



POLICY AND RESOURCES COMMITTEE

Thursday 14 November 2019 at 6.30 pm

Council Chamber, Ryedale House, Malton

Agenda

1 Emergency Evacuation Procedure

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

2 Apologies for absence

3 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.

4 Minutes of the meeting held on 23 October 2019 (Pages 3 - 8)

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 Minutes from the Local Plan Working Party held on 31 October 2019 (Pages 9 - 10)

7 Minutes from the Milton Rooms Working Party on 11 November 2019 (Pages 11 - 14)

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

- 8 **Recommendations from Grants Working Party held on 4 November 2019**
(Pages 15 - 20)
- 9 **Implementation of Climate Change Action Plan - Progress Report** (Pages 21 - 34)
- 10 **Assessment of Installing Permanent Electric Pumps to Replace Temporary Diesel Pumps in Malton** (Pages 35 - 46)
- 11 **Performance Report** (Pages 47 - 68)
- 12 **Response to BT Call Box Consultation** (Pages 69 - 80)
- 13 **Approval of the Revised Safeguarding Policy** (Pages 81 - 148)

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

- 14 **Ryedale's Financial Strategy 2020-24** (Pages 149 - 170)
- 15 **Budget Monitoring - Q2 2019/20** (Pages 171 - 180)
- 16 **Localisation of Council Tax Support 2020/2021 Scheme** (Pages 181 - 222)
- 17 **Readmission of Scarborough Borough Council to Veritau North Yorkshire**
(Pages 223 - 228)

ITEMS CALLED IN BY OVERVIEW AND SCRUTINY COMMITTEE

- 18 **Exempt Information**
To consider a resolution to exclude the press and public from the meeting during consideration of the following item 19 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.
- 19 **Livestock Market and Eden Camp Business Park**
- 20 **Any other business that the Chairman decides is urgent.**

Policy and Resources Committee

Held at Council Chamber, Ryedale House, Malton
on Wednesday 23 October 2019

Present

Councillors Joy Andrews, Burr MBE (Substitute), Delaney, Docwra, Duncan (Chairman), King, Raper (Substitute), Thackray and Wass

Overview & Scrutiny Committee Observers: Councillors Keal, Clark and Oxley

In Attendance

Stacey Bulet, Simon Copley, Tony Galloway, Anton Hodge and Phillip Spurr

Councillor P Andrews

Minutes

59 Apologies for absence

Apologies for absence were received from Councillor Arnold – Councillor Raper substituted, Councillor Riby – Councillor Burr substituted and Councillor Frank.

60 Declarations of Interest

The following interests were declared:

Councillor Burr declared a personal pecuniary but prejudicial interest in item 7 as the owner of a car park.

Councillor Delaney and Councillor Thackray declared a personal pecuniary but prejudicial interest in item 8 as Trustees of the Milton Rooms.

61 Minutes

Decision
That the minutes of the meeting of the Policy and Resources Committee held on 26 September 2019 be approved and signed by the Chairman as a correct record.

Voting record

7 For

2 Abstentions

62 Urgent Business

The Chairman had one item of urgent business to consider the report of the Deputy Chief Executive relating to the request to lease office space at Ryedale House.

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

63 Nominations to Local Plan Working Party

Decision

That the following Members and substitutes be appointed to the Local Plan Working Party for the ensuing year, until such time as new appointments are made.

Independent Group Members

Representative: Councillor P Andrews

Substitute: Councillor Burr

Liberal Group Members

Representative: Councillor Wass

Substitute: Councillor J Andrews

Voting record

Unanimous

64 Appointment of the Car Parking Working Party

Considered – report of the Democratic Services Manager

Decision

That the following members and substitutes be appointed to the Car Parking Working Party for the ensuing year, until such a time as new appointments are made:

Chairman of Policy and Resources Committee

Councillor Duncan

Conservative Group Members

Representative: Councillor Delaney

Substitute: Councillor Docwra

Liberal Group Members

Representative: Councillor J Andrews

Substitute: Councillor Wass

Liberal Democrat Members

Representative: Councillor Keal

Substitute: Councillor Mason

Ryedale First Independent Members

Representative: Councillor Frank
Substitute: Councillor Raper

Independent Group Members

Representative: Councillor P Andrews
Substitute: Councillor Riby

Voting record

Unanimous

65 **Appointment of the Milton Rooms Working Party**

Considered – report of the Democratic Services Manager

Decision

That the following Members be appointed to the Milton Rooms Working Party for the ensuing year, until such a time as new appointments are made.

Appointed Members

Councillor Duncan
Councillor King
Councillor Raper
Councillor J Andrews
Councillor Wass
Councillor Burr

Voting record

8 For
1 Against

Decision

That Members note the appointment of the Director of Economic Development, Business and Partnerships to the Milton Rooms Working Party as a non-voting member.

Voting record

8 For
1 Against

PART 'B' ITEMS - MATTERS REFERRED TO FULL COUNCIL

66 **Exempt Information**

Resolved

That under Section 100(A)(4) of the Local Government Act 1972 that the public be excluded from the meeting for the following item as there will be a likely

disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Voting record

Unanimous

67 **Eden Camp Business Park Food Enterprise Zone**

Considered – report of the Director of Economic Development, Business and Partnerships.

It was proposed by Councillor Duncan and seconded by Councillor Delaney that Council be recommended to approve:

That Ryedale District Council:

- (1) Does not take a direct, investment role in the construction of a new livestock market, nor in the development of the Eden Business Park;
- (2) Supports the retention of a livestock market facility in the district and the development of the Eden Business Park;
- (3) Engages with and supports partners to create viable proposals that can be delivered on a commercial basis.

Councillor Thackray proposed and Councillor Burr seconded the following amendment:

Add:

- (4) That a working party be set up comprising members of the P&R committee, and other interested members, to ensure that members have a detailed input, and a member-led plan re the Malton Livestock Market / Eden Camp Business Park.

Upon being put to the vote, the amendment was lost.

Recorded vote

For

Councillors Burr and Thackray

Against

Councillors Duncan, Delaney, Docwra and King

Abstain

Councillors J Andrews, Raper and Wass

Recommendation

That Ryedale District Council:

- | |
|--|
| <ol style="list-style-type: none">(1) Does not take a direct, investment role in the construction of a new livestock market, nor in the development of the Eden Business Park;(2) Supports the retention of a livestock market facility in the district and the development of the Eden Business Park;(3) Engages with and supports partners to create viable proposals that can be delivered on a commercial basis. |
|--|

Recorded vote

For

Councillors Duncan, Delaney, Docwra and King

Against

Councillors Burr and Thackray

Abstain

Councillors J Andrews, Raper and Wass

68 **Exempt information**

Resolved

That under Section 100(A)(4) of the Local Government Act 1972 that the public be excluded from the meeting for the following item as there will be a likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Voting record

Unanimous

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

Request to lease office space at Ryedale House

The reason for urgency was the need for a decision ahead of a forthcoming board meeting which would agree the lease.

Considered – report of the Deputy Chief Executive

Councillor Duncan proposed and Councillor Raper seconded the recommendation at 2.1(a) of the report.

Councillor Duncan proposed and Councillor Docwra seconded the following amendment:

Add

- (b) The Council's contribution to the reconfiguration work to be capped at £10,000, with a full breakdown of costs and a floor plan to be presented to Policy and Resources.

Upon being put to the vote the amendment was passed.

Voting record

6 For

3 Abstentions

Councillor J Andrews proposed and Councillor Wass seconded the following amendment:

That this item be Part B

Upon being put to the vote the amendment was lost.

Voting record

2 For

5 Against

2 Abstentions

Decision

- a) A 10 year lease for office space at Ryedale House, with a break at 5 years or to align with a new PSH, is offered as detailed in the report.
- b) The Council's contribution to the reconfiguration work to be capped at £10,000, with a full breakdown of costs and a floor plan to be presented to Policy and Resources.

Voting record

7 For

2 Abstentions

There being no other business, the meeting closed at 8:45pm.

Local Plan Working Party

Held at Meeting Room 1 - Ryedale House, Malton, North Yorkshire YO17 7HH
on Thursday 31 October 2019

Present

Councillors Paul Andrews, Burr MBE (Substitute), Docwra, Duncan, Goodrick, Thackray and Wass

In Attendance

Gary Housden and Jill Thompson and Eleanor Hardie (Clerk)

Minutes

1 Introduction

Apologies were received from Councillor Mason and Councillor Windress

Members were briefed as to the purpose of the Local Plan Working Party and then given a presentation as to the purpose and role of the Local Plan.

2 The Ryedale Plan

Members discussed the key issues to look at with the review of the Plan. These included:

Infrastructure

Local Need Occupancy Clause

Additional Housing Sites

Development Limits

Environment/Climate Change – including renewable energy generation and build targets

Distribution strategy

Public Health Agenda

3 Review

The reasons for a review were discussed and Members were informed of the review process. The timescale of the review was discussed and it was acknowledged that a number of technical evidence reports could be commissioned at earlier stages in the process. It was acknowledged that the time required to review the plan was a function of a number of things including the capacity of the planning service and the policy choices to be made. The risks associated with the plan process were also discussed.

4 **Timeline**

Concern was raised as to the staffing levels of the Planning department and it was acknowledged that the resources for the review would need to be considered as part of the budget setting process and service planning.

5 **LPWP**

There was a brief discussion about the role of the Working Party and the importance of its role in maintaining momentum in the process and in involving wider members of the Council throughout the process.

Members were also informed of the immediate next steps of the review, including the preparation of the Local Development Scheme (Project Plan) and Statement of Community Involvement.

The Working Party was keen to ensure that Ryedale District Council has the required resources to be able to deliver the plan quickly and effectively.

It was decided to hold the next Working Party meeting in the New Year, with the date of the meeting to be set nearer the time.

Meeting Closed 20:40

Milton Rooms Working Party

Held at Meeting Room 1 - Ryedale House, Malton, North Yorkshire YO17 7HH
on Monday 11 November 2019

Present

Councillors Joy Andrews, Burr MBE, Duncan and King

In Attendance

Alan Bardet, Esther Graham and Phillip Spurr

Councillor Paul Andrews

Minutes

1 Apologies for Absence

Apologies were received from Councillor John Raper

2 Urgent Business

None.

3 Declarations of Interest

None were declared by members of the Working Party.

It was discussed whether or not trustees of the Milton Rooms will be permitted to attend future meetings. It was agreed that it may discourage invitees from speaking their minds if a trustee is in attendance, although a regular dialogue should be maintained during the process on any issues that are raised.

4 Brief Overview/Introduction

Members discussed RDC's lease agreements for the Milton Rooms, including sublet agreement with the Milton Rooms Management Committee for the whole building as well as a separate sublet agreement with the Masonic Lodge and a licence agreement with the Malton Museum.

The possibility of renegotiation options for both the Malton Museum and Masonic Lodge agreements was noted.

It was noted that as part of the lease agreement, RDC are currently responsible for repair and maintenance of structural parts of the building, service conduits, cleaning of the outside of windows and the fire detection and pump system.

5 Governance

Members discussed the structure of the Milton Rooms Trust as it stands, with questions fielded by Councillor Paul Andrews, in attendance as a trustee.

Concerns were raised that there are a small number of trustees based on the maximum of 13 allowed.

It was discussed how a larger trustee body can be achieved in future.

A venue manager has recently been appointed on a trial voluntary basis, with the view to being paid on a consultancy basis in future. Members discussed how the roles and responsibilities of trustees and venue management should look and how a possible new paid position fits in to any future of the Milton Rooms.

6 **Malton Museum Licence Agreement**

Members discussed the current agreement in place with the Malton Museum how it may look in future including:

- Recognition that the Milton Rooms may want to receive more money from the arrangement, but that the museum may not be able to meet these demands
- The Malton Museum needing to justify their costs, similar to how the Milton Rooms do already.
- The responsibility of RDC to the funding of Malton Museum.

Separately, the lease agreement with the Fitzwilliam Estate was discussed, including RDC responsibility for cleaning and maintenance, identification of elements of the lease that restrict revenue raising for RDC.

7 **Finance**

Members discussed the Milton Rooms' accounts from the past three years and Councillor Paul Andrews fielded questions on this as well as giving predictions for the coming year.

The expectation for an employed venue manager and their effect on revenues was discussed. A business plan has already been commissioned by the Milton Rooms.

It was noted that 11 trustees have resigned and the chair has changed in the space of one year and members seek an understanding of the reasons for these resignations and how the trust can return to a wider body of trustees.

8 **Overall Vision for the Venue**

Members agreed on the need to determine a clear vision as to the Milton Rooms' purpose, commensurate with the listed charitable aims.

9 **Comparable Venues**

Members agreed that before it is decided on comparable venues to visit, a table comparison of key facts on these venues be produced for consideration, focusing on governance, management and identity of each venue.

10 **Witnesses**

Members agreed that the Trustees of the Milton Rooms will be consulted after initial investigation and testimony from other parties.

The three persons identified to invite to the next working party are:

- Frances Maietta, an ex-trustee of the Milton Rooms.
- Helen Barry or another representative from the Fitzwilliam Estate
- Development Manager for Pickering Memorial Hall

Further discussions to take place at later meetings.

11 **Setting of Priorities/Timetable for the Review**

Any recommendation made by the Working Party should be realistic and achievable.

If a venue manager is to be employed, they should have a business plan in place with regular feedback given to members on progress.

RDC should show that they are prepared to invest in the Milton Rooms, but want to safeguard any investment and state views on governance.

Reviewing agreement with the Fitzwilliam Estate, Malton Museum and The Masonic Lodge.

Date for the next meeting of the Working Party and a site visit to the Milton Rooms to be arranged.

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

None.

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Grants Working Party

Held at Meeting Room 1 - Ryedale House, Malton, North Yorkshire YO17 7HH
on Monday 4 November 2019

Present

Councillors Arnold (Chairman), Garbutt Moore, King and Thackray

In Attendance

Alan Bardet and Jos Holmes

Councillor Lindsay Burr

Minutes

13 **Apologies for Absence**

Apologies were received for Councillor John Clark.

14 **Minutes**

The minutes for the meeting held on 15/07/19 were agreed.

Matters arising: Members agreed to remove the condition from FG-002, Brawby Self Help Pump, Electrical Testing, regarding ongoing power supply should landowner leave the property

15 **Urgent Business**

None.

16 **Declarations of Interest**

The following interests were declared:

Councillor Thackray declared a personal pecuniary but prejudicial interest in item 8 as a Trustee of the Milton Rooms.

17 **Exempt Information**

It was agreed to exclude the press and public from the meeting during consideration of applications under the following items, as the public interest has been considered and, in all circumstances of the case, the public interest in maintaining the exemption was considered to outweigh the public interest in disclosing the information.

18 **Community Grant Applications**

That the recommendations contained in Annex 1 (Community Grant Applications) be presented to the Policy and Resources Committee for approval

Annex 1 (Community Grant Applications)

19 **Section 106 Grant Applications**

That the recommendations contained in Annex 2 (S106 Applications) be presented to the Policy and Resources Committee for approval.

Annex 2 (S106 Applications)

20 **Malton Community Sports Centre Health, Fitness and Wellbeing Suite Update**

Members made the recommendation that the time period for funding to be applied for be extended for a further six months, with the understanding that no further extension will be granted.

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

None.

Recipient	Grant Reference	Total Project Cost	Grant Requested	Grant requested % intervention	Recommendation	% Intervention
Next Steps - Satellite provision	GC-082	£ 26,160	£ 5,000	19%	£ 5,000.00	19%
Rillington Village Hall, Chimney Stack	CG-083	£ 1,925	£ 481	25%	£ 481.00	25%
Wilton, Defibrillator	CG-084	£ 2,003	£ 501	25%	£ 501.00	25%
Helmsley Bowling Club, Boundary Extension	CG-085	£ 2,068	£ 517	25%	£ 517.00	25%
Scrayingham Community, Old Schoolhouse Refurbishment	CG-086	£ 350	£ 350	100%	£ 350.00	100%
Milton Rooms, Assembly Rooms Improvement	S106-063	£ 4,357	£ 1,089	25%	£ 1,089.00	25%
Old Malton St Mary's, Football Pitch Improvements - Lawnmower	S106-064	£ 1,592	£ 357	22%	£ 357.00	22%

See S106 table for additional info

See S106 table for additional info

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Recipient	Grant Reference	Total Project Cost	Grant Requested	Grant requested % intervention	Recommendation	% Intervention
Malton Town Council, Rainbow Lane Inclusivity	S106- 062	£ 36,756	£ 26,420	72%	£ 26,420	72%
Milton Rooms, Assembly Rooms Improvements	S106-063	£ 4,357	£ 4,357	100%	£ 3,268	75%
Old Malton St Mary's Football, Pitch Improvements	S106-064	£ 14,089	£ 13,689	97%	£ 1,234	9%

Additional funding allocated from Community Grants

Funding recommended for provision of lawnmower only, with additional funding allocated from Community Grants (See separate table)

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES
DATE:	14 NOVEMBER 2019
REPORT OF THE:	PROGRAMME DIRECTOR FOR ECONOMIC DEVELOPMENT, BUSINESS AND PARTNERSHIPS PHILLIP SPURR
TITLE OF REPORT:	IMPLEMENTATION OF CLIMATE CHANGE ACTION PLAN – PROGRESS REPORT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To present the first biannual Climate Change Action Plan progress report for Policy and Resources Committee.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that Policy and Resources Committee note the Climate Change Action Plan Progress Report.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To deliver the Climate Change Action Plan adopted by Council.

4.0 SIGNIFICANT RISKS

- 4.1 Potential reputational risk of not taking action to achieve net zero emission targets.
- 4.2 Economic risk of not exploiting opportunities presented by the low carbon economy.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The action plan was agreed at [11th April 2019 Council](#), as part of the Scrutiny Review into the how Ryedale District Council could play its part in reducing global temperature rise. (Minute 75 refers)
- 5.2 Members declared a Climate Emergency on 10th October 2019 and agreed to commit to actions to achieve net zero carbon emission targets. [Minute 51 refers](#)

REPORT

6.0 REPORT DETAILS

6.1 The recommendations of the Scrutiny Committee were adopted by Council on 11th April 2019. The actions were then uploaded in the Pentana Performance Management System, which enables allocation of responsibility and tracking of progress. From this system it is possible to generate the progress report, outlined in Annex A. The table currently indicates:

- i. The 'status' of the action. Eg 'In progress', or 'completed'
- ii. Title: This refers to the Council action plan as adopted on 11.4.19. There are 4 key headings, each with sub actions with greater detail.
- iii. Description: More details on the action.
- iv. Due date: This refers to the annual review required by Scrutiny Committee, planned for 23.4.20
- v. Latest Note: The report picks up the latest actions .

The report will be generated biannually for Members to review. It is updated regularly as each action is progressed, including the development of baseline measurements and targets. Members are able to review further information on each action and progress at any time, through the Pentana system. Members' views on the information in the progress report is sought as the report can be expanded or amended as required.

6.2 Progress has been made to date including:

- All the actions have been assigned to a lead Officer and have commenced
- A public information session – Cut My Carbon - was held on November 2nd in partnership with the Howardian Hills AONB, Community First Yorkshire and the Ryedale Environment Group. The day featured examples and activities to reduce carbon emissions for residents. This includes carbon footprint analysis, information on recycling, home insulation and reducing fossil fuel transport miles.
- A programme of RDC owned footway lighting upgrades is currently under procurement. This will reduce energy usage through replacement with LED bulbs and 'part night lighting'.
- Links with the Low Carbon Economy, and in particular, 'Circular Malton' have been made, to take forward practical projects in the area. This includes potential for anaerobic digestion to create local energy from waste.
- Collaborative partnerships have started with County and Districts in North Yorkshire to promote knowledge sharing. The potential for shared posts with other Districts has been discussed, recognising that all local authorities are likely to require support with climate change interventions.
- Corporate Climate Change Working Group has been established, with representatives from every lead area. This group will lead on performance management, including the establishment of comparable data.
- Business Rate Pool funding has been sought towards developing low carbon supply chains and procurement.
- The Energy Saving Trust is undertaking a study of the RDC vehicle fleet, including the 'grey fleet' (all staff and officer mileage), to ascertain opportunities for low carbon transport options.
- RDC is working in partnership with colleagues across North Yorkshire to submit funding for further EV charging points.
- Sponsorship of the Green Business Award category of the Ryedale Business Awards

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

There are no financial implications at this time as most of the progress is in feasibility study phase. Budgets for current projects underway have already been agreed. Budgets for future projects will be identified and requested as part of bringing forward project development work.

b) Legal

None

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)

- i. The actions contained in the report have a positive impact on the reduction of global temperature rise.
- ii. The Chief Officer will ensure officer capacity required to support the delivery of the Action Plan.

8.0 NEXT STEPS

8.1 The Corporate Working Group will continue to meet quarterly to review and deliver the Climate Change Action Plan.

**Programme Director for Economic Development, Business and Partnerships
Phillip Spurr**

Author: Jos Holmes, Senior Commissioning Officer
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E-Mail Address: jos.holmes@ryedale.gov.uk

Background Papers:

None

Background Papers are available for inspection at:

N/A

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Climate Change Progress Report

Generated on: 04 November 2019














Status	Code	Title	Description	Due Date	Note	Date	Assigned To
	1	Leadership and Influence	RDC will take a leadership role to promote the reduction of carbon emissions in Ryedale. Actions and progress below	23-Apr-2020	RDC declared a Climate Emergency on 10.10.19 (minute 51a refers) and made a commitment to actions to help achieve net zero emissions across Ryedale by 2015. link to minutes.	29-Oct-2019	
	1a	Update, revise and deliver the 2010 Climate Change Action Plan.	The Climate Change Action Plan is refreshed and progress updates presented to Scrutiny Committee Bi annually for progress review.	23-Apr-2020	Next update to Scrutiny 3.10.19	10-Sep-2019	Senior Commissioning Officer
					Climate Change Action Plan now refreshed due to Scrutiny recommendations. Updated and presented to Scrutiny Bi annually for progress review.	25-Sep-2019	
	1b	Include a specific priority concerning Climate Change reduction aspirations in the Council Plan and Priorities at the next available opportunity.		23-Apr-2020	Members are in the process of developing the new Council Plan	10-Sep-2019	Chief Executive
					Council Plan currently being revised by CEO	17-Jul-2019	
	1c	Include 'Impact on Climate Change' in all reports presented to all committees of the Council.	Reports template is amended to include 'Climate Change Implications' on all reports.	23-Apr-2020	Climate Change Impact Assessment template piloted for Flood Alleviation Scheme report to Council 5.9.19	25-Sep-2019	Democratic Services Manager
					Reports template amended at 'implications' section and all managers emailed to inform of required consideration in all reports at all committees.	25-Apr-2019	
	1d	Encourage all Members to read and complete the LGA Workbook - "A Councillor's workbook on acting on Climate Change".		23-Apr-2020	Democratic Services Manager is aware of the requirement and has programmed in the action to the Members Induction for June 2019. It will also be included in the	25-Apr-2019	Democratic Services Manager




Page 25





Status	Code	Title	Description	Due Date	Note	Date	Assigned To
					Member Briefing 'how to be a good ward councillor'.		
	1e	Include a Member briefing on Climate Change as part of next cycle of Member training.		23-Apr-2020	Preparation of an 'electronic' briefing is underway. This will be available remotely to enable Members to access at their convenience. Planned completion by December 2019	29-Oct-2019	Democratic Services Manager
					Democratic Services Manager has programmed in the briefing in the Members Induction Programme for the first year of the new Council.	25-Apr-2019	
Page 26 	1f	Continue to develop Council policy to influence others by working with partners in the public, private and voluntary sectors and with residents to influence and encourage climate change reduction and adaptation policy and practice throughout Ryedale	Partners include local authorities, utility providers, local businesses, communities and residents.	23-Apr-2020	'Cut My Carbon' public information event held on 2.11.19. Partnership event with Community First Yorkshire, Howardian Hills AONB and Ryedale Environment Group. 'Stallholders' from a wide range of voluntary and public sectors and private businesses showcasing electric vehicles, bikes and renewable energy technologies.	04-Nov-2019	Programme Director for Economic Development, Business And Partnerships
					Workshop on Anaerobic Digestion - creation of biogas from organic waste products - attended. Potential to utilise this technology around Ryedale due to agricultural sector, food manufacture and RDC garden waste collection service. Key aspect of Circular Malton action plan.	29-Oct-2019	
					Local Enterprise Partnership developed 'Leading in a Climate Change Emergency' workshop with participation from across the LEP area. Communication channels opened and action planning underway.	29-Oct-2019	
					Links between NYCC and Districts are developing as part of NYCC motion to commit to carbon reduction measures. Meeting of all authorities to discuss collaborative actions planned for Sept 2019	10-Sep-2019	
					Public event planned for November	25-Sep-2019	








Status	Code	Title	Description	Due Date	Note	Date	Assigned To
					2nd in Malton to showcase carbon reduction opportunities and projects across Ryedale, in partnership with AONB and CFY		
▶	1g	Facilitate the Ryedale Environment Forum to encourage wider participation of the Ryedale community in the aspirations to reduce Climate Change amongst other issues.	Ryedale Environment Forum is a community based group bringing together town or locality based environmental action groups across Ryedale.	23-Apr-2020	R.E.F speakers confirmed for 2.11.19. Rural Community Energy Fund and Circular Malton.	29-Oct-2019	Programme Director for Economic Development, Business And Partnerships
					R.E.F will be key partner in 'carbon reduction showcase' event planned for 2.11.19 with RDC, AONB and CFY.	10-Sep-2019	Senior Commissioning Officer
▶	2	Operations: Assets and Estates.	RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to management of its Estate and Assets.	23-Apr-2020	Updates and progress contained within sub headings	10-Sep-2019	
▶	2a	RDC HQ	a) RDC HQ (Ryedale House refurbishment or alternative location) and Operations Depot – to consider and implement renewable energy purchasing, energy efficiency in building management, water use efficiency, use of solar panels.	23-Apr-2020	RDC Electricity Supply now on a renewable energy tariff with NPower.	25-Apr-2019	Head of Waste and Environmental Services
▶	2b	Streetlights	a) Streetlights - Implement a programme of LED replacement and part night lighting for RDC owned streetlights, utilising the NYCC criteria for such.	23-Apr-2020	Part Night Lighting and upgrade to LED for Malton and Norton footway lighting assets is now in procurement stage.	10-Sep-2019	Head of Waste and Environmental Services
					NYCC Streetlighting Manager has conducted a survey of Malton and Norton Streetlights to indicate necessary improvements to bring them up to 'acceptable' and 'adoptable' standards. This includes replacement LED bulbs.	25-Sep-2019	

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
					Part Night Lighting policy was adopted by Council on 11.4.19 as part of the Climate Change recommendations.		
	2c	Financial Assets	a) Financial Assets - Promote divestment from fossil fuels through Treasury Management and North Yorkshire Pension Fund, where it can be demonstrated this does not have a detrimental impact on return on investment.	23-Apr-2020	Issues to be highlighted at October 24th Treasury Management Report to Scrutiny.	24-Sep-2019	Chief Finance Officer
	3	RDC Service Delivery	RDC will take opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels in relation to its service delivery.	23-Apr-2020	Updates and progress are indicated in the sub actions	10-Sep-2019	
	3a	Develop and implement a policy to reduce Officer and Member mileage.		23-Apr-2020	'Modern Council' approach being adopted to review the use of communication technology throughout the Council. Video conferencing trialled using facetime and skype.	10-Sep-2019	Head of Human Resources
	3b	Undertake a feasibility study into the use of Electric Vehicle Pool cars	To decarbonise service delivery by utilising electric vehicles for unavoidable Officer travel	23-Apr-2020	The Energy Saving Trust are undertaking a review of RDC 'grey fleet' to ascertain options for decarbonising Officer travel. This may include electric vehicles, but also more efficient petrol vehicles if appropriate. Example from Harrogate BC EV Pool Car utilised. Outcome December 2019.	29-Oct-2019	Head of Human Resources
					Gathering information at a 'green fleet' event September 2019	10-Sep-2019	
	3c	Planning	3 Sub Actions to ensure the Planning Policies support Climate Change aspirations. Preliminary work on these documents will commence in 2019. The Local Plan Working Party	23-Apr-2020			Head of Planning and Regulatory Services

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
			has been established to oversee this process.				
	3c i	Revise the Infrastructure Delivery Statement to support low carbon initiatives at the next opportunity such as EV Charging Points and renewable energy projects.		23-Apr-2020	Work has commenced on the review of the Local Plan. The Sites Document adopted in 2019 does require EV charging points on all allocated sites. Note CIL '123 Listing' is now termed Infrastructure Delivery Statement.	04-Nov-2019	Head of Planning and Regulatory Services
	3c ii	Review renewable energy infrastructure policies in the Ryedale Plan revision		23-Apr-2020	The Local Plan Working Party has met to commence the review of the Local Plan. Renewable Energy and Build Targets are key areas for review in the revised plan.	04-Nov-2019	Head of Planning and Regulatory Services
 Page 29	3c iii	Promotion and implementation of Ryedale Plan sustainability policies in all new development opportunities	Evidence the promotion and implementation of Ryedale Plan sustainability policies in all new development opportunities including sustainable buildings, wind turbines, solar panels, EV infrastructure, heat pumps, water harvesting and minimisation, sustainable drainage systems (SuDS) and battery storage.	23-Apr-2020	A review of the policy in the Local Plan, is required to ensure that a greater proportion of development is required to contribute to the sustainability and local carbon agendas and aspirations.	04-Nov-2019	Head of Planning and Regulatory Services
	3d	Foster the use of alternatives to fossil fuels for travel through promotion of public transport, walking and cycling.	See actions below for progress	23-Apr-2020	RDC successful ERDF bid to create a Malton to Pickering cycle route now underway to implementation.	10-Sep-2019	Senior Economy and Infrastructure Officer
	3d (iii)	Cycling and Walking Infrastructure Plan for Malton and Norton	Working with NYCC and consultants to produce a Local Cycling and Walking Infrastructure Plan (LCWIP) including developing cycling and walking network plans and prioritised schemes for delivery.	23-Apr-2020	Local stakeholder event held on 5.7.19. Phase 1 nearing completion. Phase 2 will consider route selection, option development, cost estimates and economic appraisals.)	04-Nov-2019	Senior Economy and Infrastructure Officer
	3d i	Malton to Pickering Cycle Route	Creation of a Malton to Pickering Cycleway to join the National Cycle Network, linking	23-Apr-2020	£628K RDPE funding awarded to deliver this project. Specification being finally developed prior to procurement.	24-Sep-2019	Senior Economy and Infrastructure Officer

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
			employment and visitor economy sites				
	3d ii	EV Charging Points around Ryedale	To develop a network of EV Charging point around Ryedale to promote the use of Electric Vehicles	20-Apr-2020	2 Rapid Charge EV Charging points installed in Norton and 2 in Malton, in March 2019. Currently over 400 charges recorded, saving over 4800kg Co2. RDC committed to working with partners to develop an ERDF bid for a network of EV Charging points around Ryedale.	24-Sep-2019	Tourism Officer
Page 30 	3e	Support the development of a low carbon economy	Support the development of a low carbon economy – work with the LEP to support the provision of a pathway towards a low carbon economy in the review of Ryedale’s Economic Strategy, including provision of advice for local businesses on opportunities to improve environmental performance.	23-Apr-2020	Engagement with the Energy Saving Trust to identify options to decarbonise the transport infrastructure further in Ryedale, including consideration of EV Charging Strategy. Planned December 2019.	29-Oct-2019	Programme Director for Economic Development, Business And Partnerships
					RDC Sponsorship of the 'Green Business Award' in the Ryedale Business Awards 2019.	29-Oct-2019	
					Collaboration with LEP Low Carbon Economy work, including 'circular economy' projects specific to Malton, in partnership with community. Ryedale Community Transport feasibility study into potential EV service Malton / Norton Town bus service underway.	10-Sep-2019	
	3f	Knowledge Sharing	Share information, knowledge and project implementation arising from this review with partners in public, private and voluntary sectors on specific climate change reduction knowledge. For example 'Single Use Plastic' alternatives, recycled / FSC paper use, public education campaigns (Eg reduce, reuse, recycle).	23-Apr-2020	NYCC carbon reduction resolution has prompted a partnership approach to be adopted by all County, District and National Parks across the sub region. Initial meeting planned for September to discuss collaborative working. Carbon reduction showcase in planning with Ryedale Environment Forum for 2.11.19 to share best practice with Ryedale residents. The Scrutiny Review was supported by a number of Partners, including City of York, East Riding of Yorkshire Council and the Local Enterprise Partnership. Positive discussions were held regarding	10-Sep-2019 25-Apr-2019	Programme Director for Economic Development, Business And Partnerships

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
					taking forward a Partnership approach.		
	3g	Develop the RDC approach to Waste Management in response to climate change and the DEFRA Resources and Waste Strategy.	The Strategy sets out how Government will preserve the stock of material resources through minimising waste, promoting resource efficiency and moving towards a circular economy. It includes consultation and new legislation and targets over the implementation period to 2050, on sustainable production, consumer choice, waste management and crime, food waste, leadership, research and monitoring.	23-Apr-2020	<p>Actions to date include</p> <ul style="list-style-type: none"> • Opening of the new Waste Transfer Station at Kirby Misperton (improving route optimisation) • Approval to refurbish the mini recycling centres across Ryedale - project in development • Approval of an awareness campaign to improve consumer knowledge of recycling options kerbside and bring centres - project in development • Engagement with the Energy Saving Trust to undertake a carbon reduction review of the fleet - outcome anticipated by December 2019 	29-Oct-2019	Head of Waste and Environmental Services
Page 31 	3h	Service Delivery Plans	Service Delivery Plans should contain reference to actions and activities specifically to contribute to climate change reduction. Training for Officers should be provided in this respect.	23-Apr-2020	Draft Service Plans are in development, but are subject to Council Plan priorities being developed by Members.	10-Sep-2019	Deputy Chief Executive
	3i	Procurement and Commissioning	Influence suppliers and build into new service specifications the requirement to contribute to Climate Change reduction.	23-Apr-2020	Carbon reduction is key priority for regional Procurement Group from Y&H Chief Execs. This will be developed in the Ryedale Procurement Strategy, currently in development.	25-Sep-2019	Senior Commissioning Officer
	3j	Community Based Schemes	Encourage and promote community based schemes which contribute to reduction in Climate Change through the Council's grants and capital programme budgets.	23-Apr-2020	<p>EV Charging point at Hovingham and EV Bus feasibility study given support by RDC. Working with community based groups to develop small scale schemes and projects in response to climate change.</p> <p>An application for an EV charging point in Hovingham will be presented to the Grants Working</p>	<p>10-Sep-2019</p> <p>21-May-2019</p>	Senior Commissioning Officer

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
					Party on 15.7.19 and a request for funding a feasibility study into an EV public transport service for Malton and Norton has also been received from Ryedale Community Transport.		
	4	Monitoring and Review	RDC will closely monitor and review progress towards implementation of recommendations	23-Apr-2020	Progress and actions are indicated in the sub actions	10-Sep-2019	
	4a	Allocate responsibility for implementation of the Climate Change Action Plan	3 Sub Actions to ensure that there is appropriate ownership of the plan.	23-Apr-2020			Programme Director for Economic Development, Business And Partnerships
	4a i	Appoint a Member Champion for Climate Change		23-Apr-2020	Cllr Mike Potter was appointed as Waste Management and Climate Change Champion	21-May-2019	
	4a ii	Assign an appropriate senior Officer of the Council to lead on Climate Change and support the Member Champion		23-Apr-2020	Programme Director for Economic Development, Business And Partnerships is the lead officer		Programme Director for Economic Development, Business And Partnerships
	4a iii	Establish a Corporate Climate Change Group to drive and monitor delivery	Scrutiny Review Finding 4: Many RDC Services do currently deliver climate change reduction activities and these should be commended, continued and performance monitored, for their contribution.	23-Apr-2020	Corporate Working Group established, with representatives from all Service Units. Due to meet September 2019	10-Sep-2019	Programme Director for Economic Development, Business And Partnerships
					Staff Briefing 18.7.19 will encourage volunteers to join the working group and ensure climate change champions across the Council.	17-Jul-2019	
	4b	Develop and update a series of performance indicators to evidence progress on the Pentana Performance Management System.		23-Apr-2020	Corporate Working Group reviewing existing performance measures and researching other local authority performance statistics.	10-Sep-2019	Programme Director for Economic Development, Business And Partnerships
					Corporate Working Group will develop performance indicators	17-Jul-2019	
	4c	Report performance bi annually on the		23-Apr-2020	3.10.19 Scrutiny Report, minute 39 refers. Requested LGA to call upon	29-Oct-2019	Programme Director for

Status	Code	Title	Description	Due Date	Note	Date	Assigned To
		implementation of recommendations to Scrutiny and to Policy and Resources Committees			Government to standardise electric vehicle charging points. Link to minutes.		Economic Development, Business And Partnerships
					First report due to 3.10.19 Scrutiny	10-Sep-2019	
					Requested this to go on Scrutiny Forward Plan	25-Apr-2019	

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	HEAD OF WASTE AND ENVIRONMENT BECKIE BENNETT
TITLE OF REPORT:	ASSESSMENT OF INSTALLING PERMANENT ELECTRIC PUMPS TO REPLACE TEMPORARY DIESEL PUMPS IN MALTON
WARDS AFFECTED:	MALTON

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report provides an assessment of installing permanent electric pumps to replace temporary diesel pumps deployed when experiencing flooding in Malton.

2.0 RECOMMENDATION

- 2.1 To recommend:

- a) That the consequences of replacing temporary diesel pumps deployed in Castlegate, Chandlers Wharf and Sheepfoot Hill in Malton with permanent electric pumps are not positive due to the significant financial impact on the Council's revenue and capital budgets and the detrimental impact of pursuing a completely new scheme for Malton which is outside the scope of the Malton, Norton and Old Malton Flood Alleviation Scheme.
- b) A commitment to replace all the Council's diesel portable pumps with alternative energy efficient portable pumps over the next 5 years.

3.0 REASON FOR RECOMMENDATION

- 3.1 The Council resolved the following at the meeting on 5 September 2019 (Min Ref 34): A 20% contribution towards the Malton, Norton and Old Malton Flood Alleviation Scheme (MNOMFAS) up to a maximum of £320,000 from the New Homes Bonus Reserve on condition that the temporary diesel powered pump deployments on Castlegate, Sheepfoot Hill and Chandlers Wharf, Malton be replaced by the installation of permanent three phase electrically powered pumps in order to protect the health of the public by preventing exposure to dangerous concentrations of nitrogen dioxide, provided we receive a positive report on the costs and practicality of three phase pumps.

3.2 Further to this resolution, officers have undertaken due diligence, in liaison with NYCC colleagues and for the following reasons do not recommend replacing the temporary portable diesel powered pumps currently utilised in Malton with permanent pumps;

- i. The high level costs included in the 2012 Flood Study commissioned by NYCC, did not explore the feasibility of providing of permanent electric pumps however did provide a starting point of what could be done. The option that included permanent pumps in Malton estimated costs of over £1m and did not include the cost of the electric supply and securing wayleaves. These costs are now out of date and additional work would need to be commissioned by RDC to provide full scheme costs. Consultant's costs estimated to be in the region of £40,000.
- ii. The initial capital cost of implementing permanent electric pumps are estimated to be in the region of £1.5m subject to the outcome of the work required in (i). It would then be necessary to explore any funding available to support the delivery of this scheme. In additional annual capital costs for asset replacement assuming a 25 year life are estimated at £40,000 (assuming the replacement cost of £1m). RDC would need to include all these costs in the capital programme as this scheme would become a RDC project.
- iii. NYCC, as lead flood risk authority, over the past 3 years have commissioned spend in excess of £100,000 on consultants to examine each element of the Flood Study to produce a rationalised scheme for Malton, Norton and Old Malton and developed business cases for funding applications.
- iv. There is no skilled resource within either NYCC or RDC to maintain permanent electric pumps and therefore the future revenue costs associated with their installation would be more significant and involve the sourcing of the resource needed to undertake this. This is one of the reasons why permanent pumping options have been previously discounted. The reduction in flexibility over future maintenance and similar reduction in opportunities for the pumps deployment mean this has already been identified as less desirable and inappropriate to the scale of the issue. This has been presented to the Ryedale Flood Liaison Group and scheme development has continued with the most deliverable and cost beneficial options, given when all associated costs of the installation and maintenance of permanent pumps are considered it is very likely that the cost benefit ratio is lower than the scheme that is developed and presented for delivery to Elected Members at this time.
- v. Annual revenue costs for regular inspection, routine repair and maintenance, running costs including electricity supply and expertise/capacity to resolve pump failure are estimated at £20,000 pa. RDC would need to commission and procure these services and would need to increase the annual revenue budget to cover these costs.
- vi. Implementing permanent pumps would need to be a RDC project and would require additional capacity/expertise to deliver in the region of £30,000 pa and could take up to an estimated 2-3 years to deliver. The revenue budget would need to be increased to cover these costs.
- vii. Given the relatively small number of properties at risk from flooding (43), a disproportionate capital spend and higher and targeted future revenue commitment would be established which it is unlikely NYCC (and other funders) could support in one specific location and given the wider cross county issues it also is committed to in present programmes.

- viii. Elected Members are therefore advised to consider the costs of the electric apparatus during its lifespan, including the requirement for its potential future replacement at the end of its lifetime, alongside the on-going maintenance and running costs, all of which are likely to be higher and less flexible than established operations involving temporary pumps. Temporary pumps also offer more flexibility as there is more opportunity for adaptation and operation when future revenue spend decisions are required.
- ix. It is clear that electric options change the scheme more significantly than may have been considered by Elected Members when this amendment was proposed and may result in RDC continuing to maintain the pumps independently because of the higher maintenance costs and the wider implication on NYCC programmes.
- x. The business case for the proposed Malton, Norton and Old Malton scheme is due to be presented to the LEP in December and electric pumps represent a different option to the scheme. There is insufficient time to revise the proposed scheme and the opportunity to secure £500,000 LEP growth funding will be at risk.
- xi. The delivery of the scheme in Norton and Old Malton and timescales would need to be revised and partner funding contributions revisited.
- xii. The proposed scheme refines the existing response to flooding in Malton, Norton and Old Malton and has a positive impact on carbon emissions. In the absence of details for a different scheme it is currently not possible to undertake a meaningful carbon impact assessment comparing permanent electric pumps with temporary diesel pumps. A Climate Change Impact Assessment is attached at Appendix 2 to illustrate the carbon emissions from diesel pumps operating 24/7 for one week to provide some context from the operation of three pumps.
- xiii. In line with the Council's Carbon Reduction Action Plan the option to replace diesel pumps with new pumps with reduced emissions will be explored as part of the pump replacement programme over the next 5 years and a further report will be brought back to Elected Members for consideration.

4.0 SIGNIFICANT RISKS

- 4.1 A Council decision to implement permanent pumps in Malton would present a significant risk to the delivery of the MNOM Flood Alleviation Scheme and the opportunity to benefit from the funding committed by other contributors would be at risk.
- 4.2 Delays to delivering the scheme will therefore mean that improvements to the response in all areas will not be implemented and the communities will be left with a status quo when repeat flooding events continue to affect Malton, Norton and Old Malton. A series of alleviation measures have been identified which will improve the response to flooding, reduce the carbon impact of present operations and serve to reduce the impact and flood risk affecting these communities
- 4.3 There are also significant financial risks associated with replacing diesel pumps with permanent electric pumps which will impact on the Council's revenue and capital budgets.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 This report relates to all the Council's priorities; managing the environment of Ryedale with partners and supporting improvements to enhance and deliver sustainable growth; making the best use of resources to ensure maximum benefit for all customers and communities and building capacity in partnership.

