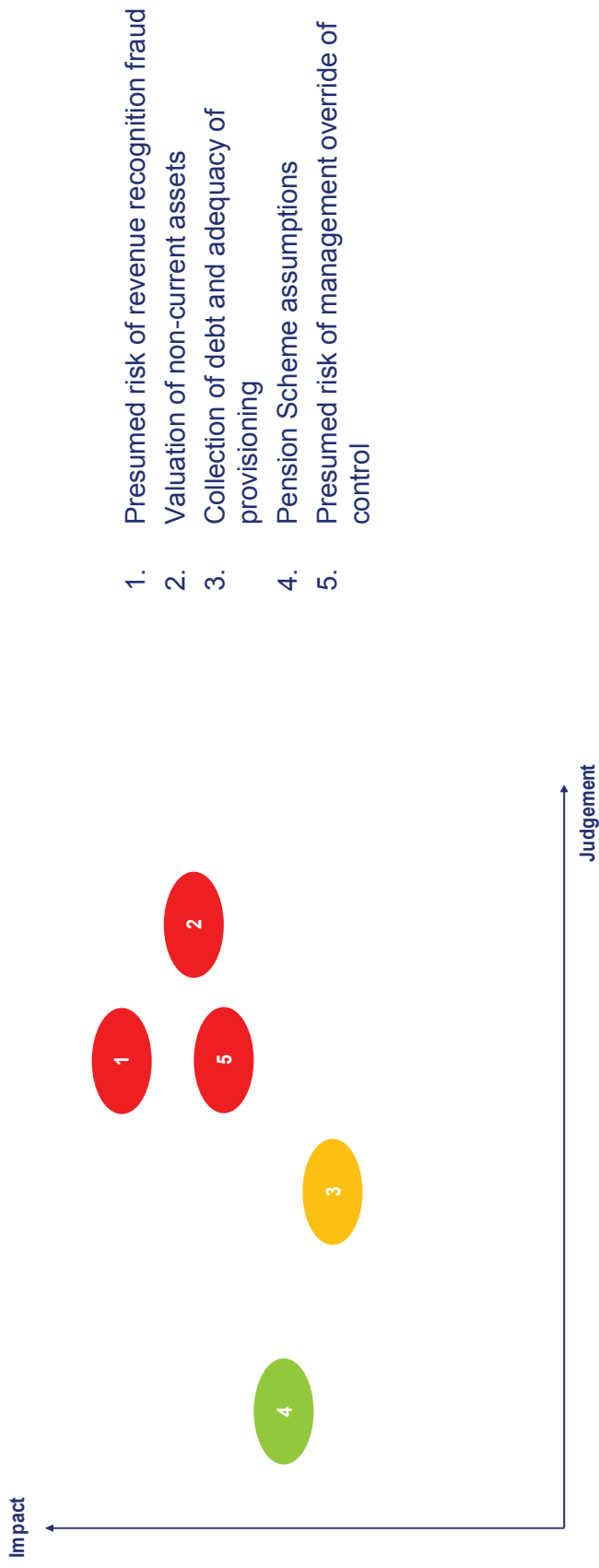
The audit team has reviewed this year's internal audit reports and found no instances where the audit approach should be adjusted. Where internal audit identifies specific material deficiencies in the control environment, we will consider adjusting our testing so that any new additional specific audit risks are covered by our work.

A risk focussed audit approach allows us to tailor our testing to your Council, placing greater emphasis on areas that are a greater source of risk and concern for the organisation

3. Significant audit risks

Based upon our initial assessment and following discussion with management, we will concentrate specific effort on the significant audit risks set out below.

We have plotted the key audit risks to show where we believe there is highest level of judgement and impact on the financial statements.



3. Significant audit risks (continued)

Presumed risk of revenue recognition fraud

International Standards on Auditing (UK and Ireland) 240 – “The auditor’s responsibility to consider fraud in an audit of financial statements” requires the auditors to perform certain audit procedures related specifically to fraud risk, and requires a presumption that revenue recognition is a key audit risk.

Deloitte response

For the Council we consider that the specific revenue recognition risk relates to the non-recognition of cash receipts as income, or their recognition in the wrong accounting period.

We will perform testing by selecting a sample of cash receipts and confirming that all income received was correctly recognised as income in the financial statements in the appropriate period. In addition, testing of grant income will be performed to ensure that the provisions of the Code of Practice on Local Authority Accounting based on IFRS have been consistently applied.

Valuation of non-current assets

In the current climate the property market is still volatile and there is the potential for valuations of property and other assets to have fallen.

Deloitte response

We will obtain a copy of the latest third party valuation report and review a sample of the valuations for arithmetic accuracy. We will consider whether there is indication of any impairment from the third party valuations and whether any noted impairment should be applied more widely to other assets that have not been valued in the current year.

3. Significant audit risks (continued)

Collection of debt and adequacy of provisioning

In the current climate there is likely to be more pressure on the Council's rate-payers' financial resources. It therefore follows that there is likely to be a higher level of unpaid debts at the balance sheet date and potentially more bad and/or doubtful debts occurring.

Deloitte response

We will document the process the Council has in place for reviewing and providing against bad and doubtful debts owed to the Council at the balance sheet date. We will review the calculation of the year end provision and consider the adequacy of the provision in the light of available evidence including the aging profile of debtors at the year end and at the time of audit, the history of bad debt exposure, recent changes in payment profile and post year-end cash receipts against year-end debtor balances.

Pension scheme assumptions

In the current climate the choice of pension inflation, discount and yield assumptions will be both difficult and judgemental. Small and apparently insignificant changes to these key assumptions can have material consequences for the actuarial assessment of the liability included within the financial statements of the Council.

Deloitte response

We will document the process the Council has put in place to determine the assumptions and will use our in-house pension and actuarial department to review these assumptions for reasonableness based upon prevailing market factors. We will also review the valuation of scheme assets.

3. Significant audit risks (continued)

Presumed risk of management override of controls	Deloitte response
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International Standards on Auditing (UK and Ireland) requires the auditors to perform certain audit procedures to respond to the risk of management's override of controls.

We will perform the following:

- understand and evaluate the financial reporting process and the controls over journal entries and other adjustments made in the preparation of the financial statements, and test the appropriateness of a sample of such entries and adjustments;
- review accounting estimates for biases that could result in material misstatement due to fraud, including whether any differences between estimates best supported by evidence and those in the financial statements, even if individually reasonable, indicate a possible bias on the part of management;
- a retrospective review of management's judgements and assumptions relating to significant estimates reflected in last year's financial statements; and
- obtain an understanding of the business rationale of significant transactions that we become aware of that are outside the normal course of business or that otherwise appear to be unusual given our understanding of the organisation and its environment.

3. Value for money conclusion

The approach to local value for money (VFM) audit work at councils is specified by the Audit Commission. Consistent with last year, auditors are required to give their statutory VFM conclusion based on the following two criteria:

- proper arrangements for securing financial resilience: work to focus on whether the Council has robust systems and processes to manage risks and opportunities effectively, and to secure a stable financial position that enables it to continue to operate for the foreseeable future; and
- proper arrangements for challenging how economy, efficiency and effectiveness are secured: work to focus on whether the Council is prioritising its resources within tighter budgets, for example by achieving cost reductions and by improving efficiency and productivity.

We have planned our local programme of work, which assesses the arrangements in place and not the decisions made, based on our risk assessment, which is informed by a series of risk factors determined by the Audit Commission.

The principal activities undertaken during our risk assessment include:

- meetings with key members and corporate directors to update our understanding of the key risks and challenges faced by the Council;
- discussions with officers and review of documentation in relation to corporate processes including financial, performance and risk management; procurement; asset management and LEAN activities;
- review of quarterly financial and non-financial performance information;
- review of relevant Council, Executive, Committee and Risk Appraisal Panel minutes and associated papers; and
- review of benchmarking information provided by the Audit Commission (the VFM profiles and financial ratios tool) comparing the cost of services provided with those of other councils.

The key audit risks which we have identified as part of our overall audit strategy and our proposed audit response are detailed below. Our risk assessment is kept under review during the course of our audit and will be updated following review of the year end financial and performance outcome information.

3. Value for money conclusion (continued)

Delivery of financial targets and the management of reduction in financial resources

Deloitte response

Following the Government's Comprehensive Spending Review in 2010 and subsequent local government finance settlements each year, the Council is facing financial pressures over the next few years. In addition, the changes encompassed in the suite of new Acts – the Localism Act 2011, the Welfare Reform Act 2012 and the Local Government Finance Act 2012 - will put further strains on the planning and budgeting processes.

Work is still on-going by management to finalise further measures to achieve the financial funding gap in 2014/15.

We will review the risk assessments for the savings proposals in the 2013/14 budget and arrangements for the on-going management of those risks. During the course of this work, we will consider the effectiveness of arrangements to assess the implications of savings measures and to manage their impact on the delivery of strategic priorities.

We will also select a sample of initiatives to assess the reasonableness of the quantification of savings to be achieved, and the processes for identifying and addressing any costs of implementation.

We will maintain a watching brief over delivery of the savings plans and performance against budgets and will consider the arrangements in place for governance and scrutiny.

4. Significant changes introduced by the Code in 2012/13

Topic

Housing Revenue Account (“HRA”)

The Localism Act 2011 replaced the previous subsidy method of financing the HRA with a system of self-financing. The Council received a one-off payment in 2011/12 from central government which was used to repay debt.

From 2012/13, the Council will no longer receive housing subsidy or Major Repairs Allowance (MRA) income. Instead the Council will be expected to fund all HRA revenue and capital expenditure from existing resources.

Exit packages

The 2012/13 Code guidance notes provide extended guidance on the disclosure requirements for exit packages. This clarifies that legal, contractual or constructive obligations at year end should be included in the disclosure of exit packages. The guidance notes also recommend that the exit package disclosure is amalgamated with the requirements in relation to the disclosure of termination benefits. The value of exit packages has historically not been material; therefore we do not consider this to be significant audit risk of material misstatement. We have included this as an area of significant audit risk above as this is an area which is considered to be qualitatively material.

Explanatory Foreword

Whilst the content and style of the Explanatory Foreword have been and still will be left to local judgement, the 2012/13 Code encourages local authorities to take into consideration the requirements of sections 5.2.8 to 5.2.12 of the Government Financial Reporting Manual (FRoM) where these requirements are relevant to a local authority. Unlike the FRoM, the Code does not include a specific requirement to prepare a sustainability report which would show the Authority’s use of finite resources, but neither does it prevent an authority from including such information in its Explanatory Foreword. Specific additional disclosures would include, but are not limited to, a brief history of the authority and its statutory background, an explanation of the going concern basis, details of company directorships and other significant interests held by members, and sickness absence data.

5. Responsibility statement

This report sets out those audit matters of governance interest which have come to our attention during the planning of our audit to date. Our audit is not designed to identify all matters that may be relevant to you and our final report on the audit will not necessarily be a comprehensive statement of all deficiencies which may exist in internal control or of all improvements which may be made.

The Audit Commission published a 'Statement of responsibilities of auditors and of audited bodies' alongside the Code of Audit Practice. The purpose of this statement is to assist auditors and audit bodies by summarising, in the context of the usual conduct of the audit, the different responsibilities of auditors and of the audited body in certain areas. The statement also highlights the limits on what the auditor can reasonably be expected to do.

Our report has been prepared on the basis of, and our work carried out in accordance with, the Code and the Statement of Responsibilities.

While our report may include suggestions for improving accounting procedures, internal controls and other aspects of your business arising out of our audit, we emphasise that our consideration of the Council's system of internal control was conducted solely for the purpose of our audit having regard to our responsibilities under Auditing Standards and the Code of Audit Practice. We make these suggestions in the context of our audit but they do not in any way modify our audit opinion, which relates to the financial statements as a whole. Equally, we would need to perform a more extensive study if you wanted us to make a comprehensive review for weaknesses in existing systems and present detailed recommendations to improve them.

We view this report as part of our service to you for use, as Members, for corporate governance purposes and it is to you alone that we owe a responsibility to its contents. We accept no duty, responsibility or liability to any other parties as the report has not been prepared, and is not intended, for any other purpose. It should not be made available to any other parties without our prior written consent.

If you intend to publish or distribute financial information electronically or in other documents, you are responsible for ensuring that any such publication properly presents the financial information and any report by us thereon, and for the controls over and security of the website. You are also responsible for establishing and controlling the process for electronically distributing accounts and other information.



Deloitte LLP

Chartered Accountants
Leeds

5 June 2013

Appendix 1: Prior year uncorrected misstatements

Uncorrected misstatements

The following uncorrected misstatements were identified during the course of our prior year audit:

	(Credit) / charge to deficit on provision of services £000	(Increase) / decrease to General Fund £000	Increase / (decrease) in net assets £000	(Increase) / decrease in unusable reserves £000
Misstatements identified in current year				
Incorrect amortisation of intangible assets	[1]		(62)	62
Total			(62)	62

[1] Incorrect amortisation of intangibles - increase amortisation within the comprehensive income and expenditure statement £62k, decrease intangible assets on the balance sheet £62k, increase net deficit in the General fund £62k decrease Capital Adjustment Account £62k.

We obtained written representations from the Council confirming that after considering all these uncorrected items, both individually and in aggregate, in the context of the financial statements taken as a whole, no adjustments were required.

Appendix 2: Independence and fees

As part of our obligations under International Standards on Auditing (UK & Ireland), we are required to report to you on the matters listed below:

Independence confirmation	We confirm we are independent of the Council and will reconfirm our independence and objectivity to the audit committee for the year ending 31 March 2013 in our final report to the Overview and Scrutiny Committee.
Fees	Details of the audit fees proposed for the period have been presented separately in the appendix.
Non-audit services	In our opinion there are no inconsistencies between APB Revised Ethical Standards for Auditors and the Council's policy for the supply of non-audit services or any apparent breach of that policy. We continue to review our independence and ensure that appropriate safeguards are in place including, but not limited to, the rotation of senior partners and professional staff and the involvement of additional partners and professional staff to carry out reviews of the work performed and to otherwise advise as necessary.

Appendix 2: Independence and fees (continued)

As part of our obligations under International Standards on Auditing (UK & Ireland) and the APB's Ethical Standards we are required to report to you on all relationships (including the provision of non-audit services) between us and the audited entity.

Service provided	Threats to auditor independence	Safeguards in place
Certification of claims and returns under Audit Commission certification instructions.	None noted. Certification work is the independent verification of claims or returns and does not influence the nature or value of any items which are subsequently audited.	None required.

Appendix 2: Independence and fees (continued)

The table below details our proposed audit fees and non audit fees for the year ending 31 March 2013:

	Current year £000	Prior year £000
Audit of Council under Audit Commission Code of Audit Practice		
Audit Commission scale fee (Note 1)	55	91
Total audit	55	91
Non-audit service		
Certification of claims and returns under Audit Commission certification instructions	19	33

Notes:

- The 2012/13 scale fee set by the Audit Commission reflects a reduction of 40% on 2011-12 fees. The fee excludes:
 - any work in relation to providing any specific accounting or other views. Given the uncertainty of timing and input required, we will agree the scope of work and associated fee with you when you request the opinion;
 - any additional work required to address questions and objections raised by local government electors which, due to uncertainty of timing and resource required, will be agreed separately.
 - any work requested by you that we may agree to undertake. Each piece of work will be separately negotiated and a detailed project specification agreed with you; and
 - value added tax which will be charged at the prevailing rate.

We have also assumed that:

 - Internal Audit undertakes appropriate work on all systems, and good quality working papers and records will be provided by the agreed start date for the interim audit visit;
 - Good quality working papers and records will be provided to support the financial statements by the agreed start date for the final audit visit; and
 - Good quality working papers will be available by the deadline for submission of the WGA return to auditors to support the WGA return.

Appendix 3: Fraud considerations

Characteristics

- Misstatements in the financial statements can arise from either fraud or error. The distinguishing factor between fraud and error is whether the underlying action that results in the misstatement of the financial statements is intentional or unintentional.
- Two types of intentional misstatements are relevant to us as auditors – misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets.
- We are aware that management has the following processes in place in relation to the prevention and detection of fraud:
 - Internal audit
 - Policies covering hospitality, gifts and inducements and whistleblowing
 - Standards of conduct for members and officers
 - Counter-fraud arrangements within the Benefits service.

Responsibilities

- The primary responsibility for the prevention and detection of fraud rests with management and those charged with governance, including establishing and maintaining internal controls over the reliability of financial reporting, effectiveness and efficiency of operations and compliance with applicable laws and regulations.
- As auditors, we obtain reasonable, but not absolute, assurance that the financial statements as a whole are free from material misstatement, whether caused by fraud or error.

Process and documentation

- We will make the enquiries on the previous page between the date of this report and our final audit visit. Our preferred approach is to schedule a short meeting or phone call to discuss each person's perception of the risk and occurrence of fraud and to facilitate this discussion with a short checklist of consideration points which we would ask participants to review, consider and respond to before our meeting.

Concerns

- As set out in the significant risks and accounting judgements section, we have identified the risk of fraud in revenue recognition and management override of controls as key audit risks for your organisation.
- No other concerns have been identified from whistle blowing procedures or by management about quality of management in any service area.

Appendix 3: Fraud considerations (continued)

We will make the following inquiries regarding fraud:

Management	Internal Audit	Those charged with governance
<p>Management's assessment of the risk that the financial statements may be materially misstated due to fraud including the nature, extent and frequency of such assessments</p> <p>Management's process for identifying and responding to the risks of fraud in the entity</p> <p>Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity</p> <p>Management's communication, if any, to employees regarding its views on business practices and ethical behaviour</p> <p>Whether management has knowledge of any actual, suspected or alleged fraud affecting the entity</p>	<p>Whether internal audit has knowledge of any actual, suspected or alleged fraud affecting the entity, and to obtain its views about the risks of fraud and status reports on fraud cases during 2012/13</p>	<p>How those charged with governance exercise oversight of management's processes for identifying and responding to the risks of fraud in the entity and the internal control that management has established to mitigate these risks</p> <p>Whether those charged with governance have knowledge of any actual, suspected or alleged fraud affecting the entity</p>

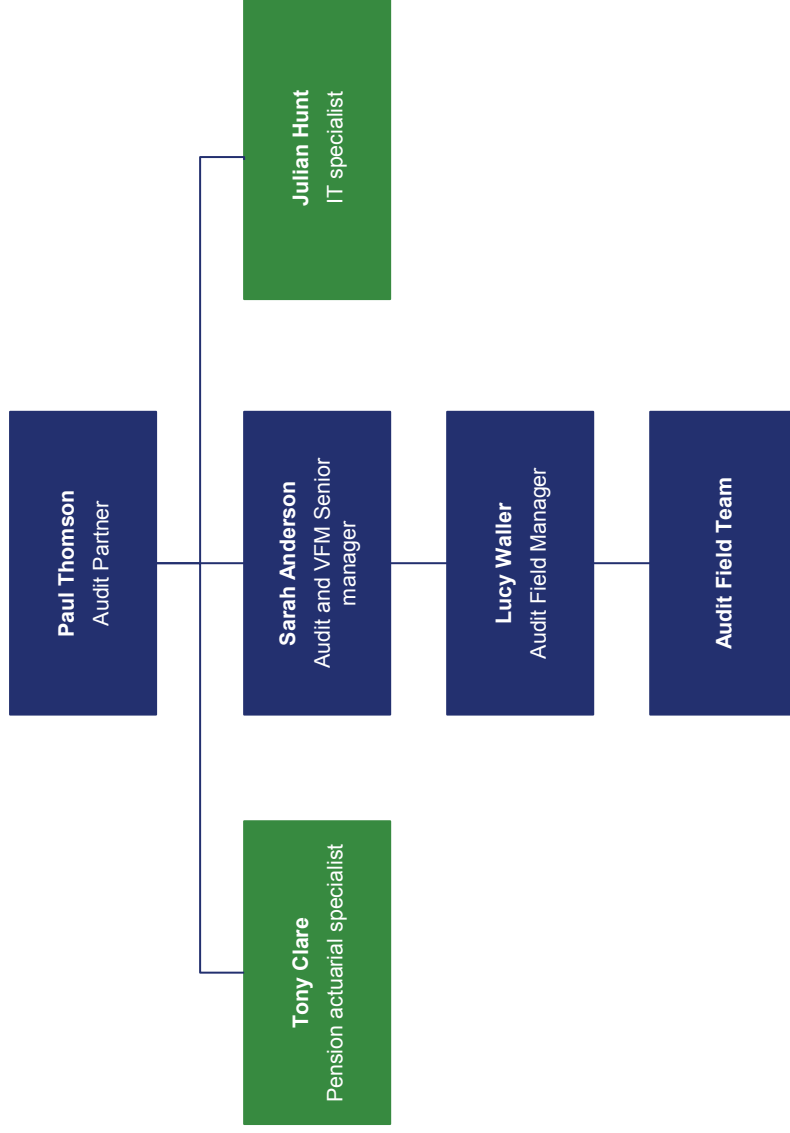
Appendix 3: Fraud considerations (continued)

We will ask for you and management to make the following representations towards the end of the audit process:

- We acknowledge our responsibilities for the design, implementation and maintenance of internal control to prevent and detect fraud and error.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We are not aware of any fraud or suspected fraud / We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - (i) management;
 - (ii) employees who have significant roles in internal control; or
 - (iii) others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

Appendix 4: Audit engagement team and timetable

We set out below our audit engagement team. We manage our audit on a basis that is consistent with prior year and draws on the expertise of our public sector group.



Appendix 4: Audit engagement team and timetable

Set out below is the approximate expected timing of our reporting and communication with the Council



Appendix 5: Proposed changes for the 2013/14 accounts

Topic

IFRS 13: Fair value accounting

The 2013/14 Code will introduce the requirements of IFRS 13 *Fair Value Measurement* as adapted for public sector circumstances. Non-financial non-profit generating assets are taken out of the scope of this standard and will be carried at a 'public sector valuation', which is presumed to reflect the assets' service potential.

As a result of the adaptation the Council would not be required to measure property, plant and equipment in accordance with IFRS 13; however in order to meet the disclosure requirements of the standard the Code makes it necessary for authorities to consider which level of the fair value hierarchy the valuation technique they have used will apply.

The Council will need to ensure that the valuer is made aware of the introduction of IFRS 13 and the Code's adaptation of it. Where the change is expected to be material to the accounts, the Council will need to disclose in its 2012/13 financial statements:

- the title of the new or amended standard;
- the nature of the change of accounting policy;
- the date at which the change of accounting policy is required; and
- a discussion of the impact that initial application of the IFRS is expected to have on the financial statements.

Changes proposed by the 2013/14 Code

Other amendments

Other changes include:

- amendments to the Comprehensive Income and Expenditure Statement as a result of the June 2011 amendments to IAS 1 *Presentation of Financial Statements*;
- amendments to IAS 19 *Employee Benefits* including changes to definitions and terminology, changes to the recognition requirements and clarification of the disclosure requirements;
- a number of clarifications and augmentations of the provision of the Code as a result of the CIPFA/LASAAC IFRS post implementation review;
- amendments to IAS 12 *Income Taxes*;
- new definitions and clarification for service concession arrangements that are assets under construction or intangible assets;
- clarification on the treatment of overdrafts; and
- amendments to IFRS 7 *Financial Instruments*: *Disclosures* requiring information that will enable users to evaluate the potential effect of netting arrangements.

