



POLICY AND RESOURCES COMMITTEE

Thursday 17 March 2022 at 6.30 pm

Council Chamber, Ryedale House, Malton

IMPORTANT: The Council fully recognises and respects the role and importance of democratic meetings and is committed to protecting the health and safety of Elected Members and Officers who participate. Risk assessments are undertaken in advance of each meeting, and are reviewed on an ongoing basis.

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For the purpose of public transparency and accountability, the meeting will be live streamed online. The livestream can be accessed here:

<https://www.youtube.com/channel/UCZCvPUsJ0LwMJ9ukDsGf0Hw>

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Agenda

1 **Emergency Evacuation Procedure**

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

2 **Apologies for absence**

3 **Declarations of Interest**

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

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

- 4 **Minutes of the meeting held on 3 February 2022** (Pages 5 - 10)
- 5 **Minutes from the Flood Management Working Party held on 8 February 2022**
(Pages 11 - 14)
- 6 **Minutes from the Local Plan Working Party held on 22 February 2022** (Pages 15 - 20)
- 7 **Minutes from Grants Working Party held on 28 February 2022** (Pages 21 - 24)
- 8 **Urgent Business**
To receive notice of any urgent business which the Chair 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.

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

- 9 **Appointment of Working Parties and Sub-Committees** (To Follow)
- 10 **Contract Renewal - Supply of Liquid Fuel** (Pages 25 - 28)
- 11 **Malton and Norton Infrastructure and Connectivity: Potential Funding Allocations** (Pages 29 - 34)

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

- 12 **Pickering Town CIC - Cycling Hub Proposal** (Pages 35 - 52)
- 13 **Council Performance - Quarter 3 2021-22** (Pages 53 - 78)
- 14 **Timetable of Meetings 2022-2023** (Pages 79 - 82)

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

- 15 **Exempt Information**

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

Item 16 (Housing Debtor Write Offs) as provided by paragraph 1 of Schedule 12A of Section 100A of the Local Government Act 1972, as it contains information relating to an individual.

Item 17 (Directors Pay Clarification) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972, as it relates to the financial or business affairs of any particular person (including the authority holding that information).

Item 18 (Agree the Eligibility Criteria and Proposed Grant Award Levels Under the Additional Restrictions Grant Scheme for January 2022) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972, as it relates to the financial or business affairs of any particular person (including the authority holding that information).

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

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|----|---|-----------------|
| 16 | Housing Benefit Debtor Write Offs | (Pages 83 - 86) |
| 17 | Directors Pay Clarification | (Pages 87 - 90) |
| 18 | Eligibility Criteria and Proposed Grant Award Levels Under the Additional Restrictions Grant Scheme for January 2022 | (Pages 91 - 96) |
| 19 | Any other business that the Chair decides is urgent. | |

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Policy and Resources Committee

Held at Council Chamber, Ryedale House, Malton
on Thursday 3 February 2022

Present

Councillors J Andrews, Arnold, Burr MBE (Vice-Chair), Docwra, Duncan, Frank, Graham, Di Keal (Chair), MacKenzie (Substitute) and Potter (Substitute)

By Invitation of the Chair: Councillor A Clark

Overview & Scrutiny Committee Observers: Councillors Middleton and Garbutt-Moore (virtually)

In Attendance

Beckie Bennett, Lucy Furneaux, Lily Hamilton, Anton Hodge, Kim Robertshaw and Margaret Wallace

Stacey Bulet, Catriona Gatrell, Elizabeth Heath and Phillip Spurr attended virtually.

Minutes

89 **Emergency Evacuation Procedure**

90 **Apologies for absence**

Apologies were received from Councillor Delaney, Cllr Mackenzie substituting.

91 **Declarations of Interest**

There were no declarations of interest.

92 **Minutes of the meeting held on 29 November 2021**

Decision

That the minutes of the Policy and Resources Committee held on 29 November 2021 be approved and signed by the Chair as a correct record.
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Voting Record

Carried by general affirmation

93 **Minutes of the Flood Management Working Party held on 9 December 2021**

The minutes of the Flood Management Working Party held on 9 December 2021 were received.

94 **Minutes of the Livestock Market Working Party held on 19 January 2022**

The minutes of the Livestock Market Working Party held on 19 January 2022 were received.

95 **Urgent Business**

The Chair advised Committee that there was one item of urgent business regarding the Covid-19 Additional Relief Fund (CARF). The fund will be available to support businesses affected by the pandemic who are ineligible for the existing business support linked to business rates which is administered by Local Authorities.

For the purpose of clarity and transparency, the Chair advised the Committee that due to the Government imposed deadline, the item will be presented to the next meeting of Full Council on 17 February 2022 rather than the next Policy & Resources Committee meeting on 17 March 2022.

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

96 **Private Sector Housing Financial Assistance Proposed Policy Revisions**

Considered – report of the Programme Director of Place and Resources

Decision

Policy and Resources Committee:

- (i) Approves the flexible approach to the use of the existing capital budget to ensure that the current array of loan/grants can be utilised more effectively.
- (ii) Approves the increase to the value of the Property Improvement Loan from £7.5K to £15K and Landlord Improvement Grants and Landlord Improvement Loans from £15K to £20K.
- (iii) Approves the increase of the level of the low income threshold from £21K to £30K for the Ryedale Energy Saver Scheme.

Voting Record

Carried by general affirmation

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

97 **Revenue and Capital Budget Monitoring Q3 2021/22**

Considered – report of the Chief Finance Officer (s. 151)

Recommendation to Council

It is recommended that the content of the report is noted.

Voting Record

Carried by general affirmation

98 **Ryedale's Financial Strategy 2022/23**

Considered – report of the Chief Finance Officer (s.151)

Recommendation to Council

It is recommended that Council agree the updated Financial Strategy and in particular:

- (i) To note the Section 25 assurance statement provided by the Chief Finance Officer (s151) regarding the robustness of the estimates and the adequacy of the reserves and the risk assessment detailed in Section 10 of the Strategy
- (ii) To approve a revenue budget of Revenue Budget for 2022/23 of £10,506k, after use of Reserves which includes
 - a. Savings/additional income totalling £82k (Financial Strategy Appendix 4)
 - b. Removal of £787k one-off funding agreed to support COVID in 2021/22, replaced by a further £221k
 - c. Council Plan priorities of £313k, as set out in Appendix 3.
 - d. Other pressures of £1,268k as set out in Appendix 3, which includes £500k for Local Government Reorganisation
- (iii) To approve a council tax charge of £210.53 for a Band D property (note that total Council Tax, Including the County Council, Fire and Police is covered within the separate Council Tax setting report to Full Council)
- (iv) To approve the special expenses amounting to £57,430 (6.20 below)
- (v) To approve the revised Capital Programme (Appendix 6)
- (vi) To note the financial projection for 2022/23 – 2025/26

Voting Record

6 For

4 Against

0 Abstentions

Recorded Vote

For

Councillors J Andrews, Arnold, Burr, Frank, Keal, Potter

Against

Councillors Docwra, Duncan, Graham, Mackenzie

99 **Treasury Management Strategy Statement and Annual Investment Strategy 2022/23**

Considered – report of the Chief Finance Officer (s. 151)

Recommendation to Council

That Council is recommended to approve:

- (i) Members receive this report;
- (ii) The Operational Borrowing Limit for 2022/23 is set at £7m;
- (iii) The Authorised Borrowing Limit for 2022/23 is set at £12.5m;
- (iv) Councillors delegate authority to the Chief Finance Officer to effect movement within the agreed authorised boundary limits for long-term borrowing for 2022/23 onwards.
- (v) Councillors delegate authority to the Chief Finance Officer to effect movement within the agreed operational boundary limits for long-term borrowing for 2022/23 onwards.
- (vi) The treasury management strategy statement 2022/23 be approved.
- (vii) The minimum revenue provision policy statement for 2022/23 be approved.
- (viii) The treasury management investment strategy for 2022/23 be approved.
- (ix) The prudential indicators for 2022/23 which reflect the capital expenditure plans which are affordable, prudent and sustainable be approved.
- (x) The Capital Strategy for 2022/23 be approved

Voting Record

Carried by general affirmation

100 **Report on a Motion Referred from Council: Garden Waste Collection Service**

Considered – report of the Programme Director People and Resources

Recommendation to Council

Policy and Resources Committee recommends that:

- (i) The motion is not supported and that decisions affecting the garden waste service are informed by the new legislation expected under the Environment Act 2021. This will be subject to the outcome of the Department for Environment, Food and Rural Affairs (DEFRA) consultations on the consistency of collections which propose that free garden waste collections are provided by local authorities from 2023/24.
- (ii) There is no change to the current garden waste collection service and the price for the annual licence remains at £38 in 2022/23 (Option 1).

Voting Record

6 For

4 Against

0 Abstentions

Recorded Vote

For

Cllrs J Andrews, Arnold, Burr, Frank, Keal, Potter

Against

Cllrs Docwra, Duncan, Graham, Mackenzie

101 **Report on a Motion Referred from Council: Flood Management - Contribution Towards Yorkshire Water Permanent Solution for Norton**

Considered – report of the Head of Waste and Environment

Recommendation to Council

Policy and Resources Committee recommend that the motion is amended as follows:

To delete:

“We call on Council to commit up to £2.5 million of reserves to contribute to partnership funding a permanent pumping solution for Norton to prevent surface water and sewer flooding occurring when water levels in the River Derwent are high.”

And replace with:

“It is recommended that the Council agrees a contribution towards the Yorkshire Water Permanent Scheme for Norton of 20% of the total scheme costs to a maximum of £152,000 (based on total costs of £760,000). This funding will be allocated within the capital budget for 2022/23.”

Voting Record

Carried by general affirmation

102 **Any other business that the Chair decides is urgent.**

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

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Flood Management Working Party

Held virtually on Tuesday 8 February 2022

Present

Councillors Paul Andrews (Substitute), Cussons MBE, Di Keal (Chair), MacKenzie and Potter

In Attendance

Will Baines, Beckie Bennett and Lily Hamilton and Margaret Wallace

Minutes

35 **Apologies for Absence**

Apologies were received from Councillor Burr, with Councillor P Andrews attending as substitute.

36 **Minutes from the previous FMWP meeting**

The minutes of the previous meeting of the Flood Management Working Party on 9 December 2021 were approved.

Voting record

Agreed by general affirmation

37 **Yorkshire Derwent Catchment Partnership Update**

A written update was provided by Kate Bailey from the Yorkshire Derwent Catchment Partnership on the Wading Birds Project. It was agreed that Kate or a YDCP representative would be invited to a future meeting of the Flood Management Working Party.

38 **Ryevitalise update**

A presentation was delivered by James Caldwell from Ryevitalise.

The presentation covered: the £3.4 million Landscape Partnership Scheme; an overview of catchment pressures; project delivery review; habitat restoration and water quality; conservation agreements; hydrological modelling; natural river measures; INNS control and water level management.

The Working Party thanked James for his interesting presentation, and project updates.

39 **Yorkshire Water update**

The Head of Waste and Environment gave an update from Yorkshire Water on a number of outstanding actions including information on their historical investment in Ryedale, the Malton and Norton Drainage Study and their 50% contribution to replace the pump in Tate Smith in Malton.

It was reported that the expected costs of the permanent pumping solution for Norton will be known by Yorkshire Water by the end of February 2022.

40 **Action Plan updates**

The Head of Waste and Environment updated the Working Party on the completed actions and live actions to date.

The scheduled regular meeting with the Environment Agency had taken place with an update given on work at Normanby, tree clearance work in Malton and Norton and CCTV work recently at Morrisons in Malton to further investigate the current drainage situation. Liaison is taking place with landowners at Pickering Bund, with improvement works to flood defences at Norton Ings planned in consultation with the railway companies later this year.

All action plans will be updated to reflect the latest updates and will be shared with the Working Party.

41 **Dates of future meetings**

The next meeting date for the Flood Management Working Party was agreed as Tuesday 26 April, to be held virtually, with representatives from the Yorkshire Derwent Catchment Partnership and the Vale of Pickering Internal Drainage Board invited to attend.

42 **Any other business**

It was reported that the Head of Waste and Environment had attended a multi-agency meeting on 10 January 2021 arranged by Kirkbymoorside Town Council to discuss a way forward and options for flood mitigation measures for Kirby Mills which is affected by recurring flooding issues. One action to be progressed by Yorkshire Water in partnership with the Council is the production of an information leaflet for distribution to residents affected by flooding to include how to take action to prepare for flooding and details of key contacts.

A series of round table sessions with Yorkshire Water are taking place as part of developing a new strategic planning framework required under the Environment Act 2021 to deliver their 25 year vision including the submission

of a 5 year business plan to Ofwat in 2023 working with stakeholders with an interest in integrated catchment management.

The link to Yorkshire Water's Drainage and Waste Water Management Plan Hub which shares lots of information is provided here:

[yorkshirewater hub drainage and waste water management plan](#)

Thanks were expressed to Rachel Parks, the Waste and Environment graduate who had supported the Working Party who has recently left the Council to take up a new role with Hackney Council.

There being no other business, the meeting closed at 7:50pm.

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Local Plan Working Party

Held as a virtual meeting on Tuesday 22 February 2022 at 6pm

Present

Councillors: Paul Andrews, Frank, Goodrick, Potter and Thackray

In Attendance

Rachael Balmer, Jill Thompson, Matthew Lishman and Lizzie Phippard

Minutes

25 Minutes

Decision

That the minutes of the Local Plan Working Party held on 14th October 2021 be approved and signed as a correct record

Voting Record

3 For

0 Against

1 Abstention

26 Work Programme and Distribution of Development

Local Needs Occupancy (LNO) –

RB: Consultation doc covers interlinked issues but to effectively debate them we're breaking it down into components. This is to look at MTs and SVs and OVs and specific policy choices around LNO and PRC and Dev Limits and other specific policy choices – e.g. self-build – taking place in further meetings. Likely to take place after the current consultation is finished so you can consider all responses together.

Site Selection Method –

RB explained the SSM. Staged process. Stage 1 is initial sieve; relates to size/conformity to settlement hierarchy. Detailed assessments will only take place once settlement hierarchy has been established. It was asked that the Site Selection Methodology be provided as an appendix.

The Consultation is ongoing. We expect to be able to bring to members the full suite of consultation responses before discussing policy choices. The consultation document sets out how the LNO works and runs through the pros and cons of the policy.

Concern about the LNO and lack of public knowledge on this area.

Standard method for housing -

Meeting standard method housing requirement of 184 dwellings, is that using the current governments methodology ahead of the government changing it at some point?

RB: standard method is the government's algorithm approach to identifying housing required in each Local Authority area. White paper has been published and that discusses growth as levelling up agenda; that may well be translated into higher housing requirements, and that will be translated through how the algorithm is changed regarding the standard method. We will have to, in effect, wait and see as to what may happen. It's not ideal. We work business as usual until we receive info that necessitates a different course.

If we chose not to accept changes from government, is it likely that the plan would then fail on inspection?

RB: yes, we would need to follow the government aspirations in relation to meeting the 5 year land supply in line within the levelling up agenda.

If not in line with what the government prescribe we need to understand the consequences. If we fail to meet the new method, this could mean we are back to planning by appeal.

Should not speculate and continue as we are with current legislation for now.

RB: the local plan strategy will remain as the development plan until it is superseded by a plan created by the new authority – within 5 years of the new authority forming. It will continue to have full weight, unless the housing land supply dipped below the five year figure. That being said we have a healthy land supply and significant allocations still to be rolled out.

The levelling up agenda and change to the algorithm would have significant implications for the review of the plan – and could stop it in its tracks effectively – if the levelling up of housing is that significantly different. That's the big unknown.

