



**POLICY AND RESOURCES COMMITTEE**

Thursday 4 July 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**

(Pages 3 - 6)

**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 of the Constitution Working Party held on 20 June 2019** (Pages 7 - 12)

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

**7 Nominations to Senior Management Contracts Working Party**

**Independent Group nominations**

Representative: Councillor Andrews

Substitute: Councillor Burr

**Liberal Democrat nominations**

Representative: Councillor Keal

Substitute: Councillor Mason

**Ryedale First Independent nominations**

Representative: Councillor Frank

Substitute: Councillor Arnold

**8 Exempt Information**

Certain information in the following report is considered to be exempt as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as the information relates to the financial or business affairs of any particular person (including the authority holding that information).

**9 Request to lease office space at Ryedale House** (Pages 13 - 16)

**10 Organisation for Health and Safety Policy and 2019/20 Health and Safety Action Plan** (Pages 17 - 30)

**11 Financial Assessment - Public Services Hub Options for Ryedale House** (Pages 31 - 36)

**PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL**

**12 Funding for Malton, Norton and Old Malton Flood Alleviation Scheme** (Pages 37 - 42)

**13 Any other business that the Chairman decides is urgent.** (Pages 43 - 54)

## Policy and Resources Committee

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Held at Council Chamber, Ryedale House, Malton  
on Thursday 6 June 2019

### Present

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

Substitutes: Councillor L M Burr MBE and Councillor J Raper

By Invitation of the Chairman: Councillors Goodrick and Potter

### In Attendance

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Stacey Bulet, Simon Copley, Tony Galloway, Anton Hodge, Nicki Lishman, Phillip Spurr, Ellen Walker and Howard Wallis

### Minutes

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#### 7 Apologies for absence

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

#### 8 Declarations of Interest

Councillors Burr and Duncan declared personal, non-pecuniary but not prejudicial interests in Item 9 as members of North Yorkshire County Council.

#### 9 Minutes

Decision
That the minutes of the meeting of the Policy and Resource Committee held on 28 May 2019 be approved and signed by the Chairman as a correct record.

#### 10 Urgent Business

There was one item of urgent business which the Chairman considered should be dealt with as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972 (as amended):

To determine whether the Council submits an Expression of Interest to host a start or finish of a future edition of the Tour de Yorkshire Cycle Race, by 14 June 2019.

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

#### 11 Delivering the Council Plan

Considered – Report of the Deputy Chief Executive

Decision
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(i) That the progress report and the high number of PIs performing at or above target be noted and

(ii) That the specific actions for the four indicators with either amber or red status be noted.

### **Voting record**

Unanimous

## 12 **Appointment of Working Parties and Sub Committees**

Considered – Report of the Chief Executive

### **Decision**

(i) That the following members and substitutes be appointed to the following Working Parties/Sub-Committees for the ensuing year, until such time as new appointments are made:

#### **Senior Management Contracts Working Party / Appointments Sub-Committee**

2 Conservative Members: Councillors Duncan and Goodrick

Substitutes: Councillor Delaney

1 Ryedale First Independent Member: Vacant

Substitutes: Vacant

1 Liberal Member: Councillor Clark

Substitutes: Councillor J Andrews

1 Independent Member: Vacant

Substitutes: Vacant

1 Liberal Democrat: Vacant

Substitutes: Vacant

#### **Grants Working Party**

2 Conservative Members: Councillors Garbutt Moore and King

Substitutes: Councillor Docwra

1 Ryedale First Independent Member: Councillor Arnold

Substitutes: Councillor Frank

1 Liberal Member: Councillor Clark

Substitutes: Councillor J Andrews

1 Independent Member: Councillor Thackray

Substitutes: Councillor Riby

#### **Sub Committee – Appeals Panel**

3 named Members: Councillors Arnold, Clark and Graham

Substitutes:

Conservative: Councillor Goodrick

Ryedale First Independent: Councillor Raper

Other: Councillor Potter

In the absence of any of these Members and substitutes, the panel to consist of 3 Members (1 Conservative, 1 Ryedale First Independent, 1 Other) to be appointed by the Chief Executive in consultation with the Chairman of Policy and Resources, or in the Chairman's absence, the Vice Chairman. The panel to meet as and when required.

**Constitution Working Party**

Chairman of Council and Group Leaders.

(ii) That the Terms of Reference for the above working parties and sub-committees of the Policy and Resources Committee be approved.

**Voting record**

Unanimous

13 **Exempt information**

**Resolved**

That under Section 100(A)(4) of the Local Government Act 1972 that the public be excluded from the meeting for consideration of Appendix 2 of Item 9 and for consideration of Item 10 as there will be a likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act as the information provided relates to the financial or business affairs of any particular person (including the authority holding that information).

**Voting record**

Unanimous

14 **Malton to Pickering Cycle Route Funding Award**

Considered – Report of the Programme Director for Economic Development, Business and Partnerships

**Decision**

(i) That officers be authorised to accept the funding offer and enter into a funding agreement with the Rural Payments Agency.

(ii) That the procurement of consultants and contractors to deliver the project be approved.

**Voting record**

Unanimous

15 **Affordable Housing**

Considered – Report of the Programme Director for Economic Development, Business and Partnerships.

**Decision**

(i) That the purchase of the Railway Tavern, Norton from Commuted Sum funding, in the sum of £160,000 plus legal fees of approximately £500-£1,000 be approved.

(ii) That Officers undertaking further feasibility work to assess options for the refurbishment and conversion to 7 x 1 bedroom self-contained flats including the procurement of the relevant consultants be approved.

- (iii) That a budget of approximately £30,000 from commuted sums, in order to undertake the feasibility work e.g. Architect, Quantity Surveyor, Structural Engineer and Asbestos Survey etc. These fees will be accounted for within Total Scheme Costs (Land, Works and Fees), when applying for the relevant grants from Homes England (HE) be approved.
- (iv) That an application for an exemption from the requirement to hold a Housing Revenue Account be approved.

**Voting record**

Unanimous

**16 Livestock Market update**

Considered – Report of the Programme Director for Economic Development, Business and Partnerships

**Decision**

- (i) That the feasibility work completed to this point be noted.
- (ii) That additional work be undertaken (as set out at s.7.3 of the report), that Officers be advised upon any further assessments that may be required and that a further report to be brought back to Policy and Resources Committee for consideration as soon as possible be agreed.

**Voting record**

Unanimous

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

Considered – Report of the Programme Director for Economic Development, Business and Partnerships

**Decision**

That the Council does not support submitting an Expression of Interest to host a Start/Finish of a future edition of the Tour de Yorkshire.

**Voting record**

9 For

1 Abstention

There being no other business, the meeting closed at 9.35 pm.

## Constitution Working Party

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Held at Meeting Room 1 - Ryedale House, Malton, North Yorkshire YO17 7HH  
on Thursday 20 June 2019

### Present

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Councillors Clark, Steve Arnold and Duncan (Chair)

### In Attendance

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Simon Copley and Tony Galloway

### Minutes

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1 **Apologies for absence**

Apologies for absence were received from Councillors Burr, Cleary and Keal.

2 **Minutes of the Meeting of the Constitution Working Party on 10 March 2016**

The draft minutes of the meeting of the Constitution Working Party held on 10 March 2016 were presented.

**Resolved**

That the draft minutes of the meeting of the Constitution Working Party held on 10 March 2016 be noted and items within be reconsidered as necessary.

3 **Urgent Business**

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

4 **Declarations of Interest**

No interests were declared.

5 **Constitution Review Work Programme**

The Democratic Services Manager submitted a report (previously circulated) which set out options for a plan of work for the Constitution Working Party.

Members discussed each suggested item in the work programme and made recommendations regarding its inclusion and scheduling. Each

recommendation in the scrutiny report on meeting start times and management of meetings was also discussed.

The next meeting date was set as Monday 22 July 2019 at 6.30pm, subject to the availability of Members not present and also those invited for specific items of business.

**Recommendation**

That the work programme attached as Appendix 1 of the minutes be approved.

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

There being no other business, the meeting closed at 8.20pm.

