

**North Yorkshire County Council**

**Yorkshire Coast and Moors County Area Committee**

**5 July 2017**

**Introductory Information for Members about the Area Committee**

**Report of the Assistant Chief Executive (Legal and Democratic Services)**

<p><b>1.0 <u>PURPOSE OF THE REPORT</u></b></p> <p>1.1 To provide information about the Committee's role and how it has previously decided to operate.</p>
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**2.0 Role of the Area Committee**

2.1 The Area Committees' terms of reference are set out in the County Council's Constitution.

2.2 The Area Committees' role includes the following:-

- Acting as a forum for Members to bring forward issues affecting their local Electoral Divisions.
- Acting as a consultee on Traffic Regulation Orders which have the potential to impact on a wide area.
- Making appointments to outside bodies.
- Hearing and responding to questions and statements from members of the public relating to anything affecting the community within the district area.
- Agreeing a Work Programme which lists items of business which the Committee wishes to consider at future meetings.
- Responding to specific consultations, e.g. about proposals to introduce a new policy.
- Noting update reports about local services provided by the County Council, Police, Fire and local bodies.

**3.0 Area Committee Decisions**

3.1 The Area Committee takes decisions on matters delegated to it by both the Executive and the full County Council. When the Area Committee takes a decision on a matter delegated to it by the Executive, eg appointing to outside bodies, the Constitution requires that such decisions are published within two days of being made. Thereafter the decision may be implemented on the expiry of five clear working days unless any six Members of that Committee (or of another Area Committee if they are of the view that it will have an adverse effect on their area) object to the decision and call it in by notice in

writing to the Assistant Chief Executive (Legal and Democratic Services). (Source: Overview and Scrutiny Procedure Rule 16.)

#### **4.0 Reports of Area Committee Meetings to the County Council's Executive**

- 4.1 A summary of the proceedings of each Area Committee meeting is submitted to the first available meeting of the Executive. This provides opportunity for the Area Committee to submit recommendations to the Executive.

#### **5.0 Area Committee Procedures**

- 5.1 The Area Committee meets four times a year. Additional or special meetings may be held as necessary.
- 5.2 With regard to venues for meetings, at the October 2015 meeting of the Area Committee, Members agreed to rotate the venue of meetings across the Committee's area.
- 5.3 Equipment used at Area Committee meetings, such as sound amplification and for PowerPoint presentations, belongs to the County Council and is organised, set up and operated at the venue by Legal and Democratic Services staff.
- 5.4 Time at meetings is managed by the Chairman. When necessary, the Agenda sheet will state a specific time before which a particular item of business will not be considered. The purpose of this is to minimise waiting time for any person/people who will be attending for only one item of business.
- 5.5 Publicity for Area Committee meetings is undertaken via the County Council's website and elsewhere as necessary. In addition, A4 notices for every meeting are sent to Parish Councils for display on local notice boards.
- 5.6 "Any Declarations of Interest" is an early item on every Agenda and provides opportunity for Members to declare a pecuniary interest under the Members' Code of Conduct or any other interest which they may wish to declare.

#### **6.0 Public Questions and Statements**

- 6.1 An early item of business on every Committee agenda is "Public Questions and Statements". The procedures for Public Questions and Statements are set out in the County Council's Constitution but, in brief, it gives opportunity for any member of the public to speak on any matter at a meeting for up to three minutes (to an overall time limit of 30 minutes), subject to the them giving notice to Legal & Democratic Services (for this Committee, to Kate Arscott) by noon on the Friday, prior to a Wednesday meeting. The Chairman has discretion to waive the notice period and the restriction on the length of time for which a person can speak. The Chairman usually exercises his/her discretion depending on the amount of business scheduled for that particular meeting.
- 6.2 Members and Co-opted Members are ineligible to raise questions under the item of business.

#### **7.0 Reports on Service Updates**

- 7.1 The Area Committee is regularly asked to note written reports about the work of County Council Directorates, the Fire or Police Services or of other bodies. The submission of

written reports is encouraged because it helps time management at Area Committee meetings as officers would be able to give a brief verbal introduction and proceed swiftly to responding to Members' questions.