Appendix 5: Changes for the 2013/14 accounts (continued)

Topic	
	Council tax support
	The Local Government Finance Act 2012 includes provisions designated to localise council tax support. Council tax benefit will disappear and individual local authorities will be responsible for preparing their own council tax reduction ("CTR") schemes. The current system means that central government reimburses the Council for all correctly awarded council tax benefit. Going forward, it is intended that the source of funding for each authority's CTR scheme will be the proportion of business rates retained by authority.
Local Government Finance Act 2012	We understand that the Council has agreed a scheme and that this will in place from 1 April 2013. This will impact the accounts for the year ending 31 March 2014.
	Non domestic rates
	The provisions allow the Secretary of State to move money around by deciding how much of the non-domestic rate income collected by the Council should be retained by the Council, paid to central government and paid out by central government to local authorities for local government purposes. This will impact the accounts for the year ending 31 March 2014.
	CIPFA will use the 2013/14 Code update to cover the accounting implications of these changes.



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Member of Deloitte Touche Tohmatsu Limited

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Briefing on audit matters

Published for those charged with governance



This document is intended to assist the members and officers of the Council to understand the major aspects of our audit approach, including explaining the key concepts behind the Deloitte Audit methodology including audit objectives and materiality.

Further, it describes the safeguards developed by Deloitte to counter threats to our independence and objectivity.

This document will only be reissued if significant changes to any of those matters highlighted above occur.

We will usually communicate our audit planning information and the findings from the audit separately. Where we issue separate reports these should be read in conjunction with this "Briefing on audit matters".

Approach and scope of the audit

Primary audit objectives We conduct our audit in accordance with International Standards on Auditing (UK & Ireland) as adopted by the UK Auditing Practices Board ("APB"). Our statutory audit objectives are:

- 1 to express an opinion in true and fair view terms to the members on the financial statements;
- 1 to express an opinion as to whether the accounts have been properly prepared in accordance with the relevant financial reporting framework;
- 1 to express an opinion as to whether the accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 based on International Financial Reporting Standards;
- 1 to form an opinion on whether adequate accounting records have been kept by the Council; and
- 1 to express an opinion as to whether the audited body has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Other reporting objectives

Our reporting objectives are to:

- 1 present significant reporting findings to the members. This will highlight key judgements, important accounting policies and estimates and the application of new reporting requirements, as well as significant control observations; and
- 1 provide timely and constructive letters of recommendation to management. This will include key business process improvements and significant controls weaknesses identified during our audit.

Materiality

The concept of materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to monetary misstatements but also to disclosure requirements and adherence to appropriate accounting principles and statutory requirements.

"Materiality" is defined in the International Accounting Standards Board's "Framework for the Preparation and Presentation of Financial Statements" in the following terms:

"Information is material if its omission or misstatement could influence the economic decisions of users taken on the basis of the financial statements. Materiality depends on the size of the item or error judged in the particular circumstances of its omission or misstatement. Thus, materiality provides a threshold or cut-off point rather than being a primary qualitative characteristic which information must have if it is to be useful."

We determine materiality based on professional judgment in the context of our knowledge of the audited entity, including consideration of factors such as shareholder expectations, industry developments, financial stability and reporting requirements for the financial statements.

We determine materiality to:

- 1 determine the nature, timing and extent of audit procedures; and
- 1 evaluate the effect of misstatements.

The extent of our procedures is not based on materiality alone but also local considerations of the Council, the quality of systems and controls in preventing material misstatement in the financial statements, and the level at which known and likely misstatements are tolerated by you in the preparation of the financial statements.

For local statutory reporting purposes, individual materiality levels will be set for each of the subsidiary companies.

Uncorrected misstatements

In accordance with International Standards on Auditing (UK and Ireland) ("ISAs (UK and Ireland)") we will communicate to you all uncorrected misstatements (including disclosure deficiencies) identified during our audit, other than those which we believe are clearly trivial.

ISAs (UK and Ireland) do not place numeric limits on the meaning of 'clearly trivial'. The Audit Engagement Partner, management and the members of the audit committee will agree an appropriate limit for 'clearly trivial'. In our report we will report all individual identified uncorrected misstatements in excess of this limit and other identified errors in aggregate.

We will consider identified misstatements in qualitative as well as quantitative terms.

Audit methodology

Our audit methodology takes into account the changing requirements of auditing standards and adopts a risk based approach. We utilise technology in an efficient way to provide maximum value to the Council and create value for management and the Council whilst minimising a “box ticking” approach.

Our audit methodology is designed to give officers and members the confidence that they deserve.

For controls considered to be ‘relevant to the audit’ we evaluate the design of the controls and determine whether they have been implemented (“D & I”). The controls that are determined to be relevant to the audit will include those:

- 1 where we plan to obtain assurance through the testing of operating effectiveness;
- 1 relating to identified risks (including the risk of fraud in revenue recognition, unless rebutted and the risk of management override of controls);
- 1 where we consider we are unable to obtain sufficient audit assurance through substantive procedures alone; and
- 1 to enable us to identify and assess the risks of material misstatement of the financial statements and design and perform further audit procedures.

Other requirements of International Standards on Auditing (UK and Ireland)

ISAs (UK and Ireland) require we communicate the following additional matters:

ISA (UK & Ireland)	Matter
ISQC 1	Quality control for firms that perform audits and review of financial statements, and other assurance and related services engagements
240	The auditor’s responsibilities relating to fraud in an audit of financial statements
250	Consideration of laws and regulations in an audit of financial statements
265	Communicating deficiencies in internal control to those charged with governance and management
450	Evaluation of misstatements identified during the audit
505	External confirmations
510	Initial audit engagements – opening balances
550	Related parties
560	Subsequent events
570	Going concern
600	Special considerations – audits of group financial statements (including the work of component auditors)
705	Modifications to the opinion in the independent auditor’s report
706	Emphasis of matter paragraphs and other matter paragraphs in the independent auditor’s report
710	Comparative information – corresponding figures and comparative financial statements
720	Section A: The auditor’s responsibilities relating to other information in documents containing audited financial statements

Independence policies and procedures

Important safeguards and procedures have been developed by Deloitte to counter threats or perceived threats to our objectivity, which include the items set out below.

Safeguards and procedures

- 1 Every opinion (not just statutory audit opinions) issued by Deloitte is subject to technical review by a member of our independent Professional Standards Review unit.
- 1 Where appropriate, review and challenge takes place of key decisions by the Second Partner and by the Independent Review Partner, which goes beyond ISAs (UK and Ireland), and ensures the objectivity of our judgement is maintained.
- 1 We report annually to the members our assessment of objectivity and independence. This report includes a summary of non-audit services provided together with fees receivable.
- 1 There is formal consideration and review of the appropriateness of continuing the audit engagement before accepting reappointment.
- 1 Periodic rotation takes place of the audit engagement partner, the independent review partner and key partners involved in the audit in accordance with our policies and professional and regulatory requirements.
- 1 In accordance with the Revised Ethical Standards issued by the APB, there is an assessment of the level of threat to objectivity and potential safeguards to combat these threats prior to acceptance of any non-audit engagement. This would include particular focus on threats arising from self-interest, self-review, management, advocacy, over-familiarity and intimidation. Any non audit work which exceeds a deminimis amount set by the Audit Commission must be approved by the Commission prior to agreeing to carry out the work.
- 1 In the UK, statutory oversight and regulation of auditors is carried out by the Professional Oversight Board (POB) which is an operating body of the Financial Reporting Council. The Firm's policies and procedures are subject to external monitoring by both the Audit Inspection Unit (AIU), which is a division of POB, and the ICAEW's Quality Assurance Directorate (QAD). The AIU is charged with monitoring the quality of audits of economically significant entities and the QAD with monitoring statutory compliance of audits for all other entities. Both report to the ICAEW's Audit Registration Committee. The AIU also reports to POB and can inform the Financial Reporting Review Panel of concerns it has with the accounts of individual companies.
- 1 Our work is carried out in line with the Audit Commission standing guidance for local government auditors. Compliance with that guidance and the quality of our work is subject to the Audit Commission's annual Quality Review Process.

Independence policies

Our detailed ethical policies' standards and independence policies are issued to all partners and employees who are required to confirm their compliance annually. We are also required to comply with the policies of other relevant professional and regulatory bodies.

Amongst other things, these policies:

- 1 state that no Deloitte partner (or any immediate family member) is allowed to hold a financial interest in any of our UK audited entities;
- 1 require that professional staff may not work on assignments if they (or any immediate family member) have a financial interest in the audited entity or a party to the transaction or if they have a beneficial interest in a trust holding a financial position in the audited entity;
- 1 state that no person in a position to influence the conduct and outcome of the audit (or any immediate family member) should enter into business relationships with UK audited entities or their affiliates;
- 1 prohibit any professional employee from obtaining gifts from audited entities unless the value is clearly insignificant; and
- 1 provide safeguards against potential conflicts of interest.

Remuneration and evaluation policies

Partners are evaluated on roles and responsibilities they take within the firm including their technical ability and their ability to manage risk.

APB Revised Ethical Standards

The Auditing Practices Board (APB) has issued five ethical standards for auditors that apply a 'threats' and 'safeguards' approach.

The five standards cover:

- 1 maintaining integrity, objectivity and independence;
- 1 financial, business, employment and personal relationships between auditors and their audited entities;
- 1 long association of audit partners and other audit team members with audit engagements;
- 1 audit fees, remuneration and evaluation of the audit team, litigation between auditors and their audited entities, and gifts and hospitality received from audited entities; and
- 1 non-audit services provided to audited entities.

Our policies and procedures comply with these standards.

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Ryedale District Council

External Audit Progress Report

June 2013

Summary of activity

We are pleased to present our progress report to the Overview and Scrutiny Committee. This summarises the activities that we have completed since our report in April 2013.

Summary of activities

Audit of financial statements

Our audit planning visit took place on 2-5 April 2013. Our audit plan is presented separately at this meeting.

National Fraud Initiative 2012/13 - Auditor risk assessment data return

At the time of writing this report we are gathering data from management to enable us to complete this data return. Our assessment will be discussed with S151 officer prior to the submission deadline of 28 June.

Other matters

Audit fees 2013/14

Our letter setting out the 2013/14 fees was issued on 17 April 2013. The fee for 2013/14 is £54,868 which, as expected, has remained the same as 2012/13.

Local Audit and Accountability Bill

The Local Audit and Accountability Bill was announced in the Queen's Speech and received its first reading in the House of Lords on 9 May and its second reading in the Lords on 22 May. The Bill will close down the Audit Commission and replace it with a new local audit framework. The aim is for the Bill to receive Royal Assent by March 2014, and for the Audit Commission to close by 31 March 2015.

The Bill applies to local authorities and health service bodies. The Bill makes provision for:

- the abolition of the Audit Commission
- the accounts of local and certain other public authorities and the auditing of those accounts
- the appointment, functions and regulation of local auditors
- data matching
- examinations by the Comptroller and Auditor-General relating to English local and other public authorities
- the publication of information by smaller authorities
- directions to comply with codes of practice on local authority publicity
- council tax referendums
- and connected purposes.

The requirement to have an independent "auditor panel" has been retained. The auditor panel's function will be to "advise the authority on the maintenance of an independent relationship with the local auditor appointed to audit its accounts" and to "advise the authority on the selection and appointment of a local auditor to audit its accounts".

Audit Commission contracts

On 2 April 2013, the Audit Commission announced that it will retender audit contracts that were initially awarded to firms like Deloitte LLP in 2006 and 2007 (and extended in 2010) in order to generate further savings for local public bodies. This includes our contract as your auditors. The retender process will be led by the Audit Commission and will be completed such that the new appointed auditors are in place for the year beginning 1 April 2015. Our last year as auditors under the current contract will be the year ended 31 March 2015. We currently have no details of the timing of the retender process but we will keep you updated as the retender process progresses.

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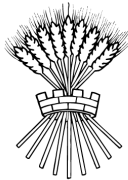
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REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	INTERNAL AUDIT PLAN 2013/14 AND TERMS OF REFERENCE
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek members' views on the priorities for internal audit for 2013/14 to inform the preparation of the annual audit plan.

2.0 RECOMMENDATION

- 2.1 It is recommended that members note the position with the Terms of Reference and endorse the Internal Audit Plan for 2013/14 (Annex A).

3.0 REASON FOR RECOMMENDATION

- 3.1 To ensure that audit resources are used effectively.

4.0 REPORT DETAILS

- 4.1 In accordance with the CIPFA Code of Practice for Internal Audit, audit plans are prepared on the basis of a risk assessment process. The risk assessment methodology is designed to ensure that limited audit resources available are prioritised towards those systems and areas which are considered to be the most at risk and/or which contribute the most to the achievement of the Council's corporate priorities and objectives.
- 4.2 Consultation with members and senior council officers is an essential part of the risk assessment process, to ensure that their views on the risks facing the organisation are taken into account. The plan is agreed by the Corporate Director (s151) who has responsibility for ensuring an adequate and effective system of internal control.
- 4.3 It is good practice to review the Terms of Reference for Internal Audit on an annual basis.

5.0 2013/14 AUDIT PLAN

- 5.1 The Council continues to experience significant financial pressures and major change across all services. Reductions in resources may mean services can no longer operate controls to the extent where they have historically.
- 5.2 To reflect this, the intention is to maintain the approach adopted in previous years in developing the plan. This will include a mix of traditional audits (for example, in areas such as the main financial systems where the volume and value of transactions processed are so significant that regular audit is essential), and other reviews targeted towards areas of increased risk due to change.

6.0 TERMS OF REFERENCE

- 6.1 In accordance with good practice, the Council reviews its Terms of Reference for Internal Audit annually, and that review was scheduled for the meeting of 11 April 2013. However CIPFA, the Chartered Institute of Internal Auditors (CIIA), and HM Treasury have recently consulted on a new set of Public Sector Internal Audit Standards (PSIAS) which will supersede those currently used in various parts of the public sector. This consultation has now been completed and the new standards will take effect from 1 April 2013, however full guidance on the application of the standards has not yet been published.
- 6.2 As the current Terms of Reference is based on the CIPFA Code of Practice, Veritau North Yorkshire (VNY) propose to prepare a new Terms of Reference which complies with the new PSIAS for approval by Committee after the guidance has been published.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
None
 - b) Legal
None
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None

Paul Cresswell
Corporate Director (s151)

Author: Alison Newham – Audit Manager (East), VNY Ltd.
Telephone No: 01653 600666 ext 382
E-Mail Address: Alison.newham@veritau.co.uk

Background Papers:
None

**RYEDALE DISTRICT COUNCIL
INTERNAL AUDIT PLAN 2013/14**





Audit Plan 2013/14

CONTENTS

- 1 Introduction
- 2 2013/14 Audit Plan
- 3 Main Financial Systems
- 4 Operational Audits
- 5 Other Chargeable Audit Work

Audit Plan 2013/14

1. INTRODUCTION

- 1.1 This plan sets out the proposed 2013/14 programme of work for the internal audit, service provided by Veritau North Yorkshire for Ryedale District Council.
- 1.2 In accordance with proper practice, internal audit is required to prepare an audit plan on at least an annual basis. The plan is based on a risk assessment model that is maintained by internal audit. The council's own risk management systems are also considered in forming a view on what audits to undertake. The audit plan is a working document, and changes are made throughout the year to reflect changes in risk and any issues that arise.
- 1.3 The content of the audit plan is subject to consultation with senior council officers. The committee is responsible for monitoring progress against the plan. Changes to the plan are agreed through the council's client management arrangements and are notified to the committee. Proposed audit work is also discussed with the council's external auditors, to ensure that there is no duplication of effort.

2. 2013/14 AUDIT PLAN

- 2.1 The significant financial pressures faced by the council and the consequent need to review and adapt services are major factors affecting systems and controls. Veritau's priority for the immediate future continues to be to help support the council maintain an effective control environment in these challenging times. As in 2012/13, the audit plan has been drawn up to provide a balance between regularity audits in areas such as the main financial systems where the volume and value of transactions processed are significant and regular audit is essential; and other reviews targeted towards areas of increased risk due to change. This includes:
 - direct support to change projects - to provide advice and challenge on controls being implemented or changed, and project governance
 - an emphasis in other audit work on the appropriateness of control systems in the current climate, and key objectives to meet current needs.
- 2.2 Details of the 2013/14 plan are set out below.

3. MAIN FINANCIAL SYSTEMS

	<u>Days</u>
General Ledger (including Fixed Assets register)	15
<p>A review of the arrangements for managing and maintaining the financial ledger. The audit will include a review of:</p> <ul style="list-style-type: none"> • access and back up arrangements • the integrity and timeliness of data • the processing of journals and virements • reconciling control and suspense accounts • feeder systems • reconciliations • year end processes. 	
Tax Management	10
<p>A review of key controls to ensure compliance with VAT accounting requirements. The audit will include analysis of VAT data using IDEA data interrogation software, to identify potential weaknesses in control.</p>	
Treasury Management	3
<p>A 'health check' of the systems associated with treasury management. A full audit will be carried out during 2014/15.</p>	
Creditors	3
<p>A review of the controls, systems and processes associated with creditors. A full audit will be carried out during 2014/15.</p>	
Debtors	3
<p>A review of the controls, systems and processes associated with debtors. A full audit will be carried out during 2014/15.</p>	
Payroll	5
<p>A review of the payroll system and controls associated with payroll processing.</p>	
Local Taxation (Council Tax & NNDR)	15
<p>A review of the systems for calculating Council Tax and NNDR liabilities, and the collection, recording and processing of payments. The audit will also examine debt recovery arrangements.</p>	
Housing Benefits (Council Tax Support)	10
<p>A review of the systems and processes for paying Council Tax Benefit and Housing Benefit, including the new council tax support scheme.</p>	

Audit Plan 2013/14

Income	3
A review of overall income management arrangements including processes in place to prevent money laundering.	

TOTAL – Main Financial Systems	67
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4. OPERATIONAL AUDITS

Human Resources and Recruitment Checks	12
A review of policies, processes and recruitment checks undertaken on new employees specifically focusing on counter fraud arrangements.	

Elections Works	12
A value for money review of processes, including government funding.	

ICT	15
A review of systems access, general controls, inventory and security.	

Performance Management / Data Quality	15
A review of systems in place to monitor and report achievement against performance management targets and the quality of data available.	

Partnerships and Grants	12
A review of the systems and procedures in place.	

Health and Safety	15
A review of the systems and procedures in place to ensure compliance with Health and Safety regulations and welfare of employees.	

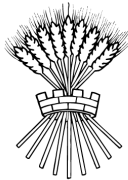
Fleet Management	10
A review of the management and control of vehicle costs, especially of fuel and vehicle repair costs. The audit will include a review of recording and management information systems, and verification of a sample of assets.	

Planning / Development Control	10
A review of general controls and procedures including administrative processes. The audit will also consider any areas highlighted around affordable housing.	

TOTAL – Operational Audits	101
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5. OTHER CHARGEABLE AUDIT WORK

	<u>Days</u>
Support, Advice & Liaison	12
Provision to provide ongoing advice and support on the design, implementation and operation of appropriate controls and for the overall management of audit work in each department.	
Audit Committee Planning/ Reports and Attendance	20
Preparing for and attending Committees.	
Follow Up Audits	15
Provision to follow up previously agreed audit recommendations.	
Audit Planning	10
TOTAL – Other Chargeable Audit Work	57
TOTAL CHARGEABLE DAYS 2013/14	225



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	HEAD OF INTERNAL AUDIT MAX THOMAS
TITLE OF REPORT:	ANNUAL REPORT OF THE HEAD OF INTERNAL AUDIT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report summarises the outcome of internal audit work undertaken in 2012/13 and provides an opinion on the overall adequacy and effectiveness of the Council's internal control arrangements.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the committee:
- (i) note the results of audit and fraud work undertaken in 2012/13
 - (ii) accept the opinion of the Head of Internal Audit on the adequacy and effectiveness of the Council's internal control environment.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To enable the committee to fulfil its responsibility for considering the outcome of internal audit work.

4.0 SIGNIFICANT RISKS

- 4.1 The Council will fail to comply with the requirements of the Cipfa Code of Practice for Internal Audit in Local Government if the results of audit work are not reported and the opinion of the Head of Internal Audit is not considered by the Audit Committee.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The work of internal audit supports overall aims and priorities by promoting probity, integrity and accountability and by helping to make the council a more effective organisation. The results of completed audit work are reported to service managers and relevant chief officers.

REPORT

6.0 REPORT DETAILS

6.1 The work of internal audit is governed by the Accounts and Audit (England) Regulations 2011 and relevant professional standards. During 2012/13, the applicable standards for internal audit were contained in the CIPFA Code of Practice for Internal Audit in Local Government (2006)¹. In accordance with the code of practice, the Head of Internal Audit is required to report to those charged with governance on the findings of audit work, provide an annual opinion on the council's control environment and identify any issues relevant to the preparation of the Annual Governance Statement.

6.2 During 2012/13 internal audit work for the council was delivered by Veritau North Yorkshire Limited in accordance with the approved audit plan. The results of completed audit work were reported to service managers and relevant chief officers as required during the course of the year. In addition, summaries of audit findings have been presented to this committee as part of regular monitoring reports. Annex B summarises all audits completed since the last Committee and forms the basis for the opinion given in this report.

Opinion of the Head of Internal Audit

6.3 The opinion of the Head of Internal Audit is given in Annex A. The opinion is based on internal audit work completed by Veritau North Yorkshire (VNY) during 2012/13.

6.4 In giving this opinion, consideration has been given to all of the findings identified by VNY. While these include some issues which it is important for the council to address, there were no findings which represent a significant risk in relation to the overall control environment. Action taken to address the recommendations made will be followed up during the course of future internal audit work. There are no other issues aside from those arising from internal audit work that have been brought to the attention of the Head of Internal Audit as relevant to forming an opinion.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial
None

b) Legal
None

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None

Max Thomas
Head of Internal Audit
Veritau North Yorkshire Limited

¹ The CIPFA Code of Practice for Internal Audit in Local Government was replaced on 1 April 2013 by the Public Sector Internal Audit Standards.

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Background Papers:
None

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Annex A

Opinion of the Head of Internal Audit

I have evaluated the results of internal audit work undertaken during the 2012/13 year. In my opinion the council's internal controls provide **Substantial Assurance**. The council can therefore continue to place reliance on the adequacy and effectiveness of its systems of internal control and the overall control environment.

Signed

Max Thomas
Head of Internal Audit
Veritau North Yorkshire Limited

27 June 2013

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AUDITS COMPLETED AND REPORTS ISSUED

The following categories of opinion are used for audit reports.

Opinion	Level of Assurance
High Assurance	Overall very good management of risk. An effective control environment appears to be in operation.
Substantial	Overall good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Moderate	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No Assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Actions to address issues are agreed with managers where weaknesses in control are identified. The following categories are used to classify agreed actions.

Priority

Long Definition

Short Definition – for use in Audit Reports

1 (High)

Action considered both critical and mandatory to protect the organisation from exposure to high or catastrophic risks. For example, death or injury of staff or customers, significant financial loss or major disruption to service continuity.