REPORT

6.0 REPORT DETAILS

- 6.1 At its meeting on 8 December 2016, the Council made a number of decisions following the Scrutiny Review of the Council's role in Flood Management including the consideration of a funding allocation from the New Homes Bonus towards the funding gap of £1.8m of the approved DEFRA Grant in Aid Scheme for the alleviation of flooding in Malton, Norton and Old Malton and that any contribution should be to a maximum of 20% of the funding gap (Minute No 37).
- 6.2 The Council, at its meeting on 6 December 2018, also approved additional revenue funding of £13,000 (to provide 50% funding totalling £25,000) to support a shared one year fixed term contract for a joint Flood Risk Management Project Manager with NYCC (Minute No 50) to secure delivery of the MNONFAS.
- 6.3 NYCC as Lead Flood Risk Management Authority, commissioned consultants to make progress with the MNOMFAS which identified a series of actions and further detailed designs have resulted in a series of options to deliver a rationalised scheme with whole scheme costs now valued at £1.6m (previously £3m).
- 6.4 Since April 2019, the Project Manager has been working closely with consultants progressing with detailed designs to enable specifications to be produced and contractors to be commissioned to implement and deliver specific alleviation measures to meet the conditions associated with securing £500,000 LEP Growth Funding.
- 6.5 Evidence to support the business case for the MNOMFAS is due to be presented to the LEP in December and it is a condition of the funding that commitments are in place for the December meeting to demonstrate funding for the total costs of the scheme which must be delivered by 31 March 2021.
- 6.6 At the Council meeting on 5 September 2019, officers were asked to look into the costs and practicalities of replacing the portable diesel pumps used in Castlegate, Chandlers Wharf and Sheepfoot Hill in Malton with permanent electric pumps
- 6.7 A due diligence exercise has been undertaken in liaison with NYCC colleagues who have been leading the work for developing the MNOMFAS as Lead Flood Risk Authority who are the experts in reducing flood risk across North Yorkshire and determining deliverable, cost-beneficial solutions.
- 6.8 Based on the outcomes of the due diligence exercise detailed in the reasons for recommendations in section 3 of this report, Officers do not consider replacing the diesel pumps with permanent electric pumps is cost effective or practical therefore do not recommend this option is progressed.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

Installing permanent pumps to replace portable diesel pumps in Malton

The following cost forecasts provide an indication of the financial impact for the Council to replace the diesel pumps with permanent electric pumps in Malton and it must be noted that further work would be required to confirm the associated costs:

Revenue: One off revenue costs £40,000 to commission consultants to design the scheme plus recurring annual revenue costs associated with managing the assets estimated at £50,000.

Capital: £1.5m to deliver the scheme in Malton plus £40,000 for 25 years to fund the replacement of the asset.

b) Legal

It is a condition of the Malton, Norton and Old Malton Flood Alleviation Scheme Business Case to secure £500,000 LEP Growth Funding that partner funding commitments are secured before December 2019 and the scheme is delivered by 31 March 2021.

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

The Climate Change Impact Assessment (CCIA) attached at Appendix 1 demonstrates that delivering the MNOMFAS has positive carbon impacts. At present there is insufficient detail to complete a CCIA for a different scheme to implement permanent electric pumps however a CCIA is attached at Appendix 2 to illustrate the carbon emissions from diesel pumps operating 24/7 for one week to provide some context from the operation of three pumps.

8.0 NEXT STEPS

8.1 If Elected Members decide to progress with a different scheme replacing temporary diesel pumps with permanent electric pumps additional work would need to be commissioned and budget approval would be the subject of a further report in due course. In addition the opportunity to secure the LEP funding would be place at risk and the delivery of the scheme would be jeopardised.

Beckie Bennett, Head of Waste and Environment

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Background Papers:

Scrutiny Review of the Councils Role in Flood Management considered by Council on 8 December 2016 Minute 37
Additional Funding for a Flood Risk Management Project Manager Report to Council on 6 December 2018
P&R Report 4 July 2019 Min 28 and Full Council 5 September 2019 Min 34

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CLIMATE CHANGE IMPACT ASSESSMENT

APPENDIX 1

Date	August 2019	Project Name	MALTON, NORTON AND OLD MALTON FLOOD ALLEVIATION SCHEME
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Ref	Project scheme benefits	Scheme element	Work Location	Climate Change Impact of Carrying out the Works	Climate Change Impact of Not Carrying out the works
001	Property Level Protection	Protect 43 properties from surface water flooding which are at a >than 1 in 10 chance of flooding each year	Malton, Norton and Old Malton	One off construction, delivery and installation of required products to implement specific property level resilience works to reduce flood risk and reduce the subsequent energy consumption levels associated with recovery from flooding	Recurring flood risk affecting a significant number of properties where residents will continue to need to respond to the impacts of their properties being flooded involving relocating, using dehumidifiers and repairing damage to properties and as a consequence resulting in an increased level of energy consumption.
002	Improve local flood warning procedures and telemetry	CCTV operation	Malton and Old Malton	<p>Ongoing Electric consumption 24/7 operation</p> <p>An improvement to the current flood management arrangements by installing CCTV to provide early warning of flooding in Malton and Old Malton reducing the number of miles travelled between each location to regularly monitor water levels</p> <p>The ability to deploy pumps into position quickly reduces the number of pumps actually required to manage the water levels, reduces diesel consumption and avoids the need to implement road closures and traffic diversions.</p>	<p>Frequent physical monitoring of water levels at each location by each agency throughout the day and night during flooding events, using vehicles and fuel.</p> <p>The numbers pumps being deployed will continue to be as now, at the height of the pumping during the floods in 2015/16 in excess of 25 pumps were operating.</p> <p>The risk of needing to close roads will remain especially County Bridge which requires traffic diversions between Norton and Malton. As an example, running one pump for 24 hours uses 40 litres of diesel which produces 106kgs of carbon. By comparison, one diesel powered car travelling an additional 6 miles following a diversion produces 2kgs of carbon. The pump output is therefore equivalent to 50 cars following a 6 miles diversion. Based on a 12 hour traffic survey in January 2018 covering movements across the level crossing where 14,500 vehicle movements were recorded this equates to 29,000kgs of carbon if all these vehicles were diverted due to County Bridge being closed.</p>



CLIMATE CHANGE IMPACT ASSESSMENT

APPENDIX 1

Ref	Project scheme benefits	Scheme element	Work Location	Climate Change Impact of Carrying out the Works	Climate Change Impact of Not Carrying out the works
003	Construct permanent chambers for temporary pumps	Construction phase	Malton, Norton and Old Malton	One off improvement works to install purpose-built infrastructure to speed up the deployment of pumps and minimise vehicle movements involving construction (brackets, pipework, concrete)	No change to current deployment of pumps which requires frequent vehicle movements journeys to and from each location to set up the pumps.
004		Operations of pumps during flooding	Malton, Norton and Old Malton	Reduced numbers of pumps required during flooding events which will reduce the fuel use during periods of pumping. <i>Note: The future pump replacements will ensure the most fuel efficient pumps are added to the pump inventory.</i>	The number of mobile pumps will continue to be as now to manage flooding events in accordance with the M, N and OM Pumping Plan.
006	Capital improvements to Riggs Road drain, Old Malton	Surveying underground culvert from Riggs Road drain	Old Malton	One off exercise involving contractor vehicle movements to survey the drainage system and identify any improvements that may be possible within the culvert to reduce the flood risk associated with surface water flooding and increase the effectiveness of the emergency response.	Properties will continue to be affected as now by flooding from ground surface water. Unable to determine any improvements that may be possible within the culvert to reduce the flood risk associated with surface water flooding and therefore unable to increase the effectiveness of the emergency response.
007		Jetting and silt removal or culvert	Old Malton	One off exercise to reduce any build-up of silt that may be contributing towards surface water flooding to reduce future flood risk involving jetting and removal of silt from culvert by transporter vehicle	Properties will continue to be affected as now by flooding from ground surface water. Unable to reduce any build-up of silt that may be contributing towards surface water flooding to reduce future flood risk.
008		Capital improvements to Riggs Road drain culvert	Old Malton	Identification of any capital improvement works reliant on the completion of the survey in 006	Properties will continue be affected as now by flooding from ground surface water. Unable to determine any improvements if the survey is not completed.
009	Control of surface water	Flow paths	Castlegate/ Sheepfoot Hill, Malton	One off improvement works to create flow paths to reduce the flood risk to properties affected by ground surface water involving construction.	Properties will continue to be affected as now by flooding from ground surface water.



CLIMATE CHANGE IMPACT ASSESSMENT

APPENDIX 1

Ref	Project scheme benefits	Scheme element	Work Location	Climate Change Impact of Carrying out the Works	Climate Change Impact of Not Carrying out the works
010	Rain garden – Sustainable drainage system project	Site preparation	Castlegate, Malton	One off improvement works to create a sustainable environment to slow the flow of water and reduce flood risk involving traffic movements, works machinery	Properties will continue to be affected as now by flooding from ground surface water.
011		Site construction	Castlegate, Malton	The creation of a rain garden will involve planting trees to improve diversity and the visual aspects of Castlegate. It is estimated that one tree planted will store 720kgs of carbon over its lifetime (based on 40 years) technically referred to as sequestration. The number of trees to be planted is currently not known.	Properties will continue to be affected as now by flooding from ground surface water.

COMMUNITY IMPACT ASSESSMENT

The Malton, Norton & Old Malton Flood Alleviation Scheme is a project partnership between North Yorkshire County Council, Ryedale District Council, Environment Agency, York/North Yorkshire/East Riding Enterprise Partnership, Malton/Norton Town Councils and Yorkshire Water.

The Scheme delivers social value through tangible improvements which provides assurance to the community affected that there is a multi-agency flood risk management commitment to delivering improved resilience measures to efficiently and effectively deal with secondary ground water flooding when periods of heavy rainfall affect the area.

A number of deliverable solutions and tangible benefits would be implemented through the Scheme to improve the speed of the multi-agency flood management response in Malton, Norton and Old Malton and to reduce the flood risk affecting 126 residential and 23 commercial properties who are currently affected by a 1 in 10 chance of flooding in any given year. These improvements include permanent infrastructure to speed up the deployment of temporary pumps, channel surface water, improve existing draining and property level resilience measures to reduce the flood risk affecting individual properties. Complementary sustainable draining measures, including the provision of a rain garden, to reduce the volume of surface water entering the combined sewer which will minimise the need for road closures, reduce miles travelled following diversions, stimulate investment in the area, build confidence and improve the economic status of the towns.

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CLIMATE CHANGE IMPACT ASSESSMENT

APPENDIX 2

Date	November 2019	Proposal	REPLACEMENT OF DIESEL PUMPS WITH PERMANENT ELECTRIC PUMPS IN MALTON
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Ref	Proposal	Scheme element	Work Location	Climate Change Impact of Carrying out the Works	Climate Change Impact of Not Carrying out the works
001	Replacement of current temporary diesel pumps with permanent electric pumps	To reduce the carbon emissions from pumping during flooding incidents in Malton	Castlegate, Sheepfoot Hill and Chandlers Wharf in Malton	<p>Significant one off construction, delivery and installation of permanent electric pumps costing in the region of £1.5m to implement with annual costs estimated at £100,000 for 25 years. There are no details currently on the feasibility and specification for such a significant scheme to enable a Climate change Impact Assessment to be undertaken.</p> <p>The Council is currently on a renewable energy tariff therefore permanent electric pumps would operate on a low carbon tariff.</p> <p>It is considered that the financial implications outweigh the carbon reduction benefits ie spend over 25 years totalling £4m equivalent to £160,000 pa to save on average up to 1.484 tonnes of carbon each year</p>	<p>Experience shows that temporary diesel pumps are normally operated from Tate Smith Yard on Sheepfoot Hill and in the Boat Yard and/or the Taylor and Brown Site and not at Chandlers Wharf (only required in extreme, prolonged ground water flooding incidents)</p> <p>Pump Deployment Illustration: Using an average of responding to flooding totalling one week a year 2 pumps running 24 hours a day for 7 days produce 1.484 tonnes of carbon (using 40 litres of diesel = 106kgs of carbon per day each)</p> <p>To give a comparison of the carbon produced by two diesel pumps the calculation below shows how much carbon the vehicles travelling up and down Castlegate produce a year</p> <p>Daily Traffic Movements Illustration: Using 14,500 daily vehicle movements from the traffic survey in Jan 2018 and one diesel car producing 0.33kgs of carbon per mile 14500 x 0.33kgs = 4.785 tonnes divided by 4 to illustrate 0.25/mile est distance travelling on Castlegate = 1.196 tonnes per day x 7 = 8.373 tonnes a week x 52 = 435 tonnes a year</p> <p>2 pumps = 1.484 tonnes of carbon p.a.(based on 7 days deployment) Vehicle movements = 435 tonnes of carbon a year Diesel pump deployment represents less than 1% of annual carbon emissions from vehicles (0.003%)</p> <p>Replacing all diesel pumps with alternative energy efficient portable pumps over the next 5 years will reduce the above carbon emissions.</p>



CLIMATE CHANGE IMPACT ASSESSMENT

APPENDIX 2



PART A	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	DEPUTY CHIEF EXECUTIVE TONY GALLOWAY
TITLE OF REPORT:	PERFORMANCE REPORT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To provide details of progress to elected members showing the status of key performance indicators (PIs) comparing actual performance against targets for the period up to the end of quarter 2 of the reporting cycle (July - September 2019).

2.0 RECOMMENDATIONS

- 2.1 It is recommended that Members:
- (i) note the progress report

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To inform elected members of progress in delivering the council's objectives and where applicable, identify any specific areas where progress for individual PIs has not been achieved together with further explanation and details of planned management action to address performance. The detailed Performance Report is attached at Appendix 1.

4.0 SIGNIFICANT RISKS

- 4.1 No significant risks have been identified

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Performance Report shows progress across all of the Council's Corporate Priorities: Sustainable Growth, Customer and Communities and One Ryedale.

6.0 REPORT DETAILS

- 6.1 The report attached at Appendix 1 shows the status of key performance indicators comparing actual performance indicators (PIs) against target performance up to the end of the second quarter of reporting, the end of September 2019.

- 6.2 The performance indicators are grouped under the three current priorities of the council: Sustainable Growth, Customers and Communities and One Ryedale.
- 6.3 Overall, 16 of the performance indicators are showing a green status, 5 as an amber status and 1 as a red status.
- 6.4 A motion was passed by Council in October 2018, stating that “on a repeat of ‘unavailable’, red or amber, a report is produced for the appropriate committee. An explanation to be given as to why the target is close or missed on more than one occasion. Members to agree / recommend to Full Council appropriate changes so that actions can be implemented.”
- 6.5 Under this criteria, there are 2 performance indicators with a repeat amber status in quarter 1 (April – June) and quarter 2 (July to September) of the reporting cycle:
- Processing of planning applications (Other applications – 8 weeks)
 - Customer complaints resolved within five working days
- 6.6 There is also one performance indicator currently showing a red status:
- Prevention of Homelessness through Advice and Proactive intervention
- 6.7 The processing of Other planning applications within 8 weeks has performed slightly under target levels for the year to date from April to the end of September. At the moment there are currently two vacancies within the team which has had an impact on processing levels in this area, however these posts are currently out to recruitment to support and improve performance as soon as possible.
- 6.8 The delivery of the customer complaints process is under review, to devise a new policy and targets to improve the efficiency of our complaints handling process. Initial investigations have identified that the council’s five working day response target for Stage 1 and Stage 2 complaints can be unrealistic when considering more complex complaints, and is not in line with the complaints procedures of other local authorities within our family group and councils across North Yorkshire. All steps of the process, including an assessment of the response targets, will form part of the review in line with the Local Government and Social Care Ombudsman document ‘Guidance on running a complaints system’ to use good practice to develop a system that provides a clear, accessible process for residents to make complaints, and ensures that we can learn from the information gathered to make improvements to service delivery.
- 6.9 On having fewer cases to prevent homelessness through advice and proactive intervention, we have been affected by the changes to housing legislation following the implementation of the Homelessness Reduction Act 2017 (HRA), which came into force in April 2018. Since that date, we have only been able to claim cases as preventions if households have approached us and are homeless or threatened with homelessness within 56 days. The comparative drop in performance so far this year has been caused by the new HRA legislation, as previously we were able to claim preventions when people approached us at an earlier stage. Also, we used to be able to claim partner preventions where certain local partner agencies such as Citizens Advice Bureau and Horton Housing prevented homelessness in Ryedale, but this is no longer possible under the new legislation. In addition, there has also been a reduction recently in the number of households approaching us for advice. Following the introduction of HRA, the target of achieving 39 prevention cases in a quarter has remained unchanged, and needs to be looked at again as the experimental statistics are further developed.
- 6.10 Appendix 2 of the report provides data on the previous performance of all three indicators currently displaying an amber or red status having missed their targets in Q1 and Q2, and additional detail on the steps being taken to improve or examine the

indicators as applicable.

- 6.11 As part of the review of the Council Plan, officers continue to work on improving the current performance management reporting arrangements.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
None

- b) Legal
None




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

Tony Galloway
Deputy Chief Executive

Author: Will Baines, Projects and Performance Officer
Telephone No: 01653 600666 ext: 43228
E-Mail Address: will.baines@ryedale.gov.uk

Background Papers:
None

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Status	Performance Indicators showing as Amber or Red on more than one consecutive occasion
	Prevention of Homelessness through Advice and Proactive intervention
	Customer complaints resolved within 5 working days
	Processing of planning applications (Other)

SUSTAINABLE GROWTH

This Council wants to do all it can to create the conditions for economic success in our area. We also want Ryedale residents to have the skills, opportunities and living conditions that allow them to benefit from a healthy local economy and enjoy a good quality of life. A supply of local labour with the right skills is also essential for our businesses.

To guide our policies, proposals and priorities we monitor our relative performance in terms of the key baseline issues of: Employment and benefit claimant levels, Wage levels, Qualifications and education, Supply of homes (market and affordable) and housing sites. Housing affordability, including fuel poverty, and dealing with homelessness. Where local performance doesn't reflect our ambitions for our economy and communities, we will work with the appropriate partners to seek to address this through the most deliverable means.

To support both our businesses and our communities we also need new homes, particularly affordable homes for local people. We can only influence and seek to facilitate these matters in partnership with others.

Page 51

CUSTOMERS AND COMMUNITIES

In terms of supporting the growth agenda and by meeting the needs of customers, the Council has continued to determine major planning applications in a timely manner with 100% of major applications determined in time and/or agreed extensions of time.

The processing of '**Other**' **planning applications** continuing at an Amber status for the second consecutive quarter.

Following a request from the committee, and a previous report from the Benefits Manager, the processing of new claims for Council Tax Support has been split out into Universal Credit and non-Universal Credit claims to show the difference in the processing times for elected members.

Customer complaints resolved within 5 working days has moved from a Red to an Amber status in Q2.


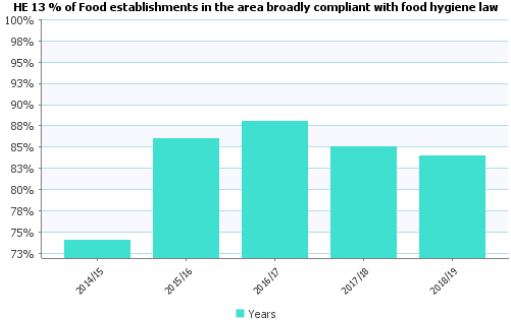
ONE RYEDALE

Both the collection rate for Non-Domestic Rates and the percentage of Council Tax collected PIs have moved from an amber to a green status at the end of Q2.


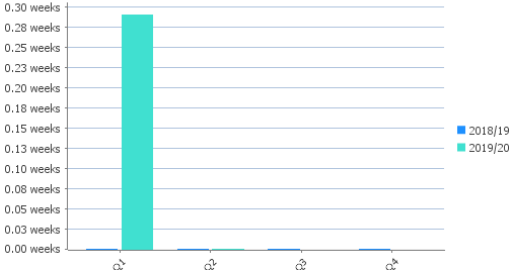

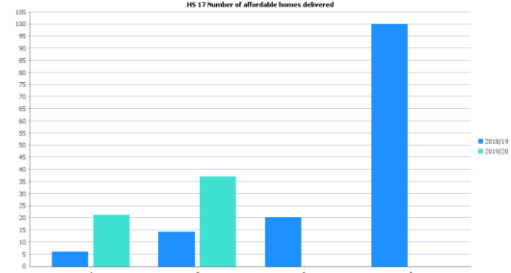
SUSTAINABLE GROWTH

- Promoting a strong economy with thriving business and supporting infrastructure
- Capitalising on our culture, leisure and tourism opportunities
- Managing the environment of Ryedale with partners
- Enabling the provision of housing that meets existing and anticipates future need
- Minimising homelessness, improving the standard and availability of rented accommodation and supporting people to live independently

ENVIRONMENT - GARY HOUSDEN

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	% of Food establishments in the area broadly compliant with food hygiene law	84%	72%	2018/19 result Aim to maximise	 <p>HE 13 % of Food establishments in the area broadly compliant with food hygiene law</p>	<p>The “broadly compliant” performance Indicator is defined as the percentage of food establishments within the local authority area that are broadly compliant with food law. The assessment is based on a scoring system that is defined in the national Code of Practice. When officers inspect a food business they rate the business with respect to several aspects. Three of those aspects, namely the standard of hygiene, the structural standard and the confidence in management are awarded numerical values and if any one of them falls below a prescribed level, then the establishment is judged to be non-broadly compliant.</p>

HOUSING - PHILLIP SPURR

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note															
	Average length of stay in temporary accommodation which include dependent children or a pregnant woman and which are unintentionally homeless and in priority need. (B&B, weeks)	0.00 weeks	4.00 weeks	Q2 2019/20 result Aim to minimise	<p>HS 2 Average length of stay in temporary accommodation which include dependent children or a pregnant woman and which are unintentionally homeless and in priority need. (B&B, weeks)</p>  <table border="1"> <caption>HS 2 Average length of stay in temporary accommodation</caption> <thead> <tr> <th>Year</th> <th>Average length of stay (weeks)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>~0.01</td> </tr> <tr> <td>2019/20</td> <td>~0.28</td> </tr> </tbody> </table>	Year	Average length of stay (weeks)	2018/19	~0.01	2019/20	~0.28	Zero dependent children or pregnant women placed in Bed & Breakfast accommodation during this quarter									
Year	Average length of stay (weeks)																				
2018/19	~0.01																				
2019/20	~0.28																				
	Number of affordable homes delivered	37 homes	38 homes	Q2 2019/20 result Aim to maximise	<p>HS 17 Number of affordable homes delivered</p>  <table border="1"> <caption>HS 17 Number of affordable homes delivered</caption> <thead> <tr> <th>Quarter</th> <th>2018/19</th> <th>2019/20</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>~5</td> <td>~20</td> </tr> <tr> <td>Q2</td> <td>~15</td> <td>~35</td> </tr> <tr> <td>Q3</td> <td>~20</td> <td>~20</td> </tr> <tr> <td>Q4</td> <td>~100</td> <td>~100</td> </tr> </tbody> </table>	Quarter	2018/19	2019/20	Q1	~5	~20	Q2	~15	~35	Q3	~20	~20	Q4	~100	~100	<p>37 affordable units have been completed to date and on target to complete another 115 by the end of March 2020.</p> <p>Units completed so far in 2019/20:</p> <ul style="list-style-type: none"> - 7 at Broughton Manor, Malton - 12 at Mickle Hill, Pickering - 5 at Easthill, Thornton-le-Dale - 6 at Firthlands Road, Pickering - 7 at Auburn Cottages, Langton Road, Norton
Quarter	2018/19	2019/20																			
Q1	~5	~20																			
Q2	~15	~35																			
Q3	~20	~20																			
Q4	~100	~100																			

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
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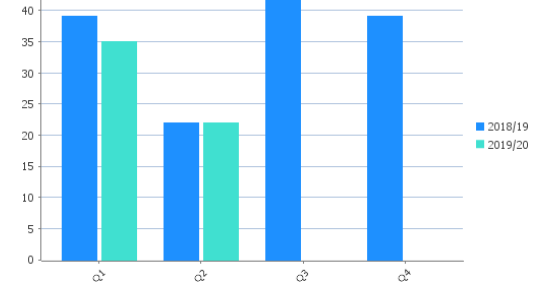
Prevention of Homelessness through Advice and Proactive Intervention

22 cases

39 cases

Q2 2019/20 result
Aim to maximise

H5 8 Prevention of Homelessness through Advice and Proactive Intervention



Since the implementation of the Homelessness Reduction Act 2017 (HRA), we have only been able to claim preventions if households have approached us and are homeless or threatened with homelessness within 56 days. We were previously able to claim preventions when people approached us at an earlier stage.


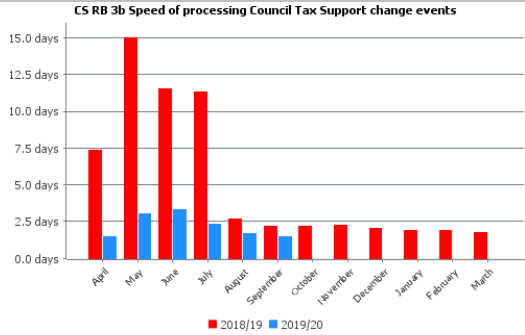

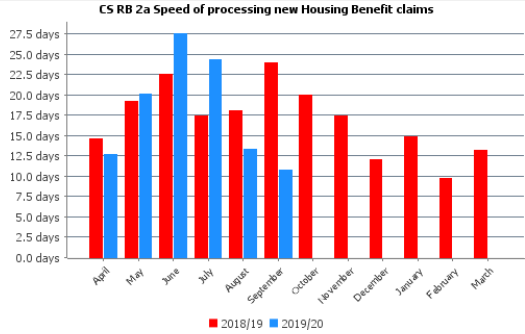
Also, we used to be able to claim partner preventions where certain local partner agencies such as Citizens Advice Bureau and Horton Housing prevented homelessness, which is no longer possible under the new legislation.

Following the introduction of HRA, the target of achieving 39 prevention cases in a quarter has remained unchanged, and needs to be looked at again as the experimental statistics are further developed.

CUSTOMERS AND COMMUNITIES

- Designing all of our services with the customer at the heart of everything we do
- Making the best use of resources to ensure maximum benefit for all customers and communities across the district, particularly the most vulnerable
- Helping our partners to keep our communities safe and healthy
- Supporting communities to identify their needs, plan and develop local solutions and resilience

CUSTOMER SERVICES - MARGARET WALLACE

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	Speed of processing Council Tax Support change events	2.2 days	12.0 days	Q2 2019/20 result Aim to minimise		<p>The processing times following notification of change events on Council Tax Support continues to perform well within the target levels.</p> <p>To maintain this strong level of performance, system processes have continued to be developed and staff continue to encourage citizens to provide all the required information as soon as possible so it can be worked on as soon as it is received.</p>
	Speed of processing new Housing Benefit claims	18.1 days	21.7 days	Q2 2019/20 result Aim to minimise		<p>The processing times for new housing benefit claims continues to perform within the target levels.</p> <p>To maintain and improve performance, new processing procedures have been implemented and staff continue to encourage citizens to</p>

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
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provide all the required information as soon as possible so it can be worked on as soon as it is received.



Speed of processing new claims for Council Tax Support

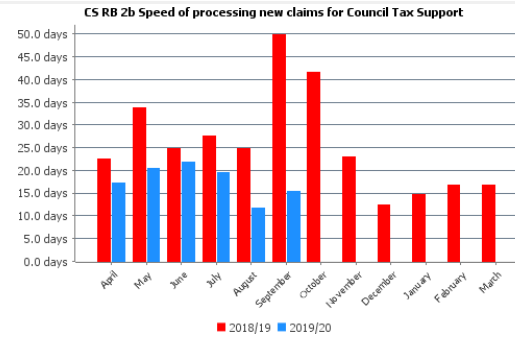
(Overall)

17.7 days

25.0 days

Q2 2019/20 result

Aim to minimise



The processing times for new claims of Council Tax Support continues to perform within the target levels.

To maintain and improve performance, new processing procedures have been implemented and system processes have been improved.

Speed of processing New claims for Council Tax Support

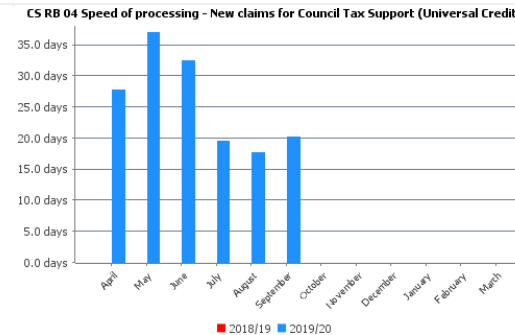
(Universal Credit)

21.0 days

25.0 days


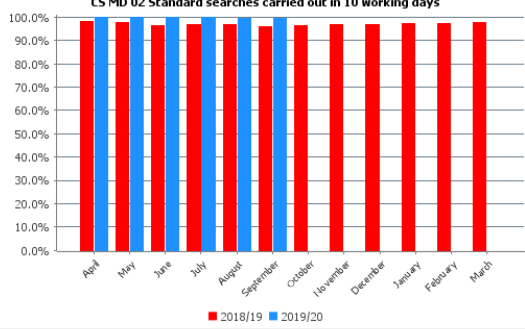

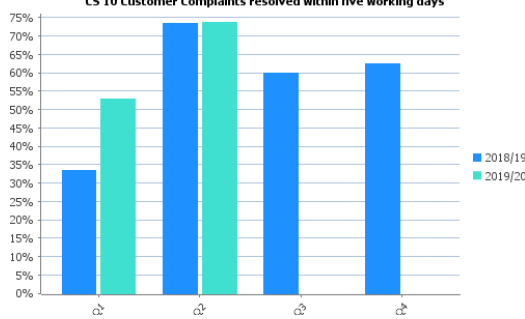
Q2 2019/20 result

Aim to minimise



This performance indicator demonstrates the speed of processing Council Tax Support new claims received **via the DWP's Universal Credit automation system.**


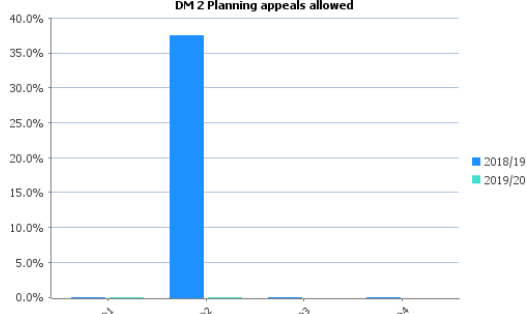

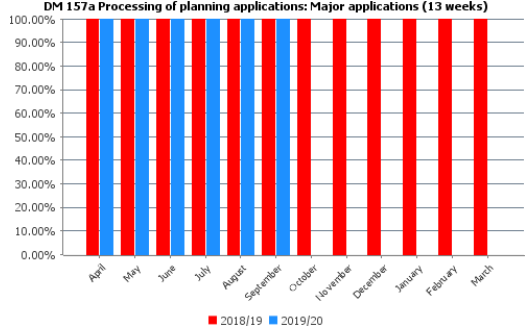

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note																																							
🟢	Speed of processing New claims for Council Tax Support (non-Universal Credit)	14.4 days	25.0 days	Q2 2019/20 result Aim to minimise	<p>CS RB 04a Speed of processing - New claims for Council Tax Support (non-Universal Credit)</p> <table border="1"> <caption>CS RB 04a Data</caption> <thead> <tr> <th>Month</th> <th>2018/19 (days)</th> <th>2019/20 (days)</th> </tr> </thead> <tbody> <tr><td>April</td><td>15.0</td><td>15.0</td></tr> <tr><td>May</td><td>16.0</td><td>16.0</td></tr> <tr><td>June</td><td>18.0</td><td>20.0</td></tr> <tr><td>July</td><td>15.0</td><td>15.0</td></tr> <tr><td>August</td><td>11.0</td><td>11.0</td></tr> <tr><td>September</td><td>14.0</td><td>14.0</td></tr> <tr><td>October</td><td>14.0</td><td>14.0</td></tr> <tr><td>November</td><td>14.0</td><td>14.0</td></tr> <tr><td>December</td><td>14.0</td><td>14.0</td></tr> <tr><td>January</td><td>14.0</td><td>14.0</td></tr> <tr><td>February</td><td>14.0</td><td>14.0</td></tr> <tr><td>March</td><td>14.0</td><td>14.0</td></tr> </tbody> </table>	Month	2018/19 (days)	2019/20 (days)	April	15.0	15.0	May	16.0	16.0	June	18.0	20.0	July	15.0	15.0	August	11.0	11.0	September	14.0	14.0	October	14.0	14.0	November	14.0	14.0	December	14.0	14.0	January	14.0	14.0	February	14.0	14.0	March	14.0	14.0	This performance indicator demonstrates the speed of processing Council Tax Support new claims the Benefits team receives directly from Ryedale citizens to us at Ryedale House.
Month	2018/19 (days)	2019/20 (days)																																											
April	15.0	15.0																																											
May	16.0	16.0																																											
June	18.0	20.0																																											
July	15.0	15.0																																											
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January	14.0	14.0																																											
February	14.0	14.0																																											
March	14.0	14.0																																											
🟢	Speed of processing Housing Benefit change events	4.2 days	12.0 days	Q2 2019/20 result Aim to minimise	<p>CS RB 3a Speed of processing Housing Benefit change events</p> <table border="1"> <caption>CS RB 3a Data</caption> <thead> <tr> <th>Month</th> <th>2018/19 (days)</th> <th>2019/20 (days)</th> </tr> </thead> <tbody> <tr><td>April</td><td>3.0</td><td>2.0</td></tr> <tr><td>May</td><td>5.5</td><td>5.0</td></tr> <tr><td>June</td><td>6.0</td><td>9.5</td></tr> <tr><td>July</td><td>4.0</td><td>3.5</td></tr> <tr><td>August</td><td>2.5</td><td>3.0</td></tr> <tr><td>September</td><td>3.5</td><td>2.5</td></tr> <tr><td>October</td><td>3.5</td><td>3.5</td></tr> <tr><td>November</td><td>6.8</td><td>6.8</td></tr> <tr><td>December</td><td>3.5</td><td>3.5</td></tr> <tr><td>January</td><td>2.5</td><td>2.5</td></tr> <tr><td>February</td><td>2.8</td><td>2.8</td></tr> <tr><td>March</td><td>1.8</td><td>1.8</td></tr> </tbody> </table>	Month	2018/19 (days)	2019/20 (days)	April	3.0	2.0	May	5.5	5.0	June	6.0	9.5	July	4.0	3.5	August	2.5	3.0	September	3.5	2.5	October	3.5	3.5	November	6.8	6.8	December	3.5	3.5	January	2.5	2.5	February	2.8	2.8	March	1.8	1.8	<p>The processing times following notification of changes to Housing Benefit claims continues to perform well within the target levels.</p> <p>To maintain performance, staff continue to encourage citizens to provide all the required information as soon as possible so it can be worked on as soon as it is received.</p>
Month	2018/19 (days)	2019/20 (days)																																											
April	3.0	2.0																																											
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September	3.5	2.5																																											
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November	6.8	6.8																																											
December	3.5	3.5																																											
January	2.5	2.5																																											
February	2.8	2.8																																											
March	1.8	1.8																																											
🟢	% FOI Requests responded to within 20 working days	94.6%	90%	Q2 2019/20 result Aim to maximise	<p>CS 05 % FOI Requests responded to within 20 working days</p> <table border="1"> <caption>CS 05 Data</caption> <thead> <tr> <th>Month</th> <th>2018/19 (%)</th> <th>2019/20 (%)</th> </tr> </thead> <tbody> <tr><td>April</td><td>95.0</td><td>95.0</td></tr> <tr><td>May</td><td>95.0</td><td>95.0</td></tr> <tr><td>June</td><td>95.0</td><td>95.0</td></tr> <tr><td>July</td><td>95.0</td><td>95.0</td></tr> <tr><td>August</td><td>90.0</td><td>85.0</td></tr> <tr><td>September</td><td>95.0</td><td>95.0</td></tr> <tr><td>October</td><td>95.0</td><td>95.0</td></tr> <tr><td>November</td><td>95.0</td><td>95.0</td></tr> <tr><td>December</td><td>95.0</td><td>95.0</td></tr> <tr><td>January</td><td>95.0</td><td>95.0</td></tr> <tr><td>February</td><td>95.0</td><td>95.0</td></tr> <tr><td>March</td><td>95.0</td><td>95.0</td></tr> </tbody> </table>	Month	2018/19 (%)	2019/20 (%)	April	95.0	95.0	May	95.0	95.0	June	95.0	95.0	July	95.0	95.0	August	90.0	85.0	September	95.0	95.0	October	95.0	95.0	November	95.0	95.0	December	95.0	95.0	January	95.0	95.0	February	95.0	95.0	March	95.0	95.0	176 out of 186 FOI requests received were responded to within 20 working days.
Month	2018/19 (%)	2019/20 (%)																																											
April	95.0	95.0																																											
May	95.0	95.0																																											
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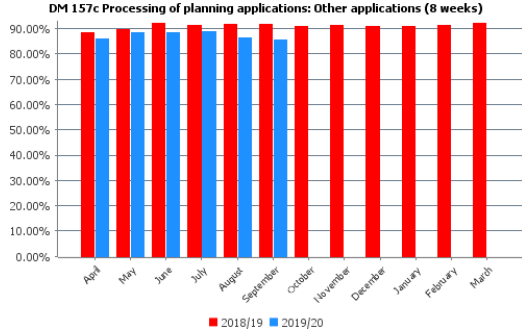
Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	Standard searches carried out in 10 working days	99.6%	100.0%	Q2 2019/20 result Aim to maximise	 <p>CS MD 02 Standard searches carried out in 10 working days</p>	The performance to date to carry out standard searches within 10 working days is under the target levels, but this work area has two vacancies in the team which has affected performance levels.
	Customer Complaints resolved within five working days	73.68%	75%	Q2 2019/20 result Aim to maximise	 <p>CS 10 Customer Complaints resolved within five working days</p>	14 out of 19 customer complaints were responded to within the five working day target. Review currently underway to revise the current complaints policy and refine processes to improve response times.

OPERATIONS - BECKIE BENNETT

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note															
🟢	% of Household Waste Recycled	20.09%	20.00%	Q2 2019/20 result Aim to maximise	<p>55 15 % of Household Waste Recycled</p> <table border="1"> <caption>% of Household Waste Recycled</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>20.2%</td> <td>21.0%</td> <td>23.8%</td> <td>25.2%</td> </tr> <tr> <td>2019/20</td> <td>20.5%</td> <td>22.0%</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	20.2%	21.0%	23.8%	25.2%	2019/20	20.5%	22.0%	-	-	The percentage of household waste recycled is just above the 20% target.
Year	Q1	Q2	Q3	Q4																	
2018/19	20.2%	21.0%	23.8%	25.2%																	
2019/20	20.5%	22.0%	-	-																	
🟢	% of Household Waste Composted	33.39%	23.00%	Q2 2019/20 result Aim to maximise	<p>55 16 % of Household Waste Composted</p> <table border="1"> <caption>% of Household Waste Composted</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>30.0%</td> <td>27.0%</td> <td>22.0%</td> <td>12.0%</td> </tr> <tr> <td>2019/20</td> <td>32.5%</td> <td>33.0%</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	30.0%	27.0%	22.0%	12.0%	2019/20	32.5%	33.0%	-	-	The percentage of household waste composted (up to the end of August) is well above the 23% target.
Year	Q1	Q2	Q3	Q4																	
2018/19	30.0%	27.0%	22.0%	12.0%																	
2019/20	32.5%	33.0%	-	-																	
🟢	Residual household waste - kg per household	99.42kg/hh	112.50kg/hh	Q2 2019/20 result Aim to minimise	<table border="1"> <caption>Residual household waste - kg per household</caption> <thead> <tr> <th>Category</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2019/20</td> <td>107.04kg/hh</td> </tr> <tr> <td>Q2 2019/20</td> <td>99.42kg/hh</td> </tr> <tr> <td>Target (Quarters)</td> <td>112.50kg/hh</td> </tr> <tr> <td>Annual</td> <td>~100.00kg/hh</td> </tr> </tbody> </table>	Category	Value	Q1 2019/20	107.04kg/hh	Q2 2019/20	99.42kg/hh	Target (Quarters)	112.50kg/hh	Annual	~100.00kg/hh	The kilograms of household waste per household is below the target as the recycling and composting rates have improved over the second quarter.					
Category	Value																				
Q1 2019/20	107.04kg/hh																				
Q2 2019/20	99.42kg/hh																				
Target (Quarters)	112.50kg/hh																				
Annual	~100.00kg/hh																				


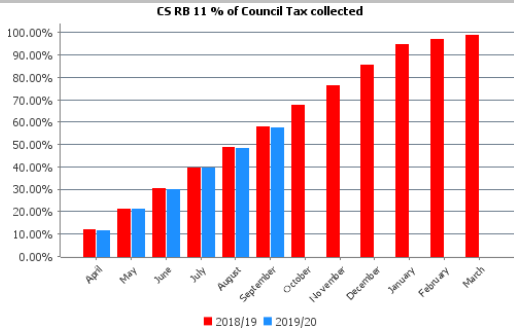
PLANNING & REGULATION - GARY HOUSDEN

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	Planning appeals allowed	0.0%	33.0%	Q2 2019/20 result Aim to minimise		No appeal decisions have been received so far this year.
	Processing of planning applications: Major applications (13 weeks)	100.00%	70.00%	September 2019 result Aim to maximise		We are currently performing at 100%, with 7 major applications received in this quarter. Whilst this performance can be volatile due to small numbers, we are currently performing well above target level of 70%.
	Processing of planning applications: Minor applications (8 weeks)	75.90%	80.00%	September 2019 result Aim to maximise		Performance has been above target for Quarter 1, but has dropped from July to September 2019 and processing levels will continue to be monitored. 47 minor applications were received during this quarter.

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	Processing of planning applications: Other applications (8 weeks)	85.60%	90.00%	September 2019 result Aim to maximise		<p>The processing of Other planning applications has been slightly under the 90% target from April to the end of September. This work area currently has two vacancies in the team which has affected performance.</p> <p>126 applications have been received in this quarter.</p>

ONE RYEDALE

- Working together as One Ryedale, members and staff share the PROUD values and behaviours
- Utilising assets in supporting the delivery of priorities
- Developing business opportunities for the council and optimise income
- Building capacity and influencing policy in partnership
- Enabling services through the innovative use of ICT
- Delivering the Towards 2020 programme and anticipating further savings required to 2022

CUSTOMER SERVICES - MARGARET WALLACE						
Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
	% of Council Tax collected	57.51%	57.49%	Latest result for 2019/20 as of September 2019 Aim to maximise		<p>The monthly targets were amended this year to compensate that the collection rate falls behind in the earlier months of the financial year, but then catch up again towards the end of the year. This is due to the ongoing increase in uptake of customers opting to pay over 12 instalments of the year as opposed to 10. We are now</p>

Traffic Light	Short Name	Latest Actual Result	Latest Target	Last Update	Trend Chart	Latest Note
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keeping a record of the uptake of taxpayers that pay by 12 instalments, so these stats can be provided upon request.

The collection rate is now back above the target rate set for the end of September.



