ANNUAL MEETING OF THE COUNCIL OF THE BOROUGH OF HARROGATE

DATE: Monday 20 May 2019
TIME: 5.30 pm
VENUE: Queen’s Suite - Harrogate Convention Centre

Councillors are hereby summoned to attend the Annual Meeting of the Council of the Borough of Harrogate, for the purposes following.

AGENDA

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>APOLOGIES FOR ABSENCE:</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>ELECTION OF MAYOR: To elect the Mayor of the Borough for the ensuing year.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>ELECTION OF DEPUTY MAYOR: To elect the Deputy Mayor of the Borough for the ensuing year.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>MINUTES: of the meeting of 10 April 2019.</td>
<td>3 - 10</td>
</tr>
<tr>
<td>5.</td>
<td>CABINET: To note the Leader’s appointments to the Cabinet and the structure and responsibilities of the various portfolios.</td>
<td>11 - 28</td>
</tr>
<tr>
<td>6.</td>
<td>CHAIRS, VICE-CHAIRS AND MEMBERS OF COMMITTEES:</td>
<td>29 - 42</td>
</tr>
</tbody>
</table>

(a) to appoint Chair, Vice-Chairs and Members of Committees etc, for the ensuing year. (Copy of proposed Chairs and Vice-Chairs of Committees, etc together with Group Nominations attached)

(b) Appointment of Committees which Council agrees (nem con) to appoint or constitute without regard to political proportionality:- Panels of the General Purposes Committee, Licensing Committee and the Human Resources Committee.
7. **CHANGE TO BRACEWELL HOMES LTD BUSINESS PLAN:**
To consider the recommendations of the Cabinet of 24 April 2019.

**MEMBERS ARE REMINDED TO UPDATE THE REGISTER OF INTERESTS AFTER ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT CURRENT ENTRIES**

Members of the public are entitled to attend this meeting as observers for all those items taken in open session.

The agenda papers may be examined at the Civic Centre, Harrogate and a copy may be purchased for £6.00.

Please contact Elizabeth Jackson, Democratic Services Manager, at the Civic Centre, if you have any queries or need further information on this agenda - telephone or email Tel: 01423 500600 Email: democraticservices@harrogate.gov.uk

**EMERGENCY PROCEDURES FOR MEETINGS – FIRE:** On hearing the fire evacuation alarm, you should leave the building by the nearest safe fire exit. Once outside the building, please assemble in the corner of the visitor car park at the front of the building opposite the main entrance. Persons should not re-enter the building until authorised to do so by the Fire and Rescue Service or the Emergency Co-ordinator.
PRESENT: Councillor Bernard Bateman, MBE in the Chair. Councillor Margaret Atkinson, Councillor Chris Aldred, Councillor Philip Broadbank, Councillor Nick Brown, Councillor Rebecca Burnett, Councillor Mike Chambers, MBE, Councillor Trevor Chapman, Councillor Jim Clark, Councillor Richard Cooper, Councillor Ed Darling, Councillor John Ennis, Councillor Sam Gibbs, Councillor Michael Harrison, Councillor Sid Hawke, Councillor Phil Ireland, Councillor Sue Lumby, Councillor Stanley Lumley, Councillor John Mann, Councillor Pat Marsh, Councillor Stuart Martin, MBE, Councillor Pauline McHardy, Councillor Samantha Mearns, Councillor Zoe Metcalfe, Councillor Nigel Middlemass, Councillor Ann Myatt, Councillor Tom Watson, Councillor Matthew Webber, Councillor Christine Willoughby and Councillor Robert Windass.

Late Arrivals: None

Early Departures: None

Councillor Philip Broadbank led Members in prayer prior to the commencement of the meeting.

94 – APOLOGIES FOR ABSENCE:
Apologies for absence had been received from Councillors Paul Haslam, Steven Jackson and Victoria Oldham.

95 – URGENT BUSINESS:
There was no urgent business.

96 – DECLARATIONS OF INTEREST:

97 – EXEMPT INFORMATION:
There was no exempt information.

98 – MINUTES:
The Minutes of the meeting of the Council held on 6 March 2019 were submitted. Councillor Pat Marsh referred to Minute 89/18 - Notices of Motion Received and advised that there was an error on the minutes in the agenda pack. This was subsequently found to be a technical error with the electronic papers and the printed minutes as signed by the Mayor were correct.

Moved by Councillor Richard Cooper Seconded by Councillor Graham Swift

and RESOLVED:

That the Minutes of the meeting of the Council held on 6 March 2019 be approved as
a correct record and signed by the Chair.

99 – COMMUNICATIONS:

01. Recording of Meeting: The Mayor advised that a request had been received from the Local Democracy Reporter to record the proceedings of Council.

02. Freedom Parade: The Mayor reminded Members that the Army Foundation College had indicated its intention to exercise its right to march through Harrogate town on the morning of Sunday 19 May. Invitations had been sent out to Members. The Mayor was also arranging a Freedom weekend of events prior to the Freedom Parade and a St George’s Day dinner at Harrogate Town Football Club on 23 April.

03. Tour de Yorkshire: The Mayor referred to the Tour de Yorkshire which would be passing through the District on Friday 3 May, including a circuit of Harrogate town, and would be passing through a number of wards.

04. Thanks to colleagues: As this was the last scheduled meeting of the current Council year the Mayor placed on record his thanks and appreciation to colleagues for their support shown during his year in office.

100 – PUBLIC ARRANGEMENTS - PETITIONS:
No petitions had been received.

