

POLICY AND RESOURCES COMMITTEE

Thursday 5 December 2013 at 6.30 pm

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

Agenda

1 Emergency Evacuation Procedure

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

2 Apologies for absence

3 Minutes of the meeting held on the 26 September 2013

(Pages 3 - 6)

4 Minutes of the Resources Working Party held on the 20 November 2013 (Pages 7 - 10)

5 Urgent Business

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

6 Declarations of Interest

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

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

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

- 7 **Review of Ryedale Economic Action Plan** (Pages 11 - 30)
- 8 **Fees and Charges** (Pages 31 - 42)
- 9 **Revenue Budget Monitoring** (Pages 43 - 46)

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

- 10 **Final Report - Scrutiny Review of Member Roles on Outside Bodies and as Member Champions** (Pages 47 - 70)
- 11 **Localisation of the Council Tax Support Scheme** (Pages 71 - 80)
- 12 **IT Infrastructure Budget Planning** (Pages 81 - 86)

13 **Exempt Information**

To consider a resolution to exclude the press and public from the meeting during consideration of the following items:

14. Overpayment Write Offs
15. Asset Purchase Opportunity

As provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972.

The public interest test has been considered and, in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.

- 14 **Housing Benefit Overpayment Write Offs** (Pages 87 - 92)
Part A Item
- 15 **Asset Purchase Opportunity** (Pages 93 - 96)
Part B Item
- 16 **Any other business that the Chairman decides is urgent.**

Public Document Pack Agenda Item 3

Policy and Resources Committee

Held at Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH
on Thursday 26 September 2013

Present

Councillors Mrs Cowling (Chairman), Acomb (Vice-Chairman), Mrs Burr MBE,
Mrs Goodrick, Ives, Legard, Maud, Ward and Woodward

By Invitation of the Chairman: Councillor Clark

Overview & Scrutiny Committee Observers: Councillor Wainwright

In Attendance

Beckie Bennett, Simon Copley, Paul Cresswell, Peter Johnson, Phil Long and Janet Waggott

Minutes

19 Apologies for absence

There were no apologies for absence. Councillors Ives and Maud apologised for having to leave the meeting early.

20 Minutes of the meeting held on 29 August 2013

Decision

That the minutes of the meeting of the Policy and Resources Committee held on 29 August 2013 be approved and signed by the Chairman as a correct record.

21 Minutes of the Resources Working Party held on 10 September 2013

Decision

That the minutes of the Resources Working Party held on 10 September 2013 be approved and signed by the Chairman as a correct record.

22 Urgent Business

There were no items of urgent business.

23 **Declarations of Interest**

The following Members declared personal non-pecuniary but not prejudicial interests in agenda item 13 (Parish Grant Funding 2014/2015) as members of the following parish or town councils:

Councillor Acomb – Thornton-le-Dale
Councillor Maud – Rillington
Councillor Ward – Kirkbymoorside
Councillor Woodward - Pickering

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

24 **Annual Statement of Accounts**

Considered – Report of the Corporate Director (s151).

Members recorded their thanks to the Finance Manager and the Finance team for their work on the accounts.

Decision

That the 2012/13 Statement of Accounts (Annex A) be approved and the Corporate Director (s151) be authorised to sign the letter of representation (appendix 3 to Annex B).

25 **Delivering the Council Plan**

Considered – Report of the Chief Executive.

Decision

That the report be noted.

26 **IT Strategy**

Considered – Report of the Head of Environment.

Decision

- (i) that the report and its contents be noted; and
- (ii) that a report be brought to the next meeting of the committee with details of the capital spend requirements for IT for recommendation to Council.

27 **Treasury Management Monitoring**

Considered – Report of the Corporate Director (s151).

Decision

- (i) That the report be received; and
- (ii) The current investments and performance in 2013/14 be noted.

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

28 Budget Strategy

Considered – Report of the Corporate Director (s151).

Recommendation to Council

That Council be recommended to approve the following strategy for the preparation of the 2014/2015 budget:

- (i) Proposals be brought forward for a 1.99% increase in Council tax;
- (ii) Increases in fees and charges to be 3.5% - 4.5% on a cost centre heading basis excluding VAT and only those charges officers recommend above or below this figure to be considered by the relevant policy committee;
- (iii) Efficiencies to be maximised; and
- (iv) Options for service cuts to be provided. These proposals to be considered by the Resources Working Party and brought to the Policy and Resources Committee and Council.

29 Charging for Green Waste

Considered – Report of the Head of Environment.

Recommendation to Council

That Council be recommended to approve the implementation of charging for garden waste service from 1 June 2014 on a voluntary subscription basis with:

- (i) detailed promotional literature to all households explaining the scheme and their options, including the option to purchase subsidised composting bins;
- (ii) a charge of £27 per bin in 2014/15 to be introduced;
- (iii) a charge of £36 per bin in 2015/16 to be introduced; and
- (iv) the service available to all Ryedale Households.

30 **Parish Grant Funding 2014/2015**

Considered – Report of the Corporate Director (s151).

Recommendation to Council

That Council be recommended to approve that the parish grant be halved for the 2014/2015 financial year and not paid in 2015/2016 and beyond.

31 **Council Tax Discounts**

Considered – Report of the Corporate Director (s151).

Recommendation to Council

That Council be recommended to approve that from the 1 April 2014:

- (i) the PCLD Council Tax discount be removed; and
- (ii) the PCLC Council Tax discount be reduced to 100% for 28 days;
- (iii) officers bring forward an option for a residual discretionary Local Council Tax Discount Policy.

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

There being no items of urgent business, the meeting closed at 8.35pm.

Resources Working Party

Held at Meeting Room 1, Ryedale House, Malton
on Wednesday 20 November 2013

Present

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

In Attendance

Paul Cresswell, Peter Johnson and Janet Waggott

Minutes

22 Apologies for absence

No apologies for absence were received.

23 Minutes

Decision
That the minutes of the meeting of the Resources Working Party held on 10 September 2013 be approved and signed by the Chairman as a correct record.

24 Urgent Business

There was one item of urgent business.

25 Declarations of Interest

The following interests were declared:

Councillor Clark declared a personal non-pecuniary but not prejudicial interest as a member of North Yorkshire County Council.

Councillor Mrs Keal declared a personal non-pecuniary but not prejudicial interest as a member of Norton Town Council.

26 Budget Strategy 2014/2015

Considered – Report of the Corporate Director (s151).

Decision
(i) That the report on the Budget Strategy 2014/2014 be noted.

- (ii) That the Resources Working Party asks the Policy and Resources Committee to consider the position on funding for Disabled Facilities Grants.

27 **Capital Programme Update**

Considered – Report of the Corporate Director (s151).

Decision

That the Capital Programme update be noted.

28 **Localisation of Council Tax Support 2014/2015 Scheme**

Considered – Report of the Corporate Director (s151).

Decision

That the report on the localisation of Council Tax Support Scheme 2014/2015 be noted.

29 **CCTV Provision**

Considered – Report of the Corporate Director (s151).

Decision

That the update on CCTV provision be noted.

30 **Grants**

Considered – Report of the Corporate Director (s151).

Decision

- (i) That the report on grants be noted.
- (ii) That the Resources Working Party recommended that the Commissioning Board review the funding for Ryedale Community Transport and to look at ways to protect the Wheels to Work Programme if funding was reduced.

31 **Milton Rooms**

Considered – Report of the Corporate Director (s151).

Decision

That the verbal update on the Milton Rooms be noted.

32

Capital Programme

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

33

EMIS

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

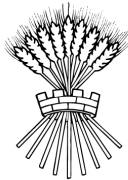
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Any other business that the Chairman decides is urgent.

The Working Party were informed of an investment opportunity that would be brought to the Policy and Resources Committee on 5 December 2013 for consideration.

The meeting closed at 8.50pm.

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	5 DECEMBER 2013
REPORT OF THE:	HEAD OF ECONOMY AND INFRASTRUCTURE JULIAN RUDD
TITLE OF REPORT:	REVIEW OF RYEDALE ECONOMIC ACTION PLAN
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To undertake a 'light touch' annual review of the Ryedale Economic Action Plan (REAP) and include details regarding the emerging York, North Yorkshire and East Riding Local Enterprise Partnership (LEP) Economic and Investment Strategy for European and Government 'Growth Deal' funding.

2.0 RECOMMENDATION

- 2.1 It is recommended that the 2013 update to the Ryedale Economic Action Plan be agreed.

3.0 REASON FOR RECOMMENDATION

- 3.1 To update Members on progress with the implementation of the Ryedale Economic Action Plan (adopted in July 2012) and to agree minor updates, including the development of the LEP Investment Strategy.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks associated with this report.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Council Aim 2: To create the conditions for economic success in Ryedale.

REPORT

6.0 REPORT DETAILS

Ryedale Economic Action Plan

- 6.1 The Ryedale Economic Action Plan was adopted by Council in July 2012 (Minute 66 refers). The accompanying report outlined that a light touch annual review would be undertaken each year. The Plan is operational until March 2015 and it is nearing the half way point in terms of delivery. It can be accessed via this weblink [http://www.ryedale.gov.uk/pdf/Ryedale Economic Action Plan Final web.pdf](http://www.ryedale.gov.uk/pdf/Ryedale_Economic_Action_Plan_Final_web.pdf)
- 6.2 Delivery of the Action Plan involves 45 individual actions. Progress and performance on all these individual actions is reported on the Council's Covalent performance management system and updated monthly. A summary report generated from this system is attached in Appendix B and this shows current progress under all aspects of the REAP. Members are able to view this utilising the weblink and password at any time, which will also enable previous 'latest notes' to be viewed.
- 6.3 There are also an additional 3 Visitor Economy specific actions, 1 Community and 1 Community Transport action in the Unit's Service Delivery Plan. Whilst not directly relating to economic development, it is recognised that a strong, safe and connected community (including the 'Wheels to Work' programme) will support employers and employees to live and locally.)
- 6.4 Key successes since the adoption of the Plan in 2012 include;