## Constitution Review Work Programme

### Appendix 1

Aim	Issue	Details	Scheduling
<b>A full review of all governance arrangements</b>	Comprehensive review of the Constitution	Several Members have suggested that a comprehensive review of the Constitution be undertaken. This would have to be carried out as a rolling programme across the 4 year term of office. Staffing resources would allow for a meeting every 3 months, each one looking at 1 or 2 issues. A full review would have the advantage of allowing the Working Party to take a holistic view of the whole of the Council's governance arrangements and the many threads relating to different issues which run through the component parts of the Constitution.	That a comprehensive review of the Constitution be undertaken once those items prioritised for consideration have been dealt with.
<b>The efficient and effective conduct of meetings</b>	Business not concluded at the last meeting of the Constitution Working Party	A meeting of the Constitution Working Party took place in 2016, at which some business was deferred until the next meeting. The business related to suggested improvements in the management of meetings.	That this item be removed from the work programme and any parts of the business that require reconsideration be picked up as part of the other Constitution review work.
	Scrutiny Review of Meeting Start Times and Management of Meetings	In 2017 the Overview & Scrutiny Committee conducted a review of meeting start times and management of meetings. Policy & Resources Committee referred this to the Constitution Working Party but it has not met subsequently. A copy of this report is attached to this work programme.	That this item be considered at the next meeting.

## Constitution Review Work Programme

### Appendix 1

	<p>Leader's Statement and Questions</p>	<p>It has been suggested that a written Leader's Statement must be circulated with the Council agenda, rather than being tabled at the meeting or a verbal statement being given.</p> <p>It has also been suggested that written notice should be given of questions on the Statement.</p>	<p>That this item be considered at the next meeting, linked to the scrutiny report above.</p>
	<p>Indicative Timings</p>	<p>One of the service health checks suggested that consideration be given as to whether to use indicative timings on agendas for meetings.</p>	<p>That this item be considered at the next meeting, linked to the scrutiny report above.</p>
<p><b>Supporting standards and good conduct</b></p>	<p>Corporate Governance Standards Sub-Committee</p>	<p>Overview &amp; Scrutiny Committee have requested changes to the composition of the Corporate Governance Standards Sub-Committee to include one substitute Member and to the terms of reference to broaden the remit beyond dealing with individual standards cases.</p>	<p>That the issue of substitutes for the Corporate Governance Standards Sub-Committee specifically and sub-committees generally be considered at the next meeting.</p>
	<p>Standards</p>	<p>The Monitoring Officer has suggested that consideration be given to formulating policies at Member level to foster and encourage and develop greater civility between Councillors at Council meetings and Committees. An article from the Institute of Local Government called Promoting Civility at Public Meetings:</p>	<p>That this item not be considered further.</p>

## Constitution Review Work Programme

### Appendix 1

		Concepts and Practice discusses this idea.	
<b>Clear and effective roles</b>	Member Champions	Annual Council instructed officers to undertake a review of Members Champion role, bringing any recommendations back to Policy & Resources Committee for consideration and final agreement by Full Council. Annual Council also resolved that the posts of Member Champions be fitted appropriately into the Constitution.	That this item be initially considered at the next meeting, if available, or otherwise at the following meeting.
	Planning Policy Matters	It has been suggested that it may be more appropriate for planning policy matters to sit under Policy & Resources Committee rather than Planning Committee.	That this item be considered at the next meeting, with the Chairman and Vice Chairman of Planning Committee invited to attend.
	Roles of Leader and Deputy Leader	It has been suggested that further clarity would be helpful around the roles of Leader and Deputy Leader and that role profiles could be included in the Constitution.	That this item be considered as part of the comprehensive review of the Constitution.
	Audit Committee	One of the service health checks suggested that consideration be given as to whether a separate Audit Committee should be established or whether it should continue to be part of Overview & Scrutiny Committee.	That this item be considered as part of the comprehensive review of the Constitution.
	Senior Management Contracts Working Party	Policy & Resources Committee suggested that the role and composition of this meeting be reviewed and also its status, in	That this item be considered as part of the comprehensive review of the Constitution.

## Constitution Review Work Programme

### Appendix 1

		terms of whether it should be a working party or a sub-committee.	
	Chair or Chairman?	It has been suggested that use of the term "chairman" should be reviewed and the alternative of "chair" considered.	That this item be considered as part of the comprehensive review of the Constitution.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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<b>PART A:</b>	<b>MATTERS DEALT WITH UNDER DELEGATED POWERS</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>4 JULY 2019</b>
<b>REPORT OF THE:</b>	<b>CHIEF EXECUTIVE &amp; DEPUTY CHIEF EXECUTIVE STACEY BURLET &amp; TONY GALLOWAY</b>
<b>TITLE OF REPORT:</b>	<b>RYEDALE DISTRICT COUNCIL'S HEALTH AND SAFETY POLICY</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To gain Committee approval for the Council's updated Health and Safety Policy.
- 1.2 To inform Committee Members about related activities, which are currently being progressed to ensure that the Council's approach to Health and Safety is compliant, robust and supports and embeds proactive arrangements organisation-wide.

### **2.0 RECOMMENDATIONS**

- 2.1 That Committee approve:
  - i) The Council's updated Health and Safety Policy, which is attached at Appendix 1.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 The recommendations are made following a review to ensure the Council has robust and effective arrangements in place for Health and Safety.

### **4.0 SIGNIFICANT RISKS**

- 4.1 The Council have legal responsibilities and duties for the Health, Safety and Welfare of its employees and others affected by its activities. Failure to ensure adequate arrangements for the management of Health, Safety and Welfare are in place represents significant legal, reputational, financial and social risk to the Council.
- 4.2 The Council and individual officers of the Council can be held personally liable for Health and Safety breaches. It is therefore essential that a fit for purpose Health and Safety Policy is in place. The current policy has been revised to ensure this is the case.

### **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 The Health and Safety Policy document is an essential element of the Council's overall Health and Safety arrangements. This has been updated following consultation with Unison and Health and Safety colleagues.

## **6.0 REPORT**

- 6.1 A health check of the Council's Health and Safety arrangements was undertaken in November 2018, resulting in additional Health and Safety resources being commissioned to ensure that a compliant and robust approach is in place across the Council. This has included a review of the Council's Health and Safety (Organisation) Policy. This details the general organisational responsibilities and accountabilities for Health and Safety across the Council, including those of Elected Members.
- 6.2 The updated policy attached at Appendix 1 complies with the refreshed Health and Safety Policy Statement, which was issued in February 2019. This is attached as Appendix 2 and is publically displayed across Ryedale Council workspaces.
- 6.3 In addition to the revised Policy Statement and Policy, an Action Plan for 2019/20 is also being progressed. This is a working document that sets out a series of tasks and actions to ensure continuous improvement of the Council's Health and Safety management systems and performance across all service areas. There are a number of key improvement priorities to be completed during the current financial year using best practice guidance from the Health and Safety Executive using a Plan-Do-Check-Act approach. Areas of focus include: training for employees, a review of risk assessments and strengthening performance management in this area.
- 6.4 A number of staff also completed a Leading Safely accredited Institution of Occupational Safety and Health (IOSH) approved course in June 2019. This is an important element of the improved Health and Safety management framework being implemented for RDC to ensure the effective leadership and management of Health and Safety across all the Council's activities and a proactive Health and Safety culture is demonstrated and promoted.
- 6.5 The Policy includes a Governance Framework for Health and Safety management (pp8-9 of the Policy), which outlines how this area of work will be monitored and progressed.

## **7.0 NEXT STEPS**

- 7.1 A series of Health and Safety sessions are planned to embed revised Health and Safety arrangements in service areas and to ensure robust Health and Safety monitoring and performance arrangements are in place to review performance against plans, objectives and arrangements for staff with management responsibilities.

### **Background Papers:**

Health and Safety Policy Statement 2019

	<b>HEALTH &amp; SAFETY POLICY</b>	
	<b>ORGANISATION</b>	
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## Introduction

This section describes the general organisational responsibilities and accountabilities for health and safety across the Council for:

- Leader and Deputy Leader of the Council or designated alternate(s)
- Overview and Scrutiny Committee
- All Elected Members
- Chief Executive
- Strategic Management Board
- Deputy Chief Executive
- Heads of Service
- Service Managers or Officers with Management/Supervisory Responsibility
- Health & Safety Advisors
- Human Resources
- Facilities
- Employees, Temporary Workers & Volunteers (under control of RDC)

The general requirements for joint consultation with the trade union are also outlined together with a diagram to provide an overview of the Organisation Structure for Health and Safety Management within the Council.

Please note that although responsibilities can be delegated to a third party, accountability remains with the originally identified individual.

### Leader and Deputy Leader of the Council

The Leader and Deputy Leader of the Council, or designated alternate(s), will ensure that the work of Committees and Full Council is conducted in accordance with the Council's policy and procedures for health and safety and with due regard for relevant statutory provisions. They will promote health and safety by acting as the Elected Members' contact point, to ensure that due consideration for health and safety is given when decisions are made. This is to ensure that decisions are consistent with this policy and other Council policies and procedures and any relevant statutory provisions.