101 – PUBLIC ARRANGEMENTS - QUESTIONS:
No questions had been received.

102 – ACCOUNTABILITY OF THE EXECUTIVE AND COMMITTEE CHAIRS:
The Mayor advised that in accordance with Standing Order 12(9) one written question had been received which would, in accordance with the Standing Order, be dealt with as the first question under this item. He would then invite verbal questions of the Executive Members and Committee Chairs from other Members of the Council.

Question to the Cabinet Member for Culture, Tourism and Sport from Councillor Tom Watson

Non-Domestic Rates Sports Grounds.
Could the Cabinet Member for Tourism and Sport tell me why sports grounds have no discretionary rate relief allowed against the rate bill for the period of 2019/2020. Last year they were given 80% mandatory relief in 2018/2019 period plus an extra 15% would the cabinet member consider reintroducing the extra 15%. Especially when we are trying to promote healthy communities.

Response:

Thank you for the question Councillor Watson and for asking me about discretionary rates relief for sports pitches. I’m concerned that this has been raised directly at Council when Officers can’t seem to find a record of any customer enquiries relating to this subject.
Nevertheless, we are able to apply mandatory rates relief for charities and community amateur sports clubs once they have applied for and registered their status. Information on how to undertake this and the relief available is on our website. In addition we have an effective discretionary rates relief policy which supports both our tax payers and the Council’s objectives. I would hope that Charities and community amateur sports clubs would be looked on favourably as they can provide effective support in our aim of enabling our residents to live longer, more independent lives.

I encourage Cllr Watson to offer guidance and inform those sports grounds who have issues to be in touch with officers.

In response to a question from Councillor Christine Willoughby on what the Council was doing to support the Northern Forest, the White Rose Forest and the Forest of Knaresborough, the Cabinet Member for the Environment, Waste Reduction and Recycling agreed to provide written details. The Cabinet Member also agreed to arrange a Member briefing on the Northern Forest Project.

103 – MEMORANDA OF THE REPORT FROM THE OVERVIEW AND SCRUTINY COMMISSION:
There were no such reports.

104 – REPORT BACK ON PREVIOUS NOTICES OF MOTION:
The Mayor advised that, in accordance with Standing Order 10(6)(a), there was one report to be considered at the meeting.

104(1) – COSTS ACCRUED BY THE CRESCENT GARDENS SITE:
The Mayor invited the Cabinet Member for Resources, Enterprise and Economic Development, Councillor Graham Swift, to introduce his written report on the Notice of Motion in the names of Councillors Philip Broadbank and Matthew Webber requesting that the Audit and Governance Committee take an in depth look at the costs being accrued by the Crescent Gardens site.

A meeting had taken place between the Cabinet Member and Councillors Broadbank and Webber to understand the issues in greater detail. At the meeting the Cabinet Member provided a full confidential update on the timeline and current position of the Crescent Gardens project. The update included details of the competitive tender process which led to the preferred bidder being chosen, details of the non-refundable deposit paid to the Council by the preferred bidder, details of the running costs of Crescent Gardens and recognition that the total payments received to date by the Council were in excess of building-related costs incurred. The discussion also highlighted that the savings made from moving to the Civic Centre outweighed the costs incurred in retaining Crescent Gardens and the non-returnable deposit ensured the Council had surplus provision to cover building costs incurred by the Council in any potential delays.

Attached as an appendix to the report were details of the costs associated with Crescent Gardens from 1 December 2017, when the Council vacated the offices, to the date of the report. It was noted that £909k of revenue savings had been built into
the Council’s base budget following the move to the Civic Centre. It was also noted that the rental income received to date as a result of occasional arrangements for ATP (Crescent Gardens) Ltd to occupy a limited area within the building was £16,577.38.

Councillor Philip Broadbank thanked the Cabinet Member for the meeting and referred to concerns about the future of the building following the announcement two days earlier that the sale of the building to ATP (Crescent Gardens) Ltd had been cancelled and the building was to be put back on the market.

Moved by Councillor Graham Swift Seconded by Councillor Richard Cooper

and RESOLVED:

That the report of the Cabinet Member for Resources, Enterprise and Economic Development be accepted.

105 – MINUTES OF COMMITTEES AND CABINET:
The Council resolved upon the various non-delegated Minutes of the Committees and Cabinet as follows:

105(1) – CABINET - 27 MARCH 2019:
Moved by Councillor Richard Cooper Seconded by Councillor Graham Swift

and RESOLVED:

That the Minutes of the meeting of the Cabinet held on 27 March 2019 be approved and adopted.

105(2) – GENERAL PURPOSES COMMITTEE - 21 MARCH 2019:
Moved by Councillor Samantha Mearns Seconded by Councillor Alex Raubitschek

and RESOLVED:

That the Minutes of the meeting of the General Purposes Committee held on 21 March 2019 be approved and adopted.

106 – NOTICES OF MOTION RECEIVED:
The Mayor advised that there was one Notice of Motion before the Council in the names of Councillors Richard Cooper and Graham Swift which would, in accordance with Standing Order 10(6)(f), be debated by the Council.

(1) “This Council supports measures to address the climate emergency as outlined by the UN Intergovernmental Panel on Climate Change.