Moving on to consultation responses- focused on development limits and LNO

We used to have a design statement – which dealt with design/heritage desire for Ryedale. Lots of ref to environmental things people would like to see in housing. I.e. solar panels, electric cars, etc. whether or not we could have a design statement and this would help?

Second thing was not having service villages per say but having clusters of villages with shared services.

Thirdly, specifically a way of allowing for natural growth in smaller settlements. The LNO is not actually a big part of the consultation, but doesn't think it should remain in its current form.

The LNO is preventing development happening in small clusters in the small villages. So some development we could look at smaller villages – as long as there is enough infrastructure, but this is unlikely to be possible with the LNO in place.

Still problem with primary residence, it is not encouraging more second homes. But it is not stopping places becoming commuter belts. Everyone wants to talk about sustainable development, but they don't seem to know much about it. Noted the comments from Hovingham estate / Savills which state sustainable development motivations, which is promising and covers important stuff. Encouraging dev in villages, will not be affordable. And therefore to make it affordable for local people it would need to be social housing as otherwise they wouldn't be able to afford to live there anyway.

Put forward concept of small village's clusters. Cluster of dwellings/villages help support each other. Community building element to building village clusters that could help to create a cohesive way to develop. Develop in villages is really helpful to build community and self-sufficient infrastructure in those places.

Commuter villages – there is undoubtedly going to be some as there is not the employment locally. But many people are now working from home. We are not commuter villages as we are working from home a lot more. And so instead, we can make villages more vibrant communities. Also must consider pupil premium, we need to make sure we keep our rural schools stay open to avoid creating issues with having to send those kids to school further afield – creating commuting issues. How can we enforce primary residence only?

Condition on planning consent that will remain on the local land charge, visible when a house is brought/sold. Some may disregard, but some may actually obey the law. This consultation has thrown up a number of ideas – we have given our feedback, on the basis of the document we have read.

JT: what we are doing here is summaries the response we have had so far. We need to sit these responses with the evidence (technical evidence) – we will draw together the tech evidence as we make recommendations to members.

Cllr Andrews: Action: Please send any other suggestions to the officers based on the responses received so far.

The development limits of the villages are not incorporated on to the maps. Is there are lots of available land within the village envelopes, this land should be assessed.

RB: we do assess the sites against the development limits – they broadly do correspond to the existing build out settlement of the village. We will be assess in terms of their proximity to the dev limits.

JT: most if not all sites are outside the dev limits.

Development limits were set so tightly and so long ago that most things are going to be outside dev limits. But we need to look at whether it is sustainable to look outside the limits. And if government suddenly decide to double our housing limits we need to make sure we have properly look at the sites that have come forward.

We must stick to the current regulations and standard method as it is.

Given that most sites are outside the dev limits, technically these are in open countryside and there subject to LNO?

RB: the allocations would likely be in open countryside, but they would not be subject to LNO as any allocation would then be forming part of our housing delivery.

JT: making the allocations become the new dev limits. That's how we manage growth.

Expanding dev limits like this is very unfair, little developers are still stung by LNO.

The dev limits are unsustainable because they are so old, and the LNO makes them even more unsustainable. Feels most members would probably agree.

Given the figures required by the government, it appears we have no choice but to expand the development limits.

27

Discussion around service village sites submitted

Cllr Andrews: before RB takes us through the maps of Service Villages, I want to make an initial point. We are not making decisions tonight – we are just looking at the sites at the moment. Let's look at the plans.

RB: just want to take Members through the site assessment process first for context –this document will be sent out to members in due course.

This methodology is similar to what we used for the sites allocation previously. But we have updated our SA to be in line with our current environment aspirations. The SA process provides an initial sift of sites through Distribution of Development, site size, biodiversity risk, Flood Risk etc. The methodology works in such a way that, if sites are raising issues in the first stage and are seen as red flags they will then proceed to stage 2. Some of the factors you have been discussing tonight relate to these issues in the methodology site selection. A key aspect is the settlement hierarchy.

The first stage of assessment looks at accessibility, services/facilities, employment areas etc – also could there be neighbouring services.

Then flood risk – the sequential test and undertaking Highway assessment.

Third element of SA process: Biodiversity, geodiversity, special quality landscape and setting, culture and heritage consider greenhouse gas and renewal energy, Sustainable building and waste reductions, Efficient use of land natural resources, Amenity , flood risk in detail, Considerations around community need service and facility and housing need and creating a strong economy.

Councillor Andrews as chair asked for the sites and the site assessment process to be provided as an appendix to the minutes. To conclude I would like to suggest we create an appendix, not in great detail but brief comments from each member and Officers made against various sites. Not to make decisions or recommendations but to capture general points and discussions.

Members viewed and discussed the site submissions for Service Villages.

28 **Any other business**

Members were made aware of the anticipated submission of a collection of sites from Castle Howard.

Action: Members to come back to Officers within a week with comments (agreed) on the consultants brief when it is prepared (meeting on the 1st March).

Date of next meeting – Wednesday 9th March.

Date of further meeting Tuesday 29th March. Both 6pm starts.

Meeting closed: 20:36

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Grants Working Party

Held Via MS Teams
on Monday 28 February 2022

Present

Councillors Joy Andrews, Arnold (Chair), Garbutt Moore, Di Keal and King

In Attendance

Alan Bardet, Cllr Frank and Bridget Skaife

Minutes

19 **Apologies for Absence**

20 **Minutes from the previous meeting**

The minutes from the meeting held on 20 October 2021 were approved.

21 **Urgent Business**

There was no urgent business.

22 **Declarations of Interest**

Cllr Arnold declared a personal, non-percunairy, non-prejudicial interest as a Previous fundraiser for Helmsley Walled Gardens.

23 **Exempt Information**

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

24 **Community Grant Applications**

Recommendation

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

Annex 1 (Community Grant Applications)

25 **Pickering Preschool Playgroup update**

Recommendation

That the Policy and Resources Committee approve the final payment of £977.50 be paid to Pickering Preschool Playgroup (Application CG144) as soon as it is required.

26 Community Grants Timetable 2022/23

Members noted the timetable for grant applications in 2022/23.

Members also discussed whether a change in the criteria for grants should be considered bearing in mind the increase in funds available for the next year.

It was discussed whether Town and Parish Councils could apply for grants.

A possible special meeting of the working party was suggested for before the next grant deadline to decide on any changes. A date is to be confirmed as soon as possible.

27 Any other business that the Chairman decides is urgent

There being no other business, the meeting closed at 5:30pm

Recipient	Grant Reference	Total Project Cost	Amount Requested	Percentage	Amount Recommended	Percentage
Helmsley Walled Garden – Beyond the Secret Gardent	CG147	£20,144	£5,000	24.8%	£5,000	24.8%

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES
DATE:	17 MARCH 2022
REPORT OF THE:	PROGRAMME DIRECTOR PEOPLE AND RESOURCES MARGARET WALLACE
TITLE OF REPORT:	CONTRACT RENEWAL – SUPPLY OF LIQUID FUEL
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to seek retrospective approval of:-

- (i) expenditure for the supply of liquid fuel for the Council's vehicle fleet from existing budgets and
- (ii) a since completed contract and the continuation of an existing contract (together 'the Contracts') for the supply of liquid fuel which has been procured through a compliant framework via the Yorkshire Purchasing Organisation (YPO) in order to ensure compliance with the appropriate internal process and correct internal governance and procedure

1.2 As required under the Contract Procedure Rules authorisation is required from committee as the value of each of the Contracts over their respective term exceeded £50,000.

2.0 RECOMMENDATION

2.1 It is recommended that:

- (i) Retrospective approval of the annual spend ranging from £233,000 to £277,400 from existing budgets for a 4 year period covering from 27 November 2019 to 26 November 2023 is granted for the supply of fuel for the Council's vehicle fleet; and
- (ii) Retrospective approval of the Council entering into the Contracts is given

3.0 REASON FOR RECOMMENDATIONS

3.1 As required under Financial Regulation 13.9, authorisation is required from committee as the value of each of the Contracts over their respective term exceeds £50,000.

3.2 This is a retrospective approval for the Contracts from an existing compliant framework covering a 4 year period from 27 November 2019 to 26 November 2023. Due to staff changes prior approval of the budgetary spend detailed in 2.1 (i) and approval of the Contracts was not possible.

3.3 The recommendation to approve the funding for the Contracts for the supply of liquid fuel is within existing approved budgets. There is an element of tolerance built into the same Contracts due to potential fluctuations in pricing which is particularly pertinent currently and a 20% provision has been made in the 2022/23 budgets to reflect this.

4.0 SIGNIFICANT RISKS

4.1 Ensuring financial regulations are complied with reduces the risk of any challenge to the procurement process.

4.2 Retrospective approval of the Contracts ensures continued supply of liquid fuel via a compliant route which is critical to the delivery of essential services to the public.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 The recommendations support the Council's priority as an innovative and enterprising Council securing value for money:

- Maintaining strong finances into the future by delivering customer-focussed and cost-effective core services
- Driving service improvements and monitoring the effectiveness of our contracts and commissioned services

6.0 REPORT DETAILS

6.1 The Council has historically procured liquid fuel for the vehicle fleet through the Yorkshire Purchasing Organisation (YPO).

6.2 A new call-off covering the remaining 2 year period of the framework from 27 November 2021 to 26 November 2023 has been made effectively continuing an existing contract which has been procured through a compliant framework.

6.3 It has recently come to light following staff changes at the Council that retrospective approval for the Contracts and confirmed budgetary spend is required to ensure the appropriate internal process and correct governance arrangements have been adhered to.

6.4 In accordance with the Council's financial regulations, financial standing orders and contract procedure rules committee approval is required to enter into new contract agreements where contract values exceed £50,000. No additional funding is required as the costs for the supply of liquid fuel are included in existing budgets.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

There is existing budget provision for liquid fuel. The 2021/22 annual budget for liquid fuel is £233,000 and the budget for 2022/23 has been increased to £277,400 to reflect forecast fuel price increases of 20%.

b) Legal

It is advised that the current call off contract is executed promptly and all necessary retrospective approvals are put in place as soon as possible to avoid any potential legal and/or compliance and governance implications.

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

There are no other implications arising directly from this decision request. Health and safety, staffing and equalities implications are considered as part of the procurement process.

Margaret Wallace
Programme Director People and Resources

Author: **Beckie Bennett, Head of Waste and Environment**
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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	17 MARCH 2022
REPORT OF THE:	PROGRAMME DIRECTOR – PLACE AND RESOURCES PHILLIP SPURR
TITLE OF REPORT:	MALTON AND NORTON INFRASTRUCTURE AND CONNECTIVITY: POTENTIAL FUNDING ALLOCATIONS
WARDS AFFECTED:	AMOTHERBY, DERWENT, MALTON, NORTON EAST & WEST (DIRECTLY); OTHER WARDS (INDIRECTLY)

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To propose an efficient and proportionate approval process for the allocation of allocated infrastructure and connectivity funding in order to support the effective delivery of interventions during 2022/2023.

2.0 RECOMMENDATIONS

- 2.1 In relation to the remaining funding allocation, previously approved by Council for this area of work, it is recommended that Members grant delegated authority to the Programme Director – Place and Resources, in consultation with the S.151 Officer and the Chair of Policy and Resources Committee:
- a. to authorise appropriate allocations of funding not exceeding £50,000 towards each of the projects identified in 6.3 (subject to the provision of a project business case);
 - b. to authorise appropriate allocations of funding (subject to the provision of a business case) and subsequent contracting and expenditure for each of the following (in the event that contributions exceeding £50,000 are required):
 - i. the Swinton – Malton ‘Path for Everyone’ project; and
 - ii. A64 Broughton Road junction project development work.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To ensure that the approval process is efficient and proportionate to the scale of proposals being considered and that projects / interventions can be implemented with minimal delay. This is particularly important having regard to the limited time remaining prior to Local Government Reorganisation and the need to ensure efficient use of Officer and Member resources, given the number of competing priorities being progressed in parallel with this work.

4.0 SIGNIFICANT RISKS

- 4.1 It is recognised that Members expressed concern about the delegated authority previously sought due to the risk of reduced political scrutiny of potentially significant funding allocations. Officers have sought to address these concerns via alternative delegated authority proposals and providing initial outlines of the initiatives proposed.
- 4.2 There are not considered to be any other significant risks associated with the recommendations of this report.
- 4.3 Should the recommendation not be approved, however, full details of each individual project (no matter the scale or cost involved) would need to be reported to, and approved, by Committee – potentially involving several further reports. This process can take several months, with each report requiring a significant amount of Officer time: resulting in less Officer time available for allocating funding and managing the programme of projects, in the time remaining prior to Local Government Reorganisation. This could result in an inability to utilise the remaining budget for the purpose originally identified.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 Council Plan priorities:
- Our Economy
 - Improving our road and rail connectivity to unlock economic growth
 - Working with partners to improve the A64, integrated public transport connections and station facilities
 - Supporting measures to cut congestion and improve traffic flow in our market towns
 - Our Communities
 - Working with partners to ensure a fair share of infrastructure investment
 - Championing sustainable public services that continue to meet the specific needs of Ryedale's communities
 - Our Environment
 - Improving air quality in our market towns by working with partners to tackle congestion and promote sustainable transport and commerce
 - Promoting sustainable transport by opening cycle routes and identifying new ways to link our communities in sustainable ways
- 5.2 Further details regarding the Council's Climate Change Emergency declaration; Local Air Quality Management Area; and consultations undertaken in relation to this area of work are detailed in the 11 November 2021 Policy and Resources Committee report.

REPORT

6.0 REPORT DETAILS

Background

- 6.1 The background to this report is set out in the report to Policy and Resources Committee on 11 November 2021. This followed on from a previous report to Policy and Resources Committee on 24 Sept 2020, and Council on 03 December 2020, which made an allocation of £450k (£350k capital and £100k revenue) towards the development and delivery of identified infrastructure and connectivity schemes.

Proposed allocation of funding

- 6.2 To date, £166k of the above allocation has been approved (to upgrade Butcher Corner traffic lights), with the remaining £184k (capital) and £100k (revenue) yet to be allocated to specific projects.
- 6.3 In consultation with colleagues at NYCC, officers continue to discuss potential proposals to which funding allocations could productively be made. The projects listed below are those that may be deliverable prior to the end of 2022/23:

B - Behaviour change: a Publicity & Communications programme to encourage a reduction in the use of private cars in the towns and to promote active, sustainable, or public transport alternatives

D - Improved Walking & Cycling Links

- *Adjustments to the kerb build-out / pedestrian crossing point on Horsemarket Road, Malton*
- *Detailed project development for prioritised cycling / walking corridors (following completion of Local Cycling & Walking Infrastructure Plan - Phase 2)*
- *Implementation of Swinton – Malton ‘Path for Everyone’*

E - Car Parking: Improved signage to car parks

I (& C & H) - Second Rail Platform & Bridge & Forecourt / Interchange at Malton Rail Station:

- *contribution to initial feasibility work for Levelling Up Fund Bid*
- *contribution towards Full Business Case for implementation*

J - A64 junction at Broughton Road: contribution towards project development

[NB the letters above refer to the interventions highlighted in the Preferred Package of measures from the Infrastructure and Connectivity Report – see background paper below]

- 6.4 Further work is required to establish specific details of the proposals and funding required, however, the majority are small-scale interventions, expected to require an RDC contribution below £50k. In reality it is expected that the majority will be significantly below this amount and officers will seek to ensure the best value for money for each proposal.
- 6.5 Given the constraints of timescales of Local Government Reorganisation, limited staff resources to progress the work, and the various competing priorities / projects being progressed in parallel with this work, it is not considered practicable or proportionate to submit multiple reports to Committee seeking formal budget allocation for each of the above interventions as details for each become available. As such Officers

propose a revised Delegated Approval process for RDC allocations of up to £50k. This value has been selected as it ties in with the maximum contract value that the Chair of the appropriate Committee can authorise in accordance with Contract Procedure Rules.