### Overview and Scrutiny Committee

The Overview and Scrutiny Committee will scrutinise the Council's health and safety performance when appropriate as part of the Council's framework for corporate governance.

### All Elected Members

All Elected Members will ensure that the decisions they make are in line with this policy and other Council related policies and procedures and have regard to the health, safety and wellbeing of those who may be affected by the Council's activities. This principle is to be upheld at all Committees and during all contacts with other Elected Members, employees, customers and contractors.

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### **Chief Executive**

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in the Council. They will carry out the following duties:

- Ensure that the health and safety policy and associated management systems are an integral part of the Council's culture, of its values and performance targets
- Provide effective leadership to Senior Leaders by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance
- Ensure that adequate resources are made available to achieve high standards of health and safety
- Monitor and review health and safety performance by receiving both specific (eg incident-led) and routine reports.

### **Strategic Management Board**

The Strategic Management Board are responsible for the effective leadership of health and safety within their remit and/or sphere of influence. They will carry out the following duties:

- Ensure that the health and safety policy and health and safety management systems are an integral part of the corporate culture, of its values and performance standards
- Ensure that each Head of Service has a clear management structure, that health and safety responsibilities are effectively communicated and included in Head of Service job descriptions
- Ensure that there are effective and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues
- Ensure there are effective arrangements so that the required health and safety information is shared between those that need it
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the corporate undertakings
- Provide visible leadership on health and safety to Heads of Service by setting and reviewing targets for achieving improvements in health and safety performance
- Ensure that adequate resources are made available to achieve high standards of health and safety performance
- Ensure compliance with health and safety legislation and if practicable best practice
- Ensure a suitable service area representative(s) is appointed to represent their responsibilities on the Corporate Health and Safety Group.
- Monitor health and safety performance by identifying areas of concern and receiving both specific (eg incident-led) and routine reports.

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- Ensure that health and safety performance is considered as part of their Heads of Service annual appraisal
- Keep health and safety performance under review at their management team meetings and ensure a formal annual review is carried out
- Consult with the Health and Safety Advisors and others where appropriate to ensure the monitoring or implementation of health and safety measures are in place across their service responsibilities

### **Deputy Chief Executive**

In addition to the responsibilities outlined above, the Deputy Chief Executive is designated as the 'health and safety senior leader' of Ryedale District Council, to ensure that health and safety risk management issues are properly addressed by everyone in and working to deliver Council business. This role includes providing an adequate resource of Health and Safety Advisors to provide appropriate competent advice, guidance and monitoring and ensuring that a corporate Health and Safety Group is regularly held to review intelligence, escalating significant concerns where appropriate to the Strategic Management Board or Overview and Scrutiny. However, this role does not detract from the responsibilities of the Chief Executive and other Managers across the organisation for implementing this policy.

### **Heads of Service**

Heads of Service are responsible for the effective implementation of this health and safety policy and associated management systems in the areas under their control. They are responsible for ensuring managers are aware of their responsibilities for implementing day-to-day operation of all health and safety systems and procedures within their service areas. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in service areas
- Ensure their service area has a clear management structure and that health and safety responsibilities are effectively communicated
- Provide visible leadership on health and safety to their managers by setting and reviewing targets for achieving improvements in health and safety performance
- Oversee implementation of relevant health and safety management system requirements in their service area and monitor its implementation
- Ensure that adequate resources are made available to achieve high standard of health and safety performance
- Monitor health and safety performance by receiving and reviewing both specific (eg incident led) and routine reports
- Keep health and safety performance under review and play a full and active part in the review process at DCX meeting
- Consult with the Health and Safety Advisors and others who may assist with monitoring the need for further health and safety measures

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### **Service Managers and Officers with Management/Supervisory Responsibility**

Service Managers and Officers who manage, supervise or have responsibility for employees, trainees or members of the public are responsible for health and safety within their management control. They carry out the following duties in consultation, where appropriate, with the Health and Safety Advisors, Heads of Service and other appropriate officers:

- Provide effective leadership on health and safety to their staff and support improvements in health and safety
- Ensure health and safety issues are taken into account in all service performance plans and at the design stage of new initiatives and projects
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable
- Monitor health and safety performance by receiving and reviewing both specific (eg incident-led) and routine reports
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in their area of responsibility and ensure that these are investigated as appropriate and any learning is acted upon
- Monitor the need for any further health and safety measures, instruction and training
- Ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary
- Ensure that all employees in their area of responsibility have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work etc. that must be taken to minimise these risks
- Take reasonably practicable steps to ensure the health, safety and welfare of all employees, trainees, temporary workers, volunteers (under the control of Ryedale District Council) and other persons who may be affected by work activities (e.g. visitors, service users, members of the public, contractors)
- Ensure health and safety inspections are carried out in their area of responsibility and ensure that any identified remedial actions are completed
- Ensure health and safety risks are assessed in their area of responsibility and ensure that all significant risks are adequately controlled. Record the significant findings of risk assessments and bring these to the attention of those affected where appropriate
- Ensure that accidents and incidents in their area of responsibility are reported promptly, as required by the incident reporting procedure
- Ensure that accidents and incidents (including near misses) are investigated and where practicable, effective action is taken to prevent a recurrence

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- Ensure that all employees in their area of responsibility receive appropriate health and safety training and they have sufficient knowledge, skills and information to carry out their work safely and healthily. Ensure that employees attend appropriate health surveillance. Ensure that new staff are given a workplace health and safety induction during their first week at work
- Ensure that they and their staff are kept up to date with all relevant health and safety information
- Ensure that all employees, trainees, temporary workers and volunteers (under the control of Ryedale District Council) are supplied with appropriate personal protective equipment (PPE) and clothing that is fit for purpose and used correctly, where it is required, and are given suitable information, training and instruction on its use, maintenance and storage

### **Health & Safety Advisors**

The Council has a team of Health and Safety Advisors who are appointed as competent persons in accordance with the Management of Health & Safety at Work Regulations 1999. The lead Health and Safety Advisor will be a standing member of the corporate Health and Safety Group. The Health and Safety Advisors will provide health and safety support services to Elected Members, managers and staff. This does not relieve either managers or supervisors of their operational health and safety responsibilities that must be met by law and in line with the content of this policy.

Health and Safety Advisors carry out the following duties:

- Work with Services to develop health and safety action plans in order to address areas of concern, drive improvements and encourage best practice. This will include advising on the setting of realistic short-term, medium-term and long-term objectives
- Develop and advise on the implementation of health and safety policy, procedures and management systems for existing and new activities
- Support and empower managers to develop and implement effective health and safety risk management in their service areas
- Promote a positive health and safety culture, based on sensible and proportionate risk management, to secure high standards of health and safety
- Monitor health and safety performance through inspection and audit ensuring that concerns are acted upon or escalated through the management hierarchy where this is appropriate.
- Escalate or report as appropriate any failure to implement the health and safety plan to the relevant manager
- Report to DCX on health and safety performance and standards
- Advise and inform on all aspects of health and safety and provide advice on new legislation affecting the work of the Council
- Advise on the implementation of the health and safety risk assessment system and prioritisation of control measures
- Advise on health and safety training for staff at all levels

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- Co-ordinate the incident reporting and investigation system
- Be the main point of contact and maintain professional working relationships with health and safety enforcing authorities
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality

### **Human Resources**

Human Resources in conjunction with Occupational Health where necessary will ensure that that the following services are provided across the Council:

- Incorporation of health and safety requirements as appropriate in Human Resources policy and procedures including the provision of a staff induction pack
- Oversee the development and delivery of the corporate training plan and advice on commissioning training
- Advice on employee fitness for work and on adjustments and restrictions for existing and potential employments
- Medical advice to inform individual risk assessments on employees who have underlying medical conditions
- Medical advice on rehabilitation programmes to assist individuals to return to work from sickness absence
- Advice to managers on medical/health issues to prevent potential work related ill-health
- Provision of appropriate health surveillance and advice to individuals and their managers on any risks to their health and the necessary measures to prevent the development of disease and ill-health
- Provision of support to all employees experiencing personal and workplace difficulties
- Provide training to managers and individuals with regards to specific work related health issues, their prevention and management
- Participate in and provide advice on audits to identify areas of risk and assist in developing appropriate action plans and control measure to prevent ill-health
- Monitor and report on the impact of health and safety performance related issues and standards

### **Facilities**

Staff with responsibilities for facilities will ensure that the following services are provided across the Council

- The provision, inspection and maintenance of fire detection and firefighting equipment by a competent, nominated contractor at Ryedale District Council premises
- Arrange for the regular testing of Ryedale District Council premises fire alarm and fire detection systems and that records be kept demonstrating so.

