



COUNCIL

Council Summons and Agenda

You are hereby summoned to attend the **Annual Meeting of Ryedale District Council** to be held in the **Council Chamber, Ryedale House, Malton** on **Thursday, 16 May 2019** at **3.00 pm** in the afternoon for the transaction of the following business:

Agenda

1 **Emergency Evacuation Procedure**

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

2 **Chairman**

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

3 **Vote of thanks to the retiring Chairman**

4 **Vice Chairman**

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

5 **Apologies for absence**

6 **Minutes**

(Pages 3 - 14)

To approve as a correct record the minutes of the Annual Meeting of Council held on 17 May 2018.

7 **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.

8 Declarations of Interest

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

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

9 Announcements

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

10 Leader of the Council and Deputy Leader of the Council

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

11 The allocation of seats on Committees between political groups and the appointment of Members to Committees (Pages 15 - 24)

(a) Committees for 2019/2020

(b) The allocation of seats on Committees between political groups and the appointment of Members to Committees

(c) The appointment of Chairmen and Vice Chairmen of Committees.

12 Representation on outside organisations (Pages 25 - 32)

To consider the appointment or nomination of representatives to serve on outside organisations for the forthcoming municipal term 2019/2023.

13 Any other business that the Chairman decides is urgent (Pages 33 - 38)



Stacey Burlet
Chief Executive

Public Document Pack

Council

Minutes of Proceedings

At the **Annual Meeting of the District Council of Ryedale** held in the **Council Chamber, Ryedale House, Malton** on **Thursday 17 May 2018**

Present

Councillors Acomb, Joy Andrews, Paul Andrews, Steve Arnold, Val Arnold, Bailey, Burr MBE, Clark, Cleary, Cowling, Cussons MBE, Duncan, Farnell, Frank, Gardiner, Goodrick, Hope, Ives, Jowitt, Di Keal, Maud, Oxley (Chairman), Potter, Raper, Sanderson, Elizabeth Shields, Thornton, Wainwright (Vice-Chairman) and Windress

In Attendance

Will Baines, Beckie Bennett, Simon Copley, Mike James, Angela Jones, Nicki Lishman, Clare Slater and Anthony Winship

Minutes

1 Chairman

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

It was moved by Councillor Burr and seconded by Councillor Di Keal that Councillor Elizabeth Shields be elected Chairman of the Council for the ensuing year.

Upon being put to the vote the nomination for Councillor Cleary was declared carried.

Resolved

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

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

Voting record

For Councillor Cleary 24
For Councillor Elizabeth Shields 5

2 Vote of Thanks to Retiring Chairman

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

Upon being put to the vote the motion was carried.

Members then thanked the retiring Chairman, Councillor Oxley, for the efficient, able and courteous manner in which he had carried out his duties. The Chairman concluded by presenting a Past Chairman's Badge to Councillor Oxley.

Councillor Oxley responded and thanked Members and Officers of the Council for their support during his term of Office as Chairman of the Council.

Councillor Cleary's consort was to be his wife Mrs Caroline Cleary, who was unable to attend the meeting.

3 **Vice Chairman**

It was moved by Councillor Sanderson and seconded by Councillor Acomb that Councillor Val Arnold be appointed Vice Chairman of the Council for the ensuing year.

It was moved by Councillor Di Keal and seconded by Councillor Burr that Councillor Elizabeth Shields be appointed Vice Chairman of the Council for the ensuing year.

Upon being put to the vote the nomination for Councillor Val Arnold was declared carried.

Resolved

That Councillor Val Arnold be appointed Vice Chairman of the Council for the ensuing year.

Having first made the Declaration of Acceptance of Office, as Vice Chairman of the Council, Councillor Val Arnold thanked Members for her appointment. The Chairman then invested Councillor Val Arnold with the Vice Chairman's Chain and Badge of Office. Councillor Val Arnold announced that her consort was to be her husband Councillor Steve Arnold.