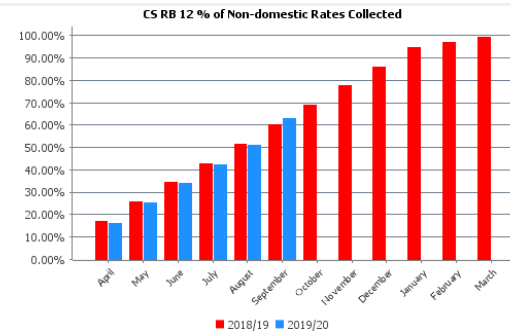
% of Non-domestic Rates Collected

62.91%

60.20%

Latest result for 2019/20 as of September 2019

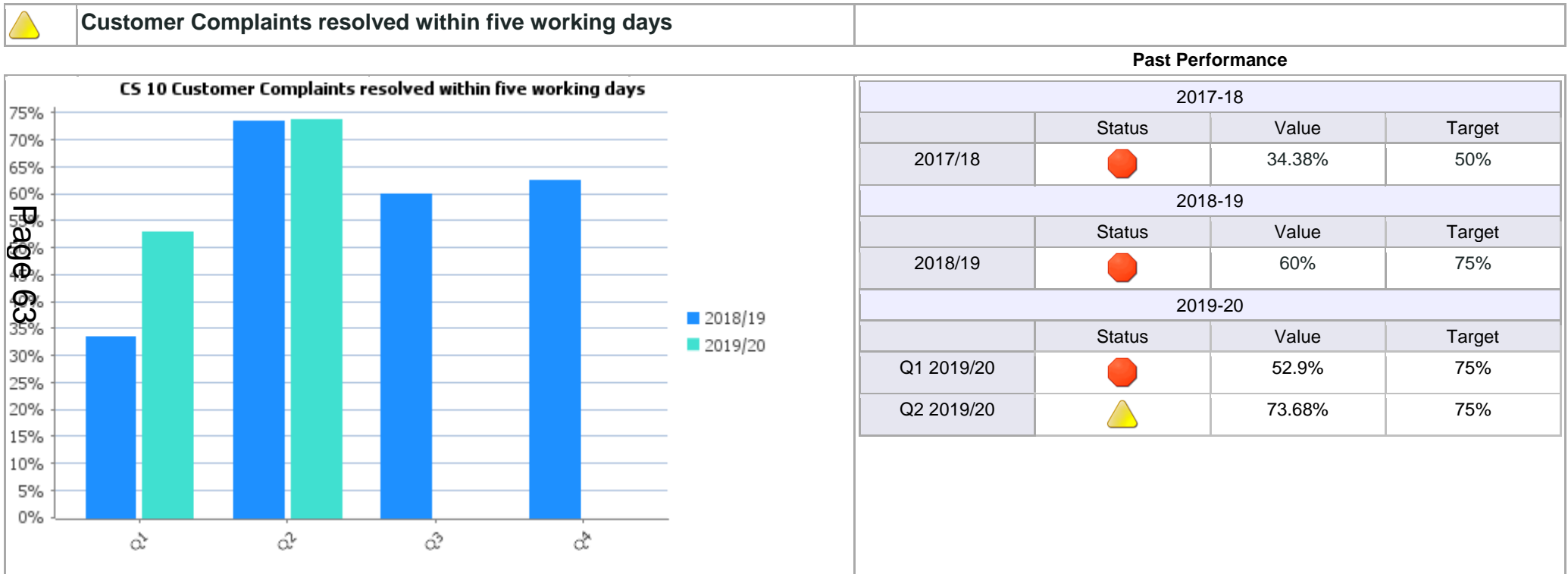
Aim to maximise



Business Rate collection is prone to substantial fluctuation due to increases and decreases to rateable values, but the collection rate has moved from an Amber Status in Quarter 1 to a Green Status as of the end of September.

Red and Amber Performance Indicator Review

Performance Indicators are included in this report if they show a repeat Amber or Red status in reporting periods
(Quarter 1: 1 April to 31 June 2019 and Quarter 2: 1 July to 30 September 2019)



Officer comments and actions to take:

The delivery of the customer complaints process is under review, to devise a new policy and targets to improve the efficiency of our complaints handling process. Initial investigations have identified that the council's five working day response target for Stage 1 and Stage 2 complaints can be unrealistic when considering more complex complaints, and is not in line with the complaints procedures of other local authorities within our family group and councils across North Yorkshire. All steps of the process, including an assessment of the response targets, will form part of the review in line with the Local Government and Social Care Ombudsman document 'Guidance on running

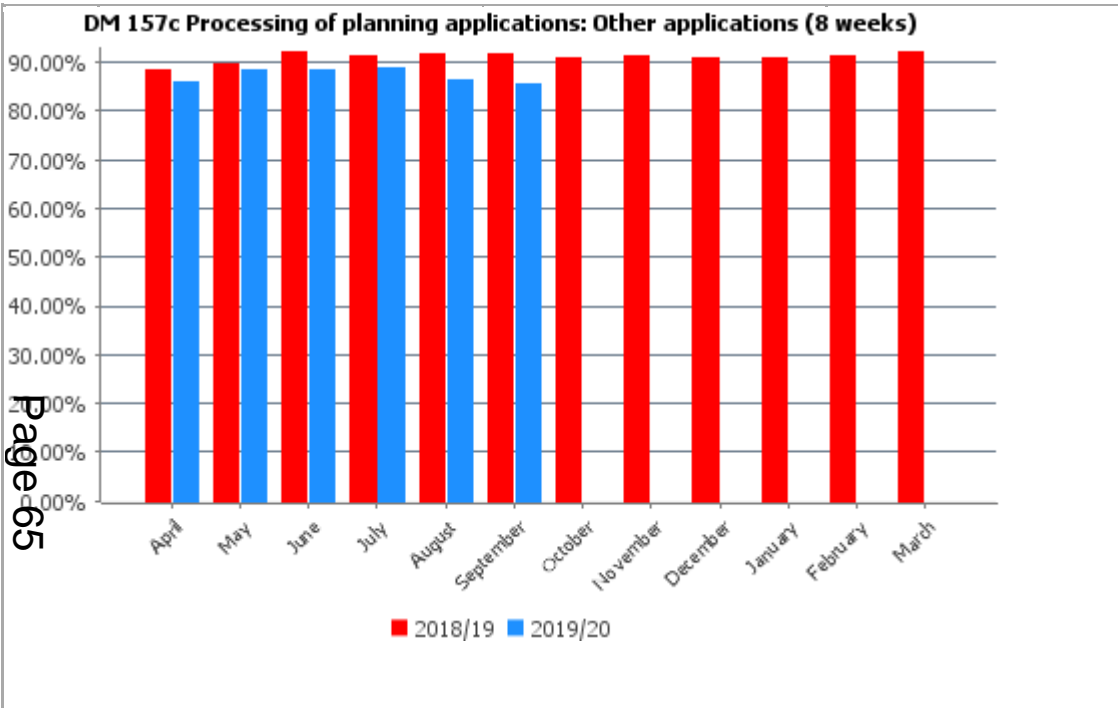
Appendix 2

a complaints system' to use good practice to develop a system that provides a clear, accessible process for residents to make complaints, and ensures that we can learn from the information gathered to make improvements to service delivery.









During quarter 2, 14 out of 19 customer complaints received were responded to within the five working day target, this is a 20% improvement on the previous quarter, but still below the 75% target set.

Appendix 2

 Processing of planning applications: Other applications (8 weeks)



Past Performance

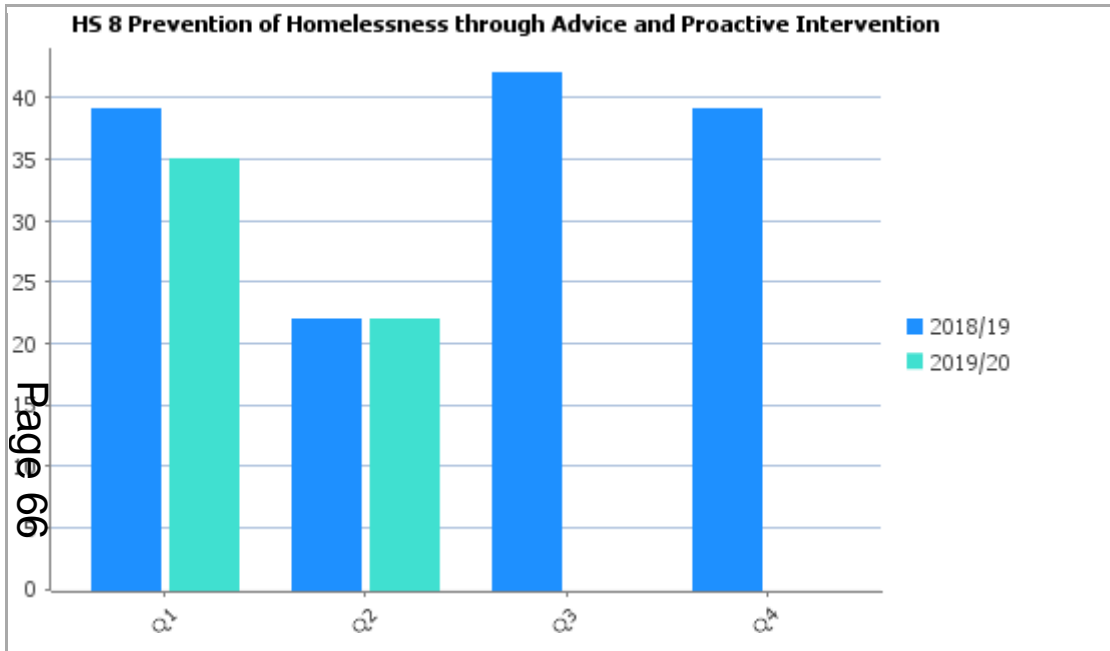
2017-18			
	Status	Value	Target
2017/18		85.60%	90.00%
2018-19			
	Status	Value	Target
2018/19		91.90%	90.00%
2019-20			
	Status	Value	Target
Apr 2019		86.10%	90.00%
May 2019		88.40%	90.00%
Jun 2019		88.30%	90.00%
Jul 2019		88.90%	90.00%
Aug 2019		86.40%	90.00%
Sep 2019		85.60%	90.00%

Officer comments and actions to take:

The processing of Other planning applications has been slightly under the 90% target from April to the end of September. There are currently two vacancies in the team which has affected performance levels, but we are out for recruitment for these posts at the moment to improve in this area.

Appendix 2

Prevention of Homelessness through Advice and Proactive Intervention



Past Performance

2017-18			
	Status	Value	Target
2017/18		171 cases	156 cases
2018-19			
	Status	Value	Target
2018/19		142 cases	156 cases
2019-20			
	Status	Value	Target
Q1 2019/20		35 cases	39 cases
Q2 2019/20		22 cases	39 cases

Officer comments and actions to take:

Housing Legislation changed following the implementation of the Homelessness Reduction Act 2017 (HRA), which came into force in April 2018. Since that date, we have only been able to claim cases as preventions if households have approached us and are homeless or threatened with homelessness within 56 days.

The comparative drop in performance so far this year has been caused by the new HRA legislation, as we were previously able to claim preventions when people approached us at an earlier stage. Also, we used to be able to claim partner preventions where certain local partner agencies such as Citizens Advice Bureau and Horton Housing prevented homelessness in Ryedale, but this is no longer possible under the new legislation. In addition, there has also been a reduction recently in the number of households approaching us for advice.

At this stage it is difficult to compare any figures under the old legislation with the current figures as the system has changed so much. Following the introduction of HRA, the target of achieving 39 prevention cases in a quarter has remained unchanged, and needs to be looked at again as the experimental statistics are further developed.

Appendix 2

National homelessness figures are currently published as experimental statistics at: <https://www.gov.uk/government/statistics/statutory-homelessness-in-england-january-to-march-2019>

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PART A: MATTERS DEALT WITH UNDER DELEGATED POWERS

REPORT TO: POLICY AND RESOURCES COMMITTEE

DATE: 14 NOVEMBER 2019

**REPORT OF THE: HEAD OF PLANNING AND REGULATORY SERVICES
GARY HOUSDEN**

TITLE OF REPORT: RESPONSE TO BT CALL BOX CONSULTATION

**WARDS AFFECTED: SEE LIST OF 54 CALL BOX LOCATIONS IN RYEDALE
(APPENDED TO BT LETTER DATED 16.09.2019)**

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report seeks delegated approval for the Head of Planning and Regulatory Services to make a formal response to BT on behalf of the Council within the specified consultation period. This follows consultation with all affected local parish councils. The consultation period is however still on-going to take account of the scheduled meeting dates for all of the affected parishes.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that the Head of Planning and Regulatory Services be delegated to respond to the current consultation by BT in respect of the intended removal of 54 public payphones in Ryedale prior to the end of the consultation period which is due to expire on 15th December 2019

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To ensure that an appropriate response is made to BT in the circumstances of each call box, its location and taking into account the views of the Local Parish Council where a consultation response has been received.

4.0 SIGNIFICANT RISKS

- 4.1 The risk of not responding means that BT would be at liberty to remove any or all of the call boxes listed in the consultation without any further recourse to the Parish Council or the Local Authority

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 There are no specific policies relating to BT call boxes and public payphones. However, the availability of a public pay phone/call box is acknowledged in areas of the district where mobile phone coverage is limited and/or unreliable. Public payphones are therefore able to provide a valuable service for residents and visitors to the area. A number of call boxes are also located in heritage locations, within the AONB or within the national park. The red 'K6' boxes are a valued element of Ryedale's towns, villages and designated landscapes.
- 5.2 Consultation has taken place with all affected town and parish councils and at the time of writing this report 19 formal responses have been received although more are anticipated prior to the end of the consultation period.

REPORT

6.0 REPORT DETAILS

- 6.1 The red 'K6' call boxes provide a valuable service in locations where mobile phone coverage is limited or non-existent in certain parts of the district. The call boxes are also considered to be an important visual element of many street scenes, contributing positively to the heritage of the district and its nationally designated landscapes.
- 6.2 A number parish councils have responded by expressing a desire to adopt and retain the call boxes if the telephony is justified to be removed. The District Council would wish to support local parish councils who wish to pursue adoption of the call boxes for alternative uses if the public payphone is no longer required

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

Name of Head of Service : GARY HOUSDEN
Job Title : HEAD OF PLANNING AND REGULATORY SERVICES

Author: GARY HOUSDEN
Telephone No: 01653 600666 ext: 43307
E-Mail Address: gary.housden@ryedale.gov.uk

Background Papers:
Include any referenced papers

Background Papers are available for inspection at:
Location or web address

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RYEDALE DM
16 SEP 2019
DEVELOPMENT
MANAGEMENT



Chief Planning Officer
Ryedale District Council
FAO Gary Housden & Colin Douthwaite
Ryedale House, Old Malton Road
Malton North Yorkshire
YO17 7HH

16 September 2019

TIME SENSITIVE - 90 Day Consultation period end date: 15 December 2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 54 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 15 December 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf

On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

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removal of payphone service

https://www.ofcom.org.uk/data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones
pp 4th Floor Monument TE
11 – 13 Great Tower Street
London
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely

Rick Thompson
Payphone Planning Officer

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Registered in England No 1800000
www.bt.com

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.

A separate sheet can be used for further comments if required.

If you would like an electronic copy of this letter, please e mail bt.authorisation.team@bt.com

Ryedale

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01262470630	PCO PCO FOXHOLES DRIFFIELD	YO25 3QN	2	22/08/2019		
2	01347878409	PCO PCO1 WEST END SHERIFF HUTTON YORK	YO60 6SH	5	29/08/2019		
3	01347878453	PCO PCO1 LILLING YORK	YO60 6RP	0	29/08/2019		
4	01377267259	PCO PCO1 NORTH GRIMSTON MALTON	YO17 8HF	0	23/08/2019		
5	01439770440	PCO PCO1 MAIN STREET HAROME YORK	YO62 5JF	0	19/08/2019		
6	01439771211	PCO PCO1 THE GREEN NAWTON YORK	YO62 7SW	14	19/08/2019		
7	01439788233	OUTSIDE POST OFFICE PCO1 AMPLEFORTH COLLEGE YORK	YO62 4EZ	0	19/08/2019		
8	01439788328	PCO PCO1 MAIN STREET GILLING EAST YORK	YO62 4JH	11	19/08/2019		
9	01439788341	PCO PCO1 WEST END AMPLEFORTH YORK	YO62 4DX	23	19/08/2019		
10	01439798245	PCO PCO1 RIEVAULX YORK	YO62 5LB	1	19/08/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01653618211	PCO PCO1 WHITWELL YORK	YO60 7JJ	4	23/08/2019		
12	01653618371	PCO PCO1 CRAMBECK YORK	YO60 7EL	0	29/08/2019		
13	01653648210	PCO PCO1 CONEYSTHORPE YORK	YO60 7DD	7	23/08/2019		
14	01653648212	PCO PCO1 TERRINGTON YORK	YO60 6PP	2	23/08/2019		
15	01653648418	COACH PARK PCO1 CASTLE HOWARD YORK	YO60 7DA	7	23/08/2019		
16	01653658283	PCO PCO1 BURYTHORPE MALTON	YO17 9LB	2	23/08/2019		
17	01653658316	PCO PCO1 LEAVENING MALTON	YO17 9ST	0	23/08/2019		
18	01653668234	PCO PCO1 GREAT BARUGH MALTON	YO17 6UZ	0	29/08/2019		
19	01653692011	PCO PCO1 BEVERLEY ROAD NORTON MALTON	YO17 9BQ	9	23/08/2019		
20	01653692175	PCO PCO1 COMMERCIAL STREET NORTON MALTON	YO17 9ES	119	23/08/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
21	01653692411	PCO PCO1 BROUGHTON MALTON	YO17 6QJ	0	24/08/2019		
22	01653692449	PCO1 HUTTONS AMBO YORK	YO60 7HJ	9	29/08/2019		
23	01653693349	PCO PCO1 SCARBOROUGH ROAD NORTON MALTON	YO17 8AA	18	23/08/2019		
24	01653693429	PCO PCO1 MILTON AVENUE MALTON	YO17 7LB	5	29/08/2019		
25	01653693611	PCO PCO1 HIGH STREET SWINTON MALTON	YO17 6SL	0	23/08/2019		
26	01653693911	PCO PCO APPLETON-LE-STREET MALTON	YO17 6PG	0	23/08/2019		
27	01723859411	PCO PCO1 MAIN STREET EBBERSTON SCARBOROUGH	YO13 9NS	0	20/08/2019		
28	01723859421	WAYLEAVE PP1013 PCO1 MAIN STREET ALLERSTON PICKERING	YO18 7PG	0	20/08/2019		
29	01751417211	PCO PCO ROSEDALE EAST PICKERING	YO18 8RL	9	19/08/2019		
30	01751417388	PCO PCO1 ROSEDALE ABBEY PICKERING	YO18 8SA	205	20/08/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
31	01751431217	NEAR THE ROW PCO1 MAIN STREET GILLAMOOR YORK	YO62 7HX	5	19/08/2019		
32	01751431241	PCO1 MAIN STREET FADMOOR YORK	YO62 7HY	0	19/08/2019		
33	01751431712	PCO PCO1 MAIN STREET WOMBLETON YORK	YO62 7RX	0	19/08/2019		
34	01751472138	PCO PCO WRELTON PICKERING	YO18 8PF	9	20/08/2019		
35	01751472391	O/S THE BLACK BULL PCO1 MALTON ROAD PICKERING	YO18 8EA	0	20/08/2019		
36	01751472651	PCO PCO MIDDLETON PICKERING	YO18 8NX	25	20/08/2019		
37	01751473291	PCO PCO1 NEWTON-ON-RAWCLIFFE PICKERING	YO18 8QA	16	20/08/2019		
38	01751477006	PCO CAR PARK THE ROPERY PICKERING	YO18 8DY	334	20/08/2019		
39	01944710277	PCO PCO MAIN STREET POTTER BROMPTON SCARBOROUGH	YO12 4PE	0	29/08/2019		
40	01944710311	PCO PCO1 MAIN ROAD GANTON SCARBOROUGH	YO12 4NX	3	24/08/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
41	01944710312	PCO PCO1 OLD MALTON ROAD STAXTON SCARBOROUGH	YO12 4SB	0	22/08/2019		
42	01944710396	PCO PCO1 STATION ROAD SHERBURN MALTON	YO17 8PS	6	24/08/2019		
43	01944728211	PCO PCO1 CROSS ROADS YEDINGHAM MALTON	YO17 8SP	0	20/08/2019		
44	01944728232	MAIN ST ADJ TO LAYBY PCO1 EAST HESLERTON MALTON	YO17 8RS	0	24/08/2019		
45	01944728311	PCO PCO1 WEST HESLERTON MALTON	YO17 8RQ	0	24/08/2019		
46	01944738211	OPP THREE TUNS PH PCO1 WEST LUTTON MALTON	YO17 8TA	1	23/08/2019		
47	01944738271	PCO PCO1 WEAVERTHORPE MALTON	YO17 8HD	0	23/08/2019		
48	01944758211	PCO PCO SCAGGLETHORPE MALTON	YO17 8DU	1	29/08/2019		
49	01944758311	PCO PCO1 WINTRINGHAM MALTON	YO17 8HX	3	24/08/2019		
50	01944758411	NR ST MARTINS CHURCH PCO1 SCAMPSTON MALTON	YO17 8NG	0	24/08/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
51	01944758593	RILLINGTON CROSSROADS PCO THE OUTGANG THORPE BASSETT MALTON	YO17 8LT	5	11/09/2019		
52	01944768223	PCO PCO1 BIRDSALL MALTON	YO17 9NN	0	23/08/2019		
53	01944768286	PCO PCO1 NORTH GRIMSTON MALTON	YO17 8AX	0	29/08/2019		
54	01944768297	PCO PCO1 WHARRAM MALTON	YO17 9TW	2	23/08/2019		

Signature:
Area: Ryedale

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	DEPUTY CHIEF EXECUTIVE TONY GALLOWAY
TITLE OF REPORT:	APPROVAL OF THE REVISED SAFEGUARDING POLICY
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 Ryedale District Council's safeguarding policy and procedures have been reviewed to ensure that the organisation fulfils its statutory responsibilities.
- 1.2 The revised policy and procedures are aligned to North Yorkshire County Council (NYCC). NYCC, in partnership with West Yorkshire and the City of York, has revised its policy and procedures in relation to safeguarding adults. This means that a review of this Council's procedures has taken place to ensure they are in line with the changes. The changes came into effect in October 2019.

2.0 RECOMMENDATIONS

- 2.1 That the Committee endorse the revised Ryedale District Council (RDC) Adults, Children and Young People Safeguarding Policy 2019, which is fully aligned to revised County Council procedures and is attached at Annex 1.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To ensure RDC's safeguarding policy and procedures are fit for purpose and in line with policies across the County, thus enabling the organisation to fulfil its safeguarding responsibilities with respect to children, young people and vulnerable adults.

4.0 SIGNIFICANT RISKS

- 4.1 Ryedale District Council needs to ensure that its policy and procedures for referring safeguarding alerts is up to date and in line with the requirements from the County Council. Implementing the new policy and providing updated staff training will mitigate any risks.

4.2 Due to the importance of this agenda, reassurance has been sought from all District and Borough Councils that they have formally adopted and will act in accordance with changes made by the County Council with respect to safeguarding vulnerable adults. To not approve Ryedale District Council's revised policy at Annex 1 will mean that we are in breach of our safeguarding duties as a Council.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 Ryedale District Council has a statutory duty to:

- Make arrangements to ensure its functions safeguard and promote the welfare of children (*Section 11 of the Children Act 2004, Working Together 2013*)
- Co-operate with other agencies and both safeguarding boards (*Children's Act 2004, Working Together 2013, Section 11 Children Act 2004, Safeguarding Vulnerable Groups 2006*)
- Work with partners to ensure that vulnerable adults at risk of abuse receive protection and support. (Ensure procedures prevent unsuitable people working with children and vulnerable adults *Safeguarding Vulnerable groups Act 2006, Safeguarding Vulnerable Groups Regulations 2012*)

5.2 At a policy level, district and borough councils need to demonstrate:

- Senior management commitment to the importance of safeguarding and promoting children and vulnerable adults' welfare
- A clear statement of the council's responsibilities available for all staff
- A clear line of accountability within the organisation for work on safeguarding
- Service development that takes account of the need to safeguard and promote welfare - and is informed by the views of children and families
- Safer recruitment procedures
- Training on safeguarding and promoting the welfare of children and vulnerable adults for all staff working with, or in contact with, children and families,
- Effective inter-agency working
- Effective information sharing.

5.3 The formal adoption of Ryedale District Council's revised policy, alongside the actions required to embed it, will ensure that these requirements are met.

REPORT

6.0 REPORT DETAILS

- 6.1 Safeguarding is a statutory requirement.
- 6.2. Arrangements for children and young people have not changed at this time, so the report below makes reference to the changes required for safeguarding vulnerable adults.
- 6.3 All organisations must follow the policies and procedures provided by the North Yorkshire Safeguarding Adults Board.
- 6.4 For the purposes of this report ‘Safeguarding Adults’ means protecting an adult’s right to live in safety, free from abuse and neglect.

‘It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’

- 6.5 Ryedale District Council (RDC) needs to ensure that adult safeguarding referrals are made for adults who meet the following 3-Stage test (Section 42 of the Care Act 2014):
- Has needs for care and support (whether or not the authority is meeting any of those needs)
 - Is experiencing, or is at risk of, abuse or neglect, and
 - As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- 6.6 The County Council is not required by law to carry out safeguarding enquiries on behalf of adults who do not fit the criteria outlined above. However they may do so at their own discretion should these enquiries relate to an adult who:
- Is believed to be experiencing, or is at risk of, abuse or neglect; and
 - Does not have care and support needs (but might just have support needs).

Within the scope of this definition are:

- Adults who manage their own care and support through personal or health budgets;
 - Adults whose needs for care and support have not been assessed as eligible or which have been assessed as below the level of eligibility for support;
 - Adults who fund their own care and support;
 - Young people
 - Carers.
- 6.7 Referrals from RDC must and can respectively be made on the basis of the criteria set out at 6.5 and 6.6. On receipt of a referral, adult social care staff (North Yorkshire County Council) examine it and ascertain whether the statutory safeguarding threshold has been met. Some referrals made by RDC may not meet the safeguarding threshold but the County Council may choose to still work with the adults under discretionary arrangements or they may signpost for support from other appropriate agencies.
- 6.8 The County Council must also co-operate with such other agencies or bodies it considers appropriate in the exercise of its adult safeguarding functions, including:

- General Practitioners
- Dentists
- Pharmacists
- NHS hospitals, and
- Housing, health and care providers.

6.9 RDC may be invited to be involved in the development of plans for clients alongside the bodies detailed at 6.8 to safeguard individuals if appropriate.

Recent Legislative Changes

6.10 The current version of RDC's policy and procedures was launched when the Care Act was implemented in 2015.

6.11 Subsequently, new statutory guidance in 2016 highlighted the need for changes to both County, District and Borough policy and procedures. This has included Making Safeguarding Personal (see below) and changes to responding to self-neglect. There was also a push to strengthen the Community Safety Partnership agenda, which has included responding to Prevent, Modern Slavery and Domestic Abuse.

6.12 Prior to the new arrangements, a large number of referrals received by North Yorkshire County Council from external partners did not meet the safeguarding threshold and were closed.

6.13 A review was undertaken by the County Council and their procedures have now been amended. Under the new arrangements the County Council's response is more flexible and referrals can be redirected to provide a more personalised response and support the individual to deliver an effective, proportionate, person centred approach that supports people to be safe and promotes their wellbeing.

Key Changes for Adult Safeguarding

6.14 Focusing on the adult and their desired outcomes has been adopted by North Yorkshire County Council and is a key aspect of the new approach. This involves the following:

- Ensure risk is assessed
- Introducing the role of Safeguarding Concerns Manager (formerly Responder, for provider organisations)
- It's not about an investigation to substantiate abuse on the balance of probability
- Making it a more simple process which is less bureaucratic
- Having a single pathway with flexible person centred responses providing a clearer process for practitioners to follow, and make it easier for members of the public to understand what will happen in relation to their concerns.

6.13 In essence this is about involving and supporting the adult at risk (Making Safeguarding Personal) through:

- Keeping the person and their wishes and desired outcome at the centre of any safeguarding enquiry
- When raising a concern, ask the person what outcome they would like to achieve through safeguarding or what would help them feel 'safer'
- Promoting positive risk taking and supporting people's choice and control
- Support people who lack capacity to make their own decisions with the least restrictive option
- Seeking to enable people to resolve their circumstances, recover from abuse or neglect and realise the outcomes that matter to them in their life.

6.14 In addition to this, the revised RDC policy incorporates the need for staff to be trained to identify an adult who they believe has care and support needs and is at risk of abuse or neglect, and respond appropriately. Staff will be obliged to ask the adult for consent to make a referral to North Yorkshire County Council.

6.15 Staff can override consent in a number of circumstances, including:

- The adult lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act;
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent;
- Other people are, or may be, at risk, including children;
- Sharing the information could prevent a serious crime;
- A serious crime has been committed;
- The risk is unreasonably high and duty of care has to be considered;
- Staff are implicated;
- There is a court order or other legal authority for taking action without consent.

Current Position

6.16 In advance of formal adoption of this policy, RDC has been training staff in the new policy and procedures expected by the County Council. This is part of the mandatory safeguarding training programme for all staff. All Elected Members have also had the opportunity to learn about their safeguarding responsibilities through two external training sessions, one held in June and one in November 2019.

6.17 It is also worth noting that the Chief Executive commissioned an audit report of safeguarding practice in 2019. Following receipt of the findings in September, she appointed a review team involving the Deputy Chief Executive, the HR Business Partner, the Interim Head of Customer Services and the Housing Manager to address its findings. This work is ongoing with a detailed action plan being produced to address areas identified for improvement, and the revised policy presented to this Committee is a planned step towards addressing these recommendations.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

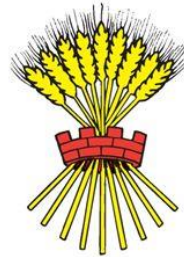
- a) Financial
Implications include the need for investing in specialist advice and guidance and regular training for staff, volunteers and elected members so they can fulfil their safeguarding responsibilities.
- b) Legal
Non-compliance with safeguarding would breach our statutory responsibilities as a Council.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
All staff, elected members and volunteers are required to undertake mandatory training on safeguarding on a regular basis. There are no climate change or environmental implications at this time.

Tony Galloway
Deputy Chief Executive

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Background Papers:

RYEDALE
DISTRICT
COUNCIL



Adults, Children and Young People Safeguarding Policy

Oct 2019

VERSION 2.9

Contents

Section	Page
Part One (Policy Statement) 1.1 Introduction 1.2 Policy Commitments 1.3 Roles and Responsibilities	5 - 8
Part Two (Children and Young People) 2.1 Definitions 2.2 Significant Harm 2.3 Categories of Abuse 2.4 Examples of Concerns 2.5 Talking to Parents/Carers 2.6 Disclosures 2.7 What to do if you are Worried about a Child 2.8 Reporting Concerns to NYCC 2.9 Contact details to make a Referral 2.10 Abuse requiring an immediate response 2.11 What happens after a Referral	9-16
Part Three (Safeguarding Adults) 3.1 “Making Safeguarding Personal” 3.2 Who is a “person at risk” 3.3 What is abuse? 3.4 Mental Capacity Assessment 3.5 Deprivation of Liberty Safeguards 3.6 What to do if you are Worried about an Adult 3.7 Reporting Concerns to NYCC 3.8 Contact details to make a Referral 3.9 Abuse requiring an immediate response 3.10 What happens after a Referral 3.11 Preserving Evidence	17-22
Part Four (Prevent) 4.1 Definitions 4.2 Indicators of radicalisation/extremism 4.3 What to do if you are concerned about radicalisation	23-24
Part Five (Modern Slavery and Human Trafficking) 5.1 Definitions 5.2 What to do if you have a concern about modern slavery	25-26
Part Six (Domestic Abuse) 6.1 Definitions 6.2 Impact on children 6.3 Multi Agency Risk Assessment Conference (MARAC) 6.4 What to do if you are worried about domestic abuse	27-30

6.5 sources of help and advice 6.6 Domestic Violence Disclosure 6.7 Domestic Violence Protection Notice (DVPO/DVPN)	
Part Seven (Recruitment and Employment) 7.1 Safer recruitment practice 7.2 Allegations against staff, volunteers, elected members 7.3 Disclosure and Barring Service (DBS)	31-32
Part Eight (Photography, Film and Media) 8.1 Council responsibilities 8.2 Events	33
Part Nine (Considerations for specific Council Functions) 9.1 Licensing 9.2 Leisure Services 9.3 Housing, homelessness and Residential Regulation 9.4 Commissioned Services 9.5 Hiring of Facilities	35-37
Part Ten (Confidentiality and Storage of Information) 10.1 Confidentiality 10.2 Sharing Information 10.3 Record keeping	38
Part Eleven 11.1 Support for staff	39
Appendices Appendix A – Definitions and Glossary Appendix B – Legislative Framework Appendix C – Policies and Procedures Supporting Safeguarding Appendix D – Roles and Responsibilities Appendix E – SafeLives DASH Risk Assessment Form (Domestic abuse) Appendix F – MARAC Referral Form Appendix G – Code of conduct for Safeguarding Appendix H – Reporting arrangements Appendix I – Useful Contacts Appendix J – Photography consent form	40 41 44 45 48 53 57 58 59 61

Version History

Version	Revision	Reviewer	Date
1.0	New Policy and Procedure	Marie-Ann Jackson	23 Oct 2010
1.1	Nominated Named Senior Officer changed Codes of Conduct added	Marie-Ann Jackson	3 Dec 2010
1.2	Photography Consent Form	Marie-Ann Jackson	6 Dec 2010
1.3	Taxi Drivers Code of Conduct	Beckie Bennett	25 Jan 2011
2.0	Final Version for Publication following adoption by Council – 10 March 2011	Marie-Ann Jackson	11 Mar 2011
2.1	Nominated Senior Officer name change	Rachael FoxEvans	January 2013
2.2	LADO name change		Feb 2013
2.3	Addition of Prevent Agenda (App 1)		April 2013
2.4	Policy Revision	Rachael Fox Evans	July 2014
2.5	New Policy and procedure	Sandra Rees	March 2015
2.6	Inclusion of Care Act	Sandra Rees	July 2015
2.7	Further updates relating to changes in policy.	Kim Robertshaw	Sept 2015
2.8	Updates relating to organisational changes	Kim Robertshaw	Mar 2017
2.9	Changes to Safeguarding Adults Procedures, inclusion of CSE, CCE and modern slavery	Kim Robertshaw	Oct 2019

1.0 POLICY STATEMENT

1.1 Introduction

District Councils contribute to improving outcomes for children and adults at risk, and provide services for, and work with children, adults at risk, their families and carers in a variety of settings.

Whilst it is parents and carers who have primary care for their children, local authorities, working with partner organisations and agencies, have specific duties to safeguard and promote the welfare of all children in their area.

Children and adults at risk may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including sexual, physical and emotional abuse, neglect, exploitation by criminal gangs and organised crime groups, trafficking, online abuse, sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children and adults at risk first when determining what action to take.

Providing early help is more effective in promoting welfare than reacting later. Early help means providing support as soon as a problem emerges, for example, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children and adults at risk – which must always be the paramount concern.

1.2 Policy Commitments

At a policy level District Councils are expected to be able to demonstrate:

- Senior management commitment to the importance of safeguarding and promoting the welfare of children, young people and adults at risk
- A clear statement of the council's responsibilities towards children, young people and adults at risk, available for staff, members, volunteers, elected members, contracted services and the public
- Clear line of accountability within the organisation for reporting safeguarding concerns
- Service development that takes account of the need to safeguard and promote welfare – and is informed by the views of children, young people, families and adults at risk
- Safer recruitment procedures

- Training on safeguarding and promoting the welfare of children, young people and adults at risk available for all members, staff and volunteers commensurate with the level of their contact with children, young people and vulnerable adults.
- Clear protocols on safe working practice known to members, staff and volunteers
- All contracted services and grant funded organisations have appropriate safeguarding policies and procedures in place, commensurate with their level of contact with children, young people and adults at risk.
- Safeguarding policies and procedures of contracted services and grant funded organisations are regularly monitored.
- Effective inter-agency working to safeguard and promote the welfare of children, young people and adults at risk.
- Effective information sharing
- The voice of children, young people and adults at risk is heard in service planning, decision-making and service delivery.
- That service users, their relatives or informal carers have access to information about how to report concerns or allegations of abuse.
- There is a named lead person to promote safeguarding awareness and practice within the organisation.
- The Mental Capacity Act is used to make decisions on behalf of those adults at risk who are unable to make particular decisions for themselves.
- Commitment to the adult at risk six safeguarding principles; empowerment, prevention, proportionality, protection, partnership working and accountability;
- A commitment to the principle of 'Making Safeguarding Personal' for adults.

The Council will continue to share good practice and where appropriate work in partnership with Scarborough Borough Council and NYCC to achieve this.

Through this policy the Council:

- (a) Recognises that all children and adults, irrespective of their age, class, religion, culture, disability, gender, ethnicity, sexual orientation, nationality, family, dependency, marital or economic status have a right to protection from abuse, and acknowledges its shared responsibility for safeguarding and promoting the welfare of children and adults at risk. The Council will therefore adopt a zero tolerance approach to abuse and will work to ensure that its policies and practices are consistent with agreed local multi-agency procedures and meet the organisations' legal obligations.
- (b) Commits to promoting good practice and enhancing safeguarding of children and adults at risk, and will contribute positively to improving outcomes for these groups through the development and delivery of its services.
- (c) Recognises its duty, under Section 11 of the Children Act 2004, to ensure that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children.
- (d) Recognises the new duties and responsibilities contained within the Care Act 2014

The Council relies on a range of policies and procedures which contribute to safeguard and promote the welfare of children and adults at risk. These reflect legislative requirements, professional and governing body standards and requirements, and good practice. A list of relevant policies is shown in Appendix C.

To meet its commitments to safeguarding the Council will:

- a. Contribute to partnership arrangements including representation on the following;
 - **Multi-Agency Public Protection Arrangements (MAPPA)** provides a framework for the assessment and management of risk posed by sexual and violent offender. The designated safeguarding officer and Housing Manager or delegated officer will be the Council representative at MAPPA. Information from MAPPA will be kept on secure system.
 - **Multi Agency Child Exploitation (MACE)** and contextual safeguarding meeting discusses information relating to the links between children at risk or subject of exploitation, perpetrators, or individuals who may pose a risk by exploitation, locations that may pose a risk of harm and community intelligence. The designated safeguarding officer or delegated officer will be the Council representative at these meetings.
 - **Multi-Agency Tasking and Coordination (MATAC)** is a proactive multi agency approach in assisting those who struggle to manage their behaviour in intimate or family relationships. The designated safeguarding officer, Housing Manager or delegated officer will be the council representative at MATAC
 - **Multi-Agency Risk Assessment Conferencing (MARAC)** A MARAC is a meeting for agencies to share information about the risk of serious harm or homicide for people experiencing domestic abuse in their area. Multi-agency safety plans are developed to support those most at risk. A Senior Housing Specialist or delegated officer will represent the Council at MARAC.
- b. Ensure that all allegations, disclosures or suspicions of abuse are dealt with appropriately, and that where possible the person being abused is supported.
- c. Apply safer recruitment and selection practices that comply with the Protection of Children and Vulnerable Adults (NI) Order 2003, Safeguarding Vulnerable Groups Act 2006, and guidelines issued by the Department of Health, Social Services and Public Safety.
- d. Ensure that all people acting, or providing services on behalf of the council understand and accept their responsibility with regard to safeguarding and promoting the welfare of children and adults at risk.

- e. Ensure that all employees, Elected Members and others associated with the delivery of council services are aware of the Safeguarding Policy and Procedure and receive appropriate training and supervision standards.
- f. Co-operate with Child Death, Serious Case Reviews and Homicide Reviews where these are linked to any area of the Council's responsibility, in accordance with locally agreed arrangements.
- g. Monitor and review the Safeguarding Policy and Procedure every year or where there is legislation change to ensure they are effective and remain consistent with locally agreed inter-agency procedures.

This policy and procedure has been developed to be consistent with the Joint Multi-Agency Safeguarding Adults Policy and Procedures (West Yorkshire, North Yorkshire and City of York), which can be referred to for additional guidance at www.nypartnerships.org.uk/sab

This policy and procedure has been developed to be consistent with the 'Working Together to Safeguard Children Framework' (2018).

1.3 Roles and Responsibilities

Roles and responsibilities are set out in Appendix D and Summarised as follows:

- a. This policy applies to elected members in relation to their activities as councillors. Elected members should take into account this policy in anything they do as a councillor and when considering and implementing other policies and decisions of the council.
- b. The Chief Executive will take responsibility to ensure the Council fulfils its statutory duties, in accordance with NYCC policy and procedures.
- c. The Deputy Chief Executive will take corporate responsibility to ensure the Council's Safeguarding Arrangements are implemented.
- d. The Human Resources Shared Service will ensure that recruitment procedures are in line with this policy and that appropriate training is provided.
- e. The Council will nominate a Designated Officer responsible for safeguarding and promoting the welfare of children and adults at risk throughout the Council.
- f. Heads of Service and Senior Managers will monitor action to safeguard and promote the welfare of children and adults at risk within their service.
- g. All members of staff, elected members and volunteers will carry out their duties in a way that safeguards and promotes the welfare of children and adults at risk in line with this policy. They must also act in a way that protects them from wrongful allegations of abuse and bring matters of concern to the attention of the Designated Safeguarding Officer.

- h. Ensure that appropriate records are maintained regarding safeguarding decisions, including details of the wishes and desired outcomes of the adult at risk or child where appropriate.

<p style="text-align: center;">SAFEGUARDING PROCEDURES PART TWO – CHILDREN AND YOUNG PEOPLE</p>

2.1 Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached their 18th birthday.

Abuse and neglect are forms of maltreatment of a child, somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Research and anecdotal evidence indicates that children who may be perceived as 'different', e.g. disabled children, children from minority ethnic groups or cultures and children with differing sexual orientations, are more vulnerable to abuse. It is therefore vital that all agencies promote equality of opportunity and anti-discriminatory practice. Failure to do so may expose particular children to significant harm.

2.2 Significant Harm

Some children are in need because they are suffering, or likely to suffer, significant harm, The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives Local Authorities a duty under Section 47 of the Children Act 1989,

The following definition is based on those set out in '*Working Together to Safeguard Children*' (HM Government 2018):

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm, children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

2.3 Categories of Abuse

Physical Abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. A child under the age of 13 is not legally able to consent to any sexual activity and therefore this would constitute rape under Section 5 of the Sexual Offences Act 2003.

Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situation, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/ mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and /or economic or other resources.

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

The signs and indicators of all forms of abuse can be difficult to detect and child sexual exploitation is no exception. A variety of factors can make it difficult to accurately assess how prevalent child sexual exploitation is. Many children who are sexually exploited may have been victims of other forms of abuse; the grooming methods that may be used can mean that children who are sexually exploited do not always recognise they are being abused, which can also affect detection rates. What is clear is that child sexual exploitation can occur in all communities and amongst all social groups and can affect girls and boys. All practitioners should work on the basis that it is happening in their area.

Young people can also be sexually exploited by informal and unorganised groups of people. Children and young people, who are themselves the victims of exploitation, may introduce other young people to their abusers. This may not

be a deliberate attempt to groom others into CSE, but rather a way of ensuring that their abuser's attention is deflected away from themselves.

Further understanding about the risks, including vulnerability checklists and detailed practice guidance can be accessed using the links below.

Practice Guidance:

<https://www.safeguardingchildren.co.uk/professionals/practice-guidance/>

NYSCB Vulnerability Check list:

<https://www.safeguardingchildren.co.uk/wp-content/uploads/2019/09/VC.pdf>

Child Criminal Exploitation (CCE)

Child criminal exploitation involves exploitative situation, contexts and relationship where children (under 18) receive or are promised 'something' tangible e.g. food, accommodation, drugs, alcohol, cigarettes, gifts or money or 'something' intangible' e.g. affection, respect, status or protection in return for committing a criminal act for the benefit of another individual or group of individuals or be threatened, coerced or intimidated into committing that criminal act.

In all cases, those exploiting the child or young person have power over them by virtue of their age, gender, intellect, physical strength and /or economic or other resources. The child may be being exploited, even if the activity appears consensual and does not always involve physical contact; it can also occur through the use of technology. A defining feature of CCE is the lack of choice available to the child either as a result of the child's social/economic/ emotional vulnerability and or the violence, coercion or intimidation exerted upon them.

The UK Government defines county lines as:

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity typically involves gangs or organised crime groups (OCGs) from a large urban area travelling to small locations (often rural towns/villages/coastal areas) to sell class A drugs. The groups tend to communicate with drugs users via mobile phones which are referred to as the 'line'. The most common drugs involved are usually heroin and cocaine (crack and powder), but also MDMA, cannabis, amphetamines and spice.

Further understanding about the risks and detailed practice guidance can be accessed using the link below

2.4 Examples of Concerns

If staff have concerns that a child or young person is experiencing or at risk of any kind of abuse they must report their concerns (see section 2.7 – 2.10 below for details of how to do this). Concerns may include the following (although this is not an exhaustive list)

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance at school.
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children they are working with or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- any concerns relating to peer abuse
- any concerns relating to youth produced sexual imagery (sexting)
- any concerns relating to a child's engagement with extremist groups or ideologies

2.5 Talking to Parents/Carers

In most cases it is good practice to be open and honest at the outset with parents/carers about concerns and any action that the Council intends to take. Where a referral is to be made the officer should make all reasonable efforts to ensure parents/carers are informed. However, an inability to inform parents/carers should not prevent a referral being made.