6.6 Any projects not identified in 6.3 above would be the subject of a further report to Committee and it is proposed that these would be dealt with in a similar way.

6.7 Two of the above proposals, however, may require a contribution exceeding £50k from RDC and are outlined below:

6.8 *Implementation of Swinton – Malton ‘Path for Everyone’*

6.9 This proposal would form part of a longer term project for a Hovingham – Malton ‘Path for Everyone’ (see link provided under Background Papers for details) providing a multi-user route greatly improving accessibility for walkers, wheelchair users, cyclists and horse riders. Ryedale Cycle Forum and community volunteers have already done a lot of work to develop detailed designs for a section of the route between Swinton and Malton. A notional cost of £300k is assumed and will require fundraising and grant applications to secure funding for implementation. A significant contribution from RDC would act as vital seed funding to ensure the project’s success.

6.10 The project covers part of the ‘Amotherby Strategic Route’ as identified in the Malton & Norton Cycling and Walking Infrastructure Plan (approved by NYCC, November 2021) and will provide the following benefits:

- significant and long-awaited improvements to the safety of pedestrians and cyclists on this section of the route,
- encourage greater adoption of more active and sustainable modes of travel,
- contributing to reduced numbers of local journeys undertaken by car,
- contribute towards improved air quality in the towns.

6.11 Any contribution would be subject to:

- confirming delivery arrangements,
- confirming project costs and an appropriate RDC contribution,
- securing the remaining funding,
- negotiations with landowners to secure agreement for an alternative route for a section where the existing footpath is too narrow.

6.12 *A64 Junction at Broughton Road – contribution to project development*

6.13 NYCC have appointed consultants to progress further development work on proposals to upgrade the A64 Musley Bank junction to enable ‘all direction movements’. Whilst NYCC are also committed to supporting project development for a new A64 Broughton Road junction, there is currently no budget allocation to progress this work.

6.14 This work would develop proposals and business case for a new junction. At this stage the scope and cost of work required is not clear and is subject to further discussions with National Highways (a notional cost of £100k is suggested). A significant contribution from RDC would increase the chances of NYCC committing their own funding to progress the scheme: helping to ensure the work progresses and, crucially, that it progresses *in parallel* with work already commissioned for Musley Bank. Without such a contribution it is not clear when NYCC might be able to fund the work.

6.15 Whilst this work will not result in immediate improvements to congestion or air quality within Malton / Norton, it is clear that alternative and more appropriate routes to and

from the A64 are required in order to remove significant volumes of traffic from the towns (particularly in the AQMA / Butcher Corner and Pasture Lane / Highfield Road).

- 6.16 Construction of the new junction (as with upgrading the Musley Bank junction) will require major investment and take many years to achieve. An RDC contribution to project development costs could, however, bring this prospect a significant step closer.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) *Financial* - The recommended approvals are from within the existing budget and so there are no new financial implications.
- b) *Legal* - The Council has a duty to fulfil its obligations under Part IV of the Environment Act 1995 Local Air Quality Management and continues to meet these obligations through joint work with NYCC. There are not considered to be any other significant legal implications of the recommendations set out in this report – although legal agreements may be required on specific projects as project development progresses.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)

Environmental & Climate Change: All projects are expected to have positive environmental impacts: by encouraging more use of active, sustainable and/or public transport and/or helping reduce numbers of vehicle journeys through the town centres.

Equalities: All projects are expected to have positive benefits in terms of equalities as they will be designed to improve accessibility for all.

No other implications have been identified.

Phillip Spurr
Programme Director – Place and Resources

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Background Papers are available for inspection at:

- [Report to Policy and Resources Committee on 11 November 2021 \(see **ITEM 10**\)](#)
- [Malton & Norton Infrastructure and Connectivity Improvements Study Executive Summary \(Appendix\)](#)
- [Malton & Norton Local Cycling and Walking Infrastructure Plan](#)
- [Hovingham – Malton Path for Everyone Update \(Dec 2021\)](#)

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	17 MARCH 2022
REPORT OF THE:	PROGRAMME DIRECTOR FOR PLACE AND RESOURCES PHILLIP SPURR
TITLE OF REPORT:	PICKERING TOWN COMMUNITY INTEREST COMPANY GRANT REQUEST
WARDS AFFECTED:	PICKERING

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To secure approval from Policy and Resources on a grant allocation request from Pickering Town Community Interest Company (PTCIC) for funding the development and promotion of cycling and active outdoors related activity in Pickering.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that:

- (i) Policy and Resources recommends to council that it gives approval for funding of £175,000 to fund works outlined in section 6.12, subject to overview of detailed plans, with delegated authority given to the Programme Director to release the funds, in consultation with the chair of Policy and Resources Committee.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 The grant request is to support cycling and active outdoors development and promotion activity in Pickering as part of a programme of projects to improve and maintain existing cycling infrastructure, enhance public access to these facilities and support further developments outlined in the CIC's business plan. The works outlined would provide a sound investment for community use in Pickering, and seek to utilise funds originally allocated for community use in Pickering by the Policy & Resources committee on 18 March 2021.
- 3.2 Approval of the funding and implementation of the project will enhance the cycling provision for residents and tourists, encouraging greater uptake of physical activity with consequent improvements to public health. It is also likely to contribute towards reduced congestion and carbon emissions and therefore have a positive impact in

relation to climate change.

- 3.3 A large number of businesses in Pickering and its environs paid for membership of Welcome to Yorkshire. With the recent demise of this organisation, there is an opportunity to support a locally focused organisation that can attract local business funding for the purposes of promoting the town.

4.0 SIGNIFICANT RISKS

- 4.1 Pickering Town Community Interest Company's directors regard the works outlined in this report as a key aspect of the development of their business plan and to stimulate recovery for Pickering post-Covid. The CIC seeks funding from RDC to support these developments which they anticipate will be instrumental as part of the recovery of Pickering and help establish the town as a regional hub for outdoors activities. Without agreement of financial support there is concern that they will not be able to progress with the developments set out in the business plan and the opportunity this presents for Pickering.
- 4.2 This funding request is deemed essential to kick start activity and encourage further funding from other stakeholders, including Pickering Town Council, who have committed funding to developing the path between Newbridge Park and the Community Park. There is a substantial risk that if the project doesn't receive RDC support then other partners won't commit match funding or the management and or provision of activity contained within the CIC's business plan. Financial support would help unlock private sector income from businesses, whom due to the collapse of the towns business group (Pickering in Business), are currently not investing in the marketing or promotion of Pickering as a visitor destination.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 From April 2021, Pickering Town CIC members have met every fortnight with support from the Tourism & Development Officer to explore the current provision and opportunities that development of activity to support the outdoors sector would provide to Pickering and the wider Ryedale District with the facilities being accessible to all. The CIC membership consists of one Ryedale District Councillor, two Pickering Town Councillors, two private sector business representatives and one further Pickering resident.
- 5.2 Pickering Town CIC has developed a business plan for implementation on receipt of streams of funding (Appendix 1).
- 5.3 The Council Plan 2020-2024 and the Destination Development Plan 2020-23 highlight the ambition to support Ryedale's market towns and develop the outdoors activity sector. Investment in the activities outlined would support that aim and widen opportunities for business and tourism development as well as strengthening the District as a sustainable place to visit, also a key component of the Council's Climate Change Action Plan. The recent development of the Malton and Pickering cycle route also supports the foundations of developing this activity.
- 5.4 The project is fully in accordance with the recommendations outlined in the Councils Scrutiny Review into Climate Change as adopted by Council (11 April 2019) and in particular recommendation under 3d "Foster the use of alternatives to fossil fuels for travel through promotion of public transport, walking and cycling."

REPORT

6.0 REPORT DETAILS

- 6.1 Pickering town CIC (“PTCIC”) was established in 2021 in order to promote Pickering for the local community. The CIC comprises of personnel from a range of backgrounds who have experience in multidisciplinary business leadership roles, roles in the community and within the public sector and have shared aims on how the town could be developed for the benefit of the community.
- 6.2 At a meeting of Pickering Town Council on 6th April 2021, the council resolved that it is supportive of this initiative (PTCIC) and would like to appoint two members of the council as its representatives on a group to submit a bid for funding, and that other members of the council who wished to be involved in this project outside of this formal representation should be allowed to do this. The council appointed Councillor Lovejoy and Councillor Steadman as its representatives.
- 6.3 With the assistance of RDC, PTCIC applied for funds from the Community Renewal Fund to develop the activity set out in this report. Unfortunately, this bid was unsuccessful. PTCIC are also looking to raise funds from other organisations as well as RDC.
- 6.4 The projects that PTCIC are particularly focused on for RDC capital funding are relating to the Newbridge Park cycling area and the Welcome to Pickering website and social media sites relating to Welcome to Pickering. Numerous businesses in Pickering paid for membership of Welcome to Yorkshire. With the demise of this organisation, there is an opportunity to ‘fill the gap’ with a locally focused organisation that can attract local business funding.
- 6.5 The CIC have produced a business plan containing a series of aspirations including:
- ‘Development’ – new cycling infrastructure, visitor interpretation, and footpaths
 - ‘Maintenance’ - continuation of management of existing and new assets delivered as part of the project, and
 - ‘The Community’ – engagement within the local community to ensure the assets are utilised, promoted and benefits spread - i.e. creation of a carbon free ‘last mile’ transportation concept.
- 6.6 The following progress has been made and developments are continuing. These include:
- Establishment of the CIC and recruitment of a number of directors to the board with a range of expertise.
 - Development of a business plan to source funding from relevant bodies
 - Recently, the Pickering in Business group has been wound up and accordingly there are no other groups particularly focused on initiatives for the community in Pickering. As a result of Pickering in Business being wound up they have transferred the Welcome to Pickering website to PTCIC. PTCIC want to refresh this website and ensure that it is fit for purpose for both local information for the community as well as to attract more tourism to the area and promote local businesses.
- 6.7 Pickering Town CIC is being supported by RDC’s Tourism and Development Officer who is working with the committee to help identify opportunities, develop activity and avenues of funding. This has included to date:

- introductions to funding providers and opportunities
- development and submission of a Community Renewal Funding application to North Yorkshire County Council to support cycling activity via revenue funding, which although was unsuccessful has led to wider discussions around developing a business plan.

Pickering Town Community Interest Company Business Plan:

- 6.8 A business plan has been developed to provide a strategic framework for establishing Pickering as Yorkshire’s cycling hub, to provide additional/improved facilities to both Pickering residents and visitors.

Initially the focus was an application for £261,000 from the UK Community Renewal Fund (“CRF”). The CRF bid was encouraged and supported by our local MP as well as the York & North Yorkshire Local Enterprise Partnership. Unfortunately that application was unsuccessful therefore funding is now being sought from Ryedale District Council.

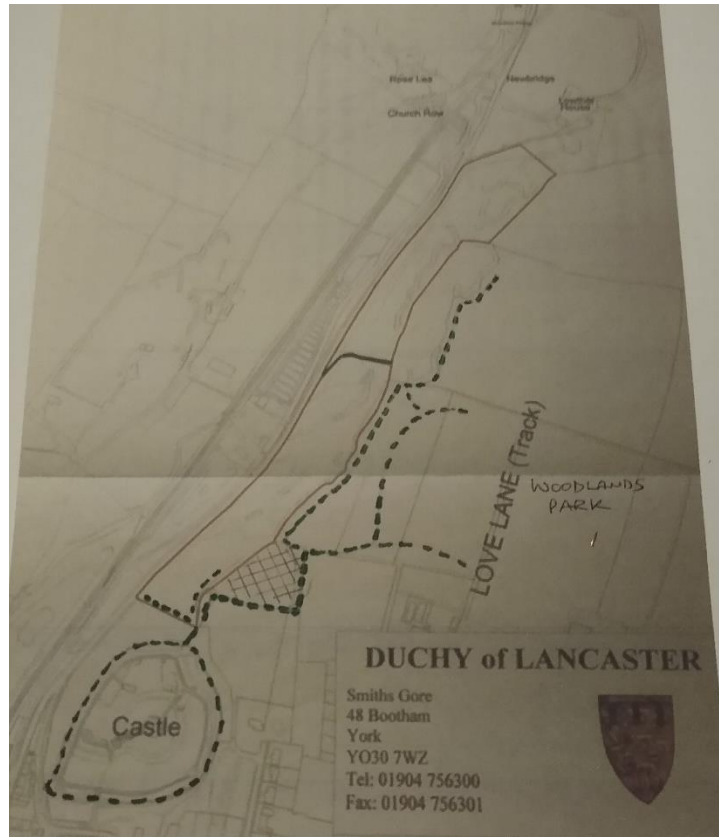
- 6.9 The Business Plan programme will deliver eight key ambitious objectives for the next ten years. This includes:

- Build an ambitious vision as ‘Yorkshire’s Cycling Hub ‘to unite the town and deliver a sustainable commitment towards harnessing active travel within the local community, businesses and landowners.
- Re-invigorate the town centre as the base and location for cyclists and families creating a café culture to stimulate new opportunities within the town centre.
- Connect local communities through safe cycling routes, promoting active travel and associated health and carbon reduction benefits.
- Innovate both through a unique digital mapping app and through feasibility studies to create integrated opportunities with local tourism assets such as the North Yorkshire Moors Railway.
- Invest in existing local cycling assets i.e. Newbridge Park to take it from something good to something great
- Incorporate links between Newbridge Park and the Community Park to improve access to both
- Train and provide access to local cycling guides who may also provide cycling proficiency lessons
- Encourage third parties to provide access to rental bikes/equipment to support the growing interest in wellness tourism post pandemic.

- 6.10 To the rear of Pickering Castle is the area known as Newbridge Park which is owned by the Duchy of Lancaster and leased to Newbridge Park Ltd. This has been a very successful off-road cycling area for the local community particularly for young people and is an excellent facility for Pickering. Residents and visitors can enjoy mountain biking, walking or picnicking in a wonderful woodland setting right on the edge of the town.

There are mountain bike cross-country trails and a skills park, footpaths and a family picnic area in the formerly neglected woodland. Locals and visitors can enjoy family walks in a wonderful woodland setting and a long term woodland management plan aims to reintroduce native species.

Plan showing location and size of Newbridge Park (Solid line area also showing footpaths)



For detailed information re Newbridge Park please refer to its website <http://www.newbridgepark.co.uk/>

Newbridge Park Ltd is a company limited by guarantee and has five directors, however the committee are looking to relinquish their responsibility of the land due to other commitments. In order to ensure that this community facility can be maintained and restored as well as improved PTCIC is looking to take over the area if it can ensure that it can raise the capital funding required to do so. The area is currently leased from the Duchy of Lancaster and access to the area is through woodland paths, and the intention would be to reassign the lease.

If the funding allocation were to be successful PTCIC will enter into discussions with the Duchy of Lancaster estate on the transfer of the lease from Newbridge Park Ltd and would become the leaseholder over a new 10 year term. At the end of the term the lease would be reviewed with regards to continuation. If Newbridge Park Ltd ceases to operate and the land not be maintained, the land must be returned to its original condition, ultimately meaning the asset would be lost as a community asset. A significant amount of work has been undertaken at Newbridge Park to provide mountain biking and walking routes in a scenic environment.

