

Date: 22 July 2020



**District Council**

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Dear Sir/Madam

## **Council Agenda - 30 July 2020**

Notice is hereby given and you are hereby summoned to attend a meeting of the Council to be held at 6.45 pm on Thursday, 30 July 2020.

This meeting will be a virtual meeting and therefore will not take place in a physical location following guidelines set out in Section 78 of the Coronavirus Act 2020.

[This Council meeting will be held virtually on Microsoft teams](#)

### **1 Apologies for Absence**

### **2 Declarations of Interest**

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary and any other registrable interests, in any matter to be considered or being considered.

### **3 Minutes**

RECOMMENDATION that:

1. the public minutes CI/01/05/20 to CI/12/05/20 of the meeting of the Council held on 28 May 2020; and
2. the public minutes CI/13/06/20 to CI/18/06/20 of the Extraordinary meeting of Council held on 25 June 2020;

be confirmed and signed by the Chairman as a correct record of those proceedings (copies previously circulated).

### **4 Chairman's Announcements**

### **5 Questions by the Public**

To receive questions from the public under Rule 10 of the Constitution

### **6 Questions by Members**

To receive questions from Members under Rule 12 of the Constitution

## **7 Motions on Notice**

To consider motions on notice under Rule 13 of the Constitution

## **8 Roles and Responsibilities of Portfolio Holders** *(Pages 7 - 14)*

To consider report G30/20 from the Assistant Director Governance which is attached and in which the Leader advises Council of the changes to the areas of responsibility of herself and the Members of her Executive.

RECOMMENDATION that the report be noted and appropriate amendments be made to the Council's Constitution.

## **9 Human Resources and Appeals Committee Terms of Reference** *(Pages 15 - 22)*

To consider report G28/20 from the Assistant Director Governance which is attached and which asks Members to consider revising the terms of reference of the Human Resources and Appeals Committee.

RECOMMENDATIONS that Council:

1. approves the proposed amendments to the Terms of Reference of the Human Resources and Appeals Committee, and
2. approves the inclusion of an additional paragraph in the Terms of Reference for the Human Resources and Appeals Committee to reflect that the Committee will nominate a Member to participate in the Management of Change Panel, as set out in the draft Management of Change Policy, in relation to officers at Assistant Director level and above.
3. the Assistant Director Governance amend the Constitution to reflect the changes approved.

## **10 Allocation of Seats** *(Pages 23 - 30)*

To consider report G29/20 from the Assistant Director Governance which is attached and which seeks to make appointments to the Committees for the remainder of the 2020/2021 municipal year.

RECOMMENDATIONS that:

1. The appointment of Members to Committees as set out in Appendix 1 be approved; and
2. The Green Group and the Labour Group continue a reciprocal arrangement where the nominated Members can act as Standing Deputies.

## **11 Scrutiny Annual Report** *(Pages 31 - 44)*

To consider report G32/20 from the Chairman of the former Scrutiny Co-ordinating Board which is attached and which seeks to present the achievements of the Council's Scrutiny Board and Committees during the 2019-2020 Council year.

RECOMMENDATION that the report be noted.

## **12 Report of the Outside Bodies Task and Finish Group** *(Pages 45 - 66)*

To consider report G31/20 from the Chairman of the Outside Bodies Task and Finish Group which is attached and which presents the findings from the Scrutiny Review of the Council's Outside Bodies and recommends changes which would improve ways of reporting back from Outside Bodies.

RECOMMENDATIONS that:

1. that with effect from the commencement of the municipal year 2021/2022, Eden District Council no longer send any representatives to Omega Proteins Liaison Board; and that the number of representatives on Greenwich Leisure Limited Eden Board be reduced to one;
2. that Members who are elected to a position representing Eden District Council on an Outside Body should fill in a summary note after each meeting they attend, to be published on the Eden District Council website;
3. that a working group be set up to monitor Eden District Council representation on outside bodies, both to look at current representation on Outside Bodies, and if there is any other groups which may require Eden District Council representation, to begin meeting during the 2021/22 municipal year, and thereafter on a bi-annual basis;
4. that any representatives on the Lake District National Park Authority, Lake District National Park Partnership, Yorkshire Dales National Park Authority, North Pennines Area of Outstanding Natural Beauty and MASCG should be through preference a member from an appropriate ward; and
5. A statement is produced showing the synergies and the purpose of representation between the EDC corporate plan and outside body activities is developed for each approved outside body.

## **13 Appointment to Outside Bodies** *(Pages 67 - 76)*

To consider report G33/20 from the Assistant Director Governance which is attached and which seeks to confirm the outside bodies upon which Members will sit in the forthcoming municipal year and to consider who should be appointed to represent the Council on each of these bodies.

