

MISSION STATEMENT

***To Improve the Quality of Life
For Those Who Live and Work in the District***

Please ask for: Jane Stewart
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18 June 2007

Dear Councillor

You are hereby summoned to a meeting of the Selby District Council to be held in the Civic Suite, Civic Centre, Portholme Road, Selby on **26 June 2007** commencing at **6.00 pm**.

Yours sincerely

Jonathan Lund
Strategic Director

Opening Prayers will be offered.

AGENDA – PUBLIC SESSION

1. Apologies for Absence

To receive apologies for absence.

2. Disclosure of Interest

To receive any disclosure of interest in matters to be considered at the meeting in accordance with Sections 94 and 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

3. Minutes

To confirm as a correct record the minutes of the proceedings of the meeting of Annual Council held on 22 May 2007 (pages 7 to 24) and the extraordinary meeting of Council held on 12 June 2007 (pages 25 – 26).

4. Communications

To consider any communications received by the Chief Executive and to pass resolutions thereon if deemed necessary.

5. Public Questions

To consider questions, if any, notice of which has been given in accordance with rule 5.20 of the Constitution.

6. Councillors' Questions

In accordance with rule 5.21 of the Constitution Councillor J McCartney has given notice of the following questions:

1. Can the Chair of the Environment Board assure the residents of the Selby District that no recyclables collected by Selby District Council end up in landfill or on container ships sailing to the Far East?
2. Could the Chair of the Environment Board explain what plans SDC has to increase the level of plastics recycled in the District? Could he also set out the difficulties, both financial and other, that SDC faces as it looks to increase the plastic recycling rate?
3. Is the Chair of the Environment Board aware of the problems that have occurred with those local authorities who are collecting co-

mingled recyclables, which are then sent to a Material Recycling Facility for sorting? Namely, the contamination of the final sorted material. For example, recycled paper sent to a paper mill is contaminated with cans, plastic etc which make it unusable and as a result the recycled paper is sent to landfill. Given that the county wide waste strategy is to go down the co-mingled/MRF road, what assurances can the Chair of the Environment Board give that we will not end up with the problem of contamination?

4. Whilst welcoming the leading group's commitment to the retention of a weekly domestic refuse collection I am sure that we all recognise that we need to increase the recycling rates in Selby District, not least to satisfy the bean counting of the Audit Commission. Could the Chair of the Environment Board set out the Council's plans to increase recycling rates and at the very least hint at the sort initiatives that we shall see implemented over the coming months and years.

7. **Committee and Board Minutes**

Planning Committee 23 May 2007	Green	Minutes: 16 – 36 Pages: 27 - 35
Planning Committee 20 June 2007	To follow	
Environment Board 24 May 2007	Blue	Minutes: 37 - 47 Pages: 36 – 40
Social Board 29 May 2007	Yellow	Minutes: 48 – 60 Pages: 41 - 45
Overview and Scrutiny Committee 7 June 2007	Salmon	Minutes: 74 - 84 Pages: 46 - 52
Policy and Resources Committee 12 June 2007	Gold	Minutes: 85 - 101 Pages: 53 - 62
Licensing Committee 4 June 2007 For noting	Cream	Minutes: 61 - 73 Pages: 63 - 67

8. **Representatives on Outside Bodies**

To agree outstanding nominations for 2007/2008 (pages 68 – 72).

9. **Model Code of Conduct**

Report of Head of Service – Legal and Democratic Services
(pages 73 - 89).

10. **Annual Delivery Plan 2007 – 2008**

Report of Head of Service – Policy and Performance (pages 90 - 191).

11. **Statement on Internal Control**

Report of the Head of Service – Finance and Central Services
(pages 192 - 209).

12. **Statement of Accounts 2006/07**

Report of Head of Service – Finance and Central Services
(pages 210 - 276).

13. **State of the Area Address**

To receive a State of the Area Address from the Leader of the Council.

14. **Urgent Action**

The Chief Executive will report on any instances where he has acted in urgent or emergency situations under the functions delegated to him in the Constitution.

15. **Sealing of Documents**

To authorise the sealing of any documents necessary to action decisions of this Council meeting, or any of its Committees or Boards for which delegated authority is not already in existence.

16. **Private Session**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be disclosure of exempt information as defined in paragraph 3 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.

17. **Tesco/Dransfield/Town Centre**

Report of the Head of Service – Legal and Democratic Services (to follow).

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

Descriptions of Exempt Information

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. Qualifications for Exempt Information:

Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -

- (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
9. Information falling within any of the 7 categories listed above is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
 10. Information which;
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of the ANNUAL MEETING OF COUNCIL held on Tuesday 22 May 2007, in The Civic Suite, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

1	Apologies for Absence
2	Disclosure of Interest
3	Election of Chairman
4	Declaration of Acceptance of Office
5	Retiring Chairman's Valedictory Address
6	Newly Elected Chairman's Address
7	Appointment of Vice Chairman
8	Declaration of Acceptance of Office
9	Minutes
10	Communications
11	Appointment of Committees and Boards
12	Appointment of Chairs and Vice Chairs of Committees and Boards
13	Time of Commencement of Meetings
14	Representatives on Outside Bodies
15	Burton Salmon Parish Council

Present: Councillor J Mackman in the Chair.

Councillors J Cattanach, M Crane, Mrs D Davies, Mrs M Davis, J Deans, Mrs S Duckett, Mrs J Dyson, K Ellis, D Fagan, C Goodall, Mrs M Hulme, W Inness, Mrs G Ivey, M Jordan, C Lunn, Mrs C Mackman, B Marshall, J McCartney, Mrs M McCartney, Mrs K McSherry, Mrs E Metcalfe, Mrs W Nichols, I Nutt, R Packham, B Percival, A Pound, Mrs S Ryder, Mrs R Sayner, R H Sweeting, J Thurlow, Mrs D White.

Officials Chief Executive, Strategic Directors, Head of Service - Legal and Democratic Services, Head of Service - Finance and Central Services, Head of Service - Policy and Performance, Democratic Services Officer, Committee Administrators, Chairman's Secretary, Democratic Services Assistant.

Also Present Honorary Aldermen, The Reverend S Jukes, The Reverend G Wardell.

Reverend S Jukes offered opening prayers.

Public: 19
Press: 0

1. **Apologies for Absence**

Apologies for absence were received from Councillors I Chilvers, C Metcalfe, S Shaw-Wright, W N Martin, C Pearson, D Mackay, Mrs P Mackay, Mrs E Casling and Mrs A Spetch.

2. **Disclosures of Interest**

None received.

3. **Election of Chairman**

It was moved by Councillor M Crane, seconded by Councillor B Percival, and unanimously:

Resolved:

That Councillor Mrs J Dyson be elected Chairman of the Selby District Council for the 2007/2008 municipal year.

4. **Declaration of Acceptance of Office**

Councillor Mrs J Dyson read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972.

[Councillor Mrs J Dyson in the Chair]

5. **Retiring Chairman's Valedictory Address**

Councillor J Mackman gave his valedictory address.

Councillor Mrs J Dyson presented Councillor J Mackman with a silver salver and Past Chairman's Badge to mark his holding of office of Chairman of the Council.

On behalf of councillors, Councillors M Crane, R Sweeting and R Packham expressed thanks to Councillor J Mackman and his Chairman's Lady, Mrs Carol Mackman, for their year of office.

6. **Newly Elected Chairman's Address**

Councillor Mrs J Dyson addressed the meeting and reported that The Reverend G Wardell would serve as Chairman's Chaplain for the year.

The charities that would be supported by the Chairman for 2007/08 would be:

- DIAL
- British Heart Foundation
- Cancer Research

7. **Appointment of Vice Chairman**

It was moved by Councillor Mrs W Nichols, seconded by Councillor R Packham, and unanimously:

Resolved:

That Councillor J Thurlow be appointed Vice Chairman of the Selby District Council for the 2007/2008 municipal year.

8. **Declaration of Acceptance of Office**

Councillor J Thurlow read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972.

9. **Minutes**

Resolved:

That the minutes of the proceedings of a meeting of Council held on Tuesday 24 April 2007 be confirmed as a correct record.

10. **Communications**

The Chief Executive reported that no communications had been received to bring to the attention of Council.

11. Appointment of Committees and Boards 2007/2008

Councillors considered the Group Leaders' nominations for committee and board membership for the 2007/2008 municipal year.

Resolved:

That the committee and board memberships, shown attached at Appendix A to these minutes, be approved.

12. Appointment of Chairs and Vice Chairs of Committees and Boards 2007/2008

Resolved:

That the following nominations for Chair and Vice Chair be approved:

Policy and Resources Committee	Cllr M Crane (Ch) Cllr B Percival (VC)
Environment Board	Cllr C Metcalfe (Ch) Cllr M Jordan (VC)
Social Board	Cllr Mrs G Ivey (Ch) Cllr Mrs C Mackman (VC)
Economy Board	Cllr C Lunn (Ch) Cllr D Fagan (VC)
Planning Committee	Cllr J Mackman (Ch) Cllr J Deans (VC)
Licensing Committee	Cllr R Sayner (Ch) Cllr C Pearson (VC)
Overview and Scrutiny Committee	Cllr J McCartney (Ch) Cllr J Cattanach (VC)
Audit Panel	Cllr Mrs Casling (Ch) Cllr J Cattanach (VC)
Conservation Area Advisory Committee (North)	Cllr D Mackay (Ch)
Conservation Area Advisory Committee (South)	Mrs J Dyson (Ch)

13. **Time of Commencement of Meetings**

Resolved that:

- (i) Meetings of Council to commence at 6.00pm; and**
- (ii) All other boards and committees to determine their start times the first time they meet.**

14. **Representatives on Outside Bodies 2007/08**

Councillors considered the schedule of representatives on outside bodies.

Resolved that:

- (i) The schedule of representatives on outside bodies for 2007/08, and shown attached at Appendix B to these minutes, be approved; and**
- (ii) The group leaders (Councillors Crane, Mrs Nichols and McCartney) meet to determine representation on the remainder of the outside bodies (attached at Appendix C, together with nominations received).**

15. **Burton Salmon Parish Council**

Councillors were requested to make an order appointing Derek Malcolm Vernon to be a councillor on Burton Salmon Parish Council.

Only two valid nominations were received in time for the election of parish councillors to Burton Salmon Parish Council. The Parish required at least three councillors to be quorate.

Under the Representation of the People Acts 1983 and 1985, a district council is empowered to make any appointment that appears necessary to them for properly constituting the parish council.

Resolved:

That Derek Malcolm Vernon be appointed as a councillor for Burton Salmon Parish Council.

The meeting closed at 4:55pm

Appendix A

Nominations for Committees and Board – 2007/2008

Policy and Resources Committee (11 Members)

Conservative

Mrs E Casling
M Crane (Chair)
Mrs G Ivey
C Lunn
J Mackman
C Metcalfe
B Percival (Vice Chair)
R Sayner

Labour

Mrs W Nichols
R Packham
S Shaw-Wright

Independent

Social Board (11 Members)

Conservative

I Chilvers
K Ellis
Mrs C Goodall
Mrs G Ivey (Chair)
D Mackay
Mrs C Mackman (Vice Chair)
Mrs E Metcalfe
A Pound

Labour

Mrs M Davis
Mrs W Nichols

Independent

Mrs M McCartney

Economy Board (11 Members)

Conservative

J Deans
K Ellis
D Fagan (Vice Chair)
Mrs C Goodall
C Lunn (Chair)
Mrs P Mackay
I Nutt
R Sayner

Labour

J Thurlow
N Martin

Independent

R Sweeting

Environment Board (11 Members)

Conservative

Mrs E Casling
M Jordan (Vice Chair)
Mrs P Mackay
Mrs C Mackman
C Metcalfe (Chair)
I Nutt
C Pearson
A Pound

Labour

Mrs M Davis
J Thurlow
R Packham

Independent

Overview and Scrutiny Committee (11 Members)

Conservative

J Cattanach (Vice Chair)
Mrs J Dyson
Mrs M Hulme
W Inness
Mrs K McSherry
Mrs S Ryder
Mrs A Spetch
Mrs D White

Labour

Mrs S Duckett
B Marshall

Independent

J McCartney (Chair)

Planning Committee (18 Members)

Conservative

J Cattanach
I Chilvers
J Deans (Vice Chair)
K Ellis
D Fagan
W Inness
M Jordan
D Mackay
J Mackman (Chair)
Mrs E Metcalfe
C Pearson
Mrs S Ryder

Labour

Mrs D Davies
B Marshall
N Martin
S Shaw-Wright

Independent

R Sweeting
Vacancy

Licensing Committee (10 Members)

Conservative

Mrs J Dyson
Mrs K McSherry
C Pearson (Vice Chair)
Mrs S Ryder
R Sayner (Chair)
Mrs A Spetch
Mrs D White

Labour

Mrs D Davies
Mrs S Duckett

Independent

J McCartney

Standards Committee (2 District Councillors)

Conservative

C Lunn

Labour

Mrs M Davis

Audit Panel Committee (6 Members)

Conservative

Mrs E Casling (Chair)
J Cattanach (Vice Chair)
M Crane
B Percival

Labour

Mrs W Nichols
R Packham

Conservation Area Advisory Committee (North)

Conservative

D Mackay (Chair)

Labour

To be confirmed

Independent

R Sweeting

Conservation Area Advisory Committee (South)

Conservative

Mrs J Dyson (Chair)

Labour

To be confirmed

Independent

J McCartney

Appendix B

**Selby District Council
Representatives on Outside Bodies 2007/2008
Determined at Annual Council on 22 May 2007**

OUTSIDE BODY	REPRESENTATIVE	TERM EXPIRES/NO. OF PLACES	MINUTE REFERENCE NO.
PARTNERSHIPS			
Association of North Yorkshire Councils	Cllr M Crane	2007 (1)	14
Local Government Association	Cllr C Metcalfe Deputy – Cllr B Percival	2007 (1 + 1)	14
Local Government Association Fourth Option Special Interest Group	Cllr J McCartney	2007 (1)	14
Local Authorities -Yorkshire and the Humber	Cllr M Crane	2007	14
National Association of Councillors (National and Northern Branch)	Cllr J Mackman Mrs W Nichols	2007 (2)	14
Yorkshire and Humber Assembly	Chair of P&R or nominee	2007 (1)	14
Yorkshire and Humber Employers' Committee	Chair of P& R or nominee	2007 (1)	14

Selby District Local Strategic Partnership	Chair of P& R or nominee	2007 (1)	14
Selby Urban Renaissance Programme:			14
Town Team Executive	Cllr M Crane Cllr B Percival Cllr R Packham	2007 (3)	
Selby Town Team	Cllr Mrs J Dyson	2007 (1)	
Sherburn-in-Elmet Town Team	Cllr M Jordan	2007 (1)	
Tadcaster Town Team	Cllr C Metcalfe	2007 (1)	
Energy Team	Cllr Mrs E Casling	2007 (1)	
NYCC Scrutiny of Health Panel	Cllr Mrs E Casling (Substitute: Cllr Mrs J Dyson)	2007 (1)	14
York and North Yorkshire Partnership Unit	Cllr B Percival	2007 (1)	14
York and North Yorkshire Sub Regional Group – Tourism Delivery	Cllr R Sayner	2007 (1)	14

<u>COMMUNITY LINKS</u>			
Age Concern Visiting and Support Group	Cllr R Sayner	2007 (1)	14
Alzheimers Disease Society	Cllr Mrs S Ryder	2007 (1)	14
Appleton Roebuck and Copmanthorpe Drainage Board	Cllr Mrs P Mackay Cllr B Percival	2007 (2)	14
Association of Voluntary Services for Selby	Cllr Mrs A Spetch	2007 (1)	14
Citizens Advice Bureau – Selby	Cllr D Fagan	2007 (1)	14
Coalfields Communities Campaign	Cllr Mrs W Nichols	2007 (1)	14
Yorkshire Coal Industry Taskforce	Cllr Mrs W Nichols	2007 (1)	
Crossroads Care Scheme Committee	Cllr Mrs D Davies	2007 (1)	14
DIAL Management Executive Committee	Mr D Peart	2007 (1)	14

Drax Power Station Consultative Committee	Cllr I Chilvers Cllr J McCartney Cllr Mrs K McSherry Cllr J Thurlow	2007 (4)	14
Environment Agency/Local Government Liaison Group for North Yorkshire	Cllr Mrs G Ivey Cllr C Metcalfe (Sub)	2007 (1+1)	14

Travelling expenses are payable for attendance at meetings of the Outside Bodies listed.

Appendix C

Selby District Council
Nominated Representatives on Outside Bodies 2007/2008
Membership Still To Be Determined

OUTSIDE BODY	REPRESENTATIVE	TERM EXPIRES/NO. OF PLACES	MINUTE REFERENCE NO.
<u>COMMUNITY LINKS</u>			
Eggborough Power Station Consultative Committee (formerly Gale Common)	Cllr Mrs M Davis Cllr Mrs Dyson Cllr Mrs G Ivey Cllr J McCartney Cllr C Pearson Cllr Mrs S Ryder Cllr J Thurlow	2007 (6)	
Hull and Goole Port Authority	Cllr J Mackman	2007 (1)	

Power Stations Joint Environmental Committee	Cllr I Chilvers Cllr Mrs M Davis Cllr Mrs G Ivey Cllr J McCartney Cllr C Metcalfe Cllr I Nutt Cllr R Packham Cllr C Pearson Cllr J Thurlow	2007 (8)	
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Knottingley to Gowdall Drainage Board	Cllr Mrs D White Vacancy	2007 (2)	
Leader Plus Local Action Group	Cllr R Sayner Vacancy	2007 (2)	
National Society for Clean Air	Cllr D Mackay Cllr C Pearson Vacancy	2007 (3)	
North Wharfe Internal Drainage Board	Cllr Mrs P Mackay Cllr Mrs E Metcalfe	2007 (2)	
North Yorkshire Cultural Partnership	Cllr Mrs G Ivey (Chair of Social Board)	2007 (1)	
North Yorkshire Supporting People	Cllr C Lunn	2007 (1)	
Oglethorpe and Dawson Education Foundation	Cllr Mrs E Metcalfe Cllr R Sweeting	2007 (2)	
Ouse and Derwent Internal Drainage Board			
First Electoral Division – Ouse	Cllr W Inness Cllr B Marshall	2007 (2)	
Third Electoral Division – Cliffe	Cllr Mrs K McSherry Cllr Mrs S Duckett	2007 (2)	

Read School Drax – Governor	Cllr I Chilvers	2007 (1)	
RELATE	Cllr Mrs K McSherry	2007 (1)	
Access to Services (York & Selby)	Cllr Mrs G Ivey	2007 (1)	
District Alcohol Advisory Service	Cllr Mrs C Goodall	2007 (1)	
Selby Area Internal Drainage Board	Cllr Mrs J Dyson Cllr B Percival Cllr C Pearson Cllr K Ellis Mrs M Fagan Mr A Cawood Vacancy	2007 (8)	
Selby Area Committee	Cllr I Chilvers Cllr Mrs S Duckett Cllr Mrs C Mackman Cllr R Packham Cllr Mrs A Spetch	2007 (4)	
Selby Area Learning Partnership	Vacancy	2007 (1)	
Selby College Board of Governors	Cllr C Lunn	2007 (1)	

Selby and District Rail Users Group	Cllr Mrs D Davies Vacancy	2007 (2)	
Selby District Advocacy	Vacancy	2007 (1)	
Selby Drug and Alcohol Reference Group	Vacancy	2007 (1)	
South Wharfe Internal Drainage Board	Cllr D Bain-Mackay Cllr K Ellis Mr W Harrison	2007 (3)	
University of Hull– Membership of Court	Cllr Mrs C Mackman	2007 (1)	
Went Internal Drainage Board	Cllr Mrs G Ivey	2007 (1)	
Yorkshire Mining Museum Liaison Committee	Cllr N Martin	2007 (1)	
Yorkshire and Humberside Employers Forum	Chair of P&R Committee	2007 (1)	
Yorkshire and Humberside Pollution Advisory Committee	Chair of Environment Board and Cllr Mrs G Ivey	2007 (2)	
Yorkshire and Humberside R.F.C.A Association	Cllr B Marshall	2007 (1)	

Travelling expenses are payable for attendance at meetings of the Outside Bodies listed.