6.11 The Business Plan has been developed to strategically consider all aspects of activity and its potential but is realistic in its ambitions. The open willingness to work with partners and explore opportunities demonstrates a strong strategic direction for the project.

6.12 **Grant Request:**

The Business Plan identifies areas for capital improvements which would improve the facilities and appeal of Pickering as an outdoors activity hub. The areas identified for

improvements are:

- **Newbridge Park**

The capital funding required for Newbridge Park includes the following costs which have been sought from quotes from current stakeholders:

- Management of mature trees in the area to ensure that the area is safe for purpose – (£15,000)
- Improving the cycling tracks which have been worn over many years – (£13,000)
- Adding a pump skills track for younger riders in the area (a looped sequence of rollers and berms (swoopy, banked turns) for bike riders) - £TBC
- Lease costs for 10 years to Duchy Of Lancaster for the Newbridge Park site – (£5,000)
- Insurance costs for 10 years re Liability insurance for the area – (£7,000)
- New signage between the town, Newbridge Park and the Community Park– (£2,500)
- Bike maintenance station – (£1,500)
- PR & website (£5,000)

An additional element of this project is to link Newbridge Park to the Pickering Town Community Park.

At present there is a very poor woodland path which is quite difficult to negotiate which links Newbridge Park to the Community Park. Given the number of families and young people who now access the Community Park, which is expected to increase with additional facilities being proposed by Pickering Town Council, including an outdoor gym and skateboard park, it is felt that having a quality safe off-road link between Newbridge Park and the Community Park would provide an improved and safer access to encourage use of both facilities for residents and visitors. Currently access to the Community Park requires a walk along Whitby Road which is a busy road and hence not friendly for walkers, cyclists and people with pushchairs or wheelchairs. Other alternatives are to walk through a housing estate and access via Love Lane.

In order to provide the link between Newbridge Park and the Community Park a small strip of land of about 150m would need to be acquired from two private owners so that the existing footpath can be made both wider and safer to enable people to do this link on foot and/or with pushchairs and bicycles.

This new improved link would enable people to come up through Pickering town along Castlegate to Pickering Castle and then using the footpaths that circumnavigate the castle get to the junction whereby they could go up through the woods to the Community Park or along to Newbridge Park. A safer and more attractive option than the other routes that access the Community Park. *As of 21 February 2022, Pickering Town Council have committed to funding and managing this aspect of activity with a view to utilising Community Levy Infrastructure funding.*

To complement activity at Newbridge Park additional activity would be undertaken to boost the profile of Pickering as a destination for active outdoors activity:

- Pickering – The Great Outdoors website and associated digital marketing to improve the profile of the destination of Pickering and attract visitors to the area– (£24,250)
- 10 secure bike stands at key locations within Pickering to support active travel and complement cycling route developments including Malton – Pickering and the

North York Moors Cycle Way– (£30,000)

- 100 charging units for e-bikes available to businesses to support the growing trend of ebikes and facilitate multi-generation family friendly cycling groups– (£15,000)
- Training cycle guides/teachers on cycle maintenance – (£15,000)
- Setup staff costs to deliver all activity, to include one project manager to manage the funding allocation and delivery of the activity on an 18 month fixed term contract. Flexible working arrangements to include office base or home – (£50,000).

Total identified costs amount to £183,250.

6.13 The aforementioned objectives would deliver the following outputs:

- Building an ambitious vision as ‘Yorkshire’s Cycling Hub’
- Creation of a dedicated online presence and new material to promote the area as a cycling hub.
- Launch Pickering Town Community Interest Company to drive community ownership of the vision and ambitions.
- Reinvigorating the town centre.
 - Create a new opportunity for third parties to provide rental bikes, for both able and disabled cyclists.
 - Stimulate town centre collaboration
 - Secure cycle racks
 - Maintenance/E-bike charging points for bicycles
 - Improved signage for cyclists and tourists generally
 - Establishing a cycling friendly code for local businesses
 - Supporting carbon neutral or even carbon negative active tourism with related health benefits.
- Connecting local communities
 - Mapping and promoting safe cycling routes between rural villages, towns and attractions
 - Leverage the Pickering to Malton cycle route creating a link between Yorkshire’s Food Capital and Yorkshire’s Cycling Hub
 - Create formal links to local cycle areas such as Newbridge Park and Dalby Forest
 - Provide new skills and employment opportunities by training cycle guides
 - Measuring and monitoring air quality
 - Sustainable tourism supporting the economies of Pickering and surrounding villages
 - Work with NYCC Highways department to explore opportunities for new and improved safe cycle routes
 - Securing the operation of Newbridge Park and associated recreation opportunities the site presents to the community of Pickering and it’s visitors
- Innovating through digital and feasibility studies
 - Develop a specialist digital mapping system that provides a clear digital, interactive map of Pickering and surroundings with easy-to-use navigation systems and search facility. Allowing a search as specific as “30-minute walks from here” or “cafe”. Instant information would be overlaid on top of the interactive map allowing for every business/event organiser to upload and maintain information
 - Conduct feasibility studies to explore new/improved cycle lanes such as links to local villages using old railway lines
 - Undertake a feasibility study to explore opportunities to create one-way cycle

friendly public transport tickets to create exciting new routes accessible to less experienced cyclists. E.g. with North Yorkshire Moors Railway one-way ticket to Grosmont and cycle back

Activities in the grant request and business plan are all aimed at improving access to a much needed public space, amenities and the profile of the destination of Pickering. Activity has been determined based in particular on the response to resident consultations undertaken by Ryedale District Council and Pickering Town Council over the last three years in relation to improvements residents would like to see to improve the town. Both a Ryedale District Council Place Standards consultation activity carried out in 2019 and a more recent survey undertaken by the Town Council in June of 2021 asked young people aged 10-16 what facilities they wanted to see in Pickering and access to outdoors recreation facilities came out as a priority.

Investment in this project will support the aims of Ryedale District Council's Plan 2020-24 under the following strands:

- Promoting health and wellbeing for all by offering leisure facilities and access to physical activity.
 - Promotion of the Ryedale's market towns and the area for active recreation.
 - Improving air quality in our market towns by tackling congestion and promoting sustainable transport and commerce.
 - Opening cycle and walking routes and identifying new ways to link our communities in sustainable ways.
 - Supplement activity set out in the Destination Development Plan 2020-2023 to help promote and develop the Ryedale tourism sector and visitor economy through supporting product development and delivering marketing and promotional campaigns – particularly around improving the area as a place for outdoors recreation and eco-tourism.
 - Support funding for new developments and improve existing facilities with key stakeholders.
- 6.14 RDC members previously voted to ring-fence £200,000 towards community use in Pickering and to date £25,000 of this allocation has been awarded, to CaVCA for use on the Hungate Centre, the balance sits within the council's reserves. Pickering Town Community Interest Company would like to request the remaining allocation (£175,000) from the council's reserves to support these identified areas of activity. The balance of costs will be sought from other organisations, both public and private sector, however if Ryedale DC funding does not materialise the project is unlikely to progress.
- 6.15 Support for this project could help stimulate further external funding from other sources i.e. Pickering Town Council, North York Moors National Park tourism grants scheme, larger private sector organisations within Pickering and help leverage smaller business contributions towards website advertising. These revenue streams have been identified as income to support capital activity and the ongoing maintenance costs associated with the Newbridge Park development and digital marketing activity.
- 6.16 The following key developments by Pickering Town CIC demonstrate their willingness to develop the plan of activity collaboratively and strategically:
- a strategic approach to activity delivery developed through community and professional consultation
 - volunteer development through new policies and procedures
 - a business plan addressing key areas of strategic development

- improved development of business and community networks with local groups
- an effort to work collaboratively both locally and regionally

6.17 A decision is requested on whether the Policy and Resources committee will support the release of funds for all or part of the work outlined.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial:

£175,000 to contribute towards the cost of the activity identified in the grant request. This amount has been set out in the Capital Programme in the revised Financial Strategy, subject to Council approval. Without agreement of financial support there is concern that the project will not be able to progress with the developments set out in the CIC's business plan. Funding will kick start activity and encourage further funding from other stakeholders, including Pickering Town Council who are supportive of the activity outlined between Newbridge Park and the Community Park. Financial support would demonstrate to local businesses a will to develop Pickering with a focussed cohesive plan and support help unlock private sector income from businesses who are currently not investing in the marketing or promotion of Pickering as a tourism destination. If public funding were not to materialise then elements of capital activity would be removed or downsized from the proposed activity, these include:

- A reduction in the number of bike stands
- Removal of charging units for ebikes
- Removal or reduction in the number of training cycle guides/teachers to support active travel opportunities

At present, all capital activity is forecast to be completed by April 2023 further to discussions with stakeholders.

b) Legal

If all or part of the financial request is granted, the legal team can draw up a grant agreement with approved terms and conditions.

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

All necessary health and safety protocols to be followed if the works outlined in the grant request are to go ahead. These can be outlined in the terms and conditions of any grant awarded.

- Delivery of the project will have a positive effect upon:
 - i) Equality – by making more of the developments available for those with disabilities;
 - ii) The environment – by encouraging greater uptake of non-motorised forms of transport and providing greater opportunities for physical recreation the project will contribute towards a reduction in congestion and improved air quality;
 - iii) Climate change – as above, the project will encourage greater uptake of non-motorised forms of transport with a resulting reduction in carbon emissions.

Name of Head of Service
PHILLIP SPURR

Job Title
PROGRAMME DIRECTOR FOR PLACE AND RESOURCES

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Background Papers:
Pickering Town Community Interest Company Business Plan

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

Business Plan 2022-2027

Pickering Town Community Interest Company (“PTCIC”)

Executive Summary

PTCIC was incorporated in 2021 to enable Pickering to have a vehicle to apply for grants/funding for projects for the benefit of the local community.

PTCIC’s directors are comprised of a number of local residents (one of whom is a Ryedale District Councillor), businesses and two Pickering town councillors.

At a meeting of Pickering Town Council (“PTC”) on 6th April 2021, the council resolved that it is supportive of this initiative (ie PTCIC) and would like to appoint two members of the council as its representatives on a group to submit a bid for funding, and that other members of the council who wished to be involved in this project outside of this formal representation should be allowed to do this.

The council appointed Councillor Lovejoy and Councillor Steadman as its representatives.

This Business Plan has been developed to provide a strategic framework for establishing Pickering as Yorkshire’s cycling hub, to provide additional/improved facilities to both Pickering residents and visitors.

Initially the focus was an application for £261,000 from the UK Community Renewal Fund (“CRF”). Unfortunately, that application was unsuccessful.

This business plan assumes funds can be granted by Ryedale District Council (“RDC”) and then further matching funds or other grants can also be pursued including from PTC.

This application is to ensure that the initiatives can be sustainable and successful in the medium to long term.

Recently, the Pickering In Business group has been wound up and accordingly there are no other groups particularly focused on initiatives for the community in Pickering. As a result of Pickering In Business being wound up, they have transferred the Welcome to Pickering website to PTCIC. PTCIC want to refresh this website and ensure that it is fit for purpose for both local information for the community as well as to attract more tourism to the area and promote businesses in the area.

The capital expense element of this project includes the development of a high-quality website with class leading functionality, a discovery and brand development piece of work, and the initial video and photography content generation for the site.

The revenue expense elements which are; ongoing professional administration, advertising and promotion, and further content generation will be initially funded by the support of local businesses and possibly, grants from RDC, NYM NP and other organisations. As the site matures, we plan for it to develop its own income streams.

1. Vision and Business Overview:

The aim is to develop Pickering into Yorkshire’s Cycling Hub through an innovative and ambitious programme of activity building on the town’s location and existing links with cycling and the region’s commitment to be carbon negative.

This goal will be achieved through further developing related infrastructure, raising awareness, brigading local communities, businesses and residents in support and working with partners across the region. The focus will be on Pickering and the surrounding towns/villages as cycling and outdoor activity friendly places to welcome and support cyclists.

The newly formed PTCIC will drive the initiative with a focus on community ownership of the vision and the ambition. PTCIC want to encourage sustainable tourism leveraging off the region’s natural beauty and assets as well as encouraging activity holidays particularly those with a low or negative carbon impact.

The town centre will be reinvigorated and refocused with the provision of cycle racks, maintenance stands, E bike charging points, improved signage for cyclists and tourists and the establishment of a cycling friendly code for all local businesses.

A dedicated online presence and new material to promote the area as a cycling and outdoor hub will be developed. Local communities will be connected both by physical routes and shared involvement. The application includes funding for a unique mapping app to be developed. The creation of a digital mapping system providing a clear interactive map of Pickering and its surroundings with easy to use navigation systems and search facility will allow instant information to be added by businesses enhancing the user experience and promoting local businesses of all natures.

This initiative provides opportunities for new skills, training and business start-ups to be created. This will provide a boost to the local economy through activity which helps both in terms of health and fitness and reduced carbon. We will also carry out feasibility studies to explore improved cycle lanes between places and create cyclist friendly public transport options particularly for the less experienced and disabled.

The programme will deliver four ambitious objectives.

- Build an ambitious vision as ‘Yorkshire’s Cycling Hub ‘to unite the town and deliver a sustainable commitment within local businesses, landowners and communities.
- Re-invigorate the town centre as the base and location for cyclists and families creating a café culture to stimulate new opportunities within the town centre.
- Connect local communities through safe cycling routes, promoting active travel and associated health and carbon reduction benefits.
- Innovate both through a unique digital mapping app and through feasibility studies to create integrated opportunities with local tourism assets such as the North Yorkshire Moors Railway.
- Invest in existing local cycling assets i.e., Newbridge Park to take it from something good to something great
- Incorporate links between Newbridge Park to the Community Park to improve access to both

To achieve this, we will deliver the following activities.

- Building an ambitious vision as Yorkshire’s Cycling Hub
 - Creation of a dedicated online presence and new material to promote the area as a cycling hub.
 - Launch PTCIC to drive community ownership of the vision and ambitions.
- Reinvigorating the town centre
 - Create a new opportunity to provide rental bikes, for both able and disabled cyclists.
 - Stimulate town centre collaboration to provide shared;
 - Secure cycle racks
 - Maintenance/wash stations/E-bike charging points for bicycles
 - Improved signage for cyclists and tourists generally
 - Establishing a cycling friendly code for local businesses
 - Supporting carbon neutral or even carbon negative active tourism with related health benefits.
- Connecting local communities
 - Mapping and promoting safe cycling routes between rural villages, towns and attractions
 - Leverage the Pickering to Malton cycle route creating a link between Yorkshire’s Food Capital and Yorkshire’s Cycling Hub
 - Create formal links to local cycle areas such as Newbridge Park
 - Provide new skills and employment opportunities by training cycle guides
 - Measuring and monitoring air quality
 - Sustainable tourism supporting the economies of Pickering and surrounding villages
 - Work with NYCC Highways department to explore opportunities for new and improved safe cycle routes
- Innovating through digital and feasibility studies
 - Develop a specialist digital mapping system that provides a clear digital, interactive map of Pickering and surroundings with easy-to-use navigation systems and search facility. Allowing a search as

specific as “30-minute walks from here” or “cafe”. Instant information would be overlaid on top of the interactive map allowing for every business/event organiser to upload and maintain information

- Conduct feasibility studies to explore new/improved cycle lanes such as links to local villages using old railway lines
- Undertake a feasibility study to explore opportunities to create one-way cycle friendly public transport tickets to create exciting new routes accessible to less experienced cyclists. E.g. with North Yorkshire Moors Railway one-way ticket to Grosmont and cycle back

Make Newbridge Park (“NP”) -GREAT

See www.newbridgepark.co.uk for details about the facility

NP is operated and maintained by a voluntary group and it is intended to continue in this manner.