A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.

These are fundamental matters relating to factors critical to the success of the area under review or which may impact upon the organisation as a whole. Failure to implement such recommendations may result in material loss or error or have an adverse impact upon the organisation's reputation.

Such issues may require the input at Corporate Director/Assistant Director level and may result in significant and immediate action to address the issues raised.

2

Action considered necessary to improve or implement system controls so as to ensure an effective control environment exists to minimise exposure to significant risks such as financial or other loss.

A significant system weakness, whose impact or frequency presents risks to the system objectives, and which needs to be addressed by management.

Such issues may require the input at Head of Service

Priority

Long Definition

Short Definition – for use in Audit Reports

3	<p>or senior management level and may result in significantly revised or new controls.</p> <p>Action considered prudent to improve existing system controls to provide an effective control environment in order to minimise exposure to significant risks such as financial or other loss.</p> <p>Such issues are usually matters that can be implemented through line management action and may result in efficiencies.</p>	<p>The system objectives are not exposed to significant risk, but the issue merits attention by management.</p>
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Draft Reports Issued

One internal audit report is currently in draft. These reports are with management for consideration and comments. Once the reports have been finalised, details of the key findings and issues will be reported to this committee.

Opinion	Number
“High Assurance”	0
“Substantial Assurance”	0
“Moderate Assurance”	1
“Limited Assurance”	0
“No Assurance”	0
“Not given”	0

Final Reports Issued

The table below shows audit reports finalised since the last committee. In all cases the recommendations made have been accepted by management, and will be followed up by internal audit.

Audit	Date Of Final Report	Opinion	Number of Agreed Actions		Work done / significant weaknesses / issues identified
			Total	Priority 1	
General Ledger	11 April 2013	High Assurance	1	0	A review of controls and processes in particular with regards to the migration of data to the new financial system. One low priority action was agreed that has now been resolved.
ICT Audit	28 March 2013	High Assurance	0	0	A review of arrangements in place. Particular focus was given to access security, mobile devices, data security and strategies.
Payroll	16 May 2013	Substantial Assurance	1	0	A review of key controls to ensure that the Council can place reliance on the soundness of the systems associated with payroll.
Creditors	16 May 2013	Substantial Assurance	1	0	The audit reviewed risks and controls identified around goods and services ordered, expenditure and budgets, errors and fraud. One action was agreed with regards to user access controls.
Non Domestic Rates & Council Tax	17 May 2013	Moderate Assurance	3	0	A review of controls to ensure that the Council can place reliance on the soundness of its systems. Particular focus was given to hereditaments, collection rates, write offs and reconciliations. A number of actions were agreed in relation to access control, collection rates and void properties.
Income	20 May 2013	Substantial Assurance	4	0	The audit reviewed risks and controls around PCIDSS non compliance, thefts and loss, errors, insurance limits and money laundering. A number of issues were identified resulting in 4 actions being agreed.

Trade Waste	23 May 2013	High Assurance	0	0	Following a period of change to the administration and maintenance of the Councils contracts a review was carried out to review all risks identified. The overall audit opinion was that of High Assurance and no areas of concern were identified.
Recycling Credits	23 May 2013	Moderate Assurance	1	0	At the request of Management, a review of the recycling credit claim process was undertaken. Weaknesses identified were around the recording of weight tickets which could result in financial loss. A new electronic process for capturing the data directly is now being developed to address this.
Debtors	24 May 2013	Substantial Assurance	4	0	A review of the key controls to ensure that the Council can place reliance on the soundness of the systems associated with Sundry Debt and collection. A number of issues were identified and actions have been agreed with management.

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REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	REVIEW OF INTERNAL AUDIT EFFECTIVENESS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Members of the process and the outcomes of the 2012/13 review of the effectiveness of the Council's internal audit arrangements.

2.0 RECOMMENDATION

- 2.1 Members are asked to note, and comment on the results of the review of the effectiveness of the Council's internal audit arrangements.

3.0 REASON FOR RECOMMENDATION

- 3.1 To ensure there is an appropriate review of the effectiveness of the Council's internal audit arrangements.

4.0 SIGNIFICANT RISKS

- 4.1 The Council will not comply with the Accounts and Audit Regulations 2011 if it does not review the effectiveness of internal audit on an annual basis.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Internal audit supports objectives across the council by helping to ensure that there are proper systems of internal control. Senior council officers across Veritau client councils have contributed to the review of effectiveness.

REPORT

6.0 REPORT DETAILS

Legislative Requirements

- 6.1 The Accounts and Audit Regulations 2011 require the Council to conduct, at least once a year, a review of the effectiveness of its internal audit arrangements, and to

report the findings of this review to the Council or an appropriate committee. The process is intended to form part of the wider review of the effectiveness of the system of internal control which is necessary to prepare the Annual Governance Statement.

6.2 The Regulations require that the Council:

“must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control”.

6.3 For 2012/13, the proper practices for internal audit were those contained within the CIPFA Code of Practice for Internal Audit in Local Government (the Code of Practice)¹.

Defining Internal Audit

6.4 In the Code of Practice, internal audit is defined as:

“an assurance function that provides an independent and objective opinion to the organisation on the control environment, by evaluating its effectiveness in achieving the organisation’s objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.”

As such internal audit forms an essential part of the Council's corporate governance arrangements.

6.5 Since April 2012, internal audit has been provided under contract by Veritau (Veritau North Yorkshire Ltd), a company part owned by the Council.

Who Should Undertake the Review?

6.6 The Regulations require either the Council itself, or a committee of the Council, to review the effectiveness of internal audit. At Ryedale this is undertaken by the Overview and Scrutiny Committee. The main reasons for this are:

- (a) it is a core responsibility of the Committee to approve internal audit plans and monitor the work of the service;
- (b) in so far as the Committee fulfils the role of an audit committee it is independent of the management of the Council;
- (c) the annual report and the opinion of the Head of Internal Audit are considered by the Committee;
- (d) the external auditor reports to the Committee and is therefore able to highlight any deficiencies in internal audit arrangements;
- (e) the review of the effectiveness of internal audit feeds into the Annual Governance Statement which is also considered by the Committee.

6.7 The review of the effectiveness of internal audit has been undertaken as a joint exercise across Veritau and its client councils. This ensures consistency and avoids unnecessary duplication of work as the systems of internal audit are common across Veritau.

¹ The CIPFA Code of Practice for Internal Audit in Local Government was replaced on 1 April 2013 by the Public Sector Internal Audit Standards.

Scope of the Review

- 6.8 The review is about effectiveness, not process. The review is primarily needed to ensure that the opinion contained in the Annual Report of the Head of Internal Audit can be relied upon as a key source of evidence for the Annual Governance Statement. The focus of the review has, therefore, concentrated on the delivery of the internal audit function to the required professional standards in order to produce the required outcome i.e. a reliable assurance on internal control and the management of risks in the council, rather than an assessment of value for money.
- 6.9 Other sources of assurance that the Committee receives, from which it can take a view on the effectiveness of the service include:
- (a) regular outturn reports on Internal Audit work and related performance measures;
 - (b) the Annual Report of the Head of Internal Audit (which is a separate item on this Agenda);
 - (c) the Internal Audit Plan;
 - (d) reports from the external auditor (in so far as they relate to the work of internal audit).

2012/13 Review of The Effectiveness of Internal Audit

- 6.10 For the purposes of this review, the following work has been completed:
- (a) the Code of Practice self assessment checklist has been refreshed so as to identify any significant changes in the degree of compliance against the Code (compared to 2011/12);
 - (b) a customer satisfaction survey has been completed (by senior managers across Veritau's client councils);
 - (c) the progress made to address any issues identified in the 2011/12 review of effectiveness has been assessed;
 - (d) other factors regarding the quality of the service have been considered as appropriate.

- 6.11 Details of the review are included in annex A.

Conclusion

- 6.12 Based on the results of this review, the Council's internal audit arrangements are considered to be operating in accordance with accepted professional best practice, and remain effective. The Committee can therefore continue to place reliance on the internal audit arrangements operating within the Council when considering the draft Annual Governance Statement for 2012/13.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
None
 - b) Legal
None

- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None

REVIEW OF INTERNAL AUDIT EFFECTIVENESS – 2012/13

- 1 This report sets out the results of the review of internal audit effectiveness for 2012/13 in terms of the service provided by Veritau. As this is a shared service and to avoid unnecessary duplication a single review has been carried out encompassing all of the company's client councils (i.e. Scarborough Borough Council, North Yorkshire County Council, the City of York Council, Hambleton District Council, Richmondshire District Council, Ryedale District Council, and Selby District Council). It should be noted that Veritau's audit systems and working practices are applied consistently across each of the client councils and so there should not be any significant difference in the standard or quality of the service.
- 2 The review of effectiveness should however include consideration of other factors which are likely to be specific to individual councils, for example the status of internal audit within the organisation, the relationship between the external and internal auditors and the effectiveness of the audit committee (to the extent that its work relates to internal audit). These issues will be addressed separately, where applicable.
- 3 The review of internal audit effectiveness has considered the following sources of information:

Update of Code of Practice Self Assessment Checklist

- 4 For 2012/13, the proper practices for internal audit were those contained within the CIPFA Code of Practice for Internal Audit in Local Government (the Code of Practice)¹. The Code of Practice sets out eleven standards (or principles) for the establishment of a professional service. Each principle is supported by detailed guidance. The principles covered the following areas:
 - (a) Scope of Internal Audit (Terms of Reference and scope of work)
 - (b) Independence
 - (c) Ethics for Internal Auditors
 - (d) Audit Committees (including Internal Audit's relationship with the Audit Committee)
 - (e) Relationships (with management, elected Members and other auditors, regulators and inspectors)
 - (f) Staffing, Training and Continuing Professional Development
 - (g) Audit Strategy and Planning
 - (h) Undertaking Audit Work
 - (i) Due Professional Care
 - (j) Reporting

¹ The CIPFA Code of Practice for Internal Audit in Local Government was replaced on 1 April 2013 by the Public Sector Internal Audit Standards.

(k) Performance, Quality and Effectiveness

- 5 A detailed self assessment exercise to assess compliance against the CIPFA Code of Practice for Internal Audit was undertaken in 2010/11. The self assessment has been reviewed and updated on an annual basis since that date.
- 6 During 2012/13, the priority has been to establish a new company to deliver internal audit services to five of the North Yorkshire district councils. The new company, Veritau North Yorkshire (VNY) commenced trading on 1 April 2012. The existing audit systems, procedures and operating practices have been adopted by the new company so that there is now a consistent approach to audit work across all the member councils and other external clients.
- 7 With the exception of some minor changes to operational arrangements and the format of audit reports there have been no significant developments since the date of the last review. Adherence with the professional standards set out in the Code of Practice has therefore been maintained.
- 8 Those aspects of the current internal audit arrangements which have previously been identified as not fully complying with the Code of Practice are listed below:

Note: P indicates partial compliance, and N indicates non compliance

Ref	Standard	P / N	Current Status
3	Ethics for Internal Auditors		
3.3	Objectivity		
3.3.4	Are staff rotated on regular / annually audited areas.	P	Staff rotation has increased significantly in the last few years. This process has continued through 2012/13 with the expansion in the number of client councils. Auditors are therefore increasingly working across different service areas. Staff rotation, however, has to be balanced with the need to maintain a level of continuity and to ensure that the knowledge gained by auditors of each system or service area is used effectively. This balance will be kept under review in 2013/14.
5	Relationships		
5.3	Relationships with Other Internal Auditors		
5.3.1	Do arrangements exist with other internal auditors that include joint working, access to working papers, respective roles and confidentiality?	P	The method of obtaining assurance from partner organisations will vary depending on the relationship between the client council and the partner in question. Good working relationships exist between Veritau and the other principal audit providers in the area (for example – the NHS internal audit providers in North Yorkshire). Other arrangements tend to be limited and

Ref	Standard	P / N	Current Status
			informal in nature. However, the need for a formal joint working protocol has been recognised in these situations and is included in the company's 2013/16 Business Plan.
5.5	Relationships with Other Regulators and Inspectors		
5.5.1	Has the Head of Internal Audit sought to establish a dialogue with the regulatory and inspection agencies that interact with the organisation?	P	This occurs on an ad-hoc basis but is not considered to be of significant importance.
10	Reporting		
10.3	Follow-up Audits and Reporting		
10.3.3	Where appropriate, is a revised opinion given following a follow-up audit and reported to management?	N	Veritau does not consider that it is appropriate to revise an opinion. However, account will be taken of the progress made by management to address control weaknesses and to complete agreed actions when providing the annual audit opinion.
10.4	Annual Reporting and Presentation of Audit Opinion		
10.4.2	Does the Head of Internal Audit's report:		
	Communicate the results of the internal audit quality assurance programme?	P	Given Veritau's contractual position, this information is considered to be more relevant to the individual client officers in each council. Such information is provided as necessary.

Customer Satisfaction Surveys

- 9 In accordance with the Code of Practice, Veritau carries out customer survey reviews as a normal part of the audit process. An annual survey of senior managers in each client council is also carried out to assess overall customer satisfaction with the quality of work being undertaken. These surveys are dealt with in turn below.
- 10 At the close of each audit, the responsible service manager of the area being audited is asked for feedback. The service manager is asked a series of questions about the conduct of the audit and about whether they were satisfied with the overall outcome. The level of satisfaction in 2012/13 (based on 119 surveys returned during the year) was 99.2%. This compares with 100% satisfaction in 2011/12.

- 11 In the annual survey, senior managers were asked to rank the individual elements of the service provided by Veritau (including internal audit, counter fraud and information governance). A total of 35 surveys were returned. The results were generally consistent between the client councils and with the results of similar surveys conducted in previous years.
- 12 For the purposes of this review, the scores for internal audit and counter fraud have been summarised as follows:

	1	2	3	4	N/A
Internal Audit Services					
How would you rate the following elements of the internal audit service provided by Veritau?					
1.1 The quality of planning and the overall coverage of the audit plan	3	24	3		5
1.2 The provision of advice and guidance	6	23	5		1
1.3 The conduct and professionalism of audit staff	21	11	2		1
1.4 The ability of audit staff to provide unbiased and objective opinions	16	16	2		1
1.5 The ability of audit staff to establish a positive rapport with customers	14	19			2
1.6 The auditors' overall knowledge of the system / service being audited	1	25	6		3
1.7 The auditors' ability to focus on the areas of greatest risk	5	23	3	1	3
1.8 The arrangements made to agree the scope and objectives of the audit	9	19	3	1	3
1.9 The auditors' ability to minimise disruption to the service being audited	11	17	3		4
1.10 The communication of issues found by the auditors during their work	8	22	1		4
1.11 The quality of feedback at the end of the audit	6	22	3		4
1.12 The auditors' ability to communicate their findings in the audit report	7	21	4		3
1.13 The accuracy, format, length and style of audit reports	5	18	8	1	3

	1	2	3	4	N/A
1.14 The time taken to issue audit reports	5	18	9		3
1.15 The relevance of audit opinions and conclusions	5	22	4	1	4
1.16 The extent to which agreed actions are constructive and practical	5	22	5		3
1.17 The quality of IT audit (provided on behalf of Veritau by PWC)	2	10	1	1	21
The overall rating for the Internal Audit services	5	24	3		3
Counter Fraud Services					
3.1 The preparation and maintenance of counter fraud policies and strategies	4		1		17
3.2 The communication of fraud risks to managers and other stakeholders	3		3		17
3.3 The provision of advice on measures to prevent fraud and corruption	3	1	3		16
3.4 The identification of possible fraud and error	3	1	2		17
3.5 The receipt and handling of fraud referrals	2	2	3		16
3.6 The investigation of suspected fraud	4	1	2		16
3.7 The conduct and professionalism of counter fraud staff	4	3	1		15
3.8 The investigators' knowledge of legislation, policies and procedures	3	2	1		17
3.9 The quality of feedback during and at the end of fraud investigations	3	3		1	16
3.10 The time taken to complete fraud investigations	1	4		2	16
3.11 The outcomes from fraud investigations	3	2	1	1	16
3.12 The overall reporting of counter fraud activities and work done	3	2	1	1	16

	1	2	3	4	N/A
The overall rating for the Counter Fraud services	3	1	1	1	17

Key:

1 = Excellent

2 = Good

3 = Satisfactory

4 = Poor

N/A = Not answered

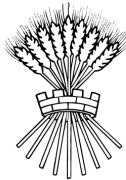
Note – the number of surveys received is lower for counter fraud because not all the client councils receive this service.

Client Liaison

- 13 As part of ongoing client liaison arrangements, Veritau audit managers will meet regularly with senior officers in each client council. Whilst the specific arrangements differ between the councils, the S151 officer is always a main point of contact. Other key contacts may include the chief executive, the monitoring officer and/or other members of the corporate management team in each council. As such, these senior managers are well placed to assess the overall effectiveness of the audit service, and also how Veritau deal with any issues which may arise during the course of work. No specific matters of concern have been raised about the standard or quality of audit work through these client arrangements during 2012/13.

External Audit

- 14 Similarly, no matters of concern have been raised with the S151 officer or the relevant audit committee by the external auditors, at any of the client councils. In some cases, the external auditors have provided specific comments on the work of internal audit and these are reported separately to the relevant council.



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESWELL
TITLE OF REPORT:	ANNUAL GOVERNANCE STATEMENT 2012/13
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 For members to consider the Council's review of its system of internal control and approve the Annual Governance Statement (AGS) as required by the Accounts and Audit Regulations 2011.

2.0 RECOMMENDATION

- 2.1 It is recommended that members approve the Annual Governance Statement for inclusion in the Statement of Accounts.

3.0 REASON FOR RECOMMENDATION

- 3.1 The Accounts and Audit Regulations require councils to approve an Annual Governance Statement. In Ryedale approval of the AGS is the responsibility of the Overview and Scrutiny Committee.

4.0 SIGNIFICANT RISKS

- 4.1 The Council would not comply with the requirements of the Accounts and Audit Regulations 2011 if it failed to review its system of internal control at least annually, or did not approve and publish an Annual Governance Statement.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Production of the AGS is a mandatory requirement. Senior Council officers have contributed to the review of controls and preparation of the statement.

REPORT

6.0 REPORT DETAILS

- 6.1 Good governance is important to the proper operation of all organisations, and is

essential for local authorities and other bodies with a responsibility for managing public funds. In recognition of this importance, the Accounts and Audit Regulations require all councils to annually review their systems of control and prepare an annual governance statement setting out their governance arrangements. The statement should include any significant issues relevant to an understanding of the governance framework. The AGS forms part of a Council's Statements of Accounts and is considered by the external auditor during their review of the accounts.

- 6.2 The Corporate Management Team and other appropriate officers have reviewed the Council's system of controls. In addition, comments, evidence, and feedback from a number of internal and external sources have been considered in compiling the statement. The Council has adopted the Cipfa framework for producing the AGS, and the attached AGS (See Annex A) has been prepared in accordance with proper practice, including the latest addendum to the guidance on good governance published by Cipfa / Solace.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
None
- b) Legal
None
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None

Paul Cresswell
Corporate Director (s151)

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Background Papers:

CIPFA – Annual Governance Statement in Local Government – meeting the requirements of the Accounts and Audit (Amendment) (England) Regulations 2006 The 'rough guide'
Cipfa Finance Advisory Network – AGS 'Rough Guide' for practitioners.
Cipfa/Solace – Delivering Good Governance in Local Government Framework 2012
The Accounts and Audit (England) Regulations 2011

Background Papers are available for inspection at:

Internal Audit – Ryedale House
Contact Alison Newham

ANNUAL GOVERNANCE STATEMENT 2012/13

1. Scope of Responsibility

The Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Authority is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

2. The Purpose of the Governance Framework

Corporate Governance is the system by which local authorities direct and control their functions and relate to their communities. The framework for corporate governance recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) identifies three underlying principles of good governance, namely:

- Openness and Inclusivity
- Integrity
- Accountability

The principles of corporate governance should be embedded into the culture of each local authority. Furthermore each local authority has to be able to demonstrate that it is complying with these principles. To achieve this, the framework document recommends that all local authorities should develop a local code of corporate governance, comprising the following elements:

- Community Focus
- Service Delivery Arrangements
- Structures and Processes
- Risk Management and Internal Control
- Standards of Conduct

The Authority has formally adopted a local code of corporate governance, consequently the principles and standards contained in the framework document are recognised as good working practice, and hence are supported and followed. To this end both Officers and Members have had externally provided training to ensure governance arrangements are understood and embedded. This Statement forms part of the overall process within the Authority for monitoring and reporting on the adequacy and effectiveness of the corporate governance arrangements, particularly those in respect of risk management and internal control.

ANNUAL GOVERNANCE STATEMENT 2012/13

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on a continuous process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. This has been in place within the Authority for the year ended 31 March 2013 and up to the date of approval of the Statement of Accounts.

3. The Governance Framework

The requirement to have a governance framework, incorporating a sound system of internal control covers all of the Authority's activities. The internal control environment within the Authority consists of a number of different key elements, which taken together contribute to the overall corporate governance framework. The key elements of internal control within the Authority consist of

Policies and Guidance:

Specific policies and written guidance exist to support the corporate governance arrangements and include:

- The Council's Constitution, including Financial Regulations, Procurement Regulations and Contract Standing Orders
- Codes of Conduct for Members and Officers
- The Corporate Plan
- Medium Term Financial Plan
- Member and Officer Schemes of delegation
- Registers of interests, gifts and hospitality
- Corporate policies, for example those relating to Whistleblowing and Counter Fraud and Corruption
- Asset Management Plan/Capital Strategy Statement
- Strategic Risk Register
- Council Procurement Strategy

Political and Managerial Structures and Processes

The Authority is responsible for agreeing overall policies and setting the budget. The Policy and Resources Committee and Commissioning Board are responsible for decision making within the policy and budget framework set by the Council. The Authority's Corporate Management Team has responsibility for implementing Authority's policies and decisions, providing advice to Members and for co-ordinating the use of resources. The Corporate Management Team meet regularly and the Committees usually every two months. Both the Committees and the Corporate Management Team monitor and review Authority

ANNUAL GOVERNANCE STATEMENT 2012/13

activity to ensure corporate compliance with governance, legal and financial requirements. In addition, the Authority has scrutiny arrangements, through the Overview and Scrutiny Committee that include the review of policies, budgets and service delivery to ensure that they remain appropriate. This Committee is also formally designated as the Authority's Audit Committee. A forward plan detailing the main work of Committees over the next year has been devised to ensure decisions are taken in a timely manner. Urgent items will be debated as appropriate.

The Authority has developed a process that is intended to reflect political and community objectives as expressed in the Community Strategy ("Imagine Ryedale") and acts as a basis for corporate prioritisation. The process has identified the Authority's corporate aims together with a number of associated objectives. These will be reviewed at appropriate intervals to ensure that they continue to meet the needs of the community. The Authority has linked the performance management process across all service areas to provide an integrated performance management system. Each service has developed a performance improvement plan as part of their Service Delivery Plan showing how that service will work to achieve the Authority's objectives.