REPRESENTATION ON PARTNERSHIP ORGANISATIONS

(Appointed by Policy and Resources Committee)

Audit Consortium Partnership	Chair and Vice Chair of Policy and Resources Committee
Building Control Partnership (2 places)	Cllr J Mackman Vacancy
Groundwork Selby (2 places)	Cllr I Nutt Cllr W Nichols

SELBY DISTRICT COUNCIL

Minutes of the proceedings of an extraordinary meeting of the Council held on 12 June 2007, in the Civic Suite, the Civic Centre, Portholme Road, Selby, commencing at 6.00pm.

104	North Yorkshire County Council (NYCC) Bid for Unitary Status
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Present: Councillor Mrs J Dyson (Chairman) in the Chair

Councillors: Mrs E Casling, J Cattanach, I Chilvers, M Crane, Mrs D Davies, Mrs M Davis, J Deans, Mrs S Duckett, K Ellis, D Fagan, Mrs C Goodall, Mrs M Hulme, C Lunn, D N Mackay, Mrs P Mackay, W N Martin, J McCartney, Mrs M McCartney, Mrs K McSherry, Mrs C Mackman, J Mackman, Mrs E Metcalfe, Mrs W Nichols, R Packham, C Pearson, A Pound, R Sayner, Mrs A Spetch and R H Sweeting.

Officials: Chief Executive, Strategic Directors, Head of Service – Legal and Democratic Services, Head of Service – Finance and Central Services, Head of Service – Policy and Performance, Democratic Services Officer, Committee Administrator

Observers: 0

The Reverend Gareth Wardell offered opening prayers.

102 **Apologies for Absence**

Apologies for absence were received from Councillors Mrs S Ryder, I Nutt, Mrs D White, W Inness, B Percival, M Jordan, A Thurlow, Mrs G Ivey, B Marshall, C Metcalfe and S Shaw-Wright.

103 **Disclosure of Interest**

The following personal interests were disclosed:

- C Pearson – District Councillor and County Councillor
- Mrs W Nichols – employee of North Yorkshire County Council
- J Cattanach – employee of North Yorkshire County Council
- Mrs M Hulme – District Councillor and County Councillor
- Mrs E Casling – District Councillor and County Councillor
- Mrs M McCartney – employee of North Yorkshire County Council
- Mrs M Davis – on secondment to North Yorkshire County Council

North Yorkshire County Council (NYCC) Bid for Unitary Status

The Chief Executive updated councillors on the current position of the bid by NYCC to establish a new unitary council in North Yorkshire.

In April 2007, the Department for Communities and Local Government announced that the bid that had been made by NYCC for had been one of those short-listed to go forward to stakeholder consultation. The deadline for responses was 22 June 2007.

The District and Borough Councils of North Yorkshire all favoured an enhanced two-tier approach in any new local government structure, as opposed to a single, unitary council.

During the consultation period, the District and Borough Councils of North Yorkshire, had worked together to examine the bid made by North Yorkshire and to carry out a MORI poll of North Yorkshire residents. The councils had identified a number of weak points within NYCC's bid and these were outlined to councillors as part of the presentation. In addition, the results of the MORI poll had shown that the majority of those North Yorkshire residents questioned opposed the unitary bid.

Harrogate Borough Council were considering bringing a legal challenge against the Secretary State for acting outside her statutory powers and had requested that the other local authorities of North Yorkshire support this action.

Resolved that:

- (i) The presentation by the Chief Executive be accepted; and**
- (ii) Selby District Council support the legal challenge being brought against the Secretary of State by Harrogate Borough Council up to the sum of £8,000, with any further sums to be agreed by Council.**

Councillor Mrs M Hulme abstained from the vote.

The meeting closed at 7:04pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 23 May 2007 in the Civic Suite, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

18	Minutes
19	Chair's Address to the Planning Committee
20	Staffing Arrangements
21	Performance Indicators 2006/2007
22 – 24	Site Visits
25 – 32	Planning Applications Received
33	Planning Appeal Decisions
34	Tree Preservation Orders - Confirmation
35	Private Session
36	Enforcement Update

Present: Councillor J Mackman in the Chair

Councillors: J Deans, Mrs D Davies, Mrs S Duckett (substitute for N Martin) K Ellis, D Fagan, W Inness, M Jordan C J Lunn (substitute for C Pearson), B Marshall, Mrs E Metcalfe, Mrs S Ryder, S Shaw-Wright, and R H Sweeting

Officials: Jonathon Lund, Strategic Director, Head of Service – Policy and Performance, Head of Service – Legal and Democratic Services, Principal Planning Officer, Planning Officers, Committee Administrator.

Also in Attendance: Councillors Mrs E Casling, Mrs G Ivey and Mrs W Nichols

Public: 22

Press: 0

16 **Apologies for Absence and Notice of Substitution**

Apologies were received from Councillors D Bain-Mackay, J Cattanach, N Martin and C Pearson.

Substitute councillors were Mrs S Duckett and C Lunn.

17 **Disclosure of Interest**

Councillor Lunn declared a personal interest in application 2006/0883/FUL – Thorpe Willoughby, Councillor Fagan declared a personal and prejudicial

interest in application 2006/0883/FUL – Thorpe Willoughby and Councillor J Deans declared a personal interest in application 2007/0335/FUL – Riccall.

18

Minutes

Resolved:

That the minutes of the proceedings of the meeting of the Planning Committee held on 18 April 2007 be confirmed as a correct record and be signed by the Chair.

19

Chair's Address to the Planning Committee

The Chair referred to discussions at the last meeting of Council and sought the Committee's views on the starting time of meetings.

He also commented on the current arrangements regarding site visits and suggested that they be reviewed in six months time.

Resolved that:

- (i) Meetings of the Committee commence at 4pm; and**
- (ii) Arrangements for site visits be reviewed in November 2007.**

20

Staffing Arrangements

Jonathon Lund, Strategic Director reported on the action which had been taken to safeguard the Council's interests following the resignations of staff in the planning department. Support would be provided to the department at a cost no greater than that currently provided for and the situation would be reviewed after six months.

Resolved:

That the report be noted.

21

Performance Indicators 2006/2007: April 2006 – March 2007

The Head of Service – Policy and Performance submitted a report updating councillors on the progress that had been made in 2006/2007 on the corporate and statutory best value performance indicators for which the committee was responsible.

Resolved:

That the report be noted.

Site Visit**Application: 2007/0067/FUL****Location: Selby RUFC****Proposal: Erection of a grandstand and changing rooms following demolition of existing buildings.**Mrs Taylor - Objector*Mrs Taylor informed councillors that she objected to the application on the following grounds:*

- *The new building would encroach on her land*
- *Loss of light and privacy to her property*
- *There would be an increase in the current parking problems in neighbouring streets on match days*

Mr Jackson – Agent*Mr Jackson informed councillors of the following issues:*

- *The impact of the new build on existing properties would be less than the existing building*
- *Car parking on the site would be improved*
- *The club was developing as a community facility*

Resolved:**That the application be granted subject to the conditions set out in the officer's report.****Site Visit****Application - 2007/0111/Ful****Location: The Barn, Wood End Farm, Cawood****Proposal: Conversion and extension of outbuilding to form self-contained annex.**Mrs Critchley – Objector*Mrs Critchley informed councillors that she objected to the application on the following grounds:*

- *The development would have a detrimental effect on her property*
- *Loss of privacy*
- *The proposal could not be considered as being ancillary to the applicant's residence*

Mr Eyre – Agent

Mr Eyre informed councillors of the following issues:

- *The applicant had approval for the development of the outbuildings for ancillary use*
- *The converted buildings would be used by a member of the applicant's family*

Resolved:

That the application be refused for the reasons set out in the report.

24

Site Visit

Application: 2006/0883/FUL

Location: Field Lane, Thorpe Willoughby

Proposal: Erection of two pairs of semi-detached houses and one quarter house following demolition of existing shops.

Councillor Fagan, having declared a personal and prejudicial interest in this application, left the meeting and took no part in the discussion or voting on this item.

Mrs Ingham – Objector

Mrs Ingham informed councillors that she objected to the application on the following grounds:

- *The houses were close to existing properties and would affect residents' privacy*
- *The public footpath would become an alley and would attract groups of young people*
- *In order to prevent flooding, the new properties would have to be higher than the existing buildings*
- *The proposal targets houses for key workers who were likely to work shifts and as a result there would be an increase in noise at unsocial hours*

Mr Newby – Agent

Mr Newby informed councillors of the following issues:

- *The development would replace existing run down shops*
- *The houses would be further away from neighbouring properties than the existing buildings*

- *Improvements would be made to the existing drainage system, which would alleviate flooding*

Resolved:

That the application be approved, subject to the conditions set out in the officer's report.

25

Planning Applications Received

Consideration was given to the schedule of planning applications submitted by the Head of Service - Planning and Economic Development.

Resolved:

That the applications set out in the agenda be dealt with as follows:

26

- 1 **Application: 2007/0054/FUL**
Location: Fieldside Nursery Great Heck
Proposal: Erection of a single storey log cabin to provide 'Out of school club' and additional car parking.

Councillor Mrs Ivey – Local Councillor

Councillor Ivey informed councillors that she supported the application for the following reasons:

- *The nursery provided an important local facility*
- *The development would allow the nursery to provide an improved service to working parents within the locality.*

Mr Hope – Applicant

Mr Hope informed councillors of the following issues:

- *The application had the full support of two local primary schools*
- *The proposal would mean that an additional four staff would be needed at the nursery*
- *The effect on local properties would be negligible*
- *The application was within the existing village developments.*

Resolved:

That the application be refused on the grounds set out in the officer's report with an additional reason being the effect the development would have on neighbouring properties.

27

- 2 **Application: 2007/0257/FUL**
Location: Holly Tree Farm, Balne
Proposal: Resubmission for the erection of a two storey office development

Mrs Arnold – Applicant

Mrs Arnold informed councillors of the following issues:

- *The previous proposal had been amended to take account of objections raised by the planning authority*
- *The development was required to enable the business to be developed and to improve the working environment for staff*
- *The company provided employment for a number of local people*

Resolved:

That the application be granted subject to the conditions set out in the officer's report.

28

- Application: 2006/0469/FUL**
Location: Old Manor House Bilbrough York
Proposal: Resubmission for the erection of an infill extension and conversion of existing outbuildings and erection of a garage.

Mr Pieper – Agent

Mr Pieper informed councillors of the following issues:

- *The bat survey of the property had been concluded*
- *The proposal would not have an adverse effect on the historic character of the building.*

Resolved:

That the application be granted subject to the conditions set out in the officer's report.

29

Application: 2006/0471/LBC
Location: Old Manor House Bilbrough York
Proposal: Resubmission for the erection of an infill extension and conversion of existing outbuildings and erection of a garage

Mr Pieper – Agent

Mr Pieper informed councillors of the following issues:

- *The bat survey of the property had been concluded*
- *The proposal would not have an adverse effect on the historic character of the building*

Resolved:

That the application be granted subject to the conditions set out in the officer's report.

30

Application: 2007/0215/FUL
Location: Prospect Way Selby
Proposal: Radio communications installation consisting of a 45-metre lattice mast.

Councillor Mrs W Nichols – Objector

Councillor Nichols informed councillors that she objected to the application on the following grounds:

- *There were more suitable alternative sites*
- *Possible risks to the health of occupiers of neighbouring properties*
- *The mast would be an eyesore*
- *There was no reason to move the mast from its existing location.*

Resolved:

That contrary to officer's advice, the application be refused on the following grounds:

- **The development will have a detrimental impact on the local area**
- **The development is out of character for the area**
- **The development will be visually intrusive**

31 **Application: 2007/0335/FUL**
Location: Brick Works, Escrick
Proposal: Amendment of elevations to mixed use B1, B2 and B8
development.

Resolved:

That the application be granted subject to the conditions set out in the officer's report.

32 **Application: 2007/0254/FUL**
Location: 55 – 57 Main Street, Riccall
Proposal: Erection of detached dwelling and garage in the garden
area.

Resolved:

That consideration of the application be deferred pending a site visit to the property and the submission of comments of the conservation officer.

33 **Planning Appeal Decisions**

The Head of Service - Planning and Economic Development submitted a report setting out decisions received during April 2007 regarding ten planning appeals.

Resolved:

That the report be noted.

34 **Tree Preservation Orders - Confirmation**

The Head of Service - Legal and Democratic Services submitted details of Tree preservation order Number 3/2007. Windy Ridge Howden Road, Barlby.

Resolved:

That the under-mentioned Tree Preservation Orders be confirmed as an unopposed order:

Tree Preservation Order No: 3/2007 Windy Ridge Howden Road,
Barlby.

35

Private Session

Resolved:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12A to the Act.

36

Enforcement Update

The Principal Planning Officer submitted a report giving details of enforcement notices served by officers during the period 1 December 2006 – 28 February 2007.

Resolved:

That the report be noted.

The meeting closed at 7.30 pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Environment Board held on 24 May 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00 pm.

39	Minutes
40	Chair's Address to the Environment Board
41	Performance Indicators
42	Service Performance Agreements (SPAs)
43	Food and Health and Safety Service Plans 2007/08
44	Enforcement Policy for the Regulation of Smoking in Smoke Free Premises and Vehicles
45	Update on Petcoke Trials at Drax Power Station
46	Street Scene Enforcement Policy and Clean Neighbourhoods and Environment Act 2005
47	Time of Meetings

Present: Councillor C Metcalfe in the Chair

Councillors: Mrs E Casling, M Crane (for M Jordan) Mrs M Davis, K Ellis (for C Pearson), Mrs C Mackman, I Nutt, R Packham, and J Thurlow

Officials: Head of Service – Environmental Services and Leisure, three Principal Environmental Officers and Committee Administrator

Public: 0

Press: 0

37 **Apologies for Absence and Substitution**

Apologies were received from Councillors M Jordan, Mrs P Mackay, C Pearson and A Pound

Substitute Councillors were K Ellis (for C Pearson) and M Crane (for M Jordan)

38 **Disclosure of Interest**

None received

39

Minutes

Resolved:

That the minutes of the proceedings of the meeting of the Environment Board held on 29 March 2007 be confirmed as a correct record and be signed by the Chair.

40

Chair's Address to the Environment Board

The Chair updated councillors of the following:

- The level of recycling within the district had increased by 2 ½% over the past year which meant that 11,300 tons of material per annum was being kept out of landfill sites. The garden greens service was also making good progress
- The Council's 'sorted' commercial waste scheme had been recognised nationally and had attracted a grant of £50,000 from Yorkshire Forward
- Drop in sessions on healthy eating for children had been arranged in conjunction with the Council's partners

41

Performance Indicators: April 2006 – March 2007

The Head of Service – Environmental Services and Leisure updated councillors on the progress that had been made in 2006/07 on the corporate and statutory best value indicators for which the Board was responsible.

Resolved:

That the report be noted.

42

Service Performance Agreements (SPAs)

The Head of Service – Environmental Services and Leisure submitted a report with regard to the SPAs for 2007/08 for the services that were within the remit of the Environment Board.

SPAs enabled councillors to exercise control over services at strategic level by outlining the nature of the service of the service, staff involved, budgets, improvements and performance indicators. The SPAs represented the agreed level of service provision within the allocated resources.

Resolved:

The Service Performance Agreements as set out in the report be approved.

43

Food and Health and Safety Service Plans 2007/08

The Principal Environment Health Officer (Commercial) submitted a report setting out the Food Safety and Health and Safety Plans for 2007/08.

Each local authority was required to develop both a Food Safety and Health and Safety Service Plan and the proposed plans for the authority were set out in appendices to the report.

Resolved:

That the Service Plans for Food and Health and Safety 2007/08 be approved.

44

Enforcement Policy for the Regulation of Smoking in Smoke Free Premises and Vehicles

Councillors considered a report by the Principal Environmental Health Officer (Commercial) seeking approval of the enforcement policy for the regulation of smoking in smoke free premises and vehicles. Approval was also sought for delegated authority being given to the Head of Service to authorise officers to take enforcement action and to utilise a Department of Health grant.

The enforcement policy mirrored that used by all North Yorkshire authorities and the City of York.

Resolved that:

- (i) Delegated authority be given to the Head of Service – Environmental Services and Leisure to expend a £32,000 Department of Health grant, at his discretion, within the Commercial Health service area**
- (ii) Delegated authority be given to the Head of Service – Environmental Services and Leisure to authorise officers, at his discretion, to enforce the smoke free provisions of the Health Act 2006 and associated Regulations; and**
- (iii) The Council adopt the Enforcement Policy for the regulation of smoking in smoke free premises and vehicles.**

Recommended:

That the Policy and Resources Committee be requested to approve the recommendations set out above.

45

Petcoke Trial at Drax Power Station

The Principal Environmental Health Officer (Pollution) reported on the on-going petcoke trials at Drax Power Station. The trials had taken place over the past two years, utilising two types of petcoke. Consultations were currently being held on an application from Drax to burn the preferred petcoke. Councillors would be informed of the proposed response to the consultations before it was submitted to the Department for the Environment.

Resolved:

That the update be noted.

46

Street Scene Enforcement Policy and the Clean Neighbourhoods and Environment Act 2005

The Head of Service – Environmental Services and Leisure submitted a report setting out proposed revisions to the street scene enforcement policy as a result of the Clean Neighbourhoods and Environment Act 2005. Councillors were asked to consider the level of fixed penalty fines and to authorise appropriate officers to implement the relevant provisions of the Act.

Resolved that:

- (i) The street scene Enforcement Policy as set out in the report be approved**
- (ii) The fixed penalties be set to the default level specified in the DEFRA guidance, with reduced payment levels for payment within ten days of the date of issue; and**
- (iii) The Head of Service –Environmental Services and Leisure be given delegated authority to authorise officers across the authority to implement the relevant provisions of the Clean Neighbourhoods and Environment Act 2005.**

Recommended:

That the Policy and Resources Committee be recommended to approve the recommendations set out above.

Times of Meetings

The Chair referred to the discussions at the Council meeting on 22 May 2007 concerning the starting times of Committees and Boards and sought councillors' views.

Resolved:

That meetings of this Board commence at 4:00pm.

The meeting closed at 5.30pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Social Board held on 29 May 2007 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00 pm.

48	Disclosure of Interest
49	Minutes
50	Chair's Address to the Social Board
51	Community Cinema in Tadcaster
52	Performance Indicators April 2007 – March 2007
53	Children and Young Peoples Play Strategy Update
54	Improving Services for older people
55	Mon£y 4U Update
56	Housing Investment Programme outturn 2006-2007 and Update 2007-08
57	Housing Revenue Account outturn 2006-07
58	Time of Meeting
59	Private Session
60	Restrictive Covenant

Present: Councillor Mrs G Ivey in the Chair

Councillors: I Chilvers, Mrs M Davis, K Ellis, Mrs C Goodall, D Mackay, Mrs C Mackman (Vice Chair), Mrs M McCartney, Mrs E Metcalfe and A Pound

Officials: Steve Martin – Strategic Director, Head of Service - Environmental Services and Leisure, Head of Service - Finance and Central Services, Head of Service - Legal and Democratic Services, Leisure Services Manager, Health Improvement Manager, External Funding Manager, Democratic Services Officer.

Also in Attendance: Mr Furminger – Tenants' Representative

Public: 0

Press: 0

48 **Disclosure of Interest**

Councillor Mackay and Councillor Metcalfe declared a personal interest in minute 51, Community Cinema, Tadcaster.

49

Minutes

Resolved:

That the minutes of the proceedings of the meeting of the Social Board held on 3 April 2007 be confirmed as a correct record and be signed by the Chair.

50

Chair's Address to the Social Board

The Chair reported on the following:

- It was anticipated that there would be savings of approximately £300,000 on the Decent Homes Scheme, which was expected to start on site in the late summer. Further details would be submitted to the next meeting of this Board.

51

Community Cinema in Tadcaster

Councillors considered a report from the Head of Service – Environmental Services and Leisure on a request from Tadcaster Town Council for Selby District Council to hand-over to the Town Council projection equipment purchased by Selby District Council in 2003.