However to make this asset into something great and to take it to the next level, investment is needed regarding the tress and tracks maintenance, improved safe links from the Town to NP and given the establishment of the almost adjacent Community Park (which PTC intend to invest a further £200,000 to create a skate board park) links from NP to the Community Park need to be established and built

NP is situated behind Pickering Castle. It has been a very successful off-road cycling area for the local community particularly for young people and is an excellent facility for Pickering.

Unfortunately, the current group of volunteers who established NP and have maintained it over the years is being disbanded. To ensure that this community facility can be maintained and restored as well as improved PTCIC is looking to take over the area if it can ensure that it can raise the capital funding required to do so. The area is currently leased from the Duchy of Lancaster and access to the area is through woodland paths.

The capital funding required for NP includes the following costs

- to manage the mature trees in the area to ensure that the area is safe for purpose,
- improving the cycling tracks which have been worn over many years
- adding a pump track for younger riders in the area
- Lease costs for 10 years to Duchy of Lancaster
- Insurance costs for 10 years re Liability insurance for the area

In addition, there will be ongoing maintenance costs for which PTCIC will need to look for other funding including from bodies such as PTC.

An additional project is to link NP to the Pickering Town Community Park.

At present there is a very poor woodland path which is quite difficult to negotiate which links NP to the Community Park. Given the number of families and young people who now access the Community Park which is expected to increase, particularly with additional facilities being proposed by Pickering Town Council, including a skateboard park in that area it is felt that having a quality safe link between NP and the Community Park would encourage use of both facilities.

In addition to which it would provide an improved and safer access to the Community Park for Pickering residents and visitors. Currently to access the Community Park one needs to walk up the Whitby Road which is a very busy road and in certain areas has cars parked onto the pavement and hence is not feasible for people with pushchairs or wheelchairs. The other alternative is to walk through the housing estate and access through what is known as lovers Lane. If a new and improved access can be made between NP and the Community Park it would provide a more attractive route than the current routes. In order to provide the link between NP and the Community Park a small strip of land of about 150 m would need to be acquired so that the existing footpath can be made both wider and safer to enable people to do this link on foot and/or with pushchairs and bicycles et cetera.

The costs involved for this would include

- the acquisition of the strip of land

- the building of path/bridleway between Newbridge Park and the community park
- tree management of the trees that cover this area

This new improved link would enable people to come up through Pickering town along Castlegate to Pickering Castle and then using the footpaths that circumnavigate the castle get to the junction whereby they could go up through the woods to the community park or along to NP. A safer and more attractive option than the other routes that access the Community Park

2. Governance and Organisation:

PTCIC is newly established

It has the following board of directors- all of whom are local residents

David Beeley - owner of Big Bear Bikes and director of Dalby Forest Cycle Hub CIC

Philip Hall - owner of The Black Swan

John Harrison - Pickering resident

Joan Lovejoy - Pickering Town Council

Mike Potter - Ryedale District Council

Emma Steadman - Pickering Town Council

PTCIC would look to employ a [General Manager] so as to have clear focus on these plans and initiatives and to ensure they are delivered

Summary of governance and management objectives for the next 3 years

2022-2024

Governance area (Eg)	Objectives
Board of Directors	<ul style="list-style-type: none"> ➤ Increase board numbers so that there is board expertise on, what the local business community requires, what cyclists and tourists require, and digital knowledge.
Development of Policies/procedures	<ul style="list-style-type: none"> ➤ Develop governance polices for ➤ Strategy development and alignment ➤ Procurement ➤ HR ➤ Finance ➤ General governance re terms/chairmanship/roles of directors /meetings/ voting ➤ Public engagement
Volunteer development and support	<ul style="list-style-type: none"> • Engage with local related volunteer groups to assist in achieving objectives and to align interests • Engage with local and national organisations such as Forestry England, Cycling UK, Welcome to Yorkshire, Ryedale Cycle Forum, North York Moors National Park Authority, York and North Yorkshire Local Enterprise Partnership, NYCC, Scarborough Ryedale Community Cycling, Ryedale environmental group to align interests and achieve objectives. This list is not exhaustive.
Funding	<ul style="list-style-type: none"> • Explore all funding opportunities to ensure PTCIC is sustainable; this will include grant opportunities, revenue from cycling rentals, business fees for App , general business levies potentially
Operations/staffing	<ul style="list-style-type: none"> • Recruit a [General Manager] as a priority
Pickering In Business	<ul style="list-style-type: none"> • Establish where this organisation is headed to align interests-now disbanded • Discuss ownership and management of “Welcome to Pickering” web site-done and now transferred to PTCIC

3. Partnerships

As noted earlier, PTCIC is a newly Incorporated company. Over the past few months it has worked closely with Ryedale District Council (“RDC”) which supported its bid for the CRF. This was essential as clearly PTCIC has no track record or resources. Going forward it is hoped that PTCIC would continue to work closely with RDC who, particularly through Craig Nattress, has assisted in providing support liaison and direction.

As part of the development for the PCIC CRF bid the board of PTCIC also worked with our local MP (Kevin Hollinrake), York and North Yorkshire Local Enterprise Partnership and Welcome to Yorkshire to help provide direction and support.

Outline partnerships objectives for next 3 years

2022-2024

Area	Objectives
Local Businesses	<ul style="list-style-type: none"> • explore opportunities and collaborations with organisations in Pickering and surrounding areas , obviously including those in the hospitality sector but also more wider • attract new businesses to the area particularly those involved with cycling • encourage new businesses to Pickering to reinvigorate the high street and particularly to support tourism
Community Groups	<ul style="list-style-type: none"> • Work with relevant community/volunteer groups
RDC	<ul style="list-style-type: none"> • Work with RDC to ensure policies/strategy aligned and to garner support and direction eg specific infrastructure such as cycling lanes
Pickering Town Council	<ul style="list-style-type: none"> • Work with PTC to ensure policies/strategy aligned and to garner support and direction
NYCC Highways dept	<ul style="list-style-type: none"> • Work with NYCC to explore opportunities for improvement/new safe cycleways

4. Facilities:

Currently PTCIC has no facilities or assets

Meetings, due to COVID restrictions, have had to be held by tele conference plus small ad hoc face to face meetings. Going forward it is likely that meetings will be held at The Black Swan which has suitable rooms. Pickering In Business also used to hold their meetings at this venue.

David Beeley; Big Bear Bikes; will accommodate the General Manager

Over the next 2 years if grants are forthcoming then it is anticipated that PCIC could have the following assets

	Number	Potential revenue
Newbridge Park leased from the DofL		Subscriptions to Newbridge Park access
Cycling app	N/A	
Cycle racks		
Cycle maintenance stations		
E Bike charging stations		
Welcome to Pickering web site		Private sector contributions to advertise

5. Programming/ Activity:

Following 3 months of discussions/development; an application for the CRF was submitted on 13th May 2021 by RDC on behalf of PTCIC for a grant of £261,000.

We were advised in late June that this application was shortlisted by NYCC for submission to Government

We recently heard that this bid was unsuccessful.

The table below lists the intended developments and activity for the next year

The project will employ Project Officers to develop activities alongside our Delivery Partners. This will be either on a secondment basis (if available within local partner organisations) or as a new fixed term contract.

Ryedale District Council will act as Project Applicant and Accountable Body and offer support as appropriate. The delivery would be through a steering group.

KEY ACTIVITY	DELIVERED BY
Increase membership of PTCIC	PTCIC
Hold inclusive meetings with the local community to discuss objectives/garner support	PTCIC
Contract with an app developer for mapping app	PTCIC
Acquire land to link NP to The Community Park	PTCIC/PTC
Contract to build the Link and make safe the trees in that area	PTCIC
Procure and agree locations for bike racks, agree and procure signage	PTCIC/RDC
Negotiate lease of NP with Duchy and explore options re tree management	PTCIC/Duchy
Recruit and train cycling/walking guides	PTCIC/Project team/Cycling UK
Engage with wellness providers to develop appropriate access systems and marketing	PTCIC/Project team/NHS
Develop plan for 'safe cycle' routes through engagement with stakeholders	RDC/Project Team/Ryedale Cycle Forum
Agree cycle route plans along with planning timeline and cost benefit analysis	RDC/NYCC
Review findings of feasibility study & plan for implementation	Steering Group
Conclude marketing strategy and activities to promote Pickering throughout UK	Steering Group and Project Team
Reinvigorate Newbridge Park, negotiate a new lease with DofL, Manage the related trees and tracks in park and ensure safe links between the Park and the Town and the Community Park	PTCIC ,Steering Group and Project Team

A project engagement plan will be developed to ensure stakeholder and community 'buy-in' and to secure evidence of support for next steps and throughout each stage of the activities via regular briefings.

The results of the research and studies would be presented to public authority meetings to ensure buy in of the local community so that there could be demonstrable support for the next stages of any actions suggested.

Local residents would be encouraged to apply for accreditation as cyclist guides and would have the relevant training and accreditation costs paid for in return for which they would be asked to provide a minimum number of volunteer hours as well as being able to earn fees from providing guided cycling/walking to individuals or groups.

As one of the focuses would be for those with chronic and or age-related conditions that limit mobility and access to cycling then communication with those communities in the area would be focused upon e.g. with hospitals and medical services promoting local first contact physios and care coordinators.

The development of the app, mentioned above, will encourage and promote access to cycling. The app would be innovative and create a pilot for other areas.

6. Covid Statement:

Acknowledging the impact Covid is having and may continue to have and any ways in which the impact will be mitigated or ways in which the organisation will work within any constraints.

7. Grant application

The funds now being requested from RDC are as follows:

Newbridge Park

Management of mature trees in the area to ensure that the area is safe for purpose - £15,000

Improving the cycling tracks and the addition of a pump track for younger riders - £40,000

Lease costs for 10 years to Duchy Of Lancaster - £5,000

Insurance costs for 10 years re Liability insurance for the area - £7,000

Land acquisition to improve access between Newbridge Park and the Community Park - £10,000

Pathway improvements between Newbridge Park and the Community Park/Town Centre - £25,000

New signage - £2,500

Bike maintenance station and tools for bikes - £1,500

PR & website - £5,000

Supportive activity

To complement activity at Newbridge Park additional activity would be undertaken to boost the profile of Pickering as a destination for outdoors activity

Pickering – The Great Outdoors website digital marketing £24,250

10 secure bike stands - £30,000

100 charging units for ebikes - £15,000

Training cycle guides/teachers - £15,000

Setup staff costs to deliver all activity - £50,000

Total £ 245,250

These funds, would ensure that the aim to make Pickering Yorkshires Cycle Hub is sustainable Without this funding it will be difficult, if not impossible, to get this project and its aims delivered.

During this period a long-term plan would be developed to ensure sustainable sufficient funding to support all these initiatives on a long-term basis. The RDC grant would effectively be the seed capital to get these projects up and running.

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	17 MARCH 2022
REPORT OF THE:	STRATEGY & PERFORMANCE MANAGER LYNNE BAYES
TITLE OF REPORT:	COUNCIL PERFORMANCE – QUARTER 3 2021-2022
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To provide a progress update on Council performance up to the end of quarter 3 of the reporting cycle (October – December 2021) for 2021-22.
- 1.2 The update covers delivery of the Council Plan 2020-2024 and progress against key performance indicators (KPIs) and data only indicators.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended to Council that:
- (i) The progress report is noted.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 To inform Elected Members of progress in delivering the Council's objectives and key performance indicators.
- 3.2 Where applicable, any specific areas where progress for individual KPIs has not been achieved are highlighted with an explanation of planned development actions to make improvements moving forward, as detailed below.

4.0 SIGNIFICANT RISKS

- 4.1 Quarter 3 saw the continuation of increasing numbers in new cases of Covid-19 across the county as a whole. A new variant of the disease, Omicron, first detected in South Africa in November, quickly spread to the UK and across the world. The Government swiftly introduced new measures in relation to compulsory face coverings, testing and self-isolation for all international arrivals and self-isolation as a contact. Towards the end of the quarter, the booster vaccination programme was significantly accelerated,

the requirement to wear face coverings in indoor public spaces was reintroduced and once again, all those who could work from home, were asked to do so. Delivery of Council Plan objectives such as combating social isolation, processing benefits quickly and supporting the economy is continuing to help people and businesses across Ryedale to deal with the impact of Covid-19. This means that Covid-19 continued to have a significant impact on workloads during quarter 3 (October – December 2021).

- 4.2 Ahead of an anticipated gradual return to an increased level of office based working, substantial office refurbishment took place at Ryedale House during quarter 3, to ensure the health and safety of all staff and visitors to the building. However, following the unexpected outbreak of the new Covid-19 variant, Omicron, all staff who can work from home, have continued to do so. The Council continues to fulfil its obligations in line with the Health and Safety Executive and new ways of office based working to minimise the spread of Covid-19 have been communicated across the Council, in preparation for when it is safe to return.
- 4.3 Further disruption to people, communities and businesses came towards the end of the quarter, with Storm Arwen affecting the whole of the UK and causing many people and businesses throughout the District to be left without power and water supplies in freezing cold temperatures. This had a significant impact on workload and resources, to ensure all those affected, received the help and assistance required to maintain their health and wellbeing.
- 4.4 The impact on performance of local government reorganisation during quarter 3 has continued at pace and the organisation has now started to see the impact of losing key staff and expertise as we move forward with this process. The risk associated with the need to pull on staff resources to meet the required timelines and the continuing uncertainty for staff resulting in a higher staff turnover, is likely to continue to increase moving forward.
- 4.5 However, despite the ongoing and the unforeseen challenges during quarter 3 (October – December 2021), the commitment and resilience of staff across Ryedale, has meant that key services across the organisation have been sufficiently maintained to support residents and communities. This means, the majority of key performance indicators continue to be at target.
- 4.6 As full delivery of the 2020-24 Council Plan will not be possible by the time Ryedale District Council ceases to exist in April 2023, a reprioritisation process is being conducted to determine priorities for delivery between now and this date.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Quarter 3 2021/2022 report shows progress across all of the Council's corporate priorities: Our Communities, Our Economy, Our Environment and Our Organisation.
- 5.2 Key performance indicators continue to be largely on track.

6.0 REPORT DETAILS

Introduction and background

- 6.1 Performance reporting of progress against the Council's priorities – as set out in the Council Plan 2020-24 – is a key element of performance management arrangements.

6.2 Ongoing successful delivery of the Council's priorities is demonstrated by a combination of:

- Progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
- Performance against relevant key performance indicators and data only indicators (are targets being met; are we getting better)

This report covers the period October to December 2021.

6.3 This report includes the following detail:

- Actions and project activities completed against the aims and objectives set out under each theme of the Council's objectives in the Council Plan 2020-24.
- Relevant key performance indicator statistics measured against the Council's priorities.
- Future activities planned to address the areas requiring some improvement.

Summary of progress

6.4 This report shows the ongoing strong performance of this Council in the third quarter of 2021-22, across all its ambitions. The Council continues to support people, communities and businesses despite the ongoing challenges brought about by the Covid-19 pandemic, Storm Arwen and local government reorganisation.

6.5 Overall, out of the 12 key performance indicators with targets, 7 are showing a green status, 4 as an amber status and 1 as a red status when analysing quarter 3 performance. Particular highlights are as follows:

- The speed of processing new claims for both housing benefit and council tax support continued to improve during quarter 3 and remains significantly higher than target, placing this Council as the best performing authority in North Yorkshire for processing housing benefit new claims.
- The processing of minor planning applications has improved from an amber status in quarters 1 and 2, to a green status in quarter 3, now operating at the cumulative target of 80% processed within the 13 week time period.
- The processing of major planning applications continues to operate above target at 88% cumulative processed within the 13 week time period during quarter 3, against a target of 70%.