Financial Management

The Corporate Director (s151 officer) has the overall statutory responsibility for the proper administration of the Authority's financial affairs, including making arrangements for appropriate systems of financial control. The Authority operates within a system of financial regulations, comprehensive budgetary control, regular management information, administrative procedures (including the segregation of duties) and management supervision.

The Corporate Director (s151 officer) is a member of the Authority's Corporate Management Team, and is directly responsible to the Chief Executive. The Authority is therefore fully compliant with the requirements of the 2010 CIPFA/SOLACE Application Note to Delivering Good Governance.

Compliance Arrangements

Monitoring and review of the Authority's activities is undertaken by a number of Officers and external regulators to ensure compliance with relevant policies, procedures, laws and regulations. They include:

- The Chief Executive Officer
- The Corporate Director (s151) who is the s151 Officer of the Authority and the Chief Finance Officer (CFO)
- The Monitoring Officer
- The Heads of Service
- The External Auditor and various other external inspection agencies
- Internal Audit (provided by Veritau North Yorkshire Limited from 1 April 2012)
- Finance Officers and other relevant service managers

ANNUAL GOVERNANCE STATEMENT 2012/13

Value For Money

Through reviews by external auditors, external agencies, internal audit and the Financial Services Manager the Authority constantly seeks ways of ensuring the economic, effective and efficient use of resources, and securing continuous improvement in the way in which its functions are exercised.

Risk Management

The Authority has adopted a formal system of Risk Management. This is effectively delivered through widespread use of Covalent, the Authority's Performance and Risk Management software. Although responsibility for the identification and management of risks rests with service managers, corporate arrangements are co-ordinated by the Heads of Service Group. The process serves to ensure that:

- The Authority identifies, prioritises and takes appropriate mitigation for those risks it identifies as potentially preventing achievement of the Corporate and Community Plan
- The Authority's assets are adequately protected
- Losses resulting from hazards and claims against the Authority are mitigated through the effective use of risk control measures
- Service managers are adequately supported in the discharge of their responsibilities in respect of Risk Management

The system of Risk Management requires the inclusion of risk evaluation assessments in all Committee reports and the maintenance of a corporate risk register. Relevant staff within the Authority have received training and guidance in Risk Management principles.

Internal Audit & Fraud

The Authority operates internal audit and internal (non Housing Benefit) fraud investigation functions. From 1 April 2012 internal audit and counter fraud services have been provided by Veritau North Yorkshire Limited – a company partly owned by the Authority. Internal audit services are provided in accordance with the Accounts and Audit Regulations 2011 and the CIPFA Code of Practice for Internal Audit in Local Government. An annual programme of reviews covering financial and operational systems is undertaken, to give assurance to Members and managers on the effectiveness of the control environment operating within the Council. The work of internal audit complements and supports the work of the external auditors (Deloitte LLP for 2012/13). In addition, internal audit provides assurance to the Corporate Director (s151) as the Authority's s151 Officer in discharging his statutory review and reporting responsibilities. The Authority also undertakes an annual review of the effectiveness of its internal audit arrangements as required by the Accounts and Audit Regulations. The results of the review are reported to the Overview & Scrutiny (Audit) Committee.

Internal audit also has an advisory role that provides:

ANNUAL GOVERNANCE STATEMENT 2012/13

- Advice and assistance to managers in the design, implementation and operation of controls
- Support to managers in the prevention and detection of fraud, corruption and other irregularities

Housing Benefit Counter Fraud work is undertaken within the Benefits Office through contractual arrangements with Veritau. A pro-active approach is taken to supplement referrals, both internal and external, with any leads arising from participation in the National Fraud Initiative, the Housing Benefits Matching Service, and internal data matching.

Performance Management

The Authority has established effective performance management arrangements. The Chief Executive has overall responsibility for the function and the Corporate Management Team undertakes an ongoing monitoring role. Heads of Service and their Service Unit Managers are expected to deliver improvements or maintain performance standards where appropriate. The Covalent performance management system is used to record and monitor performance.

4. Review of Effectiveness

The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its systems of internal control. In preparing this Statement a review of corporate governance arrangements and the effectiveness of the Authority's systems of internal control has been undertaken, by the Corporate Management Team. This review has included consideration of:

- Reports received from the Authority's external auditors and other inspection agencies
- The results of internal audit and fraud investigation work
- The views of senior managers, including Chief Executive, the s151 Officer and the Monitoring Officer
- The work of the Heads of Service Group in compiling the Authority's Strategic Risk Register.
- Outcomes of service improvement reviews and performance management processes
- Compliance with the CIPFA Statement on the role of the CFO

In addition, the Authority through its Committees especially the Overview and Scrutiny (Audit) Committee considers corporate governance issues as they arise throughout the year and agree recommendations for improvement as necessary.

A comprehensive review has been undertaken to support the preparation of this AGS document as required by the Accounts and Audit Regulations 2011. The Authority has produced a detailed statement along with a targeted action plan to ensure that full compliance is achieved. This has followed the best practice framework suggested by CIPFA and adopted by the Authority. An action plan schedule has been produced to ensure compliance and a list of those Officers having responsibility is available.

ANNUAL GOVERNANCE STATEMENT 2012/13

An Action Plan is appended which identifies and notes progress with previous year's matters of concern, and includes those arising from this year's review. The Annual Governance Statement for 2012/13 will provide details of the work completed against this Plan.

We have been advised on the implications of the results of the review of the effectiveness of the system of internal control by the Overview & Scrutiny (Audit) Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

A review of the internal control arrangements in place within the Authority has identified areas where improvements could be made. Specific actions are proposed to address the issues identified. Attached is the action plan for 2012/2013 incorporating those issues brought forward from the previous plan, which are still outstanding.

The Authority will continue to seek to improve performance and take action on agreed recommendations by both internal and external agencies.

Signed: Dated: XX
Janet Waggett
Chief Executive

Signed: Dated: XX
Cllr Linda Cowling
Leader of the Council.

ANNUAL GOVERNANCE STATEMENT 2012/13

ANNUAL GOVERNANCE STATEMENT 2012/13

AGS Action Plan 2012/2013

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
Brought Forward	Risk of compromise and weaknesses in operational systems as a consequence of continuing reductions in staffing as Government funding cuts made.	Where changes in staffing occur, that changes in operating arrangements are reviewed prior to reducing the controls. Internal audit will be included in working groups reviewing operating systems and arrangements, including commissioning, partnership arrangements etc.	Corporate Director (s151)	Continuing	This will be a continuing issue in 2013/2014
2012/2013	Procurement Risk as the Council undertakes two significant OJEU procurements, Insurance (2013) and Leisure Management (2014)	The Authority is part of the North Yorkshire Procurement Partnership and will ensure advice is taken supplemented by service specific advice for both procurements.	Corporate Director (s151)	September 2014	Planning work is underway on both projects with budgets for external support identified to assist in the process.

OVERVIEW AND SCRUTINY ITEM, FOR CONSIDERATION PRIOR TO FULL COUNCIL

**RYEDALE
DISTRICT
COUNCIL**



REPORT TO:	COUNCIL
DATE:	4 JULY 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	TREASURY MANAGEMENT ANNUAL REPORT 2012-13
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2012/13. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

2.0 RECOMMENDATIONS

2.1 That Council is recommended to:

- (i) Note the annual treasury management report for 2012/13; and
- (ii) Approve the actual 2012/13 prudential and treasury indicators in this report.

3.0 REASON FOR RECOMMENDATIONS

3.1 The Council has adopted the Code. A provision of the Code is that an annual review report must be made to the Full Council relating to the treasury activities of the previous year.

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 strategy these are minimised. The employment of Treasury Advisors also helps reduce the risk.

5.0 POLICY CONTEXT AND CONSULTATION

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

5.2 The Council uses the services of Sector Treasury Services Limited to provide treasury management information and advice.

REPORT

6.0 REPORT DETAILS

6.1 During 2012/13 the minimum reporting requirements were that the full Council should receive the following reports:

- An annual treasury strategy in advance of the year (Council 20 February 2012)
- A mid year (minimum) treasury update report (Council 10 January 2013)
- An annual review following the end of the year describing the activity compared to the strategy (this report).

In addition, treasury management update reports were received by the Policy and Resources Committee.

6.2 Recent changes in the regulatory environment place a much greater onus on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.

6.3 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all the above treasury management reports by the Overview and Scrutiny Committee before they were reported to the full Council. Member training on treasury management issues was undertaken on 5 October 2011 in order to support Members' scrutiny role.

6.4 This report summarises:

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- Reporting of the required prudential and treasury indicators;
- Overall treasury position and the impact on investment balances;
- Summary of interest rate movement in the year;
- Detailed investment activity.

The Council's Capital Expenditure and Financing 2012/13.

6.5 The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

- 6.6 The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	2012/13 Actual (£)	2011/12 Actual (£)
Total Capital Expenditure	1,968,149	4,478,225
Resourced by:		
Capital receipts	0	2,560,996
Capital grants and contributions	532,034	469,935
Capital reserves	1,436,115	1,447,294
Total	1,968,149	4,478,225

Treasury Position as at 31 March 2013

- 6.7 The Council's treasury management and investment position is organised by the Finance Section in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Treasury Management Practices. At the beginning and the end of 2012/13 the Council's treasury position was as follows:

	31 March 2013 (£)	31 March 2012 (£)
Internally Managed Investments	5,750,000	5,570,000
Externally Managed Investments	0	0
Total	5,750,000	5,570,000

- 6.8 The maturity of the investment portfolio was as follows;

	31 March 2013 (£)	31 March 2012 (£)
On-call Investments	50,000	70,000
Fixed Term Deposits:		
Repayable within 1 month	0	0
Repayable 1 month to 3 months	3,200,000	3,000,000
Repayable 3 months to 6 months	1,500,000	0
Repayable 6 months to 12 months	1,000,000	2,500,000
Repayable 12 months to 24 months	0	0
Total	5,750,000	5,570,000

- 6.9 Investments were placed with the following institutions:

Type of Institution	31 March 2013 (£)	31 March 2012 (£)
UK Clearing Banks	5,750,000	3,070,000
Foreign Banks	0	0
Building Societies	0	1,500,000
Local Authorities	0	1,000,000
Total	5,750,000	5,570,000

The Strategy for 2012/13

- 6.10 The Treasury Management Strategy for 2012/13 was approved by members at full Council on 20 February 2012.
- 6.11 The expectation for interest rates within the strategy for 2012/13 anticipated no movement in the Bank rate within the year, the first anticipated increase being in Q3 of 2013. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

The Economy and Interest rates

- 6.12 The financial year 2012/13 continued the challenging investment environment of previous years, namely low investment returns and continuing heightened levels of counter party risk.
- 6.13 Economic growth in the UK was disappointing during the year due to the UK austerity programme, weak consumer confidence and spending, lack of rebalancing of the UK economy to exporting and weak growth in our biggest export market, the European Union (EU). The UK coalition Government maintained its tight fiscal policy stance against a background of warnings from two credit rating agencies that the UK could lose its AAA credit rating. Moody's followed up this warning by actually downgrading the rating to AA+ in February 2013 and Fitch then placed their rating on negative watch after the budget statement in March. Key to retaining the AAA rating from Fitch and S&P will be a return to a strong economic growth in order to reduce the national debt burden to a sustainable level, within a reasonable timeframe.
- 6.14 Weak UK growth resulted in the Monetary Policy Committee increasing quantitative easing by £50bn in July to a total of £375bn. Bank Rate therefore ended the year unchanged at 0.5% while CPI inflation fell from 3% at the start of the year to end at 2.8% in March, with a fall back to below 2% pushed back to quarter 1 of 2016.
- 6.15 The EU sovereign debt crisis was an ongoing saga during the year with first Greece and then Cyprus experiencing crises which were met with bailouts after difficult and fraught negotiations.

Compliance with Treasury Limits

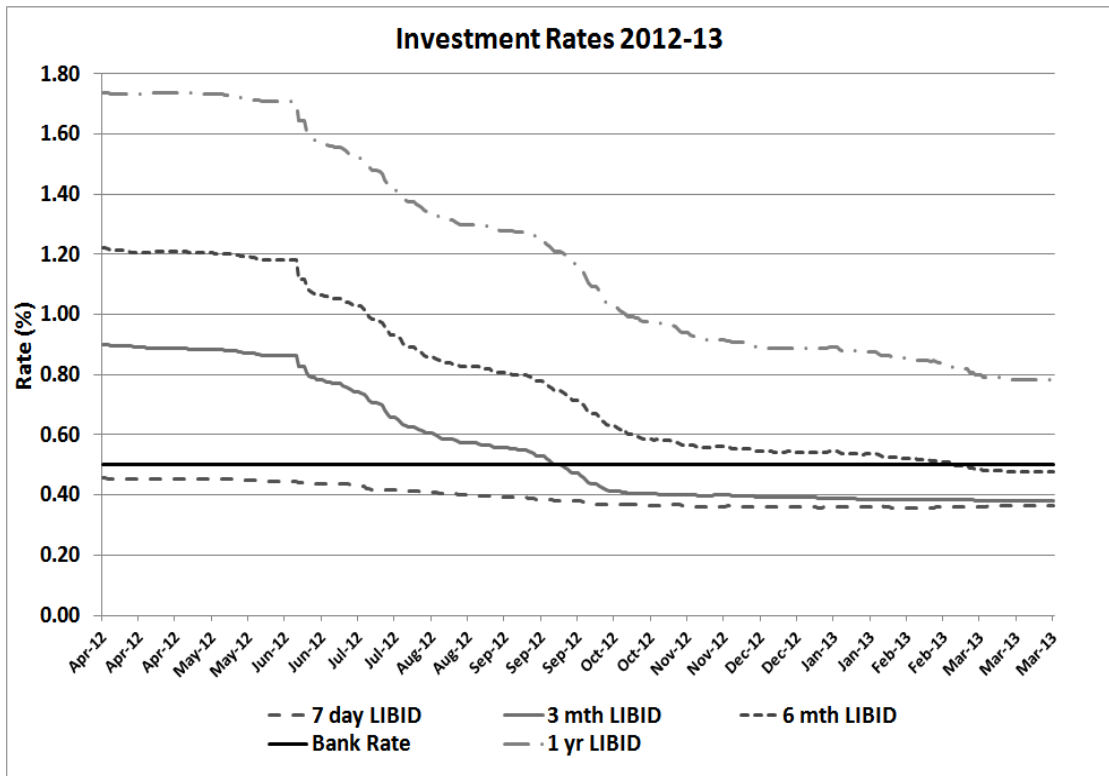
- 6.16 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Statement (annex B).
- 6.17 The Council has no long-term borrowing and there were no temporary borrowing transactions in the year. However, the Council has a number of lease agreements that were initially entered into as operating leases but following the implementation of International Financial Reporting Standards (IFRS) is now reclassified as finance leases. As a consequence the Council do not have a nil Capital Finance Requirement.

Investment Rates in 2012/13

- 6.18 The Funding for Lending Scheme, announced in July, resulted in a flood of cheap credit being made available to banks and this has resulted in money market investment rates falling sharply in the second half of the year.
- 6.19 Perceptions of counterparty risk have improved after the ECB statement in July that it would do "whatever it takes" to support struggling Eurozone countries. This has

resulted in some return of confidence to move away from only very short term borrowing.

6.20 The summary below shows the movement of investment rates in 2012/13:



Investment Outturn for 2012/13

6.21 The Council's investment policy is governed by CLG guidance, which was been implemented in the Annual Investment Strategy approved by the Council on 20 February 2012. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc).

6.22 The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.

6.23 The following table shows the result of the investment strategy undertaken by the Council and the relative performance of the internally managed funds against the 7-day LIBID un-compounded rate benchmark:

	Average Investment (£)	Gross Rate of Return	Net Rate of Return	Benchmark Return
Internally Managed:				
Temporary & On-Call Investments	3,281,929	0.74%	n/a	n/a
Fixed Term Deposits	1,050,841	1.29%	n/a	0.39%

6.24 The interest received by the Council from investments and loans in 2012/13 totalled £111k; this compares to an original estimate of £100k.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
The results of the investment strategy effect the funding of the capital programme. As expected the level of return was low and in line with the capital plan.
- b) Legal
There are no legal implications within this report
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
There are no additional implications within this report.

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None

TREASURY MANAGEMENT ANNUAL REPORT 2012-13 - 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 the Council have adopted a more stringent credit rating methodology.	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 have been kept to a minimum within the investment strategy.	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.	1	B	The maturity profile has shortened for investments. The 2011/12 Investment Strategy reduced the period for non- specified investments and full Council agreed to continue with this policy in 2012/13.	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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PRUDENTIAL AND TREASURY INDICATORS

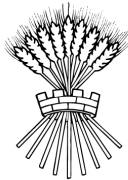
Prudential Indicators

	2011/12 Actual	2012/13 Original	2012/13 Actual
Capital Expenditure	£4.478m	£1.434m	£1.968m
Ratio of financing costs to net revenue stream	0.89%	1.70%	1.31%
Net borrowing requirement	-£5.027m	-£3.166m	-£5.405m
Capital Financing Requirement as at 31 March	£0.473m	£0.295m	£0.295m
Annual change in Capital Financing Requirement	-£0.166m	-£0.178m	-£0.178m
Incremental impact of capital investment decisions			
Increase in council tax (band D) per annum	N/a	£3.76	N/a

Treasury Management Indicators

	2011/12 Actual	2012/13 Original	2012/13 Actual
Authorised Limit for external debt -			
borrowing	N/a	£20.0m	N/a
other long term liabilities	N/a	£1.0m	N/a
Total	N/a	£21.0m	N/a
Operational Boundary for external debt -			
borrowing	N/a	£5.0m	N/a
other long term liabilities	N/a	£0.6m	N/a
Total	N/a	£5.6m	N/a
External debt	£0m	£0m	£0m
Upper limit for fixed interest rate exposure			
Net principal re fixed rate borrowing / investments	N/a	100%	N/a
Upper limit for variable rate exposure			
Net principal re variable rate borrowing / investments	N/a	50%	N/a
Upper limit for total principal sums invested for over 364 days (per maturity date)	N/a	£1.0m	N/a

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REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	HEAD OF ECONOMY AND INFRASTRUCTURE JULIAN RUDD
TITLE OF REPORT:	THE COMMUNITY SAFETY PLAN 2013/14
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To present the 2013/14 Safer Ryedale Partnership Plan.

2.0 RECOMMENDATION

2.1 It is recommended that Members consider the report and the appendices.

3.0 REASON FOR RECOMMENDATION

3.1 The Overview and Scrutiny Committee was designated as the Ryedale District Council's Crime and Disorder Overview and Scrutiny Committee in July 2009. To undertake this function, it was resolved to receive reports from the Safer Ryedale Partnership. (Minute 42(b) refers.)

4.0 SIGNIFICANT RISKS

4.1 Risks are outlined in the Risk Matrix in annex A.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 Council Priorities 2009 – 2013 Aim 4: To have active communities where everyone feels welcome and safe.

5.2 A variety of approaches are used to engage with communities, both face to face and through consultation exercises. These include:

- Website www.ryesafe.org
- Media opportunities
- CAP (Community & Police) meetings.
- Parish Liaison Forum.
- Voluntary Sector Forums.
- Bi-annual street surveys in each of Ryedale's four market towns.

- The 'Rural Voice' project, co-ordinated by Ryedale Voluntary Action, contributes to the involvement of the voluntary sector in Safer Ryedale's processes.
- Valued network of 876 Watch Groups.
- Surveys undertaken with young people at youth clubs and at the North Yorkshire County Council youth premises.
- Working with local parish plans
- The Council 'Budget Simulator' exercise in 2010 indicated that Community Safety was the service that the public least wanted to cut.

6.0 REPORT DETAILS

- 6.1 Ryedale continues to be an area with low levels of crime and anti-social behaviour, with the lowest crime rate of all the districts in North Yorkshire and of similar Community Safety Partnership areas nationally.
- 6.2 Safer Ryedale's Priorities for 2013/14 are based on the data published in the Ryedale JSIA 2013/14 and include locally identified priorities and those which the partnership is required to adopt. The priorities for 2013/14 are as follows:
- Reducing re-offending
 - Domestic Abuse
 - Safer Roads
 - Alcohol harm reduction
 - Community priorities
- 6.3 The 2013/14 Partnership Plan is attached in annex B. It was approved by the Safer Ryedale delivery team on 18 June 2013.
- 6.4 The plan will be published on the Ryesafe Website at www.ryesafe.org.uk
- 6.5 The Partnership Plan is monitored by the Delivery Team on a quarterly basis and the quarterly performance information published on the Ryesafe Website.

7.0 IMPLICATIONS

- 7.1 There are no significant implications in receiving this report.

Julian Rudd
Head of Economy and Infrastructure

Author: Julian Rudd, Head of Economy and Infrastructure
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Background Papers:

The Joint Strategic Intelligence Assessment for 2013/14 is available on request from the Community Partnerships Officer – gail.cook@ryedale.gov.uk

Safer Ryedale Priorities Action Plan - RISK MATRIX – ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
That the Safer Ryedale Priorities Action Plan does not address the key issues for partners and for the community of Ryedale/does not deliver progress on the priorities	Work might be carried out by all partners with scarce resources being expended for little or no result	2	C	All members of Priority Action groups to focus on setting SMART Actions and Targets	1	B
The Safer Ryedale Partnership Plan is not delivered	The needs and priorities identified are not addressed.	3	C	The Delivery Team reviews progress on a quarterly basis. Each priority has a known budget.	2	B

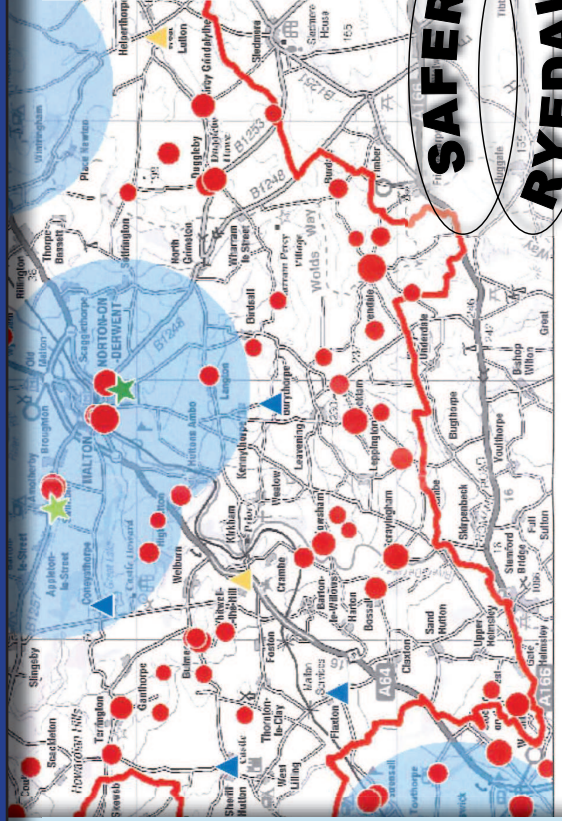
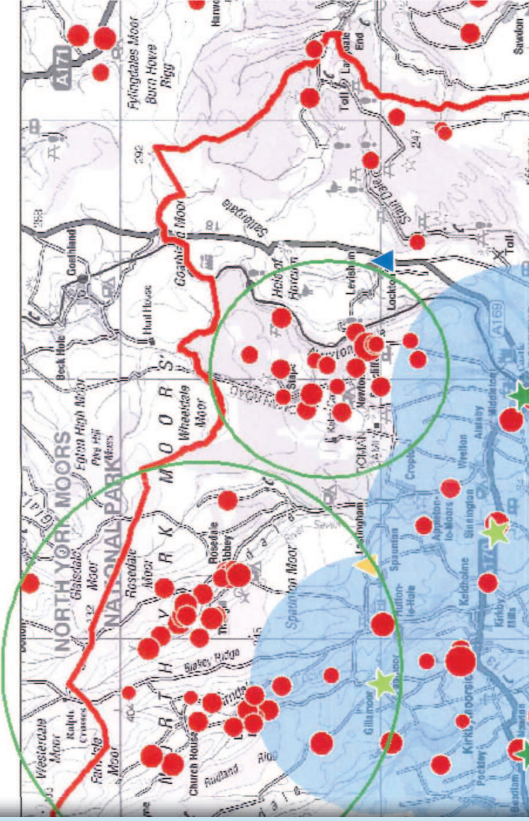
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4	Very Likely	D	Major
5	Almost Certain	E	Disaster

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Partnership Plan 2013 - 2014

www.ryesafe.org



Agenda Item

SAFER

RYEDALE
making a difference

'working towards a Safer Ryedale'

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Foreword

Inspector Andy Everitt, Chair of Safer Ryedale Delivery Team

The Safer Ryedale Partnership was formed in 1998 and since then has successfully undertaken many projects to make Ryedale a safer place in which to live, work and visit. Partnership staff, Ryedale Police, partner organisations and volunteers continue to work effectively together within our community to tackle areas of public concern. These range from quality of life issues including anti-social behaviour through to criminality in all its forms. Criminals travelling into Ryedale to commit offences remains a key challenge for us, however the focussed work of the partnership has ensured that crime and anti-social behaviour continues to fall within the district. The levels of crime in Ryedale makes it one of the top safest districts in England and Wales.