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- Draw up fire plans showing emergency exits, fire precautions and assembly points and ensure the provision and correct display of safety signs for all Council buildings in accordance with legislative requirements
- In conjunction with the Health and Safety Advisors undertake Fire Safety Risk assessments of Council buildings
- Arrange for electrical safety inspections, tests and checks to be undertaken in accordance with legislative requirements and appropriate risk assessments
- Maintain an inventory of all portable electrical equipment and determine a testing frequency based on risk. Records to be kept of all tests.
- Oversee the delivery of any third party delivery service level agreement pertaining to Property Services
- Ensure suitable arrangements are in place for maintaining buildings, plant, equipment and services
- Monitor and report specific health and safety performance and standards and ensure action is taken to improve health and safety as necessary

#### **Trade Union Safety Representatives**

Trade Union Safety Representatives are consulted on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at Corporate and Service level through the various management and health and safety groups.

#### **All Employees, Temporary Workers and Volunteers**

All employees, temporary workers and volunteers (under the control of RDC) have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Council's disciplinary procedures. In particular, all employees, temporary workers and volunteers (under the control of RDC) are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- Co-operate with all managers, supervisors and the Health and Safety Advisors on health and safety matters
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare

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- Report any accident/incident or near miss to their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Council premises or sites or affected by Council activities, which comes to their attention
- Report to their supervisor or manager any work situation they consider to represent a serious and immediate danger to health and safety, or any matter that they consider to represent a shortcoming in current arrangements for health and safety
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations

### **Health and Safety Arrangements**

The Council develops arrangements for the management of health and safety, which are to systematically apply in all activities and services throughout the Council. In addition to these arrangements, supplementary procedures, guidance and other health and safety systems are developed at service, premises and/or local level. Where such arrangements are in place, Council arrangements will take precedence, unless an appropriate risk assessment has been carried out to justify any such deviation. This includes relevant contracted arrangements.

The detailed health and safety arrangements are on the Council's intranet. This enables document control, the sharing of best practice and promoting transparency.

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## Appendix A

### Health & Safety Governance Framework

The Council's governance framework for Health and Safety is multi-layered to ensure that the organisation acts ethically, socially, sustainably and responsibly and is able to monitor and assess risks and practices across the organisation, escalating and intervening where areas of concerns arise.

The corporate Health and Safety Group is the key mechanism for monitoring performance across the organisation. It will be chaired by the DCX and consist of representatives from across the organisation. This will include the lead Health and Safety Advisor, and representative from HR, Facilities Management, all relevant services, Legal and the Trade Union(s). The Group will:

- Develop, commission the delivery of and monitor progress against an Annual Action Plan. The Annual Action Plan sets out a series of actions under the Plan, Do, Act and Check principles of Health and Safety, and includes programmes for audit and inspection and key performance indicators.
- Monitor a suite of performance indicators.
- Escalate concerns, including amber and red risks, consulting with the CX as soon as these are known so that referral to the appropriate body can be made (SMB and/or Overview and Scrutiny) and so an immediate assessment can be made regarding the allocation of additional resource(s) to address them.
- Meet at least every quarter.

Service level arrangements will enable the corporate Health and Safety Group to undertake its responsibilities effectively and efficiently. Heads of Service and Service Managers are responsible for the proactive, robust and effective management of health and safety arrangements in their service areas, including undertaking regular risk assessments, reviewing and submitting quarterly performance progress reports to the Health and Safety Group. They will also ensure staff engagement in this area through regular communication and regular training to drive continuous improvement.

The Health and Safety Group will also be supported by the organisation's Health and Safety Advisors who have a corporate advisory role and support embedding a positive health and safety culture across the organisation including training and regular communication with Heads of Service and Service Managers.

#### Reporting

The Strategic Management Board will annually approve the Action Plan and receive quarterly performance updates from the DCX as Chair of the Health and Safety Group.

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An annual report will be compiled and presented to Overview and Scrutiny for their consideration. This will cover performance, the outcomes of inspections and audits, successes and delivery.

The CX, Overview and Scrutiny, the Leader and the Deputy Leader or their designated alternate(s) will be consulted for their views on the content of the Action Plan each year.

	<b>HEALTH AND SAFETY POLICY STATEMENT</b>	
	Version: 5	Approved: 18 February 2019
	Issued by: SMB	Page: 1 of 1
	Review Date: February 2020	

The Council positively and proactively accepts the financial and legal responsibilities and duties that it has for the health, safety and wellbeing of its employees, customers and contractors affected by its activities.

To achieve the Council's commitment to promote a positive health and safety culture this policy statement forms part of the Council's wider agenda of social responsibility, sustainability, corporate governance, risk management and the delivery of quality services that provide value for money. The Council has a proactive approach to ensure there is a similar commitment from partners and contractors undertaking work on its behalf.

The Council's commitments are to:

- Ensure the health, safety and wellbeing of employees, customers and contractors to prevent injury and ill health associated with the Council's activities and infrastructure
- Promote a positive health and safety culture throughout the organisation to include regular mandatory training for all staff and managers
- Ensure that robust health and safety arrangements are in place to demonstrate commitment by all partner organisations and contractors commissioned by the Council
- Satisfy applicable legal and other requirements
- Continually improve the Council's safety management systems for example by simplifying these where practicable through the use of technological solutions
- Engage employees in developing, implementing and embedding a joint approach to the management of health, safety and wellbeing
- Set health and safety objectives and regularly monitor their achievement
- Ensure that aggressive behaviour, both verbal and in writing (regardless of form), towards council staff and contractors working on the council's behalf will not be tolerated
- Ensure accidents, incidents and near misses are appropriately reported, investigated and any learning points are acted upon to prevent recurrence

As Chief Executive, I am committed to integrating health and safety into decision making and risk management processes within the Council. The wider Senior Leadership Team are also committed to the joint responsibility to ensure the effective leadership and management of health and safety to proactively demonstrate and promote a positive health and safety culture across all the Council's activities and in all relationships with partners and contractors undertaking work on behalf of the Council.

Employees with management responsibilities will ensure that all risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. They will also regularly review these assessments, to ensure that the Council complies with legal requirements and strives to achieve best practice.

The Council will maintain arrangements to consult trade union representatives, employees, and others who may be affected by Council activities, to encourage a joint approach and positive culture towards the management of health, safety and wellbeing.

The Council expects all employees and those undertaking work on behalf of, or in partnership with, the Council to take reasonable care of their own health and safety, for the health and safety of others and to co-operate with the Council in the performance of its moral and statutory duties.



Stacey Burlet  
Chief Executive **Page 29**

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<b>PART A:</b>	<b>MATTERS DEALT WITH UNDER DELEGATED POWERS</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>4 JULY 2019</b>
<b>REPORT OF THE:</b>	<b>DEPUTY CHIEF EXECUTIVE TONY GALLOWAY</b>
<b>TITLE OF REPORT:</b>	<b>FINANCIAL ASSESSMENT - PUBLIC SERVICE HUB OPTIONS FOR RYEDALE HOUSE SITE</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 This report provides Elected Members with details of the high level financial assessments that have been undertaken investigating six options and associated costs for the development of a Public Service Hub (PSH) for Ryedale specifically on the Ryedale House Site for comparison to a new building replacing Community House on the Wentworth Street Car park site.
- 1.2 Officers are seeking guidance from Elected Members on the preferred option to progress with more detailed financial appraisals with partners and to advise external funding streams (One Public Estate and Homes England) on the Council's next steps.

### **2.0 RECOMMENDATIONS**

- 2.1.1 That Committee consider the information at paragraph 6.6 of this report and indicate which option they wish officers to undertake a full financial assessment of so that this can be presented to Council in due course.
- 2.1.2 That Committee commission officers to undertake the full financial assessment of the preferred option so that this can be prepared for presentation to and consideration at full Council.

### **3.0 REASON FOR RECOMMENDATIONS**

- 3.1 During 2018 architects were engaged in completing detailed designs and a feasibility study to deliver a new PSH for Ryedale on the existing Community House site adjacent to Wentworth Street Car Park in Malton.
- 3.2 A new building was designed to enable co-location, providing the office space requirements for the RDC, NYCC, Department for Works and Pensions (DWP) and North Yorkshire Police (NYP). However, the new-build capital costs were identified to

be in the region of £5m which were higher than had been anticipated.