It was intended that the equipment would be used as a community cinema, which would be managed by a committee consisting of Tadcaster Town Councillors, Youth Workers and other interested parties.

Resolved that:

- (i) Agreement in principle be given to the hand-over of the mobile cinema equipment to Tadcaster Town Council**
- (ii) Delegated authority be given to the Head of Service – Environmental Health and Leisure Services in conjunction with the Chair of the Board to formalise the hand-over following the acceptance of an agreed constitution from the management body; and**
- (iii) The Policy and Resources Committee be asked to approve the disposal of the asset.**

52

Performance Indicators April 2006 – March 2007

Steve Martin, Strategic Director, submitted a report updating councillors on the progress that was being made on the corporate and statutory best value performance indicators for which the Board was responsible.

Resolved;

That the report be noted.

53

Children and Young People's Play Strategy Update

Steve Martin, Strategic Director submitted a progress report on the Children and Young People's Play Strategy.

A play partnership had been established to deliver the Strategy and an initial meeting had been held on 14 February 2007. Q and A research was completing a consultation exercise and a draft strategy would be presented to the Policy and Resources Committee on 12 June 2007.

Resolved:

That the report be noted.

54

Improving Services for Older People

The Health Improvement Manager submitted a report giving details of transport for older people in rural areas.

The report gave details of three options open to the Council to improve rural transport opportunities within the district.

Resolved;

That as part of the 2007-08 priority to improve facilities for adults and older people in rural areas, the opportunities to support existing community transport work be explored as set out in option B of the report.

55

Mon£y 4U Update

Councillors considered a report by the External Funding Manager on the progress of the Mon£y 4U youth fund. £3,959.70 had not yet been allocated.

Resolved:

That consideration of the matter be deferred until after 31 December 2007.

56

Housing Investment Programme Outturn 2006-2007 and Update 2007-08

The Head of Service - Finance and Central Services submitted details of the outturn of the Council's Housing Investment Programme for 2006-07 and an update on the 2007-08 programme.

Resolved that:-

- (i) The outturn position for 2006-07 be noted**
- (ii) Approval be given to the carry forward of resources from 2006-07 to 2007-08 to complete schemes started in 2006-07**
- (iii) The revised programme for 2007-08 be approved; and**
- (iv) The proposal to use the regional housing pot allocation to support the private sector grant work in lieu of capital receipts be endorsed.**

57

Housing Revenue Account outturn 2006-07

Consideration was given to a report by the Head of Service - Finance and Central Services setting out details of the final outturn position for the Housing Revenue Account and suggesting proposals to deal with budget slippage to 2007-08.

Resolved that:

- (i) The outturn position on the Housing Revenue Account for 2006-07 be noted; and**
- (ii) The budget carry forward of £398,610 from 2006-07 to 2007-08 be approved.**

58 **Time of Meeting**

The Chair referred to discussions at the Annual Meeting of Council on 22 May 2007 regarding the starting times of meetings and sought councillors' views.

Resolved;

That meetings of this Board be held at 5.00pm and the matter be reviewed in May 2008.

59 **Private Session**

That in accordance with Section 100(A)(4) of the Local Government Act 1972 in view of the nature of the business to be transacted the meeting be not open to the Press and public during discussion of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12A to the Act.

60 **Restrictive Covenant Holly Garth Lane Beal**

The Head of Service - Legal and Democratic Services submitted a report on a request for the release of a restrictive covenant placed on land in Holly Garth Lane Beal, which had been sold by the Council in 1989.

The Board had considered a similar request in 2006 when it had been refused.

Resolved:

That the request be refused.

The meeting closed at 6.50 pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Overview and Scrutiny Committee held on Thursday 7 June 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5:00 pm.

76	Minutes
77	Chair's Address to the Overview and Scrutiny Committee and Work Programme
78	Arriva and Access to Services
79	"Call In" – Community Cinema in Tadcaster
80	Overview and Scrutiny Committee 2006/2007 Performance Indicator Report: April 2006 – March 2007
81	Developing Scrutiny – Improving the way we monitor the Council's performance
82	Referral by Councillor J McCartney – Election Turnout
83	Referral by Councillor J McCartney – Parish Plans
84	Questions to the Chief Executive

Present: Councillor J McCartney in the Chair

Councillors: J Cattanach, Mrs D Davies, Mrs J Dyson, Mrs M Hulme, W Inness, B Marshall, Mrs K McSherry, Mrs S Ryder, Mrs A Spetch and Mrs D White

Officials: J Lund – Strategic Director, Head of Service – Legal and Democratic Services, Head of Service – Policy and Performance and Committee Administrator

Also in Attendance: Mr C Newbury – Arriva

Mr P Brand – Access to Services (NYCC)
Mr Burton from Fairburn, Mrs Smith from West Haddlesey, Mrs Wareham from Osgodby, Mr and Mrs Baker from Gateforth and Mr Davie and Son from Whitley were in attendance for Items 5 and 6 (Arriva and Access to Services)
Cllr G Ivey – Ward Member for Whitley
Mrs E Scothern – Principal Economic Development Officer

Public: 2

Press: 0

74 **Apologies for Absence and Substitution**

Apologies were received from Councillors J Cattanach, Mrs J Dyson and B Marshall.

75 **Disclosure of Interest**

None.

76 **Minutes**

RESOLVED:

That the minutes of the proceedings of the meeting of the Overview and Scrutiny Committee held on 19 April 2007 be confirmed as a correct record and be signed by the Chair.

77 **Chair's Address to the Overview and Scrutiny Committee and Work Programme**

The Chair informed councillors that there was an extra item for the agenda, which was a "Call In" from Social Board on 29 May 2007, and that this item would be taken after Arriva and Access to Services. He also informed councillors that there were two referrals for discussion.

Public Session

78 **Arriva and Access to Services**

Mr C Newbury, General Manager for Arriva and Mr P Brand, Policy Support Officer (Community Transport and Access) Integrated Passenger Transport at North Yorkshire County Council were in attendance for this item.

The Chair introduced and welcomed Mr Colin Newbury from Arriva to the meeting.

Mr Newbury gave councillors a brief overview of performance figures and updated them on the changes that had taken place since his last visit to the Overview and Scrutiny Committee. He informed councillors that there had been no significant changes although the 42 Service (Selby – York via Cawood Service) had been improved from a 90 minutes service to an hourly service.

Councillor Cattnach had earlier raised the question of whether the 42 Bus Service could run later out of Selby. Mr Newby explained that this was not cost effective as on average only 3 passengers were using the service.

Councillors raised various questions in respect of services, which affected the villages they represented. Mr Newbury responded to councillors' questions and concerns.

Councillor Mrs Ivey raised the issues of changes that took place on bus services and the fact that relevant parties were not informed. Many of the passengers found out about changes from rumours from the bus drivers.

Mr Newbury informed the Committee that he would take this information back to the relevant manager and would consult with Councillor Mrs Ivey on any response received.

Mr Brand gave councillors a brief overview of his role within Access to Services at North Yorkshire County Council.

He informed councillors of the Community Transport Strategy and how money was invested into volunteer services across the county. Community transport included:

- Volunteer Car Scheme
- Wheels to Work
- Community Minibuses

Mr Brand informed councillors that community transport was small at the moment but was growing quite rapidly and that he hoped communities who didn't have ready access to public transport services would benefit from the above services.

The Chair then introduced the members of public who had attended the meeting to put their views forward in respect of the services in their villages.

Mr Burton from Fairburn informed the Committee that he could not get to Castleford, which was only a 15-minute journey away from where he lived. There was no direct bus service to Castleford and if he did have to make the journey it took 4 hours. This was because he had to travel to Pontefract first, and then get a bus from Pontefract to Castleford.

Mrs Smith from West Haddlesey informed the Committee that there was no transport at all for the village. Previously there was a community transport bus that had to be pre-booked but that service had now stopped.

Mrs Wareham from Osgodby informed the Committee that the bus services through Osgodby were very irregular and on occasions the service did not run at all.

Mr and Mrs Baker from Gateforth informed the Committee that although they only lived 5 miles from Selby they were isolated. No buses went through Gateforth at all and it was a 3-mile walk to the nearest bus stop. Mr Davie and Son from Whitley informed the Committee that the bus service for their area was inadequate, as it did not run early enough for passengers to get to work. There was also no bus shelter, no lights and no footpath.

Mr Newbury and Mr Brand listened to the various questions and issues raised and responded to these.

The Chair informed the members of the public and councillors that further investigation would be undertaken to address some the concerns raised in respect of community transport in Selby and once this information was available a further meeting would be held.

The Chair thanked both Mr Newbury and Mr Brand for their attendance and also the members of the public for bringing their concerns to the Committee.

It was noted that the Social Board, at their meeting held on 29 May 2007 had agreed to explore ways of supporting existing community transport work.

Resolved: That

- (i) Mr Newbury and Mr Brand, as well as the members of the public, be thanked for their attendance;**
- (ii) Further investigation into the provision of community transport for Selby be undertaken and reported back to a future meeting of the Overview and Scrutiny Committee.**

79

“Call In” – Community Cinema in Tadcaster

The Chair explained the “Call In” procedure for new councillors of the Overview and Scrutiny Committee.

The Chair informed councillors that he and three other councillors had signed the Call In. This was agenda item 5 “Community Cinema” from the meeting of the Social Board held on 29 May 2007.

The Chair felt that further information was required in respect of the following:

- How had the availability of the mobile cinema been advertised and where had it been used?

- When was the Community Education structure changed?
- When was the cinema facility taken over by Tadcaster Town Council and who agreed it?
- Had other options and organisations been looked at and asked if they were interested in taking over this facility?
- How did Tadcaster Town Council intend to advertise the availability of the cinema to other community groups?

Councillors raised questions and issues in respect of the facility and the Strategic Director responded accordingly.

It was noted that Policy and Resources Committee would be considering the matter from the point of view of asset disposal at its meeting on 12 June 2007 and the Strategic Director undertook to confirm the initial purchase price of the equipment and the current book value at that meeting.

Recommendation: to Council and Policy and Resources Committee

That the Overview and Scrutiny Committee endorses the decision of the Social Board in respect of the Community Cinema equipment, subject to the Head of Service – Environmental Services and Leisure and the Chair of Social Board using their delegated authority to ensure that the new operators publicise the availability of the equipment and promote and allow its use across the whole of Selby District.

80

Overview and Scrutiny Committee 2006/2007 Performance Indicator Report: April 2006 – March 2007

Councillors received the report of the Head of Service – Policy and Performance on priority areas and managing the performance of the Council which updated the Overview and Scrutiny Committee on the progress that had been made in 2006/2007 on the corporate and statutory Best Value Performance Indicators (BVPs).

Councillors were pleased to see improvements in various services.

Resolved:

That the report be noted.

81

Developing Scrutiny – Improving the way we monitor the Council’s performance

The Chair asked for volunteers from the Committee to receive and occasionally attend one of the three Boards which the Overview and Scrutiny Committee monitored.

It was agreed that the following councillors monitor the agendas, decision notices and minutes of the boards:

Social Board – Councillor J McCartney
Economy Board – Councillor Mrs A Spetch
Environment Board – Councillor Mrs S Duckett

Resolved:

That the following councillors monitor the agendas, decision notices and minutes of the Boards:

**Social Board – Councillor J McCartney
Economy Board – Councillor Mrs A Spetch
Environment Board – Councillor Mrs S Duckett**

82

Referral by Councillor J McCartney – Election Turnout

The Chair informed councillors that a Task and Finish Group had been formed to try to increase turnout at the District Election held in May 2007.

The Chair now wished to revisit this item and proposed to set up a small Task and Finish Group to look at what lessons could be learned and also at the pilot schemes which were carried out across the country.

It was agreed that three councillors of the Overview and Scrutiny Committee attend the Task and Finish Group on election turnout.

Resolved:

That Councillors Mrs S Duckett, J McCartney and Mrs K McSherry form the Task and Finish Group to follow up the election turnout.

83

Referral by Councillor J McCartney – Parish Plans

The Chair proposed that the Overview and Scrutiny Committee look at how effective the Parish Plans process had been in the Selby District.

It was agreed that this item be put onto the Committee's work programme and that councillors look at it at a future meeting of the Overview and Scrutiny Committee.

84

Questions to the Chief Executive

There were no questions to the Chief Executive.

The meeting closed at 7:50 pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 12 June 2007, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

85	Apologies for Absence and Notice of Substitution
86	Disclosure of Interest
87	Minutes
88	Chair's Address to the Policy and Resources Committee
89	Children and Young People's Play Strategy
90	Selby District Council Policy on Smoking at Work
91	Committee Suite/Council Chamber Sound System
92	Policy and Resources Committee 2006/2007 Performance Indicator Report: April 2006 – March 2007
93	Budget Monitoring to 31 March 2007
94	General Fund Capital Programme Outturn 2006/2007
95	General Fund Out-turn 2006/2007
96	Treasury Management Annual Report
97	Ombudsman Complaint
98	Referrals from Other Boards and Committees
99	Private Session
100	Land at Ousegate
101	North Yorkshire Building Control Partnership

Present: Councillor M Crane in the Chair

Councillors: Mrs L Casling, Mrs D Davies (*for S Shaw-Wright*), Mrs G Ivey, C Lunn, J Mackman, C Metcalfe, Mrs W Nichols, R Packham, B Percival, R Sayner

Officials: Chief Executive, Strategic Directors, Head of Service – Legal and Democratic Services, Head of Service – Policy and Performance, Head of Service – Finance and Central Services, Principal Environmental Services Officer (Commercial), Democratic Services Officer

Public: 0

Press: 0

85 **Apologies for Absence and Notice of Substitution**

Apologies were received from Councillor S Shaw-Wright.

Councillor Mrs D Davies substituted for Councillor S Shaw-Wright.

86 **Disclosure of Interest**

None received.

87 **Minutes**

Resolved:

That the minutes of the proceedings of the meeting of the Policy and Resources Committee held on 17 April 2007 be confirmed as a correct record and be signed by the Chair.

88 **Chair's Address to the Policy and Resources Committee**

The Chair made no address.

89 **Children and Young People's Play Strategy**

The Head of Service – Policy and Performance submitted a draft Play Strategy for councillors to consider.

Based on numbers of children and levels of deprivation, every council had had a specific sum of money ring-fenced for it by the Big Lottery Fund (BLF). In order to access that money, one of the requirements set by BLF was for each council to develop a Children's and Young People's Play Strategy, which engaged all other local providers.

In order to create economies of scale for the achievement of efficiency savings, Selby, Richmondshire and Hambleton District Councils were working in partnership, and had engaged consultants, QA Research, to deliver the Play Strategy and portfolio of projects on behalf of each authority.

Resolved:

That the draft Play Strategy be approved, subject to final amendments to be agreed with the Chair of the Policy and Resources Committee.

Recommendation to Council:

That the draft Play Strategy be adopted.

90

Selby District Council Policy on Smoking at Work

The Principal Environmental Services Officer (Commercial) submitted a report to councillors outlining the implications of the smoke-free provisions of the Health Act 2006 in relation to the Council's role and responsibilities as an employer.

The Council's existing policy on smoking at work had been reviewed to take account of the smoke-free provisions of the Health Act 2006 and councillors were presented with the revised policy for their consideration.

Resolved:

That the revised policy on smoking at work be adopted.

91

Committee Suite/Council Chamber Sound System

Mr Jonathan Lund, Strategic Director presented councillors with proposals for procuring a new, wireless sound system for the Committee Suite/Council Chamber.

The Council's sound enhancement system in the Committee Suite/Council Chamber was old and faulty and the Council was unable to secure effective maintenance.

A new wireless system would not only ensure that councillors, officers and the public could better hear what is being said at Council, Committee and Board meetings, it would also ensure better integration with hearing induction loop systems and greater compliance with the Disability Discrimination Act.

An under-spend in 2006/07 had provided an opportunity to fund investment in a new sound system in 2007/08 without impacting upon the current year's budget.

Recommendation to Council that:

- (i) The procurement of a new, wireless, sound system for the Committee Suite/Council Chamber as described in the officer's report be approved; and**
- (ii) A carry-forward of £25,000 from budget under-spending in 2006/07 to fund the new system be approved.**

92 **Policy and Resources Committee 2006/2007 Performance Indicator Report: April 2006 – March 2007**

The Head of Service – Policy and Performance updated councillors on the progress that had been made in 2006/07 on the corporate and statutory best value performance indicators for which the Committee was responsible.

Resolved:

That the report be noted.

93 **Budget Monitoring to 31 March 2007**

Councillors received the report of the Head of Service - Finance and Central Services which set out details of major variations between budgeted and actual expenditure and income for the Committee for the 2006/07 financial year.

Resolved that:

- (i) The report be noted; and**
- (ii) The actions of the officers be endorsed.**

94 **General Fund Capital Programme Outturn 2006/2007**

The Head of Service – Finance and Central Services provided councillors with information on the position of the Council's General Fund Capital projects at the end of 2006/2007.

Recommendation to Council that:

- (i) The report be noted**
- (ii) The actions of the officers be endorsed; and**
- (iii) The capital programme carry forwards (expenditure and resources) for 2006/2007 be approved.**

95 **General Fund Out-turn 2006/2007**

The Head of Service – Finance and Central Services provided councillors with an overview of the outturn of the General Fund Revenue Budget for 2006/07.

The report indicated that the General Fund Revenue Budget for
Policy and Resources Committee

2006/07, subject to external audit, was underspent by £2.404m. This figure when adjusted for the changes identified within the officer's report - carry forward requests, contributions to reserves and support for 2007/08 budget, together with the approved transfers to and from earmarked reserves gave a net underspend of £1.349m.

Recommendation to Council that:

- (i) The outturn position on the Council's General Fund for 2006/07 be noted**
- (ii) The £553,990 General Fund, £22,950 Planning Delivery Grant funded projects and £76,320 Your Community Your Future funded projects carry forward budget requests as listed at appendix A to the officer's report be approved**
- (iii) The actions of the Head of Service – Finance & Central Services in contributing and withdrawing funds from specific reserves as set out in the officer's report be noted; and**
- (iv) The carry forward of the £4,400 underspend in Policy & Performance to fund the forecasted shortfall in the 2007/08 budget for the Citizen Link newsletter be approved.**

96

Treasury Management Annual Report

The Head of Service – Finance and Central Services provided councillors with a report updating councillors on the operation of the treasury management function for the year ended 31st March 2007.

The Chair thanked the Head of Service – Finance and Central Services and her team for all their hard work.

Resolved:

That the 2006/2007 Treasury Management Annual Report be approved.

Ombudsman Complaint

Mr Steve Martin, Strategic Director informed councillors of the Ombudsman's investigation into a planning permission issue.

For some months the Ombudsman had been investigating a claim of maladministration against the Council. The Ombudsman had concluded that the complainants had suffered injustice as a result of maladministration and had recommended all four complainants each receive a financial payment of £100 to recognise the time, trouble and distress of the complainants.

Resolved that:

- (i) The Ombudsman's report and its findings be accepted**
- (ii) A compensation payment of £100 be paid to each of the four complainants (£400 in total); and**
- (iii) A draw down from contingency of £400 to meet the cost of the financial payments be approved.**

Referrals from Other Boards and Committees

Councillors considered the referrals below as follows:

(a) Environment Board – 24 May 2007

Minute 44 – Enforcement Policy for the Regulation of Smoking in Smoke Free Premises and Vehicles

Councillors were requested to approve an enforcement policy for the regulation of smoking in smoke free premises and vehicles. Approval was also sought to delegated authority being given to the Head of Service to authorise officers to take enforcement action and to utilise Department of Health grant.

The enforcement policy mirrored that used by all North Yorkshire authorities and the City of York.