Concerns should **not** generally be discussed with parents/carers before referral where:

- a. discussion would put a child at risk of significant harm
- b. discussion would impede a police investigation or social work enquiry

- c. sexual abuse is suspected
- d. organised or multiple abuse is suspected
- e. the fabrication of an illness is suspected
- f. to contact parents/carers would place you or others at risk
- g. it is not possible to contact parents/carers without causing undue delay in making the referral
- h. the child expresses a wish that their parents are not informed.

Staff should seek support and guidance from their service manager and/or the designated safeguarding officer. Where further guidance is needed, contact should be made with or Children's Social Care.

2.6 Disclosures

If a child/young person tells you they have been abused you must:

- Listen and do not promise confidentiality
- Keep calm, reassure and do not ask leading questions
- Allow the child to finish and tell them what you will do next
- Make an immediate record of what the child has said, using their own words, record dates and times and sign
- Reassure them that they have done nothing wrong in telling you.
- Inform your service manager
- Make a referral to Children's Social Care as set out in section 2.8 and 2.9 below.

DO NOT:

- Dismiss the concern
- Panic.
- Allow your shock or distaste to show.
- Probe for more information than is offered.
- Make promises you cannot keep, such as agreeing not to tell anyone else.
- Speculate or make assumptions.
- Approach the alleged abuser.
- Make negative comments about the accused person.
- Attempt to investigate the concern.

Discuss with anyone other than your line/service manager, designated safeguarding officer or appropriate officers from NYCC Social Care or the Police.

2.7 What to Do If You Are Worried About a Child

If you have a concern about a child you should discuss your concerns with your line manager or service manager. The Designated Safeguarding officer will also be happy to give advice and support.

Staff have a responsibility to refer a child to NYCC Children's Social Care when it is believed or suspected that a child:

- Has suffered significant harm and /or;
- Is likely to suffer significant harm and/or;

- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent).

If it is unclear as to whether abuse or neglect is taking place you should discuss your concerns with your manager or designated safeguarding manager in the first instance. However, if unavailable you should discuss your concerns with NYCC Children's Social Care.

2.8 Reporting Concerns to Children's Social Care

In the first instance a telephone referral should be made using the numbers listed below. Referrers should have the opportunity to discuss their concerns with a qualified social worker. Referrers will be asked about their concerns, including any family concerns they hold as well as those directly involving the child. Such concerns may be due to domestic abuse, mental illness, substance misuse and/or learning disability.

If as a result of the consultation Children's Social Care conclude that a referral is required, this should be done without delay.

In making a referral you should:

- a. clearly identify yourself (acting on behalf of Ryedale District Council) and provide contact details
- b. provide as much basic family information as possible, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses and any previous addresses known
- c. give details of any special needs or communication needs of either the child, or any family member
- d. state why you feel the child is suffering, or is likely to suffer, significant harm
- e. share your knowledge about the child(ren) and family
- f. share your knowledge of any other agency involved. Indicate the child/parents knowledge of the referral and their expectations (if appropriate)
- h. ensure a written record is made of your concerns and actions by ensuring the completion of a '**Universal Referral Form**' and providing a copy of this to the designated safeguarding officer.
- i. follow up your referral in writing to Children's Social Care within 24 hours.

2.9 Contact Details to Make a Referral

- Referrals to Customer Service Centre contact in office hours 01609 780780
- Referrals to Children's Social Care out of hours must be made to Emergency Duty Team on 01609 780780
- Referrals to police if emergency contact 999
- Written documentation by completing the **Universal Referral Form** to support the telephone referrals (within 24 hours) the form can be downloaded at <http://www.safeguardingchildren.co.uk/referral-process>.

2.10 Abuse Requiring an Immediate Response

- If medical attention is required then contact the emergency services on 999
- Inform your service unit manager or designated safeguarding officer without delay
- Telephone children's social care direct and /or police using the contacts in section 2.9 above.

Consider if it is safe for the alleged victim to return home to a potentially abusive situation, (seeking advice from your managers or NYCC Social Care or Police where required).

Where there is any doubt about the safety of the child if they were to return home to a potentially abusive situation, the referring officer must inform NYCC Social Care and/or the Police of their concerns. Managers in the Police or CSC agencies will then advise about how to proceed to ensure the immediate wellbeing of the child.

2.11 What happens after a Referral?

Following a referral Council staff may be involved in the assessment and management process led by North Yorkshire County Council Social Care. This could include being invited to take part in a Strategy Meeting or to attend an Initial Child Protection Conference.

Where there are criminal investigations staff may be required to co-operate with the Police. In all cases sufficient time will be given to prepare and attend these meetings and individuals will be provided with the necessary support and guidance from their line manager and the designated safeguarding officer during the process.

Feedback on the outcome of referrals

The referrer is entitled to:

- a. receive an understanding from North Yorkshire County Council Social Care representative of what will happen next
- b. be given the name of a contact person within North Yorkshire County Council Social Care who will be dealing with the referral
- c. receive information on the outcome of the referral within 7 days.

PART THREE – SAFEGUARDING ADULTS

3.1 Making “Safeguarding Personal”

Making safeguarding personal means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

Due regard must be given to individual differences, including age, disability, religion or belief, sex, sexual orientation, race or racial group, caring responsibilities, class, culture, language, pregnancy and marital or civil partnership status.

3.2 Who is a ‘person at risk’?

For the purposes of this policy, a person at risk is an adult who:

- is aged 18 years or more, and
- has needs for care and support (whether or not these are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Such a definition includes adults with physical, sensory and mental impairments and learning disabilities, howsoever those impairments have arisen e.g. whether present from birth or due to advancing age, chronic illness or injury. Also included are people with a mental illness, dementia or other memory impairments, people who misuse substances or alcohol.

The definition includes unpaid carers (family and friends who provide personal assistance and care to adults on an unpaid basis).

The local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult’s case. This is referred to as a **Statutory Section 42 Enquiry**.

Local authorities are not required by law to carry out safeguarding enquiries on behalf of adults who do not fit the criteria outlined in Section 42 of the Care Act 2014; they do so at their own discretion. These enquiries would relate to an adult who:

- Is believed to be experiencing, or is at risk of, abuse or neglect; and
- Does not have care and support needs (but might have just support needs).

3.3 What is Abuse?

Abuse can take many forms and the circumstances of the individual should always be considered. It may:

- Consist of a single act or repeated acts e.g. an adult at risk may be neglected and also being financially abused.
- Be carried out deliberately or unknowingly.

Abuse can take place in any context. It may occur when an adult at risk lives alone or with a relative; it may also occur within nursing, residential or day care settings, within hospitals or other places previously assumed safe, or in public places. Patterns of abuse may reflect very different dynamics, such as:

- Serial abuse in which someone seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- Long term abuse – may occur in the context of an ongoing relationship such as domestic violence between partners or generations or persistent psychological abuse;
- Opportunistic abuse - such as theft occurring because money or jewellery has been left lying around;
- Self-neglect – where a person declines support and assistance with their care and support needs, impacting on their individual wellbeing.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

The following are examples of issues that would be considered a safeguarding concern:

Physical: Physical abuse – including assault, hitting, slapping, kicking, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional

practice as a result of the structure, policies, processes and practices within an organisation.

Domestic abuse – is ‘an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse...by someone who is or has been an intimate partner or family member regardless of gender or sexuality’ (Home Office, 2013). Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called ‘honour’ based violence, forced marriage and female genital mutilation. (see section 6 for more information).

Self-neglect – this covers a wide range of behaviours, such as neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

A safeguarding response in relation to self-neglect may be appropriate where a person is declining assistance in relation to their care and support needs, and the impact of their decision, has or is likely to have a substantial impact on their overall individual wellbeing.

Modern slavery - includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment (see section 5 for more information).

Neglect and acts of omission – includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse – includes abuse based on a person’s race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.

3.4 Mental Capacity Assessment

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who lack capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the adult safeguarding process must comply with the Act. Further information is available on the following link [Mental Capacity Act 2005 - Legislation.gov.uk](#)

The Mental Capacity Act outlines five statutory principles that underpin the work with adults who lack mental capacity:

- A person must be assumed to have capacity unless it is established that he/she lacks capacity;
- A person is not to be treated as unable to make a decision unless all practicable steps to help him/her to do so have been taken without success;
- A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision;

- An act done or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his/her best interests;
- Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

In the application of this policy all staff should consider the mental capacity of service users on a case by case basis. Support and further advice on issues around mental capacity can be obtained from the designated safeguarding officer or NYCC.

3.5 Deprivation of Liberty Safeguards

This concept was introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

3.6 What to Do If You Are Worried About an Adult at Risk

Every member of staff or elected member has a responsibility to act on concerns of possible abuse.

Elected Members should contact the Deputy Chief Executive or Designated Safeguarding Officer if they have a concern about an adult.

If you are a member of staff and have a concern about an adult you should discuss your concerns with your line manager or service manager. The Designated Safeguarding Officer will also be happy to give advice and support.

Staff have a responsibility to make a Safeguarding Referral to NYCC when it is believed or suspected that an adult is at risk.

The principles of “Making Safeguarding Personal” mean that adults are encouraged to make their own decisions, and should be provided with support and information to empower them to do so.

Therefore, in general if you have a concern about an adult you should discuss this with them and what action you are proposing to take. If the adult refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, in general, their wishes should be respected.

However, there are a number of circumstances where staff can reasonably override such a decision, including:

- The adult lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act;
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent;
- Other people are, or may be, at risk, including children;

- Sharing the information could prevent a serious crime;
- A serious crime has been committed;
- The risk is unreasonably high and duty of care has to be considered;
- Staff are implicated;
- There is a court order or other legal authority for taking action without consent

If it is unclear as to whether abuse or neglect is taking place you should discuss your concerns with your manager or designated safeguarding manager in the first instance. However, if unavailable you should discuss your concerns with NYCC Children's Social Care.

3.7 Reporting Concerns to Adult Social Care

In the first instance a telephone referral should be made using the numbers listed below. Referrers should have the opportunity to discuss their concerns with a qualified social worker.

If as a result of the consultation Children's Social Care conclude that a referral is required, then the referrer should comply by making the referral without delay.

In making a referral you should:

- a. clearly identify yourself (acting on behalf of Ryedale District Council) and provide contact details
- b. provide as much basic family information as possible, clearly stating the name of the adult, any other children known to be in the household, the dates of birth and addresses and any previous addresses known
- c. give details of any special needs or communication needs
- d. share your knowledge of any other agency involved
- e. indicate the adults knowledge of the referral and their expectations
- f. ensure a written record is made of your concerns and actions by ensuring the completion of the **adult safeguarding referral form** and providing a copy of this to the designated safeguarding officer.
- i. follow up your referral in writing within 24 hours.

3.8 Contact Details to Make a Referral

- Referrals to Customer Service Centre contact in office hours 01609 780780
- Referrals out of hours must be made to Emergency Duty Team on 01609 780780
- Referrals to police if emergency contact 999
- Written documentation by completing the **Adult Safeguarding Referral Form** to support the telephone referrals (within 24 hours) the form can be downloaded at <https://safeguardingadults.co.uk/working-with-adults/raising-a-concern>.

3.9 Abuse Requiring an Immediate Response

- If medical attention is required then contact the emergency services on 999

- Inform your service unit manager or designated safeguarding officer without delay
- Telephone NYCC direct and /or police using the contacts in section 3.8 above.

Consider if it is safe for the alleged victim to return home to a potentially abusive situation, (seeking advice from your managers or NYCC Social Care or Police where required).

Where there is any doubt about the safety of the adult at risk if they were to return home to a potentially abusive situation, the referring officer must inform NYCC Social Care and/or the Police of their concerns. Managers in the Police or NYCC will then advise about how to proceed to ensure the immediate wellbeing of the adult at risk.

3.10 What happens after a Referral?

Following a referral, council staff may be involved in the assessment and management process led by North Yorkshire County Council Social Care. This may include being invited to take part in meetings. Where there are criminal investigations staff may be required to co-operate with the Police. Where required sufficient time will be given to prepare and attend any meetings and individuals will be provided with the necessary support and guidance from their line manager and the designated safeguarding officer during the process.

Feedback on the outcome of referrals

The referrer is entitled to:

- a. receive an understanding from North Yorkshire County Council Social Care representative of what will happen next
- b. be given the name of a contact person within North Yorkshire County Council Social Care who will be dealing with the referral
- c. receive information on the outcome of the referral within 7 days.

3.11 Preserving evidence

If a crime has occurred, try to preserve evidence in case there is a criminal investigation.

- Try not to disturb the scene, clothing or victim if at all possible
- Secure the scene, for example, lock the door, if possible,
- Preserve all containers, documents, locations, etc
- Evidence may be present even if you cannot actually see anything
- If in doubt, contact the police and ask for advice

PART FOUR – PREVENT (Violent Extremism)

4.1 Definitions

Prevent is one of the four main strands of the government's counter terrorist strategy, CONTEST. Prevent has five main objectives, objective 3 of which is "*Supporting vulnerable individuals who are being targeted and recruited to the cause of violent extremism.*"

The Prevent strategy promotes a multi-agency approach which emphasises the need to recognise the vulnerability of children, young people and vulnerable adults to radicalisation, work to safeguard those at risk, and work together to provide the skills, understanding and support to children and young people to make critical choices and develop strategies to resist the narratives of extremists and exploitative relationships.

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups.

4.2 Indicators of Radicalisation/Extremism

There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.

No research has identified a definitive list of indicators which would show that someone is vulnerable to radicalisation to violent extremism. People can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members groups and organisations or, increasingly, through the internet.

This can put a person at risk of being drawn into criminal activity and has the potential to cause significant harm. Potential diagnostic indicators identified in the Channel Guidance include:

- use of inappropriate language,
- possession of violent extremist literature,
- behavioural changes,
- the expression of extremist views,
- advocating violent actions and means,
- association with known extremists,
- seeking to recruit others to an extremist ideology.

Further information including vulnerability checklists and detailed practice guidance are available using the link below.

<http://www.safeguardingchildren.co.uk/admin/uploads/practice-guidance/prevent-practice-guidance.pdf>

4.3 What to do if you are concerned about radicalisation/extremism

Discuss your concerns with your Service Manager or the Designated Safeguarding Officer for advice and support.

Any concerns about a child or young person who may be vulnerable to being drawn into terrorism or at risk of this, should be reported as a safeguarding concern as set out in section 2 above (para. 2.8 and 2.9)

If an adult is at risk this should also be reported as safeguarding concern as set out in section 3 above (para. 3.6 -3.9). You do not need consent from the individual to make a Prevent Referral.

Concerns involving an immediate threat or risk of harm should be reported immediately to the Police on 999.

PART FIVE – MODERN SLAVERY AND HUMAN TRAFFICKING

5.1 Definitions

The Modern Slavery Act 2015 establishes that a person commits an offence if the person arranges or facilitates the travel of another with a view to being **exploited**, this involves cases where:

- the person intends to exploit the person being trafficked (in any part of the world) during or after the travel, or
- the person knows or ought to know that another person is likely to exploit the person being trafficked (in any part of the world) during or after the travel

Modern Slavery is the condition of a person over whom any or all of the powers attaching to the rights of ownership are exercised. People are treated as commodities and exploited for criminal gain. It is a global crime which transcends age, gender, ethnicities, and borders. Victims of modern slavery may have being brought legally or illegally from overseas, or they may be British citizens living in the United Kingdom (U.K). The true extent of modern slavery in the U.K and globally is unknown, but the best estimates suggest that there are between 10-13,000 victims currently in the U.K. and up to 45,000,000 worldwide (Global Slavery Index 2016).

Human trafficking: Individuals are moved either internationally or domestically so they can be exploited. If the trafficked individual is under 18 years old, then they are considered to be a child. **Forced or Compulsory labour / Servitude:** Victims are forced to work against their will, often working very long hours for little or no pay in dire conditions, under verbal or physical threats of violence to them or their families. Servitude is an aggravated form of “forced or compulsory labour”.

Criminal exploitation: Victims are coerced into committing crimes such as cannabis cultivation; pick pocketing, shoplifting and begging.

Sexual exploitation: Victims are forced to perform non-consensual or abusive sexual acts against their will, such as prostitution, escort work and pornography. Whilst women and children make up the majority of victims, men can also be sexually exploited.

Debt bondage: Victims are forced to work to pay off debts that realistically they will never be able to pay off. Low wages and arbitrary deductions from wages mean not only that they cannot ever hope to pay off the loan, but the debt may be passed down to their children.

Coercion can be physical or psychological. Physical coercion can refer to the use of violence, or be more subtle e.g. the withholding of travel documents. Psychological coercion can refer to the threat or perceived threat to the victim's relationship with other people. This can include blackmail, grooming, witchcraft and social stigma.

Further information about modern slavery including vulnerability checklists and detailed practice guidance is available using the links below. .

<http://www.safeguardingchildren.co.uk/admin/uploads/resources/nyp-modern-slavery-toolkit.pdf>

5.2 What to do if you have a concern about modern slavery

Discuss your concerns with your Service Manager or the Designated Safeguarding Officer for advice and support.

Any concerns about a child or young person who may be a victim or at risk of modern slavery or exploitation, should be reported as a safeguarding concern as set out in section 2 above (para. 2.8 and 2.9)

If an adult is at risk this should also be reported as safeguarding concern as set out in section 3 above (para. 3.6 -3.9).

Concerns involving an immediate threat or risk of harm should be reported immediately to the Police on 999.

In addition to the above, where you have concerns about modern slavery a **National Referral Mechanism (NRM) referral** should be made. The National Referral Mechanism is the process by which people who may be victims of modern slavery are identified, referred, assessed, and supported in the U.K.

A copy of the form and more information can be found using the links below.

<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>

<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales>

Further advice and support about this should be sought from the Designated Safeguarding Officer or officers within the Community Impact Team.

6.1 Definitions

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Domestic abuse occurs within all age ranges, ethnic backgrounds, sexualities, and economic and educational levels.

Domestic abuse:

- will affect 1 in 4 women, and 1 in 6 men, during their lifetime;
- leads to, on average, two women being murdered each week, and 30 men per year;
- accounts for 16% of all violent crime, however it is still the violent crime least likely to be reported to the police;
- has more repeat victims than any other crime (average on there will have been 35 domestic abuse assaults before a victim calls the police) and women will approach 9 different agencies for help before effective help is offered; and
- is the single most quoted reason for becoming homeless.

Stalking and Harassment

Stalking is a pattern of repeated (two or more occasions) and unwanted behaviour that may cause an individual to feel distressed, scared or intimidated. Both males and

females can commit this offence. Stalking can happen with or without a fear of physical violence e.g. if an individual is receiving unwanted contact (in person, by letter, email or phone), but the person has never threatened the individual, this is still stalking.

Honour Based Violence (HBV)

HBV is a crime or incident, which has or may have been committed, to 'protect or defend the honour of the family and/or community'. HBV has the potential to be both a domestic abuse incident and a child abuse incident or concern. HBV is sometimes referred to as "Izzat" which means dignity, honour, reputation, or social rank.

Forced Marriage

A forced marriage is where one, or both people do not (or in cases of people with learning disabilities, cannot), consent to the marriage and pressure or abuse is used. It is recognised in the UK as a form of abuse against women and men, domestic/child abuse and a serious abuse of human rights. A marriage must be entered into with free will and consent. The pressure put on people to marry against their will can be physical or sexual, including threats, emotional, psychological or financial.

NB: Forced Marriage is NOT the same as arranged marriage, where parents or elders may identify a 'suitable' marriage partner, but where the prospective spouses may choose whether or not they wish to accept the partnership and no pressure is brought on this decision.

6.2 Impact on Children

Children who witness domestic abuse suffer emotional and psychological abuse. They tend to have low self-esteem and experience increased levels of anxiety, depression, anger and fear, aggressive and violent behaviours, including bullying, lack of conflict resolution skills, lack of empathy for others, poor peer relationships, poor school performance, anti-social behaviour, pregnancy, alcohol and substance misuse, self-blame, hopelessness, shame and apathy, post-traumatic stress disorder – symptoms such as hyper-vigilance, nightmares and intrusive thoughts – images of violence & abuse, insomnia, enuresis (bed wetting) and over protectiveness of the victim and/or siblings.

6.3 Multi- agency Risk Assessment Conferencing (MARAC)

A MARAC is a meeting for agencies to share information about the risk of serious harm or homicide for people experiencing domestic abuse in their area. Multi-agency safety plans are developed to support those most at risk. The aim is to increase the safety and well-being of the adults and children involved, and reduce the likelihood of repeat victimisation. However, only cases identified as 'high risk' are discussed at a MARAC. Any agency can refer a case into a MARAC. Where possible the referring agency should undertake an initial assessment and complete the SafeLives DASH Risk Assessment Form (see Appendix E).

MARAC referral forms are attached as Appendix F for reference and can be downloaded using the link below.

<https://northyorkshire.police.uk/hidden-pages/marac-forms/>

6.4 What to do if you are worried about Domestic Abuse

Discuss the case with your line manager/service manager or the designated safeguarding officer for further advice and support.

If you think a child is at risk of harm you should make a safeguarding referral to NYCC for the child as set out in section 2 of these procedures (para.2.7- 2.10). In most cases this should be discussed with the parent to explain the reasons for the referral unless there are factors to over-ride this. (see para. 2.5 above)

When making a decision about an adult victim of domestic abuse, you should generally discuss and seek the consent of the adult prior to making any referral unless there are factors to over-ride this such as serious risks/crimes, other people at risk or concerns about mental capacity. (see section 3, para. 3.6 above).

Complete a SafeLives DASH Risk Assessment Form with the victim if possible (see Appendix E), alternatively the form can be completed with the information that is known. There may also be occasions where you have serious concerns about domestic abuse even if the victim has been unable to disclose the information that might highlight their risk more clearly for example due to extreme levels of fear, cultural barriers to disclosure, or fears about immigration issues.

SafeLives DASH Risk Assessment Form can be downloaded using the link below http://www.safelives.org.uk/marac/RIC_for_MARAC.html.

In all cases where you have reason to think that there is a high degree of risk you should refer to MARAC. MARAC referral forms are attached as Appendix F for reference and can be downloaded using the link below.

<https://northyorkshire.police.uk/hidden-pages/marac-forms/>

If you think an adult meets the criteria of an adult at risk (and requires care and support needs) you should make a safeguarding referral to NYCC as set out in section 3 of these procedures (para.3.6 – 3.9).

If you are unsure seek advice from the designated safeguarding officer or your line manager.

6.5 Sources of additional advice and support

The following organisations can provide further advice and support for victims (and professionals)

Independent Domestic Abuse Services (IDAS): 03000 110 110 (a charity supporting anyone experiencing or affected by domestic abuse or sexual violence)
Young Minds Parent Helpline 0808 802 5544 (Free confidential line for parents worried about their child).

Family Lives Helpline: 0808 800 2222 (offers a confidential and free* **helpline** service for **families**).

Further information including vulnerability checklists and detailed practice guidance can be found using the link below.

<http://www.safeguardingchildren.co.uk/admin/uploads/practice-guidance/domestic-abuse-practice-guidance.pdf>

6.6 Domestic Violence Disclosure Scheme (DVDS)

This is also referred to as “Clare’s Law”, commenced across England and Wales from 8 March 2014.

The scheme has two functions:

- **Right to Ask** – this gives members of the public a formal mechanism to make enquiries about an individual who they are in a relationship with, or who is in a relationship with someone they know, and there is a concern that the person may be violent towards their partner. They have the right to ask the police about that partner’s previous history of domestic violence or violent acts. A precedent for such a scheme exists with the Child Sex Offender Disclosure Scheme.
- **Right to Know** - If police checks show that the person has a record of violent offences, or there is other information to indicate a person is at risk, the police will consider sharing this information with the person(s) best placed to protect the potential victim i.e. the police can proactively disclose information in certain circumstances - without the victim asking.

6.7 Domestic Violence Protection Notice / Orders (DVPN/DVPO):

A Domestic Violence Protection Notice and Order is aimed at perpetrators who present an on-going risk of violence to the victim with the objective of securing a co-ordinated approach across agencies for the protection of victims and the management of perpetrators. These are applied for by the Police, who can provide further advice about potential remedies.

PART SEVEN - RECRUITMENT AND EMPLOYMENT

7.1 Safer Recruitment Practice

Safer recruitment practice should be applied at all stages of the recruitment process and throughout the time a person is employed by an organisation. Those responsible for recruiting staff must complete Safer Recruitment training and all interview panels must contain at least one person that has been trained in Safer Recruitment.

All recruitment and human resource issues will be managed in line with Ryedale District Council's policies and procedures to ensure safe practice and develop an environment where the risk of abuse is managed. This will include code of conduct, robust arrangements for Disclosure and Barring Services and speak out.

The Council will provide appropriate awareness and training opportunities for staff, volunteers and members to equip them to carry out their responsibilities effectively. This will include general awareness, service-specific and specialist training as appropriate, and will link into the training framework developed through the North Yorkshire Safeguarding Boards.

All staff will be made aware of the Council's arrangements for safeguarding and promoting the welfare of children and vulnerable adults and their responsibilities at the induction stage

7.2 Allegations against Staff, Volunteers, Elected Members

All allegations of abuse made against members of staff, volunteers and elected members who work with children or vulnerable adults will be managed in line with the Council's policies and procedures.

These procedures apply to a wide range of allegations, including those that indicate a person may be unsuitable to work with children or adults at risk in their present position, or in any capacity. They are, therefore, to be followed in respect of allegations that a person who works with children and/or adults at risk.

- Behaved in a way that has harmed, or may have harmed a child or vulnerable adult
- Possibly committed a criminal offence against, or related to, a child or vulnerable adult
- Behaved towards a child, children or vulnerable adult in a way that indicates they are unsuitable to work with children.

Where you have concerns about a colleague, you should report these concerns to HR or the Deputy Chief Executive, who will manage the allegations in line with the agreed policy.

The HR Team will discuss allegations against staff, volunteers or elected members with the NYCC Local Authority Designated Officer (LADO). The purpose of this discussion

is to consider the nature, content and context of the allegation and to agree what further action, if any, is necessary.

Action may include:

- Child / adult at risk safeguarding investigation- this will assess whether the child/adult is in need of protection or in need of services – led by NYCC Social Care.
- Criminal investigation – led by North Yorkshire Police
- A disciplinary investigation in line with RDC disciplinary procedures.
- No further action.

In the first two instances Social Care and/or Police will lead on any investigations.

The Chief Executive has the lead responsibility for safeguarding and will provide high-level support to Human Resources in handling any allegations of abuse made against staff.

7.3 Disclosure and Barring Service (DBS)

Human Resources will notify the Disclosure and Barring Services where -

- The Council have permanently removed a member of staff, volunteer or elected member from regulated activity
- The Council thinks that the person has either:
 - Engaged in relevant conduct or
 - Satisfied the harm test or
 - Received a caution for, or been convicted of, a relevant offence
- For most cases, the Disclosure and Barring Service only has the power to bar a person who **is, has been or might in future** engage in regulated activity

PART EIGHT - PHOTOGRAPHY, FILM AND MEDIA

8.1 Council Responsibilities

The Council will take appropriate action to protect children, young people and adults at risk from the inappropriate use of photographic images.

The majority of the photographs taken by or on behalf of the Council will be anonymous group shots in public places. However, photographs can be used as a means of identifying children, young people and adults especially when they are accompanied with personal information. This information can make children vulnerable e.g. to an individual who may wish to groom that child for abuse. The content of an image can be adapted for inappropriate use and there is evidence of adapted material finding its way on to child pornography sites.

Staff, members and volunteers should be vigilant at all times regarding the use of cameras, camera phones or videos at events, which involve children and young people. Council officers will act on all concerns of any child, young person or carers regarding inappropriate use of photographic equipment/images.

8.2 Events

For any event an officer should be identified who has responsibility for:

- Communicating that photographers may be in attendance at an event
- Ensuring that so far as it is practicable to do so, where photographs are to be taken, there is a registration process for the event which includes provision permitting consent for the use of images taken at the event. Such process must allow individuals to opt out of consent whilst still registering for the event.
- Ensuring that consent/registration forms and images are stored safely and any future use of images seeks further permissions from child, parents/carers for their use at a later date.
- Where parents/carers have agreed to photography, providing a mechanism to identify those children who may be photographed, such as a badge or marker. A simple form is available to copy in Appendix J.
- Where publicity in relation to an event includes photographs of a child all efforts are taken to minimise the use of information that may lead to the identification of the child unless it is necessary to do so.

9.0 PHOTOGRAPHY, FILM AND MEDIA

9.1 The Council will take appropriate action to protect children and young people from the inappropriate use of photographic images.

Whilst it is accepted that the majority of the photographs taken by or on behalf of the Council will be anonymous group shots in public places, it should be remembered, however, that photographs can be used as a means of identifying children and young people especially when they are accompanied with personal information. This information can make children vulnerable e.g. to an individual

who may wish to groom that child for abuse. The content of an image can be adapted for inappropriate use and there is evidence of adapted material finding its way on to child pornography sites. Staff, members and volunteers should be vigilant at all times regarding the use of cameras, camera phones or videos at events, which involve children and young people. Council officers will act on all concerns of any child, young person or carers regarding inappropriate use of photographic equipment/images.

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- Ensuring that consent/registration forms and images are stored safely and any future use of images seeks further permissions from child and parents/carers for their use at a later date.
- Where parents/carers have agreed to photography, providing a mechanism to identify those children who may be photographed, such as a badge or marker. A simple form is available to copy in Appendix K.
- Where publicity in relation to an event includes photographs of a child all efforts are taken to minimise the use of information that may lead to the identification of the child unless it is necessary to do so.

PART NINE - CONSIDERATIONS FOR SPECIFIC COUNCIL FUNCTIONS/SERVICES

9.1 Licensing

Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or vulnerable person as a consequence of the actions or inactions of a licence holder, the Licensing Section will ALWAYS liaise with North Yorkshire County Council and or North Yorkshire Police who will help manage the complaint and assess the level of risk of the complaint received and any immediate actions to be undertake.

If a child or adult protection strategy meeting is convened the Licensing Authority will have regard to the recommendations of the meeting upon the management of any risk arising from the action or inaction of the Licence holder

On some occasions it may be necessary to take no immediate action upon receipt of an allegation, particularly if it may compromise an investigation.

Where following consultation the view taken is that action is required, the licence holder will be interviewed. The Licensing Authority shall consider whether the suspension or revocation of the licence is required and whether such suspension or revocation should take immediate effect in the interests of public safety. When the Licensing Authority considers suspension or revocation of the licence the reasons for that decision will need to be provided to the licence holder.

The relevant Head of Service must be informed of any concerns and/or allegations about licence holders in relation to children and/or vulnerable adults.

9.2 Leisure Services

Any leisure facility which young people and adults attend provides an environment in which staff needs to be vigilant to protect children and vulnerable adults from abuse. Such risks can arise from unsupervised access to children and vulnerable adults, however, there is also an opportunity to protect where indicators of abuse are noted (i.e. bruises on a child coupled with observed inappropriate parental chastisement on a caravan park, bullying of an adult with learning disabilities by a carer etc).

The responsible Head of Service / Director must take responsibility for ensuring all relevant staff, including casual and temporary members of staff are briefed on the need to be aware of child and adult at risk protection issues and the policies and procedures and receive relevant training.

9.3. Housing, Homelessness and Residential Regulation Services

Professionals working in these services may become aware of conditions that could have an adverse impact on children or adults who may be at risk. Under Part 1 of the Housing Act 2004, authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions.

Housing authorities also have an important role to play in safeguarding vulnerable young people, including young people who are pregnant or leaving care.

9.4. Commissioned Services (working with Contractors and Partner Organisations)

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or adults at risk should have their own Safeguarding Policy for Children and Adults, or comply with the terms of the Council policy. Any policy must include requirements which ensure that workers with the potential to come into contact with children, young people or vulnerable adults are subject to the necessary Disclosure and Barring Checks.

In any contract let by the Council, the Council must make provision allowing for the investigation, report and/or inspection of any agency/organisation acting on or behalf of them where there is a cause for concern in relation to safeguarding.

This requirement must form part of any service level agreement, contract or license. Heads of Service are responsible for ensuring inclusion occurs.

9.5 Hiring of Facilities

Where facilities are let to external groups or events organised, which involve children, young people or adults at risk when parents/carers are not present, the Council will include provision within its conditions of hire requiring:

- Inclusion within their risk register for the event consideration of the management of risks related to safeguarding children
- public liability insurance (£5 million minimum)
- agreement to work within the expectations of this policy unless the event organiser has in place an alternate suitable safeguarding policy
- retain a register for the recording of medical information or special needs
- ensure staff who will have significant unsupervised involvement with children and young people over the course of the event have DBS checks where appropriate for the role they are undertaking.

The relevant Head of Service will assume accountability for these provisions.

PART TEN – CONFIDENTIALITY AND STORAGE OF INFORMATION

10.1 Confidentiality

The identity, information and/or suspicions about the welfare of a child or vulnerable adult should be treated in strictest confidence and discussed only with your manager, designated safeguarding officer, appropriate NYCC Social Care Officers or the Police.

10.2 Sharing Information

In sharing information with NYCC Social Care or the Police the welfare of the child, young person or vulnerable adult is paramount and overrides all other considerations regarding the sharing of information.

10.3 Record Keeping

Services should retain records of their safeguarding decisions, using the appropriate case file or other system. Records should be retained in line with GDPR requirements and for the specified retention period. Accountability lies with Heads of Service.

Copies of all safeguarding referrals, should be forwarded by email as soon as possible to the designated safeguarding officer who will log all referrals.

Human Resources is responsible for keeping secure records of all allegations of abuse against staff and volunteers, and management action taken.

11.0 SUPPORT AND WELFARE FOR STAFF

- 11.1 Sometimes, following a referral, Council staff, volunteers and elected members may be involved in the assessment and management process led by North Yorkshire County Council Social Care. They may be invited to take part in any Strategy Meeting or to attend an Initial Case Conference or Safeguarding Adults Review. Where there is a criminal investigation staff may be required to co-operate with the Police.
- 11.2 In all these circumstances staff, volunteers and elected members will be offered sufficient time to prepare and attend these meetings with the support of their line manager.
- 11.3 They will also receive appropriate senior management support and the Designated Safeguarding Officer will continue to provide support and guidance as required/appropriate.
- 11.4 It is recognised by Ryedale District Council that dealing with safeguarding issues is not easy and staff, volunteers and elected members may need support to deal with any issues, concerns and feelings this may raise for them personally. Occupational Health and Counselling Services are available to staff. Requests for this support should be made to your line manager or the Designated Safeguarding Officer.

6.0 OTHER SAFEGUARDING CONFERENCES

- 6.1 Multi Agency Risk Assessment Conferences (MARAC)** – are for high risk victims of domestic abuse. MARAC meetings combine up to date risk assessment information with assessment of the victims needs and links this to the most appropriate services for all those directly involved in domestic abuse, including children and young people, wider family members and the perpetrator. The MARAC protocol signed up by Ryedale District Council can be found on the North Yorkshire Safeguarding Children Board website www.safeguardingchildren.co.uk. North Yorkshire Police and/or Designated Safeguarding Officer will support staff with this process.
- 6.2 Multi Agency Public Protection Arrangements (MAPPA)** provides a framework for the assessment and management of risk posed by sexual and violent offenders. The Principal Specialist (People) will be the Council representative at MAPPA. Information from MAPPA will be kept on secure system.

DEFINITIONS/GLOSSARY

TERM	MEANING
Adult & Children's Social Care	North Yorkshire County Council. Further details and multi agency procedures can be obtained at www.safeguardingchildren.co.uk and www.northyorks.gov.uk/safeguarding
Child/Children/Young Person	Anyone under the age of 18
Data Barring Service	The DBS is a national organisation conducting checks to enable an assessment to be made on the suitability of a person to care for or work with children or vulnerable adults.
Designated Safeguarding Officer/Safeguarding Concerns Manager	The Council employee with overall responsibility for overseeing the day to day application of Safeguarding Policy and Procedures.
Employees/Member of staff	Those employed by the Council, whether permanent or temporary. This includes paid and voluntary staff, and also elected Councillors.
North Yorkshire Safeguarding Boards	North Yorkshire Safeguarding Adults Board (NYSAB) and North Yorkshire Safeguarding Children Board (NYSCB) are statutory bodies that bring together a number of agencies across North Yorkshire to ensure joined up approaches to safeguarding. We coordinate and ensure effective safeguarding and promote the wellbeing and welfare of adults, children, young people and families, and protect them from harm.
Parent	Generic term to include birth parents, stepparents and carers. The term will specify parental responsibility where necessary.
Safeguarding Children and Young People	Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children
Adult At Risk	For the purposes of this policy, a person at risk is an adult who: <ul style="list-style-type: none"> • is aged 18 years or more, and • has needs for care and support (whether or not these are currently being met), • is experiencing, or is at risk of, abuse or neglect, and • as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
Multi Agency Risk Assessment Conferences (MARAC).	Are for high risk victims of domestic abuse.
Multi Agency Public Protection Arrangements (MAPPA)	Provide a framework for the assessment and management of risk posed by sexual and violent offenders.

LEGISLATIVE FRAMEWORK

Working Together to Safeguard Children Statutory framework: legislation relevant to safeguarding and promoting the welfare of children July 2018.

The legislation relevant to safeguarding and promoting the welfare of children is set out below. It is valuable information in its own right and should also be read alongside the statutory guidance, Working Together to Safeguard Children 2018.

Children Act 2004

Section 10 requires each Local Authority (i.e. Children’s Services Authority) to make arrangements to promote co-operation between the Authority, each of the Authority’s relevant partners (including District Councils) and such other persons or bodies working with children in the Local Authority area as the Authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of children in the Authority’s area that includes protection from harm or neglect alongside other outcomes.

Section 11 requires a range of organisations (including District Councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

Section 16E defines ‘safeguarding partners’ as the local authority, a clinical commissioning group and the chief officer of police within the local authority area; and a ‘relevant agency’ as a person who is specified in regulations (the Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018) and exercises functions in relation to children within the area. It also requires safeguarding partners to make arrangements for themselves (and relevant agencies they consider appropriate) to work together to safeguard and promote the welfare of children in their area. This must include arrangements to identify and respond to the needs of children in the area.

Children Act 1989

The Children Act 1989 places a duty on local authorities to promote and safeguard the welfare of children in need in their area.

Section 17(10) states that a child shall be taken to be in need if:

- a. He is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part.
- b. His health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services, or

c. He is disabled.

There are two specific duties on District Councils to co-operate in the interests of children in need.

Section 47 places a duty on any local authority to help a Local Authority (i.e. Children's Services Authority) with its enquiries in cases where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

Housing Act 1996

Section 213A requires housing authorities to refer to adult social care services persons with whom children normally reside or might reasonably be expected to reside, who they have reason to believe may be ineligible for assistance, or who may be homeless and may have become so intentionally or who may be threatened with homelessness intentionally, as long as the person consents.

The 2014 Care Act provides the legal framework for adult social care and places a duty on councils to promote people's wellbeing. Under the Act, councils support, and promote the wellbeing and independence of working age disabled adults and older people, and their carers.

Mental Capacity Act 2005

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention.

Deprivation of Liberty Safeguards

Article 5 of the Human Rights Act states that 'everyone has the right to liberty and security of person. No one shall be deprived of his or her liberty [unless] in accordance with a procedure prescribed in law'. The Deprivation of Liberty Safeguards is the procedure prescribed in law when it is necessary to deprive of their liberty a resident or patient who lacks capacity to consent to their care and treatment in order to keep them safe from harm.

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. This safeguard is designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

Criminal record checks: guidance for employers – How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).

Safeguarding Vulnerable Groups Act 2006

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

POLICIES AND PROCEDURES SUPPORTING SAFEGUARDING

Human Resources Policies, Procedures and Regulations including:

- Code of Conduct
- Disciplinary Procedure and Rules
- Disclosure Policy and Procedure
- Employment of Ex-Offenders
- Equality Statement and Equality Scheme
- Grievance Policy and Procedure
- Harassment and Bullying Policy
- Recruitment and Selection – Code of Practice (including CRB procedure)
- References – Guidance on providing and obtaining References

Health & Safety Policies, Procedures and Regulations including:

- Risk Assessments:
- New and Expectant Mothers
- Young People at Work
- Accident Reporting
- Corporate Policy Statement
- Personal Safety
- Guidance on Young People at Work

Whistleblowing Policy

Complaints Procedure

Corporate Customer Care Policy and Procedure

Data Protection Policy, Procedure and Guidance

ICT User Policy

Licensing Policy

Multi Agency Risk Assessment Conference Protocol

Service-specific policies and procedures

Multi-agency information sharing protocol

ACCOUNTABILITY AND MANAGEMENT FOR SAFEGUARDING

STAFF, VOLUNTEERS, CONTRACTORS

Must undertake safeguarding responsibilities and be trained

LINE MANAGER

Must undertake enhanced safeguarding responsibilities and enhanced training; accountable for supporting staff referrals

HEADS OF SERVICE

As per line manager, with specific responsibilities related to service functions including contracts and records management, as well as embedding safeguarding throughout their service

DESIGNATED SAFEGUARDING OFFICER

Lead officer for safeguarding and promoting the welfare of children and adults at risk throughout the Council via casework, advice and support

DEPUTY CHIEF EXECUTIVE

Chair of the Corporate Safeguarding Working Group (Panel) and accountable for implementing and embedding safeguarding throughout Council business by leading effective policy, procedures and programmes

CHIEF EXECUTIVE

Accountable for ensuring that the Council fulfils its statutory duties, in accordance with NYCC policy and procedures.

ROLES AND RESPONSIBILITIES

Chief Executive	<ul style="list-style-type: none"> • Ensures the Council fulfils its statutory duties • Alerts and supports Human Resources • Chairs Strategic Management Board and receives regular reports on safeguarding compliance • Alerts Audit to matters of concern
Deputy Chief Executive	<ul style="list-style-type: none"> • Chairs the Corporate Safeguarding Working Group (Panel) so that priorities and actions are monitored and addressed and quality assurance checks take place. • Presents regular reports to Strategic Management Board and/or Overview and Scrutiny where appropriate • Reviews and directs action to ensure that Safeguarding arrangements – policy, practice and procedures – are effective • Leads and co-ordinates safeguarding programmes throughout the District Council. • Works with the Designated Safeguarding Officer to ensure that corporate learning
Head of Service/Senior Managers	<ul style="list-style-type: none"> • Ensures Safeguarding Arrangements are implemented across their service • Ensures mandatory training is complete across their service • Ensures that secure record management is effective • Ensures contractual compliance • Undertakes specific responsibilities where required related to the specific functions of their service
Designated Safeguarding Officer/Safeguarding Concerns Manager	<ul style="list-style-type: none"> • Acts as Designated Safeguarding Officer/Safeguarding Concerns Manager • Leads the delivery of safeguarding work throughout the District Council. • Maintains and updates the Council's Safeguarding Policy providing quality assurance checks. • Represents the Council on Locality Safeguarding Forums and ensures appropriate links to NY Children and Adults Safeguarding Boards. • Acts as point of contact for raising safeguarding concerns within the Council in the absence of the relevant Service Unit Manager / Head of Service. • Ensures that appropriate action is taken in response to concerns raised, and that lines of responsibility are clear. • Provides advice and support to Heads of Service/Service Unit Managers, staff and elected members where necessary. • Provides a central secure record system of all reported safeguarding concerns, allegations or suspicions.
Human Resources	<ul style="list-style-type: none"> • Acts as Named Senior Manager in relation to allegations of abuse against staff and volunteers
All staff with line management responsibilities	<ul style="list-style-type: none"> • Ensures the Council's Safeguarding Policy is followed in managing all safeguarding concerns, allegations or suspicions. • Collects details of allegations, suspicions or concerns from staff within their service area. • Acts as a point of contact for staff within their service area for raising safeguarding concerns.

