

Agenda

**Meeting: Corporate & Partnerships Overview
and Scrutiny Committee**

**Venue: The Grand Committee Room,
County Hall, Northallerton, DL7 8AD**

Date: Monday, 22 April 2013 at 10.30 am

Business

1. **Minutes of the meeting held on 21 January 2013.**

(Pages 1 to 7)

2. **Public Questions or Statements.**

Members of the public may ask questions or make statements at this meeting if they have delivered it in writing or by electronic mail to Jonathan Spencer (*contact details below*) no later than midday three working days before the day of the meeting. Each speaker should limit himself/herself to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- at this point in the meeting if their questions/statements relate to matters which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);
- when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

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	<i>Suggested timings if no public questions or statements</i>
<p>3. Executive Member's Progress Report – Report of Executive Member County Councillor Carl Les.</p> <p style="text-align: right;">(Pages 8 to 9)</p>	10.35-10.45
<p>4. South Yorkshire Credit Union –</p> <ul style="list-style-type: none"> • Covering Report of the Corporate Development Officer. <p style="text-align: right;">(Pages 10 to 13)</p> <ul style="list-style-type: none"> • Oral presentation by Ian Guest, Chief Officer South Yorkshire Credit Union. 	10.45-11.15
<p>5. Legal Aid Sentencing and Punishment of Offenders Act 2012 – Report of the Head of Youth Justice Service.</p> <p style="text-align: right;">(Pages 14 to 17)</p>	11.15-11.45
<p>6. HR and Communications Unit Work Plan and Focus – Report of the Assistant Chief Executive (HR & Organisational Development)</p> <p style="text-align: right;">(Pages 18 to 24)</p>	11.45-12.15
<p>7. One Council Update – Joint oral report of the Chairman of the One Council Members Task Group and the Organisational Change Programme Director.</p>	12.15-12.25
<p>8. Work Programme – Report of the Scrutiny Team Leader.</p> <p style="text-align: right;">(Pages 25 to 30)</p>	12.25-12.30
<p>9. Such other business as in the opinion of the Chairman should by reason of special circumstances be considered as a matter of urgency</p>	12.30

County Hall
Northallerton

10 April 2013
JW/ALJ

NOTES:

- (a) Members are reminded of the need to consider whether they have any interests to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why they have an interest when making a declaration.

The relevant Democratic Support Officer or Monitoring Officer will be pleased to advise on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

- (b) Tea and coffee will be available outside the meeting room before the start of the meeting will Members please help themselves.

- (c) **Emergency Procedures For Meetings**

Fire

The fire evacuation alarm is a continuous Klaxon. On hearing this you should leave the building by the nearest safe fire exit. From the **Grand Meeting Room** this is the main entrance stairway. If the main stairway is unsafe use either of the staircases at the end of the corridor. Once outside the building please proceed to the fire assembly point outside 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.

An intermittent alarm indicates an emergency in nearby building. It is not necessary to evacuate the building but you should be ready for instructions from the Fire Warden.

If you discover a fire, you should sound the alarm and then dial 9-999 asking the Fire Brigade to come to the main County Hall Building, Northallerton. You should then ring County Hall Reception on 6100 to inform them where the fire is.

There are alarm points at each end of the Meeting Room corridor – and at the main stairway.

Accident or Illness

First Aid treatment can be obtained by telephoning Extension 7575.

- (d) North Yorkshire County Council's key objectives are:-
- Ensuring good access for all.
 - Helping people to live and thrive in safe and secure communities.
 - Helping all children and young people to develop to their full potential.
 - Promoting a flourishing economy.
 - Maintaining and enhancing our environment and heritage.
 - Improving health and wellbeing and giving people effective support when they need it.

Legal and Democratic Services - January 2013

Elections 2013 Advice for Council Members and Officers

1. The Elections 2013 and Publicity Rules

The County Council Elections are due to be held on 2 May 2013. In the normal course of events, the Council has to observe a Publicity Code relating to political publicity and it is particularly important at election times. The rules in the Code aim to ensure that the public resources of the council are not used to promote or give any political party, political campaign, or candidate an advantage during an election period. The rules apply to both Council Members and Officers.