This council will therefore re-examine its Carbon Reduction Strategy with an aim of adapting it to meet IPCC targets and a final goal of carbon neutrality. In doing so the council will work with other partners across the Borough and Region to deliver this new goal including North Yorkshire County Council. As part of this work the council will evaluate proposals including the following
options:

- Establishing under the council's leadership initially a climate change coalition bringing together residents groups, businesses, environmental groups and politicians to promote carbon neutrality.
- Holding a climate change conference promoting micro-generation for housing developers, domestic waste reduction and zero-carbon supply chains for business.
- Lobbying government to bring in a new ‘green council support grant’ offering incentive to those councils who reduce their carbon emissions over and above the IPCC 2030 targets.
- Installing photovoltaic cell developments in council facilities such as car parks and leisure centres.
- Implementing domestic-scale PV opportunities on community centres and other small public buildings.
- Providing additional funding for Electric Vehicle (EV) infrastructure to accelerate the roll-out of the ULEV strategy and build funding for the strategy into the Council’s annual budget.
- Bringing forward plans for EV home charging points and battery storage and renewables within council housing.
- Developing battery storage capacity – connected to PV to supplement our EV charging network.
- Providing additional grant support for home energy conservation measures, particularly hard to-treat measures, supplementing limited funding available through current Energy Company Obligation schemes, using Better Homes as the delivery mechanism.
- Upgrading suitable council housing to the highest possible energy efficiency standards, for example “Enerphit” certified retro-fitted Passivhaus standards.
- Ensuring new homes built by Bracewell Homes are built to the highest possible energy efficiency standard, e.g. Passivhaus or high Code for Sustainable Homes standards.
- Influencing others to encourage renewable energy and/or other sustainable technology at landmark development such as station gateway, HCC redevelopment, depot redevelopment and new leisure Centres.
- Increasing our target BREEAM score for new commercial buildings to Outstanding.
- Accelerating conversion to electric vehicles of our pool and operational vehicle fleet
- Strengthen the energy requirements of all new developments by introducing a Development Plan Document to follow ‘Merton Rule’ type arrangements.
- Investigating enhanced sustainable transport incentives for staff and local
employers including subsidised public transport for staff.

- Supporting the Northern Forest and Knaresborough Forest initiatives by ensuring that every child plants a tree during their schooling.
- Implementing free parking for electric vehicles for the next 5 years
- Looking at the cost of electricity purchasing prioritising green energy
- Investigating the impact on carbon emissions on pedestrianizing Harrogate town centre and making it a pedestrian and cycle friendly zone
- Implementing salary sacrifice schemes for staff who purchase electric vehicles including electric bikes.
- Running an intensive campaign promoting home composting and waste reduction.
- Looking at incentives and penalties for households who place recyclable waste in the general waste stream.

Proposed: Councillor Richard Cooper   Seconded: Councillor Graham Swift

The motion was then debated by the Council.

Upon a vote being taken, the Mayor declared the Motion carried.

107 – RIPON NEIGHBOURHOOD PLAN:
Moved by Councillor Rebecca Burnett   Seconded by Councillor Mike Chambers

and RESOLVED:

That (1) the Ripon Neighbourhood Plan be ‘made’ and form part of the Local Development Plan for Harrogate District for the purposes of development management decisions in the parish of Ripon City, pursuant to section 38A of The Planning and Compulsory Purchase Act 2004 (as amended); and

(1) the Council publish a Decision Statement which sets out its reasons for the decision and undertake publicity as set out at paragraph 5.8 of the report.

108 – ACHIEVEMENTS AGAINST OBJECTIVES 2018/19:
The Mayor invited the Leader to introduce and speak to the performance of the Council over 2018/19. The Leader and Cabinet Members then responded to questions from Members.

In response to a question from Councillor Christine Willoughby on the Market Reviews, the Cabinet Member for the Environment, Waste Reduction and Recycling reported that the number of traders at Knaresborough and Ripon markets had increased and as there were some funds left further work would be undertaken to promote the markets.

In response to a question from Councillor Philip Broadbank, the Cabinet Member for
Resources, Enterprise and Economic Development advised that he had received a response from the Government to his letter requesting powers to compel new chain retail outlets to source some of their produce locally. The Minister was not willing to support this suggestion.

In response to a question from Councillor Trevor Chapman the Cabinet Member for Resources, Enterprise and Economic Development advised that he had received a response from the Minister to his letter lobbying the Government to allow us to charge Council Tax on unimplemented planning permissions. The Minister had responded that he was not prepared to consider this suggestion and he did not believe land banking was an issue.

The Cabinet Member or the Environment, Waste Reduction and Recycling responded to a question from Councillor Chris Aldred and reported that he had attended the Ackrill Green Business Awards which was a successful event and the Cone Exchange and Number 13 were the winners.

In response to a question from Councillor Christine Willoughby the Cabinet Member for Culture, Tourism and Sport advised that the feasibility of a gym facility at Knaresborough Pool was still being considered.

In response to a question from Councillor Chris Aldred on why the economic impact of the HCC was below the target, the Leader advised that the calculation was complex and the target may have been a stretch. The Leader was pleased that HCC had brought £56,000,000 benefit to the local economy.

109 – LOCATION OF ANNUAL MEETING:
Moved by Councillor Richard Cooper Seconded by Councillor Graham Swift

and RESOLVED:

That in the event that European Elections take place on the 23 May 2019 the venue for the Annual Meeting be changed from the Civic Centre to the Harrogate Convention Centre.