	<ul style="list-style-type: none"> • Ensures that appropriate action is taken in response to concerns raised, and that lines of responsibility are clear. • Seeks advice from, and liaises with, safeguarding agencies where required. • Makes appropriate referral to safeguarding agencies and ensure referrals are followed up. • Refers any allegations of abuse against staff and volunteers to the Named Senior Officer (Human Resources Manager, or deputy). • Ensures accurate and secure records of all safeguarding concerns, allegations or suspicions reported to them and ensure completion of the appropriate referral forms. • Ensures secure records of all safeguarding concerns, allegations or suspicions are sent to the Designated Safeguarding Officer. • Monitor action to safeguard and promote welfare of children and adults at risk within their areas of responsibility • Ensure delivery of safe services and safe working practices
<p>All those involved in developing and delivering services</p>	<ul style="list-style-type: none"> • Deliver services with regard to safeguarding and promoting the welfare of children and adults at risk • Raise any safeguarding issues, concerns or allegations as set out in the policy.

1. SafeLives DASH Risk Identification Checklist

Aim of the form

- To help front line practitioners identify high risk cases of domestic abuse, stalking and 'honour'-based violence.
- To decide which cases should be referred to MARAC and what other support might be required. A completed form becomes an active record that can be referred to in future for case management.
- To offer a common tool to agencies that are part of the MARAC¹ process and provide a shared understanding of risk in relation to domestic abuse, stalking and 'honour'-based violence.
- To enable agencies to make defensible decisions based on the evidence from extensive research of cases, including domestic homicides and 'near misses', which underpins most recognised models of risk assessment.

How to use the form

Before completing the form for the first time we recommend that you read the full practice guidance and FAQs. These can be downloaded from: http://www.safelives.org.uk/marac/RIC_for_MARAC.html. Risk is dynamic and can change very quickly. It is good practice to review the checklist after a new incident.

Recommended referral criteria to MARAC

1. **Professional judgement:** if a professional has serious concerns about a victim's situation, they should refer the case to MARAC. There will be occasions where the particular context of a case gives rise to serious concerns even if the victim has been unable to disclose the information that might highlight their risk more clearly. *This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of 'honour'-based violence.* This judgement would be based on the professional's experience and/or the victim's perception of their risk even if they do not meet criteria 2 and/or 3 below.
2. **'Visible High Risk':** the number of 'ticks' on this checklist. If you have ticked 14 or more 'yes' boxes the case would normally meet the MARAC referral criteria.
3. **Potential Escalation:** the number of police callouts to the victim as a result of domestic violence in the past 12 months. This criterion can be used to identify

Please pay particular attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a MARAC or in another way. **The responsibility for identifying your local referral threshold rests with your local MARAC.**

What this form is not

This form will provide valuable information about the risks that children are living with but it is not a full risk assessment for children. The presence of children increases the wider risks of domestic violence

¹ For further information about MARAC please refer to the 10 Principles of an Effective MARAC: http://www.caada.org.uk/marac/10_Principles_Oct_2011_full.doc

SafeLives DASH Risk Identification Checklist for use by IDVAs and other non-police agencies² for identification of risks when domestic abuse, ‘honour’-based violence and/or stalking are disclosed

Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned. Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer. It is assumed that your main source of information is the victim. If this is not the case, please indicate in the right hand column	YES	NO	DON'T KNOW	State source of info if not the victim (eg police officer)
1. Has the current incident resulted in injury? Please state what and whether this is the first injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you very frightened? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. What are you afraid of? Is it further injury or violence? Please give an indication of what you think [name of abuser(s)] might do and to whom, including children. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you feel isolated from family/friends? ie, does [name of abuser(s)] try to stop you from seeing friends/family/doctor or others? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are you feeling depressed or having suicidal thoughts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you separated or tried to separate from [name of abuser(s)] within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is there conflict over child contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does [name of abuser(s)] constantly text, call, contact, follow, stalk or harass you? Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are you pregnant or have you recently had a baby (within the last 18 months)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the abuse happening more often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the abuse getting worse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Does [name of abuser(s)] try to control everything you do and/or are they excessively jealous? For example: in terms of relationships; who you see; being ‘policed’ at home; telling you what to wear. Consider ‘honour’-based violence (HBV) and specify behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Has [name of abuser(s)] ever used weapons or objects to hurt you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

² Note: This checklist is consistent with the ACPO endorsed risk assessment model DASH 2009 for the police service.

Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer.	YES	NO	DON'T KNOW	State source of info
<p>14. Has [name of abuser(s)] ever threatened to kill you or someone else and you believed them? If yes, tick who:</p> <p>You <input type="checkbox"/></p> <p>Children <input type="checkbox"/></p> <p>Other (please specify) <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>15. Has [name of abuser(s)] ever attempted to strangle / choke / suffocate / drown you?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>16. Does [name of abuser(s)] do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? If someone else, specify who.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>17. Is there any other person who has threatened you or who you are afraid of? If yes, please specify whom and why. Consider extended family if HBV.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>18. Do you know if [name of abuser(s)] has hurt anyone else? Consider HBV. Please specify whom, including the children, siblings or elderly relatives:</p> <p>Children <input type="checkbox"/></p> <p>Another family member <input type="checkbox"/></p> <p>Someone from a previous relationship <input type="checkbox"/></p> <p>Other (please specify) <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>19. Has [name of abuser(s)] ever mistreated an animal or the family pet?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>20. Are there any financial issues? For example, are you dependent on [name of abuser(s)] for money/have they recently lost their job/other financial issues?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>21. Has [name of abuser(s)] had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? If yes, please specify which and give relevant details if known.</p> <p>Drugs <input type="checkbox"/></p> <p>Alcohol <input type="checkbox"/></p> <p>Mental health <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>22. Has [name of abuser(s)] ever threatened or attempted suicide?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>23. Has [name of abuser(s)] ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? You may wish to consider this in relation to an ex-partner of the perpetrator if relevant.</p> <p>Bail conditions <input type="checkbox"/></p> <p>Non Molestation/Occupation Order <input type="checkbox"/></p> <p>Child contact arrangements <input type="checkbox"/></p> <p>Forced Marriage Protection Order <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer.	YES	NO	DON'T KNOW	State source of info
24. Do you know if [name of abuser(s)] has ever been in trouble with the police or has a criminal history? If yes, please specify: Domestic abuse <input type="checkbox"/> Sexual violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total 'yes' responses				

For consideration by professional

Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural / language barriers, 'honour'- based systems, geographic isolation and minimisation. Are they willing to engage with your service? Describe.	
Consider abuser's occupation / interests. Could this give them unique access to weapons? Describe.	
What are the victim's greatest priorities to address their safety?	

Do you believe that there are reasonable grounds for referring this case to MARAC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have you made a referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed	Date
Do you believe that there are risks facing the children in the family?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please confirm if you have made a referral to safeguard the children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed	Date referral made
Name	Date

This document reflects work undertaken by SafeLives in partnership with Laura Richards, Consultant Violence Adviser to ACPO. We would like to thank Advance, Blackburn with Darwen Women's Aid and Berkshire East Family Safety Unit and all the partners of the Blackpool MARAC for their contribution in piloting the revised checklist without which we could not have amended the original SafeLives risk identification checklist. We are very grateful to Elizabeth Hall of CAFCASS and Neil Blacklock of Respect for their advice and encouragement and for the expert input we received from Jan Pickles, Dr Amanda Robinson and Jasvinder Sangh



MARAC referral form

MARAC referrals should be sent by **secure email or other secure method** to:
 maracyork@northyorkshire.pnn.police.uk
 maracharroatecraven@northyorkshire.pnn.police.uk
 marachambrich@northyorkshire.pnn.police.uk
 maracselby@northyorkshire.pnn.police.uk
 maracscarborough@northyorkshire.pnn.police.uk

Please ensure that you complete ALL sections of this Referral Form

Referring agency			
Contact name(s)			
Telephone / Email			
Date			
Victim name		Victim DOB	
Address			
Telephone number		Is this number safe to call?	Y / N
Please insert any relevant contact information, eg times to call			
GP Details			
Diversity data (if known)	B&ME <input type="checkbox"/>	Disabled <input type="checkbox"/>	
	LGBT <input type="checkbox"/>	Gender M / F	
Perpetrator(s) name		Perpetrator(s) DOB	
Perpetrator(s) address		Relationship to victim	

Children (please add extra rows if necessary)	DOB	Relationship to victim	Relationship to perpetrator	Address	School (If known)

Reason for Referral / Additional Information			
Professional judgement	Y / N	Visible high risk (14 ticks or more on SafeLives - DASH RIC)	Score:
Potential escalation (3 or more incidents reported to the Police in the past 12 months)	Y / N	MARAC repeat (further incident identified within twelve months from the date of the last referral)	Y / N
If yes, please provide the date listed / case number (if known)			
Who is the victim afraid of? (to include all potential threats, and not just primary perpetrator)			
Who does the victim believe it safe to talk to?			
Who does the victim believe it not safe to talk to?			

Consent			
Police have a duty to record a crime where a crime is disclosed. Does the victim wish to make a complaint about the crime they have disclosed:			
Is the victim aware of the MARAC	Y / N	Has the victim consented to MARAC? If no, please complete the section below	Y / N

A MARAC is a meeting where information is shared on the highest risk domestic abuse cases. Do you believe that the victim is at risk of significant harm / homicide? Please circle:	<p>Y (Please clearly indicate why in the section below)</p> <p>N (This is not appropriate for MARAC. Please consider other options for safeguarding).</p>
---	---

**Full Details of incident that prompted the referral and relevant background information.
(To share more information, please complete Research Forms)**

Information for victims referred to MARAC

The victim's safety should be at the centre of the MARAC. Keeping a clear focus on safety is easier when the victim is engaged in the process and their views are represented at the meeting. Normally the IDVA is best placed to do this by both contacting the victim before and updating the victim after the meeting (where it is safe to do so), in addition to liaising with partner agencies. The referring agency should usually inform the victim of MARAC referral where it is safe to do so. This may be done by letter if there has been an incident of public record (e.g. reported to the police). If the perpetrator is unaware that the victim has sought help in relation to domestic abuse then it may be safer to discuss the referral by phone or in person (e.g. disclosures to a midwife).

To supplement these contacts, local areas often produce information for victims referred to the MARAC. In some cases a 'Leaflet Informing the Victim of the MARAC' is provided to the victim on referral where it is safe to do so.

Leaflet informing victims of the MARAC

This might contain:

Definition of a MARAC, including:

- What is the purpose of the MARAC
- Who is referred to the MARAC
- Which agencies would normally attend the MARAC
- How the victim is represented at the MARAC
- The role of the IDVA and how victims can contact them

Confidentiality at the MARAC:

- Define what is meant by confidentiality
- Identify exceptions to confidentiality, including links to Safeguarding Children and Adults

What happens after the MARAC:

- What kind of actions might come from the MARAC
- How will the MARAC help the client

Contact details for IDVA service and local police

Useful contact numbers for your local area and websites

Name of victim
Address of victim

Date

Dear Ms/Mr ABC

You have been referred to the [insert area name] MARAC, because we believe that you are at high risk of current or future harm because of domestic abuse. Domestic abuse is defined¹ as 'any incident of threatening behavior, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' It can include honour based violence, female genital mutilation, and forced marriage.

The Multi-Agency Risk Assessment Conference (MARAC) is a meeting that brings together representatives from a number of agencies in the area (both statutory and voluntary) to talk about the safety, health and well-being of people experiencing domestic abuse (and their children) and draw up an action plan to make them safer.

Your case has been referred to the MARAC by [insert name of agency] because you have been identified as being at risk of current or future harm from domestic abuse. Normally this is because of the things that an abuser is doing or the things they are saying they will do. By referring you to the MARAC, we are trying to make you safer by working with other agencies to get help and support. We hope that you will support this process as with your involvement we can be best placed to address your safety concerns.

Anyone referred to the MARAC is offered support by an IDVA (Independent Domestic Violence Advisor) from [insert area name]. The IDVA's role at the MARAC is to represent your views, act as link between agencies and to ensure that any actions agencies take will make you safer. Ahead of a meeting, they will contact you to talk about your situation, what would make you feel safer and identify any issues that you think should be addressed at the meeting. Usually, they (or sometimes another professional who you know) will contact you to provide feedback about the meeting. You do not attend the meeting yourself, but are represented. Practitioners from a range of statutory or voluntary agencies attend. There is also a protocol between agencies participating in the MARAC which makes it clear what is expected of individual agencies, including how to store, manage and share any information they gain from the MARAC.

We work with many local organisations that may also be able to provide you with help and advice. I am enclosing a list of useful telephone numbers with details of some of these groups.

Yours sincerely,

MARAC Chair

CODE OF CONDUCT FOR SAFEGUARDING

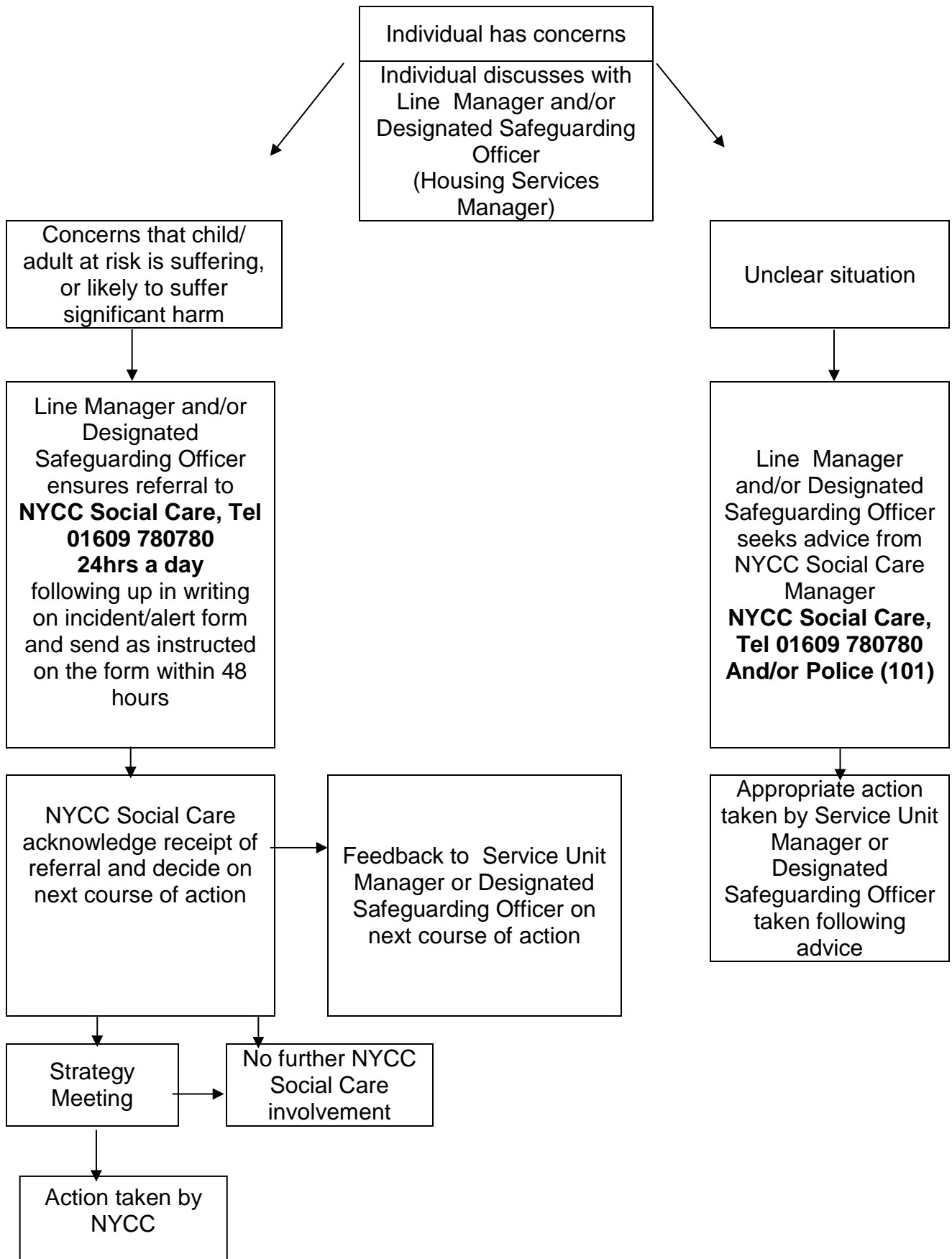
DO

- Treat all children and adults at risk fairly and with respect.
- Be aware of the procedures for reporting concerns and how to contact the Designated Safeguarding Officer.
- Be aware that physical contact with a child or adult at risk may be misinterpreted. There may be occasions when this is unavoidable, such as comfort at times of distress, or physical touch in sport (see *NGB Guidelines*). In all such cases contact should only take place with the consent of the child or vulnerable adult.
- Respect the right of a child or adult at risk to personal privacy.
- Make others (for example your line manager) aware if you find yourself the subject of inappropriate affection or attention from a child or adult at risk.
- Report to the Designated Safeguarding Officer any safeguarding concerns including allegations or suspicions of abuse.

DO NOT

- Spend time alone with children or adults, away from others. Meetings with individuals should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- Take children or adults at risk alone in a car, however short the journey. Where this is unavoidable it should be with full knowledge and consent of the parents/carer and the manager responsible for the service/activity.
- Meet children or adults at risk outside of organised activities, unless it is with the knowledge and written consent of the parents/carer and the manager responsible for the service/activity.
- Start an investigation or question anyone after an allegation or concern regarding abuse has been raised. You should just record the facts and report these to the Line Manager and/or Designated Safeguarding Officer.
- Allow any allegations made to go without being reported and addressed, or either trivialise or exaggerate abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.
- Show favouritism to any one, or threaten/carry out any form of physical punishment.
- Never:
 - Initiate or engage in sexually provocative conversations or activity
 - Allow the use of inappropriate language to go unchallenged
 - Do things of a personal and intimate nature that individuals can do for themselves.

REPORTING ARRANGEMENTS



USEFUL CONTACTS

RYEDALE DISTRICT COUNCIL**Any Safeguarding concerns, allegations and suspicions**

Designated Safeguarding Officer:
 Kim Robertshaw - Housing Services Manager
 Ext 43383
 Email kim.robertshaw@ryedale.gov.uk

Allegations of abuse against staff and volunteers

Tony Galloway - Deputy Chief Executive
 Ext 43347
 Email tony.galloway@ryedale.gov.uk

Emma Lawer - Human Resources Manager
emma.lawer@ryedale.gov.uk

NORTH YORKSHIRE COUNTY COUNCIL

Customer Service Centre for children and adults:
 01609 780780

Email: social.care@northyorks.gov.uk

Local Authority Designated Officer (LADO) for North Yorkshire

Contact via: Customer Service Centre: 01609 780780

You can find all the policies and procedures contained in this document on the below websites

North Yorkshire Children Safeguarding Board <http://www.safeguardingchildren.co.uk/>

North Yorkshire Adult Safeguarding Board <http://www.safeguardingadults.co.uk>

Joint Multi-Agency Safeguarding Adults Policy and Procedures (West Yorkshire, North Yorkshire
www.nypartnerships.org.uk/sab

Working together 2018 [Working together to safeguard children - GOV.UK](http://www.gov.uk)

NORTH YORKSHIRE POLICE

Child Abuse Investigation Team	101
MASH Multi Agency Safeguarding Hub	101

NATIONAL ORGANISATIONS

NSPCC Child Protection Helpline:	0808 8005000
Childline:	0800 1111
Care Quality Commission:	0300 0616161
Action on Elder Abuse:	0808 8088141
Victim Support:	0808 1689111
The Samaritans	0845 7909090
Help The Aged	0207 2781114
Domestic Abuse Services	01723 354874
Women's Aid Nationally	0808 2000247
Age Concern	0800 009966
Shelterline	0808 8004444



Photography Consent Form Under 18 year olds

Dear Parent or Guardian

We take the issue of child safety very seriously and would never knowingly use an image of your child/children without your prior consent. We would therefore ask you to read through the information below and then complete, sign and return the form to us.

Name of child (Block Capitals):		
Name of parent or guardian (Block Capitals):		
<p>I understand that any photographic or video images taken will only be used for the following purposes:</p> <ul style="list-style-type: none"> • Electronic (including website) and printed information, displays and exhibitions relating to the activity shown in the picture by <i>(insert name of organisation/event here)</i>. • Any related <i>(insert name of organisation/event here)</i> publicity. <p>I understand that any photographic or video images will NOT be used for:</p> <ul style="list-style-type: none"> • Anything that may cause offence, embarrassment or distress for the child or their parent or guardian, e.g. drug/alcohol abuse etc. <p>I understand that any photographic or video images may continue to be used for the agreed purpose for a period of up to 3 years only or until I advise otherwise.</p>		
Having read the statements above, do you give your consent for images to be taken and for those images to be used for publicity materials? (Please put a tick in appropriate boxes)	<input type="checkbox"/>	YES - I give my consent for photographic and/or video images of my child to be taken.
	<input type="checkbox"/>	YES - I give my consent for any photographic and/or video images of my child to be used in publicity.
Signature of parent or guardian:		

Your contact telephone number:	
Relationship to the child:	
Date (Day/Month/Year):	
Once completed this form needs to be returned to: (Insert Name of Event Organiser) , Ryedale District Council, Ryedale House, Malton, YO17 7HH	

Please note: Some photographs and images may be retained as part of the Council's historical record. If you wish to have any photograph or image of your child destroyed, you should inform **(insert name of Event organiser)** writing at Ryedale District Council, Ryedale House, Malton YO17 7HH. Official Use Only:

Subject of
 photograph.....

Photograph Ref Number(s)..... Date taken.....



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	CHIEF FINANCE OFFICER (s151) ANTON HODGE
TITLE OF REPORT:	RYEDALE'S FINANCIAL STRATEGY 2020-24
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report contains updates to the contents of the Financial Strategy and the proposed consultation with members of the public on next year's budget.

2.0 RECOMMENDATIONS

- 2.1 The Council is asked to note the content of Appendix 1 of this report which form the basis of the Council's Financial Strategy. The details in this document have been updated since being presented in October to Full Council
- 2.2 Members are also asked to consider and approve the proposed consultation with the public, as set out in Appendix 2.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To ensure proper process is in place to develop the Financial Strategy for the period 2020-24

4.0 SIGNIFICANT RISKS

- 4.1 When presented to Council, the Financial Strategy and budget proposals for 2020-21 will contain a full risk and impact assessment highlighting all relevant mitigating controls.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Financial Strategy is a key strategy document that affects all service delivery. It links to the Corporate Plan and all other strategic plans as well as providing the means for attaining the Council's objectives and priorities.

5.2 The Policy and Resources Committee is the Committee designated to make recommendations to the Council relating to the budget and levels of Council Tax. Consequently, recommendations from this Committee will inform the Council and subsequently the Council Tax resolution.

6.0 REPORT DETAILS

Introduction

6.1 Appendix 1 sets out the content of RDC's Financial Strategy 2020-24, as agreed by Council on 10 October 2019.

6.2 This is being updated and will continue to be so until we are in a position to make final decisions for the budget early in the new year.

6.3 The approach also contains a new Commercial Strategy and, as part of that, to inform the 2020-21 budget we will look at all non-statutory services and investigate potential for full cost recovery or increasing user contribution to their cost. This will form part of the Council's Fees and Charges policy.

6.4 This involves looking at the costs and any income of these services and show:

- a) what would be required to break-even in 2020-21 and how much money that would save?
- b) if a break-even in 2020-21 is not possible, but could happen within a number of years, how long would that be and what are the financial implications of that?
- c) If a break-even is not possible (e.g. because of some statutory implications), what is the minimum spend required and how long would that take and what are the financial implications?
- d) Is any investment required in the service to achieve the above?

6.5 The budget process begins in earnest in August although preparatory work within the Finance Team began in July. The need for public consultation (consultation with ratepayers is a statutory requirement) and the lead in time for Policy & Resources mean that to enable full engagement with Policy & Resources members, Senior Management Board, Service and Budget Managers, the process needs to begin as soon as final accounts work is complete. That said, budget managers will consider their future budget requirements as part of service planning and in reality budgeting should be an ongoing process informed by in-year budget management and horizon scanning.

6.6 The annual process is the opportunity for Budget Managers to refine and collate detailed proposals for consideration by senior management and members and ultimately for inclusion in the Council's budget for the coming year.

6.7 The table below sets out the timetable that will ensure we meet targets and undergo due process in setting a budget

Annual Budget proposed timetable

Who?	When?	What?
Finance	By end of July	Preparatory work – key messages re approach and process ; pay budgets rolled forward based on approved establishment and budgets updated for inflation where appropriate (pay/contracts/utilities) Communications plan agreed with SMB and key messages/timetable circulated to budget managers
Management Teams/Budget Managers (with support from Finance in high risk areas)	July - September	Detailed budget requirements including savings, commitments, growth, strategic programmes.
P&R	26 September	Formal sign-off of the Financial Strategy for submission to Council in October
O&S	3 October	Consideration of proposals from P&R
Council	10 October	Formal consideration and approval of the Strategy
Members Briefing	7 November	Present key issues to P&R and seek steer on proposals which are supported, those which require more detail and those which are rejected.
P&R	14 November	Consider draft budget data and any proposals (including regarding public consultation) at this stage and follow up of issues from Members' Briefing.
Public Consultation	9 December – 14 January	
Policy & Resources	6 February	Budget and Council Tax proposals agreed for submission to Council
Council	20 February	Formal budget and council tax setting

Investment Requirement and Potential Budget Pressures

- 6.7 As set out in the report to P&R Committee on 25 July 2019 and noted to P&R and Council in September and October, a number of appointments have been made to increase capacity in areas of pressure. Building this capacity will be essential for the transformation of the council and achieving the objectives of the financial strategy and therefore will require an amount of invest to save.
- 6.8 Although some of these appointments have been made within existing budgets, further costs will be proposed as part of the 2020-21 and beyond budget process. Some investment will be required in strengthening:
- Corporate governance support – including finance, procurement, legal and democratic services (including Scrutiny function)
 - ICT – technology, people and kit
- 6.9 Additional costs will be incurred on the Local Plan and further cost risks may arise from
- Brexit
 - Regulatory issues such as environmental health and waste
- 6.8 Work is ongoing to estimate costs arising from these issues.

Public Consultation

- 6.8 Appendix 2 sets out a proposed public consultation on the budget which will inform the decisions members will take in setting the budget. Members are asked to comment on this. It is suggested that the consultation runs from Monday 9th December 2019 until Monday 14 January 2020.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
Financial implications are explained throughout this report
 - b) Legal
There are no legal implications regarding this report.
 - c) Other
None to report, although in any report to Committee and Council, it will be noted that any proposals which may impact on Equalities, Staffing, Planning, Health & Safety, Climate Change, Environmental, Crime & Disorder will be assessed as part of the budget process.

Anton Hodge
Chief Finance Officer (s151)

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E-Mail Address: anton.hodge@ryedale.gov.uk

Background Papers:

Report to P&R 24 September 2019

Report to Full Council 10 October 2019

APPENDIX 1

RYEDALE DISTRICT COUNCIL FINANCIAL STRATEGY 2020-24

1. Introduction

- 1.1 The Council's Financial Strategy provides the financial framework to deliver the Council Plan.
- 1.2 It aims to provide financial sustainability, resilience and capacity for the Council in pursuing its objectives and secure the resources necessary to deliver the Corporate Plan, whilst managing the funding cuts we are facing.
- 1.3 The Financial Strategy sets out the overall approach in which detailed proposals and actions will be developed and considered when agreeing the annual budgets over a four-year period. It also notes that work will be undertaken in time for 2020-21 to ensure the Council can set a balanced budget which reflects its priorities, but that a more detailed and fundamental review will take place in time for 2021-22.
- 1.4 This approach reflects the one-year funding settlement from central government – and announced on 4 September 2019 – in place of the originally-expected Local Government Spending Review.
- 1.5 The Strategy covers four years, from 2020 to 2024.
- 1.6 Members will be kept informed of work undertaken, including a detailed briefing in September on how the Council spends its money. This will assist both the development of a budget for 2020-21 and especially the work required for the more fundamental review.
- 1.7 As this strategy is being written, the impacts on public sector finances of the UK's exit from the European Union are still not clear.
- 1.8 Against this backdrop of uncertainty the key drivers for the financial strategy remain unchanged as the pressure on Local Government finance continues.
- 1.9 The Strategy has an emphasis on financial self-sufficiency - aiming to secure the resources necessary to deliver the Corporate Plan, whilst managing the funding cuts we are facing – ultimately over the long term achieving a self-sustaining financial model which sees the Council free from reliance on central government funding by raising income locally through Council Tax and Business Rates as well as through charging appropriately for services, maximising investments and commercial activity.

2. Objectives

2.1 The Financial Strategy contains the following objectives:

1. Budgets are Prudent and Sustainable in the Long Term. The Council will aim to maintain a balanced budget by ensuring that in-year expenditure is matched by income from Council Tax, Business Rates, fees and charges and grants from government and other bodies. Funding from reserves will be used to cover one-off investments or temporary initiatives subject to a detailed business case being approved by Members.
2. Financial plans recognise corporate Priorities and Objectives.
3. Significant risks are identified, and mitigation factors identified.
4. The Capital Programme is planned over a 4 year period with no further borrowing planned.
5. Constraints on capital and revenue resources, including the uncertainties around future government funding, are recognised and taken into account.
6. Council Tax increases will be kept within the Government's expected upper level of increase, and the broad anticipated increase for future years will be set out within the Financial Plans, recognising that these increases may be subject to change.
7. Prudent levels of general balances, reserves and contingencies are maintained in the context of an assessment of the risks facing the Council;
8. Value for Money and achievement of improved efficiency and service delivery underpin the Financial Strategy.
9. The Financial Strategy supports the achievement of Excellence in Financial Management and use of resources.
10. The Council will seek to maximise income through a Commercial Strategy.

3. Financial Assumptions as at date of publication

Economic Assumptions

Interest Rates

- 3.1 The bank base rate was increased by 0.25% to 0.5% in November 2017 and then raised again to 0.75% in August 2018. In the latest forecasts received from Link (the Council's treasury management advisors) rates are expected to remain at 0.75% through to September 2020 when a rise to 1.00% is predicted. However these assumptions are based upon a reasonable Brexit outcome, but should this not materialise by 31 October then a cut in Bank Rate could swiftly follow.
- 3.2 Given the on-going economic uncertainty as a result of Brexit, there is a risk that interest rates could reduce and it is therefore important that the general fund is not over reliant on Treasury returns. Until there is more certainty it is proposed that a cap of £200k be placed on budgeted income.

Investment Income	2019-20	2020-21	2021-22	2022-23
Average rate %	1.1%	1.25%	1.5%	1.75%
Interest £000's	200	200	200	200

- 3.3 Rates will be kept under review and forecasts updated as necessary.

Pay and Price Inflation

- 3.4 Provision for the public sector pay award and changes to the NJC pay scale has been included within the MTFS based on the 2 year offer agreed in 2018. For 2020-21 onwards 2.65% is assumed.
- 3.5 As at June 2019 CPI inflation was running at 2%. However, it remains to be seen how the UK's exit from the European Union will impact on the outlook for the economy and inflation. Current forecasts suggest CPI to remain at around 2% for the next two years, although a no deal Brexit could prompt a rise to around 4%, primarily as a result of import inflation due to a weakening pound. MTFS assumptions therefore range from 2% to 4%, although a provision for inflation will only be included on contractual budgets, income and staff pay.
- 3.6 For pay, an average of 2.65% has been assumed and an additional contingency of £100k was factored in to cover of the cost of the new national pay award from April 2019, although the outcome of this exercise is still to be finalised.

Settlement Funding

- 3.7 This element of funding has seen the most significant changes in recent years following the localisation of Business Rates and Council Tax Support.
- 3.8 The 2017/18 Local Government Finance Settlement provided figures for Settlement funding through to 2019-20. Settlement Funding includes Revenue Support Grant (RSG), Business Rates Baseline Funding (BRBF) and in addition Rural Services Delivery Grant (RSDG) and Transitional Grant (TG) were included in the settlement.
- 3.9 The government confirmed the 19/20 settlement on 29th January 2019, the final year of the multi-year settlement.

- 3.10 It was assumed that funding after 2019-20 would be subject to the Spending Review which was due to take place sometime after April 2019. However, delays to the Fair Funding Review and review of the Business Rates retention system means that this will be rolled on a further year and details will be updated when we have further information.
- 3.11 On 4 September, the Chancellor's Statement outlined that funding levels in 2020-21 would largely be as per the current year. Although the provisional settlement is not expected until early December, we will be able to work on the figures over the next few weeks and these will feed into the budget process as outlined below. There is some concern that this date may slip – perhaps until after Christmas – due to the General Election.

Business Rates Retention

- 3.12 The Council is part of a successful bid for 2019-20, which includes councils in West Yorkshire as well as our colleagues in the North Yorkshire pool and the City of York.
- 3.13 The 4 September statement appears to confirm that Business Rates will continue next year as per 2019-20 levels, with inflation. The current pilot will not continue in 2020-21 and the Chief Executive and s151 officer have been working with other authorities in North and West Yorkshire to come to a future pooling arrangement for next year which will maximise income for Ryedale District Council and to secure additional funds which can be used to enhance business and economic development in the district
- 3.14 This would (if it comes to pass) provide funds additional to those noted in the February budget. With these and with the overall Business Rate funding, the Council seeks to see more a link with investment in the economy and local businesses through economic development.

New Homes Bonus

- 3.15 New Homes Bonus (NHB) is an incentive scheme which rewards housing growth. It provides funding based on the number of new properties brought into use with an added element for affordable housing. The calculation provides that 80% of the funding is paid direct to District Councils with the County Council receiving the remaining 20%. The scheme is funded partly by the Government and also by top-slicing the Local Government funding settlement. Ryedale achieved £1.676m p.a. when the scheme reached maturity for 2016/17 (year 6 of the scheme).
- 3.16 However, the Government's evaluation of NHB and consultation early in 2016 resulted in it being scaled back to a 4 year scheme with a 0.4% growth threshold – for 2019-20 £861k is expected.
- 3.17 New Homes Bonus funding is only secured to 2019-20 and it was anticipated that this scheme would be replaced in its entirety from 2020-21 with the Government considering alternative ways to incentivise housing growth. However, it is likely that NHB will continue at least in 2020-21 and a prudent level of growth is currently included in mid-case estimates, giving a forecast income next year of £675k. This is lower than the £861k received in 2019-20 but will be a welcome addition to our medium term forecast which anticipated that the funding would end this year.
- 3.18 In recent years, £188k has been allocated for capital support. A continuation of this would produce the figures shown below.

Year	NHB £000	Revenue Support £000	Capital Support £000	Balance £000
2014/2015 (received)	1,127	175	0	952
2015/2016 (received)	1,387	559	288	540
2016/2017 (received)	1,676	327	188	604
2017/18 (received)	1,420	32	188	1,200
2018/19 (received)	964	0	188	776
2019-20 (due)	861	0	188	673
2020-21 (estimate)	675	0	188	487

Special and Specific Grants

- 3.19 These will be confirmed in due course.

Council Tax

- 3.20 The Council Tax Base in 2019-20 is 21,812 and we have currently estimated a 1% rise forecast thereafter. Every 0.5% increase above this level would add approximately 108 Band D equivalents to our Tax Base which equates to around £21k p.a. at the current Band D charge.
- 3.21 In 2019-20 central Government allowed district councils to increase their Band D charge by 3% or £5 whichever is the highest, without triggering a referendum. Our assumptions are that this will be 2% or £5 per annum in future years.
- 3.22 A £5 increase would equate to an increase of approx. £110k additional income for the Council in 2020-21. The Strategy will therefore note that any Council Tax increase will be between £0 and £5.

Pensions

- 3.23 The Council's employers' contribution rate for the North Yorkshire Pension Fund is set every 3 years based upon actuarial assumptions and investment expectations. Like many other Councils Ryedale's pension fund has a historic deficit - £6.472m at 31 March 2016 when the last valuation was undertaken. The employers' rate is designed to cover future service costs and a contribution towards the historic deficit, which aims to balance the fund over the long term. Changes to the scheme benefits have also been introduced in order to reduce the costs of future pension payments.
- 3.24 The triennial valuation is currently in process and the Council has just received draft employer contribution rates for the next three years. These will be fully analysed and will be included in draft figures for the budget. A consultation period for our results has – at the time of writing – just started and lasts until 10 December 2019.

Debt Charges

- 3.25 Management of the Council's debt is governed by the Treasury Management Strategy and Prudential Indicators which aim to ensure the Council's capital expenditure plans

are prudent, affordable and sustainable, with decisions on borrowing taken in light of spending plans and available funding, cash flow needs and interest rates (current and future forecasts).

- 3.26 Borrowing enables the Council to spread the cost of capital expenditure over time. Generally speaking it gives rise to 2 charges against the revenue budget: Minimum Revenue Provision (MRP) and interest payable on debt.
- 3.27 MRP is an amount set aside to repay debt in accordance with the approved policy within the Treasury Management Strategy. The current policy is to charge MRP for assets included within the debt liability over the useful life of the asset or finance lease term. The current annual charge to General Fund balances is £35k. Given the high level of reserves held by the Council, one option might be to use these and therefore reduce the charge to the revenue budget. It is suggested that this is explored before finalising the 2020-21 budget.
- 3.28 The Council has resolved to fund the current capital programme through the use of grant funding and reserve balances, thus removing the need to borrow. However, should this position change, the current environment of low returns on cash investments means that it is more favourable to borrow internally (i.e. use available cash earmarked for future spend) than take out new external borrowing. This will be kept under review as part of monitoring the Council's Treasury activities.

4. Commercial Strategy

- 4.1 A key driver for the Council's Commercial Strategy is future financial pressures and a need to plug a likely funding gap in future years or to fund investment in services, and to look at how the Council can become self-sufficient other than where specific grants are allocated by central government.
- 4.2 The Strategy considers where certain discretionary services can be funded by those who use them rather than the general taxpayer.
- 4.3 Alongside this is a requirement to ensure that the Council provides the best value for money to the people of Ryedale.
- 4.4 Commercial opportunities can have a positive impact on the Council and the area by:
- Developing the portfolio of services provided by the Council and making it a more attractive place to work
 - Generating additional income which, in addition to plugging any financial gap, can be used to invest in services
 - Working more closely with business and ensuring the Council is a key player in ensuring that we maximise the economic potential of our area and achieve our strategic outcomes across our communities
- 4.5 Although income generation is very important, our Commercial Strategy will also look at how we can ensure that every spending decision is taken with a view to ensuring the best value for money for taxpayers. We will also ensure that we become infuse our procurement and commissioning decisions with an "intelligent client" ethos.
- 4.6 All of these require us to look at culture across the Council and ensure that staff and members feel confident and knowledgeable enough to deliver the strategy.
- 4.7 In summary therefore this Strategy notes that we will
- Look at all non-statutory services and investigate potential for full cost recovery or increasing user contribution to their cost
 - Shape potential markets for delivering traded services and look at how generated surplus can be used
 - Review our procurement strategy to ensure that a commercial approach is taken
 - Ensure that all purchasing decisions are guided by a value for money approach
- 4.8 To do this successfully we need to ensure that we have the proper support functions in place in designing and delivering the services (e.g. financial and legal advice and marketing support) and that any costs of this are fully recovered in what we charge for the services.
- 4.9 Ensuring we have the right culture across the organisation is also important. We will takes steps to provide staff and members with the relevant skills and expertise in this regard to embed a more commercial mindset across the Council.
- 4.10 An important part of becoming more commercial involves managing risk and attitudes towards this from officers and members. Our approach will encourage an appetite for calculated risk-taking and being willing to learn lessons from approaches which do not always lead to the success hoped for. This will of course be balanced by a risk management process which ensures we safeguard the council at all times.

5. Reserves and Balances

- 5.1 It is assumed that General Balances are **not** used to support the revenue budget.
- 5.2 General Balances are funding of last resort. Taking account of the size of the Council's revenue budget and risks being managed, a minimum working balance of £1m would seem appropriate.
- 5.3 At 1 April 2019 reserve balances were £14.9m revenue and £453k capital receipts. A summary of the current position is shown below:

	Balance at 1 April '18	Transfers Out	Transfers In	Approved Realignment	Balance at 31 March '19
	£'000	£'000	£'000	£'000	£'000
General Reserve	3,331		650		3,981
Capital Fund	2,929	-169	2,763		5,523
Strategic Reserve	0			2,325	2,325
Earmarked Reserves:					
Collection Fund	506	-303	760		963
Equalisation Reserve	61	-26	20		55
New Homes Bonus Reserve	3,698	-2,500	889		2,087
Total Earmarked Reserves	4,265	-2,829	1,669	0	3,105
Consolidated Reserve:					
Council Tax Hardship Fund	24		6	-30	0
Ryedale Developm't Fund	94	-47	13	-60	0
Grants Reserve	163		11	-174	0
IT Fund	95	-40	2	-57	0
ICE Fund	807		50	-857	0
Local Developm't Framework Reserve	50			-50	0
Operational Reserve	648	-4	51	-695	0
Restructure Reserve	402			-402	0
Total Consolidated Reserve	2,283	-91	133	-2,325	0
Total Revenue Reserves	12,808	-3,089	5,215	0	14,934
Capital Reserves:					
Capital Receipts	408	-18	63		453
Total Capital Reserves	408	-18	63	0	453
Total Reserves	13,216	-3,107	5,278	0	15,387

6. Capital Programme

- 6.1 There will be a new capital programme which will take account of the Council's priorities and objectives.
- 6.2 In putting this together, new schemes will be reviewed against the Council priorities plus a detailed assessment of deliverability prior to consideration by Council. This methodology will be applied to all proposals, regardless of the source of funding, prior to any decision being made to accept external capital support such as grant funding, so that the Council can ensure that they form part of an overall capital investment strategy.
- 6.3 The Council is committed to seeking out innovative partnership and funding opportunities in order to deliver the capital strategy and achieve best value.
- 6.4 The Council will continue to work closely with funding partners. Future projects will continue to be developed through partnership working more likely with the Local Enterprise Partnership (LEP). The Council also recognises the importance of increased community engagement and participation as fundamental to the quality of public services and the health of community life. The Council will therefore seek to develop major projects with the full involvement of local communities and ensure appropriate consultation prior to scheme approval.
- 6.5 Resources to fund capital spending are provided from central government grants, with other external grants and contributions sought. Council funding in the form of capital receipts, use of reserves, borrowing and from revenue sources make up the balance of resources. However, grants provided by central government and resources from other external agencies are often specific to an individual scheme and cannot be used for any other purpose by the Council. The Council has limited scope to generate significant capital receipts other than through the sale of major underutilised assets.
- 6.6 Under the Prudential Regime, which has operated since April 2004, the Council has the responsibility to demonstrate that its capital investment programme is affordable, prudent and sustainable. The Prudential Code requires that this is done by calculating specific indicators for capital expenditure and financing and by setting borrowing limits.
- 6.7 The revenue implications of funding the capital programme will be built into the medium term financial forecasts.

APPENDIX 2



Budget Consultation 2020/21

Ryedale District Council is consulting on its budget and the services it provides for 2020/21. The results of the consultation will inform the decision to be made by Council on 20 February 2020 on the budget and council tax level for 2020/21.

Over the past few years, Local Authorities have seen significant reductions to their funding. In Ryedale District Council our net budget on services this year was agreed at **£8.2m**. This compares with **£9.3m in 2011-12**.

Like others, the Council has had to take action to ensure that we stay within budget and it is likely that our funding will reduce further in future years. As we are limited in how much we can increase Council Tax, we are constantly looking at ways we can work more efficiently.

This consultation seeks the views of residents and businesses about our services and its results will be presented to councillors before they take any financial decisions about the budget for 2020-21 and beyond.

Although we are the authority who send you the annual Council Tax bill, we only keep 11% of the money we collect. The other 89% is split between:

- | | |
|---|-----|
| ○ North Yorkshire County Council | 71% |
| ○ North Yorkshire Police | 14% |
| ○ North Yorkshire Fire and Rescue Service | 4% |

In return you receive a range of services and facilities from Ryedale District Council including:

- Refuse collection
- Street cleaning
- Recycling
- Leisure facilities
- Housing services and preventing homelessness
- Economic development
- Planning services
- Environmental health
- Animal welfare
- Community safety
- Tourism
- Arts and cultural services

A comparison¹ of the different responsibilities of the County, District and Parish Councils is shown below:

County Councils	District, borough and city councils	Parish, community and town councils
education	rubbish collection	allotments
transport	recycling	public clocks
planning	Council Tax collections	bus shelters
social care	housing	community centres
libraries	trading standards	play areas and play equipment
waste management		consultation on neighbourhood planning
		They also have the power to issue fixed penalty fines for things like: <ul style="list-style-type: none"> • litter • graffiti • fly posting • dog offences

Where does our money come from?