- 3.3 The Council resolved on 6 December 2018 (Minute Ref 66) that
- a) A full financial assessment is completed for the development of a PSH for Ryedale
  - b) Alternative options are investigated for the development of a PSH for Ryedale and the Ryedale House site, with a preference for the development of the Ryedale House site
  - c) No further progress on the project for the development of the Ryedale House site is made until a decision is made on the options for the PSH project.
- 3.4 RDC needs to spend every £1 of public money well and it is essential the financial consequences of these projects represent best value. The Council is also committed to supporting our employees and will take action to improve facilities.
- 3.5 The objectives which informed the original decisions made by the Council on 12 April 2018 (Minute Ref 84) to lead the development of a Public Service Hub for Ryedale and to participate in the North Yorkshire Property Partnership have not changed. Partners have indicated their continued commitment to work with RDC to explore options for co-location so we use our common resources to improve customer services together.
- 3.6 The feasibility work has been funded as part of the Cabinet Office One Public Estate (OPE) programme with the overall objective being to deliver a PSH in partnership to solve the problem of an inadequate building; dispersed public services in Malton together with ensuring improved customer services; a Modern Council; reduced running costs and optimised revenue generation. Discussions with the Cabinet Office have indicated that there is flexibility with the project on the basis that the overall objectives remain the same should alternative future proposals emerge.
- 3.7 Considering alternatives around delivering new housing continues to be a priority for RDC and once a decision has been made on the development of a new PSH, work will recommence to identify potential options for new housing and a further report will be submitted for further consideration by Elected Members.
- 3.8 A Full Council resolution on 12 April 2018 included a commitment of £2.5m from the NHB reserve to the Capital Programme for the delivery of this scheme (including fees of £275,000) which was based on a new building for Ryedale District Council. However the work to date with partners has increased the size of the building and the estimated total capital costs at this stage to over £5m.
- 3.9 It may be necessary to seek further budget approval once the preferred option for a PSH is decided and further detailed financial appraisals and design work has been undertaken to establish likely costs.
- 3.10 Feasibility work for major projects such as this are expected to highlight challenging situations therefore until a clear strategy is developed for the Council, work with other partners (NYCC, NYP and DWP) on funding options has not progressed.
- 3.11 The One Public Estate programme has also been advised that the project has been placed on hold pending the financial assessment of alternative options for a PSH for Ryedale on the Ryedale House site.

#### **4.0 SIGNIFICANT RISKS**

- 4.1 There are a number of significant risks associated with the development of a new public service hub for Ryedale:

- i. The reputation of the Council if there is a failure to consider all the potential options available to ensure every £1 of public money is well spent for the benefit of all.
- ii. Continuing to spend approved OPE funding when the full financial implications of the public service hub project are unclear and uncertain.
- iii. The financial implications associated with the substantial increased cost of building a new Public Service Hub where the project could fail to deliver the expected outcomes
- iv. Partners may be unwilling to make a long term financial commitment to the Council.
- v. The PSH project had not progressed sufficiently to meet a deadline of 31 March 2021 required to access funding (£625,000) for the delivery of new homes on the Ryedale House site from the Homes England Accelerated Construction Programme. Therefore the application has been withdrawn.

## **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.

## **6.0 REPORT**

- 6.1 Following a Council decision on 12 April 2018, progress with two OPE projects was made during 2018 exploring a new PSH for Ryedale and the development of the Ryedale House site for housing.
- 6.2 However the feasibility work into building a new PSH on the Community House site at Wentworth Street Car Park identified significantly higher total capital costs than had been originally estimated in the region of £5 million.
- 6.3 Due to the increased estimated costs of a new PSH building and the need to fully understand the financial implications, on 6 December 2018 the Council resolved to undertake further detailed financial assessment work and investigate alternative options for the development of a PSH for Ryedale with a preference for the development of the Ryedale House site.
- 6.4 Therefore, no further progress has been made on the project for the development of the Ryedale House site for housing at this point in time. No appointment has been made to undertake a viability assessment and the application for accelerated funding from Homes England has not been progressed.
- 6.5 High level financial assessments have now been undertaken to provide the costs for a total of six different options to show a range of potential work and associated costs. These high level financial forecasts also enable a comparison to be made between the development of a PSH at the Ryedale House site against a new building on the Wentworth Street Car Park site. The original design brief has been used to inform the financial assessment work.

6.6 The six options together with the associated high level costs are summarised in the table below and further details of each option are attached at Appendix 1:

<b>OPTION</b>	<b>DESCRIPTION OF OPTION</b>	<b>£ COST ESTIMATE</b>	<b>SIZE OF BUILDING</b>	<b>SUMMARY OF OPTION</b>
<b>1</b>	Ryedale House: Maintenance Only Scheme	£1.7m	3300 sq m	Based on maintenance costs in the condition survey for 2016-2021 only (not subsequent years)
<b>2</b>	Ryedale House: Option 1 + recommended Building Fabric improvements	£2.5m	3300 sq m	Based on Option 1 plus addresses non-compliant external wall fabric and critical maintenance not covered in condition survey
<b>3</b>	Ryedale House: Option 1 + 2 + complete internal remodelling	£3.5-£4m	3300 sq m	Based on Option 1 + 2 plus complete light refurbishment and internal remodelling to accommodate PSH brief
<b>4</b>	Ryedale House: Options 1+2+3 + significant remodelling	£4.5-5m	3300 sq m	Based on Options 1+2+3+significant remodelling of entrance, new civic suite (demolish single storey) and more connected building through meeting space and glazing
<b>5</b>	Ryedale House: New building to same design spec of new PSH at Wentworth Street site	£4-£4.5m	1600 sq m	Based on a new building to original design brief including demolition of current building
<b>6</b>	Ryedale House: New building same size as current building	£7.5-£8m	3300 sq m	Based on a new building the same footprint including demolition of current building
	<i>New PSH</i>	<i>£4.5-5m</i>	<i>1600 sq m</i>	Original design brief

- 6.7 It should be noted that only Option 1 or Option 2 above can be provided within the Council's existing financial envelope. Implementation of either of these two options would only serve to bring the existing RDH building up to compliant health and safety standards.
- 6.8 In order to remodel the existing building to be fit for purpose and meet the specific needs of the Council and its partners in the PSH, additional funds will need to be identified.

## **7.0 IMPLICATIONS**

7.1 The following implications have been identified:

a) Financial

The feasibility work to date for the two projects has been funded by the OPE. The high level financial assessment work has been funded by the Council from the approved budget for fees outside the OPE programme to provide high level forecast costs for a range of potential investment options for the Ryedale House site and to assist with determining the preferred option for a new Public Service Hub for Ryedale. Once the Council has made a decision on a preferred option it may be necessary to submit a revised proposal to the OPE Programme to secure funding for the delivery of a new PSH Hub. Further detailed discussions will also need to be progressed with each partner to enable the Council to understand the funding commitment each partner is able to contribute towards a new PSH.

b) Legal

There are no legal implications at this stage however legal agreements would be necessary with each partner to proceed with the delivery of a new PSH.

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

The Council is committed to ensuring its operations and buildings are compliant with every aspect of health and safety as well as seeking to reduce its carbon footprint through sustainable practices wherever practical and possible. New buildings present an opportunity for increased building performance when compared with retro-fitting existing buildings.

## **8.0 NEXT STEPS**

8.1 Once an in principle decision has been made by the Council, officers will pursue more detailed financial appraisals and a further detailed report will be presented to Elected Members.

### **Beckie Bennett, Head of Waste and Environmental Services**

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### **Background Papers:**

[Report to Policy and Resources Committee 15 March 2018.](#)  
[Report to Council 6 December 2018](#)

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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>4 JULY 2019</b>
<b>REPORT OF THE:</b>	<b>HEAD OF WASTE AND ENVIRONMENTAL SERVICES BECKIE BENNETT</b>
<b>TITLE OF REPORT:</b>	<b>FUNDING FOR MALTON, NORTON AND OLD MALTON FLOOD ALLEVIATION SCHEME</b>
<b>WARDS AFFECTED:</b>	<b>MALTON AND NORTON</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 This report seeks a decision from Elected Members as to whether they wish to commit up to 20% funding, equivalent to a maximum of £320,000 from the New Homes Bonus Reserve, as the Council's contribution towards the delivery of the Malton, Norton and Old Malton Flood Alleviation Scheme (MNOMFAS) with whole scheme costs now forecast to be £1.6m.