110 – COMMON SEAL:
Moved by Councillor Richard Cooper Seconded by Councillor Graham Swift

and RESOLVED:

That (1) the Common Seal of the Council be affixed to the Deeds and Documents necessary to carry out the resolutions confirmed and passed this day; and

(2) no deed shall be treated as being conditional upon Council proceeding until completion of a transaction relevant to any Deeds.
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CONSTITUTION AND ROLES OF CABINET AND DELEGATION BY THE LEADER AND AS REQUIRED UNDER ARTICLE 7 AND PART 4 – RULES OF PROCEDURE IN THE CONSTITUTION OF THE COUNCIL

1. The names and roles of those Councillors appointed to the Cabinet are as follows:

   **Leader**
   Councillor Richard Cooper  
   Flat 1, 107 East Parade  
   Harrogate  
   HG1 5LR  
   *Member for Harrogate Central Ward*

   **Deputy Leader and Cabinet Member for Resources, Enterprise and Economic Development**
   Councillor Graham Swift  
   The Granary  
   Penny Pot Lane  
   Harrogate  
   HG3 2SA  
   *Member for Harrogate Duchy Ward*

   **Cabinet Member for Housing and Safer Communities**
   Councillor Mike Chambers  
   Kirkdale  
   Littlethorpe Lane  
   Ripon  
   HG4 1UB  
   *Member for Ripon Spa Ward*

   **Cabinet Member for Culture, Tourism and Sport**
   Councillor Stanley Lumley  
   Lyndene  
   Bewerley  
   Pateley Bridge  
   HG3 5HS  
   *Member for Pateley Bridge Nidderdale Moors Ward*

   **Cabinet Member for Planning**
   Councillor Rebecca Burnett  
   4 Belmont Grove  
   Harrogate  
   HG2 7JL  
   *Member for Harrogate St Georges Ward*

   **Cabinet Member for Environment, Waste Reduction and Recycling**
   Councillor Andy Paraskos  
   16 Castle Street  
   Spofforth  
   Harrogate  
   HG3 1AP  
   *Member for Spofforth with Lower Wharfedale Ward*
2. The extent of authority delegated to Cabinet Members individually, including details of the limitation on their authority remains as that set out in Part 3 of the Constitution.

3. The nature and extent of delegation of executive functions to Area Committees, any other authority or any joint arrangements remain unchanged.

4. The nature and extent of delegation to officers and limitations on that delegation and title of the officer to whom, the delegation is made is to remain unchanged and as set out in Part 3 of the Constitution.
3. Responsibility for Executive functions

(A) CABINET RESPONSIBILITIES

PORTFOLIO: LEADER

Councillor Richard Cooper
Flat 1
107 East Parade
Harrogate HG1 5LR
Member for Harrogate Central Ward

Main role

To provide political leadership on behalf of residents, stakeholders and partners in the co-ordination of Council policies, strategies and service delivery.

To promote the core values and objectives of the Council.

To lead the development of local, regional and sub-regional policy and strategic partnerships.

To develop partnerships with residents and stakeholders to deliver our strategic objectives and provide good quality services.

To chair Cabinet

Duties and responsibilities

1. To be the Cabinet Member having strategic responsibility for decision making in the following areas:-

   a. Policy initiatives including publication of the Council’s Corporate Plan.

   b. Ensuring value for money and demonstrating that in external and internal assessments.

   c. Communicating the Council’s vision, values and objectives to Councillors, staff and the Unions and to residents and other stakeholders.

   d. Relevant Local Enterprise Partnerships and other regional and national agencies.
e. Policy in respect of the Harrogate Convention Centre and the Council’s relationship with the Management Board.

f. Strategic risk management.

g. Political leadership of the Council’s own improvement agenda.

2. To take up membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Council’s own initiatives.

3. To be the Cabinet Member with overall responsibility for strategic risk management and decision-making in respect of Executive functions and operational risk management in respect of functions within this portfolio.

4. Co-ordination of the implementation of policies and strategies especially in relation to cross-cutting issues to achieve a corporate approach.

5. Implementation of an effective performance management framework including co-ordinating and monitoring the implementation of corporate policies through:

a. Strategic monitoring of the content and production of the Corporate Delivery Plan.

b. Leading on the setting of corporate objectives and performance indicators.

c. Establishing the implementation and monitoring of systems, in liaison with other Cabinet Members, to ensure that management and departmental performance plans are consistent with corporate strategies and policies.

6. To ensure that systems exist to appraise the performance of senior managers.

7. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:


b. Grant funding.

8. To have overall responsibility, at the political level, for ensuring that financial, staffing and other resources are adequate both in the functions listed at 6 above and generally across the Authority to meet the Council’s obligations, aims and objectives.

9. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.
10. To consider and report to the Council in respect of any Notice of Motion duly referred.

11. To be responsible for preparing budget estimates and a draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.
PORTFOLIO: HOUSING & SAFER COMMUNITIES

Councillor Mike Chambers
Kirkdale
Littlethorpe Lane
Ripon
HG4 1UB
Member for Ripon Spa Ward

Main role

Co-ordinating the activities of Council relating to housing management, operational property and safer communities.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to housing by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be responsible for operational risk management, procurement and decision-making in the following areas:-
   a. all operational property including housing, both public and private sector, within the Borough including all functions relating to Council Housing Management; homelessness; management of the Housing Revenue Account; and providing political management in respect of affordable housing.
   b. Environmental Protection including Public Health Complaints, Dog Wardens, Contaminated Land, Industrial Pollution Control and Private Water Supplies.
   c. Community safety.
   d. CCTV.
   e. Food Safety including Infectious Disease Control and Public Water.
   f. Fixing the maximum hire charges for Hackney Carriage and Private Hire Vehicles.
g. Fixing of Scrap Metal Dealers licences fees.

h. Emergency Planning and Civil Contingencies.

i. Any other matters closely related to areas (a) - (h) above not being functions which, by law, are not to be the responsibility of the executive.