Recommendation to Council that:

- (i) Delegated authority be given to the Head of Service – Environmental Services and Leisure to expend a £32,000 Department of Health grant, at his discretion, within the Commercial Health service area**
- (ii) Delegated authority be given to the Head of Service – Environmental Services and Leisure to authorise officers, at his discretion, to enforce the smoke free provisions of the Health Act 2006 and associated Regulations; and**
- (iii) The Enforcement Policy for the regulation of smoking in smoke free premises and vehicles be approved.**

(b) Environment Board – 24 May 2007

Minute 45 - Street Scene Enforcement Policy and the Clean Neighbourhoods and Environment Act 2005

Councillors considered proposed revisions to the street scene enforcement policy as a result of the Clean Neighbourhoods and Environment Act 2005. Councillors were asked to consider the level of fixed penalty fines and authorising appropriate officers to implement the relevant provisions of the Act.

Resolved:

That the Street Scene Enforcement Policy be approved.

Recommendation to Council that:

- (i) The Head of Service – Environmental Health and Leisure be given delegated authority to authorise officers across the authority to implement the relevant provisions of the Clean Neighbourhoods and Environment Act 2005; and**
- (ii) The fixed penalties be set to the default level specified in the DEFRA guidance, with reduced payment levels for payment within ten days of the date of issue.**

(c) Social Board – 29 May 2007

Minute 51 – Community Cinema in Tadcaster

Councillors were asked to consider a request from Tadcaster Town Council for Selby District Council to hand-over to the Town Council projection equipment purchased by Selby District Council in 2003.

It was intended that the equipment would be used as a community cinema, which would be managed by a committee consisting of Tadcaster Town Councillors, Youth Workers and other interested parties.

This matter had been the subject of a call-in by Overview and Scrutiny Committee at their meeting on 7 June 2007. They endorsed the decision of the Social Board in respect of the Community Cinema equipment, subject to the Head of Service – Environmental Services and Leisure and the Chair of Social Board using their delegated authority to ensure that the new operators publicised the availability of the equipment and promote and allow its use across the whole of Selby District.

The Chair of Social Board confirmed that she would seek to ensure that the equipment would be available for use by town and parish councils across the District as a condition of her agreement to the proposals.

Recommendation to Council that:

- (i) The hand-over of the mobile cinema equipment to Tadcaster Town Council be approved; and**
- (ii) Delegated authority be given to the Head of Service – Environmental Health and Leisure Services in conjunction with the Chair of the Board to formalise the hand-over following the acceptance of an agreed constitution from the management body.**

99

Private Session

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

100

Land at Ousegate

The Head of Service – Legal and Democratic Services updated councillors on the position in relation to development proposals in Ousegate.

Recommendation to Council that:

The Chairs of the Policy and Resources Committee and Environment Board be given delegated authority to discuss the development proposals and to report their findings back to Policy and Resources Committee.

North Yorkshire Building Control Partnership

Councillors considered a request to expand the North Yorkshire Building Control Partnership to include Hambleton District Council.

Recommendation to Council that:

- (i) With effect from 1 August 2007 the North Yorkshire Building Control Partnership enter into joint working arrangements with Hambleton District Council**
- (ii) With effect from 1 April 2008 all Building Control staff from Hambleton District Council transfer to Ryedale District Council being host authority under the Transfer of Undertaking (Protection of Employment) Regulations 2006**
- (iii) Any surplus/deficit capital after the closure of accounts, as at 31 July 2007, together with monies retained within the reserve, be divided equally between the two existing partners; and**
- (iv) A £20,000 contribution be made to the enlarged partnership reserve to allow the partnership an initial £60,000 working balance (£20,000 from each local authority).**

The meeting closed at 5:26pm.

SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on Monday 4 June 2007 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10.00 am.

63	Minutes
64	Procedure
65	Chair's Address to the Licensing Committee
66	Private Session
67	Application for a Hackney Carriage Licence
68	Application for a Hackney Carriage Licence
69	Consideration of fitness of licensed Private Hire Driver to operate on behalf of Selby District Council
70	Application for Hackney Carriage Driver's Licence
71	Application for a Private Hire Driver's Licence
72	Public Session
73	Gambling Act 2005 – Setting of Fees

Present: Councillor R Sayner in the Chair

Councillors: Mrs D Davies, Mrs J Dyson, J McCartney, Mrs K McSherry, C Pearson, Mrs S Ryder, Mrs A Spetch and Mrs D White

Officials: Head of Service – Legal and Democratic Services, Licensing Enforcement Officer and Committee Administrators

Public: 0

Press: 0

61 **Apologies for Absence and Substitution**

Apologies were received from Councillor Mrs S Duckett.

62 **Disclosure of Interest**

None.

63 **Minutes**

Resolved:

That the minutes of the proceedings of the meeting of the Licensing Committee held on 23 April 2007 be confirmed as a correct record and be signed by the Chair.

64 **Procedure**

The Procedure was noted.

65 **Chair's Address to the Licensing Committee**

The Chair welcomed all new councillors to the Licensing Committee and hoped they would enjoy their time on Licensing.

66 **Private Session**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, as there will be disclosure of exempt information as defined in paragraph 3 of Part 1 of Section 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006.

67 **Application for a Hackney Carriage Licence**

The Committee were informed by the Licensing Enforcement Officer that the applicant had brought a letter from his Accountants informing them that the accounts had still not been completed.

It was agreed by the Committee that the application be deferred again until the next meeting of the Licensing Committee which would take place on Monday 9 July 2007 at which time the accounts should be available for inspection and a decision would then be taken.

Resolved

That the application be deferred until Monday 9 July 2007 when the applicant's accounts were available for inspection.

68 **Application for a Hackney Carriage Licence**

Councillors received the report of the Licensing Enforcement Officer for the grant of a Hackney Carriage Licence for a Rover 75, a vehicle not fully accessible to the disabled.

The Licensing Enforcement Officer outlined the details of the case.

The driver concerned outlined her reasons for the application.

After consideration the Councillors were happy for the application to be approved.

Resolved:

That the application for a hackney carriage licence for a vehicle not accessible to the disabled be approved.

69

Consideration of fitness of licensed Private Hire Driver to operate on behalf of Selby District Council

Councillors received the report of the Licensing Enforcement Officer with regard to the fitness of the applicant to operate as a Private Hire Driver.

Councillors were informed that the applicant had committed an offence for which he had received a police caution. In addition that he had failed to notify the Licensing Department of both the caution and change of address in accordance with conditions on his licence.

After consideration, councillors agreed that the applicant be given a written warning as to his future conduct in relation to the offence for which he had been given a police caution and his failure to notify the Licensing Department of the caution and his change of address.

Resolved:

That the applicant be issued with a written warning regarding his future conduct in relation to the offence for which he had been given a police caution and his failure to notify the Licensing Department of the caution and his change of address.

70

Application for Hackney Carriage Driver's Licence

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Hackney Carriage Driver's Licence and his fitness to operate as such as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant then outlined details of the incident that caused concern on the CRB disclosure.

After considerable consideration, councillors agreed that the Licensing Enforcement Officer investigate this incident further and that the matter be deferred pending the outcome of that investigation.

Resolved:

That the application be deferred pending further investigation being carried out by the Licensing Enforcement Officer.

71

Application for a Private Hire Driver's Licence

Councillors received the report of the Licensing Enforcement Officer in respect of the applicant's desire to be issued with a Private Hire Driver's Licence and his fitness to operate as a consequence of a CRB disclosure.

The Licensing Enforcement Officer outlined details of the case.

The applicant then gave details of the concerns raised by the content of the disclosure.

Councillors gave consideration to the full facts regarding this matter and agreed that the applicant be refused a Private Hire Driver's Licence.

Resolved:

That the applicant be refused a Private Hire Driver's Licence.

72

Public Session

73

Gambling Act 2005 – Setting of Fees

Councillors received the report of the Head of Service – Legal and Democratic Services to consider the fees for applications under the Gambling Act 2005.

Under the provision of Section 154(2)(b) of The Gambling Act 2005 the Council, as licensing authority, has the discretion to delegate the decision on the setting of fees to the Licensing Committee.

Resolved:

That the report be received.

Recommendation:

- (i) that the level of fees recommended in Annex A be recommended to Council;**

- (ii) that the fees for fast track conversion applications be set at £300;**
- (iii) that Council be requested to delegate the setting of fees under the Gambling Act 2005 to the Licensing Committee.**

The meeting closed at 12.02 pm.

**Selby District Council
Representatives on Outside Bodies 2007/2008
Membership Requiring Determination**

OUTSIDE BODY	REPRESENTATIVE	TERM EXPIRES/NO. OF PLACES	MINUTE REFERENCE NO.
<u>COMMUNITY LINKS</u>			
Eggborough Power Station Consultative Committee (formerly Gale Common)	Cllr Mrs M Davis Cllr Mrs Dyson Cllr Mrs G Ivey Cllr J McCartney Cllr C Pearson Cllr Mrs S Ryder	2007 (6)	
Hull and Goole Port Authority	Cllr J Mackman	2007 (1)	
Power Stations Joint Environmental Committee	Cllr I Chilvers Cllr Mrs M Davis Cllr Mrs G Ivey Cllr C Metcalfe Cllr I Nutt Cllr R Packham Cllr C Pearson Cllr J Thurlow	2007 (8)	

Knottingley to Gowdall Drainage Board	Cllr Mrs D White Vacancy	2007 (2)	
Leader Plus Local Action Group	Cllr R Sayner Vacancy	2007 (2)	
National Society for Clean Air	Cllr D Mackay Cllr C Pearson Cllr C Lunn	2007 (3)	
North Wharfe Internal Drainage Board	Cllr Mrs P Mackay Cllr Mrs E Metcalfe	2007 (2)	
North Yorkshire Cultural Partnership	Cllr Mrs G Ivey (Chair of Social Board)	2007 (1)	
North Yorkshire Supporting People	Cllr C Lunn	2007 (1)	
Oglethorpe and Dawson Education Foundation	Cllr Mrs E Metcalfe Cllr R Sweeting	2007 (2)	
Ouse and Derwent Internal Drainage Board			
First Electoral Division – Ouse	Cllr W Inness Cllr B Marshall	2007 (2)	

Third Electoral Division – Cliffe	Cllr Mrs K McSherry Cllr Mrs S Duckett	2007 (2)	
Read School Drax – Governor	Cllr I Chilvers	2007 (1)	
RELATE	Cllr Mrs K McSherry	2007 (1)	
Access to Services (York & Selby)	Cllr Mrs G Ivey	2007 (1)	
District Alcohol Advisory Service	Cllr Mrs C Goodall	2007 (1)	
Selby Area Internal Drainage Board	Cllr Mrs J Dyson Cllr B Percival Cllr C Pearson Cllr K Ellis Cllr I Chilvers Cllr Mrs A Spetch Mrs M Fagan Mr A Cawood	2007 (8)	
Selby Area Committee	Cllr I Chilvers Cllr Mrs C Mackman Cllr R Packham Cllr Mrs A Spetch	2007 (4)	
Selby Area Learning Partnership	Cllr D Fagan	2007 (1)	
Selby College Board of Governors	Cllr C Lunn	2007 (1)	

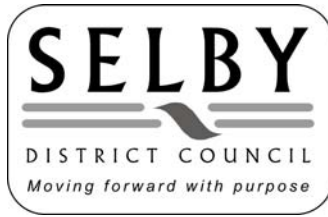
Selby and District Rail Users Group	Cllr Mrs D Davies Cllr Mrs C Mackman	2007 (2)	
Selby District Advocacy	Cllr Mrs C Mackman	2007 (1)	
Selby Drug and Alcohol Reference Group	Vacancy	2007 (1)	
South Wharfe Internal Drainage Board	Cllr D Bain-Mackay Cllr K Ellis Mr W Harrison	2007 (3)	
University of Hull– Membership of Court	Cllr Mrs C Mackman	2007 (1)	
Went Internal Drainage Board	Cllr Mrs G Ivey	2007 (1)	
Yorkshire Mining Museum Liaison Committee	Cllr N Martin	2007 (1)	
Yorkshire and Humberside Employers Forum	Chair of P&R Committee	2007 (1)	
Yorkshire and Humberside Pollution Advisory Committee	Chair of Environment Board and Cllr M Jordan	2007 (2)	
Yorkshire and Humberside R.F.C.A Association	Cllr B Marshall	2007 (1)	

Travelling expenses are payable for attendance at meetings of the Outside Bodies listed.

REPRESENTATION ON PARTNERSHIP ORGANISATIONS

(Appointed by Policy and Resources Committee)

Audit Consortium Partnership	Chair and Vice Chair of Policy and Resources Committee
Building Control Partnership (2 places)	Cllr J Mackman Cllr B Percival
Groundwork Selby (2 places)	Cllr I Nutt Cllr W Nichols



Agenda Item No: 9

Title: Model Code Of Conduct
To: Council
Date: 26 June 2007
Service Area: Legal and Democratic Services
Author: Mike Rice, Head of Service – Legal and Democratic Services

1 Purpose of Report

1.1 The purpose of the report is for the Council to adopt the revised Model Code of Conduct for Councillors.

2 Recommendation(s)

2.1 **That the Council adopt the mandatory provisions of the revised Model Code of Conduct with effect from 22 May 2007.**

2.2 **That the Council adopt the words in brackets in Paragraph 12(2) of the revised Code of Conduct.**

3 Executive Summary

3.1 The Order came into force on 3 May 2007.

3.2 The Council is required to adopt the provisions of the revised Model Code by 1 October 2007.

3.3 If the Council does not adopt the revised Model Code of Conduct by that date, then the mandatory provisions apply automatically until it does adopt the Code.

3.4 A copy of the Order containing the Model Code is attached to the report.

- 3.5 A report on the provisions of the draft Code was presented to Policy and Resources Committee on 6 March 2007. The comments from the Policy and Resources Committee were forwarded to the Department for Communities and Local Government.

4 The Report

- 4.1 Save for those matters identified in paragraph 4.2 below, every provision of the Code is mandatory.

- 4.2 The exceptions are as follows:

- a) Paragraph 6 (c) of the Code (i.e. a requirement to have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986) is not mandatory for police authorities, the Greater London Authority, the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, fire and rescue authorities and joint authorities.

It is mandatory for SDC:

- b) Paragraph 7 (i.e. when reaching decisions on any matter a Councillor must have regard to any relevant advice provided by
- i) the Chief Financial Officer
 - ii) the Monitoring Officer

where that officer is acting pursuant to his/her statutory duties) is not mandatory for parish councils.

It is mandatory for SDC

- c) Paragraphs 10 (2) (c) (i) and (ii), 11 and 12 (2) are mandatory only for County Councils, District Councils and London Borough Council, The Common Council of the City of London and the Council of the Isles of Scilly.

The Order however applies the words in brackets in Paragraph 12(2) only to an authority which is operating executive arrangements.

SDC does not currently operate executive arrangements but it does have an Overview and Scrutiny Committee and it is recommended that SDC adopts this optional provision.

4.3 Councillors' Obligations

- a) **Following election, Councillors will have made and signed a Declaration of Acceptance of Office which incorporates a clause in which they undertake to observe the code as to the conduct which is expected of Councillors.**
- b) **There are differing views on whether an undertaking in this form negates the need to undertake separately to observe the revised Code.**
- c) **My advice is that the wording of the Declaration and Undertaking is not sufficiently clear and that Councillors need to sign a further undertaking in the form attached to this report.**
- d) **Councillors will be able to complete the undertaking at the Annual Council and must give the undertaking within two months of the Council adopting the revised Code.**

4.4 **Every Councillor is required to make a new registration of interests to the Council's Monitoring Officer within 28 days of the day on which the Council adopts the revised Code.**

The reason for this is that the government failed to include any transitional provision which would have carried forward existing registrations of Councillors' interests.

5 Financial Implications

5.1 There are no financial implications

6 Conclusions

6.1 The revised Code is now in force and the mandatory provisions in it will be applied to the Council. Adoption of the Code as soon as possible sends the appropriate message to the community.

7 Link to Corporate Plan

7.1 The report links to the achievement of the goals set out in the Corporate Plan.

8 How Does This Report Link to the Council's Priorities?

8.1 The report links to all priorities in that it ensures Councillors are aware of their responsibilities under the law.

9 Impact on Corporate Policies

9.1	Service Improvement The provisions of the Code should continue to assist in making the Council's decisions transparent.	Impact
9.2	Equalities Certain obligations are placed on Councillors by the Code.	Impact
9.3	Community Safety and Crime	No Impact
9.4	Procurement Councillors must observe the provisions of the Code in relation to the letting of contracts.	Impact
9.5	Risk Management Observance of the provisions of the Code reduces the likelihood of Councillors' decisions being challenged.	Impact
9.6	Sustainability	No Impact
9.7	Value for Money	No Impact

10 Background Papers

- 10.1 The Local Authorities (Model Code of Conduct) Order 2007.
(Copy available in Legal Section).

2007 No. 1159

LOCAL GOVERNMENT, ENGLAND AND WALES

The Local Authorities (Model Code of Conduct) Order 2007

<i>Made</i>	<i>2nd April 2007</i>
<i>Laid before Parliament</i>	<i>4th April 2007</i>
<i>Coming into force</i>	<i>3rd May 2007</i>

The Secretary of State for Communities and Local Government makes the following Order in exercise of the powers conferred by sections 50(1) and (4), 81(2) and (3), and 105(2), (3) and (4) of the Local Government Act 2000^[1].

The Secretary of State has consulted in accordance with section 50(5) of that Act.

The Secretary of State is satisfied that this Order is consistent with the principles for the time being specified in an order under section 49(1) of that Act^[2].

Citation, commencement and application

1. —(1) This Order may be cited as the Local Authorities (Model Code of Conduct) Order 2007 and comes into force on 3rd May 2007.

(2) This Order applies—

(a) in relation to police authorities in England and Wales; and

(b) in relation to the following authorities in England—

- (i) a county council;
- (ii) a district council;
- (iii) a London borough council;
- (iv) a parish council;
- (v) the Greater London Authority;
- (vi) the Metropolitan Police Authority;
- (vii) the London Fire and Emergency Planning Authority;
- (viii) the Common Council of the City of London;
- (ix) the Council of the Isles of Scilly;
- (x) a fire and rescue authority;
- (xi) a joint authority;
- (xii) the Broads Authority; and

(xiii) a National Park authority,

and in this Order references to "authority" are construed accordingly.

Model Code of Conduct

2. —(1) The code set out in the Schedule to this Order ("the Code") has effect as the model code issued by the Secretary of State under section 50 of the Local Government Act 2000 as regards the conduct which is expected of members and co-opted members of an authority.

(2) Subject to paragraphs (3) to (6), every provision of the Code in the Schedule to this Order is mandatory for an authority.

(3) Paragraph 6(c) of the Code is not mandatory for police authorities, the Greater London Authority, the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, fire and rescue authorities and joint authorities.

(4) Paragraph 7 of the Code is not mandatory for parish councils.

(5) Subject to sub-paragraph (6)(c) and (d) below, paragraphs 10(2)(c)(i) and (ii), 11 and 12(2) of the Code are mandatory only for county councils, district councils and London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly.

(6) The following provisions of the Code are mandatory only for an authority which is operating executive arrangements—

(a) in paragraph 1(4), in the definition of "meeting"—

(b) (i) sub-paragraph (b);

(ii) in sub-paragraph (c), the words "or its executive's" and ", or area committees";

(c) in paragraph 11(a), the words "your authority's executive or"

(d) in paragraph 11(b), the word "executive,"; and

(e) in paragraph 12(2), the words in brackets.

Disapplication of certain statutory provisions

3. The following provisions shall not apply (where they are capable of doing so) to an authority which has adopted a code of conduct or to which such a code applies—

(a) sections 94 to 98 and 105 to the Local Government Act 1972^[3];

(b) section 30(3A) of the Local Government Act 1974^[4];

(c) regulations made or a code issued under section 19 and 31 of the Local Government and Housing Act 1989^[5];

(d) paragraphs 9 and 10 of Schedule 7 to the Environment Act 1995^[6]; and

(e) any guidance issued under section 66 of the Greater London Authority Act 1999^[7].

(b) Revocation and savings

4. —(1) Subject to paragraphs (2) and (3), the following orders are revoked—

(a) the Local Authorities (Model Code of Conduct) (England) Order 2001^[8];

(b) the Parish Councils (Model Code of Conduct) Order 2001^[9];

(c) the National Park and Broads Authorities (Model Code of Conduct) (England) Order 2001[10]; and

(d) the Police Authorities (Model Code of Conduct) Order 2001[11].