This is a summary of the general rules about publicity.

- The Council cannot at any time publish material which is designed to influence support for a political party;
- Councillors cannot at any time use Council resources for party political purposes;
- The Council must at all times consider carefully any publicity that it sends out and what the impact of that publicity might be in accordance with a national code on publicity;
- Whilst in the normal course of events it is acceptable for the Council to publicise the work done individual Members and to present the views of those Members on local issues, for example where a Member when a Councillor has been the 'face' of a campaign, this is not acceptable during the election period (see paragraph 2 below);
- Councillors should not use Council leaflets and publications to promote themselves.

2. The Election Period

The notice of election will be published no later than 26 March 2013. During the period between the publication of the notice and 2 May 2013 the Council is subject to further restrictions in relation to publicity. This period is commonly referred to as the election or 'purdah' period.

3. Publishing documents

During this time the Council must not pro-actively publish any material which could be viewed as promoting a Councillor who is standing for election, or which seeks to influence voters.

Publish means to distribute to the public or a section of the public. It affects all forms of publicity including websites, public leaflets, notices etc. Leaflets, web photographs or other advertising designed to raise awareness of Council policies and services already in existence are acceptable as normal forms of communication about the Council and its services. However, if they refer to individual Councillors standing for election, that part of the information should be withdrawn during the election period.

In the normal course of business it is acceptable for authorities to host publicity, such as a blog, which contains links to sites over which the authority has no control, and which contain material which does not comply with the Code. During the election period however, care must be taken to ensure the rules on publicity are not breached, and it may be necessary to suspend the hosting of third party material or links during this time.

During the election period, the Council should not publish any publicity on controversial issues or report views on proposals in such a way as to identify with any Member or group of Members.

The rules do not prevent responses to enquiries from the media or the issuing of press releases which do not promote candidates etc. If unforeseen events occur which require a member level public response, the response should be factual and objective. Particularly, Councillors who hold positions of special responsibility within the Council, such as executive members, and who would be expected to make some public comment on important issues that arise will be able to do so, but this should be kept to an absolute minimum during the election period and should only occur if absolutely necessary. Responses should be factual and non party-political.

Sensitive or controversial matter will need very careful handling during an election period as they may impact on public opinion. The Chief Executive or Monitoring Officer should be consulted before any publicity in relation to such issues is issued.

Publicity relating to individuals involved in the election should not be published during this time. However, an election web site could provide the names of candidates and their parties, details of polling stations, and voting rules provided the information is factual and does not promote individual candidates or parties.

4. Events

Proactive events due to take place during the election period, such as the launch of a new policy or the opening of a new establishment, should not involve councillors standing for election.

5. Council Resources, Headed Paper, E-mail Addresses

Members and Officers should not use Council resources for private or party political purposes.

During the election period Councillors should be particularly careful about the use of any Council resources. Members should avoid corresponding about their candidacy or that of another Councillor standing for election using the Council's email address. The use of headed paper, council facilities including accommodation is made available to Councillors for council business only. These resources should never be used to raise the profile of a candidate or a political party.

6. The Use of Photographs

The Council has a library of photographs, which include Councillors, which should not be used during this period. This includes photographs of Councillors with Council staff, on Council premises and even using the logo (all of which are resources of the council).

7. Business goes on - Council Decision Making

The Council does have to continue its business during the election period and decisions have to be made. The important thing is to make sure that the Council's 'machinery' is not used for private or party political purposes.

The Council is required to publish minutes and records of its decisions. These must continue to be published and may need to refer to Councillors. Particular care should be taken in recording any decisions made by individual Councillors as e.g. portfolio holders, or to the Executive which is a single party body. Decision records and minutes should be confined to a statement of the decision made and the name of the relevant decision maker.