3. To be the Council’s representative on the North Yorkshire Police and Crime Panel.

4. To be the Cabinet Member having overall responsibility for Parish, Christmas and decorative lighting.

5. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

6. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

7. To consider and report to the Council in respect of any Notice of Motion duly referred.

8. To be responsible for authorising the submission of applications for planning permission and other similar applications in relation to housing land of the authority.

9. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

10. See also Local Choice Functions at Section 1.
PORTFOLIO: CULTURE, TOURISM & SPORT

Councillor Stanley Lumley
Lyndene
Bewerley
Pateley Bridge
Harrogate
HG3 5HS
Member for Pateley Bridge and Nidderdale Moors Ward

Main role

Co-ordinating the activities of the Council which contribute toward Corporate objectives in respect of Culture, Tourism, Leisure and Sport.

Duties and responsibilities

1. To be responsible for monitoring the implementation of Council objectives relating to culture, tourism and sports by:
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and policy issues in decision-making in the following areas:-
   a. Sport and Leisure (including all facilities and associated projects).
   b. Museums and Arts.
   c. Community Centres.
   d. Business, Holiday and Leisure Tourism.

3. To represent the Council at the Visit Harrogate Board.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.
5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.
PORTFOLIO: PLANNING

Councillor Rebecca Burnett
4 Belmont Grove
Harrogate
HG2 7JL
Member for Harrogate St Georges Ward

Main role

To be the political focus and driving force for the preparation and continual updating of the Development Framework (the “Development Plan”).

To act as guardian of the Development Plan and ensure that it is consistently applied to development control decisions.

To coordinate the Council’s activities towards achieving Council objectives relating to all planning and building control issues.

Duties and Responsibilities

1. To have responsibility for monitoring the implementation of the Council objectives relating to planning issues by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and policy issues in decision-making for all aspects of Planning including:-
a. Preparation and formal modification of development plan policies and proposals for approval by Council prior to publication/submission stage and formal adoption by the Council.
b. Adoption of Conservation Areas.
c. Schemes of grant aid.
d. Dangerous buildings and building regulations.
e. Areas of special control for advertisements.
f. Simplified planning zone schemes.
g. Consultations on draft legislation, circulars and planning policy statements, proposals for SSSI’s and other national designations and plans of adjacent planning authorities except those forming part of the Development Plan.
h. Approval of Development Plan Documents for consultation prior to publication/submission draft stage.
i. Authority to amend Statutory Plans in the light of the Secretary of State’s response.
j. Design guidance – issue for consultation and final approval for publication.
k. Approval of Local Development Documents which do not form part of the development plan.
l. Management of any issues arising from the Land Charges Register or local searches.

3. The Cabinet Member must refer to the Cabinet:-

a. proposals for the acquisition or disposal of land for planning purposes;
b. policies and proposals which form part of the Development Plan including those prepared by other authorities or bodies.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

8. To be responsible for authorising the submission of applications for planning permission and other similar applications except for those involving the Housing Land of the Authority.

9. See also further delegation under Planning Scheme of Delegation relating to this Cabinet Member.
PORTFOLIO: ENVIRONMENT, WASTE REDUCTION & RECYCLING

Councillor Andrew Paraskos
16 Castle Street
Spofforth
Harrogate HG3 1AP
Member for Spofforth with Lower Wharfedale Ward

Main role

Co-ordinating the activities of the Council which contribute towards the achievement of Council objectives relating to the protection of the environment.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to the environment by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision making in the following areas:-
   b. Street Cleansing Services and litter save that the designation of litter control areas under Section 90 of the Environmental Protection Act 1990 shall be determined by Cabinet.
   c. Cemeteries and Crematoria (including closed church yards)
   d. Bereavement Services
   e. Outdoor and Farmers Markets
   f. Parks and Open Spaces, Grounds Maintenance (including woodlands and the Stray)
   g. Arboriculture
Conservation and management of the countryside

Any matters arising under the Harrogate Stray Act 1985 or Harrogate Borough Council Act 1986

3. To manage the Council’s relationship with the Nidderdale Area of Outstanding Natural Beauty Joint Advisory Committee and determine Executive matters arising from the existence of the Area of Outstanding Natural Beauty.

4. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

5. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

6. To consider and report to the Council in respect of any Notice of Motion duly referred.

7. To be responsible for preparing budget estimates and draft capital programme and to set changes for services within the ambit of the portfolio following the parameters of the budget strategy fixed by Council.

8. See also Local Choice functions at Section 1.
PORTFOLIO(S): DEPUTY LEADER AND RESOURCES, ENTERPRISE AND ECONOMIC DEVELOPMENT

Councillor Graham Swift
The Granary
Penny Pot Lane
Harrogate  HG3 2SA
Member for Harrogate Duchy Ward

Resources – main role

Co-ordination and planning of corporate resources, especially in relation to cross-cutting issues in order to achieve a corporate approach.

Resources - duties and responsibilities

1. To submit proposals to the Cabinet on the medium term financial strategy, capital programme and annual budget allocations.

2. To have responsibility for resource planning and management including:
   a. Employee relations and policies relating to staff employment.
   b. Equal opportunities policies relating to staff employment.
   c. The Council’s contract processes, including changes to procurement policy and the approved list of contractors.
   d. The strategic implementation of IT.
   e. Corporate land use and asset management.
   f. Monitoring expenditure.
   g. Implementing audit plans.

3. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision-making in the following areas:
   a. Information Technology
   b. Human Resources
   c. Finance matters
   d. Legal issues
   e. Asset Management
   f. Central Services (excluding Customer Services).
Enterprise and Economic Development - Main role

Coordinating the activities of the Council which contribute towards the achievement of Council objectives relating to the economy and enterprise.

Enterprise and Economic Development - duties and responsibilities

1. To be responsible for monitoring the implementation of Council objectives relating to tourism, economic development and enterprise by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be the Cabinet Member having overall responsibility for operational risk management, procurement and decision making in the following areas:-
   a. Economic development and regeneration.
   b. Enterprise including the development of an entrepreneurial strategy for the delivery of Council services; and
   c. The development of income generating activities for the Council.
   d. The Council’s Office Accommodation Project.

Duties and responsibilities common to all roles

1. To work with other Cabinet Members to achieve the Council’s objectives.

2. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

3. To consider and report to the Council in respect of any Notice of Motion duly referred.

4. To be responsible for preparing budget estimates and draft capital programme and to set changes for services within the ambit of the portfolio following the parameters of the budget strategy fixed by Council.
PORTFOLIO: SUSTAINABLE TRANSPORT

Councillor Phil Ireland
47 Farfield Avenue
Knaresborough
HG5 8HD
Member for Knaresborough Aspin and Calcutt Ward

Main role

Co-ordinating the activities of the Council which contribute towards the achievement of corporate objectives relating to sustainable transport.

To be the representative of the Council and to lead in developing relationships with agencies, stakeholders and citizens that support the Council’s sustainable transport objectives.

Duties and responsibilities

1. To have responsibility for monitoring the implementation of Council objectives relating to sustainable transport by:-
   a. Setting performance targets relating to the objectives.
   b. Ensuring goals and milestones are met.
   c. Reviewing relevant areas of service provision.
   d. Developing new policies and strategies if necessary.
   e. Assuming responsibility for the achievement of agreed Service Improvement Plans relating to the areas of responsibility included within this portfolio.

2. To be responsible for operational risk management, procurement and decision-making in the following areas:-
   b. Central Transport.
   c. Fleet Management.
   d. Air Quality Management.

3. The Cabinet Member must refer to the Cabinet proposals for the acquisition or disposal of land for parking purposes.

4. To have responsibility for the Council’s Corporate Travel Plan and associated Parking Strategy.
5. To work together with other Cabinet Members to achieve the Council’s aims and objectives.

6. To represent the Council at the North Yorkshire Local Transport Board, Harrogate Local Sustainable Transport Steering Group, Harrogate Cycle Forum, and any other relevant body related to sustainable transport initiatives. (Any cycling responsibilities must be fulfilled in conjunction with the Council’s Cycling and Walking Champion.)

7. To be the Cabinet Member responsible for the Council’s Cycling Action Plan or any other sustainable transport initiatives arising from the Tour de France Legacy Strategy. (Any cycling responsibilities must be fulfilled in conjunction with the Council’s Cycling and Walking Champion.)

8. To undertake any consultation or lobbying regarding strategic transport matters in so far as it relates to the Council’s objectives relating to sustainable transport.

9. To ensure that rural interests and concerns are understood and taken into account at all levels in decision making by or on behalf of the Council or Executive.

10. To consider and report to the Council in respect of any Notice of Motion duly referred.

11. To be responsible for preparing budget estimates and draft capital programme and to set charges for services within the ambit of the portfolio following the parameters of the budget strategy fixed by the Council.

12. To be the Cabinet Member responsible for the Council’s Carbon Reduction Strategy.
COMMITTEE MEMBERSHIPS 2019/20

CABINET (7)

LEADER
Councillor Richard Cooper

DEPUTY LEADER AND CABINET MEMBER FOR RESOURCES, ENTERPRISE AND ECONOMIC DEVELOPMENT
Councillor Graham Swift

CABINET MEMBER FOR:

- CULTURE, TOURISM AND SPORT
  Councillor Stanley Lumley

- HOUSING AND SAFER COMMUNITIES
  Councillor Mike Chambers

- PLANNING
  Councillor Rebecca Burnett

- SUSTAINABLE TRANSPORT
  Councillor Phil Ireland

- ENVIRONMENT, WASTE REDUCTION AND RECYCLING
  Councillor Andy Paraskos

Group Leaders/Contacts
Conservative Group Leader - Councillor Richard Cooper
Liberal Democrat Group Leader - Councillor Pat Marsh
Ripon Independents – Councillors Pauline McHardy and Sid Hawke
### COMMITTEES

**AUDIT AND GOVERNANCE COMMITTEE (5)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>CHAIR</td>
<td>Steven Jackson</td>
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<td>VICE CHAIR</td>
<td>Michael Harrison</td>
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<td>Councillors:</td>
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<tr>
<td>Conservative Group (4)</td>
<td>Alex Raubitschek</td>
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<td>John Ennis</td>
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<td>Liberal Democrat Group (1)</td>
<td>Matthew Webber</td>
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<td>Philip Broadbank</td>
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<td>Substitutes:</td>
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<td>John Ennis</td>
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<td>Victoria Oldham</td>
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<td>Norman Waller</td>
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<td>Robert Windass</td>
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(NB- In accordance with General Purposes Committee Minute 42/13, Executive Members are excluded from serving on this committee. In addition, there must be a suitable time gap (at least one municipal year) before a former Cabinet member can serve.)
CHIEF OFFICER EMPLOYMENT COMMITTEE (5)