(2) The Orders referred to in paragraph (1) continue to have effect for the purposes of and for purposes connected with —

(a) the investigation of any written allegation under Part 3 of the Local Government Act 2000, where that allegation relates to conduct which took place before the date when, pursuant to section 51 of that Act—

(i) the authority adopts a code of conduct incorporating the mandatory provisions of the Code in the Schedule to this Order in place of their existing code of conduct;

(ii) the authority revises their existing code of conduct to incorporate the mandatory provisions of the Code in the Schedule to this Order; or

(iii) the mandatory provisions of the Code in the Schedule to this Order apply to members or co-opted members of the authority under section 51(5)(b) of that Act;

(b) the adjudication of a matter raised in such an allegation; and

(c) an appeal against the decision of an interim case tribunal or case tribunal in relation to such an allegation.

(3) Any order made under section 83 of the Local Government Act 1972[12] shall have effect for the purpose of prescribing the form of a declaration of acceptance of office in relation to a county council, district council, London borough council and a parish council.

Signed on behalf of the Secretary of State for Communities and Local Government

Phil Woolas

Minister of State Department for Communities and Local Government

2nd April 2007

SCHEDULE
THE MODEL CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1. —(1) This Code applies to **you** as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State^[13].

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2. —(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct

constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006^[14]);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986[15].

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

Interests

Personal interests

8. —(1) You have a personal interest in any business of your authority where either—

- (a) it relates to or is likely to affect—
- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your authority's area in which you have a beneficial interest;
 - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—
- (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
 - (ii) (in the case of the Greater London Authority) other council tax payers, ratepayers

or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(a) a member of your family or any person with whom you have a close association;
or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9. —(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000[[16](#)].

Prejudicial interest generally

10. —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. —(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

Registration of members' interests

13. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

EXPLANATORY NOTE

(This note is not part of the Order)

The Order contains a model code of conduct as regards the conduct which is expected of members and co-opted members of relevant authorities in England and police authorities in England and Wales. The Secretary of State has power to issue such a code under section 50 of the Local Government Act 2000. Under section 51 of that Act, each authority must adopt a code of conduct applying to its members and co-opted members which must incorporate any mandatory provisions of the Code. Under section 51(5), where an authority does not adopt such a code within six months of the Order coming into force, the mandatory provisions of the Code will apply to the members of the authority until it adopts its own code.

Article 1 provides that this Order applies to specified authorities in England and police authorities in England and Wales.

Article 2 provides that a model code is set out in the Schedule to the Order, and states which of its provisions are mandatory.

Article 3 disapplies the statutory provisions relating to the National Code of Local Government Conduct and members' interests.

Article 4 revokes—

the Local Authorities (Model Code of Conduct) (England) Order 2001[[17](#)];

the Parish Councils (Model Code of Conduct) Order 2001[[18](#)];

the National Park and Broads Authorities (Model Code of Conduct) (England) Order 2001[[19](#)]; and

the Police Authorities (Model Code of Conduct) Order 2001[[20](#)].

These Orders continue to have effect in relation to misconduct committed before the date when the new code is adopted or applied to an authority.

Article 4(3) provides that orders made under section 83 of the Local Government Act 1972 shall have effect for the purpose of prescribing the form of a declaration of acceptance of office.

In the **Schedule to the Order**—

Paragraph 1 of the Code provides that the Code applies to any member of an authority and that it is the responsibility of each member to comply with the Code.

Paragraph 2 of the Code provides that the Code applies whenever a member is acting in his or her official capacity, and in relation to conduct in a member's private capacity the code only applies where such conduct has resulted in a criminal conviction. Additionally, where a member is acting as a representative of his or her authority, he or she must continue to observe the authority's code, unless he or she is subject to another relevant authority's code, or unless (in relation to any other body) it conflicts with any other legal obligations.

Paragraph 3 of the Code provides that members must treat others with respect and not do anything which may cause their authority to breach equality legislation, or which compromises the impartiality of those who work for the authority or bully anyone or intimate persons involved in code of conduct cases.

Paragraph 4 of the Code provides that members must not without consent disclose confidential information they have acquired and must not prevent others from gaining access to information to which they are entitled.

Paragraph 5 of the Code provides that a member must not conduct himself or herself in a manner which could bring his or her authority into disrepute.

Paragraph 6 of the Code provides that a member must not use his or her position improperly to gain an advantage or confer a disadvantage and that when using or authorising the use of the authority's resources, he or she must act in accordance with the authority's reasonable requirements, must not permit those resources to be used for political purposes and must have regard to the Local Authority Code of Publicity.

Paragraph 7 of the Code provides that a member must have regard to advice given by the chief finance officer and monitoring officer and must give reasons for decisions made.

Paragraph 8 of the Code provides a list of matters which constitute a personal interest.

Paragraph 9 of the Code provides that generally a member with a personal interest in any business of his or her authority must disclose that interest at any meeting at which the business is considered.

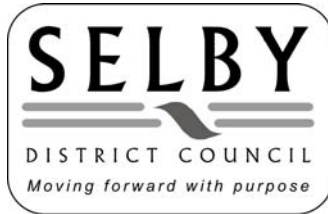
Paragraph 10 of the Code provides that generally a member with a personal interest also has a prejudicial interest if the interest could be regarded by a member of the public as so significant that it is likely to prejudice his or her judgement of the public interest. The paragraph provides that in specified circumstances a member may regard himself as not having a prejudicial interest.

Paragraph 11 of the Code provides that a member who was involved in making a decision or taking action on a matter must not be involved in the overview and scrutiny committee's consideration of that decision or action.

Paragraph 12 of the Code provides that a member with a prejudicial interest must, unless, for example, he or she is making representations and members of the public are also allowed to make representations on that matter, or he or she has obtained a dispensation, withdraw from any meetings at which the business is being considered, and must not improperly influence decisions in relation to the business.

Paragraph 13 of the Code provides that a member must notify the monitoring officer of his or her personal interests and any change to those interests must also be notified.

Paragraph 14 of the Code provides that a member may notify the monitoring officer of any sensitive information the availability of which to the public creates, or is likely to create, a serious risk that the member or a person who lives with him or her may be subjected to violence or intimidation.



Title: Annual Delivery Plan 2007-2008
To: Council
Date: 26 June 2007
Service Area: Policy and Performance
Author: Kay Derbyshire, Improvement Officer
Presented by: Heather Watts, Head of Service – Policy and Performance

1 Purpose of Report

1.1 For councillors to consider, approve and support the Annual Delivery Plan 2007-2008.

2 Recommendation

2.1 **To approve and adopt the Annual Delivery Plan 2007-2008 subject to quality checks and final amendments.**

3 Executive Summary

3.1 The Annual Delivery Plan 2007-08 is due to be published by 30 June 2007 in accordance with statutory timetables.

3.2 The Plan meets the Council's obligations to publish an annual performance plan and also includes a specific corporate improvement chapter that shows the outcomes and actions that the Council will seek to achieve in the coming year to ensure that the strategic themes are addressed and the priorities delivered.

4 The Report

- 4.1 The audiences for this plan are customers, councillors, managers and staff, our partners and other stakeholders including Communities and Local Government, the Audit Commission, and Government Office for Yorkshire and Humber.
- 4.2 The Annual Delivery Plan will show in detail what the Council will do in 2007-2008 to ensure that it addresses strategic themes, achieves corporate improvements and delivers its priorities.
- 4.3 Over the last three years the Council has embarked upon an ambitious and challenging path to improve significantly its capacity to manage the provision of a wide range of local services, to engage better with local communities, to strengthen and support vulnerable services and focus time, resources and energy on a specific number of priorities. These issues have been brought together into a single corporate improvement section that forms part of the Annual Delivery Plan.
- 4.4 The agreed priorities for 2007-08 are;
- Clean, green and healthy environment. To assist residents to recycle more of their waste and so reduce landfill
 - Safer and stronger communities
 - Improving facilities for adults and older people, particularly in rural areas
 - Delivering an improving housing service
 - Meeting the needs of children and young people
 - Championing the reduction in greenhouse gasses and leading by example
- 4.5 It is intended that the Annual Delivery Plan 2007 will be produced using the same design and style as the existing plan. These documents, and future Annual Delivery Plans, will then form a consistent 'suite' of documents.

5 Financial Implications

- 5.1 There are no financial implications. The cost of producing & distributing these plans will be met from existing budgets. Further reports will be submitted to councillors where delivery of actions cannot be met from existing budgets.

6 Conclusions

- 6.1 If agreed, the Annual Delivery Plan 2007-2008 explains to all of our stakeholders how the Council, with the help of our partners, is to deliver in 2007-08 the seven strategic themes and the annual priorities set out in the Corporate Plan 2007 to 2010.

7 Link to Corporate Plan

7.1 The Annual Delivery Plan is intended to have a positive impact on all corporate policies.

8 How Does This Report Link to the Council's Priorities?

8.1 The Annual Delivery Plan for 2007 explains how the Council will deliver the agreed priorities for 2007-08.

9 Impact on Corporate Policies

9.1	Service Improvement See 7.1	Impact
9.2	Equalities See 7.1	Impact
9.3	Community Safety and Crime See 7.1	Impact
9.4	Procurement See 7.1	Impact
9.5	Risk Management The Annual Delivery Plan identifies areas marked for attention and investment this year to achieve a step-change in performance. The plan includes content stipulated by Communities and Local Government (CLG). Failure to adopt the plan would impede the Council's ability to secure the desired improvements within the year and would be regarded as non-compliance to the statutory guidance issued by CLG.	Impact
9.6	Sustainability See 7.1	Impact
9.7	Value for Money See 7.1	Impact

10 Background Papers

10.1 Draft of the Annual Delivery Plan for 2007-08 attached at Appendix A.

Please Note: This Draft version of the Annual Delivery Plan is still in the process of being quality checked.

Annual Delivery Plan Cover (Not Reproduced)

FOREWORD

Welcome to Selby District Council's Annual Delivery Plan for 2007-08.



Cllr Mark Crane
Leader of the Council

In the Council's Corporate Plan 2007-10 we said that the services we provide are important and need careful, long-term planning. We are determined to look ahead, consult widely and plan wisely for the future.

This plan is intended to explain to all of our stakeholders, how the Council, working with our partners, will deliver the seven strategic themes and our annual priorities set out in the Corporate Plan 2007-10.

The Corporate Plan was developed after extensive consultation with our community and is consistent with our contribution to the joint efforts of our local strategic partnership, the Selby District Local Strategic Partnership.

This document demonstrates our commitment to ensuring that all our efforts focus on delivering those things that our customers tell us matter most to them.



Martin Connor
Chief Executive

As a follow-up to the Annual Delivery Plan 2006-07, this Annual Delivery Plan sets out what we achieved in 2006-07, and on the positive progress that we are making with our 'statutory' and 'corporate' performance indicators.

We are confident that we can succeed in delivering our plan because we know that both councillors and officers are fully committed to achieving the Council's Mission which is:

"To improve the quality of life of those who live and work in the District"

We hope you will find this plan interesting, if you have any comments, or would like to participate in any future consultation exercises that we carry out, please let us know. Our contact details are on the back cover of this document.

For further details of what is happening at the Council, please refer to the latest edition of our newsletter, Citizenlink, or our interactive website www.selby.gov.uk.

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DELIVERING IMPROVEMENT

Selby District Council is committed to improving the services we provide and deliver. This Plan shows in detail what the Council will do during 2007-08 to ensure that we address the strategic themes and deliver the priorities, which set out in our three-year Corporate Plan 2007-10.

Over the last three years the Council has embarked upon an ambitious and challenging path to improve significantly its capacity to manage the provision of a wide range of local services, to engage better with our local communities, to strengthen and support vulnerable services and focus time, resources and energy on a specific number of priorities.



This part of the Delivery Plan focuses specifically upon those major activities, which will ensure that we deliver real and significant improvements and even better services to the community by building on our many strengths and addressing our vulnerable areas. It is designed to achieve outcomes, that will improve the quality of life for those who live and work in the District.



Community consultation on services, the State of the Area Address 2006, our most recent Direction of Travel assessment and the Audit Commission have helped to inform the content of the plan.

The audience for this plan

Customers, councillors, managers and staff, our partners and other stakeholders including Communities and Local Government, the Audit Commission, and Government Office for Yorkshire and Humber.

Resources to improve

We see improvement as critical to our duty to our community to provide first class services, which give value for money to residents. We will continue to use our resources to best effect be they physical assets such as premises and equipment or our highly valued staff. The Council's budget for 2007-08 and its Medium Term Financial Strategy for 2006-10 explain in detail how the actions set out in this Delivery Plan will be resourced and we aim to review our spending and income in 2007/2008 to achieve a balanced revenue budget by 2009/2010.

Review and Evaluation

Our corporate timetable for strategic, service and financial planning combined with performance clinics held by Strategic Management Team and regular progress reports to councillors will ensure that we review and evaluate our progress on a continual basis. Next year's delivery plan will report on the progress made in achieving the outcomes promised in this year's plan.

Communication

We will use the well-established corporate communication channels to keep staff appraised of progress.

We will communicate our progress to the community through our Council newsletter, Citizenlink, website, press releases and other community engagement opportunities such as our Parish Forums, Citizens Panel, Tenants Forum, Selby District Youth Council etc.

We will also continue to communicate progress with our partners on a regular basis through meetings of the Selby District Local Strategic Partnership and other mechanisms such as the Selby District Community Safety Partnership newsletter.



Corporate Improvements

2007-08



Corporate Improvement – outcomes and actions

The next section of this document sets out our Annual Delivery Plan showing outcomes, actions, measures and timescales and responsibilities to help to deliver our longer-term strategic themes and annual priorities.

The tables show:

- our plans for improving corporate leadership, the management of systems and resources, delivering customer and quality standards, efficiency, and better decision-making.
- what we will do to improve how the Council leads the planning and provision of services within Selby District, how we help the local community to contribute to the process and how we will work in partnership with others who also deliver important services locally.
- our plans to support and improve those services, which we think need or deserve special attention, focus or investment. We come to this view about those services because of their performance in the past or because we have made an assessment of the risks which might follow if the services don't receive special attention.
- the actions that we plan to carry out this year to deliver the Council's priorities for 2007-08:
 - **A clean, green and healthy environment. To assist residents to recycle more of their waste and so reduce landfill**
 - **Safer and stronger communities**
 - **Improving facilities for adults and older people, particularly in rural areas**
 - **Delivering an improving housing service**
 - **Meeting the needs of children and young people**
 - **Championing the reduction in greenhouse gasses and leading by example**



Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: PUTTING CUSTOMERS FIRST					
CORPORATE IMPROVEMENT: IMPLEMENTING QUALITY STANDARDS					
Improve the quality of our product to our customers.	Identify poor performing areas and develop corporate improvement plans.	Improved Performance	Strategic Director	Within existing budgets	Ongoing
CORPORATE IMPROVEMENT: IMPLEMENT COMMUNITY ENGAGEMENT STRATEGY					
Delivery of the seven aims contained in the Community Engagement Strategy to: - enable an involved, empowered and active citizenship. - communicate information to our community clearly, factually and appropriately. - improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts. - raise the image and reputation of Selby District Council. - build positive relationship with the media which gains coverage and raises our image. - enable every councillor to maximise their role as elected representatives and community leaders as outlined in the Constitution. - ensure that every member of staff understands the Council's mission, themes and priorities.		Level of event participation, evaluation and feedback received.	Head of Service— Policy and Performance	Within existing budgets	Ongoing
Delivery of the seven aims contained in the Community Engagement Strategy to: - enable an involved, empowered and active citizenship. - communicate information to our community clearly, factually and appropriately. - improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts. - raise the image and reputation of Selby District Council. - build positive relationship with the media which gains coverage and raises our image. - enable every councillor to maximise their role as elected representatives and community leaders as outlined in the Constitution. - ensure that every member of staff understands the Council's mission, themes and priorities.		"	"	"	"
Delivery of the seven aims contained in the Community Engagement Strategy to: - enable an involved, empowered and active citizenship. - communicate information to our community clearly, factually and appropriately. - improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts. - raise the image and reputation of Selby District Council. - build positive relationship with the media which gains coverage and raises our image. - enable every councillor to maximise their role as elected representatives and community leaders as outlined in the Constitution. - ensure that every member of staff understands the Council's mission, themes and priorities.		"	"	"	Jun-07
Delivery of the seven aims contained in the Community Engagement Strategy to: - enable an involved, empowered and active citizenship. - communicate information to our community clearly, factually and appropriately. - improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts. - raise the image and reputation of Selby District Council. - build positive relationship with the media which gains coverage and raises our image. - enable every councillor to maximise their role as elected representatives and community leaders as outlined in the Constitution. - ensure that every member of staff understands the Council's mission, themes and priorities.		"	"	"	Ongoing
Delivery of the seven aims contained in the Community Engagement Strategy to: - enable an involved, empowered and active citizenship. - communicate information to our community clearly, factually and appropriately. - improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts. - raise the image and reputation of Selby District Council. - build positive relationship with the media which gains coverage and raises our image. - enable every councillor to maximise their role as elected representatives and community leaders as outlined in the Constitution. - ensure that every member of staff understands the Council's mission, themes and priorities.		"	"	"	"
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Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date	
CORPORATE IMPROVEMENT: IMPLEMENT COMMUNITY ENGAGEMENT STRATEGY						
<p>Tenants continue to receive a housing service that meets their needs:</p> <ul style="list-style-type: none"> - the Tenant Participation Strategy is implemented effectively. - tenants are fully involved through the implementation of the newly developed Tenant Participation Strategy. 	Review and update existing methods of tenant participation.	<p>Measurement via the Tenant Satisfaction Survey reveals a high level of tenant satisfaction with the Housing Service.</p> <p>Tenant Satisfaction (BV74 and 75).</p> <p>Local Performance Indicators on Tenant Participation (for more information see 'Get Involved!', the Tenant Participation Strategy.</p>	Head of Service - Housing	Within existing budgets	Apr-09	
	Develop new methods of tenant participation to increase opportunities for participation.		"	"	"	
	Develop better training on tenant participation for tenants, councillors and officers.		"	"	"	
	Increase the promotion of tenant participation throughout the Selby district.		"	"	"	
<p>Develop methods of monitoring and reviewing performance on tenant participation and increasing accountability.</p>			"	"	"	
	CORPORATE IMPROVEMENT: ACHIEVING EQUALITY STANDARD LEVEL 3					
	<p>Working towards Level 3 of the Equality Standard.</p>	To undertake Impact Assessment.	<p>Successful achievement of Equality Standard:</p> <ul style="list-style-type: none"> - Level 2 in 2007/2008 - Level 3 in 2008/2009 	Heads of Service— Human Resources	Within existing budgets.	Mar-08
To fully integrate equalities in service planning and delivery.		"		"	"	
To approve an Equalities Corporate Improvement Plan.		"		"	"	

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: PROTECTING THE ENVIRONMENT					
PRIORITY AREA: A CLEAN, GREEN AND HEALTHY ENVIRONMENT					
SERVICE IMPROVEMENT: WASTE MANAGEMENT & RECYCLING SERVICES					
<p>Continued focus on the direction of the waste management service by:</p> <ul style="list-style-type: none"> - Continuing to improve the direction of the service. - Continuing to set challenging but realistic targets for continuous improvement. - Improving the effectiveness and efficiency of the service. 	Expand commercial waste recycling service 'SORTED' to include cans and glass collections.	To achieve statutory and local performance targets set.	Head of Service - Environmental Health and Leisure Services	15 working days £50k grant form Yorkshire Forward	Jul-07
	Carry out a review of the service in line with the objectives outlined in the SDC and Y & NYWP Waste Strategies and communicate the objectives of the service both internally and externally.	"	"	Resources within existing service plan.	Mar-08
	Continue to address the objective of reducing landfill by following the waste hierarchy by identifying the causes of waste arisings and identifying the most effective ways to tackle them..	"	"	25 working days	"
<p>Improve community involvement in waste minimisation, management and recycling by:</p> <ul style="list-style-type: none"> - increasing residents' access to and participation in waste management service and initiatives. - involving the community in the future design of services, particularly in relation to the re-use of waste. 	Implement the expansion of the garden greens kerbside collection service to the remainder of the district.	"	"	5 working days	Jun-07
	Investigate participation in difficult to reach homes and develop a plan for improving participation.	"	"	10 working days	Oct-07
	Consult with the Citizens Panel on means to deliver partnership targets, improved performance, and cost effectiveness.	"	"	5 working days	Mar-08