Recorded vote

For Councillor Val Arnold (18 votes) - Councillors Acomb, Steve Arnold, Val Arnold, Bailey, Cleary, Cowling, Cussons, Duncan, Farnell, Frank, Gardiner, Goodrick, Ives, Oxley, Raper, Sanderson, Wainwright and Windress.

For Councillor Elizabeth Shields (6 votes) – Councillors Paul Andrews, Burr, Jowitt, Di Keal, Maud and Elizabeth Shields.

Abstentions (5 votes) – Councillors Joy Andrews, Clark, Hope, Potter and Thornton.

4 **Apologies for absence**

There were no apologies for absence.

5 **Minutes**

The minutes of the Annual Meeting of Council held on 18 May 2017 were presented.

Resolved

That the minutes of the Annual Meeting of Council held on 18 May 2017 be approved and signed by the Chairman as a correct record.

6 **Urgent Business**

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

7 **Declarations of Interest**

The Chairman noted that a number of Members were North Yorkshire County Councillors.

No other interests were declared.

8 **Announcements**

The Chairman made the following announcements:

- a) That his Chaplain was to be Father Tim Bywater;
- b) That his Charities for the year were to be Ryedale Special Families and the Yorkshire Air Ambulance.

9 **Leader of the Council and Deputy Leader of the Council**

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

It was proposed by Councillor Ives and seconded by Councillor Clark that Ryedale District Council not elect a Leader of the Council for the ensuing year.

Upon being put to the vote the motion was carried.

Resolved

That a Leader of the Council not be appointed.

Voting record

For 29

Against 0

Abstentions 0

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

The Chief Executive submitted a report (previously circulated) which detailed the following:

A. Committees for 2018-2019

In accordance with the Council's Constitution, the Council was requested to appoint the Committees as indicated in Annex A or alternative option as presented to the Council by the Chief Executive (Interim).

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

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

The Local Government & Housing Act 1989 required the distribution of seats on committees and sub-committees to be on the basis of political proportionality so far as 'reasonably practicable' unless different provision is made in such manner prescribed by regulations and without any Member voting against them.

Members considered the recommendations in the report.

Recommendation 1

It was moved by Councillor Ives and seconded by Councillor Clark that the Council divide Committee seats between political groups in accordance with the allocation shown at Annex A of these minutes.

Upon being put to the vote the motion was carried.

Resolved

That the Council divides Committee seats between political groups as set out in Annex A of these minutes.

Voting record

For 26

Against 0

Abstentions 3

Recommendation 4

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

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

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

Role	Nominee	Proposer	Second	Voting Record	Outcome
Chairman of Policy & Resources	Cllr Ives	Cllr Steve Arnold	Cllr Clark	24 For 1 Against 4 Abstentions	Cllr Ives elected
Vice Chairman of Policy & Resources	Cllr Steve Arnold	Cllr Ives	Cllr Farnell	24 For 0 Against 5 Abstentions	Cllr Steve Arnold elected
Chairman of Planning	Cllr Farnell	Cllr Ives	Cllr Clark	29 For 0 Against 0 Abstentions	Cllr Farnell elected
Vice Chairman of Planning	Cllr Windress Cllr Elizabeth Shields	Cllr Wainwright Cllr Di Keal	Cllr Hope Cllr Paul Andrews	17 Cllr Windress 9 Cllr Elizabeth Shields 3 Abstentions	Cllr Windress elected
Chairman of Overview & Scrutiny	Cllr Cowling Cllr Clark	Cllr Wainwright Cllr Di Keal	Cllr Cussons Cllr Paul Andrews	13 Cllr Cowling 14 Cllr Clark 2 Abstentions	Cllr Clark elected
Vice Chairman of Overview & Scrutiny	Cllr Acomb	Cllr Clark	Cllr Jowitt	27 For 0 Against 2 Abstentions	Cllr Acomb elected

Recorded vote for Chairman of Overview & Scrutiny

For Councillor Cowling (13 votes) - Councillors Steve Arnold, Val Arnold, Bailey, Cleary, Cowling, Cussons, Frank, Hope, Ives, Raper, Wainwright and Windress.

