

OVERVIEW AND SCRUTINY COMMITTEE

Thursday 11 April 2013 at 6.30 pm

Council Chamber, Ryedale House, Malton

Agenda

- 1 **Emergency Evacuation Procedure.** (Pages 1 - 4)
The Chairman to inform Members of the Public of the emergency evacuation procedure.
- 2 **Apologies for absence**
- 3 **Minutes of the meeting held on the 21 February 2013**
- 4 **Urgent Business**
To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.
- 5 **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.
- 6 **Internal Audit Plan 2013/14 and Terms of Reference** (Pages 5 - 12)
- 7 **Audit Monitoring Report** (Pages 13 - 18)
- 8 **Scrutiny Reviews Progress Report** (Pages 19 - 22)

9 **Decisions from other Committees**

(Pages 23 - 28)

Commissioning Board held on 21 March 2013

Policy and Resources Committee held on 4 April 2013 (to follow)

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

Overview and Scrutiny Committee

Held at Council Chamber, Ryedale House, Malton
on Thursday 21 February 2013

Present

Councillors Cussons, Mrs Hopkinson, Mrs Shields (Vice-Chairman), Wainwright (Chairman) and Ward

In Attendance

Audrey Adnitt, Sarah Anderson (Deloittes) , Kerry Clements, Gail Cook, Peter Johnson, Kim Robertshaw, Clare Slater and Anthony Winship

Minutes

202 **Apologies for absence**

Councillor Windress

203 **Minutes of the meeting held on the 13 December 2012**

Decision

That the minutes of the meeting of the Overview and Scrutiny Committee held on the 13 December 2012 be approved and signed by the Chairman as a correct record.

204 **Urgent Business**

There were no items of urgent business.

205 **Declarations of Interest**

None.

206 **Applications For Dispensation - Setting The Council Budget**

Considered – Report of the Council Solicitor and Monitoring Officer.

Decision

That the Overview and Scrutiny Committee acting in its Corporate Governance role:

1. Grants a dispensation to all Members of the Authority to enable all Members to participate in full in all decisions relating to the setting of the Council's budget and Council Tax.

2. Approves the dispensation for a period of more than 2 years until 14 March 2015.

207 **Safer Ryedale Performance Report and Priorities for 2013/2014**

Following a presentation from Inspector Andy Everett from North Yorkshire Police. The Safer Ryedale Partnership Action Plan 2012-13 Performance Monitoring Report for Quarter 3 was considered.

Decision

That the report be received.

208 **Presentation and Q and A - Ryecare Services**

The Housing Services Manager and the Ryecare Team Leader gave a presentation on the work of the Ryecare Service.

209 **Scrutiny Reviews Progress Report**

Considered – Report of the Council Solicitor

Decision

1. That the revised terms of reference, as recommended by the Scrutiny Review Task Group be adopted for the review.

2. Progress with the review be noted.

Members were reminded that the next meeting of the Scrutiny Review Task Group would take place on the 6 March 2013.

210 **Treasury Management**

Considered – report from the Corporate Director (s151).

Decision

That Council be recommended to approve:

1. Members receive the report;
2. The Treasury Management and Investment Strategies be noted and approved by the Council;
3. The Minimum Revenue Provision Policy Statement be approved by the Council and;
4. The Prudential Indicators in the report be approved by the Council.

211 **External Audit Report Q3**

Consider – External Audit Progress Report from Deloitte.

Decision

That the report be received.

212 **External Audit - Certification Report 2011/13**

Considered – Certification of claims and returns 2011/12 Annual report from Deloitte

Decision

That the report be received.

213 **Customer Complaints Q3 (2012/13)**

Considered – Report of the Business Support Manager

Decision

That the report be received.

214 **Annual Governance Statement**

Considered – Report of the Corporate Director (s151)

Decision

That the progress made with identified actions in the 2011-12 AGS action plan be noted.

215 **Corporate Risk Register**

Considered the Corporate Risk Management Plan

Decision

That the plan be noted.