The Council's gross budget for running services is just over £28.6m, the majority is funded from service specific income and grants, such as:

- Housing Benefits Subsidy £9.1m
- Fees and Charges for services £4.9m
- Other Government Grants £0.2m

In addition to service specific income streams, The Council also receives the following sources of income:

¹ <https://www.gov.uk/understand-how-your-council-works>

Financing	£'000
New Homes Bonus	861
Business Rates	3,702
Council Tax	4,256
	8,819

What is the money spent on?

The Council's gross budget in 2019-20 is £28.6m, and is shown below:

	Gross £000s	Income £000s	Net £000s	Main Services Included
Central Services	9,369	3,108	6,261	Local Taxation collection, Elections and Democracy
Cultural & Related Services	1,331	5	1,326	Culture, Recreation & Sport, Tourism
Environmental and Regulatory Services	4,465	2,008	2,457	Licensing, Animal & Public Health, Waste Services. Community Safety
Planning Services	1,650	767	883	Development Control, Economic Development, Planning Policy
Highways & Transport Services	328	808	-480	Parking Services, Support to operators
Housing Services	11,459	10,178	1,281	Enabling, Homelessness, Housing Benefits, Private Sector Housing
Total Spend on Services	28,602	16,874	11,728	

We are currently considering our budget and council tax levels for 2020/21 and beyond.

It is important that you have your say on this and we would like to hear your opinion about which services we currently offer that you feel are a priority.

The deadline for responses is Monday 14 January 2020

Q1 The current Council Tax for a Band D dwelling relating to the services provided by Ryedale District Council is £195.82 per year – or £3.77 per week. To what extent do you agree or disagree that Ryedale District Council provides value for money?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Please provide any information to support your response:

We would like to ask your views on two of the Council's priorities:

- **Sustainable Growth,**
- **Customers and Communities and One Ryedale.**

Please rank the following statements under each priority in order of importance for you, with 1 the most important

Q2 What is your opinion of the following council services over the last 12 months?

	Satisfied	No opinion	Dissatisfied	Not used in the last 12 months
Household waste collection (green bin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garden waste (brown bin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kerbside recycling (plastics, tins and glass)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street cleanliness (litter collection, graffiti removal and fly tipping) (TO SPLIT INTO 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning (planning applications and planning policy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community facilities (support for village halls, play equipment, arts & culture) (TO SPLIT INTO 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development (support to businesses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental health (including licensing, food hygiene inspections, nuisance complaints, animal welfare, private water supplies, pest control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefits (housing benefits, council tax support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing service (housing options advice, homelessness, affordable housing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure facilities (swimming pools, leisure centres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community safety (including anti-social behaviour, domestic abuse, alcohol awareness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artistic and cultural promotion (support to artistic and cultural organisations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourism (support to the tourism industry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please expand your answer below if necessary:

your response:

Q3 Charging for Services Provided by Ryedale

Do you agree that the Council should introduce or increase charges for certain services to ensure that the costs of these are recovered?

Q4 Council Tax

While the government has reduced funding, it has increased the ability of councils to raise further funding through council tax. We expect that legislation will allow district councils to increase their Band D charge by 2% or £5 whichever is the highest, without triggering a referendum.

A £5 increase would equate to an increase of 2.55% (or 10p per week) for 2020-21 and would equate to £110k of council spend.

Do you have any comments about Council Tax in Ryedale?

Q5 Overall, how satisfied or dissatisfied are you with the way Ryedale District Council runs the services we provide?

- Very satisfied
- Satisfied
- Neither satisfied or dissatisfied
- Dissatisfied
- Very dissatisfied

Please provide any information to support your response:

Q6 Overall, how satisfied or dissatisfied are you with your local area as a place to live?

- Very satisfied
- Satisfied
- Neither satisfied or dissatisfied
- Dissatisfied
- Very dissatisfied

Please provide any information to support your response:

Have you any further comments on the Ryedale District Council Budget and council tax levels for 2019/20:

About You (Optional)

Q7 Please tell us your postcode (for example YO17 7HH)

Q8 Which of the following towns do you live in or closest to?

- Helmsley
- Kirkbymoorside
- Malton
- Norton
- Pickering
- Prefer not to say

Q9 Are you responding as a.....?

- Resident
- Business
- Voluntary Organisation
- Stakeholder group
- Prefer not to say

Please click Submit to complete the consultation.



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	CHIEF FINANCE OFFICER (s151) ANTON HODGE
TITLE OF REPORT:	BUDGET MONITORING – Q2 2019/20
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The revenue budget for 2019-20 was approved by Council on 22 February 2019, this report and associated appendices present the financial performance as at 30th September 2019 against the budget.

2.0 RECOMMENDATION

- 2.1 It is recommended that Council notes the contents of the report.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To ensure that budget exceptions are brought to the attention of the Policy and Resources Committee in order to approve remedial action where necessary. The information will also be passed to Full Council to ensure that all Members are aware of the current financial position.

4.0 POLICY CONTEXT AND CONSULTATION

- 4.1 The financial position and performance against budget is fundamental to delivery of the Council's Plan, achieving value for money and ensuring financial stability.

REPORT

5.0 REPORT DETAILS

5.1 Summary

General Fund (Appendix A)

At the end of the second quarter, the General Fund forecast presents an outturn surplus of £8k. As we are still only part way through the financial year, there are a number of year to date variances (positive and negative) which make the year to date surplus position of £364k, but it is expected that this is primarily in relation to timing of payments and income.

Capital (Appendix B)

As capital plans continue to be reviewed for the financial year, the programme will be updated to reflect the latest position. At the end of Quarter 2, there is an anticipated overspend on the capital programme of £62k, which reflects additional costs in relation to Property condition works (£101k) and expected underspends in IT Infrastructure strategy (£43k). However there is expected to be significant slippage in the current year so the overall budget will not overspend.

Savings (Appendix C)

Planned savings and efficiencies of £528k for the year, identified as part of the 2019/20 budget setting process have already been built into the base budgets and are reflected in the numbers below and appendix A. Most of these came about following the review of budgets to ensure that they more realistically reflected expected costs and had no impact on service. Delivery of planned savings are on track for the year, except for External Audit fees, which have been increased due to an increase in scope of services, and therefore moved to 'red' status.

The table below sets out the summary position, with details of forecast variances included in **Appendix A**.

General Fund Account – Q1 2019/20	Budget	Forecast	Variance
	£000's	£000's	£000's
Net Revenue Budget	8,208	8,206	(2)
Settlement Funding RSG/NDR	(3,937)	(3,943)	(6)
Amount to be met from Council Tax	4,271	4,263	(8)
Council Tax	(4,271)	(4,271)	0
Collection Fund Surpluses	0	0	0
Net Revenue Budget (Surplus) / Deficit	0	(8)	(8)

5.2 The main variances are:

Expenditure

- **All Employee-related costs (excluding consultants)** Current estimates show that an overspend of £40k is expected by the end of the financial year. Overspends forecast in frontline and management services due to a requirement for temporary backfilling e.g. in mechanical support. Generally services are running with small underspends due to turnover and short-term vacancies.

- **Supplies and Services** – A net underspend of £12k is expected against supplies and services, made up from the following; One-off savings of £66k expected in waste disposal services as a result of the delays to the WTS, Offset by expected increase in gate fees £25k once operational. In addition one-off overspends of £17k to carry out essential Northgate server migration work, and new Members equipment £8k. An on-going £7k agreed external audit fees, £8k new car park transaction fees. An on-going saving of £8k is expected due to a reduction in court fees for Council Tax cases.
- **Vehicles and Transport** – An overspend of £49k is estimated against vehicles and transport related costs. Forecast overspend due to waste vehicle hire requirements following reassessment of fleet £30K and £20k due to increase in external repair costs due to mechanic vacancy.
- **Premises related** – An overspend of 98k is expected, which is related to the move to the new Waste Transfer Station. Costs of £75k have been quoted for required repairs to the old site upon vacating the premises, along with costs of £23k to extend the lease pending the transfer.
- **Additional Capacity and Support** – this underspend is related to funds set aside for potential staff costs following the completion of the current Terms and Conditions negotiation.

Income

- **Shares from the NNDR** pool will be reviewed once monitoring has been received from the Pool authorities.
- **Within fees & charges**, car park income is expected to exceed target by £25k based on year to date trend.
- **Income from Housing Benefit** - DWP make initial payments on estimates. A more reliable forecast can be estimated once mid-year returns have been completed.
- **Waste Collection & Recycling** – Surplus estimated as a result of current recycling resale rates (£51k), and recycling reimbursement (£14k) This will cease once new transfer station is operational. Partially offset by Commercial Waste collection and disposal income.

5.3 Capital Programme

At the end of Quarter 2, although limited progress has been made on in year plans, and it is likely there will be significant slippage on the timing of programme delivery, pressures of £62k have been identified against the approved budget. The timing of this is expected to extend into 2020/21. The 2019/20 programme includes £2.97m carry forward due to slippage in 2018/19 and £191k approved for the purchase of the Railway Tavern. Further details can be found at Appendix B.

6.0 IMPLICATIONS

6.1 The following implications have been identified:

- a) Financial
Included in the body of the report
- b) Legal
There are no legal implications identified as part of this report
- c) Other
None to report, although in any report to Committee and Council, it will be noted that any proposals which may impact on Equalities, Staffing, Planning, Health & Safety, Climate Change, Environmental, Crime & Disorder will be assessed as part of the budget process.

Anton Hodge
Chief Finance Officer (s151)

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Background Papers:

None

Background Papers are available for inspection at:

N/A

Management Accounts 2019/20

Results as at Quarter 2 - 2019/20

	Prior Year	Latest Approved	Year to Date		Full Year	Variances		COMMENTS
	Actual	Budget	Actual	Budget	Forecast	Q2 Year to Date	Q2 Full Year Forecast	
INCOME								
Fees & Charges	(2,891)	(2,810)	(1,493)	(1,702)	(2,835)	208	(25)	Car Park Income expected to exceed target based on year to date activity
Government Grants	(263)	(74)	(168)	(43)	(74)	(125)	0	Rural Payments Agency Grant received
Grants & Contributions Inc	(112)	(83)	(14)	(28)	(83)	13	0	
Housing Benefits	(8,697)	(9,059)	(93)	(159)	(9,059)	65	0	Forecast once mid-year returns completed
Investment Income	(197)	(198)	(159)	(123)	(218)	(36)	(20)	Surplus estimated due to cash balances being higher than expected. BREXIT uncertainty continues
Waste Collection & Recycling Inc	(1,920)	(1,807)	(1,352)	(1,568)	(1,839)	215	(32)	Surplus estimated as a result of current recycling resale rates (£51k), and recycling reimbursement (£14k) This will cease once new transfer station is operational. Partially offset by Commercial Waste collection and disposal income.
Recharges	(11)	(66)	(3)	(1,485)	(66)	1,482	0	
TOTAL SERVICE INCOME	(14,091)	(14,097)	(3,283)	(5,107)	(14,174)	1,824	(77)	
Salaries & Employee Costs	6,964	6,986	3,417	3,508	7,026	(90)	40	Overspends forecast in frontline and management services due to a requirement for temporary backfilling e.g. in mechanical support. Work is underway to bring a remedy to this situation. Generally services are running with small underspends due to turnover and short-term vacancies.
Supplies & Services	1,899	2,415	940	1,344	2,403	(404)	(12)	One-off savings of £66k expected in waste disposal services as a result of the delays to the WTS, Offset by expected increase in gate fees £25k once operational. In addition one-off overspends of £17k to carry out essential Northgate server migration work, and new Members equipment £8k. An on-going £7k agreed external audit fees, £8k new car park transaction fees. A n on-going saving of £8k is expected due to a reduction in court fees for Ctax.
Vehicles & Transport	596	644	318	370	692	(52)	49	Forecast overspend due to waste vehicle hire requirements following reassessment of fleet £30K and £20k due to increase in external repair costs due to mechanic vacancy.
Premises	1,166	1,098	642	747	1,195	(105)	98	Repair costs of £75k have been estimated to 'make-good' old waste transfer site, along with additional £23k to extend the lease pending transfer.
Drainage Board Levies	97	102	98	102	98	(4)	(4)	Annual inflation on levies lower than estimated
Grants & Contributions	350	306	168	196	311	(28)	5	£5k forecast overspend relates to additional funding approved to support Climate Change actions re feasibility study for an electric Hopper bus service
Housing Benefit Payments	8,495	8,911	4,411	5,199	8,911	(788)	0	Forecast once mid-year returns completed
Additional Capacity & Provisions	93	769	92	387	669	(295)	(100)	Funding allocated in budget to cover potential staff costs.
Interest Payable	55	58	7	29	58	(22)	(0)	
Capital A/c	191	(765)	(586)	(121)	(765)	(465)	0	
TOTAL SERVICE EXPENDITURE	19,907	20,523	9,506	11,760	20,598	(2,254)	75	
FINANCING & RESERVES	0							
Collection Fund Surplus	(31)	0	0	0	0	0	0	
Council Tax	(4,118)	(4,271)	1,058	1,058	(4,271)	0	0	
NNDR	(1,775)	(3,010)	2,851	2,851	(3,010)	0	0	
RSG	(143)	0	0	0	0	0	0	
General Government Grant	(1,626)	(926)	(465)	(531)	(932)	66	(6)	EU Exit Support Funding
Transfers to / from Reserves	1,228	1,782	0	0	1,782	0	0	
TOTAL FINANCING & RESERVES	(6,465)	(6,426)	3,444	3,378	(6,432)	66	(6)	
GF (SURPLUS) / DEFICIT	(650)	0	9,667	10,031	(8)	(364)	(8)	

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Capital Monitoring2019/20

Results as at Quarter 2 - 2019/20

Category / Scheme	Description	2019/20						Update Comments	
		Original £'000	Carry Forward £'000	Supp Estimate £'000	Revised Budget £'000	YTD Exp £'000	Forecast £'000		Forecast Variance £'000
ASSET MANAGEMENT									
Vehicle Replacement Programme	Replacement for recycling, street cleansing and grass cutting services	20	186		206	52	206	0	
Trade Waste Equipment	Replacement of trade waste bulk bins / roll out of glass recycling / additional recycling boxes	0	20	100	120	75	120	0	£100k approved April 19 Council to purchase blue boxes
Property Condition Survey	Programme of minor capital works to property portfolio	110	547		657	0	758	101	Addition of Fire replacement system at Milton Rooms (£40k) and increases in estimated costs for various works.
Ryedale Hub	Programme review & feasibility work being undertaken	2,250	150		2,400	16	2,400	0	
IT Infrastructure Strategy	Essential upgrade of IT Infrastructure	10	117		127	7	84	(43)	Primarily network security/refresh requirements, in addition to £40k microsoft licensing which is subject to approval pending update to strategy
IT Infrastructure Strategy	IT Infrastructure Strategy	0	0		0	4	4	4	
Garage Inspection pit	Essential upgrade to accomodate new style of vehicle	0	50		50		50	0	
		2,390	1,070	100	3,560	153	3,622	62	
PRIORITY AIMS - HOUSING									
Aff Hsg Init - Exception Sites Land Purchase	Contribution to RSL land acquisitions	0	100		100	0	100	0	
Aff Housing - Railway Tavern	Initial acquisition costs and feasibility works - Railway Tavern	0	0	191	191	0	191	0	Approved May / June '19
Aff Hsg Init - Property Improvement Loans	Recoverable Loans to ensure properties are to the decent home standard	75	0		75	(4)	75	0	
Aff Hsg Init - Landlord Improvement Loans/Grants	Recoverable Loans or Grants to Landlords	50	0		50	(13)	50	0	
Private Sector Energy Efficiency Grants	Provide insulation improvements	40	0		40	36	40	0	
Private Sector Renewal - Disabled Facilities Grants	Improve access to and within properties for people	496	0		496	252	496	0	
Community Housing Fund	Development of Community lead housing within the District	0	289		289	0	289	0	
Mortgage Rescue Scheme	Scheme in partnership with Registered Social Landlord	0	21		21	0	21	0	
		661	410	191	1,262	271	1,262	0	
OTHER SCHEMES									

Malton to Pickering Cycle track	Feasibility work to enable a full funding bid	0	0	0	(4)	0	0		
Helmsley CPO	To enable Housing Development in Helmsley	0	1,011	1,011	0	1,011	0		
Assembly and Milton Rooms - Preservation Works	Work required under terms of lease to prevent further deterioration of building	0	476	476	0	476	0		
		0	1,487	0	1,487	(4)	1,487	0	
TOTAL CAPITAL PROGRAMME	TOTAL	3,051	2,967	291	6,309	419	6,371	62	TOTAL

Savings Plan 2019/20
Update as at Quarter 2 - 2019/20 (v1)

	RAG	2018-19 Actuals £000's	2019-20 Estimate £000's	2020-21 Projection £000's	2021-22 Projection £000's	Comments
Savings Targets		-436	-528	-876	-763	Savings Required to Balance budget - per 1920 Budget (planned savings plus forecast budget deficit)
Items included in 2018/19 Budget						
Towards 2020 Streetscene Review	Green	-175				Still need a detailed update on this, although big portion is within salary estimates
Root and Branch Review Net Efficiencies	Green	-132				
Additional Savings Identified through T2020 Phase 1	Green	-75				
Additional Income	Green	-11				
Realignment of Grant Income	Green	-16				
Pension Contributions	Green	-8				
Reduction in Capital Borrowing	Green	-19				
Savings included in 19/20 Budget						
Council Tax Recovery Cost	Green		-10			Included in Base, forecast on track
Reactive Repairs and Maintenance Budgets	Green		-25.0			Included in Base, forecast on track
Members Allowances	Green		-10			Included in Base, forecast on track
LDF Inspection	Green		-50			Included in Base, forecast on track
Insurance	Green		-80			Included in Base, forecast on track
Central Postage and Printing	Green		-10			Included in Base, forecast on track
Miscellaneous 'Provisions' Budget	Green		-80			Included in Base, forecast on track
Hired Services	Green		-10			Included in Base, forecast on track
Interest On Short Term Borrowing	Green		-5			Included in Base, forecast on track
External Audit Fee	Red		-10			Revised Fees agreed due to additional scope of services
Business Rates, RDC Properties	Green		-15			Included in Base, forecast on track
Various Small Base Budget Adjustments	Green		-1			Included in Base, forecast on track
Ryecare Services (Contact Ryedale)	Amber		-22			Included in Base, current forecast on track
Investment Income	Amber		-143	-53	-27	19/20 included in base - currently on track but need to monitor rates
Public Conveniences Rate Relief	Amber			-20		Pending new relief for Public Conveniences
Rent Allowances	Amber		-40			Included in Base, forecast on track
Leisure Management Costs	Amber		-16	0	-30	Included in Base, forecast on track
Total Savings Identified		-436	-528	-73	-57	
Savings (Shortfall) / Surplus		0	0	-803	-706	
Delivered/Low Risk Green			-296	0	0	
In Progress/Medium Risk Amber			-221	-73	-57	
Not Started/High Risk Red			-10	0	0	

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	SECTION 151 OFFICER ANTON HODGE
TITLE OF REPORT:	LOCALISATION OF COUNCIL TAX SUPPORT 2020/2021 SCHEME
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This reports seeks approval of the final scheme for 2020/2021 following consultation with both the major preceptors and public.

2.0 RECOMMENDATIONS

- 2.1 That members recommend to Council

- (i) a Local Council Tax Support Scheme for 2020/21 which simplifies the existing Council Tax Support Scheme with the following changes:-
 - (a) Increase Maximum Eligible Council Tax of support from 91.5% to 100%;
 - (b) Introduce an income 'grid' scheme for all working age applicants replacing the current means tested approach;
 - (c) Simplify the claiming process for all applicants who receive Universal Credit
 - (d) Reduce the capital limit to £6,000;
 - (e) Remove non-dependent deductions;
 - (f) Limit the number of dependent children used in the calculation to two;
 - (g) Remove the current earnings disregards and replace with standard disregards;
 - (h) Disregard £25 of Carers Allowance;
 - (i) Remove Registered Child Minders who are self-employed from the Minimum Income Floor;
 - (j) Make all changes of circumstances apply on a daily basis and
- (ii) to authorise the Section 151 Officer in consultation with the Chairman of Policy and Resources Committee to undertake the necessary consultation work to design a scheme for 2021/22, in light of the experience in 2020/21, to be presented to Policy and Resources Committee in November 2020.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 The Council must approve a scheme for 2020/21.
- 3.2 The simplified scheme is easier to understand for both citizens and staff and easier for staff to administer.
- 3.3 The most vulnerable are supported more with the increase in maximum liability to 100%.
- 3.4 Implementation of the scheme will save the authority money through the reduction in administration costs due to reduced number of changes, reducing the number of Council Tax demand notices produced.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks in approving the scheme as recommended. The council has ensured that the new scheme is fully compliant with the requirements and that the consultation has been properly undertaken.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Council will need to approve a Local Scheme for Council Tax Support (CTS).

6.0 REPORT DETAILS

- 6.1 The current Council Tax Support Scheme (CTS) is a means-tested reduction to help residents on low incomes to pay their Council Tax bill.
- 6.2 The current scheme provides that all working age customers have a maximum award of 91.5% of their Council Tax liability, which means that every working age household is required to pay at least 8.5% of their Council Tax bill.
- 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 The following table sets out the estimated claimant breakdown for 2019/20:

Claimant Type	Number	Annual Cost	% total spend
1. Pensionable	1570	£1754k	56%
2. Passported	425	£473k	15%
3. Single	378	£324k	10%
4. Couple	79	£81k	3%
5. Family + 1	260	£198k	6%
6. Family + 2	372	£310k	10%
	3084	£3140k	

- 6.5 The Council must now consider a scheme for 2020/21. In order to inform this process a consultation has taken place on the preferred maximum liability for Council Tax and options for changing the scheme to provide a more simplified scheme. Public Consultation took place between 27 August 2019 and 6 October 2019 via the Council's website. Thirty two responses were received to the questionnaire – Appendix A.
- 6.6 Significant work across the District Council has been undertaken on this project:
- The scheme production has been undertaken jointly with consultancy support.
 - Detailed Equalities impact assessment has been undertaken jointly with consultancy support. The EIA identified no impact on Climate Change – Appendix B.
 - Major Preceptor Consultation has been undertaken jointly.
 - Detailed discussions with Software supplier, Northgate, have taken place with all district LA's currently using the same software
- 6.7 The Council has undertaken public consultation contacting key stakeholders as well as the general public through the Council's website. The results of the consultation are attached at Appendix A. The key messages of that consultation are:
- Of the 32 responses 27 were in favour of changing from the current scheme;
 - There was majority support for the introduction of a Income Grid Scheme;
 - There was majority support for changing the claiming process for those claiming Universal Credit;
 - There was a majority support for the reduction of the capital limit to £6000. Of those who disagreed they felt that limit should be higher to reward those who were able to save.
 - Of those who disagreed to the restriction to the 2 child limit some felt this was too low and could potentially lead to child poverty.
 - Of those who disagreed to removing the Non-Dependent deduction some felt that all non-dependents should contribute if they are in full time work.
 - There are a number of open ended 'comments' questions and the responses are available should members want to view them.
- 6.8 Work on the proposed Council Tax Support Scheme for 2020/21 has included a detailed modelling analysis of the cost implications based on the current caseload.
- 6.9 Costings associated with the proposed 2020/21 Council Tax Support Scheme would see an increase of approximately £50k. This figure would be shared across the major preceptors through the collection fund with RDC's share being £5k. The costings associated with the new scheme are changeable depending on the caseload at the start of the/throughout the financial year.
- 6.10 Monitoring of council tax arrears indicates that those most vulnerable are unable to meet their proportion of the council tax liability, currently set at a minimum of 8.5%, leading to more unpaid council tax. The aim of the proposed scheme is to remove the minimum liability, which would mean those on the lowest income would get maximum support which would in turn lead to reducing outstanding council tax arrears and reducing the potential writing off of debts. On average, the council wrote off £86,264 in Council Tax in the last financial year, the majority of which is covered by North Yorkshire County Council.

6.11 There is currently £75,066 of Council Tax still outstanding from 2018 from uncollected CTS claims. Last year the council collected 86.16% of Local Council Tax Support, it is hoped that increasing the maximum liability would assist in significantly increasing the collection rate.

6.12 Ryedale District Council – Proposed Council Tax Support Scheme - Income Banded Scheme 2020/2021

Council Tax Reduction Level	Passported	Single £	Couples £	Family with one Child £	Family with two or more Children £
Band A – 100%	Relevant Benefit	0.00 to 110.00	0.00 to 160.00	0.00 to 210.00	0.00 to 260.00
Band B – 75%	N/A	110.01 to 150.00	160.01 to 200.00	210.01 to 250.00	260.01 to 300.00
Band C – 50%	N/A	150.01 to 200.00	200.01 to 250.00	250.01 to 290.00	300.01 to 340.00
Band D – 25%	N/A	200.01 to 250.00	250.01 to 300.00	290.01 to 340.00	340.01 to 380.00

6.13 The proposed scheme would deliver a number of benefits to the residents of the District.

- (a) It will provide a simpler scheme which can be easily understood by all applicants;
- (b) It will support the most vulnerable within the district;
- (c) It will save significant increases in administration costs due the introduction of Universal credit;
- (d) It will prevent applicants receiving multiple Council Tax demands during the year and prevents multiple changes to monthly instalments
- (e) It will reduce Council Tax arrears
- (f) The most vulnerable aren't affected
- (g) Following implementation the council will save money

6.14 For 2020/21, year 8, there is again a mixed picture of approaches from Local Authorities. Proposed 2020-21 schemes within the North Yorkshire Districts are as follows:

	2020/21	2019/20
Craven	10%	10%
Hambleton	Banded scheme 90%	20%
Harrogate	0%	0%
Richmondshire	15%	15%
Ryedale	Banded scheme 100%	8.5%
Scarborough	12.5%	12.5%
Selby	Banded scheme 100%	10%
York	12.5%	12.5%

6.15 Those with the greater cuts have generally 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, we estimate the current cost to be in the region of £6.5k per year.

- 6.16 Twenty nine Local Authorities nationally introduced an Income Banded Council Tax Support Scheme with effect from April 2019. It is the expected that this number will increase to over 100 Local Authorities with effect from April 2020.
- 6.17 The scheme for Pension Age Applicants is set by Government.
- 6.18 Proposals within this report set the scheme for 2020/21 only. Authorities are permitted to revise their scheme no more frequently than annually. A scheme for 2021/2022 will be considered during next year.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

Any risk around the cost of the scheme is shared proportionally between the major preceptors through the collection fund. If the scheme costs more than predicted the collection fund may be into deficit and this would need resolving in the 2021/2022 budget.

As at 6.10 & 6.11 of this report it is expected that the value of 'write offs' will reduce.

As at 6.15 of this report it is estimated that the authority will save £6.5k in administration costs.

b) Legal

The scheme is a detailed legal document of the Council which will only require minor amendment as a result of changes to legislation. The amendments over which the Council has discretion are included in the report.

c) Other

There are significant equality issues around the protection of vulnerable which have been taken into account as part of the scheme design. The most vulnerable will be protected. A full Equality Impact Assessment has been completed – Appendix B.

There are no direct Climate Change implications associated with this report. Climate Change issues will be considered in the development work which is to be progressed in the period ahead.

**Anton Hodge,
Section 151 Officer**

Author: Marcus Lee
Telephone No: 01653 600666 ext: 43210
E-Mail Address: anton.hodge@ryedale.gov.uk

Background Papers:

[Ryedale District Council Council Tax Reduction Scheme - S13A and Schedule 1a of the Local Government Finance Act 1992](https://democracy.ryedale.gov.uk/documents/s42808/Council%20Tax%20Reduction%20Scheme%20201920.pdf)

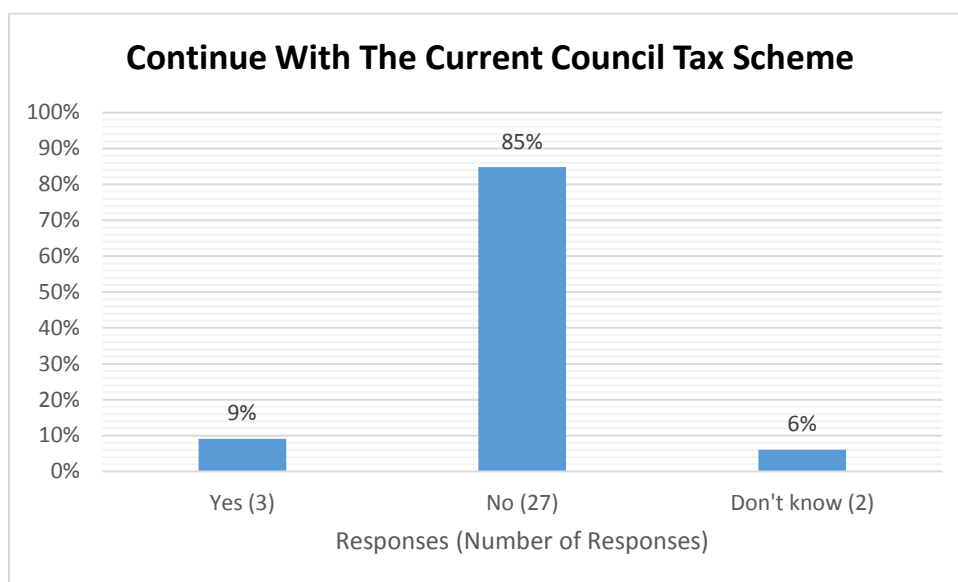
<https://democracy.ryedale.gov.uk/documents/s42808/Council%20Tax%20Reduction%20Scheme%20201920.pdf>



Council Tax Reduction Scheme 2020/21

The survey began on Tuesday 27th August and closed on Sunday 6th October. Overall 32 respondents completed this survey.

Paying for the Scheme



Comments

The only thing I would change is to keep it in line with UC would be to honour the children in the household that were their prior to the changes bringing in UC so if you had 3 children or more before 2017 to make it consistent.

From the background info, it sounds that the continuing will mean higher administration costs

I read the introduction and I would be surprised if you get any responses. I don't think that people will understand what you are asking. There is no basic breakdown explaining how this will affect people. What is the end result? Will I pay more or less council tax? This is what people want to know. The 10 or so options presented: are there multiple options available or just one? I think overall this is badly explained for a lay person and the majority of people who this affects will not understand what you are asking.

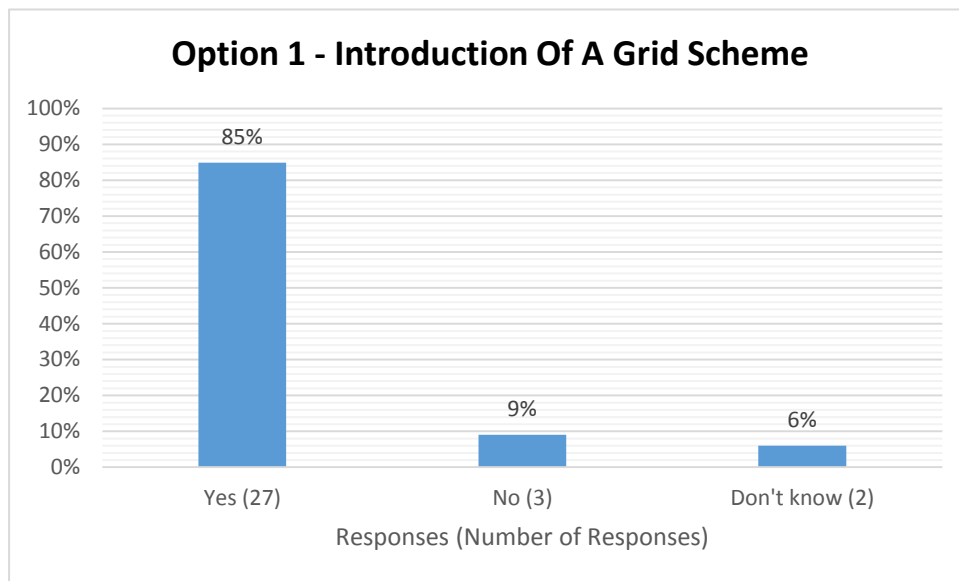
I think it is important to retain a close link between individual financial circumstances and the amount of help available.

Should not use taxpayer's money for schemes that do not benefit those tax payers at all.

A more simplified scheme would be welcomed. Allowing the more vulnerable to return to 100% Maximum Benefit will also make a big difference.

Sorry to be so useless.....it's so complicated. I like the idea of local control in general, especially for rural areas, and I assume a lot of work has gone into developing an alternative. However, to be honest I don't have complete faith in RDC's judgement on several issues, and there are local people who could work being supported by hard-working others.....is that because of RDC past judgments I wonder. That's why I don't know what to vote for.

Options to change the current Local Council Tax Reduction scheme



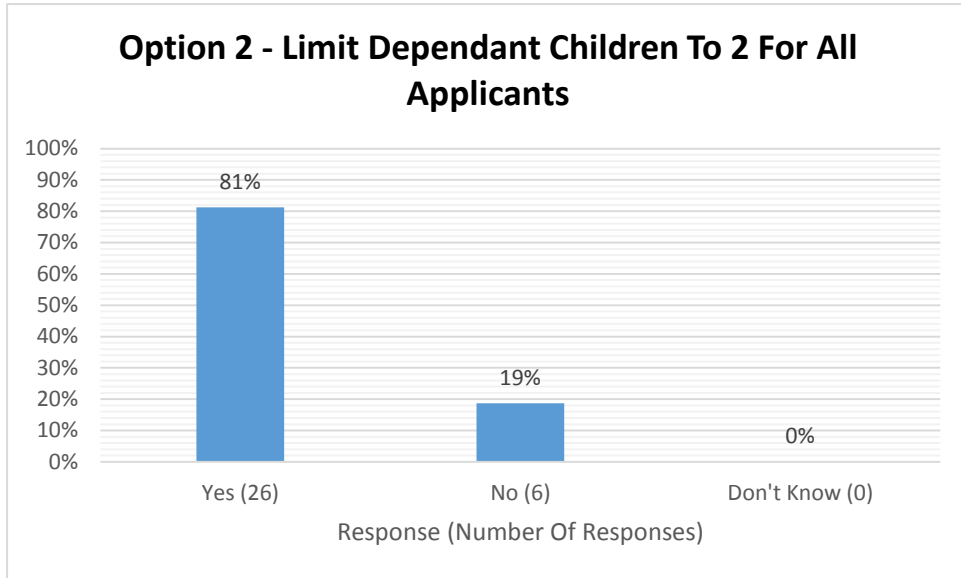
Comments

I think that a schematic or illustration showing the difference between the present and proposed scheme(s) could help explain this.

Retain the existing scheme. Limiting the scheme to two children will only increase child poverty. The capital limit of £6,000 is too low. You say it will be easier to administer but presumably people will still have to provide evidence of their income and report changes in their circumstances. You haven't specified how it will be easier for Universal Credit claimants to claim council tax reduction.

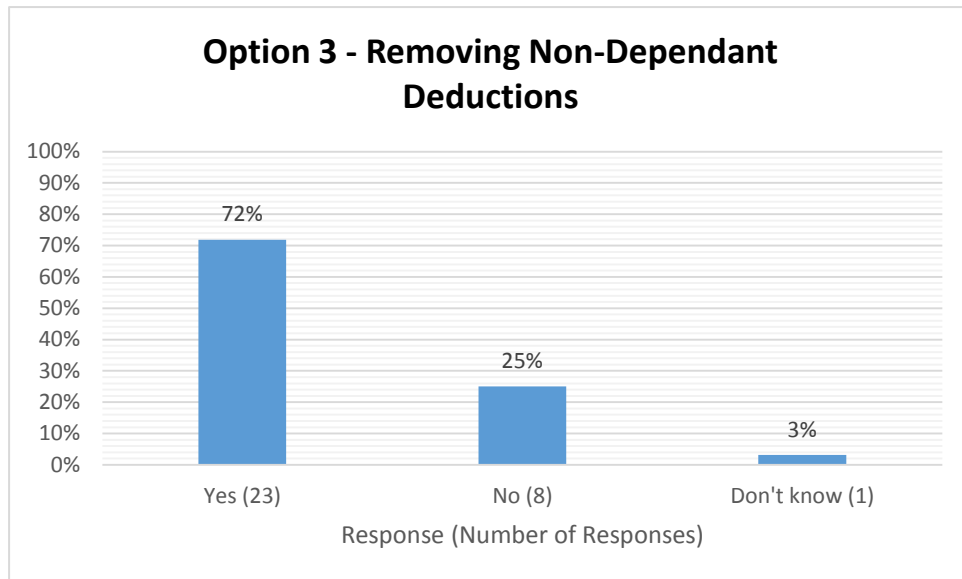
Not reducing the capital limit, encourage people to save to a higher maximum level, i.e. 10000 to allow them a safety net in case of emergencies and enable them to pay without going immediately into debt

Agree with the overall principles but concerned about including the 2 child limit in the income banding. WBU would suggest a limit of 3 children as many families include this many children and the increase would significantly reduce the negative impact of this limit. Relying on discretionary support puts larger families at risk.



Comments

I think that you should consider what the average family size is within Ryedale.
Leave as it is, otherwise it will fuel child poverty. Is there planned to be a transition period where only new claims are affected or will it apply to everyone from day one? Have you estimated the number of families that would be affected if this change applied now?
A limit of 3 plus children would reflect a common family size and reduce the number of children at risk of poverty and reduce the risk of spiralling debt and administrative cost of recovery.



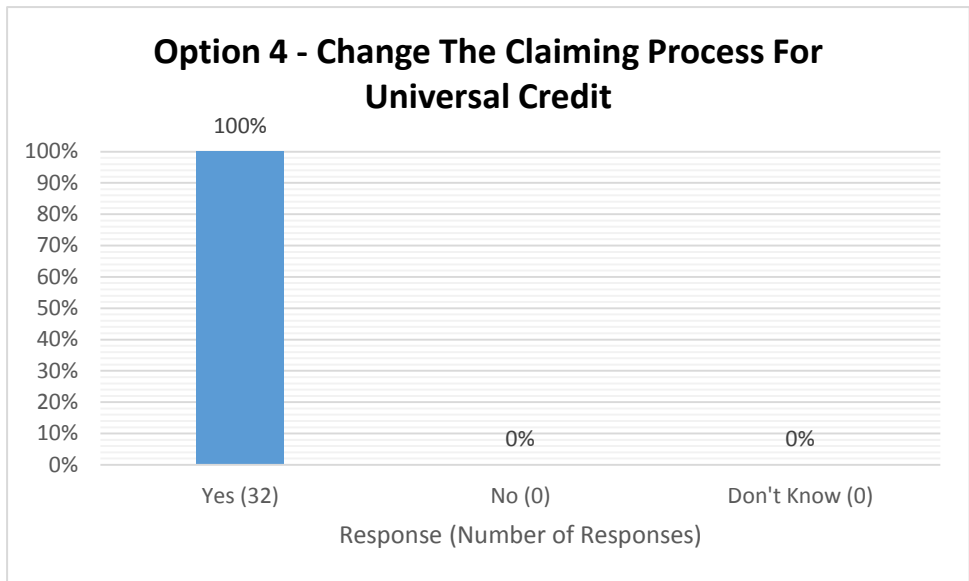
Comments

No, unless there are provisions for disabled non-dependents. BTW, "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.

Continue with the non-dependant deduction. If I have understood this correctly a mother living with an adult son working and a mother living with an adult son not working would receive the same amount of Council Tax benefit if both mothers have the same income. This does not seem fair. Take the whole household income into consideration not just the taxpayer

Retain as part of current scheme.

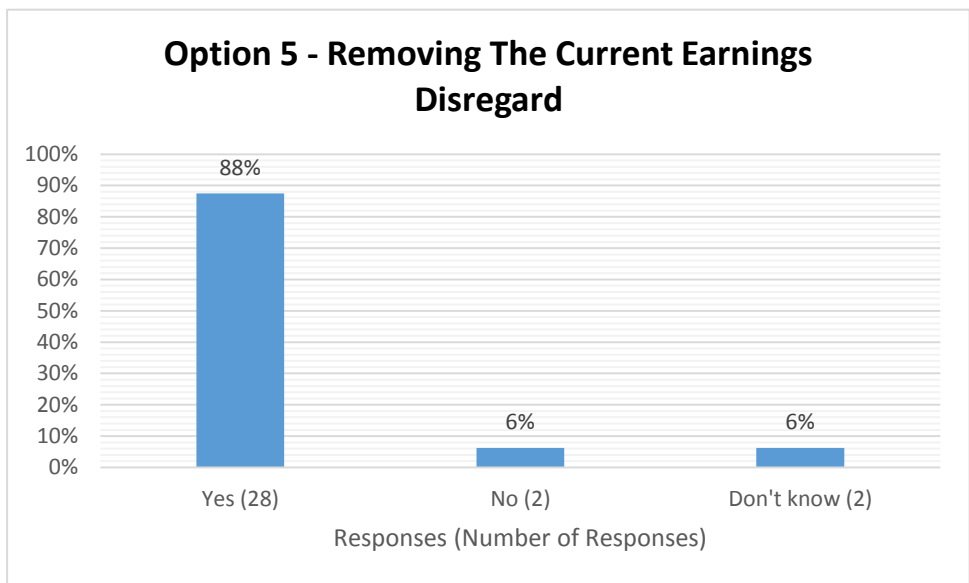
I would propose at least one standard non-dependant deduction to be made for all working age non-dependants over the age of 18 in the same way that one standard deduction is used in the calculation of Universal Credit. Or, even two deduction bands to replace the current four deduction bands. The lowest deduction to be used for working age non-dependants who are in receipt of the relevant unemployment Benefits and then a higher deduction to be used for the non-dependants who are in employment. A working age non-dependant with a good income should be expected to make some sort of contribution.



Comments

Please ignore my earlier comment on UC. This makes sense and helps maximise due entitlement.

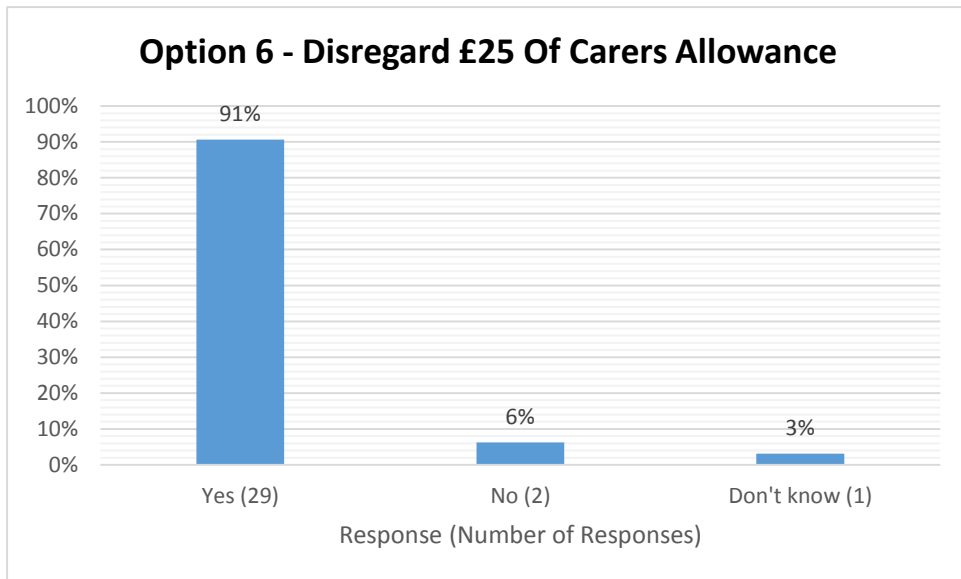
Note WBU agree with the principle of automatic assessment for those who receive universal credit have some concern about a lack of active choice. We suggest including some aspect of consent as well as ensuring that all relevant information is collected and is correct



Comments

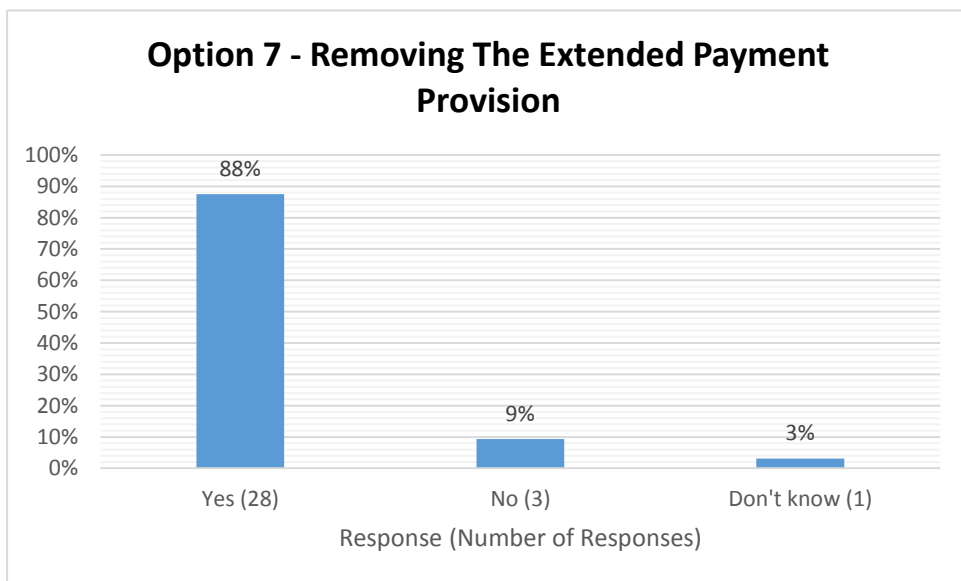
The drawback outweighs the benefit. High childcare costs prevent people from working.