Reference	Progress
1.1, 1.1a, d	The adoption by the Council of the 'Ryedale Plan - Local Plan Strategy' confirms at least 3000 new homes up to 2027, alongside up to 45 hectares of employment land and support for expansion of existing employers. This significant economic activity will be supplemented by retail development and new infrastructure.
1.1d	Economy staff work closely with planners and major employers via a project team to ensure that opportunities for expansion are realised wherever possible. Major recent successes include the expansion of Rosti Mckechnie at Pickering (200 jobs), the Exhibition and Leisure Village at Pickering (generating £8m each year for the Ryedale economy) and the Yorkshire Baker plant (150 jobs). Discussions are ongoing regarding a number of other potential expansions, including 800 new jobs at the FERA site at Sand Hutton and expansion of advanced engineering companies.
1.2	Target of three 'Major Projects' by 2015. Following initial success with the major expansion of the York Road business park at Malton, which has been opened since adoption of the REAP, officers are closely involved with other major workspace projects. Through the Ryedale Development Fund funding has been approved to develop the business case and designs for the expansion of the Sand Hutton Applied Innovation Campus, the Milton Rooms Creative Hub and the Malton Livestock Market and associated agri-business park in Malton. Discussions and funding bids are also progressing regarding a linked business and technology park.
1.4a	Completion and opening of the A64 Brambling Fields junction scheme, improving access to employment land in Norton and releasing traffic and capacity within Malton. This project was a fundamental

	requirement for implementation of the Ryedale Plan development strategy.
1.4c	Commencement of the Superfast North Yorkshire high speed broadband project, bringing 'fibre to the cabinet'. Due for completion by December 2014. This has a companion business support project that has received very positive feedback from the 76 Ryedale businesses that have so far taken part.
2.1b	Increasing contact with local employers. Communication and support has been enhanced markedly with both our largest employers and small businesses (and the Federation of Small Businesses) through a range of activities and one to one meetings, plus the Ryedale Business Forum and involvement through planning and funding proposals.
2.2a	Support and promote apprenticeships: Developed and implemented the Ryedale Apprenticeship Project, utilising £150K from the £370K Ryedale Development Fund (RDF). This is funding the employment of some 25 new apprentice post plus training for an additional 15 apprentices. A further 8 apprentices were appointed at the District Council utilising funding from the RDF.
2.2b	Address skills gap for local businesses: Developed and implemented the annual 'Opportunity Knocks' event to link Ryedale learners with local businesses. This has grown into a major success with over 20 employers attending and over 400 students (with participation by all of Ryedale's four secondary schools). The event leads to work experience placements, new apprenticeships and partnerships between Ryedale schools and local businesses. The feedback from teachers, students and businesses is excellent.
2.2e	Skills Summit: This was held in May 2013, attracting 58 businesses and educational establishments. Well received by participants the results now being implemented (utilising part of the Ryedale Development Fund) to bring forward a programme of skills initiatives. This work will then be taken forward across the LEP area utilising European funding.
2.5bi	Creative Economy Commissioning has been undertaken, resulting in 6 commissions to support creative economy businesses and ensure that creative activities contribute effectively to the visitor economy.
2.5biii	Implementation of the Harrison Project: Phase 1 of the Harrison Project opened at the Ryedale Folk Museum in 2012, with funding from Ryedale DC being pivotal to its implementation. A significant amount of the internationally-important Harrison Collection is now on display at Hutton-le-Hole. The museum has won the 'small visitor attraction' award at the 2013 White Rose awards.
2.5c	Social Enterprise Support. Ryedale Voluntary Action has undertaken an information session on the health commissioning agenda, to ensure 10 local social enterprises are in a position to win commissions for their services.

2013 Updates to REAP

- 6.5 Officers have also identified issues which now have less relevance the REAP, and it is proposed that these be amended.

2.4b	Ryedale Business Week. This has not been developed further as officers are supporting various initiatives throughout the year, including Pop Up Business Advice Cafes and Small Business Saturday in preference. This objective will be amended to "supporting local business events".
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6.6 Progress on a number of actions relating to research and information has been constrained by lack of officer resources; however it is considered that these remain potentially valuable actions (EC2.7 in Annex B refers). A number of other actions where there has been a change in circumstances and demand, such as development of managed workspace, will be kept under review until the REAP is revisited in 2014.

Local Enterprise Partnership Economic and Investment Strategy

6.7 Since the adoption of the REAP in 2012, and particularly over the last five months, officers have been closely engaged with the York, North Yorkshire and East Riding Local Enterprise Partnership (LEP) in preparing the Local Growth Strategy for this area.

6.8 There are five key priorities for the LEP moving forward:

- 1 Profitable and ambitious small and micro businesses
- 2 [York, North Yorkshire and East Riding as] A global leader in food manufacturing, agri-tech and bio-renewables
- 3 Inspired People (primarily related to the skills agenda)
- 4 Successful and distinctive places (an infrastructure priority)
- 5 A well connected economy (a transport / communication priority)

6.9 The LEP has prepared the Economic and Investment Strategy, submitted in October, specifically identifying strategic actions for European Structural and Investment Funding over the next programme period 2014-20. This will now be translated into the Local Growth Strategy, which is the negotiating tool with Government for Growth Deal funding. (To be completed by December 2013.) The Growth Deal brings together transport, skills and New Homes Bonus budgets to 2021.

6.10 In order to prepare a draft budget for both European and potential UK investment for the strategy, District Economic Development Teams were asked to submit outline proposals for infrastructure and transport proposals. RDC submitted proposals for 11 projects The summary of submitted project bids by this Council, which are based on the priorities identified in the REAP, was distributed to all Members on 8 November by the Chief Executive and is set out in appendix C.

6.11 As part of the 2013 update of the REAP, the funding submissions to the LEP and associated information will be incorporated into the Economic Action Plan. This will include relevant matters, such as the reference in the UK Agri-Tech Strategy (launched in 2013) to the Sand Hutton FERA site as the potential location for an agri-tech catalyst centre and – potentially - the national ‘catapult’ business centre for this vital sector.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

There are no financial implications at this time. It is worth noting however, that the work Officers are undertaking now with the LEP will influence the availability of both capital and revenue funding for economic projects over the next 6 years. Members will be asked to consider any major investments on a project by project basis.

b) Legal

There are no legal implications.

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

Disorder)
There are no other implications.

8.0 NEXT STEPS

- 8.1 Officers will continue to work with the LEP on strategy development. It will then be important to ensure that Ryedale's specific projects are brought forward to an investment ready stage (with reduced delivery risks) to ensure that they can be translated in to activity.
- 8.2 Priority activity in the Action Plan will be continued, including implementation of the Skills Summit activity and engagement with Ryedale businesses, to deliver growth and subsequent employment.

Julian Rudd Head of Economy and Infrastructure

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Background Papers:

Ryedale Economic Action Plan (adopted 2012)
http://www.ryedale.gov.uk/pdf/Ryedale_Economic_Action_Plan_Final_web.pdf

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REVIEW OF ECONOMIC ACTION PLAN -- RISK MATRIX – ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
REAP is not reviewed and updated annually, including taking account of funding submissions to the LEP and other bodies.	REAP is not reflective of current RDC priorities or of economic and funding opportunities. Funding submissions may then be made on behalf of the Council in accordance with the REAP that are not reflective of RDC priorities or views. Alternatively, funding submissions or projects may not be taken forward – despite an opportunity – due to not having an up to date REAP, with associated detriment for the Ryedale economy. RDC cannot engage to best effect with LEP and other key partners.	4	D	Undertake annual review of REAP to ensure actions reflect current RDC priorities and the opportunities that exist - including funding availability and the activities of partners and key employers.	2	B

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

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Economic Action Plan

Generated on: 14 November 2013




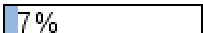





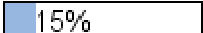

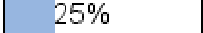




















Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
	SDP EC 1	Economic Action Plan Objective A: To have economic structure and supporting infrastructure in place			
	SDP EC 1.1	Provision of employment land			
	SDP EC 1.1a	Through the LDF Employment Land Review ensure businesses have sufficient room for development and growth	A plan to cater for business expansion in Ryedale.		30-Sep-2013 The LDF has now been adopted and the sites document will be developed over the next 12 months.
	SDP EC 1.1b	Provision of information to potential investors			01-Nov-2013 Next business forum to be held November 7 at RDC. John Dodgson from MAS to present as they have several grant schemes available that could be of benefit to Ryedale businesses
	SDP EC 1.1c	Investigate potential for investment in industrial sites including employment land at Pickering	Leading to subsequent provision of new serviced employment land for Pickering, in accordance with requirements of the Ryedale Plan		31-Oct-2013 Project identified in proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated Investment Plan. The site is currently being marketed by commercial agents on behalf of the owners, which will test the market for potential private sector investment in and development of the site.
	SDP EC 1.1d	Supporting key strategic employers to expand and develop			06-Jun-2013 RDC support given to Ryedale Leisure Village to facilitate successful planning application. Planning application for extension to Mcechnies now delegated to Officers - awaiting transport assessment from NYCC.
	SDP EC 1.1e	Supporting the development of mixed use development on key sites in Ryedale to promote economic development and reduce the housing affordability gap	Mixed use developments facilitated providing employment opportunities and affordable housing		04-Oct-2013 See sub-actions for project updates.
	SDP EC 1.1 e i	Investigate the Woolgrowers / Derwent Park project for employment and mixed use	Development of major strategic mixed-use development site facilitated, incorporating		31-Oct-2013 Policy and Resources Committee on 20th June considered a report on the allocation of £100k of Ryedale Development Funding for Major Projects. The report set out, and Members approved, that this project was not recommended for funding at this time. Given the high costs of addressing the major


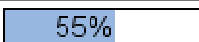

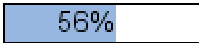










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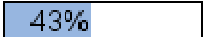