Red Indicators

6.6 Red indicators mean that performance is below where we would want it to be. The areas where this has occurred are summarised below along with explanations for this status. Covid-19 has continued to affect the progress against this indicator significantly, due ongoing workforce absences due to sickness and self-isolation requirements.

Standard searches

- 6.7 As a result of backlogs caused by lockdowns and other Covid-19 restrictions, in quarter 1, NYCC had seen the volume of searches received from all North Yorkshire authorities almost doubling from the previous year. As a consequence, this authority experienced substantial delays in the processing of searches by NYCC. However, throughout quarters 2 and 3, Ryedale has seen a substantial improvement in the speed of processing searches at NYCC. This is evidenced by the huge improvement in the individual quarterly figure rising from 55.7% in quarter 1 to 96.4% in quarter 3. The cumulative figure as at quarter 3 is 80.4%, and now falling just short of the amber status. Following the discussion around a review of the 100% target for this performance indicator at Overview and Scrutiny Committee on 20 January 2022, the target has been reviewed to reflect a more current, realistic figure, taking into account the impact on resources due to Covid-19 and Local Government Reorganisation.

Following this review and alongside indications that the issues at NYCC have now been resolved, the expectation is to see continued improvement in this area of performance moving forward.

Amber Indicators

- 6.8 Amber indicators are important to highlight as they show where the Council must maintain a level of vigilance to ensure that performance does not slip further. The number of amber indicators has increased in quarter 3, due to a combination of factors including increased demand for services and workforce absences due to sickness and self-isolation, the impact of the winter period on waste collection services and time taken to complete on lengthier, more complex projects as detailed below.

New affordable homes

- 6.9 Larger, complex and longer term projects, will inevitably take longer to progress and as such, overall completion will not always be reached during some quarters of the reporting year. Based on the number of affordable homes due for completion by the end of this financial year, the target of 75 per annum is expected to be met by the end of quarter 4.

Properties back in use

- 6.10 Work to bring empty properties back into use is often a complicated and lengthy process and involves working with reluctant landlords or those landlords who are refurbishing their properties over a period of time with our help and guidance. The council is currently working with a number of landlords with the aim of completing at least 3 properties to achieve the target of 6 per annum by the end of quarter 4.

Other planning applications

- 6.11 The combination of a large increase in applications being received, with the impact of Covid-19 and LGR related work, has resulted in delays in processing these applications within target. Additional staffing capacity has been secured and against a target of 90%, the percentage of these planning applications processed within 8 weeks has significantly improved from 81% in quarter 1 to 88% cumulative in quarter 3, with quarter 3 alone at 92%.

As explained at Overview and Scrutiny Committee on 20 January 2022, with the gap in resources now resolved and effective workload planning taking place to ensure sufficient staff are continuing to work on these applications, further improvement in this area of performance is expected to continue moving forward.

Household waste sent for reuse, recycling and composting

6.12 Overall, 44.39% of household waste was sent for reuse, recycling or composting in quarter 3. This was composed of 22.82% kerbside dry recycling and 21.57% garden waste composting. Both measures are consistent with expected seasonal variation with garden waste tonnages inevitably falling between the months of October and December due to residents spending less time gardening in colder, wetter weather. The cumulative recycling performance figure for the year to date stands at 49.31% (21.32% kerbside dry recycling and 28% garden waste composting), which is just below the annual target of 50% (-0.68%). Although quarter 4 of this reporting cycle is likely to reflect a similar outcome, the expectation is to see significant improvement in this indicator as we move into spring, when the weather starts to improve again.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
Delivery of Council Plan priorities is reflected in the Medium Term Financial Strategy.
- b) Legal
The organisation complies with all relevant statutory, legislative and constitutional matters when executing the delivery of its Council Plan and delivering against key performance indicators.
- c) Resource
Performance reporting highlights where we can explore opportunities to adjust resources to support effective implementation of the Council Plan as part of our on-going business and budget planning.
- d) Other
Equalities, staffing, health and safety, and policy matters such as environmental and climate change inform the content and execution of the Council Plan and performance priorities on an ongoing basis. Anyone requiring this information in an alternative format, may contact the report author to request this.

Name of Service Lead
Job Title

Lynne Bayes
Strategy & Performance Manager

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Background Papers:

Council Plan 2020 – 2024

<https://www.ryedale.gov.uk/resources/council-plan/>

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Delivering the Council Plan: Quarter 3 2021-22

Introduction




This quarter three performance report provides details of the Council’s achievements between October and December 2021.

It also highlights any challenges to overcome moving forward.

Summary of Performance Indicators

Key performance indicators (KPIs) provide one tool for measuring performance against the priorities in the Council Plan 2020-24. They have a target, a green, amber or red status and an arrow to show the performance trend in comparison to the previous quarter.

Data only indicators measure performance in a shorter time frame to identify how the Council is delivering projects and activities on an ongoing basis to achieve the overall aims in the Council Plan. These indicators can be affected by a number of things including variations in market trends, customer activities and events and as such, they do not have a target.

Page	Key
	Improved performance
	Maintained performance
	Decline in performance

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Communities: strong, inclusive and attractive – Page 2

Economy: harnessing Ryedale’s unique economy to deliver growth, homes and jobs – Page 7

Environment: a sustainable, safe and clean place – Page 11

Organisation: an innovative, enterprising council – Page 16

Our communities; strong, inclusive and attractive

Help for those in need

We will tackle homelessness, rough sleeping and poverty by providing services in partnership with others to prevent homelessness.

Achievements in Quarter 3

- Quarter 3 has seen the introduction of South Hambleton and Ryedale locality meetings to improve outcomes for individuals who require specialist accommodation due to learning disabilities or mental health. This work will contribute to information-building around gaps in service for future procurement or development of specialist supported housing schemes.
- In December 2021, the Council used Protect and Vaccinate scheme funding to provide all those falling within the statutory duty to be accommodated and additional rough sleepers with accommodation and the opportunity to have COVID-19 vaccinations.
- The Council successfully housed two vulnerable residents through the Broadacres mental health housing scheme. The scheme provides a housing-related support service including help with tenancies, personal administration, social networks and relationships, financial planning, taking part in meaningful activities, and health and wellbeing.

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We will offer advice, support and budgeting assistance to those who need it, helping them to manage their finances, ensuring they can access Citizens' Advice services and working with the credit union to promote access to small loans. We will also act promptly to process benefit applications.

Description	RDC Target	Q1	Q2	Q3	Q4	Trend (previous Qtr)	RAG Status
Housing Benefit Speed of processing new Housing Benefit Claims	<21 days	6.9	7.1	4.7		↑	
Council Tax Support Speed of processing new claims for Council Tax Support	<25 days	19.1	16.7	13.2		↑	

Achievements in Quarter 3

- Quarter 3 saw improvements in both Housing Benefit and Council Tax Support processing times for new claims. Ryedale District Council remains the best-performing local authority in North Yorkshire for processing housing benefit new claims.
- Five referrals have been made to the income maximisation service during quarter three. This service enables the Council to identify residents who may be in need of support to claim further benefits or who are experiencing financial hardship, with a holistic benefits check.

	Description	Value/ Baseline	Q1	Q2	Q3	Q4
<p>We will create a district where everyone feels welcome and can thrive. We will safeguard vulnerable people, become a 'dementia-friendly' and 'autism-friendly' Council, and ensure that equalities, mental health and well-being are at the heart of service design, giving training to our employees and encouraging businesses and communities to do the same.</p>	Safeguarding Number of referrals	Data Only	5	3	10	
	Safeguarding Percentage of Employees who have read the Safeguarding Policy	New Q2 Data Only	N/A	90%	95%	
	Safeguarding Percentage of Employee with up to date Level 1 Safeguarding Training	New Q3 Data Only	N/A	N/A	55%	
	Safeguarding Percentage of Employees with up to date PREVENT Training	New Q3 Data Only	N/A	N/A	68%	

Achievements in Quarter 3

- The number of Adult Safeguarding referrals increased to six in quarter 3, against three in quarter 2. Four children's referrals were made and of the ten total referrals, four were repeat referrals, resulting in escalation to social care services to be considered as cases likely to meet the Safeguarding Threshold.
- During quarter 3, 74 staff completed mandatory PREVENT training across the Council and a number of group training sessions have been held, resulting in the expectation of a significant rise in the percentage of staff whose training is up to date in quarter 4.
- Three Level 1 Safeguarding sessions were delivered over Teams in quarter 3 as part of a commitment to train all staff. In quarter 4, this metric is expected to increase significantly due to staff who have previously been unable to attend live training, taking advantage of the new video version.
- Ryedale District Council ran three safeguarding training sessions for local taxi drivers in quarter 3. This mandatory training aims to equip all licensed taxi drivers with the skills to identify key signs of safeguarding issues in the community.

	Description	Value/ Baseline	Q1	Q2	Q3	Q4	Trend (previous Qtr)
<p>We want everyone in our communities to be able to live independent lives. We will promote our Lifeline service and provide well-being services, Disabled Facilities Grants and handyperson services to enable people to stay in their homes. We will also support community transport schemes to help those in need get around.</p>	Ryecare Total number of Ryecare customers	Data Only	540	543	522		↓
	Ryecare No of new Ryecare installations	Data Only: 127 for 2020/21	31	31	19		↓

Achievements in Quarter 3

- The Ryecare Lifeline service helps residents to live independently, with a dedicated team answering calls around the clock, handling out-of-hours requests for shelter from the homeless, flooding alerts, and getting assistance to lifeline customers in difficulty. The closing figure for quarter 3 was 522 live connections, a reduction of 21 from the previous quarter. This is due to customers moving into residential care or sadly, passing away. Additional marketing of the service will take place in quarter 4.

- In quarter 3, Ryedale District Council secured a new contract to support out of hours lone working in a neighbouring district. This paid service protected 19 lone workers, keeping a record of where they visited, their arrival and departure times, and when they arrived safely at home.
- During Storm Arwen some local households were without power and water for five days. Ryecare worked tirelessly to keep vulnerable residents safe and informed, handling 1,046 calls in just the first 48 hours. As well as answering queries and carrying out wellbeing calls, Ryecare worked in partnership with other key services through the North Yorkshire Resilience Forum, ensuring each household had access to vital services.

Our communities; strong, inclusive and attractive
Healthy and happy communities

Ryedale is home to hundreds of voluntary organisations delivering invaluable services for local people. We will work with this essential sector to ensure it continues to flourish. We will aim to build strong communities by contributing to community events, activities and facilities through our community grants scheme.	Description	Value/ Baseline	Q1	Q2	Q3	Q4
	Community Connect website views	Data Only	320	424	248	
	Community Development Grants	Annual budget £45,372	6 totalling £4,347	5 totalling £10,250	11 totalling £23,808	
	Number of community events attended by Community Team officers	Data Only	1	12	22	

- Achievements in Quarter 3**
- Community Grants are open to any Ryedale community-based organisation or group, for projects that make a positive impact on community owned or managed facilities and activities in Ryedale, such as village halls, play areas, sports facilities, village-owned shops and activities that support the local community. Quarter 3 saw a significant rise in Community Development grants with 11 awards made, totalling £23,808.
 - The One Stop Shop is a pilot project which took place at Pickering Methodist Church on the first Monday of the month from July to December 2021. The project was organised by Ryedale Charities Together with officers from the Council’s community team attending each session. The sessions focussed on highlighting services that are available locally and free transport was available courtesy of Ryedale Community Transport. Engagement at the events averaged six residents visiting per session.

<p>We will promote health and wellbeing for all by offering leisure facilities and access to physical activity. We will work with our leisure provider and other partners to expand access to these opportunities and identify funding streams that will support our aims.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The Council agreed for an initial payment of £50,000 from an existing s106 grant to Malton Community Sports Centre for help to expand the facilities by creating a new fitness gym. Applications for additional matched Lottery funding are still pending.
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<p>We will promote our creative industries and expand our cultural offer by supporting Ryedale’s network of skilled craft businesses and thriving arts hubs.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • This year’s Ryedale District Council Small Arts Grant Scheme was launched in quarter 3. Priorities for activity are tied in to the Council Plan and the key themes that have emerged from the North Yorkshire Cultural Strategy work; community health and wellbeing, celebration of place, digital creativity and climate change awareness. Five awards were competitively made in November 2021 for Ryedale-based art and culture activity. • The Health Creation Alliance is a national cross-sector movement which aims to increase the number of years people live in good health in every community. The Council held an event in December 2021 to promote Ryedale’s creative economy and wellbeing projects. • A steering group was formed to establish a Local Cultural Education Partnership for North Yorkshire to facilitate increased collaboration between cultural organisations and educational institutions. These partnerships exist elsewhere but this is the first of its kind in North Yorkshire. • Renovation work including toilet refurbishments, lighting and sound upgrades and installation of an access lift at the Milton Rooms in Malton progressed as a result of funding approved by Ryedale District Council.
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<p style="text-align: center;">Our communities; strong, inclusive and attractive <i>A place like no other - to live, work, visit and invest</i></p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 63</p> <p>We want everyone to enjoy Ryedale’s natural beauty, market towns, shops and amazing attractions. We will promote our area as a hub for food, drink, creative culture and active recreation.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Ryedale District Council supported local businesses throughout the pandemic to ensure they provide shopping environments that help reduce the spread of COVID-19 and meet Government guidelines. In the run-up to Christmas, Ryedale festivities campaign took place to encourage citizens to shop safely and local ahead of the festive season. The campaign was a great way to thank citizens and businesses for what they’ve been doing so far and highlight the festive gifts and experiences on offer locally. • The 12 tastes of Christmas press release in December 2021 took place to promote Ryedale’s market towns which make up Yorkshire’s Food Capital and Britain’s Capital of Cake, highlighting some of Britain’s best chefs, producers and artisans, creating distinctively delicious flavours for Christmas. This PR campaign attracted Radio York to feature 10 Ryedale food and drink businesses throughout December 2021. • New Malton town visitor interpretation panels were installed at the Water Lane and Wentworth Street car parks to highlight information and map locations of local attractions and amenities. • The Grains, Trains and Gastro-Meals publicity campaign promoted a range of heart-warming winter escapes available to visitors across all Ryedale’s five market towns. • Halloween in October 2021 provided the opportunity to promote local farm shops and family days out across Ryedale. The bring a torch, pick a pumpkin, make a broomstick publicity event was aimed at highlighting Halloween- themed events, as well as the many mysterious and historic landmarks for residents and visitors to explore.