In the last three years have seen many changes in the national policy environment around community safety. County level structures have changed in line with the reduced reporting requirements and most crucially for Safer Ryedale, its funding has reduced by half and will reduce further. The strength of the Safer Ryedale Partnership is in its ability to deliver an 'on the ground' service and is a good example of what can be achieved with limited funding.

The Partnership continues to look for ways to provide an excellent service with diminishing resources. The Safer Ryedale Board was combined with the Ryedale Strategic Partnership Board in 2010 and two out of our four Priorities – Safer Roads and Domestic Abuse – are now managed jointly by Scarborough & Ryedale Delivery groups who have responsibility to deliver targeted actions.

A potential major change in the way we deliver policing services has been the introduction of elected Police and Crime Commissioners from November 2012, who, among other powers and responsibilities, will make all decisions

concerning community safety funding within York and North Yorkshire. The new Police & Crime Commissioner, Julia Mulligan, has been engaging with Safer Ryedale as part of her review of Community Safety structures in North Yorkshire and the City of York and she continues to meet with key partnership staff, elected members and attend public meetings across the district.

We will continue to work with our partner agencies to address your community safety priorities with actions being delivered through our four delivery groups of Crime in the Community, Alcohol Harm Reduction, Domestic Abuse and Safer Roads. Our structure allows us to respond to emerging needs and trends using an intelligence led approach to prioritise the allocation and deployment of joint resources.

In determining our priorities and actions, we will always listen to our communities through direct engagement, face to face surveys, Community and Police Group forums, Neighbourhood Watch liaison and of course our district, town and parish councils.

In 2010/11 we launched a new three year Plan for the Safer Ryedale Partnership (2011–14). This Plan reviews the second year of that plan (2012-13) and looks ahead to the coming year (2013-14). Finally, this years plan also takes account the new Police and Crime Plan 2013-17 launched by our newly elected Police and Crime Commissioner Julia Mulligan.

If you would like to find out more about our work and how we are contributing towards a safer Ryedale, please see our website at www.ryesafe.org.



Inspector Andy Everitt



Ryedale District

Situated between York and the Heritage Coastline of North Yorkshire, Ryedale is a rural area containing several small market towns, numerous villages and isolated dwellings. Ryedale covers 150,659 hectares (575 square miles) and is the largest district in North Yorkshire. The main route through the district is the A64 York to Scarborough road. In addition the A170 runs from Scarborough to Thirsk via Pickering and Helmsley and the A169 connects Malton and Whitby.

The district has a population of 51,700 living in 24,743 households and with 0.34 persons per hectare is ranked as having the 2nd lowest population density of all 326 local authorities in England. Generally Ryedale has an older population with a greater proportion of people aged over 60 years (31.7% including 2.9% over 85) than the English average (24.2% and 2.1% respectively). It has a smaller proportion of people aged 16-29 years (13.2%) and 30-44 years (16.4%) than average in England (18.7% and 20.6% respectively).

People in Ryedale are also healthier and live in larger accommodation than the English average. Ryedale has one of the lowest crime rates in the country and much work is undertaken to maintain this level and to gain improvements.



What is the Partnership Plan?

Each Community Safety Partnership (CSP) has a statutory responsibility to produce a partnership plan, which identifies how we will tackle the short, medium and long term priorities associated with crime and disorder in the District.

In order to ensure that we identify the correct priorities we take into account feedback from our local communities, obtained from various surveys and public engagement activities.

We also refer to the Joint Strategic Intelligence Assessment (JSIA) prepared and updated annually by North Yorkshire County Council and North Yorkshire Police. This pulls together data and information from various partners, showing levels and patterns of crime, disorder and substance misuse, changes in those levels and analysis of why those changes have occurred, including a review of the previous year's performance.

The previous Partnership Plan was completed in March 2012, and the tables on p8 summarises the Partnership's performance in the last year. This plan covers the period from April 2013 to March 2014, and will be reviewed and updated next year, based on the data published in the Ryedale JSIA, and other locally identified priorities.

We aim to inform our communities of the priorities for 2013/14 and clearly detail what Safer Ryedale will deliver in order to keep Ryedale District one of the safest areas in the country.

The plan outlines how Safer Ryedale will engage and interact with local communities, giving local people a voice on what matters.

Safer Ryedale conducts street surveys annually. The most recent, in September 2012, involved 600 Ryedale residents completing questionnaires about issues in their neighbourhoods.

The results reveal that 95% of respondents feel that the crime level in Ryedale is low or fairly low compared with national crime levels and 98% feel that Ryedale is a safe place to live.

Speeding motorists and dog mess were the two main complaints with 55.7% and 42% of respondents saying this was an issue for them followed by 33.57% concerned about traffic parking. Residents continue to raise concerns regarding litter.

87.5% of residents think they are well informed by local Police and the District Council about what is being done to tackle issues of concern.



How Does the Safer Ryedale Partnership work?

Safer Ryedale Community Safety Partnership

The Safer Ryedale Partnership brings together representatives from responsible authorities, who under Section 17 of the Crime and Disorder Act 1998 have a duty to exercise their functions with due regard to the need to prevent crime and disorder in their area.

The Partnership is required to determine its priorities for action, taking into account the views of those who live and work in the area, and to produce a Partnership Plan which sets out the actions it will take to address the identified priorities.

Since April 2010, the Board of Safer Ryedale has been amalgamated with the Ryedale Strategic Partnership Board, which will, in future meet twice a year. The Delivery Team and Priority Action groups have remained separate from the Ryedale Strategic Partnership; two of the Priority Action groups are now run jointly with the Safer Communities Scarborough Partnership.

The diagram opposite illustrates this relationship:



How Does the Safer Ryedale Partnership work?

The Partnership was supported in 2012-13 by two members of staff; the Community Partnerships Officer and the Crime and Disorder Officer who both work closely with NY Police's Ryedale Safer Neighbourhood Team and other partners, benefiting from many years of excellent working relationships.

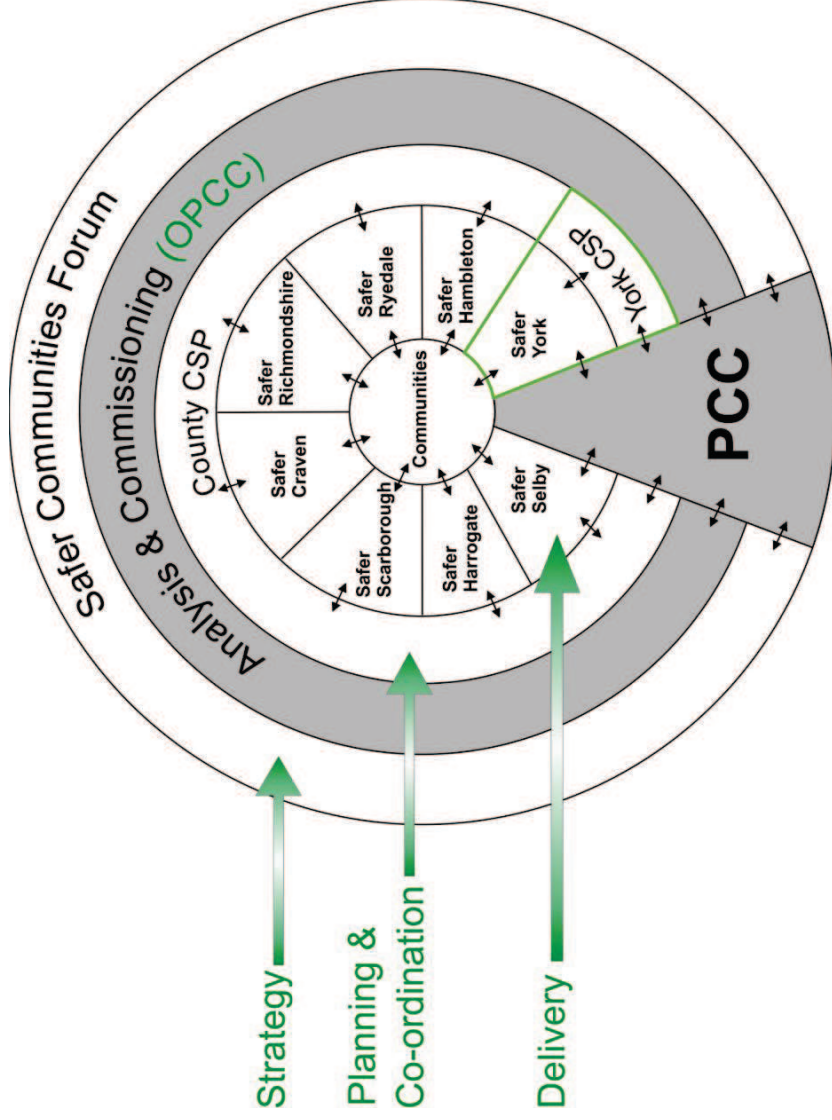
The York and North Yorkshire Community Safety Forum is Chaired by the Police and Crime Commissioner Julia Mulligan. This is attended by the Chair of the Safer Ryedale Delivery Team.

The Wider Partnership Framework

Local Government York & North Yorkshire, and the Chief Executives group will continue to meet in 2013/14, and the York and North Yorkshire Community Safety Forum will report to them. This is attended by the Chair of Safer Ryedale Delivery Team, and the Forum will continue to work with the new Police and Crime Commissioner.

At a local level, the Safer Ryedale Partnership works to implement the Partnership Plan, which helps to deliver the priorities agreed by the Partnership. We are also committed to working at sub-regional level with other Community Safety Partnerships, through the York and North Yorkshire Safer Communities Forum, to gain economies of scale in tackling issues common to us all.

The diagram opposite shows North Yorkshire and York delivery structure.



The diagram opposite shows North Yorkshire and York delivery structure.



Top photograph -
Julia Mulligan - Police & Crime Commissioner

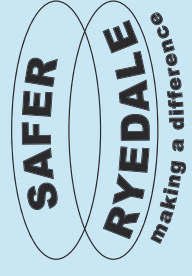


Review of Partnership Plan 2012 - 13

The table below shows the Partnership's crime and anti social behaviour performance in the two years of the Partnership Plan:

Safer Ryedale Overall Performance Against Performance Plan 2011-14: Table 1

Indicator	2010/11 Baseline	Target % Reduction to 31st March 2014	2011/12 Total	2012/13 Total	% Difference Achieved by 31st March 2013 (2 Years)
Shop Theft	76	3% per year over 3 years	73	73	- 4%
Theft from unattended vehicles	126	3% per year over 3 years	96	98	- 23%
Violence	401	3% per year over 3 years	321	298	- 23%
Hate Crime	3	3% per year over 3 years	7	5	* statistically small numbers
Burglary of a Non Dwelling	152	3% per year over 3 years	145	175	+ 5%
Domestic Burglary	60	3% per year over 3 years	55	47	- 15%
Criminal Damage	352	3% per year over 3 years	318	221	- 23.5%
ASB	1923	3% per year over 3 years	1678	1327	- 22%



Review of Partnership Plan 2012 - 13

Alcohol Harm Reduction

- Ensuring links between violent crime and nominations to the Integrated Offender Management Scheme (aimed at providing intensive support).
- Extending alcohol treatment linked to Integrated Offender Management to include offenders on short prison sentences, on anti social behaviour orders and perpetrators of domestic abuse not sentenced through the courts.

Trading Standards are continuing to carry out regular visits to selected licensed premises to check use of refusal registers and that the 'No ID No Sale' regulations are adhered to. Street Scene continued to liaise with North Yorkshire Police informing them of hot spot areas and any drug and alcohol litter finds.

- Working with A & E to identify where people have had their last drink, profiles of drinking behaviour and brief intervention.
- Continuing good links between Housing Officers and Safer Ryedale with joint tenant and problem solving meetings.
- Maintaining a Designated Public Places Order which gives police powers of arrest if people are drinking alcohol anti-socially in the area and refuse to hand it over when requested.
- Using anti-social behaviour enforcement tools to tackle alcohol related disorder.

- Continuation of Pubwatch Groups in Malton/Norton and Pickering. Quarterly meetings are taking place unless additional meetings are needed to discuss individuals to be banned.
- Proxy Purchasing - If an individual is caught purchasing alcohol for underage drinkers (proxy sales), on licensed premises, they are automatically banned from the pubs in Ryedale. If they are caught with alcohol purchased in an off licence, i.e. a supermarket, with intent to supply it for consumption by underage persons, they are given the choice of an on the spot fine, or being charged and summoned to court.

Crime In the Community 2012-13

- Safer Ryedale continues to work closely with Trading Standards, we currently have 56 No Cold Calling Zones.
- The Ryedale farming community and NYP are carrying out joint patrols to catch and deter poachers and those looking to commit offences such as burglary other. Country Watch members and NYP will have a zero tolerance approach to poaching and hunting with dogs.



Review of Partnership Plan 2012 - 13

- NYP are continuing to focus on metal theft, including diesel theft and agricultural machinery. Operation Chairman focussed on travelling criminals from around the region known to commit offences including metal theft in Ryedale. Additional resources and technical equipment are being utilised to detect offenders. The development of good intelligence and affective use of watch schemes have been the key to success.

- Taxi Watch – the scheme has been launched and will focus on protecting vulnerable people, boost protection for drivers and assist in the crackdown on crime and anti social behaviour. The scheme aims to increase confidence and engagement between the police, partners, taxi drivers and operators initially in Malton and Norton. Drivers will be able to alert the police should they feel threatened at any time whilst working.

- Dog Fouling - Following consultation with local people, Safer Ryedale have been working in partnership to tackle dog fouling - one of the main complaints highlighted by the Ryedale community. Patrols will continue to be stepped up in hotspot areas and £50 fines will be issued to irresponsible dog owners. During high visibility patrols by North Yorkshire Police and Ryedale District Council Enforcement Officers, responsible owners have been rewarded with a 'Caught Doing Right' card that was used to enter a free prize draw.

- County wide MAPS, is a monthly multi-agency problem solving meeting that brings agencies together under the umbrella of 'protecting vulnerable communities'. Vulnerable communities are described as repeat victims, older persons, young people, children, rurally

isolated persons, individuals/families involved in ASB, identified hot spot locations and community tensions.

- MAPS groups in schools
In furtherance of the '**Prevent and Deter**' strand of the **Prolific and Priority Offenders Strategy**, regular (approx 6 weekly) MAPS meetings are held at each of the 4 Secondary Schools in Ryedale, and two of the Primary schools.

- At these meetings young persons who are coming adversely to the attention of school staff and who are considered likely to fall into ASB or minor crime are considered, and appropriate solutions discussed. These may range from informal discussion with the young person and his/her parents to the agreement of conditions to form an Acceptable Behaviour Contract with the young person.

- It has frequently been the experience of the MAPS Group that when parents are contacted they too are having problems with their young person which mirror the negative behaviour being displayed at school. Parents are often pleased and relieved to have multi-agency support at a time that is often crucial to their child's development as a useful member of society.



Review of Partnership Plan 2012 - 13

Safer Roads

- Targeted road safety education in primary and secondary schools.
- 'Drive Alive' multi-agency pre driver event delivered in priority secondary schools co-ordinated by North Yorkshire County Council Road Safety Team.
- 'Drive Wise' multi-agency event aimed at newly-qualified drivers. Delivered to young offenders, apprentices and young farmers.
- Multi-agency events focussing on seatbelt use and mobile phone use in areas identified by monitoring surveys. Engaging with local communities, businesses and schools to achieve greater compliance rates.
- Targeted seatbelt and mobile phone enforcement in areas identified from surveys.
- Seasonal campaigns working closely with the 95 Alive

York and North Yorkshire Road Safety Partnership, to reduce drink and drug driving, speeding and increased seatbelt use.

- Working with the 95 Alive partnership and the motorcycle community to raise awareness and reduce deaths and serious injuries on the roads in Ryedale and Scarborough. Promotion of the NYRides website.
- 'Bikeability' cycle training scheme, delivered and co-ordinated by North Yorkshire County Council's Road Safety Team.
- Public engagement events – working with various road user groups such as motorcyclists, older drivers and general public events and shows.
- Supporting various 95 Alive media campaigns on Facebook, Twitter and Youtube.

Overview and Scrutiny Process

The Crime and Disorder (Overview and Scrutiny) Regulations 2009 came into force on 30 April 2009. In conjunction with Section 19 of the 2006 Act, they set out the requirements for discharging Crime and Disorder Overview and Scrutiny arrangements.

All Districts have Crime and Disorder Overview and Scrutiny Committees which undertake the statutory role "to review or scrutinise decisions made or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions". In Ryedale, the Overview and Scrutiny Committee adopted this role.

The Overview and Scrutiny Committee (Crime & Disorder) considers the final partnership plan annually following its agreement by the Safer Partnership Board.



Our Priorities for 2013 - 14

The Ryedale JSIA 2012, published in December last year, noted (in the Executive Summary)

“Ryedale District has been, and remains, an area of low crime and anti-social behaviour. Both are experiencing downward trends with reductions of 9% and 25% respectively when comparing 2012/13 to 2011/12. The district has the lowest crime rate of all districts within North Yorkshire and is currently in 1st position within the Most Similar CSP group nationally.” It is also experiencing some of the largest reductions. This results in a local community satisfied with Police and partner activity. All crime types have decreased except for fraud and vehicle crime, although the numbers involved are low.

The rural nature of the area results in a crime and ASB distribution that is concentrated mostly within the market towns. The rural areas do however experience a vulnerability from travelling offenders from the neighbouring counties and from the north-east of England which is evident by sporadic targeting of these areas for different types of property crime including burglary, theft and vehicle crime. Poverty and social isolation are also affecting most areas within the district.

The main under-pinning factors for crime and ASB within Ryedale are alcohol,

travelling offenders, resident families and individuals known to a variety of agencies. Matters of concern to local communities consist mostly of those which are visible or impact them directly including rural crime and poaching, ASB and damage linked to underage drinking.

The changing landscape of Community Safety in light of the austerity measures and the election of a Police and Crime Commissioner will provide further challenges, opportunities and uncertainties, as will the increased involvement of technology in everyday, and criminal, activity.

The North Yorkshire Police Control Strategy and Intelligence Requirement remain relevant to Ryedale District and responses across the statutory partners should be co-ordinated by the Community Safety Partnership. The issues of particular relevance to the district are outlined below.

Quality of Life

- Standards of service to all victims
- Priority wards
- Repeat victimisation and crime/ASB hotspots
- Identifying and responding to local community concerns

Serious Acquisitive Crime

- Burglary and Vehicle Crime

- Property marking

Protecting Vulnerable People

- Road Safety (a CSP core activity)
- Embedding the Vulnerability Risk Assessment process
- Domestic Abuse (a CSP core activity)
- Children and Young People (Missing Persons / Child Sexual Exploitation)
- Adults (Rural isolation, crime)

Organised Crime Groups

- Cross border property crime

Domestic Extremism

- Prevent Strategy

At the Safer Ryedale Delivery Team meeting in January 2013 (following publication of the Ryedale JSIA 2011) the following priorities for 2013/14 were agreed:

- Domestic Abuse
- Safer Roads
- Crime In The Community
- Alcohol Harm Reduction

Each of the Priority Action groups has decided on appropriate actions to deliver its aims, again taking into account the need to focus resources and to add value where possible.

The Action Plan was approved by the Delivery Team in April 2013.



Safer Ryedale Action Plan 2013/14

Performance measures, baselines and targets

Priority Performance Measures	Baseline	Target to 31st March 2014
Domestic Abuse		
NI 32 Repeat incidents of Domestic Violence	2009/10 - 22.2%	Target reduction by 1% per year to 31st March 2014
Safer Roads		
Safer Roads NI47 Killed or Seriously Injured in Road Traffic Collisions	2010 - 66 Figures taken from NYCC RTA document written by Paul Dea	Target reduction 1% per year to 31st March 2014
Crime in the Community		
Shop Theft	2010/11 - 76	Target reduction 3% per year to 31st March 2014
Theft from unattended vehicles	2010/11 - 126	Target reduction 3% per year to 31st March 2014
Violence	2010/11 - 401	Target reduction 3% per year to 31st March 2014
Hate Crime	2010/11 - 3	Target reduction 3% per year to 31st March 2014
Burglary of a Non Dwelling	2010/11 - 152	Target reduction 3% per year to 31st March 2014
Domestic Burglary	2010/11 - 60	Target reduction 3% per year to 31st March 2014
Alcohol Harm Reduction		
Violence	2010/11 - 401	Target reduction 3% per year to 31st March 2014
Criminal Damage	2010/11 - 352	Target reduction 3% per year to 31st March 2014
ASB	2010/11 - 1923	Target reduction 3% per year to 31st March 2014



Safer Ryedale Funding and Resources

Attracting funding for Community Safety has always been a challenge in areas like Ryedale that are low in crime; however as a result of spending constraints made necessary by the state of the national economy, Safer Ryedale's funding from central government (via the Police and Crime Commissioner North Yorkshire) will reduce further in 2013/14.

Last financial year, the allocation made to Safer Ryedale from central government (via NYCC), was £15,122 with a contribution of £5,323, from the NY Police Authority. With a carry over of £5,052 the Partnership had a total budget of £45,018 for 2012/13.

The Police and Crime Commissioner for North Yorkshire has made an allocation of £20,445 to the Safer Ryedale Partnership to deliver the Partnership Plan 2013/14.