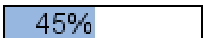

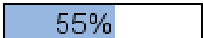



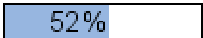
Agenda Item 7















Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
			employment opportunities, affordable housing, retail development and potential for improvements to Malton Train Station. Potential to deliver +1200 new homes, 6ha employment land, 6ha retail development		infrastructure requirements (new bridge over the Derwent and the Railway and associated access road) and other significant site constraints it is currently unclear whether the project is deliverable. The project is therefore currently not being progressed as a high priority.
▶	SDP EC 1.2	Provision of work space		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">33%</div>	
▶	SDP EC 1.2a	Provision of information to investors and businesses regarding availability of workspace, across all sectors in Ryedale	To make our information regarding workspace and commercial property more easily available and to encourage inward investment	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">39%</div>	14-Nov-2013 relevant information available on RDC website . Working with the LEP on their new website which is still in development with regard to the property search element.
▶	SDP EC 1.2b	With partners, ensure the provision of a range of industrial letting units and office type accommodation around Ryedale, including quality accommodation and sites suitable for technology and office sectors. (These may be provided by the private sector)	Ensure good range of provision re industrial units and office type accommodation within Ryedale.	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">60%</div>	07-Oct-2013 RDC currently has 95% occupation rate. This includes tenancies currently under offer.
▶	SDP EC 1.2c	Develop managed workspace and training services at York Road (Malton) potentially in partnership with Derwent Training Association	20,000 - 30,000 sq. ft managed and supported workspace / office space at Malton and / or Pickering	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">15%</div>	31-Oct-2013 DTA successful in application to RDC's Apprenticeship Scheme, through Pot 2, for training providers. This will contribute towards new hydraulics training technology. Expansion of DTA identified in proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated Investment Plan. Proposals are currently focused on expansion of DTA and do not currently include development of managed workspace.
▶	SDP EC 1.2d	Connections with Science City York and Food Environment Research Agency - provision of quality commercial scientific laboratories	600 new high quality jobs in Ryedale	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">20%</div>	06-Jun-2013 Masterplanning exercise with FERA and NYCC has been undertaken. Junction requirements on A64 currently awaiting further investigation.
▶	SDP EC 1.3	Housing: to consider the implications of new housing development to the local economy in terms of provision of accommodation for skilled people and local workers	To ensure that employers are not constrained from attracting employees to work in Ryedale,	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; display: flex; align-items: center; justify-content: center;">27%</div>	13-Nov-2013 Work with businesses and planning to incorporate housing stock available for employees within new housing developments.

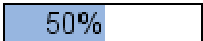
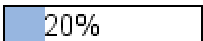
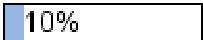
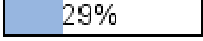


Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
			by lack of appropriate housing.		
	SDP EC 1.3a	Liaise with Housing Team to develop and distribute briefing sheet regarding the availability of housing support			06-Nov-2013 Working with the housing dept. to collate information about housing support to distribute to businesses
	SDP EC 1.3b	Through the LDF, ensure a supply of mixed housing is available in locations in close proximity to market towns			06-Nov-2013 The LDF has now been approved. Work around this will continue over the next twelve months
	SDP EC 1.4	Communications and Transport Infrastructure			
	SDP EC 1.4a	Brambling Fields - Norton. Continued development of the A64 junction to open up employment land in Norton	Improve access to employment land in Norton		13-Sep-2012 All notes regarding this project are in SDP 0913 04(a).
	SDP EC 1.4b	Further A64 improvements to unlock development potential in key employment areas			14-Nov-2013 Project identified in a proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated Investment Plan. In partnership with other A64 Authorities and NYCC Highways.
	SDP EC 1.4c	Lobby and develop high speed broadband and mobile phone coverage to Ryedale's business parks and rural communities and promoting the benefits of this to business	Improve Broadband access throughout Ryedale and in particular to business parks.		30-Sep-2013 FTTC scheme now in progress; notably areas of Pickering and Thornton Dale have been upgraded. No further progress on the wireless schemes - awaiting NYNET technical and legal issues to be resolved. Anticipate further update in November 2013. Business support programme continues to be well received with excellent feedback from participants.
	SDP EC 1.4d	Recognise the importance of Malton rail link and to improve public transport facilities to support the role of Malton and Norton as a transport hub for Ryedale			14-Nov-2013 Project identified in proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated investment plan.
	SDP EC 1.4e	A64 Brambling Fields Junction Upgrade	Improvement of A64 Brambling Fields junction to allow egress of eastbound traffic, together with traffic management measures in Malton town centre to encourage through traffic to by-pass the town centres		04-Sep-2013 In September 2012 the improved Brambling Fields junction on the A64 opened to traffic. This takes through traffic away from the congested centre of Malton and so will improve the air quality problems at Butcher Corner. Although the opening of the scheme, which involved extensive earthworks, was delayed significantly after unprecedented levels of recorded rainfall for this period, the achievement of this essential piece of major infrastructure is a huge milestone for Malton and Norton and their economic future. The Council allocated £2.4m to jointly fund the £6m scheme with NYCC and the Highways Agency. Final outturn costs will not be known for several months but are expected to be above the allocated budget as a result of the impact of the extraordinary weather on the construction programme.


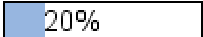

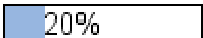












Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
	SDP EC 1.5	Malton public realm improvements	Improved public realm contributing to revitalised town centre.		04-Oct-2013 See sub-action for updates.
	SDP EC 1.5 a	Malton Town Centre Public Realm Improvements	Extensive enhancement of public spaces within Malton town centre, including Market Place, Wheelgate, Yorkersgate and Railway Street. Enhanced area will significantly improve conditions for pedestrians and support increased economic activity and visitor numbers.		31-Oct-2013 Project identified as part of an Accommodating Growth package of works in proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated Investment Plan.
	SDP EC 2	Economic Action Plan Objective B: Opportunity for people and business; ensuring Ryedale businesses are at the centre of economic development and local people are equipped with the skills required by our businesses			
	SDP EC 2.1	Maintain economic intelligence			06-Jun-2013 LEP representative now Cllr Tom Fox from SBC. Liaison meetings planned with Cllr Cowling to update on Ryedale priorities.
	SDP EC 2.1a	Through data management	Awareness of local situation to better target resources		01-Nov-2013 Information from the LEP, job Centre, Stream and other partners can be supplied when required.
	SDP EC 2.1b	Key Account Management - supporting our key employers	Encourage key employers to remain and expand in Ryedale		01-Nov-2013 Good continued contact with many Ryedale companies via the apprenticeship project and other project work. Good relationships have been established, any sensitive and important information is passed to Julian Rudd for further action if required.
	SDP EC 2.1c	Horizon scanning for new economic strengths and threats	To maximise opportunities available in Ryedale		30-Sep-2013 RDC officers involved with development of LEP strategy, including holding first consultation event. Ensuring that Officers are able to advise on Regional Growth Fund scheme as this is launched in November 2013







Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
	SDP EC 2.2	Ryedale Work and Skills Partnership projects			
	SDP EC 2.2a	Apprenticeships development	To encourage, support and promote apprenticeship courses for our local workforce in Ryedale		01-Nov-2013 Full Council agreed to support 13 companies and one training provider. Currently working with the companies issuing the funding agreements, several companies have returned the agreements and apprentices have been employed.
	SDP EC 2.2b	Addressing skills gap for local business (new starters to graduate recruitment)	To provide information about local jobs and careers in Ryedale and work with Ryedale schools to increase their knowledge and relationships with local businesses		06-Nov-2013 20 companies have agreed to support the event, to be held Wednesday 20 November at Lady Lumley's, Pickering, with several new businesses this year, including Rosti and Pickering Showground. Booklet completed and ready for distribution to the schools after half term.
	SDP EC 2.2c	Preparing for economic drivers (such as the Off Shore Wind Farm project)	Ryedale businesses are prepared to take new opportunities		30-Sep-2013 Working in partnership with the LEP and SBC to produce an independent report on the economic benefits of the Potash project, focussing on actions required to ensure local business opportunities are maximised.
	SDP EC 2.2d	Influencing schools' enterprise agenda	Improve the ability for local young people to enter the Ryedale workforce into skilled vacancies		01-Nov-2013 A meeting took place in October with the Careers Officers at the four Ryedale Schools, NYBEP and RDC, to ensure a joined up approach and develop a robust way to share pertinent information, and to implement a process for schools to work more effectively with businesses in Ryedale to ensure the students are more aware of job opportunities and career pathways. Main points agreed, which will be delivered by RDC in partnership with NYBEP.
	SDP EC 2.2e	Skills Summit (linking employers with schools)	enable young people to enter the Ryedale workforce into skilled vacancies.		01-Nov-2013 The meeting planned 30 October with NYBEP took place to take forward actions from the Skills Summit especially around jointly working to provide additional services by NYBEP to the schools for the students, with funding help from RDC. The careers action has been detailed in a previous action. One suggestion was to add another day to Opportunity Knocks specifically for primary school students to increase the awareness of different career options available in Ryedale at a younger age. This is going to be discussed at the next 'Cluster' meeting with the Primary Schools.
	SDP EC 2.3	Supporting the business life cycle			

Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
	SDP EC 2.3a	Supporting new business start ups and improving business survival rates	To provide business workshops and information to assist businesses in their development and expansion or to help them start a business		01-Nov-2013 Pop Up Business advice cafe will be held over two days - 27 & 28 November, Pickering Memorial Hall. RDC working in partnership with the LEP, FSB and Pickering Business Group.
	SDP EC 2.3b	Support business growth - research, inward investment and export	To ensure businesses can access other organisations easily for specialist help such as UKTI and MAS		01-Nov-2013 MAS invited to present at the next Ryedale Business Forum in November.
	SDP EC 2.4	Developing the RDC corporate approach to businesses - "Ryedale's a great place to do business"	Provide brief information and contacts about key Council services that businesses may require in one easy to read leaflet and web access point		01-Nov-2013 Currently collating information from RDC services for the website and leaflet.
	SDP EC 2.4a	Corporate business group to provide a pro active approach to business support	To ensure that all departments in the Council can when possible internally share important business data that will help when working with a particular business		01-Nov-2013 Corporate business intelligence group live.
	SDP EC 2.4b	Ryedale Business Week	Organise events throughout the year to encourage economic activity and investment in Ryedale.		01-Nov-2013 Events are being planned and will be on-going such as further business workshops, The Skills Summit, Opportunity Knocks, business forums and tourism meetings over the year rather than just over a 'week'
	SDP EC 2.4c	Link to existing "Engineering Week"	To work with Derwent Training and other partners to encourage and promote high technology		01-Nov-2013 On-going work with Derwent Training and engineering businesses in Ryedale , especially via the apprenticeship project to raise the profile of this sector.

Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
			investment and jobs in Ryedale.		
	SDP EC 2.4d	Supporting businesses through the planning application process and to understand the local development framework	To ensure businesses have all the information they require in a tool kit format to help them through the planning process		01-Nov-2013 No progress on this to report. Not been progressed by Hgte.
	SDP EC 2.5	Sector specific support			
	SDP EC 2.5a	High technology manufacturing - link to land provision and skills provision			13-Dec-2012 Link to actions 1.1d and 2.5a
	SDP EC 2.5b	Visitor and creative economy - supporting business led initiatives, product development and community owned facilities. Creative economy commissioning project	To ensure that the full economic benefit of our strong creative sector is realised.		06-Jun-2013 Creative Economy Commissioning completed and SLAs issued.
	SDP EC 2.5b i	Creative Economy Commissioning	To ensure that the cultural organisations are contributing their full economic potential.		30-Sep-2013 All commissions now underway, with initial good results. Arts Council national project now also linking creative and visitor economy with potential for RDC to access significant funding to take pilot projects forward.
	SDP EC 2.5b ii	Milton Rooms Redevelopment	Refurbishment and extension to accommodate new creative businesses and improved community space.		14-Nov-2013 Consultants presented Options Appraisal report to MRCT on 29 Oct 2013, identifying a range of options from 'de minimus' refurb only option to an Optimum refurb and extension option. A report will be taken to P&R detailing these findings and recommending a preferred option. Project identified in proforma submitted to LEP for potential inclusion in their Strategic Economic Plan and associated Investment Plan.
	SDP EC 2.5b iii	Grant to Ryedale Folk Museum for the Harrison Collection	To support and allow the implementation of the Harrison Project, involving the creation of new buildings and facilities to house the Harrison Collection. This will provide a major new 'year-round' tourist attraction, thereby		03-Oct-2013 The Trustees will be appointing a new Director (interviews on October 18th) who will be responsible for implementing Phase 2. The RDC Creative Economy Officer is on the selection panel for this post. A programme of visits from funders is underway, including Sir Mark Sainsbury, with a view to continued support for the Harrison project through the Sainsbury family trusts and representatives from the Heritage Lottery Fund. The museum is celebrating its 50th anniversary in 2014, and a number of activities are being planned throughout the year, including a civic event (with a member of the Royal family in attendance) which are designed to further raise the profile of the

Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
			supporting increased economic activity, and provide a significant cultural asset for Ryedale.		museum.
▶	SDP EC 2.5c	Social economy - supporting the Coalition Government's localism agenda through social enterprise	To ensure that social enterprises maximise their potential contribution to the local economy.		30-Sep-2013 Successful round table discussion hosted by RVA with approximately 10 social enterprises to prepare for health commissioning agenda. RVA planning to merge with Seachange and will focus on social enterprise, following Seachanges example of creating an asset base.
▶	SDP EC 2.5d	Agri Food - local food promotion and food manufacture support	To ensure that opportunity of close proximity to food production can be realised in contribution to local economy.		14-Nov-2013 Meeting at CEO Level with key food producer Karro regarding activities in Ryedale. Support given for planning application for Westlers (Malton Foods) planning application to improve energy consumption. Agri tech supported in LEP strategy
▶	SDP EC 2.5e	Land based industries - working with partners to support businesses within the land based sector	To realise the economic benefit of the land based industries		01-Oct-2013 Research undertaken into requirement for broadband business support for land based industries (excluded from ERDF funded business support package.) Awaiting feedback from NFU, YAS and other partners.
▶	SDP EC 2.6	Market Towns - promotion of vital and viable town centres through engaging with local businesses and supporting private sector initiatives			06-Jun-2013 Ryedale market towns promotion meeting held with all 5 towns represented by business nad town councils.
▶	SDP EC 2.6 a	Malton & Norton	Malton and Norton are able to develop community or business based projects and promote viable and vital market towns.		06-Nov-2013 - The town guide is now going ahead as one of the members of the M&N partnership did manage to sign up over 30 businesses. More events are being planned for Totally Locally. Press release to be issued by the M&N on their progress with the Portas Money and through this they will also ask for any comments and ideas on how to spend the remainder of the money. Next meeting planned for November.
▶	SDP EC 2.6 b	Pickering	Pickering is able to develop community or business based projects and promote viable and vital market towns.		06-Nov-2013 Pickering are taking part in the 5 Towns promotional project - to collectively market the 5 Town. Pickering Business Group in partnership with RDC, FSB, LEP and other partners have organised a pop up business advice cafe over two days for November 27th and 28th at Pickering Memorial Hall, this will provide an informal setting for guidance and advice for those in business and start ups.

Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
	SDP EC 2.6 c	Kirkbymoorside	Kirkbymoorside are able to develop community or business based projects and promote viable and vital market towns.		01-Nov-2013 Kirkbymoorside are taking part in the 5 Towns promotional project - to collectively market the 5 Towns
	SDP EC 2.6 d	Helmsley	Helmsley are able to develop community or business based projects and promote viable and vital market towns.		01-Nov-2013 Helmsley are taking part in the 5 Towns promotional project - to collectively market the 5 Towns. Support given by Visitor and Creative Economy Officers to Galtres Festival (at Duncombe park) to maximise economic benefits.
	SDP EC 2.7	Sustainable business - promoting the green economy for business growth	Supporting the low carbon agenda and maximising economic potential of low carbon technologies to our area.		06-Jun-2013 Students from York St John college are undertaking a study into the green economy in Ryedale as part of thier year 2 Business Management degree.. Results expected September 2013
	SDP EC 2.7a	Review the "green" jobs research to identify priorities for Ryedale			
	SDP EC 3	Support for the visitor economy			
	SDP EC 3.1	Review the Tourism Commissioning outcomes on an annual basis and determine most effective delivery options for the promotion of Ryedale	Ensure the maximum economic return on RDC investment in the visitor economy.		01-Oct-2013 Commissioning Board approved a report regarding the provision of Visitor Information, including the commissioned activity with marketing partners.
	SDP EC 3.2	To target product development initiatives and campaigns to contribute to the visitor economy	To maximise the number of tourism marketing campaigns across Ryedale whilst ensuring a good proportion of local businesses contribute to each of the initiatives.		15-Oct-2013 working in partnership with North York Moors National Park Authority to market Ryedale and the NYMNP as part of the Countryside campaign operated by Visit England and subsidised using RGF input. See briefing document uploaded.
	SDP EC 3.3	To review the visitor information product including TIC provision, website development and quality assurance processes	Refresh tourism strategy to focus on delivering visitor information across		15-Oct-2013 VisitRyedale.co.uk launched middle of August 2013 - more emphasis on the market towns and events.

Status	Code	Title	Desired Outcome	Progress Bar	Latest Note
			district using various methods. Update regarding visitor information review report (awaiting full council 31 October)		
	SDP EC 4	Community Support			
	SDP EC 4.1	To operate the Councils community based grant subsidy programme			06-Jun-2013 SLAs agreed with RVA for 2013/14
	SDP EC 4.2	To support the development of community transport initiatives			06-Jun-2013 SLA agreed with RCT for 2013/14

ANNEX C

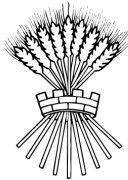
Summary of Ryedale Priority Transport and Infrastructure Projects

Strategic Priorities:	Spend in 2015/16	Later Spend	Nature of Project
Access Infrastructure to Facilitate Development of Applied Innovation Campus, Sand Hutton**	Design	Delivery	Transport / Infrastructure
Targeted A64 Improvements **	Design	Delivery	Transport
Local Priorities:			
A169 Access infrastructure for Business Park, Agri-business park & Livestock Market, off A169, Malton**	Delivery		Transport / Infrastructure
Access and Servicing Infrastructure to unlock development of Pickering Employment Land**	Design	Delivery	Transport / Infrastructure
Kirkbymoorside – Improvements to Access Road to Facilitate expansion of high-tech engineering firms**	Design & Delivery		Transport / Infrastructure
Malton & Norton – Accommodating Growth: General Package of Measures**	Design & Some Delivery	Delivery	Transport / Infrastructure
Milton & Assembly Rooms Creative Economy and Workspace Hub	Design	Delivery	Infrastructure
Redevelopment of Malton Public Transport Interchange	Design	Delivery	Transport / Infrastructure
Musley Bank A64 Junction Improvement	Design	Delivery	Transport / Infrastructure
High-Speed Broadband to Ryedale Business Parks	Delivery		Infrastructure
Expansion of Derwent Training	Delivery		Infrastructure

** denotes projects previously submitted as a Transport Body Bid but further / refined information now provided

November 2013

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	5 DECEMBER 2013
REPORT OF THE:	HEAD OF PLANNING & HOUSING GARY HOUSDEN
TITLE OF REPORT:	FEES & CHARGES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report sets out the proposed fees and charges for 2014/15 for those services delivered which are recommending charges outside the parameters set by Full Council.

2.0 RECOMMENDATIONS

2.1 That Council is recommended to approve the following fees and charges exceptions:

- (i) No increase in Local Land Charge fees.(Annex B);
- (ii) No increase in Development Management Discretionary Charges.(Annex C);
and
- (iii) No increase in Street Naming & Numbering Charges (as set out in Annex D).

3.0 REASON FOR RECOMMENDATIONS

3.1 The above recommendations have considered the impact of any increases in line with the Council resolution.

4.0 SIGNIFICANT RISKS

4.1 It is considered that the most significant risk is that the charges do not achieve target levels which could lead to additional savings to be found in other areas. This is mitigated by considerations of the factors and demand analysis for the relevant charges.

4.2 The Risk Matrix is attached at Annex A.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 This report supports existing Council Policy and the budget strategy.
- 5.2 Consultation on the proposals has not taken place.

REPORT

6.0 REPORT DETAILS

- 6.1 Full Council on 31 October 2013 resolved that in relation to fees and charges:

‘Increases in fees and charges to be 3.5% - 4.5% on a cost centre heading basis excluding VAT and only those charges officers recommended above or below this figure to be considered by the relevant Policy Committee’.

- 6.2 This report considers those charges under the purview of the Policy & Resources Committee.
- 6.3 Annexes B, C and D to this report set out the proposed charges for 2014/15 for the services listed.
- 6.4 The following charges are not proposed to be increased in line with the parameters set by Full Council.