216 **Decisions from other Committees**

The minutes of the Commissioning Board meeting held on the 24 January 2013 and the Policy and Resources Committee held on the 14 February 2013 were presented.

Decision

That the minutes be received.

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

None

The meeting closed at 8.40pm



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	11 APRIL 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	INTERNAL AUDIT PLAN 2013/14 AND TERMS OF REFERENCE
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek members' views on the priorities for internal audit for 2013/14 to inform the preparation of the annual audit plan.

2.0 RECOMMENDATION

- 2.1 It is recommended that members note the position with the Terms of Reference and endorse the Internal Audit Plan for 2013/14 (Annex A).

3.0 REASON FOR RECOMMENDATION

- 3.1 To ensure that audit resources are used effectively.

4.0 REPORT DETAILS

- 4.1 In accordance with the CIPFA Code of Practice for Internal Audit, audit plans are prepared on the basis of a risk assessment process. The risk assessment methodology is designed to ensure that limited audit resources available are prioritised towards those systems and areas which are considered to be the most at risk and/or which contribute the most to the achievement of the Council's corporate priorities and objectives.
- 4.2 Consultation with members and senior council officers is an essential part of the risk assessment process, to ensure that their views on the risks facing the organisation are taken into account. The plan is agreed by the Corporate Director (s151) who has responsibility for ensuring an adequate and effective system of internal control.
- 4.3 It is good practice to review the Terms of Reference for Internal Audit on an annual basis.

5.0 2013/14 AUDIT PLAN

- 5.1 The Council continues to experience significant financial pressures and major change across all services. Reductions in resources may mean services can no longer operate controls to the extent where they have historically.
- 5.2 To reflect this, the intention is to maintain the approach adopted in previous years in developing the plan. This will include a mix of traditional audits (for example, in areas such as the main financial systems where the volume and value of transactions processed are so significant that regular audit is essential), and other reviews targeted towards areas of increased risk due to change.

6.0 TERMS OF REFERENCE

- 6.1 In accordance with good practice, the Council reviews its Terms of Reference for Internal Audit annually, and that review was scheduled for the meeting of 11 April 2013. However CIPFA, the Chartered Institute of Internal Auditors (CIIA), and HM Treasury have recently consulted on a new set of Public Sector Internal Audit Standards (PSIAS) which will supersede those currently used in various parts of the public sector. This consultation has now been completed and the new standards will take effect from 1 April 2013, however full guidance on the application of the standards has not yet been published.
- 6.2 As the current Terms of Reference is based on the CIPFA Code of Practice, Veritau North Yorkshire (VNY) propose to prepare a new Terms of Reference which complies with the new PSIAS for approval by Committee after the guidance has been published.

7.0 IMPLICATIONS

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

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None

**RYEDALE DISTRICT COUNCIL
INTERNAL AUDIT PLAN 2013/14**





Audit Plan 2013/14

CONTENTS

- 1 Introduction
- 2 2013/14 Audit Plan
- 3 Main Financial Systems
- 4 Operational Audits
- 5 Other Chargeable Audit Work

Audit Plan 2013/14

1. INTRODUCTION

- 1.1 This plan sets out the proposed 2013/14 programme of work for the internal audit, service provided by Veritau North Yorkshire for Ryedale District Council.
- 1.2 In accordance with proper practice, internal audit is required to prepare an audit plan on at least an annual basis. The plan is based on a risk assessment model that is maintained by internal audit. The council's own risk management systems are also considered in forming a view on what audits to undertake. The audit plan is a working document, and changes are made throughout the year to reflect changes in risk and any issues that arise.
- 1.3 The content of the audit plan is subject to consultation with senior council officers. The committee is responsible for monitoring progress against the plan. Changes to the plan are agreed through the council's client management arrangements and are notified to the committee. Proposed audit work is also discussed with the council's external auditors, to ensure that there is no duplication of effort.