For Councillor Clark (14 votes) – Councillors Acomb, Joy Andrews, Paul Andrews, Burr, Clark, Duncan, Farnell, Goodrick, Jowitt, Di Keal, Maud, Potter, Sanderson, Elizabeth Shields and Thornton.

Abstentions (2 votes) – Councillors Gardiner and Oxley.

Names were provided by Group Leaders to populate Annex B of the report.

The recommendations 2-3 and 5-6 were moved and seconded en bloc, as follows:

Recommendation 2

That membership of the Committees be that shown in Annex B.

Recommendation 3

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

Recommendation 5

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

Recommendation 6

That the Chief Executive be authorised to make consequential amendments to the Constitution arising from the changes referred to above.

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

Voting Record

For 28

Against 0

Abstentions 0

Resolved

- a) That the Council divides Committee seats between political groups as set out in Annex A of these minutes
- b) That membership of Committees be as indicated at Annex B to these minutes

- c) That the membership of the Licensing Committee be the same Members as appointed to the Planning Committee
- d) That, with the exception of the Licensing Committee Chairman and Vice Chairman, who were to be appointed at the next Committee meeting, the Chairmen and Vice-Chairmen of Committees be appointed as follows:

Policy & Resources Committee

- (i) Chairman Councillor Ives
- (ii) Vice-Chairman Councillor Steve Arnold

Planning Committee

- (i) Chairman Councillor Farnell
- (ii) Vice-Chairman Councillor Windress

Overview & Scrutiny Committee

- (i) Chairman Councillor Clark
- (ii) Vice-Chairman Councillor Acomb

- e) That the terms of reference of the Policy & Resources Committee, Licensing Committee, Overview & Scrutiny Committee and Planning Committee and the Scheme of Officer Delegation be those as set out in Part 3 of the Council's Constitution
- f) That the Chief Executive be authorised to make consequential amendments to the Constitution arising from the changes referred to above.

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

There being no other business, the meeting closed at 4.51pm.

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ANNEX A

DIVISION OF MAIN COMMITTEE SEATS FOR 2018/2019

Part 1. COMMITTEE SEATS

<u>Political Group</u>	Policy & Resources	Overview & Scrutiny Committee	Planning Committee	Total (30 Seats)
Conservative	5 (4.33)	4 (4.33)	4 (4.33)	13
Independents	2 (2.66)	3 (2.66)	3 (2.66)	8
Liberal	2 (1.33)	1 (1.33)	1 (1.33)	4
New Independents	1 (1)	1 (1)	1 (1)	3
Lib Dem	0 (0.66)	1 (0.66)	1 (0.66)	2
	10	10	10	30

Part 2. LICENSING COMMITTEE

	Licensing Committee
Conservative	4
Independents	3
New Independents	1
Liberal	1
Lib Dem	1

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RYEDALE DISTRICT COUNCIL**APPOINTMENT OF MEMBERS TO COMMITTEES – 17 MAY 2018****POLICY & RESOURCES COMMITTEE****Conservative**

L Ives (C)
S Arnold (VC)
V Arnold
K Duncan
R Gardiner

Independents

R Wainwright
J Raper

Liberal

J Andrews
T Thornton

Liberal Democrat**New
Independents**

L Burr

Substitutes

M Cleary
F Farnell

Substitutes

E Hope
B Maud

Substitutes

J Clark

Substitutes**Substitutes**

P Andrews

OVERVIEW & SCRUTINY COMMITTEE**Conservative**

G Acomb (VC)
J Bailey
W Oxley
J Sanderson

Independents

L Cowling
D Cussons
J Frank

Liberal

J Clark (C)