### **2.0 RECOMMENDATION**

- 2.1 To recommend to Council:
- a) 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.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 On 8 December 2016, following the Scrutiny Review of the Council's role in Flood Management, Council resolved that they may consider that funding be allocated 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 upto 20% of the funding gap (Minute No 37).
- 3.2 Over the past two years work to progress the business case for the Malton, Norton and Old Malton Flood Alleviation Scheme (MNOMFAS) has continued. Detailed designs have been developed which has resulted in options to deliver a rationalised scheme with whole scheme costs now estimated at £1.6m (previously £3m).
- 3.3 Partner contributions, previously made in principle, are expected to fully fund the rationalised scheme therefore the Council is now being asked to confirm their level of funding which is a condition of the business case to secure £500,000 growth funding from the LEP.

## 4.0 SIGNIFICANT RISKS

- 4.1 There is a significant risk and experience confirms that repeat flooding events will continue to affect Malton, Norton and Old Malton. A series of alleviation measures have been identified which will improve the response to flooding and serve to reduce the impact and flood risk affecting these communities.

## 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).
- 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.
- 6.5 The projected rationalised scheme forecast costs are presented below:

EXPENDITURE TYPE	£
<b>Business case preparation</b>	30,000
<b>Designs/permissions/surveys</b>	10,000
<b>Malton measures</b>	436,408
<b>Norton measures</b>	681,086
<b>Old Malton measures</b>	457,352
<b>TOTAL FORECAST COSTS</b>	<b>1,614,846</b>

- 6.6 The scheme will deliver a series of outcomes and further details of the expected deliverables are shown in Appendix 1.

- Local Property Level Protection
  - Retro-fitting of sustainable drainage to enhance the street scene and reduce the volume of water entering the combined sewer
  - Capital improvements to Riggs Road Drain, Old Malton
  - Improve Local Flood Warning Procedures and Telemetry
  - Construct Permanent Chambers for Temporary Pumps
  - Control of Surface/Ground Water Flowpaths, Castlegate/Sheepfoot Hill
- 6.7 Whilst there are still business cases to submit to secure funding, the original commitments from a combination of partners including NYCC, Environment Agency, Local Enterprise Partnership Growth Fund contribution and RDC are now forecast to fully fund the MNOMFAS.
- 6.8 NYCC have also progressed with work to support the business case to secure growth funding totalling £500,000 from the LEP and one condition of this funding is to demonstrate funding commitments by December 2019.
- 6.9 Other work planned this year will also involve engaging residents and local stakeholders to identify areas that may attract additional funding or property level resilience measures which can be implemented to reduce the risk and/or impacts from future ground water flooding in Malton, Norton and Old Malton.
- 6.10 Member workshops and an annual stakeholder event are also planned to raise awareness of the work being undertaken to improve the response to flooding and reduce the impact in the community.

## **7.0 IMPLICATIONS**

7.1 The following implications have been identified:

- a) Financial  
Capital: A contribution up to a maximum of £320,000 (20% of the rationalised scheme value of £1.6m) would be required from the New Homes Bonus Reserve if Elected Members approve the funding commitment.
- 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.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Climate Impact, Environmental, Crime & Disorder)  
The alleviation measures which would be delivered through the MNOMFAS serve to provide assurance to the community 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 to protect up to 50 properties affected in Malton, Norton and Old Malton when periods of heavy rainfall affect the district. There are also environmental and economic benefits from the investment to deliver improvements to keep the highway network flowing and incorporate sustainable improvements.

## **8.0 NEXT STEPS**

8.1 Elected members will be kept informed of progress with the MNOMFAS and details of the stakeholder event will also be shared once arrangements are confirmed.

**Beckie Bennett**  
**Head of Waste and Environmental Services**

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**Background Papers:**

**Scrutiny Review of the Councils Role in Flood Management considered by Council on 8 December 2016**

**Additional Funding for a Flood Risk Management Project Manager Report to Council on 6 December 2018**

## MALTON, NORTON AND OLD MALTON FLOOD ALLEVIATION SCHEME

## Anticipated Project Deliverables

Benefits	Description
Local Property Level Protection	The provision of bespoke property level resilience measures to those residential and business premises at greatest risk will ensure that there is a last line of defence if for water levels do rise and cause a threat to property.
Retro-fitting of sustainable drainage to enhance the street scene and reduce the volume of water entering the combined sewer	Given that the improvements to the sewer system are entirely unaffordable and the work to enable would far exceed the scale of the problem, the only measures available to attempt to alleviate the issue is to provide property level resilience to those properties at most significant risk and to attempt to reduce the volume of surface water accessing the sewer adding to the issue. Flood schemes inevitably require a period of time following the works to pass before confidence is raised that the measures have made a difference. In the case of this scheme, where measures enable a better more managed response as opposed to a tangible “solution”, this is an even bigger risk. It is therefore desirable to the economic aspiration of the scheme and the future viability of the area that demonstrates there has been a perceivable improvement – it is considered that using sustainable drainage solutions and greening of the street scene is an excellent complimentary way of combining the outcomes and stimulating the raised confidence.
Capital improvements to Riggs Road Drain, Old Malton	In 2017 a comprehensive drainage study was undertaken in Old Malton which demonstrated improvements that could be made to the performance of the culverted watercourse, which outfalls into the River Derwent
Improve Local Flood Warning Procedures and Telemetry	It has been identified that improved locational specific telemetry and monitoring devices – e.g. CCTV cameras to look at the level of water at County Bridge, markers and gauges for monitoring levels in drains would also enable an accurate and quicker emergency response.
Construct Permanent Chambers for Temporary Pumps	At the time of writing estimates demonstrate this to be the most cost beneficial solution

	<p>for improving the pumping arrangements. It would permit the speed of the coupling of pumps to be quickened, which has proven vital to the prevention of internal property flooding.</p>
<p>Control of Surface/Ground Water Flowpaths, Castlegate/ Sheepfoot Hill</p>	<p>This measure would be complimentary to the project and it is not expected that this will significantly alter levels although there would clearly be some effect.</p>



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<b>PART A:</b>	<b>MATTERS DEALT WITH UNDER DELEGATED POWERS</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>4 JULY 2019</b>
<b>REPORT OF THE:</b>	<b>DEMOCRATIC SERVICES MANAGER SIMON COPLEY</b>
<b>TITLE OF REPORT:</b>	<b>RESOURCING OF NORTH YORKSHIRE POLICE, FIRE AND CRIME PANEL</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To seek views from Policy and Resources Committee on proposals from North Yorkshire County Council for constituent councils to provide an allowance for their member of the North Yorkshire Police, Fire and Crime Panel, and options for contributing towards administrative support of the Panel.

### **2.0 RECOMMENDATION(S)**

- 2.1 To provide views on the proposals for resourcing of North Yorkshire Police, Fire and Crime Panel.

### **3.0 REASON FOR RECOMMENDATION(S)**

- 3.1 To provide clear guidance as to what Ryedale District Council's response to these proposals should be.

### **4.0 SIGNIFICANT RISKS**

- 4.1 The key risks relating to these proposals are inconsistency between the allowance paid to Ryedale's member on the Panel and other special responsibility allowances, and failure to tackle the underlying problem of insufficient grant funding, which may then get worse in the future.

### **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 The proposals from North Yorkshire County Council are set out in a report to Local Government North Yorkshire and York which is attached as appendix 1.

## **REPORT**

## 6.0 REPORT DETAILS

- 6.1 North Yorkshire County Council as the administrative body for the Police, Fire and Crime Panel took a report to the Local Government North Yorkshire and York meeting on Friday 28 June 2019 to seek a contribution towards back office costs, which are currently exceeding the government grant, and to increase the remuneration of participating members. The total cost of this recommendation for Ryedale as described in the report would be £2,360 if this was fully implemented, made up of a member allowance of £1,697 and a contribution towards administrative support of £663. It should be noted that it is not unusual for an agreed allowance to be tailored by each local authority within the North Yorkshire and York area, with each applying its own rates of member allowance and this was recognised by the meeting. A breakdown of expenditure from the government grant is attached as Appendix 2 of this report.
- 6.2 While most authorities were supportive of the recommendations, two voiced concerns - Richmondshire and Ryedale - and confirmed that they would seek further views from their Committees.
- 6.3 Ryedale's concerns were twofold: 1) The value of remuneration being proposed for Panel attendance was considered excessive when compared to other allowances 2) Action should be taken to either ensure the government grant is adequate or the work being undertaken by the Panel should be tailored so it falls within the current grant allocation.
- 6.4 By way of comparison Ryedale special responsibility allowances are as follows:

Allowances	Level for 2019/20 After Indexation
Basic Allowance	£3,852.24
Leader	£3,890.72
Deputy Leader	£575.40
Chairman of Council	£824.39
Vice Chairman of Council	£575.40
Chairman, Overview & Scrutiny Committee	£3,112.62
Vice Chairman, Overview & Scrutiny Committee	£575.40
Chairman, Policy & Resources Committee	£3,112.62
Vice-Chairman, Policy & Resources Committee	£575.40
Chairman, Planning Committee	£3,112.62
Vice Chairman, Planning Committee	£575.40
Group Leaders (5)	£389.20

- 6.5 It was agreed at the meeting to write to the Government to request the additional funding as a first step as it was not considered possible to reduced workloads (given that the body has recently taken over responsibility for Fire and Rescue too).