Land Charges

- 6.5 Since the setting of Land Charge fees for 2011/12, the Council’s in-house service has continued to be successful in gaining business back from Personal Search companies with in excess of 80% of searches being carried out in-house. Income for the current year is ahead of budget predictions despite the difficulties in current market conditions. It is recommended, however, that there is no increase in the overall fees set for Land Charges in 2014/15 as these would be likely to undermine the competitiveness of the in-house service in relation to that provided by the Personal Search companies.
- 6.6 The Full Schedule of recommended Local Land Charge Fees is set out in Annex B.

Development Management Discretionary Fees

- 6.7 The current rates of charges for Development Enquiry forms and Pre-Application advice were set by Full Council on 10 March 2011. Members will recall that a sliding scale of fees was introduced in respect of pre-application advice from April 2011 in order to reflect the general levels of increased complexity associated with larger developments.
- 6.8 Since April 2013 the Development Management service has responded to 65 pre-application enquiries which have generated in excess of £13k of additional income to date. Whilst the overall number of enquiries is slightly lower than the comparable period for 2012/13 the overall income level has increased by approximately £2k and it is difficult to judge whether the demand and fees received from this service will continue at the current rate.
- 6.9 106 Development Enquiry forms have been received in the financial year to date, generating a further £2,700 of income. Whilst this is lower than 2012/13 it is noted, that the number of Development Enquiry forms has remained lower than previous years, reflecting the general state of the market and the number of householder

commencements on site.

6.10 The discretionary fees for charging for Development Enquiry forms and Pre-Application advice are recommended not to exceed those set for 2012/13. This is to encourage potential applicants and developers to engage with the Local Planning Authority during a continued period of difficult market conditions.

6.11 The Full Schedule of recommended Development Management Discretionary Charges is set out in Annex C.

Street Naming & Numbering

6.12 Charges for Street Naming and Numbering were introduced in January 2011. The current level of fees was set after discussion had taken place with all North Yorkshire Districts with a view to standardising the charges across the County and the levels proposed in Annex D. Members will recall that the Councils fees for this work were amended last year to reflect the amount of work and consultation that is associated with the naming of larger developments. These charges are also similar to that currently charged by both Hambleton and Richmondshire Councils.

6.13 The budgeted full year income from these charges was set at £25k. The actual receipts for the year to date are £10k which is an increase of £1.5k over the same period last year. In the light of the increases agreed last year no further increases are recommended for 2014/15 as set out within Annex D.

6.14 The Full Schedule of charges for Street Naming and Numbering is attached as Annex D.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

As described in the report.

b) Legal

There are no legal issues arising from the report.

c) Other

There are no significant additional implications of the proposals.

**Gary Housden,
Head of Planning & Housing**

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E-Mail Address: gary.housden@ryedale.gov.uk

Background Papers:

None

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PLANNING FEES AND CHARGES - RISK MATRIX - ANNEX A

Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
That the proposed charges could be counter productive as demand falls in excess of fee income	Failure to achieve budget targets will require additional savings to be identified	3	C	Demand and competition factors are reviewed in setting charges and where evidence shows that a negative impact could occur alternatives are recommended to members	2	B

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

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Local Land Charge Fees

Fees for Official Land Charge Certificate 1 April 2014

Outside the National Park	£
LLC1 – Official Search in the Register	22.00
Standard Search (Residential)(Forms LLC1 & Con29(R) received manually by DX/Post/Hand	82.70
Standard Search (Residential)(Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	76.30
Con29(R) (Residential) Enquiries received manually by DX/Post/Hand	60.70
Con29(R) (Residential) Enquiries received electronically via the National Land Information Service (NLIS) hub	54.30
Standard Search (Non Residential)(Forms LLC1 & Con29(R) received manually by DX/Post/Hand	132.70
Standard Search (Non Residential)(Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	126.30
Con29(R) (Non Residential) Enquiries received manually by DX/Post/Hand	110.70
Con29(R) (Non Residential) Enquiries received electronically via the National Land Information Service (NLIS) hub	104.30
Con 29(O) “Optional” Enquiries (per enquiry)	17.00
Each additional parcel	15.00
Inside the National Park	
LLC1 – Official Search in the Register	22.00
Standard Search (Residential)(Forms LLC1 & Con29(R) received manually by DX/Post/Hand	98.00
Standard Search (Residential)(Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	91.60
Con29(R) (Residential)Enquiries received manually by DX/Post/Hand	76.00
Con29(R) (Residential)Enquiries received electronically via the National Land Information Service (NLIS) hub	69.60
Standard Search (Non Residential)(Forms LLC1 & Con29(R) received manually by DX/Post/Hand	148.00
Standard Search (Non Residential)(Forms LLC1 & Con29(R) received electronically via the National Land Information Service (NLIS) hub	141.60
Con29(R) (Non Residential)Enquiries received manually by DX/Post/Hand	126.00
Con29(R) (Non Residential)Enquiries received electronically via the National Land Information Service (NLIS) hub	119.60
Con 29(O) “Optional” Enquiries (per enquiry)	17.00
Each additional parcel	15.00
Any other additional enquiry (excluding highways)	17.00
Any other additional enquiry (including National Park planning)	17.00
Cancellation of a search	35.70
Supplying copy searches	15.00
Supplying copy agreements	15.00
Supplying copy planning decisions (per decision)	5.00



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DEVELOPMENT MANAGEMENT
DISCRETIONARY CHARGES FROM 1 APRIL 2014

Development Enquiry Forms

Fee Charged	£25
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Pre-Application Advice

Fees Charges

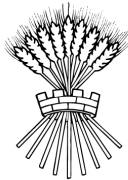
- | | | |
|------|--|----------------|
| 1. | Householder request requiring:
<ul style="list-style-type: none"> • history, investigation and opinion | £50 (inc VAT) |
| 2. | Householder request as above, but also requesting site inspection | £70 (inc VAT) |
| 3. | Additional Fee Categories | |
| i) | <u>Category 1</u> | |
| | Written Advice only | £120 (inc VAT) |
| | Written Advice and 1 meeting | £240 (inc VAT) |
| ii) | <u>Category 2</u> | |
| | Written Advice only | £240 (inc VAT) |
| | Written Advice and up to 3 meetings | £480 (inc VAT) |
| iii) | <u>Category 3</u> | |
| | Written Advice only | £480 (inc VAT) |
| | Written Advice and up to 3 meetings | £960 (inc VAT) |

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STREET NAMING AND NUMBERING CHARGES
FROM APRIL 2014

Large development which includes new road name	2014/15
Up to Ten properties	£500.00
Additional Property	£35.00
Small development new property name	£75.00
Re-naming of a property	£35.00

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	5 DECEMBER 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	REVENUE BUDGET MONITORING
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION

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

3.0 REASON FOR RECOMMENDATION

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

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in receiving this report.

5.0 POLICY CONTEXT AND CONSULTATION

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

REPORT

6.0 REPORT DETAILS

6.1 Members regularly receive in year monitoring of the Council's financial position. This is important as part of the budget monitoring process and also allows members to be aware of potential issues in setting subsequent budgets. This report provides an in year position as at the 30 September 2013.

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

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

- 6.3 Members will see that there is a projected deficit for the Revenue Budget of £108.5k for the full year, of which £90k has previously been approved as additional spend by Council. The adverse variance is due to a number of key factors which are shown in detail in Annex A and referred to in para.6.4. The overall impact on the closing balances of the Council's Reserves is shown in Annex A lines 20 to 26.
- 6.4 The following are additional comments on the Annex:
- (i) Expenditure on salaries is forecast to be £60k over budget. The council is experiencing a low turnover of posts and as a result is not achieving budgeted savings from the 3 month moratoria on the filling of vacant posts;
 - (ii) Slippage on capital schemes has delayed the need to drawdown any of the £2.070m of borrowing required to finance the current 4 year capital programme. As a result the £90k revenue budget provision for repayment of interest on long term and short term borrowing will not be required in the current financial year;
 - (iii) On 7th March 2013 Council approved an allocation of up to £60k, to undertake the procurement of the leisure services contract, to be financed from the Operational Reserve. The forecast level of expenditure in the current financial year is £40k, with the remainder rolling into 2014/15;
 - (iv) On 5th September 2013 Council approved the implementation of a new £50k Community Grant Scheme, to be financed from the General Reserve in the current financial year only;
 - (v) As previously reported to Members, income from the Recycling contract is underachieving in year. This is due to reduced volumes of recyclates and reduced prices in the recycling market. The forecast reduction in income is £48k.
 - (vi) Investment Income is down but this has no impact on the revenue budget with this income being applied to the capital programme.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

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

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None.

Agenda Item 9

ANNEX A

SUMMARY OF REVENUE BUDGET MOVEMENTS 2013-14 Period 1 April - 30 September 2013

Key Subjective Headings (1)	Profiled Budget £'000 (2)	Actual to Date £'000 (3)	Variance Analysis		Line Ref (6)
			Actual £'000 (4)	Forecast for full year £'000 (5)	
Expenditure					
Employee Expenses:					
Salaries	3,002.3	3,034.9	32.6	60.0	1
Other Employee Related Expenses	38.9	16.8	(22.1)	0.0	2
Other Service Expenses:					
Interest on Long Term and Short Term Borrowing	45.0	0.0	(45.0)	(90.0)	3
LDF Inspection Fees	50.0	50.0	0.0	0.0	4
Procurement of Leisure Services Contract	0.0	0.0	0.0	40.0	5
Community Grants	0.0	0.0	0.0	50.0	6
Other estimated expenditure variances			0.0	0.0	7
Total Expenditure Variance			(34.5)	60.0	8
Income					
Fees, Charges & Other Service Income:					
Development Management Fees	(212.3)	(209.2)	3.1	0.0	9
Car Park Charges	(444.0)	(459.7)	(15.7)	0.0	10
Other main fees & charges income streams	(567.9)	(565.4)	2.5	0.0	11
Recycling Income	(76.0)	(55.0)	21.0	48.0	12
Interest and Investment Income:					
Return on Investments	(46.5)	(37.8)	8.7	20.0	13
Investment Property	(71.4)	(86.2)	(14.8)	0.0	14
Other estimated income variances			0.0	(19.5)	15
Total Income Variance			4.8	48.5	16
Total Movement on Cost of Services (surplus)/deficit			(29.7)	108.5	17
General Government Grants:			0.0	0.0	18
Total Movement on Revenue Budget (surplus)/deficit			(29.7)	108.5	19
Movement on Funds and Reserves:					
Contribution to/(from) General Reserve	0.0	0.0	38.4	(48.5)	20
Contribution from Operational Reserve	0.0	0.0	0.0	(40.0)	21
Contribution from LDF Reserve	50.0	50.0	0.0	0.0	23
Contribution to Capital Fund	(46.5)	(37.8)	(8.7)	(20.0)	24
Contribution from Restructure Reserve			0.0	0.0	25
Total Increase on Funds and Reserves			29.7	(108.5)	26