2. 2013/14 AUDIT PLAN

- 2.1 The significant financial pressures faced by the council and the consequent need to review and adapt services are major factors affecting systems and controls. Veritau's priority for the immediate future continues to be to help support the council maintain an effective control environment in these challenging times. As in 2012/13, the audit plan has been drawn up to provide a balance between regularity audits in areas such as the main financial systems where the volume and value of transactions processed are significant and regular audit is essential; and other reviews targeted towards areas of increased risk due to change. This includes:
 - direct support to change projects - to provide advice and challenge on controls being implemented or changed, and project governance
 - an emphasis in other audit work on the appropriateness of control systems in the current climate, and key objectives to meet current needs.
- 2.2 Details of the 2013/14 plan are set out below.

3. MAIN FINANCIAL SYSTEMS

	<u>Days</u>
General Ledger (including Fixed Assets register)	15
<p>A review of the arrangements for managing and maintaining the financial ledger. The audit will include a review of:</p> <ul style="list-style-type: none"> • access and back up arrangements • the integrity and timeliness of data • the processing of journals and virements • reconciling control and suspense accounts • feeder systems • reconciliations • year end processes. 	
Tax Management	10
<p>A review of key controls to ensure compliance with VAT accounting requirements. The audit will include analysis of VAT data using IDEA data interrogation software, to identify potential weaknesses in control.</p>	
Treasury Management	3
<p>A 'health check' of the systems associated with treasury management. A full audit will be carried out during 2014/15.</p>	
Creditors	3
<p>A review of the controls, systems and processes associated with creditors. A full audit will be carried out during 2014/15.</p>	
Debtors	3
<p>A review of the controls, systems and processes associated with debtors. A full audit will be carried out during 2014/15.</p>	
Payroll	5
<p>A review of the payroll system and controls associated with payroll processing.</p>	
Local Taxation (Council Tax & NNDR)	15
<p>A review of the systems for calculating Council Tax and NNDR liabilities, and the collection, recording and processing of payments. The audit will also examine debt recovery arrangements.</p>	
Housing Benefits (Council Tax Support)	10
<p>A review of the systems and processes for paying Council Tax Benefit and Housing Benefit, including the new council tax support scheme.</p>	

Audit Plan 2013/14

Income	3
A review of overall income management arrangements including processes in place to prevent money laundering.	

TOTAL – Main Financial Systems	67
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4. OPERATIONAL AUDITS

Human Resources and Recruitment Checks	12
A review of policies, processes and recruitment checks undertaken on new employees specifically focusing on counter fraud arrangements.	

Elections Works	12
A value for money review of processes, including government funding.	

ICT	15
A review of systems access, general controls, inventory and security.	

Performance Management / Data Quality	15
A review of systems in place to monitor and report achievement against performance management targets and the quality of data available.	

Partnerships and Grants	12
A review of the systems and procedures in place.	

Health and Safety	15
A review of the systems and procedures in place to ensure compliance with Health and Safety regulations and welfare of employees.	

Fleet Management	10
A review of the management and control of vehicle costs, especially of fuel and vehicle repair costs. The audit will include a review of recording and management information systems, and verification of a sample of assets.	

Planning / Development Control	10
A review of general controls and procedures including administrative processes. The audit will also consider any areas highlighted around affordable housing.	

TOTAL – Operational Audits	101
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5. OTHER CHARGEABLE AUDIT WORK

	<u><i>Days</i></u>
<p>Support, Advice & Liaison</p> <p>Provision to provide ongoing advice and support on the design, implementation and operation of appropriate controls and for the overall management of audit work in each department.</p>	12
<p>Audit Committee Planning/ Reports and Attendance</p> <p>Preparing for and attending Committees.</p>	20
<p>Follow Up Audits</p> <p>Provision to follow up previously agreed audit recommendations.</p>	15
<p>Audit Planning</p>	10
<p>TOTAL – Other Chargeable Audit Work</p>	57
<p>TOTAL CHARGEABLE DAYS 2013/14</p>	225



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	11 APRIL 2013
REPORT OF THE:	CORPORATE DIRECTOR (s151) PAUL CRESSWELL
TITLE OF REPORT:	AUDIT MONITORING REPORT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 The report summarises the outcome of internal audit work undertaken between December 2012 and March 2013.