Safer Ryedale will continue to explore opportunities for attracting external funding to complement local delivery and will work to ensure that Ryedale benefits from the county-wide projects.

The Safer Ryedale Delivery Team will continue to work with partners to utilise both financial and human (staff and volunteer) resources to develop and deliver activities to address the priorities. These will be monitored on a quarterly basis and progress reported on the website www.ryesafe.org



Community Engagement

Engaging the community is a core function of the Partnership. Without understanding the needs of the local community, priorities would be lost and actions would lack focus. The Partnership will develop and enhance approaches that will allow communities to identify their priorities and have a voice to ensure issues affecting their lives are dealt with and where appropriate, agencies, officers and elected members are held to account.

Safer Ryedale have an excellent relationship with our community. Results revealed that 95% of people felt that the crime level in Ryedale was low or fairly low compared to national crime levels, 98% felt that Ryedale was a safe place to live. 87.5% of residents surveyed think they are well informed by local Police and the District Council about what is being done to tackle issues.

A variety of approaches are used to engage with communities, including those that are harder to reach. These include:

- Website www.ryesafe.org.
- Media opportunities – we have a target of twelve press releases a year, which we exceed.
- Community & Police (CAP) meetings held in 5 areas of the district, three times a year.
- Parish Liaison Forum.
- Voluntary Sector Forums (Ryedale Together and the VCS Forum).
- Annual street surveys in Ryedale’s market towns.
- The ‘Rural Voice’ project, co-ordinated by Ryedale Voluntary Action, will also contribute to the involvement of the voluntary sector in Safer Ryedale’s processes.
- We have an effective and valued network of Watch Groups – 1022 in total, made up of:

NHW	336	Business Watch	12
Gold Watch	12	Horse Watch	59
Post Office Watch	11	Pub Watch	85
Rural Watch	403	School Watch	22
Shop Watch	78	Taxi Watch	4

Many of Ryedale’s parishes have written a parish plan and these are another source of information regarding the public’s concerns about community safety.

Community engagement is a legal requirement for the Partnership but we want to ensure it is a positive and worthwhile experience.

During 2013/14 Partnership resources will be allocated to community engagement activities. We are committed to raising awareness, promoting safer communities and offering preventative advice on a variety of issues affecting our communities.



Safer Ryedale - The Future

Over the next 12 months we will be preparing for further significant changes in community safety following the election of the Police & Crime Commissioner in November 2012 and subsequent Police and Crime Plan 2013-2017.

The content of the Police and Crime Plan is informed by evidence around effect crime reduction. The strategy, deliverables and outcomes stem from a set of six goals.

Vision

“Be safe, feel safe – protected by the most responsive Service in England” *Julia Mulligan, Police and Crime Commissioner, North Yorkshire*

Goals

In order to retain our top spot as the safest area in England by being the most responsive service in England, we need to:

1. Reduce harm - through effectively responding to crime, anti-social behaviour, vulnerable people, road casualties and identifying and tackling with partners the most important drivers of crime in our communities
2. Put people first - ensure a first-rate response, active reassurance, high visibility and improved victim support. We need to become a people- rather than process-driven force through simplifying policies and procedures and changing behaviours, including complaint handling
3. Deliver more with less – achieve maximum value for money across the organisation with resources prioritised towards frontline policing in both urban and rural

areas. We will drive value for money and efficiencies via collaboration, effective procurement and reducing long term costs through increasing crime prevention measures and driving value in back and middle office functions

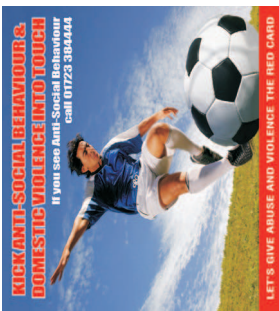
4. Ensure that we are 'fit for the future' - by anticipating future needs and responding with modern buildings, training, recruitment and IT investment plus driving energy efficiency. This will include a new, flexible solution for force headquarters
5. Drive Justice - respond to the public's demand for justice through dealing more effectively with prolific offenders; ensuring the appropriate use of cautions; meticulously preparing cases for charging; embedding restorative justice and working with the Crime Prosecution Service to ensure North Yorkshire's specific needs are understood and met.
6. Police UK - we are duty bound to play an active role in strategic national policing requirements and doing all we can to ensure a fair deal for our area. This means fighting our corner for funding and being ready to provide support when national needs demand

Safer Ryedale will continue to work with all our partners within the district and force-wide to adapt to changes as they arise, in order to continue delivering the community safety solutions our communities expect.



Partnership Action Plan 2013/14

Domestic Abuse	
Aim:	To protect and support people experiencing domestic abuse in Scarborough, Whitby and Ryedale
Objective 1:	To reduce repeat MARAC'S
Objective 2:	To deliver awareness raising and education initiatives
Actions	Continue to develop the availability of voluntary perpetrator programmes and monitor their effectiveness Deliver Domestic Abuse awareness training to victims across Scarborough & Ryedale. Train the Trainer Sessions now delivered to 2 Champions within the Ryedale area who will deliver training within their own organisations
Objective 3:	Develop and maintain Multi-Agency Partnership Working
Actions	Increase representation to the existing DAF membership for the hard to reach groups including BME, travellers, gay, bi sexual and Transgender groups Increase representation to the existing DAF membership for the services and agencies working with people with mental health issues
Objective 4:	Develop and maintain services for children and young persons
Actions:	Support the continuation of the delivery and availability of the Specialist Children's Therapeutic Worker at Domestic Abuse Services to children and young people Continue to deliver Domestic Abuse education packages into schools
Objective 5:	Improve availability of appropriate accommodation for victims of abuse
Actions:	Provision of Refuge accommodation Making Safe Service Review
Objective 6:	Continued awareness around MS & referral to Perpetrator Scheme from custody
Actions:	Transition of perpetrators to independent living Develop links with health & social services
Objective 7:	Ensure the Scarborough, Whitby and Ryedale Action Plan relates to the DA County Wide Action Plan



Partnership Action Plan 2013/14

Safer Roads	
Aim:	To minimise the levels of Killed and Seriously Injured on the roads of Ryedale
Actions:	<p>Motorcycle Campaign:-</p> <ul style="list-style-type: none"> Awareness raising events at Emergency Service Days and Ryedale Show Cross County initiatives (Cleveland, West Yorkshire) Internet Campaigns (Think Website) Enforcement on key routes ie A170 <p>Older Drivers (Cars) Campaign:-</p> <ul style="list-style-type: none"> Older drivers events, consult Age UK and Ryedale Older Persons Forum Possible use of volunteer Advanced Driving Instructors Seasonal events including reaction tests, eye tests and ADI assessments Arrive Alive Classic presentations <p>Young Road User Campaign:-</p> <ul style="list-style-type: none"> Drive Alive NYCC countywide Drive Alive within schools identified as a priority. Once this priority list is confirmed the schools in both districts requiring local targeting will be clearer. (Potential also for Young Farmers group, Cadets and Atmosphere and alternative education packages) Education young school children "Learn & Live" Daniel DVD for parents of young drivers Develop Campaign Ride Aware for 2 wheel road users Possible campaign YouTube Video Clips, DVD, Drive Wise, Think Campaign, Tales of the Road. <p>Use NYCC 4Youth face book page Deployment of Data Loggers and use of the 4 Matrix Signs:- Continual deployment of the data loggers and signs where a need is identified.</p> <p>Operation Siren Multi Agency Campaigns:-</p> <p>The events focussing on seatbelts and mobile phone use will continue within Scarborough and Ryedale (Priority areas identified through the data loggers and also around schools), the Safer Neighbourhood Teams will continue to support where possible.</p>
Actions:	Laser Speed Enforcement & FPN



Partnership Action Plan 2013/14

Community Priorities

Aim:	To minimise the effects of crime and anti social behaviour on the communities within Ryedale thereby contributing to a positive view of the District.
Objective 1:	To reduce theft and violence by 10% 2011-2014
Actions:	<p>Continue Nominated Neighbour, Sheduction and Seasonal Crime Reduction Initiatives eg Expand and publicise No Cold Calling Zones</p> <p>Continue to promote Watch Schemes</p> <p>To increase the use of the Restorative Justice Scheme and report to Delivery Team on progress</p> <p>Promote Operation Tornado to decrease the number of metal thefts. Carry out regular multi-agency checks by all agencies</p> <p>To promote Pub Watch within Ryedale and identify what actions can be taken to prevent offences in the Ryedale night time economy</p>
Objective 2:	Improve perceptions of anti-social behaviour and reduce fear of crime by publishing and responding to public priorities highlighted by the community consultation survey
Actions:	<p>To review Wentworth Street Car Park and identify actions</p> <p>Maintain an ongoing consultation process on perception of anti-social behaviour by utilising the Safer Ryedale website and twice yearly street surveys to be carried out in September 2012</p> <p>Make full use of media and other publicity vehicles to reduce crime and fear of crime</p>
Objective 3:	To target young offenders, vulnerable people and those at risk of offending through support, education and diversionary activities to reduce incidents of repeat offending
Actions:	<p>Maintain baseline data of young offenders and others on ASBO, ABC and MAPS Groups</p> <p>Work with the Police to assess complaints of anti-social behaviour, address through problem solving and deliver interventions</p> <p>Ensure continuance of the MAPS Groups by close liaison with four secondary schools and attendance at all meetings</p> <p>To increase the number of referrals to Youth Support Service through the re-adoption of YACAB referrals</p>



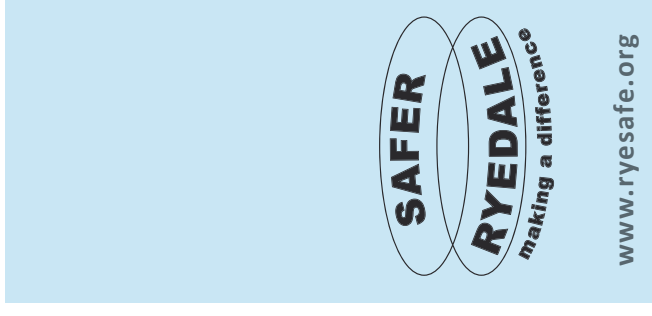
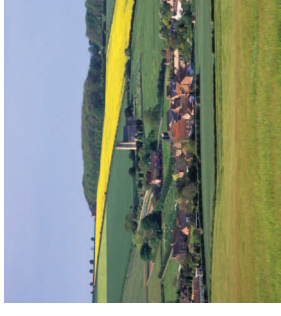
Partnership Action Plan 2013/14

Alcohol Harm Reduction

Aim:	To deliver the contents of the previous Alcohol Harm Reduction Strategy and develop the new strategy for the Ryedale District.
Objective 1:	To continue to raise awareness on the consequences to individual's health and community welfare
Actions:	<p>Review the Alcohol Harm Reduction Strategy and align with the County Strategy</p> <p>Carry out a Mini ARC Campaign in Malton</p> <p>Link with the Cambridge Centre and other relevant agencies and A&E Manager to feedback data to the Steering Group</p> <p>Link in with the schools survey in order to identify the need for further intervention</p> <p>Explore opportunities to raise local awareness and link with the Cambridge Centre/NYP</p>
Objective 2:	To reduce the number of repeat offenders linked to alcohol related offences
Actions:	<p>Maintain links to the Ryedale Women's Hub in order to assess its impact on re-offending</p> <p>To determine how the steering group can make the best use of the data available</p> <p>To increase the amount of Alternative Disposals with regard to alcohol related offences</p> <p>To establish links to the After Math Project</p>
Objective 3:	To reduce the level of alcohol related crime and disorder offences
Actions:	<p>Continue to identify, monitor and actively patrol those public places where young people gather to drink, Youth Support Service and NYP to share information.</p> <p>Continue the media programme for the district, promoting links to national campaigns/initiatives and obtain merchandise from Drink Aware</p> <p>NYP to distribute AA/Cambridge Centre literature when attending incidents where offenders and/or victims are perceived to have issues relating to alcohol.</p> <p>Targeted outreach work in Pickering/Malton/Norton with referrals to the Youth Support Service.</p> <p>Targeted patrols around underage drinking inside licensed premises</p> <p>NYP and Cambridge Centre to share information on arrests involving alcohol. Followed up with targeted action or letter.</p> <p>Offer an incentive of a shorter ban to people barred from licensed premises by Pubwatch (ie brief intervention with Cambridge Centre). Also link with AA and NA</p> <p>Partnership to support a rejuvenated Pubwatch Scheme in Malton/Norton that includes agreed standards of behaviour and unacceptable conduct by customers. Carry out early intervention through police patrols, CCTV, apex radios and increased communication with door staff. Identify those groups and individuals who may cause problems at an early stage and make positive interventions to prevent incidents occurring. Support a 'banned from one banned from all' approach. Licensees, door-staff and partner agencies to take collective responsibility in promoting a safe night time economy by working more closely together.</p>



Community Development	
Aim:	To encourage community participation to inform Safer Ryedale's work
Objective 1:	To develop opportunities to involve the community in raising concerns, setting priorities and to receive information on Safer Ryedale's Work
Actions:	Update the Safer Ryedale website
	Gather community concerns and feedback via website questionnaire ie street survey
	Provide a Safer Ryedale update at Community and Police meetings
	Monitor numbers of Neighbourhood Watch Co-ordinators



ABC	Acceptable Behaviour Contract
AHRG	Alcohol Harm Reduction Group
ASBO	Anti Social Behaviour Order
ATC	Auto Traffic Counter
CAF	Common Assessment Framework
CAP	Community and Police liaison meetings
C&DO	Crime and Disorder Officer (RDC)
CPM	Community Partnerships Manager (RDC)
CPO	Community Partnerships Officer (RDC)
CSCM	Community Safety Crew Manager (NY Fire & Rescue)
CSP	Community Safety Partnership
CSS	Community Safety Sergeant (NY Police)
CYP	Children and Young People's working group
GAAS	Domestic Abuse Services
DV	Domestic Violence
MAPS	Multi-agency Problem Solving group
MARACs	Multi-agency Risk Assessment Conferences
Missdorothy.com/Miss Dot	Computer software used in primary schools to raise children's awareness of risky and/or unacceptable behaviour (their own or other people's)
NCCZ	No Cold Calling Zone
NHW	Neighbourhood Watch
PCC	Police and Crime Commissioner
PCSO	Police Community Safety Officer
PPO	Prolific and other Priority Offenders
RTC	Road Traffic Collision
SNT	Safer Neighbourhood Team (NY Police)
Tier 3 Services	Drug and alcohol abuse intervention – requires referral
Watch Over Me	As Missdorothy.com above, for secondary schools

Safer Ryedale wishes to thank the following organisations and their staff for all their help, support and involvement in the production of the Joint Strategic Intelligence Assessment and the Partnership Plan

North Yorkshire Police

North Yorkshire Fire & Rescue

North Yorkshire County Council

Ryedale District Council

District based Community Safety Partnerships in North Yorkshire, and Safer York



Safer Ryedale Community Safety Partnership

Ryedale District Council

Ryedale House

Old Malton Road

Malton

YO17 7HH

Tel: 01653 600 666

email: communitysafety@ryedale.gov.uk

www.ryesafe.org.uk



www.ryesafe.org

Contact Numbers and Web Sites

26

Safer Ryedale 01653 600666
www.ryesafe.org

Ryedale District Council 01653 600666
www.ryedale.gov.uk

North Yorkshire Fire & Rescue Service 01609 780 150
www.northyorkshirefire.gov.uk

North Yorkshire Police 101
www.northyorkshire.police.uk

Police & Crime Commissioner for North Yorkshire
01765 641 839
www.northyorkshire-pcc.gov.uk

North Yorkshire County Council 0845 872 7374
www.northyorks.gov.uk

North York Moors National Park 01439 770 657
www.visitnorthyorkmoors.org.uk

**North Yorkshire & York Primary
Care Trust** 01423 815150
www.nyypct.nhs.uk

North Yorkshire Probation Service 01609 778644
www.nyprobation.org.uk

North Yorkshire Youth Justice Service 0845 300 5430
www.ny-yjs.org.uk

Domestic Abuse Helpline 0808 200 0247

Crimestoppers 0800 555 111

**North Yorkshire Trading Standards
Doorstep Crime Hotline** 0845 330 3313

95 Alive
www.roadwise.co.uk



www.ryesafe.org



REPORT TO:	OVERVIEW AND SCRUTINY
DATE:	27 JUNE 2013
REPORT OF THE:	CHIEF EXECUTIVE JANET WAGGOTT
TITLE OF REPORT:	THE COUNCIL'S PRIORITIES 2013-17
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the delivery against the Council's priorities in 2012/13 to Council, summarise the challenges facing the Council for the next 12 months and to reaffirm the Aims and Strategic objectives of the Council Plan for 2013/14 within this context.

2.0 RECOMMENDATIONS

- 2.1 That members note the progress made by the Council in delivering its priorities in 2012/13 and agrees the challenges to be faced in 2013/14.
- 2.2 That members support the Aims and Strategic Objectives of the Council Plan for 2013/17, for agreement by members at Council.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 Members of the Council review the progress being made in delivering the Council's priorities at every committee cycle. This report is the annual review and is an element of the Council's performance management arrangements.
- 3.2 The Council Plan sets the strategic priorities for the Council for 2013 to 2017. The aims and strategic objectives are reviewed by members annually.

REPORT

4.0 BACKGROUND AND INTRODUCTION

- 4.1 The Council adopted a set of priorities in March 2009 in the Council Plan 2009-13, and reaffirms the Aims and Strategic Objectives annually. The Council Plan has been revised following a full review of the plan and the Council's delivery of its priorities undertaken in 2012/13. A review has also been undertaken of the economic, social and environmental context in which the Council is operating, with particular reference

made to the information resulting from the 2011 Census.

5.0 POLICY CONTEXT

- 5.1 The Council Plan is the key policy statement of the Council and is complimented by other plans such as the Financial Strategy and Service Delivery Plans and strategies. Links to these can be found at the end of this report.

6.0 CONSULTATION

- 6.1 The Council engages with the communities it represents throughout the year and the intelligence gathered informs the delivery of the Council Plan and the annual budget process.
- 6.2 This report will be considered by each of the Councils committees ahead of its consideration by Council on 4 July 2013.

7.0 REPORT DETAILS

- 7.1 The Council adopted a set of priorities for 2009-13 which have been reaffirmed by Council annually. A review of the delivery of these, the context in which the Council operates and the challenges faced by the Council has been undertaken and the following priorities are proposed for the Council Plan for 2013-17 :

Aim 1: To meet housing need

Strategic Objectives:

1. To change and add to housing stock to meet the local housing needs
2. To support people to access a suitable home or remain in an existing home

Aim 2: To create the conditions for economic success

Strategic Objectives:

3. Place of opportunity – economic structure and supporting infrastructure
4. Opportunity for people – increasing wage and skills levels through the provision of more and better jobs.

Aim 3: To have a high quality clean and sustainable environment

Strategic Objectives:

5. Reducing waste
6. Planning to adapt to climate change and reducing CO2 emissions
7. To protect and improve the quality of our local environment

Aim 4: To have safe and active communities

Strategic Objectives:

- 8a. Safe Villages and Towns
- 8b. Healthy Villages and Towns

Aim 5: To transform the Council

Strategic Objectives:

9. To understand our communities and meet their needs
10. To develop the leadership, capacity and capability to deliver future improvements

- 7.2 The work undertaken in reviewing the Council Plan includes:
- Review of the Council's performance in delivering its priorities and the key performance indicators used to monitor and report performance to members
 - Review of the context in which the Council operates taking into account the

recent census data and changes to the information available for comparison of performance

- Analysis of the feedback received from consultation
- Consideration of the challenges which may face the place of Ryedale and its communities and the Council itself in the next 5 years

7.3 Progress in delivering the Councils priorities is reported quarterly to the Policy and Resources Committee. These reports are complimented by the Revenue Budget Monitoring reports also submitted to the Policy and Resources committee. These reports are available on the Councils website and contribute to the delivery of the transparency agenda for local government.

7.4 Attached at Annex A is a summary of the achievements made in delivering the Councils priorities in 2012/13 and at Annex B is the performance information for the 2009/13 Council Plan to March 2013. The set of Key Performance Indicators which are proposed for monitoring delivery of the Councils priorities for 2013 to 2017 is attached at Annex C, including the current level of performance and any trend.

7.5 **Challenges for 2013/14**

Aim 1: To meet housing need

a) **Affordable Housing Delivery**

- To maintain delivery of new affordable homes in the current economic climate and remain on target to deliver more than 300 affordable homes between 2011 and 2015. Developments on site are expected to deliver around a further 86 additional affordable units during 2013/14 and 2014/15. Planning permission has been granted for a further 90 affordable homes but these schemes are not yet on site.
- Maximising income from New Homes Bonus through permissions for new housing

b) **Private Sector**

- Ensuring successful operation of the Home Improvement Agency Partnership for the benefit of residents and expand the services offered
- Promoting the refined grants and loans schemes available to improve private sector housing stock
- Reducing the number of empty properties in the District and maximising income from New Homes Bonus

c) **Preventing Homelessness**

- Managing the impact of changes to the welfare benefits system on vulnerable residents
- Completing the new supported accommodation unit in Norton to be opened by January 2014
- Maintaining progress with the Young Peoples Partnership

d) **Ryecare Lifeline Service**

- Continue to expand the customer base and services offered by Ryecare

Aim 2: Creating the conditions for economic success

a) To have the Community Infrastructure Levy charging schedule and investment plan in place for April 2014

b) To have three significant employment sites in progress including:

- a. Relocation of the Livestock Market
- b. Scheme to unlock entrepreneurial talent in northern Ryedale
- c. Extension of York Road Industrial Estate

- c) To have the sites document and the Helmsley DPD prepared to compliment the LDF
- d) To have the LDF core strategy adopted by August 2013
- e) To secure a sustainable future for the Milton Rooms
- f) To complete the Visitor Information Review and streamline the Councils support

Aim 3: To have a high quality clean and sustainable environment

- a) Increase the percentage of recycling collected with the consequential reduction in waste sent to landfill.
- b) To have refreshed the Councils Climate Change Strategy in Line with current Government Policy
- c) Respond to changes in the public health system to ensure that there is the capacity to meet local needs

Aim 4: To have safe and active communities

- a) Respond to the changes which will follow the election of the police and crime commissioner for York and North Yorkshire
- b) Begin the procurement process for the leisure contract
- c) Implementation of the Sports and Active Lives Strategy

Aim 5: To Transform the Council

- a) To maximise the opportunities to achieve efficiencies and meet the needs of customers through the development of the Business Hub
- b) To deliver a balanced budget in 2014/15 and plan for meeting future financial challenges
- c) To meet the ongoing challenges presented to the Council by the finance reforms including localisation of Council Tax, business rates and the implementation of Universal Credit
- d) To prepare for individual registration by April 2014, included delivering the postponed canvass during winter 2013/14
- e) Maintain service standards with diminishing resources

8.0 IMPLICATIONS

8.1 The following implications have been identified:

- a) Financial
There are no new financial implications in considering this report which are not accounted for in the Financial Strategy.
- b) Legal
There are no significant legal implications arising from this report
- c) Other
There are no significant other implications arising from this report.