CHAIR: Richard Cooper

VICE CHAIR: Graham Swift

Councillors:

Conservative Group (4)  Ann Myatt  Matt Scott
                              Mike Chambers  Jim Clark  Michael Harrison  Alex Raubitschek

Liberal Democrat Group (1) Philip Broadbank  Chris Aldred

(Must have at least 1 Cabinet Member and at least 2 non-Cabinet Members) – to be constituted when necessary)
DISTRICT DEVELOPMENT COMMITTEE (12)

CHAIR: Robert Windass

VICE CHAIR: Norman Waller

Councillors:

Conservative Group (9)
Jim Clark
Ed Darling
Paul Haslam
Samantha Mearns
Tim Myatt
Victoria Oldham
Nigel Simms

Liberal Democrat Group (2)
Pat Marsh
Matthew Webber

Ripon Independents (1)
Sid Hawke

Substitutes:

Margaret Atkinson
Bernard Bateman
Nick Brown
John Ennis
Sam Gibbs
Michael Harrison
John Mann
Stuart Martin
Zoe Metcalfe

The Cabinet Member for Planning is an ex-officio Member. Membership is politically proportional.
GENERAL PURPOSES COMMITTEE (9)

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<tr>
<td><strong>CHAIR:</strong></td>
<td>Samantha Mearns</td>
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<td>Norman Waller</td>
<td>Nigel Middlemass</td>
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<td>Liberal Democrat Group (1)</td>
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<td>Sid Hawke</td>
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<td><strong>Substitutes:</strong></td>
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HARROGATE CONVENTION CENTRE BOARD (4)

CHAIR: Richard Cooper

VICE CHAIR: Graham Swift

Councillors: Substitutes:

Conservative Group (3) Alex Raubitschek

Member not from the majority group (1) Pat Marsh

Director HCC

(When sitting as the HCC Employment Sub-Committee the Chair shall be an elected Member and only Councillors will be permitted to vote on appointments)
HUMAN RESOURCES COMMITTEE (5)

CHAIR: Tim Myatt
VICE CHAIR: Sue Lumby

Councillors: Substitutes:
Conservative Group (4) Zoe Metcalfe Mike Chambers
Graham Swift Richard Cooper
Alex Raubitschek
Robert Windass

Liberal Democrat Group (1) Philip Broadbank Chris Aldred

Membership comprises: 5 Members, including 1 Cabinet Member and 4 others appointed on a proportional basis.

EMPLOYMENT ISSUES PANEL

At least 1 member should be a Cabinet Member plus 2 other members of Human Resources Committee all of whom must have received relevant employment training.
LICENSING COMMITTEE (12)

CHAIR: Victoria Oldham

VICE CHAIR: John Ennis

Councillors: No substitutes

Conservative Group (10)
Ed Darling
Sue Lumby
John Mann
Stuart Martin
Andrew Paraskos
Nigel Simms
Norman Waller
Robert Windass

Liberal Democrat Group (1)
Trevor Chapman

Ripon Independents (1)
Pauline McHardy

APPEALS PANEL / LICENSING SUB-COMMITTEE (3)

Membership for each meeting is derived from 3 Members of the Licensing Committee who have received appropriate training.
OVERVIEW & SCRUTINY COMMISSION (12)

CHAIR: Chris Aldred
VICE CHAIR: Sam Gibbs

Councillors: Substitutes:
Conservative Group (9) Bernard Bateman Margaret Atkinson
Nick Brown Jim Clark
Michael Harrison Ed Darling
Sue Lumby John Ennis
John Mann Steven Jackson
Nigel Middlemass Zoe Metcalfe
Norman Waller Ann Myatt
Robert Windass Alex Raubitschek
Matt Scott

Liberal Democrat Group (3) Pat Marsh Philip Broadbank
Tom Watson Trevor Chapman

(NB: In accordance with Overview and Scrutiny Procedure Rule 6, the Chair of the Commission should be a councillor who is not a member of the largest political group on the Council)

COUNCILLOR CALL FOR ACTION PANEL (5)

CHAIR: Paul Haslam
VICE CHAIR: Matt Scott

Councillors: No Substitutes
Conservative Group (4) Sam Gibbs
Michael Harrison

Liberal Democrat Group (1) Christine Willoughby

(The CCFA Panel is a standing panel of the Commission and is regarded as a sub-committee. The Chair should be a member of the Administration.)
PLANNING COMMITTEE (12)

CHAIR: John Mann

VICE CHAIR: Nigel Simms

Councillors: Substitutes:

Conservative Group (9) Ed Darling
Margaret Atkinson Sam Gibbs
Bernard Bateman Michael Harrison
Jim Clark Phil Ireland
Stuart Martin Steven Jackson
Zoe Metcalfe Stan Lumley
Andrew Paraskos Samantha Mearns
Robert Windass Nigel Middlemass

Liberal Democrat Group (2) Liberal Democrat Group (2) Chris Aldred
Trevor Chapman Philip Broadbank
Pat Marsh Tom Watson

Ripon Independents (1) Matthew Webber
Sid Hawke Christine Willoughby

Pauline McHardy

The Cabinet Member for Planning is an ex-officio Member.
Membership is politically proportional.
All Members and Substitutes must receive appropriate training.
URGENCY COMMITTEE (11)

Composition of the Committee will be based on the political proportionality of the Council at the time of a meeting.