Liberal Democrat

D E Keal

**New
Independents**

E Jowitt

PLANNING COMMITTEE

Conservative

F Farnell (C)
M Cleary
C Goodrick
T Jainu-Deen

Independents

J Windress (VC)
E Hope
B Maud

Liberal

M Potter

Liberal Democrat

E Shields

New Independents

P Andrews

Substitutes

S Arnold
V Arnold

Substitutes

R Wainwright
J Raper

Substitutes

T Thornton
J Clark

Substitutes

D Keal

Substitutes

L Burr

LICENSING COMMITTEE

Conservative

F Farnell
M Cleary
C Goodrick
T Jainu-Deen

Independents

J Windress
E Hope
B Maud

Liberal

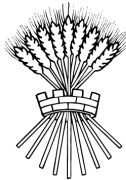
M Potter

Liberal Democrat

E Shields

New Independents

P Andrews



REPORT TO:	ANNUAL COUNCIL
DATE:	16 MAY 2019
REPORT OF THE:	COUNCIL SOLICITOR AND MONITORING OFFICER ANTHONY WINSHIP
TITLE OF REPORT:	THE ALLOCATION OF SEATS ON COMMITTEES BETWEEN POLITICAL GROUPS AND THE APPOINTMENT OF MEMBERS TO COMMITTEES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to recommend the allocation of seats on committees to political groups and the appointment of Members to Committees for 2019/2020.

2.0 RECOMMENDATIONS

That Council decides the political composition of the Committees.

The Officer recommendations are as follows:

1. That the Council appoints those Committees indicated at **Annex A**
2. That the size of the Committees is that specified in **Annex A**
3. That the Council divides Committee seats between political groups in accordance with the allocation shown at the attached **Annex A**
4. That the Annual Meeting of Council elects the Chairmen and Vice-Chairmen of the Standing Committees with the exception of the Licensing Committee.
5. Membership of the Committees to be that shown on **Annex B** (final version may be circulated at the meeting).
6. That the membership of the Licensing Committee be the same Members as appointed to the Planning Committee.
7. That the terms of reference of the Policy & Resources Committee, Licensing Committee, Overview & Scrutiny Committee, Planning Committee and the

Scheme of Officer Delegation are those set out in Part 3 of the Council's Constitution as amended.

8. That the Chief Executive in consultation with the Council Solicitor and Monitoring Officer be authorised to make consequential amendments to the Constitution arising from the changes referred to above.

3.0 REASON FOR RECOMMENDATIONS

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

4.0 BACKGROUND AND INTRODUCTION

A. Committee for 2019/20

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

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

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

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

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

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

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

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

4.7 One effect of the rules is that there is no requirement for all political groups to be represented on all Committees unless the figures justify such representation. If the Committee size means a smaller group does not get a place, then that is not unlawful. It is a matter for the Council to decide on the size of Committees and the distribution of places between the groups, and for the political groups to determine their individual membership.

4.8 Political proportionality on Committees is achieved in the following two stages:-

4.9.1 the first stage is the allocation of numbers of seats on Committees to each political group.

4.9.2 the second stage is the giving effect to such allocations by appointing individual Members.

If Council adopts **Annex A** the political proportionality rules apply to the following Committees of the Council:-

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

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

REPORT

5.0 POLICY CONTEXT

5.1 The strength of the political groups on the Council of 30 Members is as follows:-

Conservative	12 (40%)
Ryedale First Independent (RFI)	6 (20%)
Liberal	5 (16.6%)
Independent	5 (16.6%)
Liberal Democrat	2 (7%)

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

Policy & Resources	10
Overview & Scrutiny	10
Planning Committee	10

Total 30

The seats on Committees which can be allocated between the political groups, therefore, total 30 seats.

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

	Conservative	Ryedale First Independent	Liberal	Independent	Lib Dem	Total
Committees	12	6	5	5	2	30

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

Conservative	12
Ryedale First Independent	6
Liberal	5
Independent	5
Liberal Democrat	2
	30