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

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Scrutiny Review

Member Roles on Outside Bodies and as Member Champions

RYEDALE
DISTRICT
COUNCIL



Overview and Scrutiny Committee
October 2013

Executive Summary

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

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

The Committee made the following recommendations:

Recommendations to Management Team

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

Recommendations to the Member Development Task Group

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

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

- (v) That the following outside bodies be removed from the list: Supporting People NY Joint Committee (agreed at Annual Council on 16 May 2013), Endowment Governors Charity called Malton School, LG Yorkshire & Humber Elected Members Cohesion Group (agreed at Annual Council on 16 May 2013), Rural Action Yorkshire (formerly YRCC);
- (vi) That substitute representatives be appointed for outside bodies;
- (vii) That a précis from Member representatives on outside bodies be published on the website, using a standardised electronic form, following each meeting to ensure feedback of key decisions and discussions relevant to the Council is available, and including their attendance record;
- (viii) That appointments to outside bodies be for two year terms, from 2015 onwards to coincide with the District elections, subject to a review mid term to address any attendance issues;

- (ix) That attendance on outside bodies be reviewed annually by the Overview and Scrutiny Committee, at its meeting in February, as part of its role reviewing and scrutinising performance, based on the attendance details in the précis and prior to consideration at Annual Council, and that recommendations be made on appointments to Annual Council;
- (x) That nominations of representatives to outside bodies should be recommended to Council based on their skills and expertise, in addition to attendance records, and that Members be asked to provide a statement of this upon nomination. That Members of Council should consider the recommendation made by the Overview and Scrutiny Committee and the content of the nomination statement to inform the vote at Annual Council;
- (xi) That the Independent Remuneration Panel be requested to review allowances payable to representatives on outside bodies;
- (xii) That all Members note that any representative on an outside body cannot be involved in any financial or regulatory decision taken by the Council that relates to that body. They can make representations, either through the public speaking opportunity for a relevant application at Planning Committee, or for other committees and Full Council by addressing the meeting at the chairman's discretion;
- (xiii) That the Member Champion role be abolished.

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

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Scope of the review

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

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

The scope of the review covered the following:

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

Membership of the committee

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

Previous: S Ward, J Windress

Meeting dates of the Scrutiny Review Task Group:

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

Scrutiny Review Task Group supporting officers:

Simon Copley (Democratic Services Manager)
Jane Robinson (Transformation Officer)
Justine Coates (Business Improvement Officer)
Anthony Winship (Council Solicitor)

Methodology

The Committee/Task Group approached the review through:

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

Findings

The research undertaken highlighted the following key findings:

Member Champions

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

Recommendations

That the Member Champion role be abolished.

Representation on Outside Bodies

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

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

Recommendations

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

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

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

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

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

That substitute representatives be appointed for outside bodies;

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

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

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

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

That the Independent Remuneration Panel be requested to review allowances payable to representatives on outside bodies;

That all Members note that any representative on an outside body cannot be involved in any financial or regulatory decision taken by the Council that relates to that body. They can make representations, either through the public speaking opportunity for a relevant application at Planning Committee, or for other committees and Full Council by addressing the meeting at the chairman's discretion.

Annexes

Annex A - Terms of Reference

Annex B – Summary of information from outside bodies

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

Annex D – Summary of information from Member Champions

Annex E – Declaring Interests Flowchart

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

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

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

Agenda Item 10

Ryedale District Council Representation on Outside Bodies / Organisations

1 Name of Organisation:

27 (100.0%)

4 Telephone:

27 (100.0%)

2 Name of Contact:

27 (100.0%)

5 Email:

27 (100.0%)

3 Address:

27 (100.0%)

6 Website:

23 (100.0%)

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

27 (100.0%)

8 Does the organisation receive financial support from the Council?

Yes	15 (57.7%)	No	11 (42.3%)
-----	------------	----	------------

9 Is this financial support:

Regular	14 (82.4%)	One off	3 (17.6%)
---------	------------	---------	-----------

10 In what form does financial support take:

Grant	8 (72.7%)	Subscription	3 (27.3%)
-------	-----------	--------------	-----------

Other, please specify:

10 (100.0%)

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

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

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

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

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

Thank you for taking the time to complete this survey.

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

1 Your name : 28 (100.0%) 2 Organisation you are a representative for: 28 (100.0%)

3 What is your role: observer 5 (18.5%) voting member 19 (70.4%) trustee 3 (11.1%)

4 What are your expectations of the role: 26 (100.0%)

5 Do you feel your expectations are being met? Yes 24 (85.7%) No 4 (14.3%)

6 If not, why not? 7 (100.0%)

7 What benefits do you think the Council gains from this role? 28 (100.0%)

8 What benefits do you think the organisation gains from this role? 26 (100.0%)

9 Is there a 'named' substitute? Yes 7 (25.9%) No 20 (74.1%)

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

23

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

15 (100.0%)

Thank you for taking the time to complete this survey.

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Agenda Item 10

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

1 Your name :

6 (100.0%)

2 Which member champion role do you hold?

6 (100.0%)

3 Are you aware of the role description?

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

4 What are your expectations of the role:

6 (100.0%)

5 Do you feel your expectations are being met?

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

6 If not, why not?

3 (100.0%)

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

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

8 Do you feel you require any further training?

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

9 Can you commit the time required?

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

10 How do you feedback information to the Council?

5 (100.0%)

Thank you for taking the time to complete this survey.

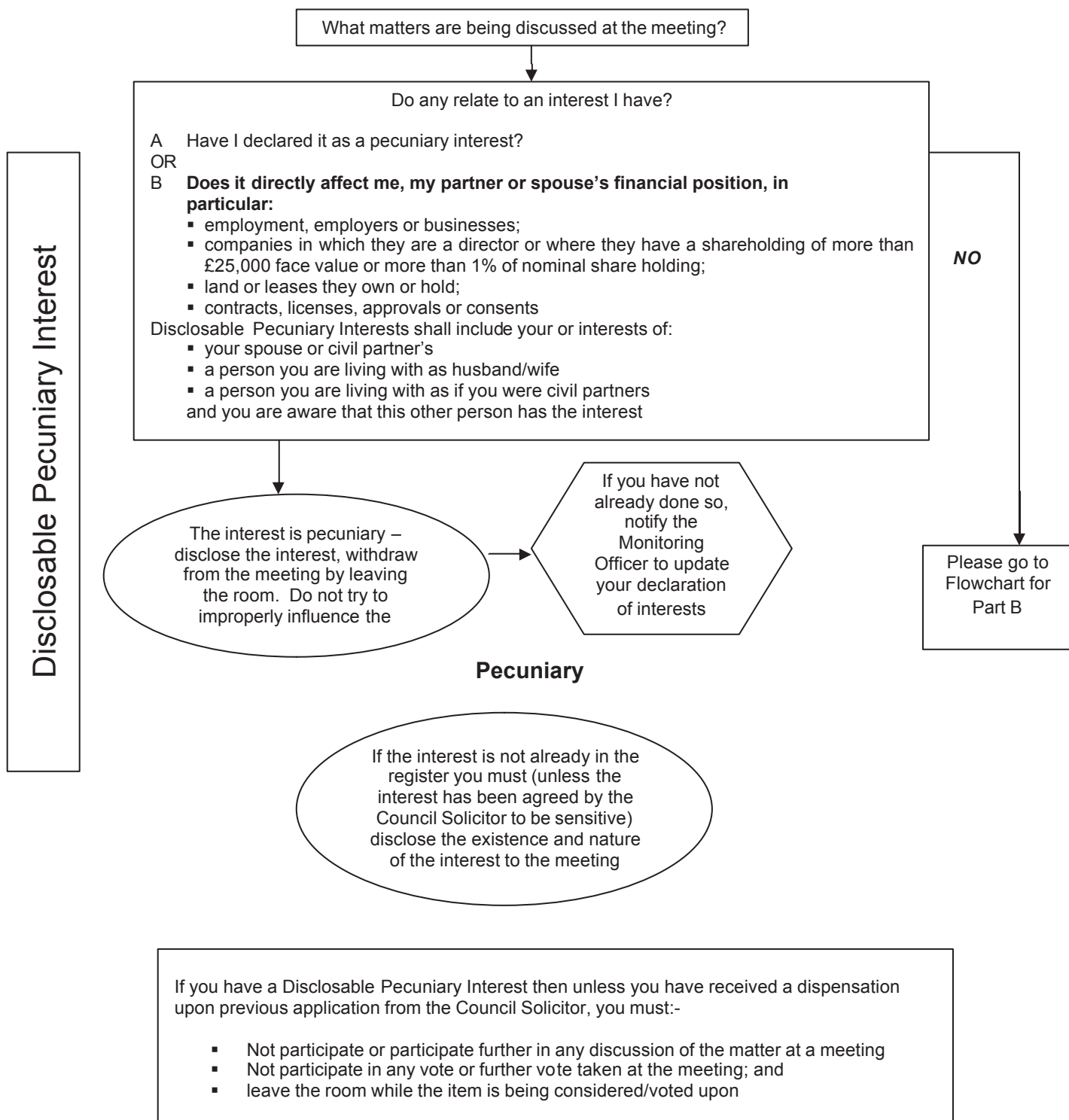
DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