The following are standing members of the Committee, the remaining 8 seats to be filled upon nomination from Group Leaders with the above proportional composition applying:

1. The Mayor (substitute – Deputy Mayor)
2. The Leader of the Council (substitute – another Cabinet Member not already involved in the meeting)
3. Chair of Overview & Scrutiny Commission (substitute – Vice-Chair of the Commission)

(Liberal Democrat nominations to serve – Councillors Philip Broadbank and Pat Marsh)
WORKING GROUPS

2024 PROGRAMME – PLACE BOARD (3)

1 Cabinet Member - Resources, Enterprise and Economic Development – Councillor Graham Swift

1 Member from the Majority Group – Councillor Paul Haslam

1 Member from the Majority Opposition Group – Councillor Pat Marsh

2024 PROGRAMME – TRANSFORMATION BOARD (3)

2 Members for the Majority Group – Councillor Samantha Mearns
   Councillor Alex Raubitschek

1 Member from the Majority Opposition Group – Councillor Philip Broadbank

HOUSING COMPANY – SHAREHOLDER COMMITTEE

CHAIR (Leader): Richard Cooper

Councillors: No substitutes:

Conservative Group (4) Mike Chambers
   Nigel Middlemass
   Graham Swift

Majority Opposition Group (1) Trevor Chapman
IMPROVEMENT & INVOLVEMENT MEMBER STEERING GROUP (7)

CHAIR: Zoe Metcalfe

VICE CHAIR:

Councillors: 

Conservative Group (4) 
Ed Darling
Paul Haslam
Samantha Mearns

Liberal Democrat Group (2) 
Tom Watson
Trevor Chapman

Ripon Independents (1) 
Pauline McHardy

Substitutes:

Conservative Group (4)

Liberal Democrat Group (2)

Ripon Independents (1)

MEMBERS ICT WORKING GROUP (5)

CHAIR: Ed Darling

VICE CHAIR: Zoe Metcalfe

Councillors: 

Conservative Group (3) 
Michael Harrison

Liberal Democrat Group (1) 
Matthew Webber

Ripon Independents (1) 
Sid Hawke

Substitutes:

Conservative Group (3)

Liberal Democrat Group (1)

Ripon Independents (1)
VOLUNTARY & COMMUNITY SECTOR LIAISON GROUP (6)

CHAIR: Sam Gibbs

VICE CHAIR: Ed Darling

Councillors: Substitutes:

Conservative Group (4) Margaret Atkinson Stuart Martin

Liberal Democrat Group (2) Trevor Chapman Christine Willoughby Pat Marsh

MEMBER WALKING AND CYCLING CHAMPION (1)

Cabinet Member for Sustainable Transport - Councillor Phil Ireland

FAIRTRADE CHAMPION (1) *

Conservative nomination: Councillor Matt Scott
Liberal Democrat nomination: Councillor Christine Willoughby

* Vote required at Annual Meeting

HEALTH AND SAFETY CHAMPION (1)

Councillor Michael Harrison
CABINET
HELD ON 24 APRIL 2019
(FROM 5.30 PM TO 5.36 PM)

PRESENT: Councillor Richard Cooper in the Chair. Councillors Rebecca Burnett, Mike Chambers, Phil Ireland, Stan Lumley, Andy Paraskos and Graham Swift.

Late Arrivals: None

Early Departures: None

130/18 – APOLOGIES FOR ABSENCE: There were no apologies for absence.

(5.30 pm)

131/18 – DECLARATIONS OF INTEREST: There were no declarations of interest.

(5.30 pm)

132/18 – MINUTES: The Minutes of the meeting of Cabinet held on 27 March 2019 were approved unanimously as a correct record and signed by the Chair.

(5.30 pm)

133/18 – EXEMPT INFORMATION: The report considered at Minute 134/18 and the appendices to the report considered at Minute 135/18 were considered to be exempt under paragraph 3 of Schedule 12a to the Local Government Act. Discussion on the items took place in open session.

(5.30 pm)

MATTER TO BE REFERRED TO COUNCIL FOR CONSIDERATION

134/18 – CHANGE TO BRACEWELL HOMES LTD BUSINESS PLAN: The Head of Housing and Property submitted a written report and requested changes to the business plan for Bracwell Homes Ltd. A copy of the updated business plan was attached at Appendix 1. Bracwell Homes had been established by Cabinet in January 2019 to undertake housing development activity and was wholly owned by Harrogate Borough Council.

At its first meeting in April 2019 the Board had discussed the business plan and in particular the opportunity for the purchase and resale of nine shared ownership homes in Dishforth. In addition the opportunity to acquire 10 shared ownership homes in Boroughbridge had been brought forward from 2020/21 to 2019/20, details of the properties and costs were attached at Appendix 2. It was therefore necessary for the Council to provide a loan to provide initial working capital and also for the business plan to be amended to reflect this.

A Shareholder Committee consisting of five elected members had been established to enable the Council to exercise its power as Shareholder. Whilst Cabinet had
originally agreed that it would meet at least four times per year it was suggested that
this be changed to at least twice a year as there would initially be little activity to
report on.

RECOMMENDED (UNANIMOUSLY):

That (1) the revised Business Plan (Appendix 1) which supports the Company as a
going concern be approved;

(2) the Council provide a loan of up to £1m to the company to provide initial
working capital, in addition to equity of £1. Delegation be granted to the Head of
Finance to agree temporary loans to the company of up to £1m to support cashflow.
All amounts to be funded from the Council Investment Reserve; and

(3) the Shareholder Committee meeting frequency change from a minimum of
four per year to a minimum of two per year.

(5.34 pm – 5.36 pm)