Janet Waggott
Chief Executive

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Background Papers:

Council Plan 2009 -13
 Delivering the Council Plan Reports – Reported quarterly to Policy and Resources Committee

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

[The Ryedale Plan](#)

The Ryedale Housing Strategy

[The Ryedale Economic Action Plan](#)

The Ryedale Sports Strategy

[Safer Ryedale Partnership Plan](#)

[RDC Financial Strategy 2013 -17](#)

Service Delivery Plans are available on Covalent

Performance reports are presented to P and R at every committee and can be found on the
Councils website.

Aim 1: To Meet Housing Need**a) Affordable Housing Delivery**

The Council has an annual target of 75 new affordable homes – around a third of the new homes planned each year for Ryedale. 94 new affordable homes have been completed, the highest delivery across North Yorkshire in 2012/13. This compares to 95 units delivered in 2011/12 and 52 in 2010/11. 337 new affordable homes have been developed over the past 4 years. A total of 208 new homes were completed in Ryedale in 2012/13.

The Council has attracted over £650k of funding from the HCA to fund the development of an extension to Tara Park to provide 7 additional pitches for caravans for members of the Gypsy and traveller community. An additional successful bid was made to the HCA for £262,000 to upgrade the current Gypsy and Travellers site within the district. Work commenced on both schemes in March 2013 and is due for completion at the end of October 2013. Ryedale is currently the only area in North Yorkshire delivering additional provision for members of this community.

b) Bridge House

The Council received an allocation from the HCA through the Homelessness Change programme to replace the existing homeless hostel Bridge House and provide a 14 bedspace new supported facility. This was initially an allocation of £400K however after negotiation with the HCA by council officers an additional £160K was agreed, this will ensure that no additional capital investment will be required

Work has started on site with a completion date scheduled for November 2013 with the new scheme being occupied in December 2013. The new scheme will be named Derwent Lodge

c) Preventing Homelessness

A Single Homelessness Action Plan has been developed for York and North Yorkshire with a focus on those sleeping rough and single homeless clients, for which £289K has been allocated from the Department of Communities and Local Government (CLG) to commission services across the sub region.

The number of homelessness acceptances has decreased from 27 households in 2011/12 to 18 households in 2012/13. 301 households have been prevented from becoming homeless, representing a 54.4% increase over the last 12 months. 100% of homeless cases were assessed within the statutory requirement of 33 days.

The number of households in temporary accommodation has reduced from 10 in March 2012 to 6 in March 2013, this reduction reflects the continued success of the Young People's Homelessness Partnership.

The average length of stay in temporary accommodation has decreased from 21 weeks in 2011/12 to 19 weeks in 2012/13. 31 households have been accommodated in temporary accommodation in 2012/13 compared to 47 in 2011/12.

d) Private Sector Renewal

Ryedale was the only authority in North Yorkshire to make capital resources available from its own reserves for continuing the grants and loans schemes in 2012/13. These

fund a range of private sector housing grants and loans to help meet the housing needs of vulnerable and low income people in private sector housing – be this to get empty properties back into residential use or to adapt homes so that a person can continue to live there as their health and mobility change.

The Joint Home Improvement Agency between Ryedale and Scarborough has been established in April 2012 and delivers the Councils Disabled Facilities Grants Scheme of which 53 were allocated in 2012/13 with a further 17 delivered by RDC being carried over from the previous year.

The streamlining of the grants and loans for private sector housing and additional measures to bring empty properties back into use have resulted in a reduction in the number of empty properties from 348 to 329 between October 2011 and October 2012. This work has a direct impact on the amount of New Homes Bonus received by the Council.

e) Supporting Independent Living

Telecare continues to develop and officers are working closely with health and adult Services to ensure services become more efficient. Ryecare aims to install equipment within 48 hours to ensure clients are able to leave hospital and return to their homes as soon as possible. During 2012/13 we received 117,841 calls for some form of assistance (excluding out of hours calls taken).

f) Supporting those on low income

During the last year the council has helped 3,764 residents to pay their rent. On average we processed and maintained these cases within 20 days. Council Tax benefit has been replaced by the Local Council Tax Support Scheme which was successfully implemented in April 2013. Collection rates for Council Tax have been maintained.

The Council has supported the delivery of significant changes in the benefits system as part of the wider welfare reform programme being implemented by the government. The Council is also managing the impact of welfare reforms on our customers.

Welfare reforms include:

- Transition towards Universal Credit to incorporate the following by 2017:
 - § Income related Job Seekers Allowance
 - § Income related Employment and Support Allowance
 - § Income Support (including Support for Mortgage Interest)
 - § Working Tax Credits
 - § Child Tax Credits
 - § Housing Benefit
- New Local Schemes
 - § Local Council Tax Support Scheme - RDC
 - § Discretionary Social Fund – NYCC
- Phased roll out of the Benefit Cap
- Removal of the spare room subsidy
- Changes to Local Housing Allowance
- Managing the systems to enable implementation of the changes

Aim 2: To create the conditions for economic success

a) Improving Infrastructure

The construction of the Brambling Fields junction improvement scheme started on site in January 2012 and the improved junction opened in September 2012.

b) Local Development Framework

The LDF Local Plan Strategy has been published and submitted to the Planning Inspectorate and the examination report is expected imminently. The Local Plan Sites Development Plan Document (DPD) and the Helmsley Plan DPD are being prepared for publication in 2013/14. The Helmsley Plan will be considered as a consultation draft by the planning committee in June 2013.

c) Community Broadband

The Council is working on a project to ascertain and implement community and business aspirations for Next Generation Broadband across Ryedale, in partnership with NYnet.

d) Supporting the Community and Voluntary Sector

The Overview and Scrutiny Committee undertook a review of the role the Council should play in supporting the Voluntary and Community Sector and the recommendations have been considered by the two policy committees of the Council. Reviews of the funding arrangements with three key VCS organisations have been reviewed ahead of 2013/14, and the funding relationship will be managed by the Commissioning Board.

The Council allocated £247,826 of New Homes Bonus through the Community Investment Fund.

e) Supporting Local Businesses

Ryedale has been represented on the LEP and the Ryedale business forum continues to develop.

Continued support for local businesses through provision of advice and application of regulations and with eg compliance with air quality requirements, food hygiene regulations and health and safety at work.

f) Ryedale Economic Strategy

The Economic Action Plan has been agreed by members and priorities include:
Objective A

To have economic structure and supporting infrastructure in place through:

- Provision of Employment land, Work space:
- Consideration of the implications of new housing development to the local economy
- Communications and Transport Infrastructure

Objective B

That there should be opportunity for people and business by:

- Ensuring Ryedale businesses are at the centre of economic development
- Ensuring local people are equipped with the skills required by our businesses
Maintain intelligence base through data and Key Account Management.
- Ryedale Work and Skills Partnership projects
- Supporting the business life cycle
- Developing the RDC Corporate approach to businesses – “Ryedale’s a great place to do business”
- Sector specific support

Aim 3: To have a high quality clean and sustainable environment

a) Waste and Recycling

The Streetscene Team delivered the phased introduction of kerbside recycling for plastic bottles and cardboard for 96% of Ryedale residents in 2012/13.

The level of performance in relation to waste reduction and recycling targets has been maintained in 2012/13 with data to be verified in July 2013.

b) Streetscene savings

Cost savings have been delivered through the use of the new transfer station for dry recyclables (glass, paper, cardboard) on Showfield Lane, in the sum of £250k for 2012/13.

c) Managing the Impact of Climate Change

Reducing Emissions from Council Operations:

The Council has continued improvements to its estate to reduce levels of Co2 emissions as detailed in the table below

Year	Tonnes Co2*	% reduction	1. RDC kwh	2. Pool kwh	3. Staff Miles
2008-9	2004		667,673	804,430	440,595
2009-10	1994	3%	607,306	730,829	408,554
2010-11	1805	7%	466,539	496,791	368,774
2011-12	1697	6%	386,027	483,654	294,165

*Total Carbon Dioxide Emissions are Expressed as Tonnes of CO2

This overall annual reduction has been brought about by a number of changes to the Council's operations and procedures.

The three most significant factors affecting change are:

1. Modernisation of gas fired heating system installed at Ryedale District Council HQ offices.
2. Modernisation of gas fired heating system installed at Derwent Pool.
3. Significant reduction in miles travelled on business by Employees.

Reducing Emissions in Ryedale:

The Council has supported the delivery of 188 Energy Efficiency Grants giving an equivalent reduction in CO₂ emissions of 3180 cubic tonnes.

Reducing the Risk of Flooding

Flood resistance grant schemes have benefited communities at risk of flooding with awards made totalling £127,500 to households in Kirkby Mills and Keldholme, £85,000 for households in Pickering and £50,000 funding from RDC. To date flood resistance measures have been implemented to 35 properties in Kirby Mills, 12 properties in KMS, 6 properties in Pickering and 1 in Fryton and 35 properties in Pickering properties in Pickering.

Air Quality

Air Quality Progress Report submitted to DEFRA with an evaluation of the progress made against the Malton Air Quality Action Plan

Private Water Supplies

Introduced in depth risk assessments leading to the improvement of private water supplies and continued to report back to the Drinking Water Inspectorate on progress made.

Aim 4: To have safe and active communities

a) Investing in Sport and Recreation

A Sports Strategy/Action Plan for Ryedale has been developed for consideration by

Members at Council in May 2013. Adoption of the Sport and Active Lives Strategy may lead to future decisions on the level of investment to be made in the Councils sports facilities.

The successful transfer of the Norton Skate Park from RDC to Norton Town Council was achieved.

b) Maintaining Low Crime Levels

The district continues to have the lowest crime rate of all districts within North Yorkshire and is currently in 1st position within the Most Similar CSP group nationally. The Community Safety Partnership 'Priorities for Action' for 2013/14 are:

- Domestic Abuse
- Safer Roads
- Community Priorities
- Alcohol Harm Reduction
- Community Development

Two of these priorities – Safer Roads and Domestic Abuse - will be delivered through joint Scarborough and Ryedale task groups

c) Food Hygiene Rating Scheme

The successful introduction and implementation of the Food Hygiene Rating Scheme was managed, leading to an improvement in standards at food premises.

Aim 5: To transform the Council

a) Balancing the Budget

Budget savings of over £2.5m have been achieved through service redesign and efficiency savings over the last three years including the one -11, Going for Gold and Round 3 programmes. This included redesign of services, partnership working and maximising opportunities as they present themselves. The budget for 2013/14 was again balanced without an increase in levels of Council Tax or the use of the New Homes Bonus. The approach for the 2014/15 budget and beyond is currently under review.

b) Optimising Technology

Efficiencies were achieved by maximising the benefit of investment in IT and improved systems. This will continue in 2013/14 through the development of services delivered within the Business Hub.

c) Responding to Legislation

The Council continues to work with partners in preparing for the implications of new legislation such as the Localism Act, Police Reform and Social Responsibility Act, Welfare Reform Act and the Health and Social Care Act. The new burdens placed upon the Council as a result of new legislation have been considerable and will continue to present challenges.

d) Bar Coding of Council Bills

The Council has withdrawn from the area offices in the three market towns. The Council achieved efficiency savings in the region of £50k by bar coding all Council Bills and enabling all residents to pay bills at their local retail outlet with a Pay Point presence or at the Post Office, rather than through the area offices.

e) Supporting Democracy

The first Police and Crime Commissioner elections were successfully delivered in November 2012. In September 2012, the Council was awarded Member Development

Charter Status for its work around learning and development for councillors, and this was presented at Full Council in January 2013.

f) **Benefit Fraud**

A number of successful prosecutions for benefit fraud have been undertaken in partnership with Veritau, and powers vested in the Council by the proceeds of crime act have been used for the first time in Ryedale.



Business Support Hub

The Business support was established in April 2012 with the aims of:












- Optimising technology and systems
- Improving service capacity and resilience
- Driving innovation in service delivery
- improving customer service
- Contributing to the achievement of savings to balance the Councils budget

A key element of the development of the hub was the redesign of the reception area at Ryedale House. This has allowed for the redesign of a number of front of house services and the migration of services to the first point of contact. The work to realise the improvements for our customers through service redesign is continuing.



Aim 1 Housing Need					
Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	6.9 days	March 2013	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	Aim to Minimise	15.0 days
	208	2012/13	Net additional homes provided	Aim to Maximise	200
	96.9%	2012/13	Supply of deliverable housing sites	Aim to Maximise	100.0%
	671	2012/13	Empty Domestic Properties	Aim to Minimise	837
	5.27	2012/13	Affordability Ratio	Aim to Minimise	9.05
	94	2012/13	Number of affordable homes delivered (gross)	Aim to Maximise	75
	301	2012/13	Prevention of Homelessness through Advice and Proactive Intervention	Aim to Maximise	154
	4.00 weeks	Q4 2012/13	Length of stay in temporary accommodation (B&B, weeks) Snapshot	Aim to Minimise	4.00 weeks
	39	Q4 2012/13	Number of Homeless Applications	Aim to Minimise	52
	87.5%	Q4 2012/13	Homeless applications on which RDC makes decision and issues notification to the applicant within 33 working days	Aim to Maximise	100.0%
	26%	2011/12	% of households in Ryedale in fuel poverty	Aim to Minimise	25.4%
Aim 2 Economic Success					
Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	74.7	2012/13	Employment Rate	Aim to Maximise	73.2
	1.9%	April 2013	Total Job Seeker Allowance Claimants Aged 16 - 64	Aim to Minimise	4.9%
	35.6%	2012/13	% Ryedale population qualified - NVQ4 or equivalent	Aim to Maximise	30.96%
	51.7%	2012/13	% Ryedale population qualified - NVQ3 or equivalent	Aim to Maximise	50.88%
	68.2%	2012/13	% Ryedale population qualified - NVQ2 or equivalent	Aim to Maximise	68.72%
	78.1%	2012/13	% Ryedale population qualified - NVQ1 or equivalent	Aim to Maximise	81.9%
	£395.70	2012/13	Gross weekly earnings by workplace	Aim to Maximise	£430.00

Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	£399.70	2012/13	Gross weekly earnings by residency	Aim to Maximise	£430.00
	4.7%	Q4 2009/10	16 to 18 year olds who are not in education, employment or training (NEET)	Aim to Minimise	3.9%




Aim 3 High Quality Environment





Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	-6.66%	2011/12	Household Waste Collection - % change in kilograms per head	Aim to Minimise	0.25%
	51.90%	2011/12	% of household waste sent for reuse, recycling and composting	Aim to Maximise	49.70%
	34.77%	2011/12	% of Household Waste Composted	Aim to Maximise	30.00%
	17.11%	2011/12	% of Household Waste Recycled	Aim to Maximise	20.00%
	-6.0%	2011/12	% CO2 reduction from LA operations.	Aim to Minimise	-3.0%
	1,697	2011/12	Tonnes of CO2 from LA operations	Aim to Minimise	1,750
	72%	2011/12	% of Food establishments in the area broadly compliant with food hygiene law	Aim to Maximise	72.00%
	83.3%	Q3 2012/13	Planning appeals allowed	Aim to Minimise	33.0%
	57.15%	February 2013	Processing of planning applications: Major applications	Aim to Maximise	70.00%
	63.00%	February 2013	Processing of planning applications: Minor applications	Aim to Maximise	80.00%
	77.96%	February 2013	Processing of planning applications: Other applications	Aim to Maximise	93.00%

Aim 4 Active Safe Communities

Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	29.06	2011/12	All Crime per 1,000 residents	Aim to Minimise	32.24
	22.3%	2012/13	Adult participation in sport and active recreation.	Aim to Maximise	22.6%

Aim 5 To Transform the Council

Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	30%	2012/13	Service enquiries resolved at first point of contact (telephone)	Aim to Maximise	40%
	86%	2012/13	Payments made using electronic channels	Aim to Maximise	85%
	91.7%	February 2013	Standard searches done in 5 working days	Aim to Maximise	90.0%

Status	Current Value	Last Update	Indicator Name	Improvement	Current Target
	98.21%	2012/13	% of Council Tax collected	Aim to Maximise	98.28%
	98.32%	2012/13	% of Non-domestic Rates Collected	Aim to Maximise	97.82%
	46.54%	2011/12	Percentage turnout for elections – District	Aim to Maximise	43.06%
	8.19 days	March 2013	Number of Working Days Lost Due to Sickness Absence	Aim to Minimise	7.50 days




























Key Indicators for the Council Plan 2009-13

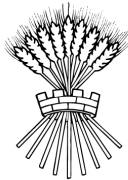
Annex B

Aim 1 Housing Need					
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key Indicator 2013 -17	Comments
	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events - Accumulative			Yes	
	Net additional homes provided			Yes	
	Supply of deliverable housing sites			Yes	
	Empty Domestic Properties			Yes	
	Affordability Ratio			Yes	
	Number of affordable homes delivered (gross)			Yes	
	% Households in Ryedale in Fuel Poverty			Yes	
	Prevention of Homelessness through Advice and Proactive Intervention (values and targets are per quarter, not accumulative)			No	Clearer indicators to be used
	Number of current Lifeline users in Ryedale			No	Management Information
	The extent to which older people receive the support they need to live independently at home (Biennial)			No	No regular data since removal of National Indicators
	Percentage of vulnerable people achieving independent living			No	No data since removal of NYLAA
Aim 2 Economic Success					
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key Indicator 2013 -17	Comments
	Total Job Seeker Allowance Claimants Aged 16 - 64			Yes	
	% Ryedale population qualified - NVQ4 or equivalent			Yes	

Aim 2		Economic Success			
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key Indicator 2013 -17	Comments
	% Ryedale population qualified - NVQ3 or equivalent			Yes	
	% Ryedale population qualified - NVQ2 or equivalent			Yes	
	% Ryedale population qualified - NVQ1 or equivalent			Yes	
	Gross weekly earnings by workplace			Yes	
	Average household earnings in Ryedale			Yes	
	Employment Rate			Yes	
	16 to 18 year olds who are not in education, employment or training (NEET)			Yes	
	Number of new business start ups			Yes	Data Only
	Industrial lettings vacancies			No	Management Information
	Footfall - Malton Town Centre			No	No data since 2009
	Visitor figures to Ryedale			No	No regular data source

Aim 3		High Quality Environment			
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key indicator 2013 -17	Comments
	New homes built on previously developed land (was BV 106)			Yes	
	% of household waste sent for reuse, recycling and composting			Yes	
	Residual household waste - kg per household			Yes	
	Improved Local Biodiversity – % of Local Sites where positive conservation management has been or is being implemented. NYCC Level.			No	No data since removal of NY LAA

Aim 3 High Quality Environment					
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key indicator 2013 -17	Comments
	Overall/general satisfaction with local area (Biennial)			No	No data since removal of National indicators
Aim 4 Active and Safe Communities					
Status	Indicator Name	Improvement	Performance Trend 2009-13	Key Indicator 2013 -17	Comments
	Obesity in primary school age children in Year 6			Yes	
	% of parishes covered by a current parish plan			No	Focus for work is to refresh and so levels will remain constant
	Adult participation in sport and active recreation. Sport England Active People Survey-Annual			No	No further data available due to removal of Active People Survey
	Self-reported measure of people's overall health and wellbeing (Biennial)			No	No data since removal of National Indicators
	PcSvy. Residents satisfied with sports/leisure facilities % (was BV 119a)			No	No data since removal of place survey
	Swimming pools and sports centres no of visits per 1000 population			No	New indicators to be established
	Levels of satisfaction with Council sport & leisure facilities			No	New indicators to be established
Aim 5 To Transform the Council					
Status	Indicator Name	Improvement	Performance Trend	Key Indicator 2013 -17	Comments
	Service enquiries resolved at first point of contact (telephone)			Yes	
	PcSvy. Civic participation in the local area (Biennial)			No	No data since removal of place survey
	Top priorities for local people			No	No data since removal of place survey. Qualitative data collected through budget consultation
	Overall satisfaction with the authority			No	No data since removal of place survey



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	COUNCIL SOLICITOR ANTHONY WINSHIP
TITLE OF REPORT:	SCRUTINY REVIEWS PROGRESS REPORT – ‘THE ROLE OF MEMBERS ON OUTSIDE BODIES AND AS MEMBER CHAMPIONS’
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To provide an update on progress with the scrutiny review of the Role of Members on Outside Bodies and as Member Champions.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that members:
- (i) note the progress with the current review;
 - (ii) note the progress report for previous scrutiny review recommendations; and
 - (iii) provide at least two topics for the next scrutiny review for which officers will provide a scoping report to a future meeting of the Committee.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To keep the Overview and Scrutiny Committee informed of progress with the review it has commissioned.
- 3.2 To keep the members of the committee apprised of the progress with implementing recommendations made following previous reviews. See table attached at Annex B
- 3.3 To enable members to prepare for the next scrutiny review and for officers to provide background information to inform any future decision on the topic.

4.0 SIGNIFICANT RISKS

- 4.1 No significant risks have been identified at this point but this will be reviewed as the review progresses.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 This review links into corporate aim 5 (to transform the Council) and strategic objectives 9 (to know our communities and meet their needs) and 10 (to develop the leadership, capacity and capability to deliver future improvements).
- 5.2 An update on the consultation is included in section 6 below.

REPORT

6.0 REPORT DETAILS

- 6.1 The Scrutiny Review Task Group met on 6 March 2013 and considered the documents provided to them, which were:
- Revised terms of reference for the review (as agreed at the Overview & Scrutiny Committee on 21 February 2013)
 - Information received to date from Members who are representatives on outside bodies
 - Information received to date from Members who are Member Champions
 - Information received to date from outside bodies
 - Information from North Yorkshire District Councils on Member Champions (including a copy of Ryedale's role description)
 - Details of funding given to external organisations
 - Details of expenses claimed by representatives on outside bodies
- 6.2 They then discussed next steps for the review. It was agreed that hard copies of the consultation forms be tabled for Members at the Full Council meeting on 7 March 2013 and that a further letter be sent to outside bodies, in an effort to boost the response rate from both groups. The Group requested that some analysis of the results be undertaken and presented to the next meeting for consideration.
- 6.3 The Scrutiny Review Task Group met again on 16 April 2013 and considered the documents provided to them, which were:
- Revised terms of reference for the review (as agreed at the Overview & Scrutiny Committee on 21 February 2013)
 - Summary and detailed information received from Members who are representatives on outside bodies
 - Summary and detailed information received from Members who are Member Champions
 - Summary and detailed information received from outside bodies
 - List of responses and non-responses
- 6.4 They then discussed potential recommendations arising out of the feedback received and identified one outstanding area for their consideration at the next meeting, relating to interests and outside bodies.
- 6.5 The Scrutiny Review Task Group then met on 21 May 2013 to discuss declarations of interest in relation to outside bodies, and in particular trustee roles, with the Monitoring Officer.
- 6.6 A copy of the terms of reference for the review are attached as Annex A of the report.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial
None

b) Legal
None

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None

8.0 NEXT STEPS

8.1 The Scrutiny Review Task Group will meet again to consider a draft report of their findings and recommendations on 16 July 2013.

Anthony Winship
Council Solicitor

Author: Simon Copley, Democratic Services Manager
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Background Papers:
As detailed in section 6.