6.6 The views of Policy and Resources Committee are sought on the proposals.

## 7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

The costs involved are outlined in paragraph 6.1 above. A recharge process for these costs would also involve some administrative work.

District Councils run PCC elections, for which financial costs are reimbursed by the government but not costs of staff time. North Yorkshire County Council does not pay a contribution towards these costs of staff time.

Paragraph 5.3 of the report to Local Government North Yorkshire and York makes reference to concerns around the additional costs falling on North Yorkshire County Council taxpayers. With the exception of City of York, these same individuals are also the taxpayers for the District Councils. Therefore recharging the costs does not make any difference in this regard.

b) Legal

None.

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

None.

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**Background Papers:**

None

**Background Papers are available for inspection at:**

N/a

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# Local Government North Yorkshire and York

28 June 2019

## Resourcing of the North Yorkshire Police, Fire and Crime Panel

### 1.0 Purpose of the Report

1.1 To ask the Leaders of LGNY to:

- (a) consider providing for a Member allowance for their constituent Panel Member;
- (b) consider options for contributing towards support for the Panel.

### 2.0 Background

2.1 The North Yorkshire Police, Fire and Crime Panel (“the Panel”) is responsible for maintaining a regular check and balance on the performance of the Police, Fire and Crime Commissioner for North Yorkshire (“the Commissioner”). In particular, the Panel has a number of statutory functions to discharge in respect of this ‘support and challenge’ role, including:

- Reviewing and making recommendations on the Commissioner’s Police and Crime Plan and Fire and Rescue Plan;
- Reviewing the Commissioner’s proposals for the amount of Council Tax local people pay towards policing and fire and rescue services (“FRS”). It has the power to veto these proposals if the amount is considered inappropriate;
- Reviewing and making recommendations on senior appointments by the Commissioner, namely Chief Constable, Chief Fire Officer, Chief Executive, Chief Financial Officer and Deputy Police and Crime Commissioners. It has the power to veto recommended appointments for Chief Constable and Chief Fire Officer; and
- Considering non-criminal complaints received about the Commissioner and Deputy Commissioner.

2.2. The Panel is a joint committee of the nine local authorities in York and North Yorkshire, currently comprising 12 members which include:

- ten appointed (elected) Members (Councillors appointed by each of the local authorities with two Members representing City of York);
- two independent co-opted members (“Community Members”) - essentially volunteers appointed for a four-year term to support the Panel in discharging its remit.

### 3.0 Panel resources and remit

3.1 North Yorkshire County Council is the host authority for the Panel and as such provides officer support and resources in support of the Panel’s scrutiny function, including:

- the Panel Secretariat support;
- legal guidance;

- communications support;
  - financial briefings on the Commissioner's budgetary papers and proposals; and
  - wider administration such as printing and distribution of papers.
- 3.2 The Panel is currently provided with an annual grant of from the Home Office in the sum of **£66,180** to provide for the above costs and also to provide for:
- expenses of the Community Members;
  - Chair/Vice Chair allowances;
  - Panel member training and development (including attendance at conferences)
  - membership of Panel networks and the national representative association.
- 3.3 The Home Office grant was increased by way of a one-off uplift for the 2018/19 financial year for those Panels, such as North Yorkshire, which have taken on a wider scrutiny remit due to their Commissioner taking on oversight and governance of local fire and rescue services (FRS). The amount that the Panel is eligible to claim for 2018/19 has therefore been increased by £4,441 to take account of this transitional period. However, the Home Office does not currently have any plans to permanently increase the annual grant for Panels in these circumstances.
- 3.4 Each consecutive year the County Council claims back the full grant payable in respect of support to the Panel and there is also considerable recurring overspend which is absorbed by the County Council. An audit exercise is undertaken internally when providing grant reports back to the Home Office, to get an indication of the cost of support provided by the County Council. In 2017/18 for example, this amounted to an estimated **£10,500** spent by the County Council to meet the support needs of the Panel over and above the grant provision. With the one-off uplift in 2018/19 this was reduced to around **£9,400**. This illustrates a recurring (estimated) cost which the County Council is currently having to fund 'in kind' through officer support. As such, the majority of the Home Office grant – plus overspend – is for officer support, as outlined in 3.1. As part of the grant conditions, Panel expenditure of the grant has to be published and the 2017/18 grant return is available at <http://nypartnerships.org.uk/pcp>
- 3.5 In addition, the County Council previously paid **£9,924** in Special Responsibility Allowances to the Panel Chair, Vice Chairs (x 2) and the Co-opted Independent Members (x 2). In addition to the overspend subsumed by the County Council on officer support, this equates to around **£20,000** paid by the County Council annually towards the functioning of the Panel.
- 3.6 Previously no general allowance was paid to the appointed (elected) Members sitting on the Panel as they already receive a basic allowance as a Councillor from their own local authority scheme. Additionally, their travel and subsistence expenses incurred on Panel business are paid through the constituent local authority. The Home Office grant is used to pay for admission to conferences and events on behalf of the Panel.
- 3.7 A Special Responsibility Allowance was previously paid to the Panel Chair and its two Vice Chairs, equivalent to 3 units and 1 unit of responsibility respectively from NYCC's own Members scheme (£4,962 and £1,654). This was because it was deemed that the responsibility and commitment for these particular elected Members was analogous to that required of the Chair and Vice Chair to a Scrutiny Committee at NYCC.
- 3.8 In 2017 it was agreed that an allowance would be payable to the Panel's two Community Members due to the increasing commitment required and the complexity

of the role. This was set at half a unit (£827 for 2018/19), with the aim of going some way to acknowledging the contribution of these members on the Panel.

#### **4.0 Impact of changes since 2016 and increasing remit**

- 4.1 The commitment required of the Panel members since its inception in 2012 has increased considerably. Originally, it was anticipated that the Panel would need no more than 5 or 6 scheduled meetings per year and the work programme focussed principally on the key legal requirements, with meetings lasting around two hours.
- 4.2 However, as the Commissioner is particularly proactive in taking forward her brief and in seeking opportunities for undertaking new initiatives, so has the Panel's workload been commensurately increasing in order to try to maintain robust scrutiny. For example, the North Yorkshire Commissioner is the only Commissioner in the country who has not only taken on governance of the FRS but is also seeking to take on the majority of handling of police complaints under new legislation in the next year. Additionally, in the last couple of years, it has become clear that particular issues are beginning to dominate public concern, such as the deterioration of the 101 non-emergency service, and have required further proactive scrutiny. As such, the Panel agreed in 2016 to not only increase its formal meeting schedule but also to provide for more in-depth reviews of specific issues outside of Panel meetings.
- 4.3 Scheduled meetings subsequently increased to 7 or 8 per year, not including exceptional meetings called, such as for confirmation hearings. In 2018, for example, the Panel **met formally on 9 occasions**; as a parallel example this would be almost double that scheduled for the overview and scrutiny committees of the County Council. A number of thematic sub groups have been formed since that time on issues such as finance, the 101 service and cybercrime. These meet typically no more than two or three times a year consisting of three or four members with an interest in those topics. These groups have contributed to better quality of enquiry at Panel meetings and a better understanding of the Commissioner's broad portfolio of work.
- 4.4 Additionally, with the Commissioner taking on oversight and governance of the FRS in November 2018, the Panel has extended its meeting time to around three hours, with a break. When a pre-meeting for preparation purposes is added, along with a de-briefing meeting for the Panel, this equates to a full day out of the diary with travel.
- 4.5 In recent months, the Panel's legal remit around the consideration of non-criminal complaints made against the Commissioner has also increased the workload exponentially for a small number of Panel members who have undertaken to discharge this role on behalf of the Panel. While complaints workload cannot be forecast, as the Commissioner is intending to take on the handling of the majority of police complaints in the next year following legislative changes which enable this, the Panel foresees that this will impact on its own handling of complaints.
- 4.6 The increase in commitment required of Panel members has led to difficulties in routinely securing high levels of attendance at Panel meetings in recent months. One meeting in the autumn of 2018 was cancelled due to the Panel being inquorate and as such the Panel has also recently agreed to reduce its quorum requirement in order to ensure that a meeting could still go ahead. It is considered that while provision of an allowance for members should not be a key motivation in taking a seat on the Panel it is important to acknowledge the level of commitment required and that one way this could be done is through a discrete allowances scheme.
- 4.7 This significant increase in workload for the Panel has also had an attendant impact on the officer support required from NYCC. At the inception of the Panel, the

Secretariat hours were forecast to require 0.5 FTE and this was allocated from the Home Office grant. However, the current officer provides 0.8 FTE and, following the expansion of the Panel's scrutiny remit and increase in complaints handling work, further ad-hoc support has been drafted in from other officers to ensure things like the sub-groups continue to be adequately supported over and above these hours. As highlighted at 3.4/3.5, NYCC annually subsumes costs incurred as a result of providing administration support and guidance to the Panel; roughly around £10,000 as an estimate. If the Panel is to continue to be well supported it is anticipated that additional (sustainable) funding will be required to support this work.