WBU agree with the principle and the simplification but think there should be greater disregard should be given to those with children. The higher disregard should apply to all those with children not just those with 2 or more



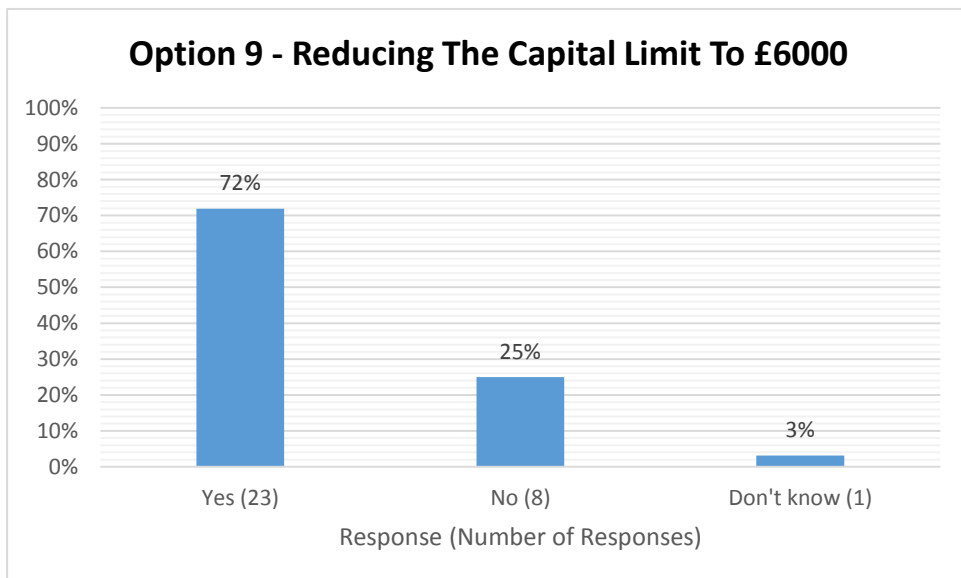
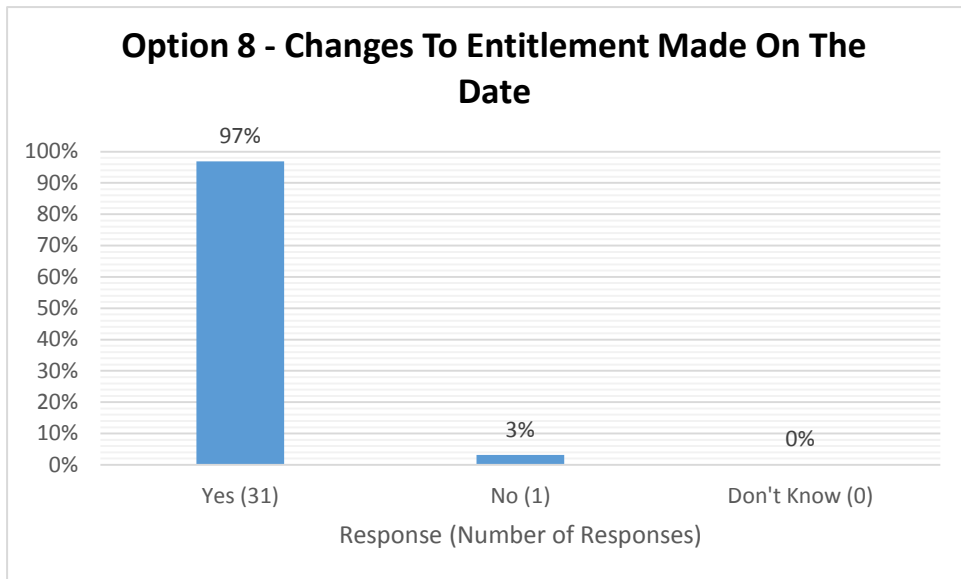
Comments

"The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.
It is not clear why £25 was chosen as the disregard level



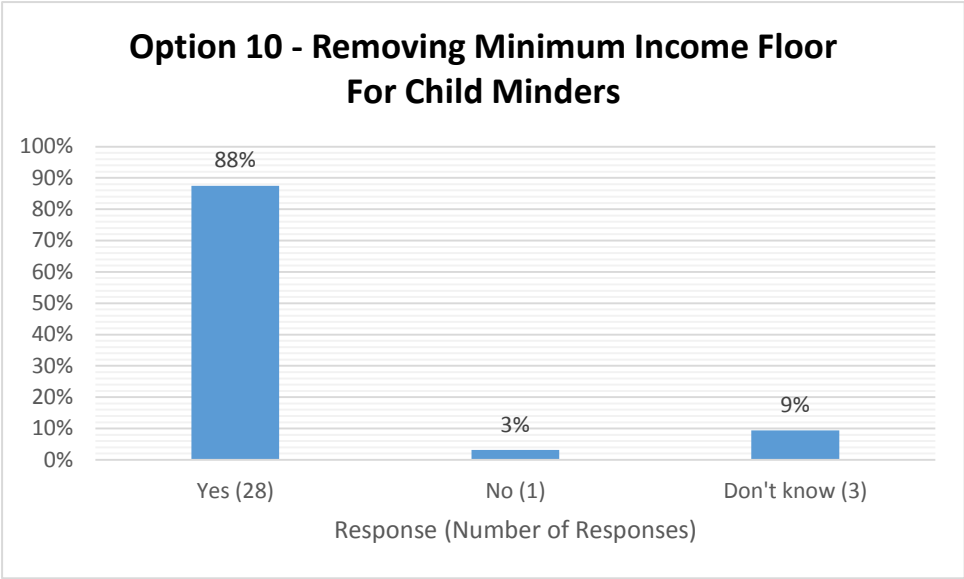
Comments

Again, "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.
Remove automatic right and let claimants apply if necessary for extended benefit. So if necessary a support would be there if necessary but not for those who don't need the help.
although loss of extended payments will have a negative impact WBU understand the need to proportionally balance the administrative cost against benefit to residents



Comments

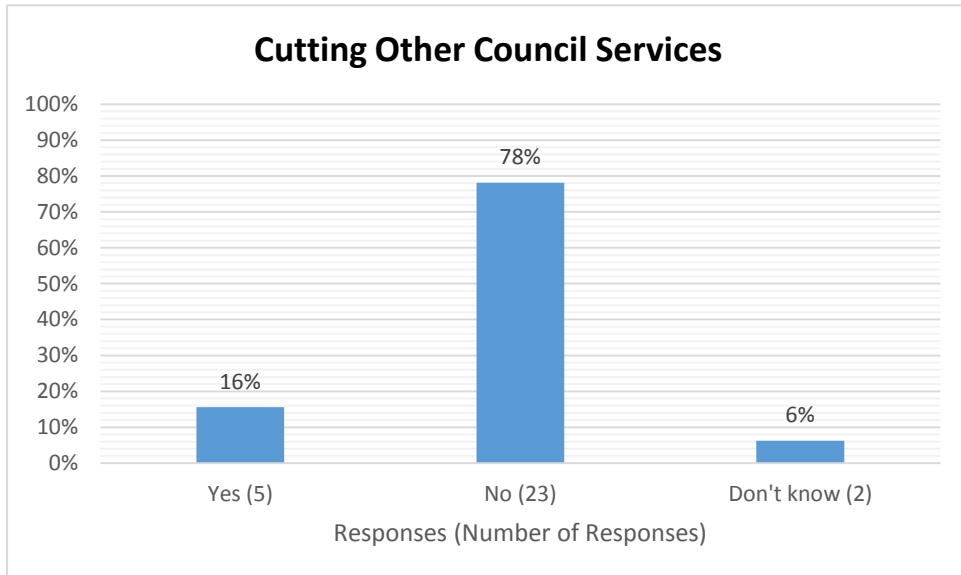
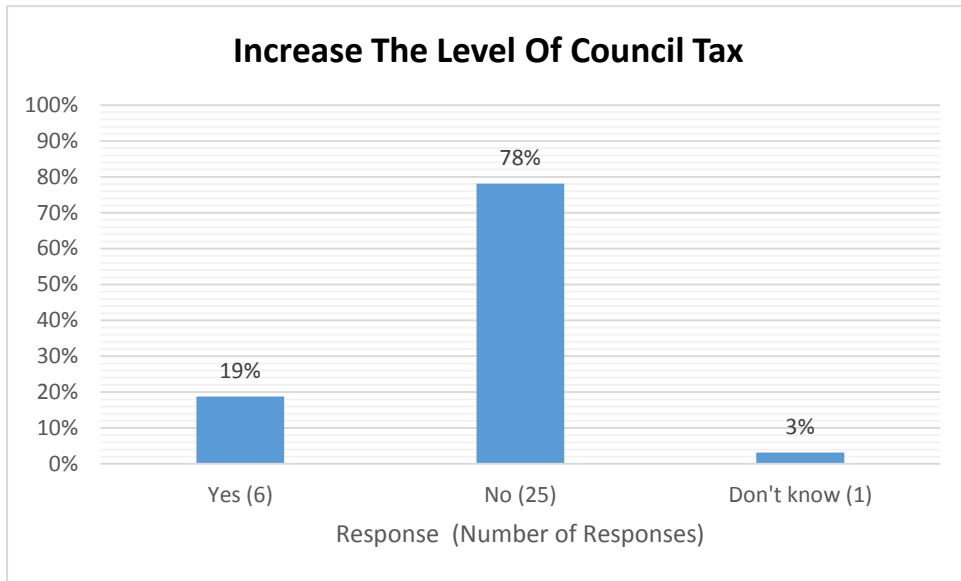
Capital \neq money. We must encourage people to save and invest.
Retain £16k
I would reduce the capital limit to £3000.00.
Reducing the capital cut-off point to £6,000 produces a harsh cut-off point for those with relatively low amounts of savings which are important to cover one-off expenses. For example claimant's may need to replace white goods and those in rural areas may be dependent on having a car which will need to be repaired or replaced from time to time

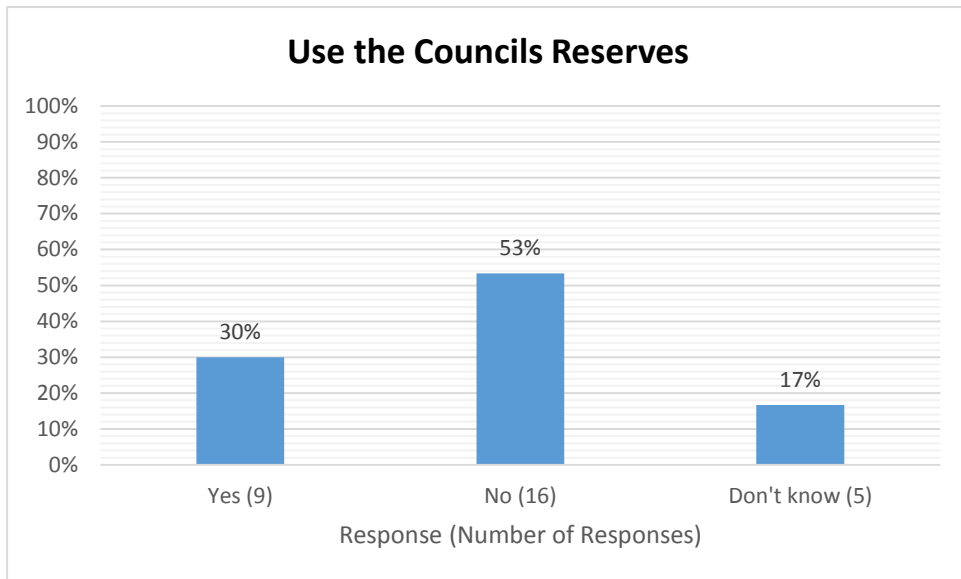


Comments

would also suggest removing this for all self-employed

Alternatives to changing the Council Tax Reduction Scheme

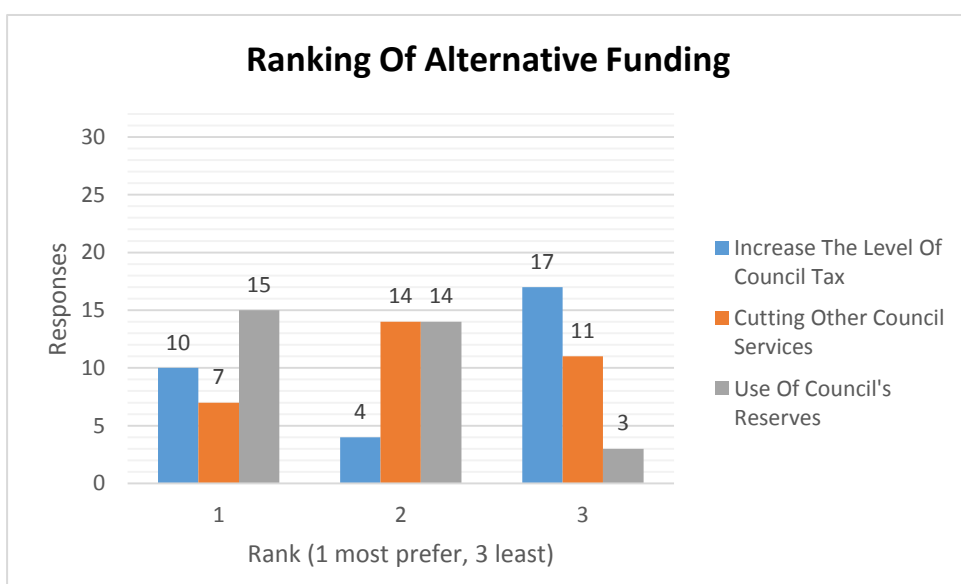




Comments

The clearest message I have got from this is that the council wishes to improve its administrative services and make things easiest for them not the people of Ryedale. I agree that combining the information received on people claiming benefits and council tax would definitely help, but the administrative software used at the council could probably be improved. I'm assuming that the administration of these services are likely contracted out by NYCC and have very little to do with Ryedale. The solution may be revisiting that decision rather than asking the people of Ryedale to fund the revamp of a badly administered system. I understand that changes cost money, but improvements to the council services are something that should be partially funded internally. I do support the changes to council tax to be based more on income rather than arbitrary bands. What about revisiting rates for holiday homes that have income generated by letting via social media ie: AirB&B or holiday lets.

The proposed scheme allows for the Council to deliver a Council Tax Reduction scheme which is adaptable to change and move with the increased roll out of Universal Credit.



Other Comments On The Scheme

I think that this could all be made much clearer to people. All I really understand from this is that the council wants to improve its administrative services, which is great. However, some of these costs are the responsibility of the council and come with keeping up with changing times. From what I can make out from this, my council tax would increase under this "reduction" scheme somewhere between £10 - £60. If I could actually understand what this is trying to tell me, I would know if that was per year, per week or per month - It is also most likely I have failed to understand any of this.

I feel that tax payers' money should benefit the people who pay it and we certainly shouldn't have to pay more than we already do to help others pay less.

The proposed Council Tax Reduction scheme is simplified which would make it easier for residents of Ryedale to understand and to claim. It also makes it simpler to administer for the Council.

The income banding allows for some variation in income without necessarily the need to adjust CTR, making it more manageable for claimants and CTR administration. There is some concern that the income bands provide sharp cut-off points rather than a taper. There is less generous provision for the severely disabled in comparison to previous entitlement to the severe disability premium within their benefit. It would be helpful if the Exceptional Hardship Payment scheme took account of this

Council To Consider Any Other Option

Reconsider outsourcing administrative services or update tired or out of date software

Further Comments or Questions

The consultation was hard to find when accessing Ryedale District Council's website directly. The survey is easy to follow.

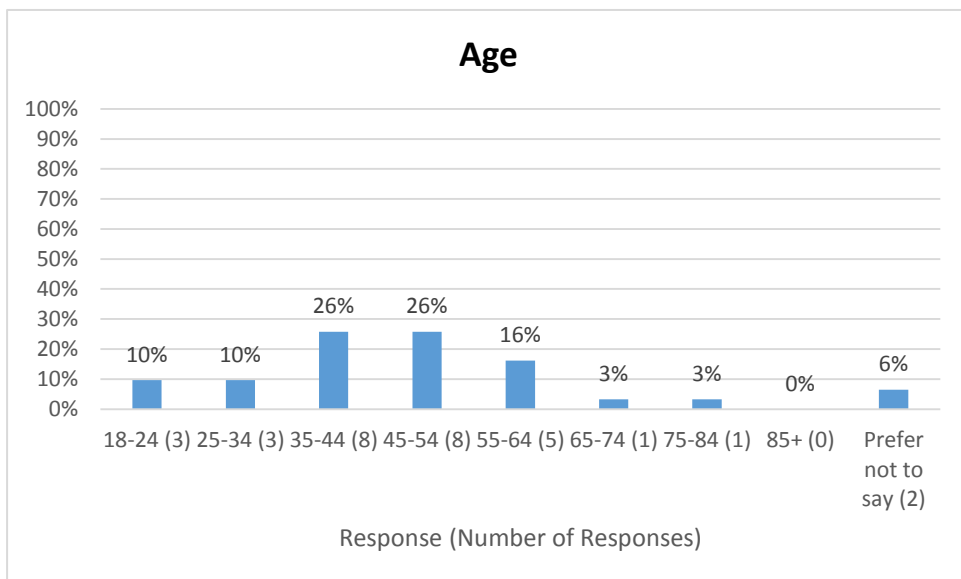
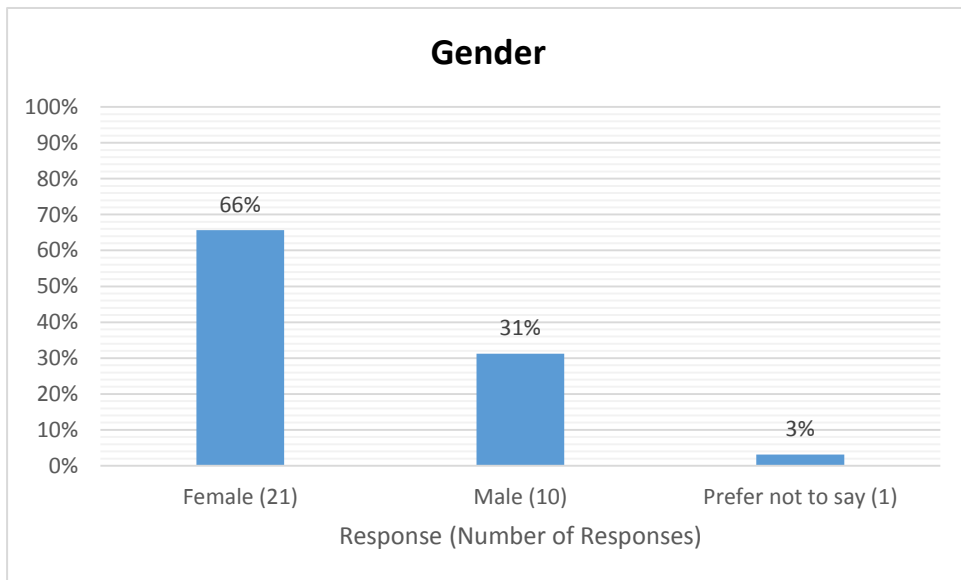
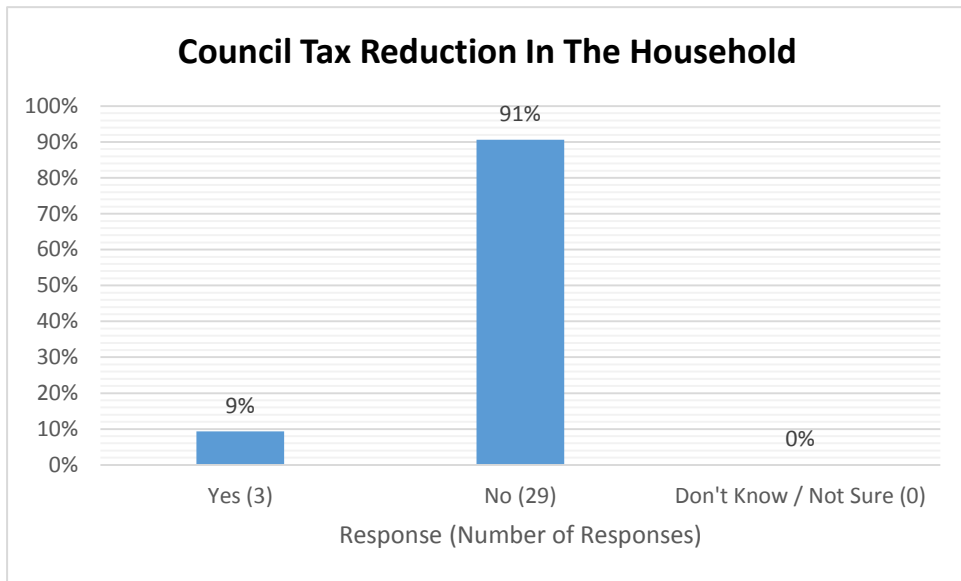
There should be additional support from central Government. No-Deal may also have an adverse effect.

If you really want people's opinion, make this easier to understand. There is a lot of council language and stop the double use of "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler". What are the benefits to the people of Ryedale?

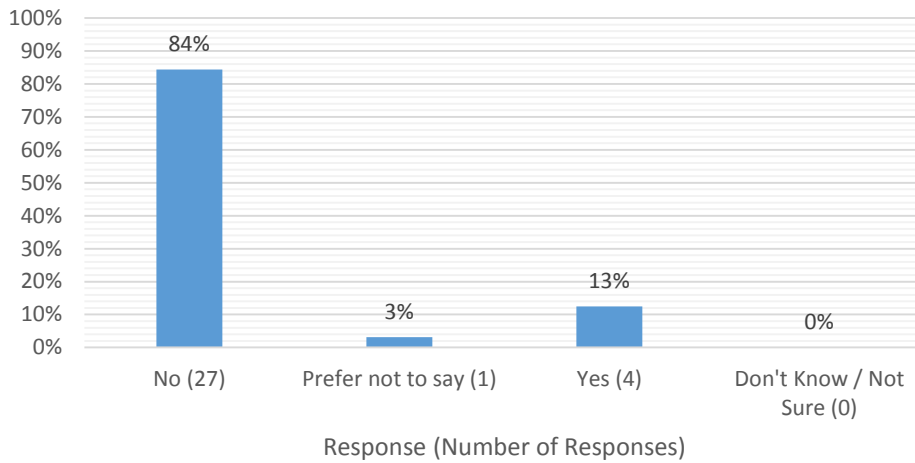
Reducing the capital allowance penalises people who have been prudent and saved, most likely at a time of hardship such as redundancy or illness. This cohort is likely a group which have paid a lot of tax over the years and if they need a reduction for any reason it may be one of the only times they are a beneficiary of the system they have been helping fund. Penalising people for saving also makes it harder for people to bounce back from setbacks and reduces their options.

Overall the scheme is a lot fairer for the most vulnerable and with fewer changes to be taken into account throughout the financial year, should make it easier to keep up to date with my Council Tax instalments.

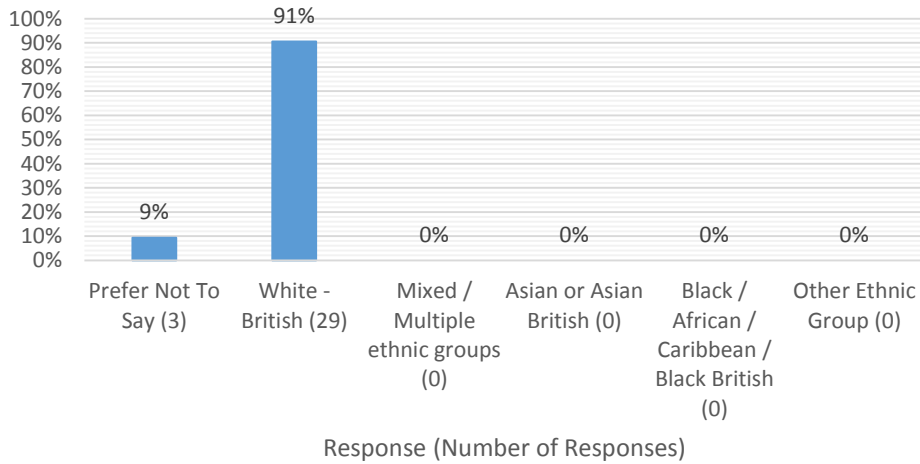
About You



Disability That Limits Day To Day Activities



Ethnic Origin



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Policy/Strategy/Service Owner	Marcus Lee
Name of policy, strategy, function or service being assessed	Council Tax Reduction Scheme 2020/21
New policy/function/service or review of an existing one?	Review of an existing policy
This issue date:	April 2020
Review date (if applicable):	Ongoing throughout 2021
Assessors:	Marcus Lee

Stage 1 - Identifying the aims and objectives of the policy, strategy, function or service

1.1 Aim(s)

To introduce a simplified Council Tax Reduction scheme with effect from 1st April 2020

1.2 Objectives

The implementation of Universal Credit within the area requires the Council to change its approach to Council Tax Reduction, given the high administrative burden of monthly changes and alterations to applicant's income.

There is a requirement to introduce a simplified scheme which can be easily administered without significant additional costs being placed on the Council. The current scheme is too reactive to minor changes in applicant's income leading to constant changes in Council Tax liability.

The scheme changes will only apply to working age applicants - pension age applicants are covered by the Prescribed Requirement Regulations determined by Central Government.

The move to an income-based scheme (without the complexities of a full means tested as required by the current scheme).

The changes will provide the following:

- Simplified claiming arrangements for all working age applicants;
- Certainty, at present, multiple changes are leading to some taxpayer's receiving a large number of Council Tax bills per year as their Council Tax Reduction is amended

- The maximisation of applicant’s entitlement with clear straightforward messages to claim;
- Speed of processing, applications will be dealt with more efficiently and without the need for significant levels of evidence;
- Reduced administration costs. The changes will prevent the administration costs from rising year on year which would be inevitable under the current scheme.

It should be noted that the overall costs of the scheme (the amount of monies available to taxpayers) may change although, through the operation of the new scheme, lower income applicants may receive more support.

1.3 Scope

The new scheme will affect all working age applicants who are currently in receipt of Council Tax Reduction or those who apply after 1st April 2020. The scheme change will **not** affect pension age applicants

1.4 Other policies, strategies, functions or services linked to or affected

1.6 Stakeholders

Working age applicants who are currently in receipt of Council Tax Reduction or those who apply after 1st April 2020.

1.7 Methods of measuring progress against objectives

The scheme will be constantly monitored by the service throughout 2020 /21 to ensure that its objectives are met.

The decision to implement the new scheme has been undertaken by Full Council after taking into account the statutory requirement to consult the public and major precepting authorities.

Stage 2 - Considering the relevant data and information

	Source (plus link if electronic)	Brief description
2.1	<i>EIA Data V2.1</i>	The table provided in Appendix 1 provides a full analysis of the effect on each demographic group. The data provided also includes an analysis of the average level of support given under the current CTR scheme (19/20) and compares it with the levels to be provided under the new scheme (20/21).
2.2	<i>Response from Major Preceptors</i>	A response to our request was received from: <ul style="list-style-type: none"> • North Yorkshire County Council; and the Copies of their response are reproduced in Appendix 2 together with the Council’s written reply.

		<p>Whilst their comments are noted regarding the potential effect to the tax base, the Council has also pointed out that whilst there may be a slight increase in costs to the tax base:</p> <ul style="list-style-type: none"> • There has been an overall reduction in the amount of Council Tax Reduction applicants year on year since 2013 • There has been a continued growth of the tax base with significant numbers of new dwellings within the area; • The Council has consistently maintained high collection levels; and • The implementation of the long-term empty premiums (initially 50% from 2016 and from 1st April 2019, 100%) has generated significant increases in Council Tax for all preceptors
2.3	<i>Analysis of the public consultation</i>	<p>The full public consultation results are shown within Appendix 3. In summary, the consultation responses are shown below however, all show an overwhelming agreement with all the options / proposals put forward by the Council.</p> <p>Should the Council Continue with the Current Scheme? Yes 9%, No 85% Don't Know 6%</p> <p>Should the Council introduce a grid system as proposed? Yes 85% No 9% Don't Know 6%</p> <p>Should the Council Limit the scheme to two dependants for all? Yes 81% No 19% Don't Know 0%</p> <p>Should the Council remove Non-Dependant Deductions from the Scheme? Yes 72% No 25% Don't Know 3%</p> <p>Should the Council change the claiming process for Universal Credit applicants? Yes 100% No 0% Don't Know 0%</p> <p>Should the Council replace the current earnings disregards? Yes 88% No 6% Don't Know 6%</p> <p>Should the Council disregard the first £25 of Carer's Allowance? Yes 91% No 6% Don't Know 3%</p> <p>Should the Council remove the existing Extended Payments provision?</p>

		<p>Yes 88% No 9% Don't Know 3%</p> <p>Should entitlements be changed on a daily basis? Yes 97% No 3% Don't Know 0%</p> <p>Should the Council reduce the capital limit to £6,000? Yes 72% No 25% Don't know 3%</p> <p>Should the Council remove the Minimum Income Floor for Child Minders? Yes 88% No 3% Don't know 9%</p> <p>Alternatives to changing the scheme</p> <p>Should the Council increase the Council Tax? Yes 19% No 78% Don't Know 3%</p> <p>Should the Council cut services? Yes 16% No 78% Don't Know 6%</p> <p>Should the Council use its reserves? Yes 30% No 53% Don't Know 17%</p> <p>From the responses received it is clear that the respondents preferred a change to the scheme rather than the alternatives.</p>
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<p>Stage 3 - Assess the actual or likely impact on equality taking into account the protected characteristics.</p>
<p>Protected Characteristics <i>Protected characteristics covered by:</i> <i>All forms of discrimination - Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation</i> <i>Direct discrimination, indirect discrimination, victimisation - Marriage & Civil Partnerships</i> <i>Direct Discrimination, victimisation - Pregnancy & Maternity</i></p>
<p>Certain applicant groups may be affected due to the changes in the scheme. Details are provided below:</p> <ul style="list-style-type: none"> • Single applicants - minor adjustments to entitlement • Couples (no children) - adjustments to their entitlement due to the income ranges; • Larger families who have two children or more may receive less support due to their higher level of available income; • Some disabled applicants may have an adjustment to their support depending on their available income. <p>In all cases where there is a reduction in support, the Council will look to mitigate this by the use of an Exceptional Hardship Scheme which, on an individual basis, can 'top up' support for those applicants who are experiencing exceptional hardship.</p>

Applications can be made to the Council at any time for this and an individual assessment of need will be undertaken by staff.
Future Barriers <i>Will implementation of this policy/strategy/function or service potentially create any future barriers to equality.</i>
No
Consideration of Alternatives to the Proposal and Outcomes
The alternative is to maintain the current scheme.
Consultation <i>Method and details of consultation, links to any relevant documentation</i>
<p>Consultation with the Major Preceptors (Fire and Rescue, Police and the County Council) commenced on 23 August 2019. Responses and the Council's reply is shown at Appendix 2</p> <p>A full public consultation was undertaken from 27 August 2019 to 06 October 2019. The responses to the consultation are shown in Appendix 3.</p>
List of consultees: All taxpayers within the district and all major preceptors
<i>See above</i>
Issues raised from consultation:
<p>The response by Major Preceptors concerned the potential effect to the tax base. The Council has responded to Major Preceptors in full.</p> <p>The Public Consultation provided overwhelming support for the changes proposed for 2020/21.</p>

Stage 4 - Decision making & action planning
Overall impact of policy/strategy/function or service <i>Where equality issues have been identified, give details of justification or plans to mitigate the effects</i>
The effects of the change are shown in Appendix 1. A number of applicants will gain additional support. A minority of applicants may experience a reduction in support. In all cases applicants may apply for additional support under the Council's Exceptional Hardship Scheme.
Decision
It is recommended that the Council Tax Reduction scheme be changed in line with the proposals outlined and that a full 'income grid' scheme be introduced with effect from 1 st April 2020.
Communicating the Results <i>Details of how and where this Equality Impact Assessment will be published</i>
The decision will be made by Full Council on 5 December 2019 and full details will be made available on the Council's website.

All applicants will be notified of their new level of support. Where any applicant is to receive less support, the Council will invite a claim for an Exceptional Hardship payment.

Contact point for questions or advice regarding the policy, strategy, function or service

Marcus Lee

Appendix 1 - Scheme Modelling Data

Existing Criteria	Existing Scheme		New Scheme		Average loss / Gain £ per week	Comments
	Numbers	Expenditure	Numbers	Expenditure		
Single	378	323749.93	360	304914.08	-1	
Couple	79	80619.33	72	60371.13	-5.4	
Family +1	260	198979.29	244	237369.24	3.02	
Family +2	372	309822.3	310	309419.91	-0.02	
Passported	425	473254.74	425	521133.13	2.166	
Applicant Gender – Male	1157	1263150	1157	1180737.4	-1.37	
Applicant Gender - Female	1127	1876839	1927	1960063	0.83	
Disability (existing disability premium)	415	511202.64	391	425430.72	-4.218	
Disabled Child (existing disabled child premium)	69	83192.2	51	48233.12	-13.18	
Enhanced Disability (Existing enhanced disability premium)	371	435303.44	358	393250.52	-2.26	
Severe Disability (Existing severe disability premium)	672	744918.72	665	715703.56	-0.84	
ESA (existing work related activity component)	23	26409.76	23	26970.32	0.46	
ESA (existing Support component)	244	272000.04	241	262226.34	-0.07	
Carer (existing Carers premium)	339	450048.04	325	388042.2		
Other.....					-3.71	
Total Working Age Scheme	1514	1386425.59	1414	1421394.59		
Total Pension Age Scheme	1570	1753564.26	1570	1753563.26		
Total Scheme Costs	3084	3139989.85	2984	3174957.85		

Appendix 2 - Major Preceptors Responses and Council's reply



Our Ref: GF/LeH

Gary Fielding
Corporate Director
Strategic Resources
County Hall
Northallerton
North Yorkshire
DL7 8AD
Tel: 01609 533304
Email: gary.fielding@northyorks.gov.uk

Mr Marcus Lee
Benefits Manager
Ryedale District Council
Ryedale House
Malton
YO17 7HH

6 September 2019

Dear Marcus

Thank you for your letter dated 23 August 2019 regarding the above that was addressed to Richard Flinton as the Chief Executive. Richard is on leave so I am replying on Richard's behalf.

The County Council understands the principles of standardisation and simplification of the scheme across North Yorkshire – targeting support to those in greatest need in our communities, making it clearer for claimants generally and reducing administration costs for billing authorities. We are all aware of the funding challenges and the need to improve efficiency. However, we are extremely concerned that the proposals will result in an overall increased cost of the scheme which will then impact on all preceptors, and whilst from an individual billing authority perspective the increase is relatively minor, for the County Council the aggregate is not insignificant – our assessment is that it will cost the County Council close to £34k for Ryedale alone. Administrative ease needs to be considered alongside the quantum of funding that is raised to support the important services provided by all councils whether collection authorities or preceptors.

We also feel that there is an opportunity to standardise the amounts payable across North Yorkshire. We appreciate that these are local schemes but if one of the aims is to adopt a standard approach across the county then we question the different values and approaches put forward by individual billing authorities.

We are also concerned about the process of consultation on two fronts. Firstly given the fact that the council tax collection yield is "shared" then there should be much earlier engagement of the County Council so the final proposals for consultation do not come as a surprise and our views can be fed in – surely North Yorkshire Finance Officers provides such a forum?. Secondly the timescales of this consultation are remarkably tight with just 2 weeks between your letter and your deadline during peak summer holidays.

In summary we support standardisation and simplification of the scheme but would wish to see this achieved without any increase in scheme costs. All councils face sustained funding challenges so we urge you to rethink.

Yours sincerely

A handwritten signature in blue ink, appearing to read "G Fielding".

Gary Fielding
Corporate Director, Strategic Resources



Gary Fielding
Corporate Director
Strategic Resources

By email to Gary.fielding@northyorks.gov.uk

15 October 2019

Dear Mr Fielding,

Thank you for your response to the CTR consultation and your concern that the proposal will result in an overall increase cost to the scheme. Therefore I would like to explain the proposed scheme further.

- The cost of the proposed scheme is an estimated amount based on the existing caseload which is constantly changing. The Council is monitoring the estimate and currently the estimated increased cost of the scheme is £47,000.
- Monitoring of council tax arrears indicates that those most vulnerable are unable to meet their proportion of the council tax liability, currently set at a minimum of 8.5%, leading to more unpaid council tax. The aim of the proposed scheme is to remove the minimum liability, which would mean those on the lowest income would get maximum support which would in turn lead to reducing outstanding council tax arrears and reducing the potential writing off of debts. On average, the council wrote off £86,264 in Council Tax in the last financial year.
- There is currently £75,066 of Council tax still outstanding from 2018 as at 01 October 2019 from uncollected CTR claims. Last year the council collected 86.16% of Local Council Tax Support, it is hoped that increasing the maximum liability would assist in significantly increasing the collection rate.

Yours sincerely

Marcus Lee
Benefits Manager
marcus.lee@ryedale.gov.uk
Tel: 01653 600666 Ext 43210

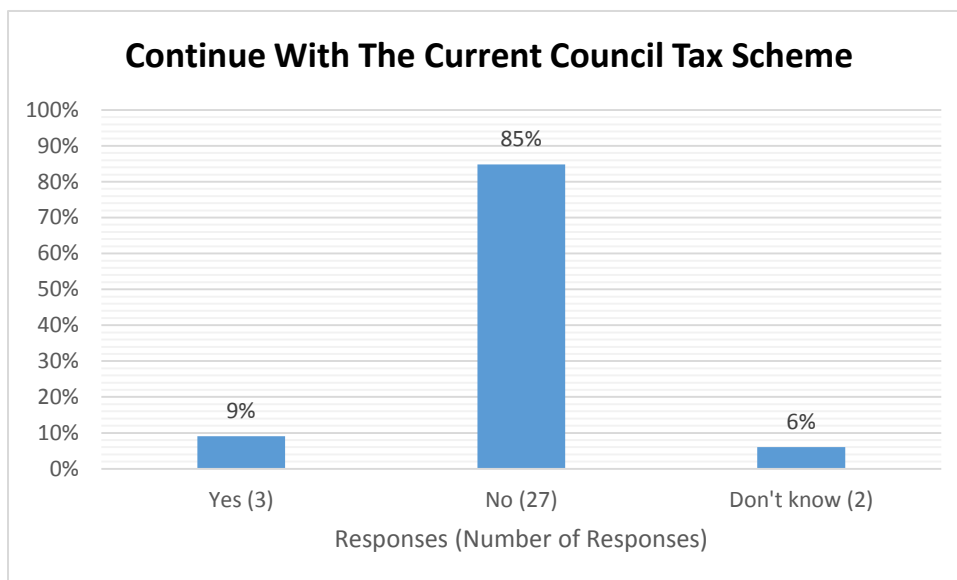
Appendix 3 - Public Consultation Responses



Council Tax Reduction Scheme 2020/21

The survey began on Tuesday 27th August and closed on Sunday 6th October. Overall 32 respondents completed this survey.

Paying for the Scheme



Comments

The only thing I would change is to keep it in line with UC would be to honour the children in the household that were their prior to the changes bringing in UC so if you had 3 children or more before 2017 to make it consistent.

From the background info, it sounds that the continuing will mean higher administration costs

I read the introduction and I would be surprised if you get any responses. I don't think that people will understand what you are asking. There is no basic breakdown explaining how this will affect people. What is the end result? Will I pay more or less council tax? This is what people want to know. The 10 or so options presented: are there multiple options available or just one? I think overall this is badly explained for a lay person and the majority of people who this affects will not understand what you are asking.

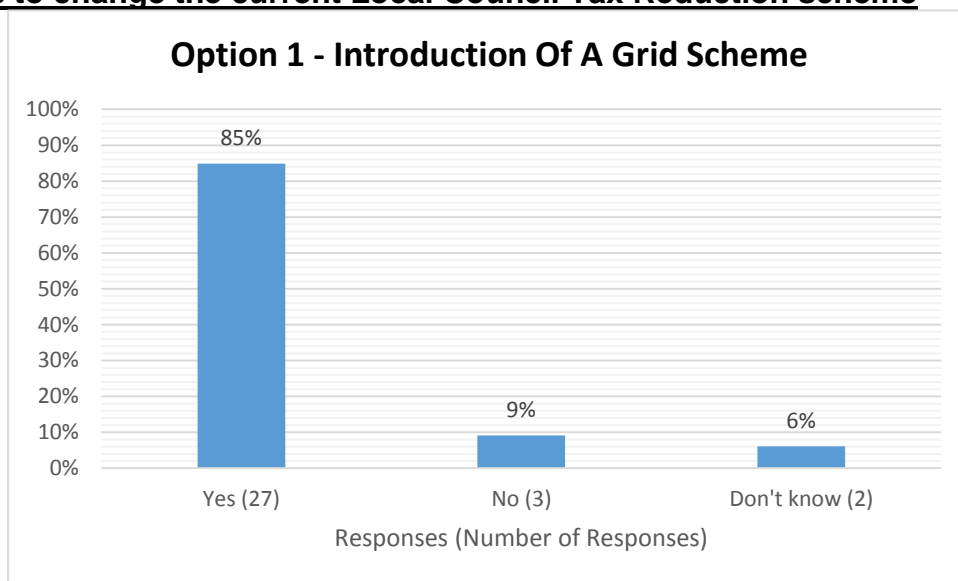
I think it is important to retain a close link between individual financial circumstances and the amount of help available.

Should not use taxpayer's money for schemes that do not benefit those tax payers at all.

A more simplified scheme would be welcomed. Allowing the more vulnerable to return to 100% Maximum Benefit will also make a big difference.

Sorry to be so useless.....it's so complicated. I like the idea of local control in general, especially for rural areas, and I assume a lot of work has gone into developing an alternative. However, to be honest I don't have complete faith in RDC's judgement on several issues, and there are local people who could work being supported by hard-working others.....is that because of RDC past judgments I wonder. That's why I don't know what to vote for.