Background Papers are available for inspection at:
Ryedale House, Malton or www.ryedale.gov.uk.

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

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

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

Scrutiny Review of the Role the Council Should play in Supporting the Voluntary and Community Sector	
Link to final report	
Recommendations – O&S 4th October 2012	Progress 31.5.13
<p>Key Recommendation The contribution of the Voluntary and Community Sector is highly valued in Ryedale. The Council should help to sustain the Voluntary and Community Sector by providing financial and officer support.</p>	<p>All recommendations have been considered by the committee to whom they were addressed. Budget provision for community grants removed as part of the budget making process for 2013/14 by Council.</p> <p>Provision of community grants was considered by Commissioning Board 6 June 2013 with the following resolution: That Members support in principle the establishment of a New Community Grant budget and that the Head of Economy and Infrastructure, in consultation with the Chairman of the Commissioning Board and Commissioning Board group representatives, devise the criteria (this will include the maximum amount to be allocated to any group and the need for any match funding to be applied to any grant requests) and consider the resource requirements and an officer report is presented for approval to Council on the 5 September.</p>
Recommendations to Commissioning Board	
1. The Council should undertake a review of how it core funds organisations with a view to commissioning/contracts ensuring continuity for organisations and giving notice of any changes in line with the North Yorkshire Compact. This allows organisations to employ people and plan for the future.	Commissioning Board accepted this giving the following reason: The Council core funds a very limited number of organisations and this review would reflect the approach agreed at Commissioning Board held on 24 January 2013 to core funding of the Ryedale CAB. Reviews now completed for CAB, RVA and Ryecat to establish the commissioning relationship.
2. Core funding should be for a longer time with more notice of change (ie 4 months minimum), linked to commissioning/procurement processes	Commissioning Board accepted as this is in line with the principles within the North Yorkshire compact.
3. Investigate how the Council could help support Ryedale Voluntary Action to encourage volunteering in the Ryedale area.	Commissioning Board accepted as this is consistent with the decision of the CIF Panel to support RVA volunteering services.

Recommendations to Policy & Resources Committee	
4. Grant schemes should be streamlined making it easier for organisations to access and, all decisions should be made by one panel i.e. the CIF panel.	Policy and Resources accepted this recommendation subject to the deletion of “the CIF Panel” and the addition of “the Commissioning Board and to be confirmed by Full Council”
Recommendations to Commissioning Board and Policy & Resources Committee	
5. Development officers are essential in helping to develop projects within the voluntary and community sector and this role is highly valued by the sector. The Council should continue to provide development officers and continue to support their provision within the voluntary sector.	<p>Commissioning Board accepted this recommendation, recognising that development workers are intrinsic to the delivery of Commissioning Board activities, subject to any wider consideration regarding the Council’s budget</p> <p>Policy and Resources accepted this recommendation with the following reason: Taking account of the additional information presented regarding expenditure on development workers, the Policy and Resources Committee recognises the benefits and financial leverage achieved through these roles.</p>
6. The Council should make it clear what it’s funding priorities are and what outcomes it is trying to achieve.	<p>Commissioning Board accepted this recommendation as this approach is consistent with good practice in budgeting and grant making.</p> <p>Policy and Resources accepted this recommendation</p>
7. The Council should ensure that it is clear with all contracts and grants what it expects and monitor/evaluate/performance manage the outcomes accordingly ensuring Value for Money in the investment made.	<p>Commissioning Board accepted this recommendation as this approach is consistent with good practice in budgeting and grant making. Members welcomed the introduction of additional monitoring of outcomes, subject to available resources.</p> <p>Policy and Resources accepted this recommendation</p>
8. Maintain a small grants element in all grant programmes.	Commissioning Board accepted this recommendation, recognising that small scale grants are intrinsic to the delivery of Commissioning

	<p>Board activities, subject to any wider consideration regarding the Council's budget</p> <p>Policy and Resources accepted this recommendation</p>
<p>9. The Council should take every opportunity to co-ordinate funding and evaluation processes with other funding bodies, for example, lists of projects supported and case studies illustrating the impact of the funding awarded should be published on the Council website.</p>	<p>Commissioning Board accepted this recommendation as this approach is consistent with good practice in budgeting and grant making. It was noted that the extent of such activities would be subject to resources available.</p> <p>Policy and Resources accepted this recommendation</p>
<p>10. The Council should use every opportunity to promote and champion Ryedale and all that it has to offer. It should also support, celebrate and recognise the value and contribution of the voluntary and community sector.</p>	<p>Commissioning Board accepted this recommendation as this reflects current practice at the authority and is a key role of an elected member.</p> <p>Policy and Resources accepted this recommendation</p>
<p>11. When considering future budget decisions, the Council must recognise that the funding available to the VCS to meet the needs of communities in Ryedale is reducing. The Council has a role in championing the needs of Ryedale with other funders.</p>	<p>Commissioning Board accepted this recommendation and it was noted that Members considered that the Council already does this at every opportunity.</p> <p>Policy and Resources accepted this recommendation</p>
<p>Recommendations to Management Team</p>	
<p>12. The Council should ensure that any changes to the services it provides are clearly communicated to all those affected. This includes maintaining lists of key contacts for all services on the Council's website.</p>	<p>Management team accepted this recommendation with work ongoing to improve the information available on the Councils website.</p>
<p>13. Investigate better use of the Council's website for communicating and advertising events on behalf of</p>	<p>Management team accepted this recommendation and the Head of Economy and Infrastructure is investigating future options for</p>

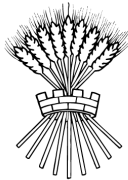
the voluntary and community sector.	improvement with their team.
14. Undertake joint member and officer training regarding funding schemes, priorities and processes for those members and officers directly involved with grant making.	Management team accepted this recommendation and training will be arranged for any funding schemes offered by the Council in future
15. Investigate the possibility of supporting VCS organisations with specialist skills available within the Council.	Management team accepted this recommendation. Support for organisations is currently being explored.
16. Review to be undertaken to define the members roles as champions and board members of voluntary and community organisations.	Management team accepted this recommendation and this is included in the terms of reference for the current scrutiny review.
Scrutiny Review of Post Offices 2010-11 Link to final report	
Recommendations - O&S 15th December 2011	Progress 31.5.13
That the Committee responds to the Department of Business, Innovation & Skills' consultation document on the mutualisation of the Post Office.	Response to the consultation sent by the Committee in December 2011.
Officers continue to work on options for front office for local government with Post Office Ltd.	Council agreed to the bar coding of all council bills to enable more options for payment of bills including council tax for more residents.
Accept any opportunity presented by Post Office Ltd to work in partnership.	Officers continue to work in partnership with PO Ltd. Ryedale has been included in a joint Post Office LGA strategic engagement and the report of this can be found here: http://www.postoffice.co.uk/sites/default/files/Political_Stakeholder_Pathfinder.PDF
Undertake further research on the mobile/hosted and home service.	Survey undertaken in May 2012 with Cllr Janet Sanderson. Results show that although the majority of people would have preferred to see the local branch still open – the mobile service, however, was an acceptable alternative.

Provide feedback to the Post Office regarding their website and how it could be improved for rural areas.	Meeting held with Post Office Ltd and copy of Review document discussed.
Scrutiny Review of Healthy Weight 2010-11	
Recommendations - O&S 6th October 2012	Progress 10.09.12
Review the policy for the scheduling of activities and sessions held at the Councils sport and leisure facilities to encourage residents to more easily access opportunities to participate e.g. for those with young families explore scheduling activities for children at the same time as those which appeal to parents or carers, reinstating early bird sessions for those who work.	The findings for from this review have been incorporated into the draft sports and active lives strategy with the emphasis being More People – More Active – More Often Other recommendations relating to the future operation of the Councils facilities will be considered as part of the re-tendering process for the contract to operate these facilities.
Review pricing policies to encourage people to return to exercise or activities, particularly team activities, e.g. discounted taster sessions, discounted multi-buy tickets	
To encourage people to re-engage with activities through the use of introductory sessions at council facilities and encourage community facilities to offer similar sessions e.g. free or discounted taster or „come and try it“ sessions	
That further research is undertaken with sports clubs and providers to make sure their views and experiences are fully represented in the new strategy, as concern was expressed over the low response rate to this particular survey. Perhaps through the use of focus groups or by visiting some of the clubs and interviewing key people.	
Extend the availability of walks and cycle routes through GP surgeries eg promote the AONB circular walks guides in the local practices	
Promote walking and cycling routes to residents through the Councils website	

Make the most of any future opportunities to influence GP commissioning groups to offer exercise on prescription and patient referral to sports centres, such a scheme has been piloted successfully by the PCT with the Ampleforth Practice	The Council is eager to engage with the new CCG's and this recommendation will be pursued when the CCG's are in a more established form.
Promote the Lunchtime Activity Packs supplied to local businesses within the council for the benefit of staff and linking to the Health and Wellbeing programme.	
Scrutiny Review of Sickness Absence 2009-10	
Recommendations - O&S 19th August 2010	Progress 15.06.2011
That the procedures should be expanded on to ensure they are user friendly and meaningful.	A manager's toolkit has been developed to support the procedures within the current policy.
The policy and procedures need to be adopted consistently across the authority	The Management Team have continued to encourage the management of attendance on a consistent basis across the authority. Human Resources advise managers and make them aware if there approach is not consistent with the rest of the authority.
The triggers points within the policy should remain as they are	Trigger points remain the same as under the preceding policy.
Sickness monitoring should also include positive reporting	This is being done and sent to managers and unison on a regular basis.
The formation of a Health and Well being Group	The Health and Wellbeing Group was formed and have met to agree terms of reference for the group. They are currently working towards producing a Wellbeing Strategy along with a Health and Wellbeing programme. A number of initiatives have been run already e.g. Health and Wellbeing Event for all staff to attend

Ryedale should explore ways of celebrating those staff and departments who have no sickness absence in the year	This is encouraged through the six monthly appraisals, along with general reporting of statistics of employees with no sickness through Human Resources' regular reporting.
Regular training should be given to staff	Training on the revised Managing Attendance Policy was given to all supervisors and managers. Further training is regularly reviewed through six monthly appraisals.
Induction programme to be extended to cover the Absence management policy and procedures	Part of the current induction programme includes advising employees of absence reporting procedures, along with familiarisation of all relevant policies, including the Managing Attendance Policy
A review should take place on flexi time and annual leave	Revised Flexible Working Guidelines were introduced in April 2011. Annual leave is being reviewed.
Currently sickness absence should not have a direct link to pay progression	Sickness absence continues to not have a direct link to pay progression.

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REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	27 JUNE 2013
REPORT OF THE:	COUNCIL SOLICITOR ANTHONY WINSHIP
TITLE OF REPORT:	ATTENDANCE AT POLICY COMMITTEES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To provide Members with a draft rota for attendance to observe at policy committee meetings and to agree guidance to assist this process.

2.0 RECOMMENDATION

- 2.1 It is recommended that Members agree the rota for attendance at Policy Committees.

3.0 INTRODUCTION

- 3.1 One of the key legislative roles of the Committee is holding the Executive to account. In Ryedale's case this means examining the policy committees minutes and forward plans in detail and using call-in or other mechanisms to comment or intervene in the decision making process. In order to be effective in this it has been previously agreed that Members of the Committee would take turns to attend both the Policy and Resources Committee and the Commissioning Board for the purposes of observation. Subsequently, Full Council agreed that this be an approved duty for Members of this Committee.

- 3.2 Draft guidance and a checklist is attached at Annex A to assist Members in undertaking this responsibility.

- 3.3 Attached at Annex B is a draft rota for Members consideration.

4.0 CONCLUSION

- 4.1 Members have previously agreed a rota for attendance at policy committees. Guidance and an accompanying checklist have been produced to help Members with this important process.

**Anthony Winship
Council Solicitor**

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Background Papers:
The Constitution of the Council

ANNEX A

Guidance for Members observing at a policy committee

This note sets out details of the issues that should be considered when observing. A simple checklist is appended at Appendix A.

The Role of the Committee

The Committee has a number of complimentary roles, being both the Scrutiny Committee, the Audit Committee, the Standards Committee and the Crime and Disorder overview and Scrutiny Committee for Ryedale District Council.

The Committee undertakes its work by:

- Scrutinising the decisions made by other committees and using the ability to 'call-in' a decision of a committee of the Council and refer it back if necessary for re-consideration;
- Scrutinising the performance and effect of council services and policies by receiving internal and external audit reports, reports on the Council's counter fraud work, monitoring and reviewing the statement on internal control, examining our approach to the minimization and control of risk, and examining progress on our improvement plans;
- Undertaking and instigating reviews of existing policy and the development of new policy;
- Monitoring service performance, through the performance management framework and customer complaints, and considering the outcomes of Best Value and other reviews.

Together this enables the Committee to focus on the improvement of services: considering in-depth major issues, examining other areas of the work of the Council or of other local and national agencies, highlighting when things are going wrong and seeking action to address this in the most effective way.

Decision-making and call-in

The main purpose of observing at policy committee meetings is to consider whether or not decision-making has complied with the Council's Constitution. All decisions of the Council will be made in accordance with the following principles:

- (a) the rule of law;
- (b) clarity of aims and desired outcomes.
- (c) proportionality (i.e. the action must be proportionate to the desired outcome);
- (d) due consultation and the taking of professional advice from officers and/or appropriately qualified consultants;
- (e) respect for human rights (see below for further details); and
- (f) a presumption in favour of openness.

If Members consider that one of more of these rules have been breached then the decision may be 'called-in'. To call in a decision a proforma, attached at Appendix B, must be completed with the reasons for the call-in clearly stated. It must be signed by either the Chairman or three Members of the Committee and must be handed to the proper officer within 10 working days of the publication of the decisions of the meeting. The Overview and Scrutiny Committee then meets within a further 10 working days of the decision to call-in. Members may request the attendance of relevant officers or Members to answer any questions that they may have. The Committee can then refer the matter back to the decision-making committee, setting out in writing the nature of its concerns or refer the matter to Full Council. If referred

back to the decision-making committee, a meeting will be convened to reconsider the decision within a further 10 working days.

Further details can be found in the Council Constitution on page 144.

At the heart of the Overview and Scrutiny Committees work should be the consideration of what impact the Policy Committees decisions, plans and policies have on the communities of Ryedale. If the Committee considers the decisions made will have an adverse affect they have a duty to say so and suggest improvements.

Members of Overview and Scrutiny Committees should also make efforts to identify issues of concern to the residents of Ryedale and where the Committee agrees, instigate a Scrutiny review.

General Framework for Scrutiny:

Function	Scope	How delivered:
Democracy and Governance	Local democracy and the achievement of effective, transparent and accountable decision making by the Council.	The Call in function and involvement in Policy Review Review of the Statement of Internal Control
Lifelong learning and culture	The provision, planning and management of education, training and Culture in the District in so far as the Council is responsible for this.	
Public Accounts	The Councils budget, the management of its budget, capital, revenue borrowing and assets and its audit arrangements.	Review of the relevant documents.
Regeneration and Housing	The physical, social and economic environment and regeneration of the Ryedale District; enabling the provision, planning and management of its housing and the rural and built environment.	Review of the Housing Strategy and Capital Strategy.
Services	The provision, planning, management and performance of Council services, including support services, the community plan and any other Council functions not otherwise addressed by any other Committee.	Review of the Performance Management framework on a quarterly basis and the review of policy documents. Their involvement in VFM processes.
Social Inclusion	Policies and Strategies of the Council and other bodies which affect the economic, social and political resources available to individuals to enable them to participate fully in Society.	Review of the Community Plan and budget/capital strategy. The money should follow the priorities.

Appendix A - Checklist

1. Review decision-making and consider call-in
2. Consider the effect of policy decisions on the community - have the intended policy outcomes been achieved?

Also consider against the implementation of the Council's Equalities Scheme, which is:

- To work towards the elimination of discrimination (either direct or indirect) and harassment
- To ensure that members and officers work towards mainstreaming equality of opportunity across all policies and functions
- To ensure equality, equity and consistency in working practices and conditions
- To ensure that the workforce represents the wider community of the District

3. Identify areas for future policy investigation
4. Identify any issues arising from the strategies and plans of the Council:
 - Community Plan
 - Corporate Plan
 - Medium Term Financial Plan
 - Capital Strategy
 - Asset Management Plan
 - Crime and Disorder Strategy
 - Housing Strategy
5. Budget issues: capital programme, revenue budgets, borrowing, assets
6. Performance issues
7. Value for Money issues
8. Management issues
9. Audit and Governance issues
10. Environmental issues

Committee:

Decision to be called in:

Council’s Constitution – Article 12 Decision Making

Principles of decision-making:

All decision of the Council will be made in accordance with the following principles:

- (a) the rule of law
- (b) clarity of aims and desired outcomes
- (c) proportionality
- (d) due consultation and the taking of professional advice from officers and/or appropriately qualified consultants
- (e) respect for human rights
- (f) a presumption in favour of openness

Reason for calling in the decision:

This form is to be signed by **either** the Chairman of Overview & Scrutiny Committee **or** 3 Members of the Committee

Signature of Chairman of Overview & Scrutiny Committee **or** Councillor

.....Date:.....

Signature of Councillor

.....Date:.....

Signature of Councillor

.....Date:.....

Date of meeting to consider the Call in
(Must be within 10 working days of call in)

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Agenda Item 18

ANNEX B

Attendance at Policy Committees 2013/14 – Draft Rota

Commissioning Board		June 6	Sept 19	Nov 21	Jan 23	Mar 20							
Cllr P Andrews			x			x							
Cllr S Collinson			x			x							
Cllr G Hawkins			x			x							
Cllr J Hicks				x									
Cllr Mrs A Hopkinson				x									
Cllr J Raper				x									
Cllr L Richardson		x			X								
Cllr Mrs E Shields		x			X								
Cllr R Wainwright					X								
Policy and Resources Committee		Jun 27	Sept 26	Dec 5	Feb 6 (budget)	Feb 13	April 3						
Cllr P Andrews					X								
Cllr S Collinson		x			X								
Cllr G Hawkins					X								
Cllr J Hicks			x			x							
Cllr Mrs A Hopkinson			x			x							
Cllr J Raper			x			x							
Cllr L Richardson				x				x					
Cllr Mrs E Shields				x					x				
Cllr R Wainwright		x		x							x		
Planning Committee		July 2	July 29	Aug 28	Sept 24	Oct 22	Nov 19	Dec 17	Jan 14	Feb 11	Mar 11	Apr 8	May 7
Cllr P Andrews		x			x					x			
Cllr S Collinson		x			x						x		
Cllr G Hawkins			x			x					x		
Cllr J Hicks			x			x						x	
Cllr Mrs A Hopkinson				x				x				x	
Cllr J Raper													
Cllr L Richardson													
Cllr Mrs E Shields				x				x					x
Cllr R Wainwright					x				x				x

The rota is based on three Members observing at each meeting of the Commission Board and Policy and Resources Committee and two at the Planning Committee.

Observers are required at Planning Committee only when the agenda includes a Part A planning policy item requiring a decision by the committee.

If you are unable to attend could you please try and obtain a substitute in the first instance.

If you are unable to do so then please contact the Chairman, Councillor Wainwright.

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Commissioning Board

Held at Council Chamber, Ryedale House, Malton
on Thursday 6 June 2013

Present

Councillors J Andrews, Arnold (Chairman), Clark, Hope, Mrs Keal and Windress

In Attendance

Councillors Mrs Cowling and Mrs Goodrick

Overview & Scrutiny Observer – Councillor Mrs Shields

Fiona Brown, Simon Copley, Paul Cresswell, Gary Housden, Phil Long, Steve Richmond, Kim Robertshaw and Julian Rudd

Minutes

1 **Apologies for Absence**

Apologies for absence were received from Councillors Mrs Frank, Fraser, Mrs Sanderson and Walker.

2 **Minutes of the meeting held on 21 March 2013**

Decision

That the minutes of the meeting of the Commissioning Board held on 21 March 2013 be approved and signed by the Chairman as a correct record.

3 **Minutes of an extraordinary meeting held on 16 May 2013**

Decision

That the minutes of an extraordinary meeting of the Commissioning Board held on 16 May 2013 be approved and signed by the Chairman as a correct record.

4 **Declarations of Interest**

The following interest was declared:

Councillor Clark declared a personal non-pecuniary but not prejudicial interest in agenda item 12 (Leisure Procurement) as a member of North Yorkshire County Council.

5 **Urgent Business**

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

PART TWO - A Items dealt with under delegated powers or matters determined by the Board

6 Delivering the Council's Priorities 2013 - 2017

Considered – Report of the Chief Executive

Decision

(i) That the progress made by the Council in delivering its priorities in 2012/13 be noted and the challenges to be faced in 2013/14 be agreed.

(ii) That the Aims and Strategic Objectives of the Council Plan for 2013/17 be supported and recommended to Council.

7 Food Service & Health and Safety Service Plan 2013/14

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

Decision

(i) That the aims and objectives of the Service Plan be supported

(ii) That the Food Service and Health and Safety Service Plan for 2013/14 be adopted.

8 Homelessness Strategy Action Plan

Considered – Report of the Head of Planning and Housing

Decision

That the draft 2012/2017 Homelessness Strategy and Action Plan be approved and a monthly report be circulated to members of the Commissioning Board by officers on housing and benefits performance in the light of welfare reform.

9 Housing Performance 2012/13

Considered – Report of the Head of Planning and Housing

For information only.

10 **Review of White Rose Home Improvement Agency**

Considered – Report of the Head of Planning and Housing

Decision

- (i) That the performance during the first year of operation of the White Rose HIA be noted;
- (ii) That the situation regarding future Supporting People grant funding along with NYCC's intention to enter into new contracts with Home Improvement Agencies from 31 March 2014 be noted;
- (iii) That officers be authorised to commence an options appraisal for the delivery of a single Scarborough/Ryedale Handyperson Service from 31 March 2014 and;
- (iv) That an officer review of the partnership arrangements prior to April 2014 be agreed

11 **Community Grants**

Considered - Report of the Head of Economy and Infrastructure.

Decision

That Members support in principle the establishment of a New Community Grant budget and that the Head of Economy and Infrastructure, in consultation with the Chairman of the Commissioning Board and Commissioning Board group representatives, devise the criteria (this will include the maximum amount to be allocated to any group and the need for any match funding to be applied to any grant requests) and consider the resource requirements and an officer report is presented for approval to Council on the 5 September.

12 **Leisure Procurement**

Considered - Report of the Head of Environment, Streetscene, Facilities and ICT and the Corporate Director (s151)

Decision

- That the report be noted and the following guidance be provided to officers regarding the key terms and conditions relating to the production of a specification for procurement of a new leisure contract in September 2014:
- That the proposals in paragraph 6.5 of the report be supported

- That the minimum specification standards in Annex B of the report be supported
- That the pool should be open 7 days a week
- That the specification should be informed by further consultation with users

PART THREE - B Items - Matters to be referred to Council

13 Capital Funding for Derwent and Ryedale Pools

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

Recommendation

That Council be recommended to approve the sum of £365,000 in the Capital programme for works to Ryedale and Derwent Pools for the period up to 31 March 2017.

14 Any other business that the Chairman decides is urgent

There being no other business, the meeting closed at 8.10pm.