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
PRIORITY AREA: CHAMPIONING THE REDUCTION IN GREENHOUSE GASSES AND LEADING BY EXAMPLE					
<p>Contribute to the corporate commitment to tackle climate change following the signing of the Nottingham Declaration.</p>	<p>Ensure that the work of the LSP Environmental Sub-group and Renaissance Energy Sub-group are clearly linked to the Nottingham Declaration objectives.</p>	<p>Climate Change Action Plan published</p>	<p>Head of Service— Environmental Health and Leisure Services</p>	<p>Staffing : 10 working days Budget : Within current budget levels</p>	<p>From Feb-07</p>
	<p>Support the development of a sub-regional approach to the roll-out of the Sustainable Energy Network in the Y&H region.</p>	<p>"</p>	<p>"</p>	<p>Staffing : 10 working days Budget : Within current budget levels</p>	<p>Apr-08</p>
	<p>Develop a Climate Change action plan in line with the Nottingham Declaration objectives.</p>	<p>"</p>	<p>"</p>	<p>Staffing : 75 working days Budget : Within current budget levels</p>	<p>Aug-08</p>
	<p>Develop a Sub-regional Affordable Warmth Strategy linked to the Regional Affordable Warmth action plan for Yorkshire and the Humber.</p>	<p>Sub-regional Affordable Warmth Strategy developed.</p>	<p>"</p>	<p>Staffing : 25 working days Budget : Within current budget levels</p>	<p>Apr-08</p>
	<p>Carry out a full review of services available from the York Energy Efficiency Advice Service. Develop new grant services to maximise the targeting of resources in key areas.</p>	<p>ODPM PSA 7</p>	<p>"</p>	<p>Staffing : 20 working days Budget : Within current budget levels</p>	<p>Dec-07</p>

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: HEALTHIER COMMUNITIES					
PRIORITY AREA: IMPROVING FACILITIES FOR ADULTS AND OLDER PEOPLE, PARTICULARLY IN RURAL AREAS					
Improved and better integrated services for older people.	Continue to support the Partnerships for Older People Project (POPPs).	Full list and definition of measures still subject to confirmation by Department of Health, but include reducing avoidable unplanned hospital admissions and avoidable nursing home placements for POPPs clients.	Head of Service - Housing	£11,000 contribution to POPPs Manager post; other improvements within existing resources	Project due to end March 2008, but successful ways of working to be mainstreamed
Local communities improving local facilities.	Work with Community Investment Partnership (CIP) groups to help local communities identify and meet needs for improved facilities.	Amount of investment into community facilities in the district.	Head of Service— Planning and Economic Development	Within existing resources	Ongoing
Improved leisure opportunities for older people, disabled people and other adults in need of physical activity.	Joint working between SDC Leisure Services and North Yorkshire County Council. Supporting the Walking the Way to Health scheme and postural stability classes for older residents. Exploring ways to further develop opportunities for sport and physical activities for specific groups.	Number of people accessing specific programmes - eg walking scheme, postural stability, Abbey Leisure Centre facilities.	Head of Service - Environmental Health and Leisure Services	Within existing resources; possible bid opportunities through North Yorkshire Sport to be explored	"
Develop options for transport for rural residents.	Take forward options report for improving access to transport for older residents in rural areas as developed in 2006/07 priority project.	Reliant on outcome of options report.	Head of Service— Policy and Performance	Reliant on outcome of options report	Options report May 2007

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
PRIORITY AREA: MEETING THE NEEDS OF CHILDREN AND YOUNG PEOPLE					
Established Play Partnership.	Agree vision/scope of Play Strategy.	Establish Play Partnership.	Head of Service—Policy and Performance	10 days	Apr-07
Portfolio of suitable, necessary and appropriate play projects in place.	Complete and submit BLF application.	Produce portfolio of play projects.		10 days	Jun-07
Strategy agreed and ratified by Social Board, Policy and Resources Committee and Council.	Agree vision/scope of Play Strategy	Produce Play Strategy.		5 days	"
Obtain Big Lottery Funding (BLF) for suitable play projects in the district.	Complete and submit BLF application.	Submit BLF bid.		10 days	Dec-07
A stronger voice for young people.	Obtain Youth Opportunity and Youth Capital Grant. Allocate grant (subject to agreement) to Selby District Youth Council to spend.	Grant money to spend on things to do and places to go for young people aged 13-19 years or up to 25 years if they have a learning disability.	"	55 days	Mar-08
Adopt the Safeguarding Children Arrangements and a revised Child Protection Policy.	Agree revised priorities. Develop action plan. Agree training timetable.	Child Protection Policy Update	Head of Service—Human Resources	5 days	Jun-07
Increased profile for SDC amongst potential job seekers.	Encourage a greater number of NVQ placements other than Leisure. Offer specific need placements. Develop guidelines for work placements. Other specific need placements.	Work Experience/NVQs. Promote office based opportunities through work experience within the authority.	"	"	Sep-07
Develop mentoring skills for managers.	Encourage greater number of NVQ placements other than Leisure. Offer specific need placements.	Work Experience/NVQs.	"	"	"
SDC contributes to the "Be Healthy" outcome from Every Child Matters	Focus on physical activity needs of disadvantaged children and young people through Active Selby District. Implement smoke-free legislation to protect children from second hand smoke in public places.	Attendance at organised leisure provision for identified groups of children and young people. Formal enforcement action.	Head of Service—Environmental health and Leisure Services	Within existing resources.	Ongoing Preparation up to 1 July, enforcement afterwards

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
PRIORITY AREA: DELIVERING AN IMPROVING HOUSING SERVICE					
SERVICE IMPROVEMENT: PROPERTY SERVICES					
Local Housing need is increasingly met through additional affordable housing schemes.	Continue to develop partnerships with RSLs, private landlords, housebuilders and others.	Number of affordable units built and granted planning permission.	Head of Service - Planning and Economic Development	Within existing resources	Quarterly
	Support appropriate preferred partner bids for approved development programme funding from the Housing Corporation.	"	"	"	Oct 2007 and ongoing annually
	Promote intermediate housing options and nominate appropriately for new housing schemes.	"	"	"	Ongoing
Customer satisfaction with the service is increased.	Review operational satisfaction surveys to ensure the surveys issued are kept to a minimum whilst maximising feedback on services received -New home questionnaire -Repairs questionnaire -Homelessness questionnaire.	Improved performance against performance indicators RR4 and RD27.	"	"	Ongoing
	Set up formal procedures to review information gained through complaints and satisfaction surveys to influence improvements in service delivery and customer relations.	Complaints monitoring. Satisfaction survey reporting.	"	"	Apr-07
	Produce action plans to achieve targets within the agreement.	To be established once Selby district targets are known.	"	"	May-07
Improved partnership working and monitoring with Registered Social Landlords.	Ensure that nominations to RSLs are monitored effectively.	Improved performance against performance indicator LIAL12.	"	"	Apr-07
	Establish formal constitutions and codes of conduct for tenants groups to encourage groups to run smoothly, effectively and be taken seriously.	Improved performance against performance indicator BV75a.	"	"	Sep-07
Local and Government guidelines are consistently adhered to.	Review and improve the content of the housing application review letter.	Improved performance against performance indicator LIAL1.	"	"	Feb-07

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
SERVICE IMPROVEMENT: LEISURE SERVICE REVIEW					
Leisure & Cultural Services are contributing to the Council achieving its mission.	Deliver Sport and Cultural Strategy. Ensure emerging policies are implemented.	Increased customer satisfaction and participation (LC13).	Head of Service - Environmental Health and Leisure Services	Within budget. £25,900 allocated for Disability Discrimination Act work	Ongoing
	Work on the Asset Management Group. Aim to reduce cost of facility operation and improve maintenance.	Improved service to customers (LC11).	"	Potential efficiency savings from corporate procurement of utilities and reduced staff time	"
	Deliver a marketing plan for Leisure and Cultural Services.	Increased usage of facilities (P1-3 and LC1-9).	"	Marketing budget of £20,000 plus staff time	"
	Agree service standards for all areas of work.	Improved customer satisfaction (LC11).	"	Within existing resources	"
Quality standards determined, and service provision improvements set to meet customer expectations.	Seek to achieve a range of quality standards.	Tadcaster Leisure Centre achieved Quest registration in March 2007, with Sports Development applying for registration in 2008/2009 PI (LC11).	"	Staff time plus fees of £3,600	Sports Dev't 2008/2009
	Deliver medium term investment programme to Abbey Leisure Centre.	Increased customer satisfaction.	"	£300,000 from earmarked reserves	Ongoing
Leisure Centre usage increased at both centres.	Assist Selby Town FC to relocate, improve facilities and add value to the community.	Improved performance against performance indicators LC13, LC15.	"	Within existing resources	Club re-located by 2007
	Support Selby College to develop football pitches for the community.	Improved performance against performance indicators LC13, LC15.	"	Within existing resources, possibility of some partnership funding	Dec-07
	Promote external funding opportunities.	Improved performance against performance indicators (LC10 - 16).	"	"	Ongoing

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: MAKING BETTER USE OF RESOURCES					
CORPORATE IMPROVEMENT: IMPROVING THE COUNCIL'S USE OF RESOURCES					
Improved use of resources and value for money.	Identify and achieve cashable and non-cashable efficiency gains to meet and exceed the Government's efficiency targets.	Achievement of efficiency targets.	Head of Service - Finance and Central Services	Within existing budgets	March 2008
	Develop and implement the use of resources action plan following the 2006 assessment and new "must have" criteria.	Maintenance of level 3 use of resources and value for money assessment.	"	"	"
CORPORATE IMPROVEMENT: BASE BUDGET REVIEW					
Balanced budget by 2009/10 in line with statutory responsibilities and Council priorities.	Review general fund revenue budgets to identify savings and cashable efficiency gains.	Phase 1 - £750k savings achieved by 2008/09 and Phase 2 - a further £750k savings achieved by 2009/10.	Head of Service - Finance and Central Services	Within existing budgets	Phase 1 - Oct-07 Phase 2 - Oct-08
	Review policies for all major fees and charges in order to maximise income to contribute to the base budget review savings.	"	"	"	September 2007
CRPORATE IMPROVEMENT: ACHIEVING THE NEW IIP STANDARD					
Build on existing Investors In People (IIP) accreditation and ensure the Authority meets the new IIP standard at the next assessment in 08.	Internal assessors in place. Review of existing systems. IIP Working Group is set up and has an agreed action plan.	Successful IIP accreditation in 2008.	Head of Service - Human Resources	Within existing budgets	Oct-08
	Agree and implement Workforce Development Plan.	Workforce Development Plan is approved.	"	"	Sep-07
Develop the capacity and skills of staff and managers.	Play an active role in shaping the work of the North Yorkshire Improvement Partnership (NYIP). Develop the mentoring scheme for managers in partnership with the NYIP. Develop skills for life in the workplace. Embed the competency framework into the JPR process.	Increased levels of management development and training activity to meet the needs of staff.	"	Training and Development Budget	Ongoing
	Review the protocol for change management.	Protocol is agreed.	Head of Service - Human Resources	Within existing budgets	Oct-08

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: COMMUNITY SAFETY					
PRIORITY AREA: SAFER AND STRONGER COMMUNITIES					
<p>Reduce the level of concern in the community about crime and disorder.</p> <p>Develop the corporate response to crime and disorder.</p> <p>Develop the capacity and increase the effectiveness of the Community Safety Partnership.</p>	<p>Develop the provision of services to tackle crime and disorder using intelligence-led targeted interventions by:</p> <ul style="list-style-type: none"> - improving data collection - raising awareness and delivering training - facilitating the delivery of the Community Safety Action Plan and Strategy ensuring links to the LAA agreed objectives relating to community safety. 	<p>Implementation and delivery of the Action Plan.</p> <p>Delivery of the Community Safety Strategy objectives and targets.</p>	<p>Head of Service - Policy and Performance</p>	<p>Within existing budgets</p>	<p>Ongoing</p>

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
STRATEGIC THEME: ORGANISING TO DELIVER					
CORPORATE IMPROVEMENT: RESPONDING TO THE WHITE PAPER—STRONG AND PROSPEROUS COMMUNITIES					
Empowered communities.	Implement Community Engagement Strategy.	Meet the relevant requirements of the Bill.	Heads of Service	To be agreed.	Mar-08
More effective and accountable local government.					
Strengthened community leadership.	Prepare the Authority to implement relevant aspects of the Local Government and Improvement in Public Health Bill 2007.	"	"	"	"
Simplified performance framework and reduced inspection for the Council.					
CORPORATE IMPROVEMENT: SELBY DISTRICT LSP					
The Selby District LSP meets the current and future needs of its partners and community.	Support the development of LSP functions and activities.	Improved performance of local activities.	Head of Service - Policy and Performance	Within existing budgets	Ongoing
	Support the LSP and Sub-groups to improve performance management reporting.	"	"	"	"
	Facilitate the Community Fund process and other funding for the LSP.	"	"	"	"
CORPORATE IMPROVEMENT: PARTNERSHIP WORKING					
Our partnership activity continues to support our corporate themes and priorities.	Review, and where applicable, develop the range of existing partnerships where Selby District Council is involved.	Cost efficiencies produced as a result of partnership arrangements.	Heads of Service Strategic Director	Within existing budgets	Ongoing
Work with 4Ps to deliver a strategic programme of partnership opportunities.	Explore potential opportunities for partnership working with other public/private bodies for the provision of services.	A strategic programme is developed identifying services with potential to partner.	"	"	By June 2007

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
SERVICE IMPROVEMENT: DEVELOPMENT CONTROL					
Achieve BV109 targets for all categories by March 2008.	<p>Tracking of applications</p> <p>Review scheme of delegation Councillor training</p> <p>Introduction of daily application validation meetings Carry out benchmarking with other Local Planning Authorities</p> <p>Regular staff training through training hours and CPD identified as part of JPR's.</p> <p>Analyse satisfaction survey.</p> <p>Prepare a customer charter.</p> <p>Prepare a parish charter..</p>	<p>Increased percentage of major, minor and other planning applications determined within prescribed time periods (BV109a-c)</p>	Head of Service - Planning and Economic Development	Within existing budgets	<p>Reviewed monthly</p> <p>Annual</p> <p>"</p> <p>Ongoing</p> <p>"</p>
Improve Customer Satisfaction.	<p>Multi-team approach.</p> <p>Ensure resource and expertise available through regular meetings with IT to ensure that upgrades that are necessary are carried out.</p> <p>Increase the use of e-consultation/response.</p> <p>Investigate further IT Improvements and assess the benefits against the cost.</p>	<p>Improved customer feedback and reduction in complaints.</p>	"	"	<p>Ongoing</p> <p>Sep-07</p> <p>Jan-08</p> <p>"</p>
Achieve e-planning/PDG targets.	<p>Set up monitoring in CAPS in conjunction with Planning Policy.</p> <p>Provide DIP training</p> <p>Ensure that back up technical knowledge is available within the Authority in relation to the CAPS system.</p> <p>Ensure that decisions take into account Circular "Planning out Crime" and Section 17 of the Crime and Disorder Act.</p>	<p>Achievement of points allocated for different levels of performance.</p>	"	"	<p>Ongoing</p> <p>"</p> <p>Ongoing</p> <p>"</p>
Provide a Quality Service: BV205.	<p>Set up monitoring in CAPS in conjunction with Planning Policy.</p> <p>Provide DIP training</p> <p>Ensure that back up technical knowledge is available within the Authority in relation to the CAPS system.</p> <p>Ensure that decisions take into account Circular "Planning out Crime" and Section 17 of the Crime and Disorder Act.</p>	<p>An improved score against the 'quality of planning services' checklist (BV 205).</p>	"	"	<p>Ongoing</p> <p>"</p> <p>"</p> <p>"</p>
Provide an effective Enforcement Section.	<p>Publish a leaflet with timescales for responding to complaints</p> <p>Increase enforcement resource.</p> <p>Set up performance monitoring targets.</p>	<p>Reduce backlog of complaints.</p>	"	"	<p>Aug-07</p> <p>"</p> <p>"</p>

Annual Delivery Plan 2007-08 - Corporate Improvements



Outcome	Actions	Measures	Owner	Resources	Target Date
CORPORATE IMPROVEMENT: WORKING TOWARDS TOP QUARTILE PERFORMANCE					
Improved services for those who work and live in the district	Service efforts focused on those KPIs that will achieve stepchange in quartile position.	Quartile % increase achieved for KPIs. Step change in performance, in line or above that of comparable District Councils.	Heads of Service	Within existing budgets	Mar-08
		Improved performance recognised in annual Direction of Travel assessment.			
	"	Improved performance recognised in annual Direction of Travel statement.	"	"	"

Strategic Themes - Performance Measures

2007-08

STRATEGIC THEMES - PERFORMANCE MEASURES

The 'Strategic Themes – Performance Measures' table highlights the measures and processes that we are using to monitor our seven strategic themes:

- **Putting Customers First**
- **Protecting the Environment**
- **Healthier Communities**
- **Promoting Prosperity**
- **Community Safety**
- **Making Better Use of Resources**
- **Organising to Deliver**



Annual Delivery Plan 2007-08 - Strategic Themes Performance Measures



Measures						
Strategic Theme	Outcome	Research and Consultation	To take place / Taken place	Head of Service Owner	Performance Indicator(s) - Collected From	Head of Service Owner
Putting Customers First - Develop a new, long-term Customer Engagement Strategy that puts customers at the heart of our service delivery plans.	Customers feel that it is easier to communicate with the Council and access our services.	General Survey (Q1 - 3, 15 - 28) Streetscene Survey Customer Services Survey	2006/2007 Date to be arranged Date to be arranged	All Environmental & Leisure Services Finance & Central Services	BV3 - General Survey BV4 - General Survey Quality Standards (i.e. Accreditations gained) Customer Services Measures	All Finance & Central Services All Finance & Central Services
Protecting the Environment - Develop an Environment Strategy for the district which co-ordinates environment-related plans and activities.	Residents and businesses recognise that the natural and built environment has improved as a result of the actions of the Council and its partner organisations.	General Survey (Q1-6, 11, 14, 19, 22, 29 & 41) General Survey (Q4, 6 - 9) Planning Survey Streetscene Survey Building Control Satisfaction Surveys Environmental Protection Satisfaction Surveys (PROT3) Commercial Health Satisfaction Surveys (CH3 - 4)	2003/2004 2006/2007 2006/2007 Date to be arranged Ongoing	All All Planning & Economic Development Environmental & Leisure Services Planning & Economic Development Environmental & Leisure Services	BV82, 84, 86, 91, 166a, 199, 216, 218 BV89 - General Survey BV90 - General Survey BV111 - Planning Survey BV106 - Planning Policy BV200a-b - Planning Policy Building Control - BC5 BV217 - Environmental Protection PROT 1 - PROT 2 CH1 - 2	Environmental Health & Leisure Services Planning & Economic Development Environmental Health & Leisure Services
Healthier Communities - Encourage opportunities for healthier living in our communities.	Measurable improvements in the health of residents, especially for those who are worst off.				Community health profiles will be published annually for all Local Authorities from May 2006 using common datasets. These will provide baseline data from which specific project-related targets could be set. A full set of Partnership for Older Peoples Projects (POPP) indicators are to be confirmed by the Department of Health in spring 2006. SDC influence over outcomes is limited as the project is a partnership between Social Services, Health and Housing agreed with (and funded by) the Department of Health.	Policy & Performance

Annual Delivery Plan 2007-08 - Strategic Themes Performance Measures



Measures						
Strategic Theme	Outcome	Research and Consultation	To take place / Taken place	Head of Service Owner	Performance Indicator(s) - Collected From	Head of Service Owner
Promoting Prosperity - Stimulate a diverse and vibrant economy for businesses and employees and make the proposed partnership with NYCC successful for both our customers and our staff.	Companies recognise that Selby district is an active and dynamic environment where their businesses can grow and individuals reap the benefits of a thriving economy through more job opportunities.	Economic Development Consultation - Business Breakfasts Planning Survey CIPs Town Teams	Ongoing 2006/2007 Ongoing Ongoing	Planning & Economic Development	BV16b BV17b ED1 - 9	Planning & Economic Development
Community Safety - Play a leading role in the development and delivery of the Selby District Community Safety Partnership and its strategy.	Reduced crime and disorder and an increased feeling of safety, resulting in an improved quality of life for the community we serve.	General Survey (Q1, 2, 20, 21, 22, 23, 24, 29 & 41) General Survey (Q1, 2 & 4) Crime Audit Crime Survey	2003/2004 2006/2007 2004 2005/2006	All Policy & Performance	BV126 BV127a-b BV128 BV174 BV175 BV225 CS1-4 BV166a	Policy & Performance Environmental Health & Leisure Services / Legal & Democratic Services
Making Better Use of Resources - Demonstrate that council and business taxpayers are receiving excellent value for money from their Council.	Council and business taxpayers recognise that the Council is well managed and that resources are being used as efficiently as possible.	General Survey (Q12) Annual Efficiency Statement Tribal Consulting Report General Survey (Q15)	2003/2004 Annual Reports 2005 2006/2007	All Finance & Central Services All	BV3 - General Survey The 2006/07 Service Plan and PI Evaluation process has led to the introduction of a number of value for money (VFM) performance measures.	All
Organising to deliver - Take a lead in working with other organisations to ensure that the machinery of service delivery is organised effectively to best meet the needs of Selby district.	Residents and businesses to feel confident that their needs and aspirations are being properly addressed by future local government structures.	See corporate improvement section of this plan (page 7, Corporate Improvement: Implement Community Engagement Strategy).	Commences August 2006 Ends Mar 2008	All		All

How the Council Works

HOW THE COUNCIL WORKS

The 'How the Council Works' section provides information on the following:

- **How the Council Works**
 - Managing our Money
 - The Council's Democratic Process
 - The Council's Corporate Programme
 - The Council's Performance Management Framework
 - Managing Risk

These arrangements have contributed toward a number of positive outcomes being achieved, and initiatives undertaken in 2006-07. Information on these is included in the following sections:

- **2006-07 Progress Update**
 - Selby District Local Strategic Partnership Update
 - Community Engagement
 - 2006-07 Corporate Priorities Update
 - Best Value and Local Performance Indicators Tables¹

¹Due to the cross-cutting nature of our priorities, our performance indicators are shown in table form in line with the categories they are given by the CLG. The tables show Best Value and Local Performance Indicators outturns for 2006-07 giving comparisons with previous years' outturns, district quartiles and targets for the next three years. Commentary is provided where necessary to help put the figures into context.