	<ul style="list-style-type: none"> • Following the end of Covid restrictions, food safety inspections at Ryedale recommenced in October 2021, with the highest risk inspections completed first. In December 2021 Ryedale District Council launched an initiative to help local businesses prepare for their inspections by offering just under 400 free food safety and hygiene training courses to get level 2 licences for catering businesses.
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<p>We will work with partners to meet shortfalls in our visitor accommodation and increase visitor spend. We will promote the district’s niche and unique activities, as well as the development of eco-tourism.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Quarter 3 saw the completion of the first cohort of tourism businesses to undergo the Sustainable Champions project in association with the University of York. A further 6 businesses are planned to start cohort two in February 2022. A summary of actions adopted by each cohort will also be made available for wider circulation to encourage further businesses to adopt these areas of good practice, help promote Ryedale as a sustainable area to visit, influence visitors to consider the impact of their actions on the environment, and help them choose activities which can benefit the area without negative impacts.
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<p>Thousands flock to the district’s popular events, we will expand our events programme by working with regional agencies, businesses and community groups.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • During quarter 3 the Council continued to support the arts development agency Chrysalis Arts and associated project work in Ryedale. October 2021 saw a series of events and activities open to the public including artist led nature walks inspired by documents found in the North Yorkshire archives, followed by an exhibition and workshops at Pickering Library. • In November 2021, three grants were competitively made following the launch of the Ryedale District Council Small Arts Grant for National Tree Week for creative activity in Ryedale. These grants supported story telling events and painting/drawing activities for families at Norton and Pickering Libraries. Workshops were also held in schools including St Joseph’s Primary School in Pickering and Luttons Primary School with a total of over 125 children accessing these workshops.
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Our economy; harnessing Ryedale's unique economy to deliver growth, homes and jobs
Quality homes local people can afford

Priority	Description	RDC Target	Q1	Q2	Q3	Q4	Current cumulative figure	Trend (previous Qtr)	RAG Status
Page 65 High house prices and rents mean it is difficult for local people to get onto the property ladder. We will work with our partners to deliver more affordable homes and ensure a supply of good quality housing that reflects the needs of our communities at all stages of their lives. We will work with developers and use our own assets to achieve this, as well as bring more empty properties back into use.	Number of new affordable homes completed	75 per annum	33	18	4		55	↓	*see notes
	Number of empty properties brought back into use through Council involvement	6 per annum	3	0	0		3	→	**see notes
	Major planning applications processed within 13 weeks	70%	75%	86%	100%		88%	↑	
	Minor planning applications processed within 8 weeks	80%	74%	76%	88.6%		80%	↑	
	Other planning applications processed within 8 weeks	90%	81%	89%	92%		88%	↑	***see notes
	% of standard searches carried out in 10 working days	90%	55.7%	94.6%	96.4%		80.4%	↑	****see notes

Achievements in Quarter 3

- The Council and managing agent Rentplus made progress in working towards a completion date in February 2022 for seven affordable homes at Wainds Fields, Kirkbymoorside. These two and three bedroomed houses are currently being advertised and 6 applications have already been received. A report written by the Rural Housing Enabler (RHE) from an open event at Swinton was submitted to the Parish Council in November 2021 and evidences a majority support for the proposed site, as well as an increased housing need in the parish. Detailed plans designed by York/Karbon Housing will be provided to the Parish Council for consultation during quarter 4.

Notes

- * Although quarter 3 shows a decline in the number of new affordable homes completed and the cumulative figure of 55 affordable homes completed, the Council is due to complete on 85 affordable homes by the financial year-end, therefore exceeding the target of 75.
- ** The Council is working with a number of landlords with the aim of completing at least 3 empty properties by the end of the next quarter, therefore, meeting the target of six per annum.
- *** Performance in relation to the processing of other planning applications has continued to improve in quarter 3, with the cumulative figure now falling only just below target. Additional resources have resulted in improved workload planning and designation of these types of application, which are often more complex than householder applications.
- **** Although the KPI for the % of standard searches carried out in 10 working days is still currently showing a red status, Ryedale has now seen a substantial improvement in the speed of processing searches at NYCC, evidencing that the issues there have now largely been resolved. The individual quarterly figure has seen a huge improvement from 55.7% in quarter 1 to 96.4% in quarter 3 and there is continuing improvement in the cumulative figure every quarter.

We want people to live in high quality, safe and sustainable homes. We will promote the highest standards of construction and work in partnership to improve energy efficiency and achieve carbon reduction. We will work with landlords to ensure rental accommodation, in particular houses in multiple occupation, comply with the law and follow best practice.

Achievements in Quarter 3

- Four houses in multiple occupation (HMOs) were newly licensed, including completion of Housing Health and Safety Rating System (HHSRS) inspections in relation to the health and safety of the properties.
- A new Compliance Officer was appointed as a result of a successful Minimum Energy Efficiency Standards Regulations Enforcement bid, allowing progress to be made in contacting landlords to assess properties for a valid Energy Performance Certificate (EPC). Landlords are provided with guidance and support to ensure properties are at a standard required by legislation. The Council has also received additional funding of £29K for a new officer to complete a project to ensure that all tenanted properties have a current EPC to improve energy efficiency and help reduce fuel poverty by March 2022.
- National Fuel Poverty day took place on the 03 December 2021 and communications were shared across social media to raise awareness of this issue.
- Ryedale, Scarborough and Hambleton were awarded £8.4 million from a successful Sustainable Warmth Bid. This funding will support properties both without gas (through the Home Upgrade Grant) and with gas (through the Local Authority Delivery 3) where they have EPC ratings of E, F, G and some with D, with measures such as insulation, air source heat pumps, solar PV and smart heating controls.
- Quarter 3 saw commencement of the LAD2 project to provide energy efficient measures including renewables to increase the energy efficiency of properties and help reduce fuel poverty.
- The Council made one Property Improvement Loan to assist a vulnerable resident in obtaining a new roof for their property.

Our economy; harnessing Ryedale's unique economy to deliver growth, homes and jobs

A connected rural economy

<p>We want everyone, no matter where they live, to be digitally connected. This will enhance business effectiveness, create higher paid jobs and enable people to take advantage of opportunities beyond Ryedale's boundaries. We will support measures to improve digital skills, expand broadband and mobile telephone coverage, accelerate changes within town centres and drive competitiveness by investing in digital innovation.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Digital Advantage is a project part-funded by ERDF and CU Services Ltd, delivered by Coventry University in Scarborough, to provide assistance to new Start-ups and small and medium sized enterprises within North Yorkshire and they are particularly keen to work in hard to reach areas. They offer in person and virtual workshops and 12 hours of free learning is available. The Council engaged with Digital Advantage during quarter 3 and referred 7 Ryedale businesses for fully funded digital skills training/workshops and to discuss their offer of financial support for a possible 2022 Ryedale Business Conference.
<p>We want to improve our road and rail connectivity to unlock economic growth. We will work with partners to improve the A64, integrated public transport connections and station facilities.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Joint working with NYCC commenced to progress development of a Levelling Up Fund bid aimed at station accessibility improvements at Seamer, Malton and Thirsk and includes, at Malton, the introduction of a second platform, a pedestrian/cycle bridge and link path to Norton.
<p>We will support and invest in measures to cut congestion and improve traffic flow in our market towns, including HGV reductions in urban centres. We will facilitate the construction of new infrastructure through the Local Plan.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The Council provided support to the A64 Growth Partnership by promoting survey and engagement opportunities from Highways England for the duelling of the A64 between Hopgrove and Barton le Willows. Responses will be used to help build the business case for the scheme, prior to a decision to move to the next phase of scheme development by Government in summer 2022. • Elected Members approved £166K towards an NYCC project to upgrade the traffic signals at Butcher Corner crossroads in Malton, with construction programmed to be completed by 29 July 2022. • NYCC agreed to proceed with a trial one-way system on Norton Road. The trial will include six months of air quality baseline data monitoring before intervention, followed by six months of air quality data monitoring once the one-way system is implemented. • During quarter 3, the Council continued preparations for the statutory Regulation 18 consultation on the Review of the Ryedale Plan. This involved a series of consultations, evidence gathering and site assessment work. Proposed site allocations have now been placed on the Ryedale District Council website and citizens have until the Local Plan Review is published to have their say on the sites. Residents will also be able to comment on the published Local Plan Review document specifically.

Our economy; harnessing Ryedale's unique economy to deliver growth, homes and jobs

Open for business

<p>We want entrepreneurship to flourish across our district. We will promote and support micro, small and medium sized businesses by exploring the introduction of a competitive grants scheme for start-ups and offering advice as we recognise the long term success of this sector is essential to Ryedale's future success.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none">• The Council launched its Small Business Development Grant scheme in December 2021, with a closing date for applications of 31 January 2022. The grant of £30K has been developed to help with start-up costs for new businesses, or to assist established businesses to grow and strengthen their market position.
<p>We will work with Government, industry and businesses to bring new investment to the area, expanding the commercial space on offer within the district in a sustainable way. We will develop the council's role in providing workshop, incubator and scale-up space for small start-up businesses and facilitate the expansion of business parks.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none">• The Council provided positive responses to three requests from the Department for International Trade in relation to land and property business proposals within the Ryedale area. The businesses looking to relocate included manufacturers of offshore wind equipment and solar arrays for the space sector.
<p>We want young people to believe that Ryedale is a place to build their future.</p> <p>To retain our young people in the district, we will offer information, training and opportunities to meet the needs of our modern economy. We will work with partners to support their start up ideas and build relationships with higher and further education institutions, focusing upon future skills needs e.g. engineering, green construction and clean energy.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none">• Local Cultural Education Partnerships (LCEPs) are cross-sector, strategic partnerships that work together to unite and improve cultural education for children and young people in their local area. The Council continued to improve its links between cultural organisations and educational establishments, including the LCEP in Ryedale, North Yorkshire Cultural Strategy Framework and University of York. Six Public History Student Placements were secured with several Ryedale cultural organisations.• In November 2021, the Council collaborated with the Job Centre to run a Job Fair at Ryedale House. The success of this event was a reflection of the high level of activity in the local job market, as well as the variety of opportunities on offer. 112 jobseekers attended who were able to meet eleven different employers recruiting in the area and receive advice from three support services, National Careers Service, NYCC ALSS and Resume Foundation.

<p>The Council will champion the benefits of good quality apprenticeships and graduate opportunities across Ryedale’s business community. We will promote their value and lead the way as an employer in our own right by employing more apprentices and graduate trainees.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • During this quarter, one Kickstart Housing Assistant successfully completed their 6 month work placement and a second, was recruited and started in post. • Progress has been made in working to gather Ryedale Apprenticeship success stories and case studies to be shared in a social media campaign, scheduled to take place during National Apprenticeship Week (7th – 13th February 2022). During this key week for Apprenticeships, the Council aims to become more visible in championing Apprenticeships by forming links with local Apprenticeship employers and Training Providers social media activities.
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Our environment; a sustainable, safe and clean place
A safe place to live

	Description	Value/ Baseline	Q1	Q2	Q3	Q4
<p>Ryedale is a low crime area, but not without its problems. We will tackle anti-social behaviour by working closely with North Yorkshire Police and other partners. We will also empower communities to identify effective solutions to tackle speeding.</p>	Number of ASB cases (MAPS)	Data Only	11	12	24	
	Number of prevention campaigns	Data Only	4	1	2	

<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Anti-Social Behaviour (ASB) tends to worsen as nights grow longer between October and December and in quarter 3 (ASB) was twice as high as during the summer. Heightened anxiety due to the Covid-19 pandemic, may have also contributed to the increase in the number of issues reported. • Drug and licensing checks were carried out at licensed premises across Malton and Norton in November 2021. As a result, additional information and support was provided to licensed premises where traces of illegal substances were detected. • Working together with North Yorkshire Police and Fire Services, Council officers attended a Community Speeding event at Broughton Road, Malton on 18 October 2021. This aim of the event was to show more presence to the community. • In line with Hate Crime week (9 – 16 October 2021, the Council successfully delivered a Hate Crime presentation to a parent group from Ryedale Special Families on 6 October 2021 and a Pro-Pak Drop In event took place on 13 October 2021 between North Yorkshire Police and Ryedale District Council to raise awareness.

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We want to reduce flooding risk by investing in flooding alleviation measures and working with partners to provide an emergency response.

Achievements in Quarter 3

- In October and December 2021, the Council held two Flood Management Working Party (FMWP) meetings with Elected Members and key partners, including Yorkshire Water, who provided a comprehensive update. A Ryedale District Council flood management action plan was developed, detailing 36 actions, of which 16 have already been completed.
- Yorkshire Water began work on a Malton & Norton Drainage Study, which is part of developing a long term plan for Norton and Malton. During quarter 3, river modelling work was completed to identify the areas at risk. The next stage is to implement CCTV cameras to monitor river behaviour to further inform the study.
- Work progressed with Yorkshire Water in relation to an investment proposal to install a pumping station at Brawby. The proposal has successfully been through the initial governance processes within Yorkshire Water. The pumping station will help to manage flows during periods of heavy rainfall. The timescales for delivery of this investment are dependent upon securing a permit from the Environment Agency with an expected completion date of July 2022.
- Quarter 3 saw Waste and Environmental Services delivering four multi agency pump deployment training exercises and in October 2021, they took part in two 'Working Near Water' multi agency training sessions.
- The Council coordinated and supported a multi-agency Flood Warden virtual training session with the Environment Agency and North Yorkshire County Council Resilience and Emergencies held on 15 December 2021. Approximately 20 community stakeholders including seven Ryedale District Council community team officers, attended this event and were provided with information about how the river levels are monitored, data around flooding trigger levels, the role of each organisation and how communities can access support to improve their preparedness including the role of flood wardens.

We will work in partnership to uphold the highest standards of animal welfare, train staff to deal with issues and hold public information events.	Description	Value/ Baseline	Q1	Q2	Q3	Q4
	Number of stray dogs collected	Data Only	4	9	7	
Achievements in Quarter 2						
<ul style="list-style-type: none"> • In accordance with new legislation for compulsory microchipping for cats, the Council progressed the promotion of chipping of both dogs and cats through visiting homes in the District and while out and about in the community. Cat neutering vouchers have also been made available to households with limited incomes (provided by the Cats Protection League). 						

Our environment; a sustainable, safe and clean place
Clean and attractive streets

We will take tough action on littering, dog fouling and fly tipping through proactive and dedicated enforcement, prosecuting where required.	Description	Value/ Baseline	Q1	Q2	Q3	Q4
	Number of fly tipping fixed penalty notices	Data Only	3	0	2	

Achievements in Quarter 3

- During quarter 3, 12 incidents of fly-tipping were reported to the Council and cleared, demonstrating a reduction of 50% compared to the same time last year and showing encouraging indications that Fixed Penalty Notices are proving an effective deterrent.
- Two Council officers attended the Keep Britain Tidy Enforcement Academy in quarter 3, resulting in one of them being nominated for the KBT Academy of Excellence Award.

Page 71 We will improve air quality in our market towns by working with partners to tackle congestion and promote sustainable transport and commerce.	Description	Value/ Baseline	Q1	Q2	Q3	Q4
	Number of community litter picking groups/individuals supported	Data Only	30	30	30	

Achievements in Quarter 3

- Under Part IV of the Environment Act 1995 every local authority is required to regularly review and assess the air quality in its area to determine whether the National Air Quality Objectives set by the Government are being met. During quarter 3, the air quality monitoring programme for 2021 was completed. Initial assessment found that levels of nitrogen dioxide (NO₂) did not exceed the statutory limit. The concentration was very similar to that found in 2020, and approximately 20% lower than 2019.

We want to keep the streets clean. We will improve our Streetscene operations and support communities to do more.	Description	Value/ Baseline	Q1	Q2	Q3	Q4
	Number of community litter picking groups/individuals supported	Data Only	30	30	30	

Achievements in Quarter 3

- The Council has continued to support 30 community litter picking groups and individuals by supplying equipment (gloves, bags, high-visibility waistcoats and litter-picking sticks), resulting in the collection of 153 bags of waste in quarter 3.