This Flowchart is in the following two parts:-

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

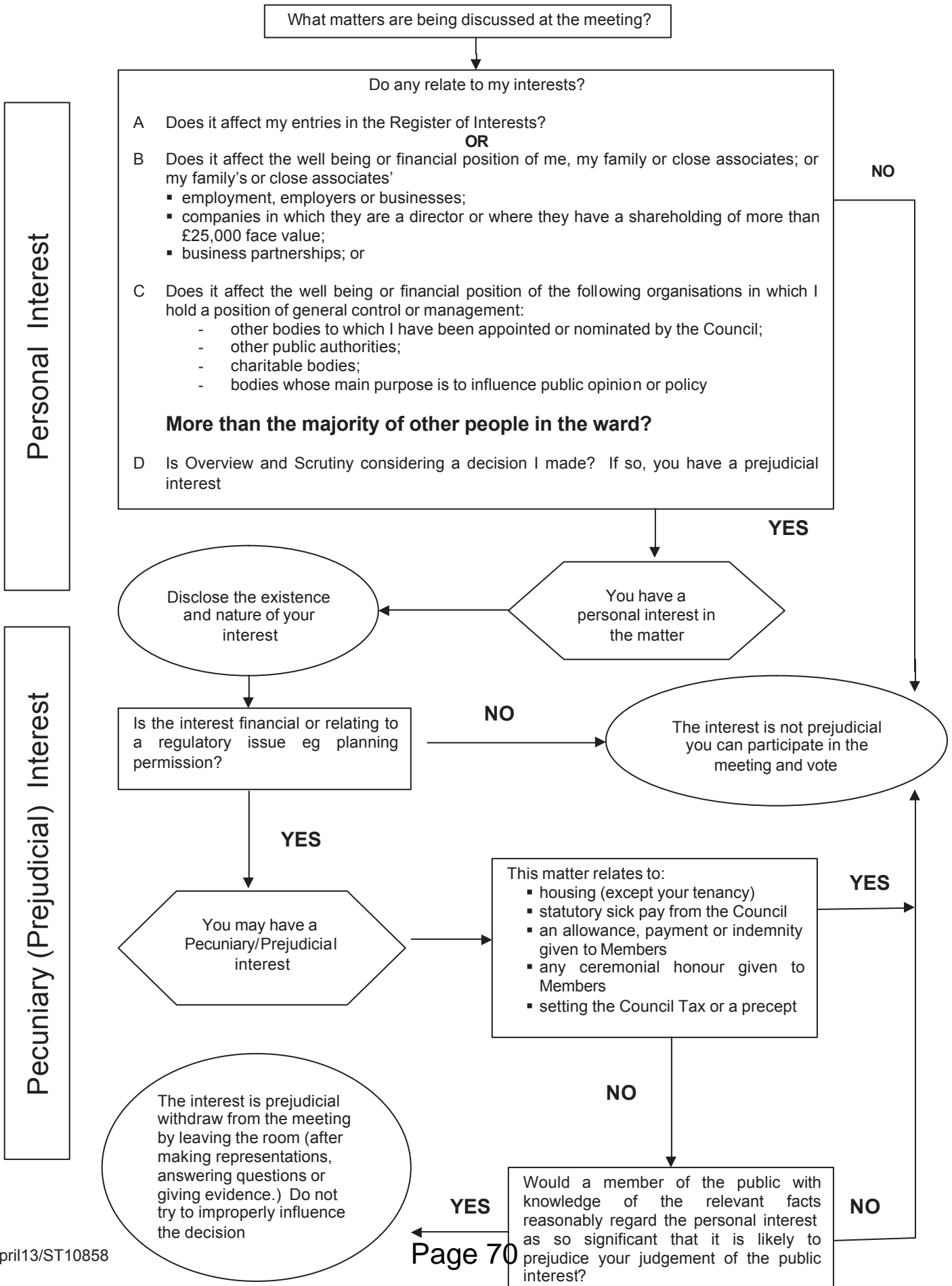
Please check both parts of the Flowchart to determine if you need to declare and leave a Committee or Council Meeting in relation to Council business

PART A – DISCLOSABLE PECUNIARY INTERESTS



DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

PART B – DISCLOSABLE OTHER PERSONAL INTERESTS





PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	5 DECEMBER 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	LOCALISATION OF COUNCIL TAX SUPPORT 2014/2015 SCHEME
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report seeks approval of the scheme for 2014/15. There are no changes proposed to the scheme which has operated in 2013/14.

2.0 RECOMMENDATIONS

2.1 That members recommend to Council

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

3.0 REASON FOR RECOMMENDATIONS

3.1 The Council must approve a scheme of its choice for 2014/2015 having approved a one year scheme for 2013/14, the first year of Localised Council Tax Support (LCTS).

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in approving the scheme as recommended.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 The Council will need to approve a Local Scheme for CTS.

6.0 REPORT DETAILS

- 6.1 At Council on the 10 January 2013 members approved a scheme for Localised Council Tax for 2013/14. This followed the Government's decision to terminate Council Tax Benefit and allow Local Authorities to establish their own local schemes. There was a headline cut of 10% in funding however using the basis of calculation and the protection of all pensioner claimants (around 61% by spend of Council Tax Benefit at RDC) the cut in funding was in effect in excess of 20%.
- 6.2 The main feature of the Council's scheme was that working age claimants saw an 8.5% reduction in benefit and many people who had never paid Council Tax were now doing so. Whilst the sums were often low (most were £64 to £130), there were residents on low incomes and/or benefits. The decision to make a cut of 8.5% did attract transitional grant funding from Government of £11k for RDC in 2013/14 (and proportionate amounts for the other major preceptors). This grant will not be available in 2014/15. In 2013/14 and 2014/15 the Council received new burdens funding for the additional work around local schemes and these grants have been taken into the Councils budget.
- 6.3 The scheme affects all precepting authorities (District Councils, County Councils, Fire Authorities, Police Authorities and Parish Councils) through the Council Tax Base (CTB) which is reduced by the cost of the scheme.
- 6.4 Members may recall that the Council's original plans for a local scheme for 2013/14 revolved around a 20% and consultation took place with the major preceptors and the public in this basis. The transitional grant offer was the main reason for the final scheme choice. This decision was also replicated in all other North Yorkshire Districts except Harrogate who made no cut to benefits.
- 6.5 Council must now consider a scheme for 2014/15. In order to inform this process consultation has again taken place on moving to a cut of 20%.
- 6.6 Only the County Council responded from the major preceptors and they were seeking the Council to increase the cut to claimants which would reduce the scheme cost and they would benefit from an increase in CTB. This is solely a reflection of their financial position.
- 6.7 Public consultation took place between 24 September 2013 and 11 November 2013 via the Council's web site. Two respondents completed the questionnaire. Both thought the maximum support should be restricted to 80% and thought the scheme should run for one year. No further comments were made. Both respondents pay Council Tax in the Ryedale area (Norton & Pickering). Neither person currently receives Local Council Tax Support. Neither considered themselves to be disabled. The consultation responses from last year are attached at Annex A and are considered relevant to this year's decision.
- 6.8 The experience in 2013/14 can be summarised below:
- The scheme was implemented on time and there were few difficulties in customer service
 - The Council has not seen an increase in claimants numbers as feared when the scheme introduced a discount rather than benefit
 - The implementation has impacted marginally on the Council Tax collection rate, however not to the extent expected (so far this year)

- The Council has had increased workload on summons and liability orders (detail required).

6.9 The following table sets out the estimated claimant breakdown for 2013/14:

Claimant Type	Number	Annual Cost	% total spend
Over Pension Age	2,020	£1,885k	62%
Working Age – Household Vulnerable	280	£240k	8%
Working Age: Vulnerable	412	£376k	12%
Working Age: Employed	281	£170k	6%
Working Age: - Other	422	£374k	12%
	3,415	£3,045k	

1. Pensionable age – where claimant or partner meet the criteria.
2. Working Age Household Vulnerable – there is a child under 5 in the household.
3. Working age Vulnerable – where disability premiums are included in the assessments.
4. Working age Employed – Working 16 hours or over.
5. Working Age Other – All other working age claimants.

6.10 Nationally the position has varied between authorities and the implementation of the Scheme. City of York Council for example made a 30% cut in claimant payments. A recent District Council survey (of 113 Districts) showed the following for 2013/14:

- 27% of Councils made no cuts to claimants
- 47% introduced a scheme with a cut of 8.5%
- 26% made cuts in excess of 8.5%

6.11 Those with the greater cuts have also seen the greatest impact on collection rates and increased administrative costs, as well as the impact on claimants. The billing authority (RDC) alone bears these increased administrative costs.

6.12 For 2014/15, year 2, there is again a mixed picture of approaches from Local Authorities. Many are retaining their year 1 scheme to enable a full year to be analysed before making further changes.

6.13 Should RDC move to a 20% cut to claimants it would mean the additional amount which would be billed to working age claimants would be c£150k. RDC's share of this additional income after considering collection rates would be c£10k. There would potentially be additional costs facing the Council from such a decision. Claimant payments would increase such that the majority would be £150 - £300 per annum.

6.14 RDC officers are keen to fully understand the impact of the new schemes based on over a full years experience before going further. It is also believed that a financial contribution towards additional costs may be possible from the major preceptors, in particular the County Council when the new burdens funding is no longer identifiable as a separate Government Grant in 2015/16. This in part is because of the greater financial benefit NYCC would see from any extension of the scheme.

6.15 In addition to the above waiting before extending the scheme further allows the impact of other welfare changes in Ryedale to be considered.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
There are no significant new financial implication of the recommendation.
- b) Legal
The scheme is a detailed legal document of the Council which will only require minor amendment.
- c) Other
There are no significant other issues around the recommendation.

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Corporate Director (s151)

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Background Papers:
None.



Council Tax Benefit Consultation

Council Tax Benefit is changing and we want your views

Council Tax Benefit (CTB) currently helps people on a low income pay their Council Tax. From April 2013 CTB will be abolished. It will be replaced by a new Local Council Tax Support Scheme (LCTSS). The Government have said that local Councils will be responsible for designing and implementing their own schemes to provide help to people on a low income pay their Council Tax.

Pensioners will not be affected by these changes. People who have reached the age for State Pension Credit will have their support assessed under a national scheme.

Under the current CTB scheme, the Council receives funding from the Government to cover the cost of the scheme. This will not be the case for LCTSS, as the Government will give the Council a fixed grant. This will be at least 10% less than what we currently pay out in CTB and means we will have less money to run our LCTSS.

We have to make some very difficult decisions. Because pensioners are protected, the level of support we will be able to give to our working-age customers under a LCTSS may have to be less than we currently give them under CTB.