MANAGING OUR MONEY

The Council's general fund services revenue budget funded from council tax, government grants and other income for 2007/08 is £31.075m. The budget for operating the councils housing service funded mainly from rents is £9.491m.

We also have plans to spend £3.569m on capital projects to improve our housing stock and its surroundings, £0.535m assisting private householders with essential improvements, which includes disabled facilities grants, and £0.259m on general fund capital projects.

The tables show where the money comes from to fund our revenue services and the main services that we spend our money on.

Where our money comes from:

Source	£'000
Revenue Support Grant	923
Business Rates returned from Central Government	5,497
Council Tax	4,132
Government Grants (re Housing & Council Tax Benefit)	12,923
Other Grants - In Total.	1,771
Housing Rents & Service Charges	9,491
Fees & Charges	3,760
Other – Investments & Reserves	2,069
Total	40,566

MANAGING OUR MONEY

What we spend our money on:

Services	£'000
Local Tax Collection and Council Tax Benefit	4,081
Other Central Services to the Public	519
Leisure & Tourism	2,207
Environmental Health	1,020
Waste Collection, Recycling & Street Cleansing	4,165
Land Drainage	1,300
Community Safety	301
Planning Policy & Development Control	1,512
Economic Development	687
Markets & Industrial Units	268
Car Parking	155
Public Transport	583
Housing	1,448
Housing Benefits	10,153
Housing Revenue Account (Tenants)	9,758
Corporate Management & Democratic Services	2,409
TOTAL	40,566

The Council is allocated grant in support of its general fund services based on a formula derived figure, which takes into account a number of characteristics of local authorities including population and ability to raise income locally. The formula is used to calculate the allocation of Revenue Support Grant and the distribution from the Non Domestic Rate Pool.

The Council has introduced a policy of setting council tax at the level of inflation. The council tax increase for 2007/08 is 3.6%. The Council expects to be able to continue with this policy without detriment to the resource base required to fund the services it provides.

THE COUNCIL'S DEMOCRATIC PROCESS

BOARD/ COMMITTEE	KEY FUNCTIONS	CHAIR/VICE CHAIR
Policy & Resources Committee	<p>To guide the Council when developing its mission, strategic themes and priorities and setting its budgets.</p> <p>To make sure the processes within the Council are set up so that they contribute towards achieving the Council's strategic themes and priorities.</p>	<p>Chair – Councillor Mark Crane Vice Chair – Councillor Brian Percival</p>
Economy Board	<p>To carry out the budget and policy framework for:</p> <ul style="list-style-type: none"> - economic development; - regeneration; - tourism; - highways and transport; and - the Council's land ownership. 	<p>Chair – Councillor Cliff Lunn Vice Chair – Councillor David Fagan</p>
Environment Board	<p>To carry out the budget and policy framework for:</p> <ul style="list-style-type: none"> - environmental health; - health and safety; - countryside projects; - building control; and - waste management. 	<p>Chair – Councillor Chris Metcalfe Vice Chair – Councillor Mike Jordan</p>
Social Board	<p>To carry out the budget and policy framework for:</p> <ul style="list-style-type: none"> - housing (public and private sectors); - community safety; - leisure; and - recreation and culture. 	<p>Chair – Councillor Gillian Ivey Vice Chair – Councillor Carol Mackman</p>
Overview & Scrutiny Committee	<p>To monitor the decisions of the Boards.</p> <p>To carry out reviews of specific policy areas, and to build partnerships with and examine the performance of external partners.</p> <p>The Overview and Scrutiny Committee is free of the party whip so that Councillors can examine issues without taking the party's political position.</p>	<p>Chair – Councillor John McCartney Vice Chair – Councillor John Cattanach</p>
Planning Committee	<p>To carry out the policy framework for planning development control as set down by Council and the Policy and Resources Committee.</p> <p>To deal with all development control and associated issues connected to the development of the area.</p>	<p>Chair – Councillor John Mackman Vice Chair – Councillor James Deans</p>
Licensing Committee	<p>To consider and deal under delegated authority with all licensing matters.</p> <p>To make recommendations to Council on changes to policy relating to licensing issues.</p>	<p>Chair - Councillor Ruth Sayner Vice Chair – Councillor Chris Pearson</p>
Standards Committee	<p>To promote and maintain high standards of conduct by Councillors (including Parish) and co-opted Members, deal with any reports from a case or interim case tribunal, or the Ethical Standards Officer.</p>	<p>Chair - Miss B Potts</p>

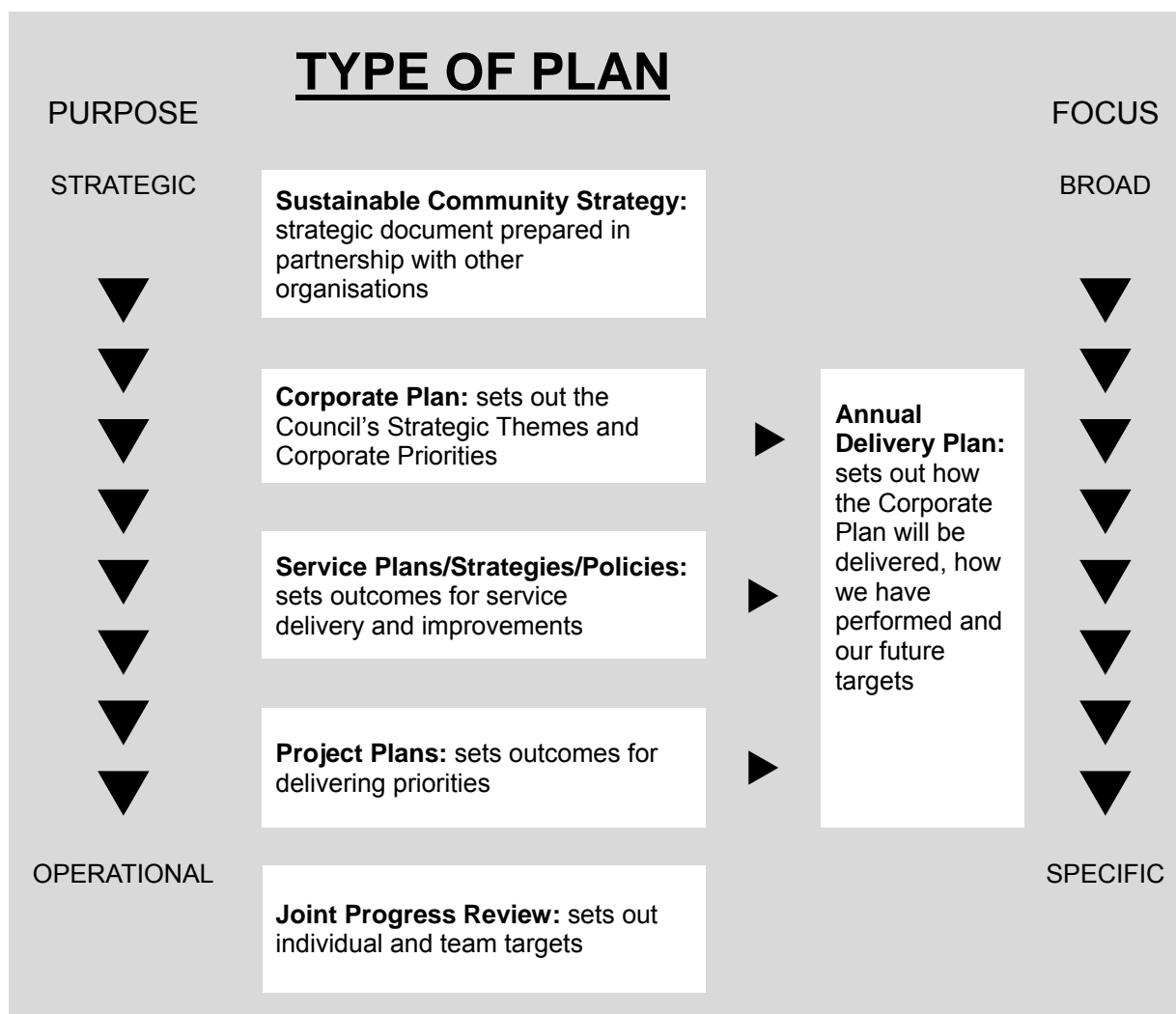
THE COUNCIL'S CORPORATE PROGRAMME

The diagram below outlines what the Council as a whole is aiming to achieve and how it intends to get there.

It brings together internal plans and shows links with external plans and partnerships (such as the Community Strategy).

Through following these proformas the Council's working plans are clearly linked to priorities and resources allocation.

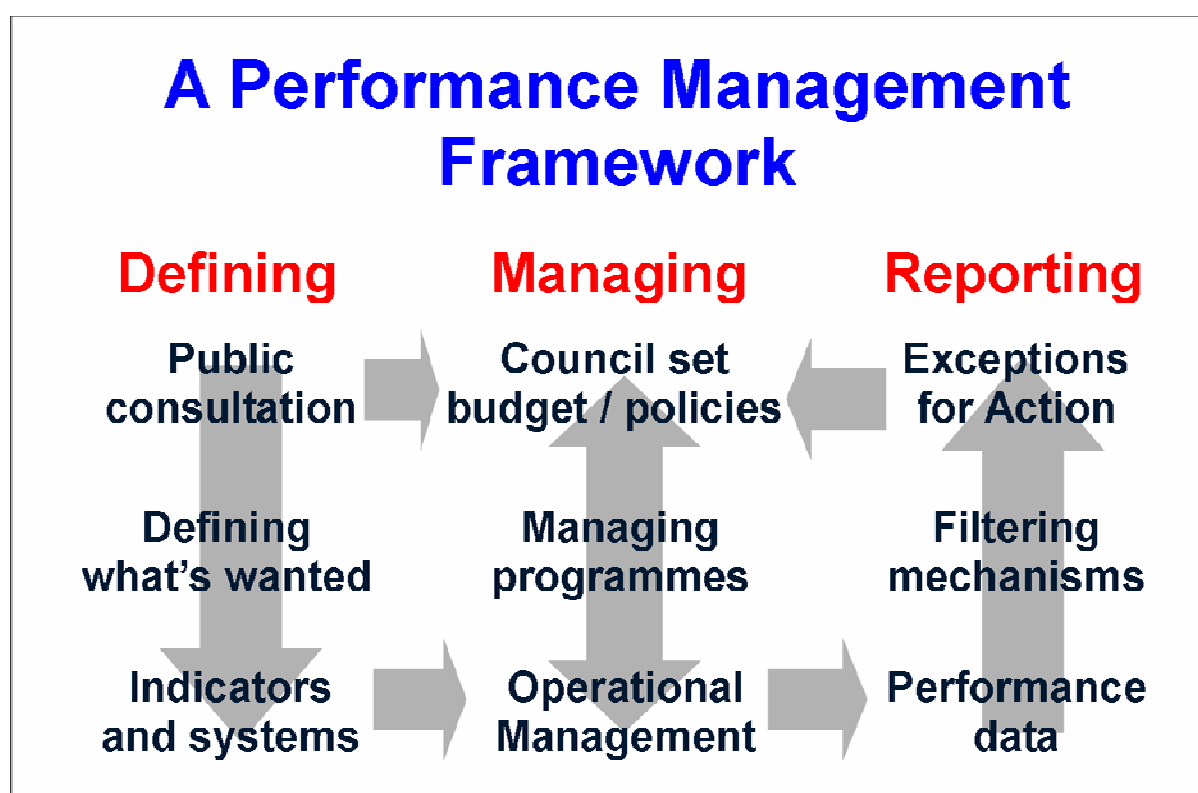
This is an overview of our Corporate Programme:



THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

To help deliver the corporate programme, the Council has developed and adopted a Performance Management Framework that not only improves service delivery and an understanding of what's required, but also provides information for decision-makers, and accountability at all levels in the Authority.

This integration of the Council's, and its partners, planning, monitoring and review processes has helped to underline the importance of performance management within the Council's culture.



MANAGING RISK

Selby District Council uses a range of processes to manage the risks that it faces and improve its decision-making. The processes are becoming more embedded and are now part of the culture of the organisation. Risk is managed at a corporate level, at service-based level and within the projects that the Council undertakes for such areas as systems implementation or partnership development. This is supplemented by use of risk in decision-making by both councillors and managers.

In 2005-06, changes were made in the way that corporate, or strategic, risks were identified, evaluated and managed.



The Strategic Management Team now monitors risk with responsibility for identification, evaluation and management resting with the Operational Management Team. This allows separation and greater independence of the monitoring function. The corporate risk register is formally reviewed on a six-monthly basis, but is a dynamic document which can be updated in the interim.

Each service area is responsible for maintaining its own service-based risk register, which identifies the risks that face the service in meeting its objectives and how they are managing and intend to manage the greater risks to an acceptable level. The management of these risks is integrated into the service planning processes of the organisation to develop a more cohesive approach to the management of services. Significant risks from project or partnership working also feed forward into the service-based risk registers and management processes.



MANAGING RISK

Councillors are heavily involved in risk management, with decision reports carrying details of risks of agreeing and disagreeing recommendations of officers.

This allows a more balanced and measured approach to decision-making. The Audit Panel, which reports to the Policy & Resources Committee, is ultimately responsible for risk management within the Authority and gives direction and guidance to officers in how risk should be addressed.

There are strong links between the management of risk and the financial planning and performance management of the organisation. All bids are subject to risk assessment and the source of funding is identified for any actions which are planned to reduce risk. It has also been a catalyst for the shift of resources to key risk areas of the Council.

The Development Control service is an example of the great strides that the Council is making in the development of risk management and its use in the running of the Authority. Following a risk assessment, this high profile service was identified as vulnerable. Time, effort, energy and resource were directed at reducing the risk and as a result the service provision has improved significantly. This is exemplified by the improved performance in the time taken to process all types of planning applications.



2006-07

Progress Update

SELBY DISTRICT LOCAL STRATEGIC PARTNERSHIP UPDATE

The main delivery plan for the Selby District Local Strategic Partnership currently is the Community Strategy 2005-10. It aims to:

- reduce the inequalities in the area;
- improve the area's image so that we can keep and attract businesses;
- develop the area; and
- make sure that Selby district is still a place that people want to live and work in.

These aims are delivered through partnership working in the four sub groups.

Development for 2007-2008 includes focussing the efforts of partners in particular areas such as "Sherburn Pride"

For the Social, Economy and Environment sub groups, a summary of some of their work over the last year is set out on the next two pages.

Information on the fourth sub group, the Selby District Community Safety Partnership, is shown in the 2006-07 Corporate Priorities Update section. (Please see pages 43 - 44)



SELBY DISTRICT LOCAL STRATEGIC PARTNERSHIP UPDATE

Social

The Social Subgroup is valued as a place to find out what key issues and priorities are for colleagues and organisations across the district.

Some of the work this subgroup has contributed towards during 2006/07 is as follows:

- Worked with voluntary, faith, agency and business partners in the Selby Together Task Group to produce the welcome pack which has been recognised as good practice at regional events.
- Has led on pulling together the LSP delivery activity in relation to the LAA with the workshop event in January this year.
- Family activities in Selby following on from the successful football coaching event in 2006.
- Another notable area of work has included continuing to support the successful North Yorkshire Partnership for Older People's Projects (POPPs); by acting as a sounding board for the implementation team and contributing to the community links aspect of this project.

An area of development for 2007-2008 is to support the Play Partnership to create the Play Strategy and draw down £200,000 of Big Lottery Fund for the district to promote the well being of our children and young people.

Environmental

Key Priorities for 2006/2007 continued to be:

- Streetscene and Open Spaces;
- Countryside Management and Biodiversity;
- Waste Minimisation;
- Climate Change; and
- Sustainability.

Through the Environmental Subgroup has:

- Worked with the council and NYCC to develop and implement the Countryside Management partnership.
- Contributed to the street-scene and open spaces agenda across the district.
- Supported the Waste Minimisation, Management and Recycling Strategy.

During 2007-2008 the Environmental Subgroup is taking the lead for partners of the Local Strategic Partnership in relation to climate change.



SELBY DISTRICT LOCAL STRATEGIC PARTNERSHIP UPDATE

Economy

During 2006/2007 the Economy Subgroup has:

- Contributed to the Strategic Economic Assessment and the development of the Sub Regional Investment Plan.
- Agreed a Community Economic Development Strategy with a focus for the group on skills, image, renaissance and premises.
- Agreed that future spatial focus for investment planning should be on Selby Town and its hinterland.
- Ensured involvement in the Business Leadership Group of the Leeds City Region through the Chair of the LSP.