2.0 RECOMMENDATION

2.1 It is recommended that the committee note the results of audit and fraud work undertaken in 2012/13 to date.

3.0 REASON FOR RECOMMENDATION

3.1 To enable the committee to fulfil its responsibility for considering the outcome of internal audit work.

4.0 SIGNIFICANT RISKS

4.1 The council will fail to comply with the requirements of the Cipfa Code of Practice for Internal Audit in Local Government in the United Kingdom if the results of audit work are not considered by the committee.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 This report supports the Council's Corporate Strategic Objective of providing strong Community Leadership, by demonstrating a commitment to local democracy and accountability.

6.0 REPORT DETAILS

6.1 The purpose of this report is to inform Members of the progress made to date in delivering the plan, and any developments that may have had an impact on the plan throughout the financial year.

6.2 Annex A includes a summary of the audit opinions and findings for the individual audits completed to date.

6.3 One audit highlighted concerns around telephones, this has been discussed in detail with the Management and issues are being addressed. In addition one draft report has been given an overall audit opinion of "limited assurance". This is currently in discussion and will be reported at the next Committee when actions have been agreed, and the report has been finalised.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

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

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Corporate Director (s151)

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Background Papers:
None

AUDITS COMPLETED AND REPORTS ISSUED

The following categories of opinion are used for audit reports.

Opinion	Level of Assurance
High Assurance	Overall very good management of risk. An effective control environment appears to be in operation.
Substantial	Overall good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Moderate	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No Assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Actions to address issues are agreed with managers where weaknesses in control are identified. The following categories are used to classify agreed actions.

Priority

Long Definition

Short Definition – for use in Audit Reports

1 (High)

Action considered both critical and mandatory to protect the organisation from exposure to high or catastrophic risks. For example, death or injury of staff or customers, significant financial loss or major disruption to service continuity.

A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.

These are fundamental matters relating to factors critical to the success of the area under review or which may impact upon the organisation as a whole. Failure to implement such recommendations may result in material loss or error or have an adverse impact upon the organisation's reputation.

Such issues may require the input at Corporate Director/Assistant Director level and may result in significant and immediate action to address the issues raised.

2

Action considered necessary to improve or implement system controls so as to ensure an effective control environment exists to minimise exposure to significant risks such as financial or other loss.

A significant system weakness, whose impact or frequency presents risks to the system objectives, and which needs to be addressed by management.

Such issues may require the input at Head of Service

Priority

Long Definition

Short Definition – for use in Audit Reports

3	<p>or senior management level and may result in significantly revised or new controls.</p> <p>Action considered prudent to improve existing system controls to provide an effective control environment in order to minimise exposure to significant risks such as financial or other loss.</p> <p>Such issues are usually matters that can be implemented through line management action and may result in efficiencies.</p>	<p>The system objectives are not exposed to significant risk, but the issue merits attention by management.</p>
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Draft Reports Issued

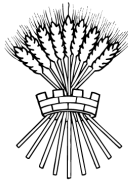
Three internal audit reports are currently in draft. These reports are with management for consideration and comments. Once the reports have been finalised, details of the key findings and issues will be reported to this committee.

Opinion	Number
“High Assurance”	1
“Substantial Assurance”	1
“Moderate Assurance”	0
“Limited Assurance”	1
“No Assurance”	0
“Not given”	0

Final Reports Issued

The table below shows audit reports finalised since the last committee. In all cases the recommendations made have been accepted by management, and will be followed up by internal audit.

Audit	Date Of Final Report	Opinion	Number of Agreed Actions		Work done / significant weaknesses / issues identified
			Total	Priority 1	
Tax Management	14/01/13	High Assurance	0	0	A health check of VAT returns. All returns were submitted within the specified time scales and verification work was undertaken.
Telephones – Landlines & Mobiles	04/03/13	Limited Assurance	11	0	Policies were out of date, little to no usage monitoring was carried out prior to payment of bills, and formal arrangements were not in place. A number of audit actions were in the process of being carried out prior to the issue of this report and we anticipate that these will have already led to an improvement in the control environment. A full follow up audit will be undertaken in 2013/14.



REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	11 APRIL 2013
REPORT OF THE:	COUNCIL SOLICITOR ANTHONY WINSHIP
TITLE OF REPORT:	SCRUTINY REVIEWS PROGRESS REPORT – ‘THE ROLE OF MEMBERS ON OUTSIDE BODIES AND AS MEMBER CHAMPIONS’
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To provide an update on progress with the scrutiny review of the Role of Members on Outside Bodies and as Member Champions.

2.0 RECOMMENDATION

- 2.1 It is recommended that the progress with the review be noted.

3.0 REASON FOR RECOMMENDATION

- 3.1 To keep the Overview and Scrutiny Committee informed of progress with the review it has commissioned.

4.0 SIGNIFICANT RISKS

- 4.1 No significant risks have been identified at this point but this will be reviewed as the review progresses.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 This review links into corporate aim 5 (to transform the Council) and strategic objectives 9 (to know our communities and meet their needs) and 10 (to develop the leadership, capacity and capability to deliver future improvements).

- 5.2 An update on the consultation is included in paragraph 6.2 below.

REPORT

6.0 REPORT DETAILS

6.1 The Scrutiny Review Task Group met on 6 March 2013 and considered the documents provided to them, which were:

- Revised terms of reference for the review (as agreed at the Overview & Scrutiny Committee on 21 February 2013)
- Information received to date from Members who are representatives on outside bodies
- Information received to date from Members who are Member Champions
- Information received to date from outside bodies
- Information from North Yorkshire District Councils on Member Champions (including a copy of Ryedale's role description)
- Details of funding given to external organisations
- Details of expenses claimed by representatives on outside bodies

6.2 They then discussed next steps for the review. It was agreed that hard copies of the consultation forms be tabled for Members at the Full Council meeting on 7 March 2013 and that a further letter be sent to outside bodies, in an effort to boost the response rate from both groups. The Group requested that some analysis of the results be undertaken and presented to the next meeting for consideration.

6.3 A copy of the terms of reference for the review are attached as Annex A of the report.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

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

8.0 NEXT STEPS

8.1 The Scrutiny Review Task Group will meet again on 16 April 2013 to consider the information gathered.

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Council Solicitor

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Background Papers:

As detailed in paragraph 6.1.

Background Papers are available for inspection at:
Ryedale House, Malton or www.ryedale.gov.uk.

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

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

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

Commissioning Board

Held at Council Chamber, Ryedale House, Malton
on Thursday 21 March 2013

Present

Councillors Andrews, Arnold, Clark, Mrs Cowling (Chairman), Mrs Frank (Vice-Chairman), Fraser, Hicks, Mrs Keal, Richardson, Mrs Sanderson and Wainwright

Substitute

Councillor Wainwright

Overview and Scrutiny Committee Observer

Councillor Cussons

In Attendance

Fiona Brown, Jos Holmes, Nicki Lishman, Phil Long and Julian Rudd and Kim Robertshaw

Minutes

102 Apologies for Absence

Apologies for absence were received from Councillors Hope and Walker.

103 Minutes of Meeting held on 24 January 2013

Decision

That the minutes of the meeting of the Commissioning Board held on 24 January 2013 be approved and signed by the Chairman as a correct record.

104 Minutes of an Extraordinary meeting held on 28 February 2013

Decision

That the minutes of an extraordinary of the meeting of the Commissioning Board held on 28 February 2013 be approved and signed by the Chairman as a correct record.

105 Declarations of Interest

Councillor Andrews declared a personal non pecuniary but not prejudicial interest in Item 7 as he was Vice-Chairman of the Milton Rooms Management Committee.

Councillor Clark declared a personal non pecuniary but not prejudicial interest in Item 8 as a Member of North Yorkshire County Council.

Councillor Mrs Frank declared a personal non pecuniary but not prejudicial interest in Item 7 as she was a Trustee of the Harrison Collection at Ryedale Folk Museum.

Councillor Fraser declared a personal non pecuniary but not prejudicial interest in Item 7 as he owned a business connected with the creative economy and in Item 13 as the Council's Champion for Sport.