- 5.4 Council needs to divide committee seats between political groups.
- 5.5 The legal obligation to ensure that there is proportionality in the political composition of Committees extends only to proportionate representation of members of political groups and does not require ungrouped single members to be proportionally represented.
- 5.6 The Council Solicitor and Monitoring Officer has discussed political proportionality and Committee membership with all political Group Leaders in advance of the Annual Council meeting to clarify the position of the political groups on those issues as far as is reasonably practicable . Group Leaders are thanked for assisting this process.
- 5.7 In terms of appointments of Members to Committees, Council is requested to note the following constitutional provisions :
1. Each Councillor may only sit on one Committee ;
 2. Each political group may have substitutes to cover the absence of members of the group on the Policy and Resources Committee and the Planning Committee . Most political groups are entitled to two named substitutes.
 3. There are no substitutes on the Overview and Scrutiny and the Licensing Committee.
 4. In relation to choosing substitutes on the Policy and Resources Committee and the Planning Committee, one named substitute for each political group can be drawn from the Overview and Scrutiny Committee but the substitute cannot scrutinise a decision they were part of say on the Policy and Resources Committee .
- 5.8 **Annex C** outlines the procedure should any political group not make nominations of Members to fill Committee seats .
- 5.9 A complete list of nominations received to date of Members to fill ensuing vacancies on the Committees may be circulated at the Annual Meeting of Council.

6.0 FINANCIAL IMPLICATIONS

6.1 None

Anthony Winship, Council Solicitor and Monitoring Officer

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Background Papers:

Local Government Act 2000.

New Council Constitutions - Guidance Pack Volumes 1 and 2 published by DETR on 27 October 2000 with subsequent amendments.

Background Papers are available for inspection at:
Ryedale House

DIVISION OF MAIN COMMITTEE**SEATS FOR 2019/2020****Part 1 COMMITTEE SEATS**

<u>Political Group</u>	Policy & Resources	Overview & Scrutiny Committee	Planning Committee	Total (30 Seats)
Conservative	4 (4)	4 (4)	4 (4)	12
Ryedale First Independent	2 (2)	2 (2)	2 (2)	6
Liberal	2 (1.66)	2 (1.66)	1 (1.66)	5
Independent	2 (1.66)	1 (1.66)	2 (1.66)	5
Lib Dem	0 (0.66)	1 (0.66)	1 (0.66)	2
	10	10	10	30

Part 2 LICENSING COMMITTEE

	Licensing Committee
Conservative	4
Ryedale First Independent	2
Liberal	1
Independent	2
Lib Dem	1

RYEDALE DISTRICT COUNCILAPPOINTMENT OF MEMBERS TO COMMITTEES –POLICY & RESOURCES COMMITTEE

<u>Conservative</u>	<u>RFI</u>	<u>Liberal</u>	<u>Liberal Democrat</u>	<u>Independent</u>
K C Duncan C W Delaney C Docwra R King	S Arnold J Frank	-		A R Riby S M R Thackray
<u>Substitutes</u>	<u>Substitutes</u>	<u>Substitutes</u>	<u>Substitutes</u>	<u>Substitutes</u>
N Garbutt Moore M J T Cleary				P J Andrews L M Burr

OVERVIEW & SCRUTINY COMMITTEE

<u>Conservative</u>	<u>RFI</u>	<u>Liberal</u>	<u>Liberal Democrat</u>	<u>Independent</u>
W R F H Oxley N Garbutt Moore T Middleton J R Bailey	J R Raper D E Cussons		D E Keal	A E Raine

PLANNING COMMITTEE

Conservative

C G Goodrick
M J T Cleary
J MacKenzie
S M Graham

RFI

J A Windress
E Hope

Liberal

Liberal Democrat

S P Mason

Independent

P J Andrews

L M Burr

Substitutes

C Docwra
J R Bailey

Substitutes

Substitutes

Substitutes

D E Keal

Substitutes

A R Riby
SMR Thackray

LICENSING COMMITTEE

Conservative

C G Goodrick
M J T Cleary
J MacKenzie
S M Graham

RFI

J A Windress
E Hope

Liberal

Liberal Democrat

S P Mason

Independent

P J Andrews
L M Burr

NON-APPOINTMENT OF MEMBERS TO COMMITTEES

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

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

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

The next day the proper officer gives the group formal notice of the allocation of seats to that political group;

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

There would be a vacancy in respect of the Committee seats allocated to the group not making a nomination of a Member for the seat until the next subsequent Council meeting on 27 June 2019.