Our environment; a sustainable, safe and clean place
Sustainability into the future

<p>We will take ambitious steps to reduce our carbon footprint through regional and local initiatives. This includes implementing our Climate Change Action Plan.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Using the NYLEP Greenhouse Gas Accounting Tool, the Council has continued to make progress in reaching a final accounting assessment by the end of January 2022, aiming for a target of a 5% carbon emissions reduction per year.
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<p>We will lobby Government to provide national structural and policy changes that allow us to deliver innovative and ambitious climate change actions.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The Council has continued to collaborate with and attend Local Government Association (LGA) events, as a pathway between national and local government regarding climate change strategy. With an important role in post Conference of the Parties (COP) plans and the associated future delivery of actions, officers have engaged with the LGA to ensure this Council receives the most recent, up to date information, guidance and steer on all forthcoming issues and events. During quarter 3 proactive steps have been taken in utilising LGA online resources and attending workshops to bolster in-house activity, such as undertaking work around behavioural change.
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<p>We will work collaboratively with industry, businesses, communities and others to deliver local and community led energy solutions that fulfil the ambition to deliver carbon neutrality.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The development stage of the Circular Malton & Norton's (CM&N) community-focused Anaerobic Digestion Project was reached in quarter 3. Eden Business Park has been identified as the location of choice for the development. This project will redirect 10 kilo tonnes of business food waste away from landfill and general collection, instead to be used in an Anaerobic Digestion plant to provide electricity to the national grid, heat for use at the Eden Business Park, and to produce a digestate for agricultural use. Plans include the provision of an onsite Education Centre. • The first round of the Community Environmental Grant scheme was opened for applications between October and November 2021, focusing on community-led energy efficiency projects in Ryedale. Six successful applicants have been identified, with projects ranging from LED lighting, village hall insulation and an electric vehicle charging point for a community-focused transport scheme. • The Council has continued to support Third Energy's Ryedale Geothermal Energy Project and progress has been made at the preliminary phase to continue with legal work required to finalise the allocation of the grant funding received from BEIS prior to the agreed techno-feasibility work being completed. The aim of this project is to enable assessment of the feasibility of utilising geothermal heat from existing well sites and its potential uses within the community, agriculture and in local businesses.
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<p>We will build the case for installation of income-generating, energy-efficient and renewable technologies at council-owned buildings. We will replace our street lights with energy-efficient LEDs, procure more energy-efficient vehicles when replacing our fleet, and facilitate more tree planting. We will encourage others to do the same by maximising the impact of our supply chain, partnerships and plans.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The Council coordinated a programme of activity to promote National Tree Week from 27 November to 5 December 2021, including community arts grant awards, trees made available to all parishes and schools in Ryedale and an information seminar on tree planting opportunities which was attended by approximately 25 landowners and land managers. • Phase 1 of Ryedale’s Street light upgrade programme to LEDs in Malton and Norton was completed. The planning stage for Phase 2 installation commenced with Helmsley, Kirkbymoorside and Pickering areas highlighted for upgrade next in 2022.
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<p>We will promote sustainable transport by installing extra electric vehicle charging points, opening cycle routes and identifying new ways to link our communities in sustainable ways e.g. electric buses.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • Publication and distribution of the Malton – Pickering cycle route leaflet took place in advance of the official launch, with the publication and circulation of 20,000 copies across Yorkshire. https://www.ryedale.gov.uk/content/uploads/2021/12/rdc_m2p-cycle-route_leaflet-2021-WEB.pdf • Quarter 3 saw the launch of the community-focused £10,500 Electric Vehicle Charge Point grant scheme. The scheme provides funding of up to £1,500 for community organisations such as sports clubs and village halls, to support the installation of EV charging points at these venues for public use. • Organisations were invited to express an interest in joining a potential Ryedale District Council led umbrella scheme to support smaller organisations to install publically accessible EV Charging Points at their facilities. • Joint working with NYCC commenced on the next stage of the Malton & Norton Local Cycling and Walking Infrastructure Plan (LCWIP), with some final road markings and the installation of bridleway gates at Lendales Farm still to be completed.
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<p>We will increase recycling rate in line with emerging national policy, including by promoting recycling awareness, investing in our mini-recycling centres, exploring the possibility of recycling a wider range of materials and working with more trade and garden waste collection customers. We will also work with partners to expand ‘circular economy’ schemes across the district.</p>	<p>Description</p>	<p>RDC Target</p>	<p>Q1</p>	<p>Q2</p>	<p>Q3</p>	<p>Q4</p>	<p>Current cumulative figure</p>	<p>RAG Status</p>
	<p>% of household waste sent for reuse, recycling and composting</p>	<p>50%</p>	<p>51%</p>	<p>51.2%</p>	<p>44.39%¹</p>		<p>49.31%</p>	<p>*see notes</p>

¹ Not adjusted for seasonal variation. Awaiting data validation by DEFRA.

Achievements in Quarter 3

- In quarter 3 the Council supported three successful Bring & Take events in Helmsley, Malton & Pickering. Residents bring their unwanted household goods and can take whatever they need for free, keeping items in use for longer. These events are organised and run by community led environment groups and the Council supports them by paying for room hire and promotional materials and by clearing away any unwanted items after the event. Any leftover items are taken to Household Waste Recycling Centres, where they are assessed for reuse or recycled.
- Quarter 3 saw officers attending two promotional events in partnership with Co-op supermarkets in Helmsley and Kirkbymoorside to raise awareness of the soft plastic recycling bins in their stores and promote recycling in Ryedale.

Notes

* Overall, 44.39% of household waste was sent for reuse, recycling or composting in quarter 3. This figure is consistent with expected seasonal variation and reflects that garden waste tonnages always fall between the winter months of October and December. The cumulative recycling performance for the year to date stands at 49.31% (21.32% kerbside dry recycling and 28% garden waste composting), which is just below the annual target of 50%.

Our organisation; an innovative, enterprising council Accessible to all

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	Description	Value/ Baseline	RDC Target	Q1	Q2	Q3	Q4
We will transform customer service, using new ways of working to improve responsiveness. We will revamp our website, increase our social media presence and introduce digital systems for you to report issues and receive information. We will support those who are digitally excluded or need support to access online services. We will bring partners into Ryedale House and provide options for a 'one-stop' Public Services Hub.	Number of complaints received	38 for 2020/21	N/A	14	4	7	
	% of stage 1 of complaints closed within target timescale	Data Only	< 10 days	85.7%	75%	100%	
	% of stage 2 complaints closed within target timescale	Data Only	< 20 days	100%	100%	100%	
	Number of compliments received	Data Only	N/A	16	24	28	

Achievements in Quarter 3

- The number of complaints increased to seven in quarter 3, when compared to four in quarter 2. However, this represents only half the volume received in quarter 1, prior to implementation of the new complaints procedures.
- All stage 1 complaints were resolved within agreed timescales; four complaints were answered within the standard stage 1 timescale (ten days) and three complaints were given an extension with the complainants' agreement. Despite the complex nature of these complaints, all the extension timescales were met.
- One stage 2 complaint was received and resolved within the standard 20 days' timescale.
- The Council received 28 compliments in quarter 3, which equates to 41% of all compliments for the year to date.

<p>We will tackle inequality. Delivering better equality across the district is central to everything we do and we are committed to doing all we can to be a welcoming and inclusive place characterised by diversity.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • In quarter 3 the Council made progress to improve accessibility for customers using the website. Where appropriate, content is converted from downloadable documents to web pages, making it easier for screen readers to process. • A variation of printed materials produced this quarter, such as leaflets and reports, have been edited for accessibility, featuring clear typefaces and less italicised text to make them easier to read.
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<p>We will improve our engagement with you, asking for your views, and using your feedback. We will ensure decisions are taken in the most effective way, by consulting with those affected and strengthening the voice of councillors at ward level.</p>	<p>Achievements in Quarter 3</p> <ul style="list-style-type: none"> • The Council improved engagement with the community by holding a new Community Multi Agency Partnership meeting in December 2021, with attendees including Town and Parish Council representatives, North Yorkshire Police, Fire, and District Council Officers, as well as residents from communities in the District. The focus of the meeting was to work together to identify any community tension across Ryedale, collectively discuss prevention work, and early and effective interventions in regards to community safety, public safety, antisocial behaviour and enforcement. • Initial meetings were held during quarter 3 to look at increasing the level of customer consultation taking place in relation to the work of housing options, homelessness and housing support.
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Our organisation; an innovative, enterprising council
Value for money

	Description	RDC Target	Q1	Q2	Q3	Q4	RAG Status
<p>We will maintain strong finances into the future by delivering customer-focussed and cost-effective core services.</p>	<p>Budget/MTFS Strategy to be submitted to Full Council on time for approval</p>	<p>On Track – Yes/No</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes¹</p>		
	<p>Final accounts signed off by 31st July 2021 and 31st December 2021 with an unqualified audit opinion for RDC</p>	<p>On Track – Yes/No</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes²</p>		
	<p>Pension pooling arrangements in place</p>	<p>On Track – Yes/No</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes³</p>		

¹All on track. Timetable for the year set out by the Policy and Resources Committee.

²On track – subject to External Audit capacity. Draft accounts published on time and by the deadline. ³These are in place as a part of the North Yorkshire scheme.

Our organisation; an innovative, enterprising council

A great place to work

	Description	Value/ Baseline	RDC Target	Q1	Q2	Q3	Q4
We will ensure the council is a great place to work by recruiting and retaining motivated, skilled employees.	Staff turnover	13% annually all English authorities (Source: LGA workforce survey 2017/18)	Data Only	4.4%	4.1%	5.7% ¹	

¹This information provides a snapshot of the organisation’s turnover rate and should not be used to predict annual trends. This will be supported with analysis of annual turnover and retention rates within the yearly workforce report.

Achievements in Quarter 3

Despite the expected increase, a staff turnover rate of 5.7% puts Ryedale District Council ahead of some neighbouring authorities but behind others. The labour market is extremely challenging at the moment, and continued challenges in this area are not unique to Ryedale District Council.

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	Description	Value/ Baseline	RDC Target	Q1	Q2	Q3	Q4
We will empower staff to deliver ambitiously for Ryedale, promote wellbeing and publish the results of staff surveys.	Sickness Average days lost per person	Quarter 3 2020/21: 0.80	Data Only	1.09	0.98	1.75	
	Lost time rate (the percentage of total time available that has been lost to sickness during the noted time period)	Quarter 3 2020/21: 1.37%	Data Only	2.07%	1.66%	3%	

Achievements in Quarter 3

- Absence rates are, in the most part, attributable to COVID-19. These figures are reflective of national workforce patterns. Ryedale’s rates continue to be some of the lowest in the County and the Council is supporting staff to work as flexibly as possible during this difficult time. A rise in absence rates during quarter three is to be expected due to higher circulation of seasonal infections.
- The Council is working to remind staff of the various wellbeing initiatives and support mechanisms available to them.
- In quarter 3 the North Yorkshire Building Control Partnership achieved the Investors In People gold accreditation standard and with only 17% of organisations achieving gold standard, this is a huge achievement. Outcome recommendations are to be used to develop an action plan to continue making improvements.

We will nurture talent through succession planning, recruiting graduate trainees and apprentices, implementing a work experience programme for care leavers, and ensuring that training and development opportunities are available for all employees.	Description	Value/baseline	Q1	Q2	Q3	Q4
	Training completion rates	Data Only	99.6%	95.9%	93.86% ¹	

¹ Average completion rate across the 11 essential training modules. New starters have one month to complete their mandatory training modules, which can explain the uncompleted modules.

Achievements in Quarter 3

- In September 2021 a graduate trainee was recruited into the Community Team. The graduate programme started in 2019, and the Council has directly employed three graduates from the programme into substantive positions within the organisation. 10 graduates are currently in post, as of 31 December 2021.
- A number of employees have been working towards qualifications through the Chartered Institute of Housing this quarter. The career grade structure within the Planning Team enables us to develop staff expertise in-house, with employees studying for Master’s degrees in the various aspects of planning. A member of the finance team has also received funding to complete a qualification from the Chartered Institute of Management Accountants.

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	17 MARCH 2022
REPORT OF THE:	HEAD OF CORPORATE GOVERNANCE ELIZABETH HEATH
TITLE OF REPORT:	TIMETABLE OF MEETINGS 2022-2023
WARDS AFFECTED:	ALL
FOR INFORMATION TO:	OVERVIEW AND SCRUTINY COMMITTEE 10 FEBRUARY 2022
	PLANNING COMMITTEE 15 MARCH 2022

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report presents the draft timetable of meetings for 2022-2023 for approval.

2.0 RECOMMENDATION

2.1 That Council is recommended to approve the timetable of meetings, attached as Annex A to this report, as a basis for working in 2022-23.

3.0 REASON FOR RECOMMENDATION

3.1 To provide a timetable for all decision making, advisory and overview and scrutiny meetings for use by Members, officers, the public and other interested parties.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks relating to this recommendation.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 A timetable of meetings is agreed and published for each municipal year. This is an essential part of making the Council's decision making process open and accessible to all interested parties. The timetable of meetings is a working document as additional meetings can be scheduled, under the Rules of Procedure in the Council's Constitution, if and when required to deal with business that has arisen. The legal requirement to publish a public notice of meeting supports transparency and accessibility for any additional meetings.

- 5.2 Strategic Management Board have been consulted on the draft timetable of meetings for 2022-2023.
- 5.3 Consultation has also taken place with Overview and Scrutiny Committee and Planning Committee.

REPORT

6.0 REPORT DETAILS

- 6.1 The draft timetable of meetings, attached as Annex A of the report, has been based on the meeting cycle used in 2021-22.
- 6.2 The timetable concludes at the end of March 2023 as the vesting date for the new unitary council will be 1 April 2023. Should any changes to the timetable be required as a result of a need to make decisions associated with the move to the new unitary council, such changes would be made in consultation with the chair of the relevant committee and with all group leaders.
- 6.3 Mondays have been kept free of meetings as this is when the majority of parish and town councils meet.
- 6.4 Members have the option to approve, amend or reject the draft timetable of meetings attached at Annex A. If the current draft timetable is not acceptable to Members, an alternative will need to be agreed.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
The costs of meetings within the Council are built into existing budgets.
 - b) Legal
None.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
An equality impact assessment on the timings of meetings was carried out five years ago when start times to meetings were reviewed. As no changes are proposed to the number of meetings, the climate change impact will be unchanged from previous years.

8.0 NEXT STEPS

- 8.1 Once the timetable of meetings has been approved it will be published on the Council's website using the Modern.gov committee management system.

Elizabeth Heath
Head of Corporate Governance

E-Mail Address: elizabeth.heath@ryedale.gov.uk

Background Papers:
None.



TIMETABLE OF MEETINGS MAY 2022 TO MAY 2023

COMMITTEE	MAY 2022	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2023	FEB	MAR	Day
Council	19*		7		15	20		1		23	30	Thurs
Policy & Resources		16		25	29		10			9		Thurs
Overview & Scrutiny (Including Audit)		23			1 & 28 (Wed)	27	24		19	16		Thurs
Planning Committee and Licensing Committee		8 (Wed)	5	2 & 31 (Wed)	27	25	22	20	17	14	14	Tues (6pm)
Member Briefing (virtual)		9		18	22		3			2		Thurs

All meetings start at 6.30pm unless otherwise indicated.

NOTES

* Annual Council (start time 6.30pm)

Working Parties and Sub-Committees will meet as business requires

Scheduled Elections

Local Government Election - Thursday 5 May 2022

Bank Holidays

Spring Bank Holiday	- Thursday 2 June 2022
Platinum Jubilee Bank Holiday	- Friday 3 June 2022
Late Summer Bank Holiday	- Monday 29 August 2022
Christmas Bank Holiday	- Monday 26 & Tuesday 27 December 2022
New Year's Day Holiday	- Monday 2 January 2023
Council Offices closed	- Saturday 24 December 2022 to Monday 2 January 2023 inclusive
Easter	- Friday 7 April and Monday 10 April 2023

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