Councillor Mrs Keal declared a personal non pecuniary but not prejudicial interest in Item 7 as she was Chairman of one of the organisations mentioned and a member of the Milton Rooms Management Committee.

Councillor Mrs Sanderson declared a personal non pecuniary but not prejudicial interest in Item 7 as she worked within the creative economy and in Item 8 as a Member of North Yorkshire County Council.

106 **Urgent Business**

There were no items of urgent business.

Part A - Items to be dealt with under delegated powers or matters determined by the Board

107 **Creative Economy Commissioning - Final Report**

Considered – Report of the Head of Economy and Infrastructure

Decision
(i) That the initial proposals from the provider organisations be noted; and
(ii) That following further development work, the decision on commissions for 2013/14 be delegated to the Head of Economy and Infrastructure in consultation with the Chairman of the Commissioning Board

Councillors Clark and Richardson requested that their absence be recorded.

108 **Ryedale CAB Review**

Considered - Report of the Head of Planning and Housing

Decision

- (i) That the terms of the funding agreement between Ryedale District Council and Ryedale Citizen's Advice Bureau be agreed
- (ii) That it be agreed in principle to maintain the original core funding of £27,400 for a further 2 years

109 **No Second Night Out - Government's Initiative to End Rough Sleeping**

Considered – Report of the Head of Planning and Housing

Decision

- (i) That the No Second Night Out Initiative be approved in order for the Council to meet the requirement set down by government
- (ii) That the additional services provided in order to reduce Single Homelessness across Yorks and North Yorkshire be noted

110 **Choice Based Lettings Allocations - Policy Review**

Considered - Report of the Head of Planning and Housing

Decision

- (i) That the proposed changes to the Council's Housing Allocation Policy, as amended, and the reasons why these changes were considered be noted; and
- (ii) That feedback be given on proposals to implement the changes to the scheme, these changes to be incorporated into the 8 weeks consultation process

111 **Overview and Scrutiny Committee Recommendations - Development Workers and Small Grants Fund**

Considered – Report of the Head of Economy and Infrastructure

Decision

That Commissioning Board accepts the recommendations that

- (i) Development workers are essential in helping to develop projects within the voluntary and community sector and this role is highly valued by the sector. The Council should continue to provide development officers and continue to support provision within the voluntary sector subject to any wider consideration regarding the Council's budget.
- (ii) Maintain a small grants element in all grant programmes subject to any wider consideration regarding the Council's budget.

Reason: That Commissioning Board recognises that development workers and small scale grants are intrinsic to the delivery of Commissioning Board activities, subject to any wider consideration regarding the Council's budget.

112 **Air Quality Action Plan**

Considered – Report of the Head of Environment, Streetscene, Facilities, ICT

Decision

- (i) That the Malton Air Quality Action Plan – Progress be adopted; and
- (ii) That the Head of Environment, Streetscene, Facilities and ICT, in consultation with the Chairman of the Commissioning Board, have delegated authority to amend the report in the interim period prior to the submission of the report to DEFRA, should additional information become available and that any changes be forwarded to the members of the Commissioning Board prior to submission

Part B - Matters to be referred to Council

113 **Sport and Active Lives Strategy**

Considered – Head of Environment, Streetscene, Facilities, ICT

Decision

That Council be recommended to;

- (i) Approve The Sports and Active Lives Strategy
- (ii) Approve in principle support for future capital funding requirements for Ryedale and Derwent Pools and request a report is brought to the Commissioning Board regarding cost implications for the capital programme; and

- | |
|--|
| (iii) Support consideration of potential options for the replacement of Derwent Pool from 2023 onwards and make a commitment to retain a facility in Norton-on-Derwent |
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[Councillors Andrews, Clark, Mrs Keal and Richardson requested that their votes for an amendment, which was not agreed, to add;

- (i) Puts the proposed Sports Strategy out to public consultation
- (ii) Feeds into the proposed strategy all common sports in Ryedale

Be recorded]

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

There being no items of urgent business, the meeting closed at 9.20 pm.

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