## **8.0 Issues Raised by Members**

- 8.1 Any Member or Co-opted Member can place an item on an Agenda. This enables Members and Co-opted Members to give an oral statement on an issue of interest, or to request that a full report be submitted to a future meeting. This should be the way for Members and Co-opted Members to introduce new areas of interest to the Committee and to get these items added to the forward Work Programme. Members and Co-opted Members must contact Kate Arscott (Legal & Democratic Services) three weeks prior to a meeting so that they can be listed on the Agenda under "Members Issues". Giving prior notice may allow an officer response to be available, if appropriate, to assist Members in deciding if the matter should be added to the Work Programme. Having heard the Member wishing to introduce the item, and with a short consideration of the issue (but not a full debate), the Committee can decide if it should be brought back to a future meeting via the Work Programme.

## **9.0 Proceedings**

- 9.1 The Chairman and Vice-Chairman are invited to attend meetings of all Area Committee Chairmen who, on occasions, identify a development which they recognised as "best practice".

<b>10.0 Recommendation</b>
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| 10.1 That the report be noted. |
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Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)

County Hall  
NORTHALLERTON

26 June 2017

Author of report: Kate Arscott (Senior Democratic Services Officer), Legal and Democratic Services

Background Documents: None

### AREA COMMITTEES

#### Delegated Powers

- Notes:*
1. *In relation to area committees, see also Article 10 of the Constitution;*
  2. *Area committees should not make decisions which significantly affect parts of North Yorkshire outside the Committee's area.*

1. To promote in their areas the development of key local strategies where the County Council should work in partnership with District Councils or others, for example on community safety, community transport, community strategies and community education, and economic development and regeneration, in furthering the County Council's duty to promote economic, social and environmental wellbeing in the County, and to work with others to achieve them.
2. To maintain an overview of the effectiveness of the public services provided to their local community by the Council and other agencies and to advocate the interests of their community in relation to those services.
3. [Not used.]
4. [Not used.]
5. To act as a consultee in the process of the setting of the County Council's annual budget and precept.
6. To request and/or receive reports in relation to service developments affecting their area, with power to make representations thereon to the decision making body.
7. To make appointments to outside bodies in accordance with paragraphs 2 and 3 of Schedule 5 to Part 3 of the Constitution.
8. To consider and make recommendations to the Executive on programmes of schemes for the construction and improvement of highways for which the County Council has or will become responsible as Highway Authority.
9. To exercise, within the approved budget and policy framework, the following powers and duties:
  - (a) aspects of the Private Street Works procedure for which objections have been received;
  - (b) the making and enforcement of new street Byelaws and Orders;
  - (c) [Not used.]
  - (d) [Not used.]
  - (e) the stopping up or diversion of highways (other than public rights of way) where an objection is received from any person or body entitled under the relevant statute;
  - (f) the stopping-up and provision of access to premises from highways;
  - (g) the promotion of road safety information, advice or training;

- \* (h) power to issue licences authorising the use of land as a caravan site;
- \* (i) power to licence the use of moveable dwellings and camping sites;
- \* (j) power to enter into agreements with respect to means of access to the countryside, and to provide access in the absence of agreement under sections 35 and 37 of the Countryside and Rights of Way Act 2000.

- 9A. To act as a consultee on Traffic Regulation Orders where it is considered by the Corporate Director – Business and Environmental Services in consultation with the relevant Executive member(s) that a proposed Traffic Regulation Order meets the criteria for having a wide area impact.
- 10. Being consulted on community education priorities and proposals.
- 11. [Not used.]
- 12. [Not used.]
- 13. [Not used.]
- 14. To respond to any consultation under the Local Government (Miscellaneous Provisions) Act 1982, Section 3.
- 15. To consider other matters referred to it by the Council, the Executive or overview and scrutiny committees.

NB: Items marked \* are delegated to area committees by the Council; other items are delegated to area committees by the Executive.