RECOMMENDATIONS that:

1. The list of outside bodies set out in paragraphs 3.2, 3.4 and in Appendix 1 to the report be approved;

2. Members of the Executive be appointed to the outside bodies identified in paragraph 3.2;
3. Members give consideration to nomination of non-executive members to the bodies listed at paragraph 3.4 and Appendix 1 to this report;
4. Members give consideration to the nomination of a Member to the Multi Agency Appleby Fair Strategic Co-ordinating Group;
5. Members give consideration to the nomination of a Member to the Cumbria County Council LEP Scrutiny Board;
6. Those bodies upon which Eden District Council will represent another authority for 2019-2021 as detailed in paragraph 3.5 of the report be noted;
7. Those bodies upon which Eden District Council will be represented by another authority for 2020-2021 as detailed in paragraph 3.7 of the report be noted; and
8. Council determines if it wishes to appoint Member Champions in relation to
  - (a) Armed Forces;
  - (b) Children and Young People; and
  - (c) Older People.

#### **14 Annual Licensing Report** *(Pages 77 - 86)*

To consider report PP27/20 from the Chairman of the Licensing Committee which is attached and which provides general information on the activities of the Licensing Committee during the municipal year 2020/2021.

RECOMMENDATION that the contents of the report be noted.

#### **15 Annual Planning Performance Report** *(Pages 87 - 94)*

To consider report PP28/20 from the Assistant Director Planning and Economic Development which is attached and which seeks to provide Members with an overview of the performance of the Planning Service between April 2019 and March 2020 in relation to Key Performance Indicators and Planning Enforcement.

RECOMMENDATION that the content of the report be noted.

#### **16 Information Governance Policies** *(Pages 95 - 150)*

To consider report G22/20 from the Assistant Director Governance which is attached and which seeks consideration to be given to the approval and adoption of four public information governance policies.

RECOMMENDATIONS that:

- a) the revised Access to Information Policy at Appendix A be approved and adopted, to replace the previous version adopted in April 2019;
- b) the Corporate Privacy Policy at Appendix B be approved and adopted, to replace the Privacy Policy adopted in June 2018;
- c) the Recording and Reporting Policy at Appendix C be approved and adopted, to replace the Filming, photography, recording and use of social networking at council meetings policy, adopted in February 2015; and
- d) the new Virtual Public Meetings Privacy Policy at Appendix D be approved and adopted.

## **17 ICT, Digital, Development Management and Finance Systems** *(Pages 151 - 158)*

To consider report F19/20 from the Interim Director of Corporate Services which is attached and which seeks:

- 1. To incorporate appropriate budgets for the development of the Digital Platform, purchase and implement the new Development Management System and new Financial Management System.
- 2. To award a contract for the provision of a replacement IT system covering the following Council functions. Planning, Building Control, Land Charges, CIL (Community Infrastructure Levy), Planning Policy and Section 106 Agreements.

RECOMMENDATIONS that Council:

- 1. Approve the additional budget requirements set out in the report and detailed in the Part II appendix, Development of the Digital Platform and support purchase and implement a new Development Management System and Finance System be approved, and
- 2. That subject to the approval of the budget at recommendation 2.3 to award the contract for Development Management and associated software to DEF Software Limited.

## **18 Date of Next Scheduled Meeting**

The next scheduled meeting of Council be confirmed as 24 September 2020.

## **19 Exclusion of Press and Public**

To consider whether, in accordance with Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act.

## **20 ICT, Digital Development Management and Finance System** *(Pages 159 - 160)*

This appendix sets out information supporting report F19/20 from the Interim Director of Corporate Services which is exempt under paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972.

Yours faithfully



Rose Rouse  
Chief Executive

Democratic Services Contact: Vivien Little

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### **For Attention**

All members of the Council

**Chairman** – Councillor A Connell (Liberal Democrat Group)

**Vice Chairman** – Councillor D Banks (Independent Group)

### **Councillors**

A Armstrong, Conservative Group  
P G Baker, Liberal Democrat Group  
K Beaty, Conservative Group  
I Chambers, Conservative Group  
M Clark, Independent Group  
J Derbyshire, Liberal Democrat Group  
P Dew, Conservative Group  
M Eyles, Liberal Democrat Group  
H Fearon, Conservative Group  
K Greenwood, Independent Group  
M Hanley, Labour Group  
L Harker, Liberal Democrat Group  
D Holden, Liberal Democrat Group  
S Lancaster, Independent Group  
D Lawson, Green Group  
J C Lynch, Conservative Group  
E Martin, Conservative Group  
N McCall, Liberal Democrat Group

A Meadowcroft, Conservative Group  
G Nicolson OBE, Conservative Group  
R Orchard, Conservative Group  
W Patterson, Independent Group  
J Raine, Conservative Group  
M Robinson, Independent Group  
A Ross, Green Group  
M Rudhall, Liberal Democrat Group  
D Ryland, Independent Group  
H Sawrey-Cookson, Independent Group  
G Simpkins, Liberal Democrat Group  
L Sharp, Labour Group  
D Smith, Liberal Democrat Group  
V Taylor, Liberal Democrat Group  
J G Thompson, Conservative Group  
A Todd, Conservative Group  
M Tonkin, Independent Group  
D Wicks, Conservative Group

### **Please Note:**

1. **Section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 mean that this meeting of Eden District Council is classed as a virtual meeting.**

2. **Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting (unless stated otherwise)**