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

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	ANNUAL COUNCIL
DATE:	16 MAY 2019
REPORT OF THE:	DEMOCRATIC SERVICES MANAGER SIMON COPLEY
TITLE OF REPORT:	REPRESENTATION ON OUTSIDE ORGANISATIONS 2019- 23
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report sets out information regarding the Member role of representative on outside organisations and in particular the requirement to produce a précis of meetings attended.

2.0 RECOMMENDATION(S)

2.1 That Council note the information in this report.

3.0 REASON FOR RECOMMENDATION(S)

3.1 To ensure all Members are fully aware of what the role of representative on outside organisations entails.

4.0 SIGNIFICANT RISKS

4.1 This is an information report and is provided to ensure Members are fully informed as to their roles and therefore able to carry them out effectively.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 In 2013-14 a scrutiny review was undertaken on representation on outside bodies. These were considered and agreed by Full Council in March 2014.

REPORT

6.0 REPORT DETAILS

6.1 The decisions made by Full Council in March 2014, following the scrutiny review

included:

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

That appointments to outside bodies be for four year terms, from 2015 onwards to coincide with the District elections, subject to an annual review by the Overview and Scrutiny Committee to address any issues with attendance or publication of précis

- 6.2 A template for this précis will be provided to all Members appointed to outside bodies. A copy is annexed to this report.
- 6.3 To fulfil their role as representative on an outside organisation Members appointed will need to complete the précis to ensure that feedback is made available to all Members and that the Overview and Scrutiny Committee can carry out their annual review process.
- 6.4 Should representation be on behalf of all District Councils, there may be additional requirements for reporting. Where this is the case, this will be highlighted to the Member undertaking this role.

7.0 IMPLICATIONS

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

Simon Copley
Democratic Services Manager

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Background Papers:
Scrutiny Report on Outside Bodies and Member Champions
Minutes of Full Council in March 2014

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



Outside Bodies – Précis of Meeting

Name of Outside Body			
Date of meeting			
Council representative(s)			
Key discussions:			
Key decisions:			
Relevance to Ryedale District Council:			
Date of submission of précis		Confirmation of clearance to publish précis	

It is the responsibility of the Member representative(s) to write this précis and then get approval from the outside body prior to submission to Democratic Services, preferably by email to democratic.services@ryedale.gov.uk or alternatively paper copy. The précis will then be placed on the Council's website. This précis is for information purposes only and it is the responsibility of the Member representatives to follow up actions.

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REPRESENTATION ON OUTSIDE ORGANISATIONS

ORGANISATION

REPRESENTATIVES

2019 – 2023

COMMUNITY & VOLUNTARY SECTORS

Ryedale Citizens' Advice Bureau (All Wards)	Representative: Substitute:
Ryedale Community Transport – Ryecat Project (All Wards)	Representative: Substitute:
Ryedale YMCA Board of Management (All Wards)	Representative: Representative: Head of Paid Service or Nominated Representative Substitute:

LEISURE/ARTS/CULTURAL

Harrison Collection Trust (Dales Ward)	Representative: Substitute:
Malton Community Sports Centre Finance and Premises Governors (All Wards)	Representative: Substitute:
Milton Rooms Management Committee (Malton Ward)	Representative: Substitute:
Ryedale Folk Museum (Dales Ward)	Representative: Substitute:
Ryedale Tourism Advisory Board (All Wards)	Representative: Substitute:
Welcome to Yorkshire Annual General Meeting (All Wards)	Representative: Substitute:

LOCAL GOVERNMENT

District Councils' Network (All Wards)	Representative: Leader of Council or Chairman of Policy and Resources Committee if no Leader
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Local Government Association - SPARSE (All Wards)	Representative: (No substitutes permitted)
Local Government Association General Assembly (All Wards)	Representative: Chairman of Policy and Resources Committee (No substitutes permitted)
Local Government North Yorkshire & York (All Wards)	Representative: Leader of the Council or Chairman of Policy and Resources Committee if no Leader Representative: Head of Paid Service or Nominated Representative
North York Moors National Park Authority (Wards: Ampleforth, Cropton, Dales, Helmsley, Kirkbymoorside, Pickering West, Sinnington, Thornton Dale)	Representative: Representative:
North Yorkshire County Council – Scrutiny of Health Committee (All Wards)	Representative: Substitute:
North Yorkshire, City of York and East Riding Strategic Housing Board (All Wards)	Representative: Substitute:
Yorkshire & Humber Local Authority Employers' Association (All Wards)	Representative: Substitute:
Yorkshire Leaders' Board (All Wards)	Representative: Leader of the Council or Chairman of Policy and Resources Committee if no Leader

PARTNERSHIPS/JOINT COMMITTEE

North Yorkshire Building Control Partnership (All Wards)	Representative: Substitute:
Police, Fire and Crime Panel (All Wards)	Representative:
White Rose Home Improvement Agency Partnership (All Wards)	Representative: Chairman of Policy and Resources Committee Substitute: Vice Chairman of Policy and Resources Committee

PLANNING/ECONOMY/ENVIRONMENT

Coast, Wolds, Wetlands and Waterways LEADER Local Action Group (Wards: Derwent, Rillington, Sherburn, Wolds)	Representative: Substitute:
Howardian Hills Area of Outstanding Natural Beauty - Joint Advisory Committee (Wards: Amotherby, Ampleforth, Derwent, Helmsley, Hovingham, Ryedale South West, Sheriff Hutton, Sinnington)	Representative: Representative: Substitute:
Malton & Norton Area Partnership Board (Wards: Malton, Norton East and Norton West)	Representative: Substitute:
North York Moors Coast and Hills LEADER Local Action Group (Wards: Amotherby, Ampleforth, Cropton, Dales, Derwent, Helmsley, Hovingham, Kirkbymoorside, Malton, Norton East, Norton West, Pickering East, Pickering West, Ryedale South West, Sheriff Hutton, Sinnington, Thornton Dale)	Representative: Substitute:
North Yorkshire and York Spatial Planning and Transport Board (All Wards)	Representative: Substitute:
Parking and Traffic Regulations outside London (PATROL) (All Wards)	Representative: Chairman of Policy and Resources Committee
Reserve Forces & Cadet Association for Yorkshire and the Humber	Representative: Substitute:
Vale of Pickering Internal Drainage Board (Wards: Amotherby, Ampleforth, Cropton, Derwent, Helmsley, Hovingham, Kirkbymoorside, Malton, Norton East, Norton West, Pickering East, Pickering West, Rillington, Sherburn, Sinnington, Thornton Dale)	Representative: Representative: Substitute:
York, North Yorkshire and East Riding Local Enterprise Partnership: • Infrastructure Programme Board (All Wards)	Representative:

POLICE

Safer Ryedale Delivery Team
(All Wards)

Representative:
Representative:
Substitute:
Substitute:

Community & Police Consultation Groups:

Kirkbymoorside and Helmsley
(Wards: Ampleforth, Dales, Helmsley,
Kirkbymoorside, Sinnington)

Representative:
Substitute:

Malton and Norton
(Wards: Malton, Norton East, Norton West)

Representative:
Substitute:

Malton Rural East
(Wards: Derwent, Rillington, Sherburn, Wolds)

Representative:
Substitute:

Malton Rural West
(Wards: Amotherby, Hovingham,
Ryedale South West, Sheriff Hutton)

Representative:
Substitute:

Pickering and Area
(Wards: Cropton, Pickering East, Pickering
West, Thornton Dale)

Representative:
Substitute:



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	ANNUAL COUNCIL
DATE:	16 MAY 2019
REPORT OF THE:	DEMOCRATIC SERVICES MANAGER SIMON COPLEY
TITLE OF REPORT:	MEMBER CHAMPIONS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report sets out information regarding the Member Champion role and seeks nominations to fill any or all of the positions that are currently vacant. The report also proposes next steps for the review of Member Champion roles.