8. Bodies with Local Authority Funding

The restrictions imposed on publicity produced by local authorities also apply to publicity issued by other organisations which receive local authority funding. If the local authority directly funds the publicity it is caught by these rules, though not if there is specific funding for the publicity from another source. Where however there is a mixture of funding including that from a local authority it is safest to assume the publicity is subject to the rules.

9. Consultations

As stated above, normal business must go on. The Council is periodically involved in undertaking consultation on matters affecting the public. In general it is better to avoid this sort of exercise during the election period if at all possible. This is particularly so if a consultation exercise could be interpreted as engendering support for a particular group, or campaign, or if its timing could result in a political advantage for one party or individual.

10. Election and Campaign Expenditure

Another aspect to bear in mind is that expenditure on a candidate's election campaign is also subject to the rules in relation to election expenses. Election expenses include:

- Printing and distribution of leaflets or other promotional material
- Advertising material (e.g. posters and rosettes)
- Administrative costs (e.g. campaign office)
- Postage
- Expenses relating to holding public meetings (including payment of speakers);
- Fees paid to election agents etc
- Expenses relating to the hire of committee rooms during an election
- Miscellaneous items

All expenditure of this nature must be accounted for and is subject to a maximum limit.

Campaign Expenditure is any expenditure incurred by a party (or anyone else including a local authority) for electoral purposes; that is for the purpose of enhancing the standing of, or promoting electoral success for, a party/candidate at a forthcoming or future election. This includes publicity which is disparaging towards another party or its candidates.

Campaign expenditure includes:

- Party political broadcasts
- Advertising
- Unsolicited material to electors
- Manifesto or other policy documents
- Market research and canvassing
- Media/publicity
- Transport
- Rallies or other events.

Whether the expenditure is incurred for the purpose will be determined by the material not the intention of the parties. Therefore if the County Council funds a meeting by providing free accommodation for an election rally, this is an election expense even though the Council does not know that is the purpose of the meeting.

It also means that publicity material which has the effect of promoting a candidate, even if this was not the intention, may be an election expense.

These rules are important for election purposes, and also for the reputation of the Council. All Members and Officers should strive to maintain the Council's good reputation in election matters.

If you are unsure, check with the Monitoring Officer Carole Dunn (Tel: 01609 532173), Josie O'Dowd (Tel: 01609 532591).

Carole Dunn
Assistant Chief Executive (Legal and Democratic Services)

Corporate and Partnerships Overview and Scrutiny Committee

1. Membership

COUNTY COUNCILLORS - (13)				
1.	ARNOLD, Val			Conservative
2.	ARTHUR, Karl			Conservative
3.	BARRETT, Phillip			NY Independent
4.	BATEMAN, Bernard			Conservative
5.	CASLING, Liz	(Chairman)		Conservative
6.	GRANT, Helen			NY Independent
7.	HUXTABLE, Neville			Conservative
8.	JEFFELS, David			Conservative
9.	LEE, Andrew			Conservative
10.	MCCARTNEY, John			NY Independent
11.	SHAW, Stephen			Conservative
12.	SIMPSON, Brian			Independent
13.	WEBBER, Geoff	(Vice-Chairman)		Liberal Democrat
TOTAL MEMBERSHIP - (13) QUORUM - (3)				
CON	LIB DEM	NY IND	IND	TOTAL
8	1	3	1	13

2. Substitute Members

<p>CONSERVATIVE</p> <p>1. SOWRAY, Peter 2. KNAGGS, Michael 3. SANDERSON, Janet 4. FORT, John</p>	<p>LIBERAL DEMOCRAT</p> <p>1. BARNES, Keith</p>
<p>NY INDEPENDENT</p> <p>1. JEFFERSON, Janet</p>	<p>INDEPENDENT</p>

* This Councillor is now Independent. Proportionality will be reviewed and any necessary changes to the allocation of seats will be undertaken at next County Council, 19 December 2012.