- 4.8 As the majority of the Home Office grant is directed towards staff support for the Panel, there is little scope for the Panel to undertake any training or development, including attendance at Panel network events. With the expanded scrutiny remit, it would be helpful for the Panel to be able to draw from a discrete training budget annually to ensure new Members receive a thorough induction and that existing members are supported in their development on the Panel.

## 5.0 Recommendations of the NYCC IRP

- 5.1 In view of the above increase to the Panel's remit and responsibilities, the NYCC Independent Remuneration Panel ("the IRP") undertook to review the allowances scheme for the Panel towards the end of 2018 at the request of the Panel members. This included seeking written representations from those currently receiving an allowance and also hearing evidence from officers and Members of the Panel in November 2018.

- 5.2 Following this review, the IRP has published a number of recommendations linked to its findings and these were agreed by a full meeting of the County Council on 20<sup>th</sup> February 2019 (see <http://democracy.northyorks.gov.uk/committees.aspx?commid=17&meetid=3772> for full report). These are outlined below. In making these recommendations, the IRP has acknowledged that "at this stage it is hard to envisage exactly how much additional work is required of the new Panel and this will be kept under review." However, the IRP has made the recommendations for increases based on the existing demands of the roles undertaken.

- Chair's allowance to increase from 3 to 5 units (to £8,485)
- Vice Chairs' allowance to increase from 1 to 2 units (to £3,394)
- Community Co-opted members' allowance to increase from 0.5 to 1 unit (to £1,697)
- **All other Panel members to receive an allowance of 1 unit - £1,697 payable to all Members.**

- 5.3 The overall annual cost increase of the IRP's recommendations for the Panel on NYCC Special Responsibility Allowances would be **£20,622 (£30,546 to be paid by the County Council for allowances overall)**. The IRP has therefore advised that "whilst not directly within our remit, we acknowledge the potential concerns for North Yorkshire County Council taxpayers if the costs fall on the County Council's budget as lead authority to subsidise the work of the Panel beyond the level of this grant. It may be felt that seeking a contribution from other constituent authorities would be an appropriate way forward."

## Items for consideration

### 6.0 Provision of a Member Allowance

- 6.1 The constituent authorities to the Panel are asked to consider provision of an allowance to their Member on the Panel, in line with the recommendations of the NYCC IRP. It is not considered equitable for the County Council to pay allowances for all of the constituent authorities and therefore it is proposed that if an allowance is to be paid for the constituent authority member, that funding should be sought by the relevant Authority.
- 6.2 While Home Office guidance outlines that Member allowances can be payable from the grant, guidance on this point is also clear that such payments must be kept within the amount of grant provided. Home Office guidance also indicates that Panels must ensure that payment of allowances does not financially restrict their ability to deploy the grant for its main purpose; namely effective local scrutiny of Commissioners. If the current £66k grant were to be deployed for payment of all allowances, the Panel would be left with only £35k to discharge its role effectively which, with the current requirements, would be inadequate.
- 6.2 Following the IRP recommendations a single unit of allowance would be payable to all Members, equating to **£1,697** to each Member for 2019/20. For City of York Council, which has two seats, this would therefore constitute **£3,394** in total per annum, plus an additional allowance for the vice-chair. These allowances could either be paid directly from the local authority to its Member (subject to their own rules and consideration by their IRP), or this could be paid to NYCC and then re-directed through NYCC's payroll, as the authority determines. It is noted that there are special responsibility allowances to be paid for the Chair and Vice-chair, and again it is proposed that contributions for these payments should be made by the relevant constituent authority on the basis that the County Council should not have to find funding for these roles out of its own budget.
- 6.3 Without the above provision for an allowance by the constituent authorities, NYCC will be unable to pay an allowance in line with the IRP recommendations. The total cost of paying for allowances is £30,622. It is envisaged with the current Chairs and Vice-Chairs that the contributions should be as follows (with the same principles being applied if the Chair and Vice-Chairs are appointed from different authorities):

<b>Local authority</b>	<b>Requested Contribution for Members Allowance from constituent Authority</b>
North Yorkshire County Council	£8,485 (Chair) £3,394 (for the combined two Community Panel Members)
City of York Council	£3,394 (Vice Chair) + £1,697 (Panel Member)
Craven District Council	£1,697 (Panel Member)
Hambleton District Council	£3,394 (Vice Chair)
Harrogate Borough Council	£1,697 (Panel Member)
Richmondshire District Council	£1,697 (Panel Member)
Ryedale District Council	£1,697 (Panel Member)
Scarborough Borough Council	£1,697 (Panel Member)
Selby District Council	£1,697 (Panel Member)

## 7.0 Option for a contribution to support the staff resourcing of the Panel

- 7.1 In addition to consideration around the provision of a Member allowance and in view of the increased responsibilities for the Panel and its supporting officers, the Panel would like to ask the Leaders of the constituent authorities to consider contributing towards supporting the resourcing of the Panel.
- 7.2 The potential contributions from the constituent authorities below have been calculated using the funding formula agreed by the constituent authorities in 2012. The Panel Arrangements envisage that such costs are divided between York and North Yorkshire on the basis of population (roughly 25% and 75%) and further that the County Council would pay 50% of the North Yorkshire share and the other 50% is divided amongst the district councils on the basis of their population.

### **Contribution towards additional officer support and training/development for Panel - £20,000**

- 7.3 Based on the current requirements, the Panel requires an additional £20,000 per annum to ensure sustainable and effective support. This would provide for:

- (a) 0.5 FTE additional Panel support with on-costs – c£18,000 (pro rata)  
(c) a discrete training and development budget for the Panel - £2000

TOTAL = £20,000

- 7.4 If a contribution at this level were to be agreed then, applying the funding formula as outlined at 7.2, the individual contributions would be as follows:

Local authority	Recommended contribution (£)
North Yorkshire County Council	7,500
City of York Council	5,000
Craven District Council	693
Hambleton District Council	1115
Harrogate Borough Council	1966
Richmondshire District Council	663
Ryedale District Council	663
Scarborough Borough Council	1330
Selby District Council	1070
<b>TOTAL</b>	<b>20,000</b>

## 8.0 Recommendation

- 8.1 That Leaders consider:

- (a) the provision of an allowance to their constituent Panel Member;
- (b) an annual contribution to the resourcing (staffing and development) of the Panel as outlined in section 7.

### **Councillor Carl Les**

Chair

North Yorkshire Police, Fire and Crime Panel

19<sup>th</sup> June 2019

**Police and Crime Panel Expenditure  
April 2017 to March 2018**

North Yorkshire County Council acts as host authority to the North Yorkshire Police and Crime Panel and as such received £66,180 in grant from the Home Office for the 2017/18 financial year to be able to support the Panel. A breakdown of how the grant was used in this period is outlined below.

<b>Item</b>	<b>Amount spent (£)</b>
Support given to the Panel (staffing) from within North Yorkshire County Council, including: <ul style="list-style-type: none"> <li>- Secretariat and complaints processing</li> <li>- Legal guidance</li> <li>- NYCC Finance team support</li> <li>- Communications (inc web sites, press releases, etc)</li> <li>- Democratic Services support</li> </ul>	54,947.91
Other costs and expenses, including: <ul style="list-style-type: none"> <li>- Panel training and development</li> <li>- Printing costs</li> <li>- Membership subscriptions</li> </ul>	1,385.82
Panel Member expenses	9,846.27
<b>Total</b>	<b>66,180</b>

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