2.0 RECOMMENDATION(S)

- 2.1 That Council note the information in this report.
- 2.2 That Council agrees appointments to any or all vacant Member Champion roles.
- 2.3 That Council instructs the Democratic Services Manager and the Council Monitoring Officer to undertake a review of the Member Champion role, bringing any recommendations back to Policy and Resources for consideration and final agreement by Full Council.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To ensure that recruitment to all or any Members Champion roles takes place, as it has been customary to agree this at Annual Council, and to ask Members to consider to commission a review of these roles.

4.0 SIGNIFICANT RISKS

- 4.1 It has been customary to agree the Member Champion roles at Annual Council even though this is not a requirement of the constitution. Members may consider recruitment to all or some of the roles as essential given there are a number of vacancies, particularly in areas where there has been significant focus over the last four years e.g. the Staff Champion role.

- 4.2 A review will support Members to make recommendations about the future status, remit and role of Member Champions. To not undertake this review would mean that the status, remit and role might not align with supporting organisational governance and resilience.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Member Champions are not part of the Council's constitutional requirement and no reference is made to them. Neither are the roles available defined within the Constitution.
- 5.2 However, it has been customary to decide on Member Champions at the Annual Council meeting, and for this reason, the report asks Members to consider whether they wish to appoint to any or all vacancies, and if so, who these appointees will be.

REPORT

6.0 REPORT DETAILS

- 6.1 The portfolio of Member Champion roles is attached as Appendix A, with details of vacancies.
- 6.2 The role description of Member Champions is attached at Appendix B.
- 6.3 The review would ensure that Members can consider the future of these roles.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
Some expenses may be required to support Elected Members in their role.
 - b) Legal
None.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
There will be a need to ensure that Member Champions receive training to undertake these roles if and where required, and that any overlap with subject responsibility such as representatives on Outside Bodies and Committee Chairs is fully considered.

Simon Copley
Democratic Services Manager

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Background Papers:
None

RYEDALE DISTRICT COUNCIL
ANNUAL MEETING OF COUNCIL – 16 May 2019
Appointment of Member Champions

These are the Member Champion roles with current incumbents included.

<u>Subject/Service</u>	<u>Member</u>
Children & Young People	Cllr Duncan
IT	
Older People/Adult Safeguarding	Cllr Burr
Staff Issues / Equalities	
Waste Management/Climate Change	
Parish/Town Councils	
Sport & Physical Recreation	Cllr Cleary
Health & Safety Enforcement	

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Member Champion

Purpose

1. To act as an advocate and spokesperson to promote the positive aspects of the Council's work among those on whom the Champion's interest area impacts.
2. To promote a joined-up approach between the activities of the Council and the work of other organisations, in supporting activities for the Champion's interest area and involving them in developing services.

Duties and responsibilities

1. Foster cross-party co-operation and be able to engage with relevant outside groups and officers in the area of work they represent.
2. Understand and express the opinions and priorities of those groups back to the Council.
3. To stay sensitive to Council priorities and remember their broader role as a Councillor.
4. Raise the profile of the issue and communicating to the relevant groups, the Council's commitment to it.
5. Foster the engagement of a wider range of Members in the issue.
6. Promote effective communication and positive working relationships both within the Council and among relevant partners, stakeholders and community groups including making reports to Council.
7. Provide positive support, and on occasion constructive challenge, to officers in driving forward the Council's agenda on the issue.
8. Be available to be the Council's nominee on appropriate outside bodies and to attend relevant conferences and training and briefing opportunities.
9. To be the press spokesperson on the issues relevant to the Champion's interest.
10. Keep up to date on issues relevant to the Champion's interest.

Skills Required

1. Good communication and interpersonal skills.
2. Leadership and excellent chairmanship skills.
3. Time management skills.
4. Ability to influence and work constructively with members, officers, the public, external advisors and outside organisations.
5. Media Relations skills.
6. Advocacy skills.
7. Ability to work as part of a team.

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