We are proposing the following scheme:

Regardless of their financial circumstances, every working-age claimant should pay the first 20% of their Council Tax liability. This means people who currently get full CTB will have to pay something towards their Council Tax from 1st April 2013.

People living in properties whose Council Tax band is E, F, G or H will have their Local Council Tax Support restricted to the maximum amount payable for a band D property.

Under the existing scheme, Second Adult Rebate can be granted to single people who have a high income if they share their home with someone on a low income (not their partner). We are proposing to stop this.

In the proposed scheme all existing CTB claims will automatically be reassessed under the new LCTSS from 1st April 2013.

1. Do you think that everyone of working age should pay something towards their Council Tax?

232 Yes

201 No

2. Pensioners are not affected by these changes.

What do you think that everyone else should pay as a minimum, towards their Council Tax?

277 10%

70 20%

17 30%

9 more than 30%

3. Should people who receive Council Tax Benefit, who are living in more expensive properties, receive less Council Tax Support?

222 Yes

206 No

4. Should people who receive help to pay their Council Tax Benefit be given extra help, for a limited period (such as 3 months), when they start work?

360 Yes

76 No

At the moment, some people can get help to pay for Council Tax. The amount they receive depends on how much money they have coming in. If they have more money coming in than the minimum the law says they need to live on, it means for every extra £1 they have in income, they pay 20p per week towards their Council Tax.

This could change so that people pay more than 20p for every extra £1 they have in income.

5. Is this fair?

144 Yes

288 No

6. If you answered yes, how much more for every extra £1 in income, do you think people should be asked to pay towards their Council Tax?

99 25p

32 30p

12 35p

Council Tax Benefit is assessed on the needs of the person making the claim, their partner and their dependent children. Any other adults within the household are expected to contribute towards the Council Tax, depending on their income. This could change so that these additional adults are expected to contribute more.

7. Is this fair?

260 Yes

173 No

At the moment, if you can afford to pay your Council Tax but live with someone on a low income, who is not your partner, you may be able to get help with your Council Tax. This is called second adult rebate. The Council is proposing to stop this rebate.

8. Do you agree that the rebate should be stopped?

230 Yes

209 No

Currently people with savings of more than £16,000 don't qualify for Council Tax Benefit.

9. Should people with savings of less than £16,000 be expected to use these savings to pay their Council Tax?

144 Yes

297 No

If yes, what is the maximum amount of savings you should be able to hold and still qualify for Council Tax Support?

10. You shouldn't have to pay if your savings are less than:

28 £12,000

47 £8,000

43 £4,000

26 £0

11. Should the Council protect the most vulnerable people from paying more Council Tax?

395 Yes

41 No

12. If you answered yes, which vulnerable groups of people do you think should be protected under the scheme? e.g. those in receipt of Disability Living Allowance.

373

13. Have you got any comments that you wish to make about these changes?

193

The following information is being collected to find out whether there are any needs which we are not meeting. You do not have to complete the questions if you do not want to but we would be pleased to receive responses to any of the questions.

Do you currently receive Council Tax Benefit?

306 Yes

91 No

Date of birth:

348

Postcode:

344

Gender:

133 Male

265 Female

Partnership Status:

248 Single

115 Married

18 Civil Partnership

Do you have a physical or mental impairment which has a substantial long term adverse effect on your ability to carry out day to day activities?

115 Yes

262 No

Please state the nature of your disability:

121

Religion of Belief:

2 Buddhist

0 Jewish

124 No religion

197 Christian

0 Muslim

0 Hindu

0 Sikh

Other (please state)

37

Sexual Orientation:

11 Bisexual

287 Heterosexual

3 Gay

1 Lesbian

Ethnic Group:

White

376 British

3 Eastern European

2 Irish

Any other White background (please state):

13

Dual Heritage (tick all that apply)

Black Caribbean

Asian

29 White

Black African

Chinese

Any other Mixed background (please state):

0

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please state):

1

Black or Black British

Caribbean

African

Any other Black background (please state):

0

Chinese or other ethnic group

Chinese

South East Asian

Any other (please state)

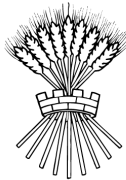
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Please provide any other information about yourself that you may want to tell us (e.g. carer, single parent):

145

Thank you for taking the time to complete this Equalities Monitoring Form. Any information provided here will be kept confidential and will only be used for statistical monitoring and to help us improve services, for everyone. The specific information gathered from this form will not be passed on to any other organisation.

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	5 DECEMBER 2013
REPORT OF THE:	HEAD OF ENVIRONMENT,STREETSCENE,FACILITIES,ICT PHIL LONG
TITLE OF REPORT:	IT INFRASTRUCTURE BUDGET PLANNING
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report outlines the IT infrastructure requirements for the next 5 years and seeks approval from Council for investment in the areas highlighted in Appendix A.

2.0 RECOMMENDATION

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

3.0 REASON FOR RECOMMENDATION

- 3.1 (i) To plan IT budget provision inline with operational requirements.
- (ii) To support and enable the delivery of existing services and future operational requirements of the Council.

4.0 SIGNIFICANT RISKS

- 4.1 Operational issues may result as the risk of system failure increases should hardware and applications not be replaced within recommended timescales.
- 4.2 Failure to develop the IT infrastructure may result in the Council being unable to meet increasingly strict data and network security requirements leaving the Council vulnerable to future legislative changes and potential prosecution.
- 4.3 The progress achieved from past infrastructure investments will be undermined should consideration not be given to long term IT budget provision.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The report follows the decision on IT strategy from Policy & Resources on 26 September 2013.
- 5.2 The financial, operational and environmental benefits of continuing to invest in modern and efficient IT infrastructure supports corporate aim 5 (to transform Ryedale District Council).

REPORT

6.0 REPORT DETAILS

- 6.1 The use of IT underpins every aspect of service delivery in a modern Council to some extent and the dependency on IT has increased substantially over recent years as a result. IT systems have transformed the operational landscape of the Council and consequently highlighted the necessity for future planning alongside the management and development of the current operational environment.
- 6.2 The current position has been achieved as a result of proactive investment in technologies to enable the efficient use and streamlining of systems, ensuring that the Council is well placed for delivering services to internal and external customers. The relatively modern core infrastructure and recent upgrades to core systems provides a secure, reliable platform to meet the current challenges faced by the Council.
- 6.3 Previous investments in 2005/06 and 2010/11 delivered new technologies to support the streamlining of the organisation and new ways of working through more efficient use of IT. The most recent investment in IT in 2010 provided the platform to support much of the organisational change undertaken during the last 2-3 years. The projects undertaken during this period demonstrated the potential impact of making better use of IT and the efficiency savings that can be achieved as a result. The technology that underpins the service delivery is already subject to the forward planning process for hardware and application renewals, such is the life cycle of the IT infrastructure and the rapid advances in technology. As a result it would be prudent for the Council to plan ahead, to ensure resources are allocated for meeting the next phase of infrastructure renewals in order to support future service delivery requirements and maintain a robust, secure and reliable IT environment.
- 6.4 At 26 September Policy and Resources, Members endorsed a report outlining the future IT Strategy and requested that a report be brought to the next meeting of the committee with details of the capital spend requirements for IT for recommendation to Council. Outlined below are the key areas of IT infrastructure subject to renewal during 2014/15 – 2017/18 based on current requirements. The priority for replacement is risk based, with high priority items subject to a fixed renewal point to ensure continued support and maintenance in those areas. A more flexible approach is achievable with medium priority items and as such the life span of these has been extended to ensure best value, without imposing increased or undue operational risk on the Council. Associated costs are summarised in Annex A. Detail on the items is below:
 - a. Domain Controllers Software Upgrade – a largely software based process to upgrade key servers to maintain compatibility, security and support within the Microsoft portfolio of products.

- b. GIS Application Upgrade – map based software used both internally by officers and to support online applications via the Council web site.
- c. Core Server & Backup Replacement – server hardware supporting the delivery of corporate applications, providing corporate data storage, backup and replication requirements.
- d. Network Security Device Refresh – hardware devices managing local network security, for providing access to third party networks and the Internet for local and remote network users.
- e. UPS (Battery Backup) – provides a ‘clean’ power supply to service day to day operational requirements and essential battery backup to the core IT infrastructure in the event of a power failure.
- f. Microsoft Desktop Licensing Renewal – to maintain Microsoft desktop license compliancy requirements (Microsoft Windows, Office and associated applications)
- g. Core Network Infrastructure Refresh – primarily hardware devices located in the IT server room providing local connectivity for all network devices (PC’s, laptops, printers etc)
- h. Telephony System Upgrade – to support and maintain all aspects of telephony at Ryedale House and Streetscene
- i. Corporate Wireless Refresh – hardware devices providing corporate wireless network connectivity at Ryedale House.
- j. Public Wireless – hardware devices providing Internet and Email connectivity for visitors to Ryedale House and Officer / Member mobile devices (primarily Ipads).

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
Estimated costs are summarised for each area of investment (Annex A) based on current requirements but at this time there is no budgetary provision in place.
- b) Legal
It is essential for the Council to fully comply with current and future security and compliance obligations. A breach of these duties exposes the Council to significant risk.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
There are no equalities implications associated with this strategy.

Phil Long
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Background Papers:
None

ANNEX A

Future IT Budget Requirements

The summary below outlines future budget requirements for IT renewals. These are estimated costs based on previous renewals but provide an indication of the investment required to maintain current applications and infrastructure requirements in areas where budget provision is not already in place.

The renewal dates reflect the recommended replacement point based on the age of current infrastructure.

Area For Renewal	Estimated Cost (£)	Renewal Date	Priority
Domain Controllers Software Upgrade	5,000	2014/15	Medium
GIS Application Upgrade	10,000	2014/15	Medium
Core Server & Backup Replacement	120,000	2015/16	High
Network Security Device Refresh	15,000	2015/16	Medium
UPS (Battery Backup)	15,000	2015/16	Medium
Microsoft Desktop Licensing Renewal	24,000 (PA)*	2015/16-17/18	Medium
Core Network Infrastructure Refresh	50,000	2015/16	High
Telephony System Upgrade	25,000	2016/17	High
Corporate Wireless Refresh	5,000	2016/17	Medium
Public Wireless	3,000	2016/17	Medium

*Microsoft Desktop Licensing costs based on minimum 3 year agreement @ £24,000 per annum

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