Options to change the current Local Council Tax Reduction scheme



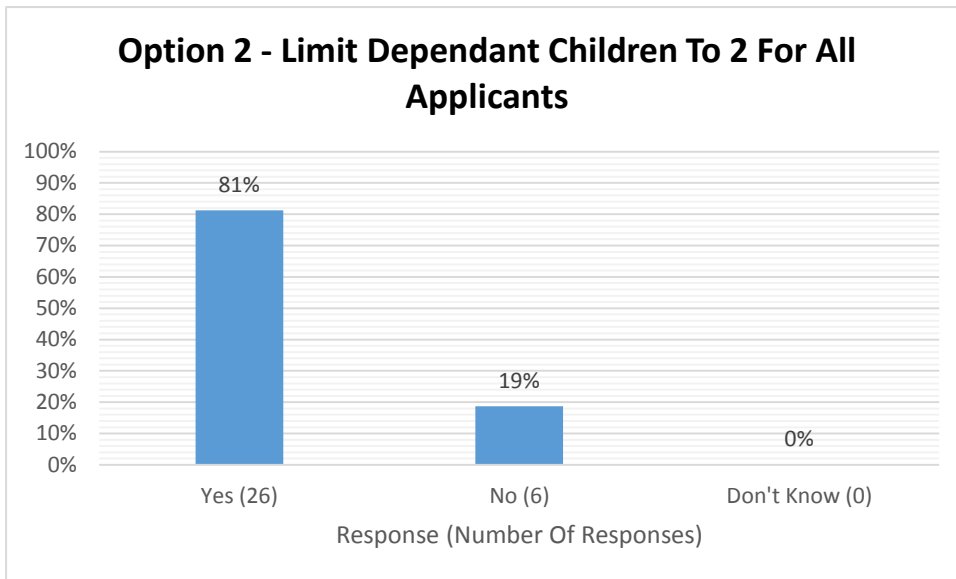
Comments

I think that a schematic or illustration showing the difference between the present and proposed scheme(s) could help explain this.

Retain the existing scheme. Limiting the scheme to two children will only increase child poverty. The capital limit of £6,000 is too low. You say it will be easier to administer but presumably people will still have to provide evidence of their income and report changes in their circumstances. You haven't specified how it will be easier for Universal Credit claimants to claim council tax reduction.

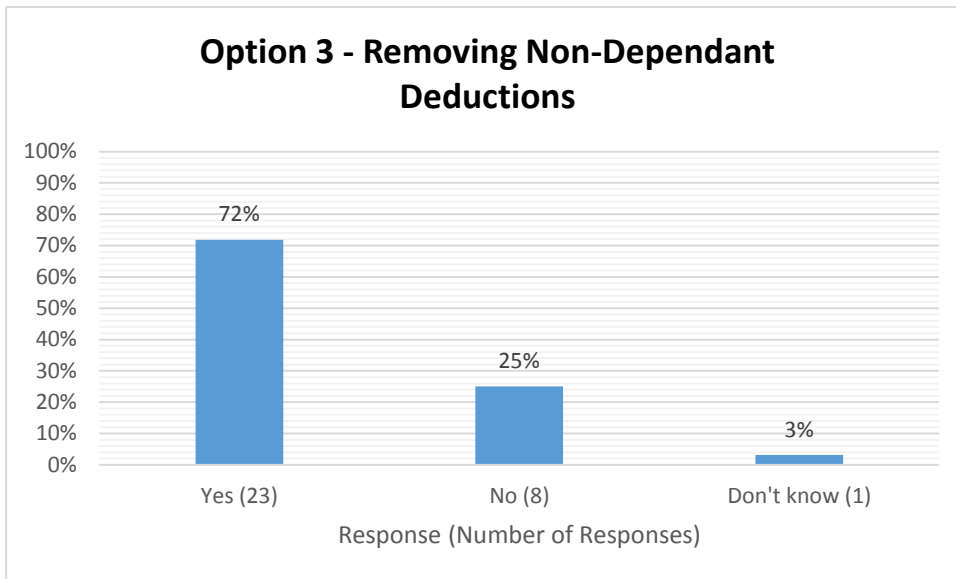
Not reducing the capital limit, encourage people to save to a higher maximum level, i.e. 10000 to allow them a safety net in case of emergencies and enable them to pay without going immediately into debt

Agree with the overall principles but concerned about including the 2 child limit in the income banding. WBU would suggest a limit of 3 children as many families include this many children and the increase would significantly reduce the negative impact of this limit. Relying on discretionary support puts larger families at risk.



Comments

I think that you should consider what the average family size is within Ryedale.
Leave as it is, otherwise it will fuel child poverty. Is there planned to be a transition period where only new claims are affected or will it apply to everyone from day one? Have you estimated the number of families that would be affected if this change applied now?
A limit of 3 plus children would reflect a common family size and reduce the number of children at risk of poverty and reduce the risk of spiralling debt and administrative cost of recovery.



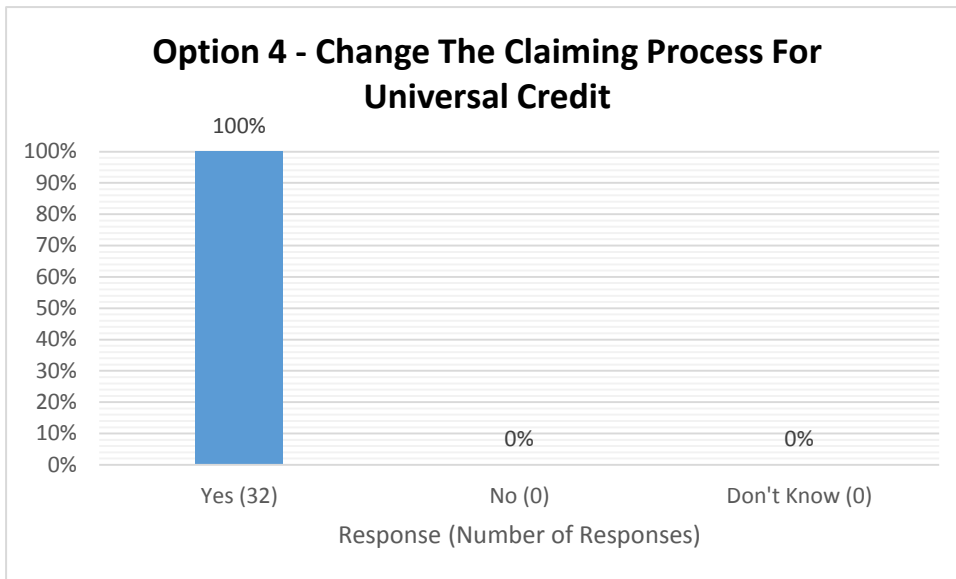
Comments

No, unless there are provisions for disabled non-dependents. BTW, "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.

Continue with the non-dependant deduction. If I have understood this correctly a mother living with an adult son working and a mother living with an adult son not working would receive the same amount of Council Tax benefit if both mothers have the same income. This does not seem fair. Take the whole household income into consideration not just the taxpayer

Retain as part of current scheme.

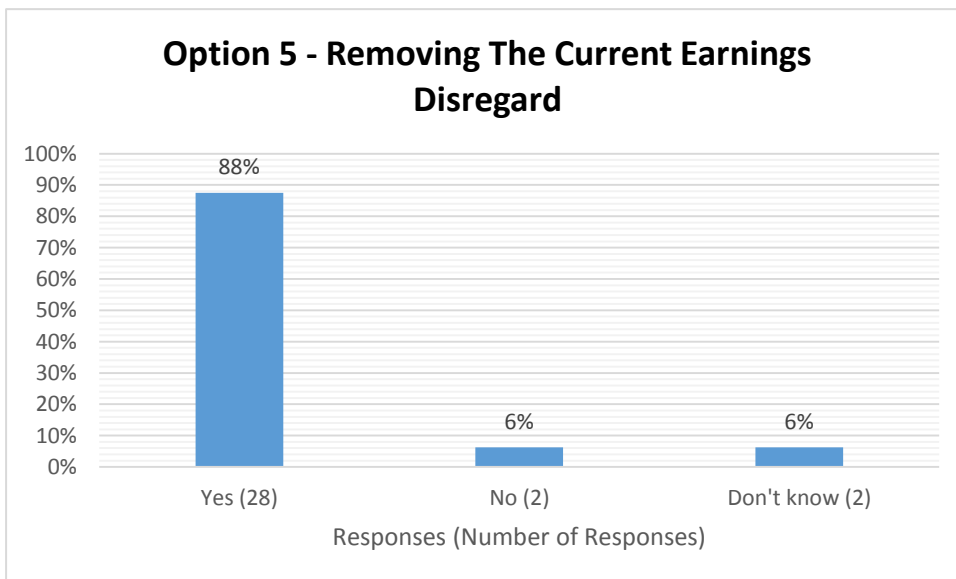
I would propose at least one standard non-dependant deduction to be made for all working age non-dependants over the age of 18 in the same way that one standard deduction is used in the calculation of Universal Credit. Or, even two deduction bands to replace the current four deduction bands. The lowest deduction to be used for working age non-dependants who are in receipt of the relevant unemployment Benefits and then a higher deduction to be used for the non-dependants who are in employment. A working age non-dependant with a good income should be expected to make some sort of contribution.



Comments

Please ignore my earlier comment on UC. This makes sense and helps maximise due entitlement.

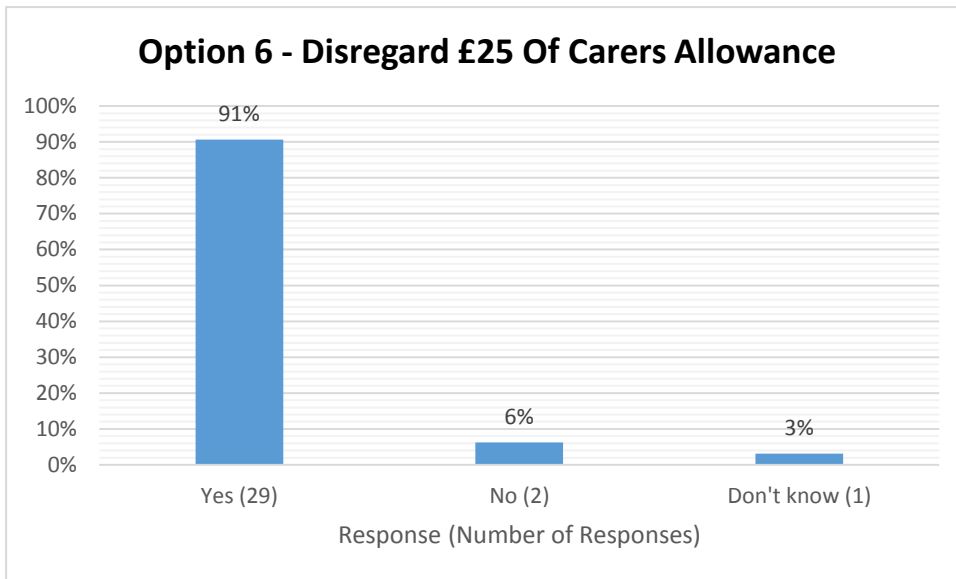
Note WBU agree with the principle of automatic assessment for those who receive universal credit have some concern about a lack of active choice. We suggest including some aspect of consent as well as ensuring that all relevant information is collected and is correct



Comments

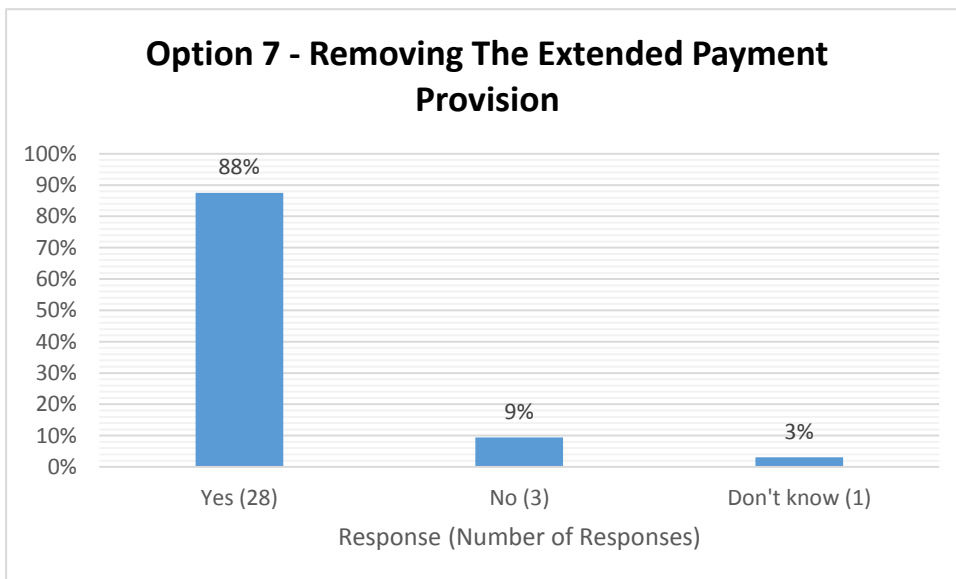
The drawback outweighs the benefit. High childcare costs prevent people from working.

WBU agree with the principle and the simplification but think there should be greater disregard should be given to those with children. The higher disregard should apply to all those with children not just those with 2 or more



Comments

"The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.
 It is not clear why £25 was chosen as the disregard level

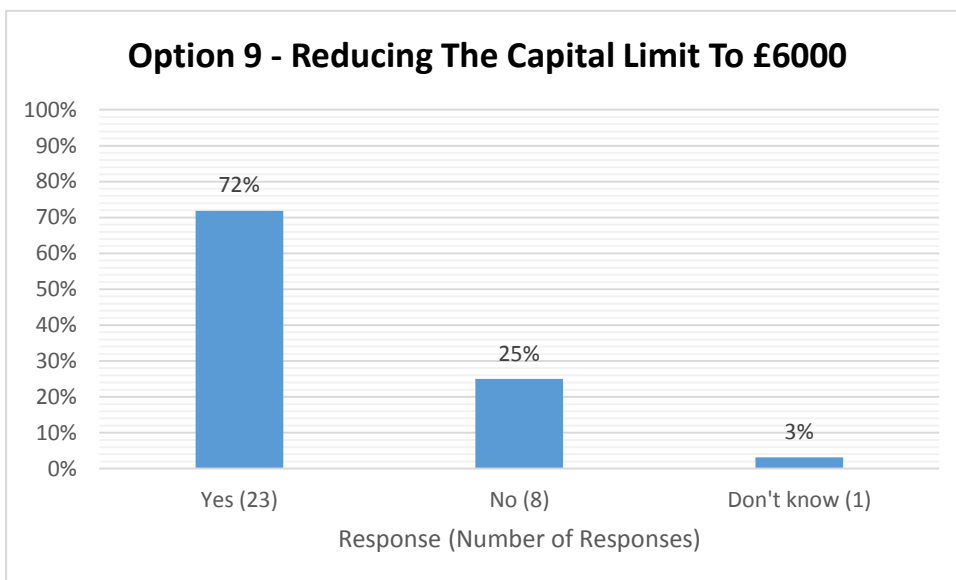
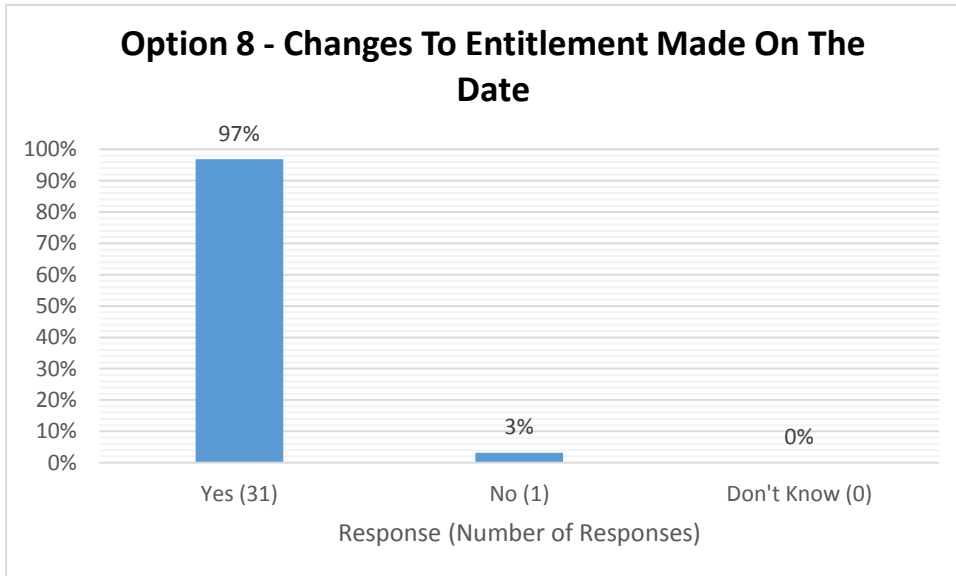


Comments

Again, "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler;" are the same thing.

Remove automatic right and let claimants apply if necessary for extended benefit. So if necessary a support would be there if necessary but not for those who don't need the help.

although loss of extended payments will have a negative impact WBU understand the need to proportionally balance the administrative cost against benefit to residents



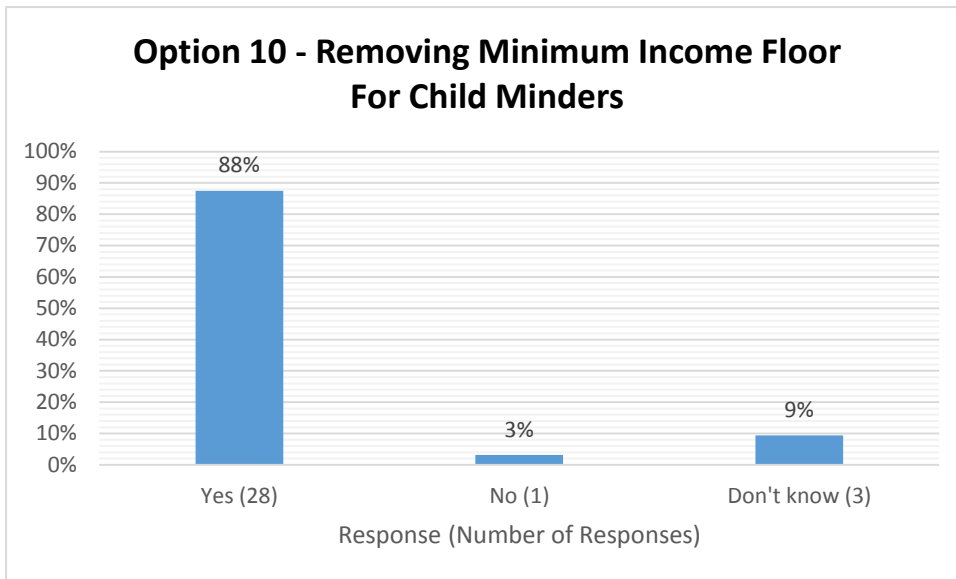
Comments

Capital \neq money. We must encourage people to save and invest.

Retain £16k

I would reduce the capital limit to £3000.00.

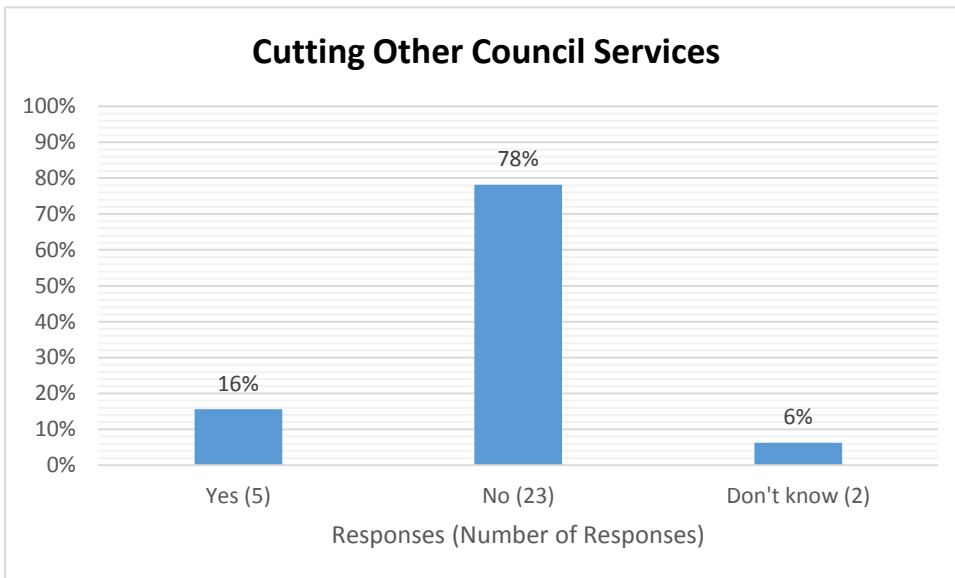
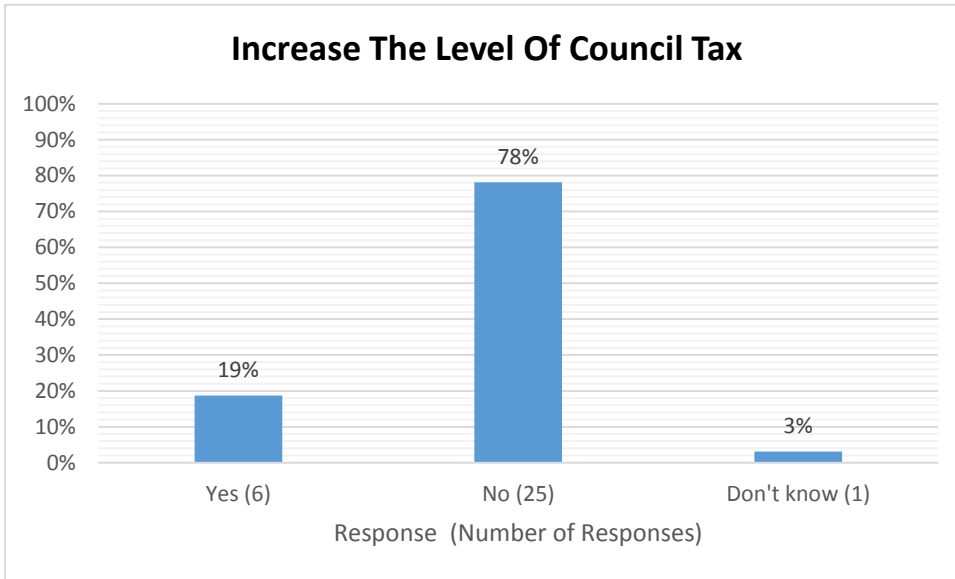
Reducing the capital cut-off point to £6,000 produces a harsh cut-off point for those with relatively low amounts of savings which are important to cover one-off expenses. For example claimant's may need to replace white goods and those in rural areas may be dependent on having a car which will need to be repaired or replaced from time to time

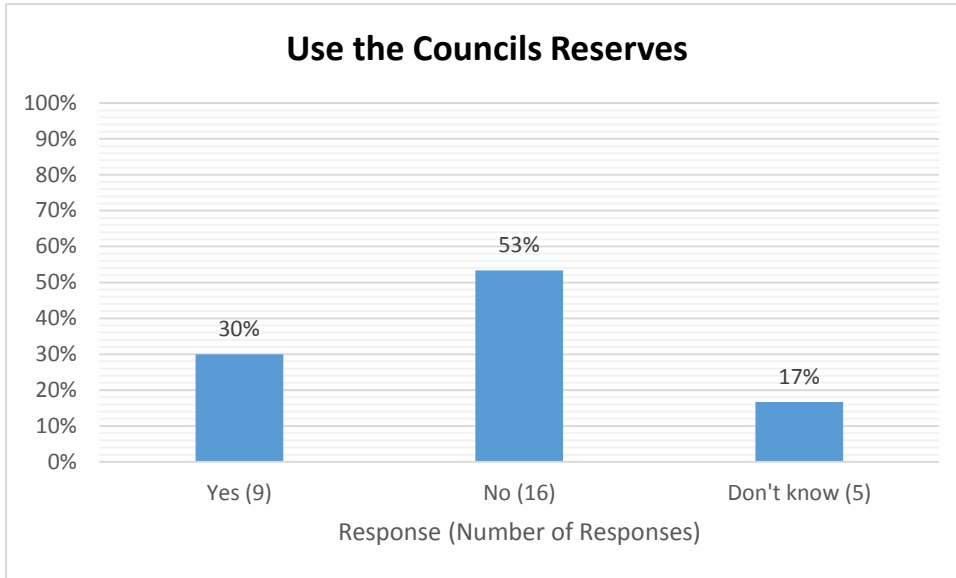


Comments

would also suggest removing this for all self-employed

Alternatives to changing the Council Tax Reduction Scheme

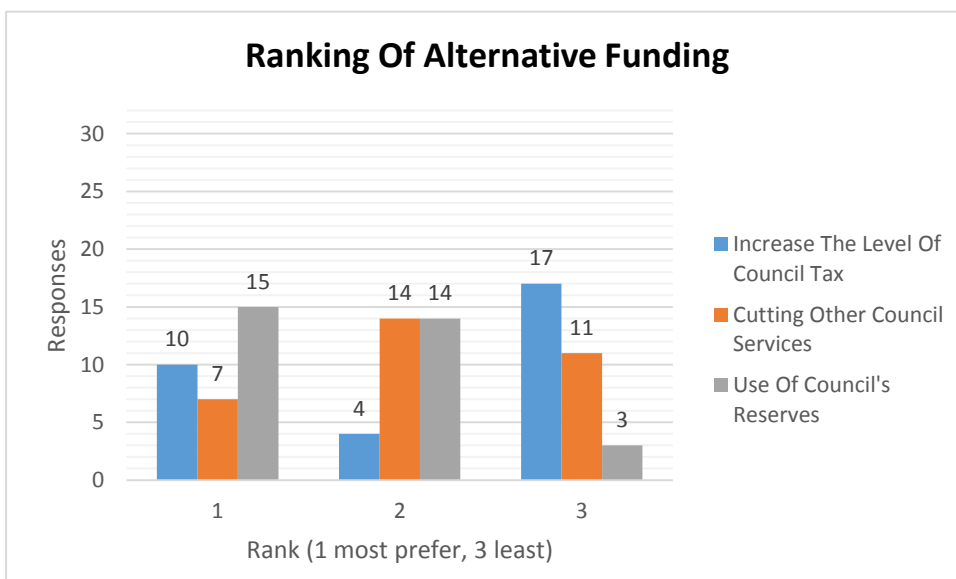




Comments

The clearest message I have got from this is that the council wishes to improve its administrative services and make things easiest for them not the people of Ryedale. I agree that combining the information received on people claiming benefits and council tax would definitely help, but the administrative software used at the council could probably be improved. I'm assuming that the administration of these services are likely contracted out by NYCC and have very little to do with Ryedale. The solution may be revisiting that decision rather than asking the people of Ryedale to fund the revamp of a badly administered system. I understand that changes cost money, but improvements to the council services are something that should be partially funded internally. I do support the changes to council tax to be based more on income rather than arbitrary bands. What about revisiting rates for holiday homes that have income generated by letting via social media ie: AirB&B or holiday lets.

The proposed scheme allows for the Council to deliver a Council Tax Reduction scheme which is adaptable to change and move with the increased roll out of Universal Credit.



Other Comments On The Scheme

I think that this could all be made much clearer to people. All I really understand from this is that the council wants to improve its administrative services, which is great. However, some of these costs are the responsibility of the council and come with keeping up with changing times. From what I can make out from this, my council tax would increase under this "reduction" scheme somewhere between £10 - £60. If I could actually understand what this is trying to tell me, I would know if that was per year, per week or per month - It is also most likely I have failed to understand any of this.

I feel that tax payers' money should benefit the people who pay it and we certainly shouldn't have to pay more than we already do to help others pay less.

The proposed Council Tax Reduction scheme is simplified which would make it easier for residents of Ryedale to understand and to claim. It also makes it simpler to administer for the Council.

The income banding allows for some variation in income without necessarily the need to adjust CTR, making it more manageable for claimants and CTR administration. There is some concern that the income bands provide sharp cut-off points rather than a taper. There is less generous provision for the severely disabled in comparison to previous entitlement to the severe disability premium within their benefit. It would be helpful if the Exceptional Hardship Payment scheme took account of this

Council To Consider Any Other Option

Reconsider outsourcing administrative services or update tired or out of date software

Further Comments or Questions

The consultation was hard to find when accessing Ryedale District Council's website directly. The survey is easy to follow.

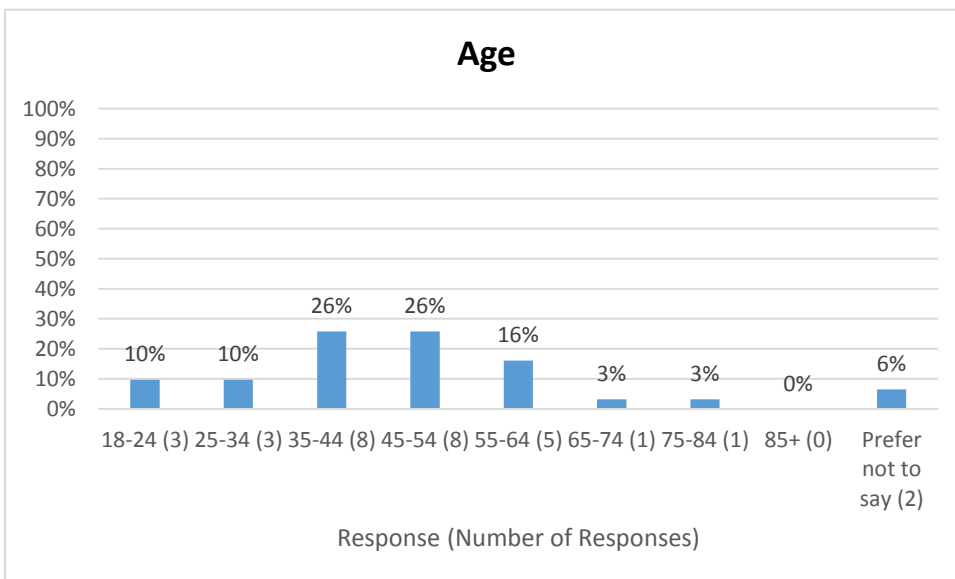
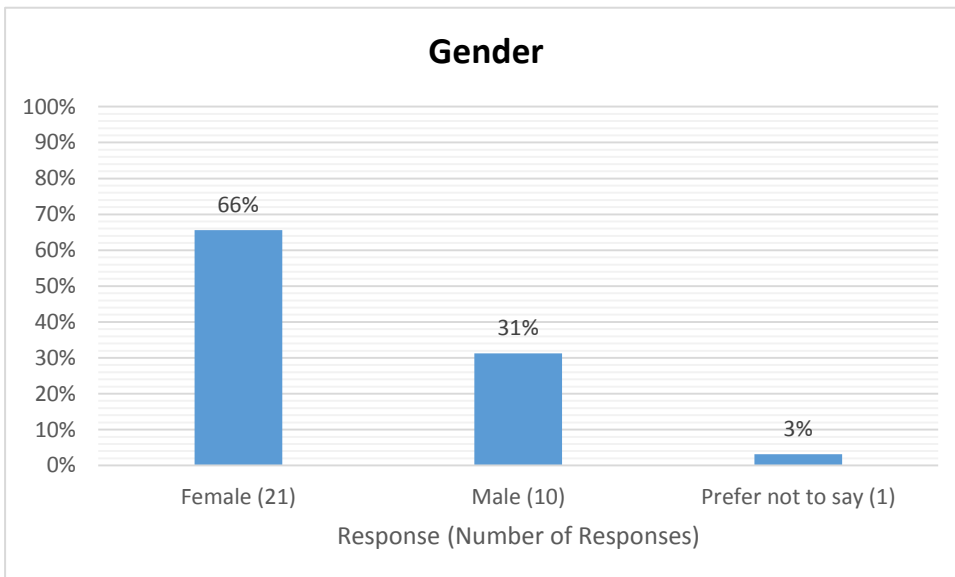
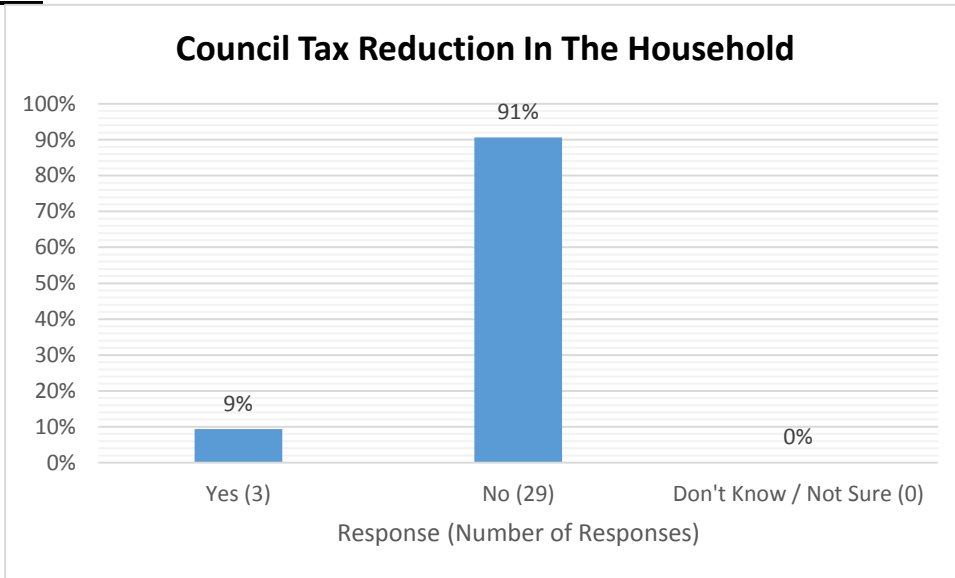
There should additional support from central Government. No-Deal may also have an adverse effect.

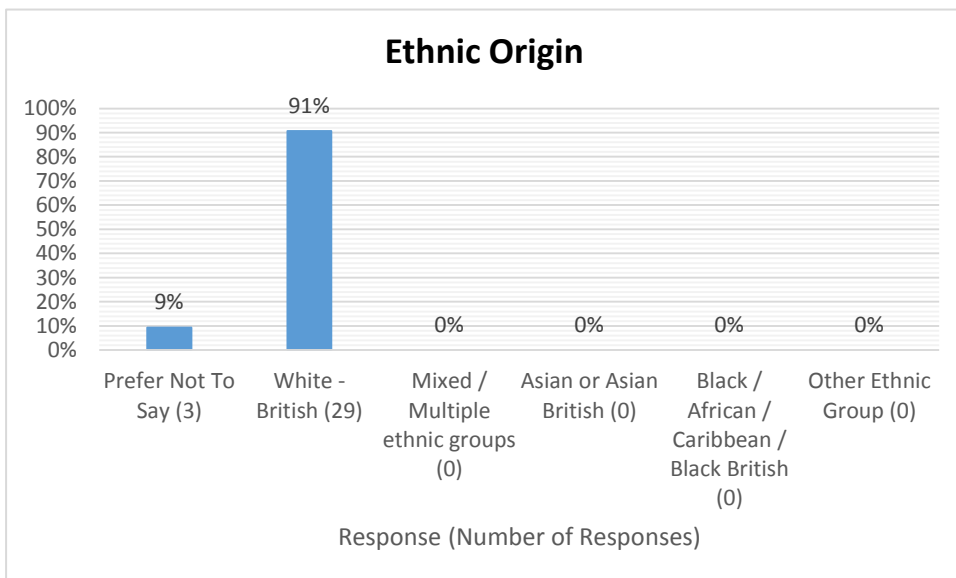
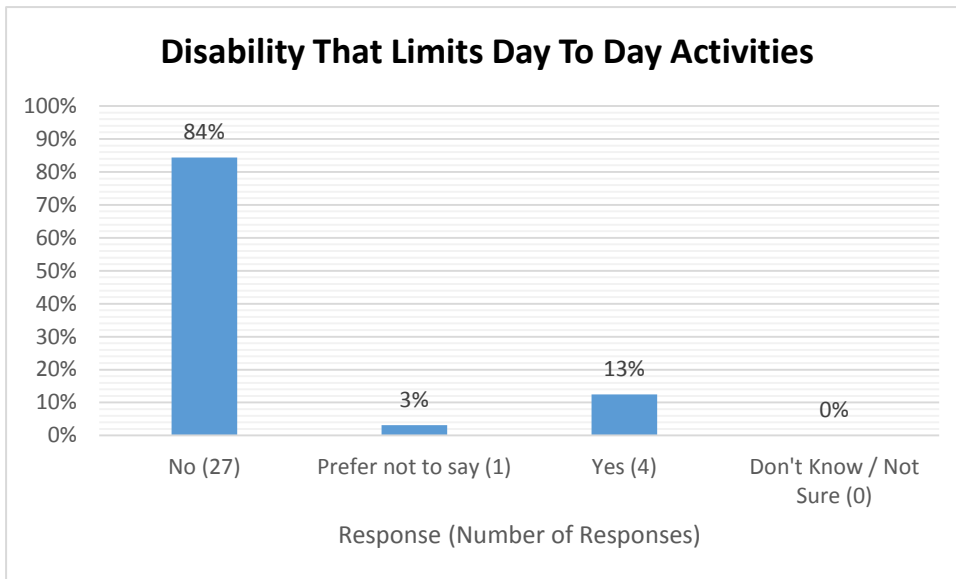
If you really want people's opinion, make this easier to understand. There is a lot of council language and stop the double use of "The change is simple and administratively easy to incorporate within the scheme" and "It will make the administration of the scheme simpler". What are the benefits to the people of Ryedale?

Reducing the capital allowance penalises people who have been prudent and saved, most likely at a time of hardship such as redundancy or illness. This cohort is likely a group which have paid a lot of tax over the years and if they need a reduction for any reason it may be one of the only times they are a beneficiary of the system they have been helping fund. Penalising people for saving also makes it harder for people to bounce back from setbacks and reduces their options.

Overall the scheme is a lot fairer for the most vulnerable and with fewer changes to be taken into account throughout the financial year, should make it easier to keep up to date with my Council Tax instalments.

About You







PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	14 NOVEMBER 2019
REPORT OF THE:	CHIEF FINANCE OFFICER (s151) ANTON HODGE
TITLE OF REPORT:	READMISSION OF SCARBOROUGH BOROUGH COUNCIL TO VERITAU NORTH YORKSHIRE
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 This report seeks shareholder approval for the re-admittance of Scarborough Borough Council into Veritau North Yorkshire Ltd. Veritau North Yorkshire supplies Assurance Services to Ryedale District Council including Internal Audit, Fraud and General Data Protection Regulation services.

2.0 RECOMMENDATIONS

- 2.1 To approve and recommend to Council the re-admittance of Scarborough Borough Council into Veritau North Yorkshire Ltd subject to satisfying the Director of Finance and Commercial (s151 Officer) that all the necessary shareholder approvals from other Councils and the satisfactory conclusion of due diligence checks have been obtained.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 To ensure that members are aware of the changes being proposed by Veritau in discussion with other councils in North Yorkshire and to achieve the benefits to all parties as set out in 6.13 – 6.15 below

4.0 SIGNIFICANT RISKS

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

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The work of internal audit supports the council's overall aims and priorities by promoting probity, integrity and honesty and by helping support the council to become a more effective organisation.

6.0 REPORT DETAILS

- 6.1 Veritau North Yorkshire Ltd was established in 2012, as a subsidiary of Veritau Ltd. Veritau is wholly owned by North Yorkshire County Council and City of York Council. Veritau North Yorkshire was established with Veritau holding 50% shareholding and five North Yorkshire district councils equally sharing the remaining 50%.
- 6.2 On 29 September 2011, RDC's Policy and Resources Committee recommended this arrangement (see Appendix A) and this was formally approved by Full Council on Thursday 3 November 2011.
- 6.3 In 2014, one of the original five councils, Scarborough Borough Council opted to leave the shared service and to instead establish its own in-house team for internal audit and fraud services. The council therefore ceased to be a member of Veritau North Yorkshire Ltd, with the remaining four districts again equally sharing 50% of the company shares.
- 6.4 The council has recognised that the current arrangements are no longer sustainable and has therefore asked to be re-admitted to Veritau North Yorkshire Ltd.
- 6.5 Given the original company structure, it is therefore proposed that Scarborough Borough Council is re-admitted as a member to Veritau North Yorkshire.
- 6.6 The re-admittance of Scarborough Borough Council will impact on the current company share holdings. Subject to the agreement of the existing shareholders a share reorganisation would be undertaken to facilitate this. The new shareholding would be:
- Hambleton District Council – 10%
 - Richmondshire District Council – 10%
 - Ryedale District Council – 10%
 - Scarborough Borough Council – 10%
 - Selby District Council – 10%
 - Veritau Limited – 50%

This is the same shareholding that existed when Veritau North Yorkshire Ltd was first established.

- 6.7 Scarborough Borough Council will be asked to make a capital contribution to the company of approximately £10k. This is to reflect the current value of the business. Part of this contribution will be used to repay a historic debt due from the other district councils. This debt (£2,080) arose as a result of the share reorganisation which took place in 2014 when Scarborough Borough Council originally ceased to be a member.
- 6.8 As a shareholder in the company, Scarborough Borough Council will be able to appoint a director to the board. In addition the existing company articles and shareholders' agreement will be reviewed and updated, if necessary, as part of the integration process.
- 6.8 Subject to approval, Scarborough Borough Council will transfer responsibility for internal audit and counter fraud services to VNY on 1 April 2020. Interim management support will be provided to the council during the transition period.
- 6.9 Those members of staff currently undertaking these services will transfer to the company on 1 April 2020. The transfer will be completed in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) and the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2013. Veritau North Yorkshire Ltd will complete a consultation exercise with those members of staff identified as being in scope and the relevant unions.

- 6.10 Scarborough Borough Council will be expected to enter into a long-term service contract with Veritau North Yorkshire Ltd. It is also expected that any existing contracts held by Scarborough Borough Council for the supply of audit or fraud services to third parties will be novated to Veritau North Yorkshire Ltd.
- 6.11 Due diligence will also be undertaken although the information received to date does not indicate any potential problems.
- 6.12 In addition, for Members information - another two councils, Middlesbrough Council and Redcar & Cleveland Borough Council are also in the process of joining Veritau. To facilitate this second subsidiary company is being created, Veritau Tees Valley Limited. It is expected that the new company will take over the delivery of internal audit services to the two councils from 1 January 2020. Once established the new company will operate in a similar manner to VNY as part of the wider Veritau group. This is for information only and does not impact directly on Veritau North Yorkshire Ltd.

Benefits and Risks

- 6.13 There are a number of advantages for Veritau North Yorkshire and its shareholders in accepting additional council members, including:
- greater efficiencies and cost savings through economies of scale;
 - the ability to retain skilled and experienced staff by creating greater critical mass and providing more opportunities for career development and specialism;
 - an improved Teckal position (which in turn increases the company's ability to sell services to other external clients);
 - an increased profile – being seen as the supplier of choice for assurance services in the region;
 - the ability for our partners to sell other traded services to the new councils;
 - the reduced risk that these councils and others might collaborate and create a potential rival service or join up with another existing partnership resulting in increased competition.
- 6.14 An alternative approach would be for Veritau to offer to supply services to Scarborough Borough Council on a contractual basis. However, any service is likely to be more limited in nature (for example the provision of management support or the completion of discrete packages of work). Any contract might also be relatively short providing less certainty to all parties. The 'Teckal' implications would also not be favourable and therefore this approach is not recommended.
- 6.15 The Teckal exemption allows participating authorities to award contracts to jointly owned companies without the need for a procurement exercise subject to a number of conditions being satisfied. One of these conditions is that the value of external work should not exceed 20% of total activities. Providing services to Scarborough Borough Council on a contractual basis would add to the value of external work undertaken by Veritau and hence increase the risk that this limit was exceeded. The participating authorities would then be unable to rely on the Teckal exemption. It is therefore beneficial for Scarborough Borough Council being accepted as a member.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
Financial implications are explained throughout this report
- b) Legal
There are no legal implications regarding this report.
- c) Other
None to report.

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Background Papers:

Report to P&R 29 September 2011
Report to Full Council 3 November 2011

APPENDIX A

Recommendation by Policy and Resources Committee 29 September 2011, formally approved by full Council on 3 November 2011

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

16 Provision of Internal Audit Services

That Council be recommended:

That the following be approved:

- (i) The Business Case for the provision of an Internal Audit Service from the 1 April 2012;
- (ii) Delegated authority to the Council Solicitor to conclude the legal contract for the Council to be stakeholders in Veritau (North Yorkshire) Ltd a subsidiary of Veritau Ltd. The subsidiary company will be a regulated company under the terms of the Local Authorities (Companies) Order 1995;
- (iii) Noting that the Corporate Director (s151) will agree a service level agreement with Veritau (North Yorkshire) Ltd for the provision of Internal Audit Services for the financial year commencing April 2012;

and

- (iv) Appointment of the Council's Corporate Director (s151) as the Council's Director to the Board of Veritau (North Yorkshire) Ltd.

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