The five priorities agreed for the Community Economic Development Strategy for 2007 - 2012 are: -

- Developing an environment for businesses
 - Employment Land Study
 - Area Action Plan Urban Area of Selby
 - Olympia Park

- Raising the image of the area
 - *iSelby*
 - Leeds City Region



- Regenerating our Three Market Towns
 - 10 priority Projects identified by three Renaissance Town Teams
- Enhance Skills
 - Investing in Skills & Technology for the future
 - Good Jobs for local people
- Greater Community Power
 - Community Investment Partnerships (CIPs)
 - Leader Plus



COMMUNITY ENGAGEMENT

Listening to our residents, businesses, partners and the community as a whole and using the views expressed to shape policy and service development is of major importance to Selby District Council. In 2006-07 our consultations have included:

- A postal survey of tenants to determine customer satisfaction with the housing service;
- A postal survey of residents to determine customer satisfaction with the Authority, its services and those of its partners;
- An ongoing food safety service customer satisfaction survey;
- An ongoing repairs service customer satisfaction survey;
- An ongoing planned maintenance customer satisfaction survey;
- An annual gas safety check customer satisfaction survey;
- Regular email surveys to evaluate and develop our internal managers' conferences;
- Focus groups, public meetings, web and postal surveys concerning the Leader of the Council's annual State of the Area Address;
- Ongoing exit polls at our leisure centres;
- A customer survey of residents in Sherburn in Elmet regarding the Community Resource Centre;
- Ongoing engagement with parish and town councils through the quarterly newsletter for Town and Parish councils and quarterly forums held across the district;

- Ongoing engagement with the Citizens' Panel via its quarterly newsletter and regular surveys;

- Ongoing engagement with the community via the 6 Community Investment Partnership (CIP) groups;

- Ongoing engagement with tenants and residents through the Tenants and Residents Associations (TARAs) and the Tenants Forum;

- Ongoing engagement with the community through the three Renaissance Town Teams;

- An email and postal survey of staff, businesses and the Citizens' Panel concerning the Accounts Summary;

- A postal survey of planning applicants to determine customer satisfaction with the planning service;

- A postal survey of housing and council tax benefit claimants to determine customer satisfaction with the benefits service;

- Ongoing support for the newly established Selby district Youth Council;

- A trial of our new SMS texting service.

We plan to relaunch our Citizens Panel, establish online discussion forums and undertake a Citizenlink readers' survey in the near future.

If you are interested in becoming a member of our Citizens' Panel, please browse our Citizens' Panel webpages on www.selby.gov.uk or contact Tim Williams on 01757- 292078.

2006-07

Corporate
Priorities Update

WHAT WE HAVE ACHIEVED

In the Annual Delivery Plan 2006-2007 we explained how we would deliver the outcomes on each of the eight priority projects. This section shows the progress that has been made on these projects in 2006-07.

- **A clean, green and healthy environment. To assist residents to recycle more of their waste and so reduce landfill**
- **Safer and stronger communities**
- **Improving facilities for adults and older people, particularly in rural areas**
- **Delivering an improving housing service**
- **Meeting the needs of children and young people**
- **Championing the reduction in greenhouse gasses and leading by example**

These specific actions and targets were delivered through our strategies, service plans and project plans.

This continued our approach towards the service planning, project management and programme management approach that was developed and adopted with the consultancy support of the I&DeA and Zurich Municipal Risk Management.

During the year the progress on the Council's priority projects was communicated to staff and councillors via regular forums and newsletters, and to the wider public through our interactive website www.selby.gov.uk and a programmed series of press releases.



IMPROVE SAFETY IN OUR COMMUNITY



The Council Community Safety Team works closely with partner agencies and the community to achieve the aims and objectives of the Community Safety Strategy 2005-2008 to deliver the council priority to improve safety in our community.

What we have achieved

In 2006-07, the Community Safety Partnership Team, were able to deliver projects and services that continue to help reduce the level of recorded crime across the district. The success of the Community Safety Team is only possible when organisations work effectively together pooling resources, time and creativity. The initiatives listed below demonstrate the Council's commitment to working with all the agencies, statutory and voluntary to reduce crime, the fear of crime, disorder and anti-social behaviour (ASB).



- **Safe Neighbourhood sweeps:** Council, Police and other agencies visiting each ward to see and discuss the local community safety issues and identify actions that could reduce them.
- **Best Bar None:** The Council, Police and licensees working together to promote a safe night time environment for all.
- **Daisy Chain:** offering confidential information and support to anyone whose lives are affected by domestic violence.
- **Prison me know way :** agencies, voluntary and the private sector work together in schools to highlight the consequences of crime and ASB by helping young people to recognise negative influences and encourage more young people to make a success of their lives.



- **Road Safety Campaigns:** the Council, Police, North Yorkshire County Council (NYCC) and Fire and Rescue Service delivering a range of projects to reduce the number of killed and seriously injured on the districts roads including Drive Alive days, drive-wise, lottery road show, too much punch for Judy etc.



IMPROVE SAFETY IN OUR COMMUNITY

- **Sanctuary Project:** helping to make the survivors of domestic abuse safe in their own or a new home by increasing the physical security of the building and if required a “safe room”.
- **Missdorothy.com:** an innovative project working with primary schools to help teach respect (for others and themselves), tolerance and diversity. This project is now running across North Yorkshire.
- **The Joint Action Groups:** Residents are given the opportunity to select two community safety priorities for the partners including the Council, NYCC, Fire and Rescue Service, Police and Parish Councils to tackle.

Work to do



The Council’s Community Safety Team is in the process of co-locating with the Police and Youth Offending Team in Community House, Selby. This central location will enable the statutory partners to work more effectively with the voluntary organisations located in Community House and the district.

The Council working with its partners will continue to support all of the previously mentioned initiatives and develop new ones as part of the revised Community Safety Action Plan for 2007/8 to ensure the aims and objectives in the Community Safety Strategy 2005-2008 are achieved.

IMPROVE WASTE MANAGEMENT AND RECYCLING SERVICES



In order to meet the public's expectation for increased recycling services, the Government's and local targets and contribute to diversification within the rural economy in 2006-2007, we undertook and achieved the following.

What we have achieved

- Continued to provide an integrated kerbside recycling service across the District;
- Continued to provide a kerbside refuse collection and dry recyclables service fortnightly to 100% of suitable homes;
- Continued to provide an assisted collection for qualifying persons for all collection streams;
- Exceeded our BVPI combined recycling target of 21% by March 2007. The un-audited figure for 2006-07 is 29.22%;
- Continued to provide diversification opportunities for local farmers in the composting of garden green waste collected in the district;
- Assisted in developing the county-wide Waste Strategy as members of the York & North Yorkshire Waste Partnership;
- Provided information to the local media on waste minimisation with press releases (including 'Furniture Store Helps District Reduce Landfill Burden' and 'Real Alternatives for Selby Parents' about real nappies) and provided talks to local groups including Barlby Women's Circle in September 2006, Ulleskelf Women's Institute in October 2006 and Tadcaster Methodist Church in November 2006;

IMPROVE WASTE MANAGEMENT AND RECYCLING SERVICES



- Continued to provide community recycling sites for plastic bottles at eight locations in Brayton, Camblesforth, Cawood, Riccall, Selby, Sherburn-in-Elmet and Tadcaster;
- Provided advice to the public and business community on waste minimisation issues including recycling:
 - The SORTED commercial recycling scheme for paper and cardboard was launched in 2005 and now has over 250 members. Businesses that sign up to the scheme receive a membership certificate, posters, stickers and information on the scheme and waste minimisation. This scheme has been recognised by the Local Government Association as an example of how local authorities can work with the business community to reduce waste produced and increase the amount of waste recycled;
 - Funding was secured from Yorkshire Forward at the end of 2006 to expand the SORTED recycling scheme to cover glass and cans. The scheme started in May 2007;
 - A Christmas edition of the Rethink Rubbish magazine was produced in partnership with North Yorkshire County Council and delivered to all residents. This included seasonal information on waste minimisation as well as details of our kerbside recycling schemes and bring banks.
- There was a continued reduction in the tonnage of waste sent to landfill combined with an increase of over 1200 tonnes in waste recycled;
- Continued focus on waste minimisation with projects including the real nappy campaign and a home composting promotion with almost 900 home composting units being distributed across the District.



IMPROVE WASTE MANAGEMENT AND RECYCLING SERVICES



Work to do

In the coming 12 months the garden greens scheme will be expanded to cover all suitable properties across the District and the SORTED glass and can expansion funded by Yorkshire Forward, will begin in May 2007.

We need to continue to improve our performance on waste minimisation and recycling and composting and so we will be continuing to raise public awareness on the need to reduce waste and to increase their participation in the variety of recycling services we provide.

We will continue to focus on the efficiency and effectiveness of our services whilst striving for continuous improvement, particularly in the planning of future waste and recycling collection services.

The Council is directly responsible for a number of services that have a very real impact on the environment, such as waste management and we aim to set an example for other organisations in the area through our own environmental policies.

REGENERATE OUR THREE MARKET TOWNS

What we have achieved



- Project momentum has moved up a gear with the late February 2007 appointments of a Renaissance Manager and a second Renaissance Officer funded by Yorkshire Forward to March 2009.
- The focus of the work of the Urban Renaissance Team is now very much upon project delivery to the March 2009 deadline.
- Four schemes have moved from development into the design phase of the project cycle. They are Eversley Park in Sherburn, Selby Park, Selby Waterfront Linear Park, and Selby Abbey Precinct. Consultant designers have been appointed and they are working up schemes for approval by the relevant Parish Council, Town Teams and Projects Boards.
- Sherburn Streetscape (Village Square) has progressed to the stage where a brief is almost ready to invite tenders for the design, following funding approval by Yorkshire Forward for this element of the work. Solicitors for the Council and the Elmete Social Club are negotiating Heads of Terms for the purchase by the Council of the Club's land, enabling the Village Square to be built.
- The key stakeholders agreed in May 2007 to go ahead with the Tadcaster Living Streets project to improve the public realm and calm traffic in the town centre. The Council, NYCC Highways, and Yorkshire Forward are developing the proposals as a matter of priority. An application has already been made to Yorkshire Forward to fund the initial design process.
- The council's Planning Policy, Development Control, and the Renaissance Teams have worked together to support the Council's policy to develop land at Olympia Park, Selby for employment use. Landowners are expected to bring forward outline planning applications later this year.



REGENERATE OUR THREE MARKET TOWNS



- Development has continued on the longer term projects, including the proposed water park, energy projects, Gascoigne Wood, and Selby Station Quarter.
- Partnering arrangements with NYCC Highways have strengthened with joint commitment to the projects at Abbey Precinct & Gowthorpe, Living Streets at the centres of Sherburn and Tadcaster, and traffic modelling on the A19 corridor including Selby.
- Organisational, secretarial and administrative support has been given to the Town Teams, the Town Team Executive, the Water and Energy theme groups throughout the year.

Work to do

Although “Regenerate our Three Market Towns” was not a priority for 2006-07, the Urban Renaissance programme is a long-term project and we will continue to work with all relevant parties to identify and develop projects that will help achieve the 25-year vision presented in the Charter document.



CREATE MORE LOCAL NEEDS HOUSING



What we have achieved

The following actions demonstrate how the Council are working in partnership to increase affordable housing provision throughout the district:

- 138 affordable dwellings completed in
 - Selby
 - Whitley
 - South Milford
 - Church Fenton



This includes 62 dwellings for rent built under the PFI scheme.

- 157 affordable dwellings granted planning permission at
 - Sherburn
 - Hambleton
 - North Duffield
 - Selby
- This includes 45 affordable units at the Extra Care Scheme at Brayton.
- An Affordable Housing Officer appointed in September 2007 to deal specifically with the delivery of affordable housing.
- The Developer Contributions Supplementary Planning Document was adopted in December 2006. This requires 40% of the homes proposed on residential schemes of 15 dwellings or more, (or 0.5 hectares or more) to be local needs affordable housing.
- The Council supported a seminar organised by the Rural Housing Trust for parish councils in the district specifically on the provision of rural affordable housing.
- The Council participated in the Audit Commission, North Yorkshire Affordable Housing Review and took the joint lead with Hambleton District Council on one of the subsequent joint action plans. One of the Council's strengths, highlighted by the Audit Commission was the 'very strong political support for affordable housing through a member champion.'

CREATE MORE LOCAL NEEDS HOUSING



In partnership with local private sector housing landlords seven units of affordable accommodation were created in 2006-2007. Empty Property Grants have been offered to help in renovation projects whereby the owner signs up to the property being rented out as affordable accommodation for a minimum period of 5 years. One project has been completed this financial year and five enquiries about grant assistance have been received though all are at early stages.

An empty property database has been developed to enable more accurate reporting and monitoring of empty properties.

Work to do

- Undertake a minimum of 2 parish housing needs surveys in conjunction with the Rural Housing Trust.
- Review the affordable housing policies as part of the Local Development Framework (LDF) Core Strategy Issues and Options document, particularly in relation to lowering thresholds in the rural area where an element of affordable housing can be provided on residential sites.
- Put in place monitoring and compliance procedures to ensure that the affordable housing delivered remains in perpetuity to those in local housing need.
- Work jointly with other North Yorkshire Local Authorities to deliver the Joint Action Plans arising from the Audit Commission Review.

WORK WITH TENANTS BEYOND THE VOTE ON VOLUNTARY TRANSFER



In 2006, Selby tenants indicated through the LSVT vote that their preferred option was to retain the Council as their landlord. The Housing Services Unit is continuing to work with tenants and tenant groups to review policies, produce a revised Tenancy Agreement, and extend involvement in the service including the Major Works Group and the Selby and District Tenants Forum. One of the Council's key priorities for 2007/08 is to deliver an improving housing service post LSVT ballot.

Selby District Council currently owns 3,200 dwellings, but has a reducing stock. If sales of council dwellings continue at the current rate, by 2012 the stock will fall below the critical 3,000 for sustaining the housing service. Ongoing consideration is continuing to ensure that the service can continue to be delivered efficiently and effectively.

Our Fit for Purpose Interim Housing Strategy 2004/05 is now supported by a revised Action Plan 2007-10, pending the joint production of a Sub-Regional Housing Strategy.

Homelessness

A new Homelessness Strategy Action Plan has been produced for 2006-08 to support the existing Homelessness Strategy 2005-08, and continue to drive improvement in the service.

There has been a reduction in homeless acceptances from 56% in 2005/06 to 41% in 2006/07, despite a 33% increase in homeless presentations during that period. The Housing Services Unit has continued with minimal use of Bed and Breakfast as temporary accommodation in accordance with government guidelines, and meets the governments target for no families staying in B&B for longer than 6 weeks.

A Housing Options Adviser was appointed in April 2007 to give housing advice to those at risk of homelessness, and work with them to resolve their housing situation. It is anticipated that this will result in a further decrease in homeless presentations during 2007/08.



IMPROVE SERVICES FOR OLDER PEOPLE

Improve Services for Older People was a new priority for 2006-2007.

What we have achieved

Integrating Services



The Partnership for Older People's Projects (POPPs) was set up in Selby District. The project is a partnership between NYCC, Selby District Council and North Yorkshire and York Primary Care Trust. Its aim is to provide a better service to older people who need support by combining the skills and services provided by each organisation into one team.

The project has:

- Created a multi-agency assessment team so that the client's needs can be looked at in a holistic way.
- Developed a new generic "community support practitioner" (CSP) role, combining the skills of a home care assistant, health care assistant and housing support worker. A team of CSPs is now trained up and working across the district.
- Provided intensive home support to a number of clients and enabled some people to receive help at home rather than moving into a nursing home or being admitted to hospital.

Transport

In this area we promised to carry out a needs assessment to see what the transport difficulties older rural residents face, and what the council could do to ease these.

What we did:

- We carried out a needs assessment, which showed that many older residents are car drivers and others are benefiting from free bus travel. However, for those who don't have access to a car or a bus service or aren't able to use them, transport is still a big problem.
- The Council's Social Board discussed the report and decided that we would find more ways to support the local community transport schemes.



IMPROVE SERVICES FOR OLDER PEOPLE

Information

This part of the priority was linked to our Access to Services work, part of the Putting Customers First strategic theme.

We have

- Redesigned our website at www.selby.gov.uk
- Continued with our plans to open a customer service centre
- Recruited new customer service staff who are undertaking a customer focussed training programme
- Improved out Disability Discrimination Act compliance



Work to do

A new priority for 2007/8, Improving Facilities for Adults and Older People, especially in rural areas, will continue some of the work mentioned above.

The POPPs project is continuing to develop and broaden its client base. Associated developments, like a 24-hour response service offered free to all Selby District Council lifeline clients, will continue to enhance the services we can offer our older residents.

Work is underway to support community transport organisations in their work to encourage volunteer drivers in rural areas.

The Access to Services developments continue, with plans to open a customer service centre in 2008.

IMPROVE OUR STREETSCENE

What we have achieved

We have taken the lead in ensuring that the various services affecting our streetscene such as street cleansing, grounds maintenance and street lighting work together more effectively to improve the physical environment in our towns and villages.



We have:

- Amalgamated the markets contract with grounds maintenance to sustain for the future markets in Tadcaster and Selby.
- This contracts allows us to work in partnership with our Town and Parish Councils to improve the streetscene in our towns and villages
- Through the adoption and implementation of our Market Strategy in 2006 we are supporting the local economy, providing a service which is highly valued particularly by our older residents.
- Achieved Park Mark secure parking awards in all of our pay and display car parks which demonstrate there is low vehicle crime and that car parks are clean and free of litter.
- Introduced a revised tariff structure for our short and long stay car parks in Selby which has increased the availability of short stay parking which has increased the number of visitors to the town centre the availability of long stay parking close to the bus and railway station.



Work to do

Streetscene activity is now firmly embedded within our environmental services and for the coming year we will work with our private and public sector partners to achieve seamless streetscene service to continue improving our local environment.

RAISE THE IMAGE OF SELBY DISTRICT

What we have achieved



During the year we have focussed our efforts to raising the image of the district at local, sub-regional, regional and national level.

We have worked in partnership with the North Yorkshire and York Primary Care Trust (PCT) who provide our media and publicity service to:

- Inform and promote with residents and businesses our services and the actions we are taking to deliver all our priorities through the implementation of media plans.
- Introduce on our website our new MySelby page which offers people a simple way of finding out about a variety of local services and useful day- to-day information.
- Enhance our resident's newsletter Citizenlink to focus on our priority projects.
- Adopt and implement a Corporate Standards Guide for using our logo, giving presentations, producing leaflets etc to ensure that the Council is widely recognised.
- Increase our coverage in professional and local government journals gaining a national reputation for innovative partnership working, unique and greatly improving services and community engagement resulting in this Council sharing good practice with other local authorities in the UK.



Our efforts have been acknowledged nationally in the Reputation Awards 2007 for recognising communications work which has improved the reputation of local government. We have received a Commended award for a district council that provides the best example of implementing the reputation project.



Work to do

Through focussing our efforts on this priority in 2006 –2007 raising the image of the district has become integral to many of our activities and will continue in the future.

BEST VALUE
PERFORMANCE
INDICATORS (BVPI) &
LOCAL PERFORMANCE
INDICATORS (PI) TABLES
2007-08

BVPI AND LOCAL PI TABLES

2006-07 Data Quality Check

To help ensure the accuracy of the performance indicator data shown in this plan, we have undertaken data quality checks on all levels of performance information throughout the reporting year.

To cover all areas, data quality checklists have also been produced for annually reported statutory or corporate performance indicators.

The data quality checklist was devised in accordance with the advice and guidance received from the Council's Strategic Management Team, the North Yorkshire Audit Partnership, the Audit Commission and our benchmarking partners.



2007-08 Performance Indicator Evaluation

Building on the progress made in previous years, specific guidance has been devised and issued to managers to help them produce a balanced set of indicators, and as a result, further improve the data quality for the service areas for which they are responsible.

Different types of measures at different levels of the organisation have been adopted which has resulted in a hierarchy of measures (shown in the 'Types of measure: use of performance information' table on the following page) that reflect the structure of the Council.



How do we monitor performance?

The Council's performance indicators are monitored throughout the year by Operational Management Team, Strategic Management Team performance clinics and councillors. This helps to ensure that corrective action can be taken to alleviate potential problems and to highlight and learn from areas of strength. We also facilitate on behalf of the Daventry Benchmarking Group a quarterly comparison of the statutory best value performance indicators. The information collated from this exercise is linked to the reporting statistics (i.e. tables and graphs) produced by each service area. In order to learn from best practice, Managers are encouraged to utilise the Daventry Benchmarking Group's bulletin board to contact their counterparts at partner authorities.

Target Setting

Target setting guidelines have also been issued so that those adopted and published within this document are ambitious but realistic, based on resources available and consideration of what can be achieved.

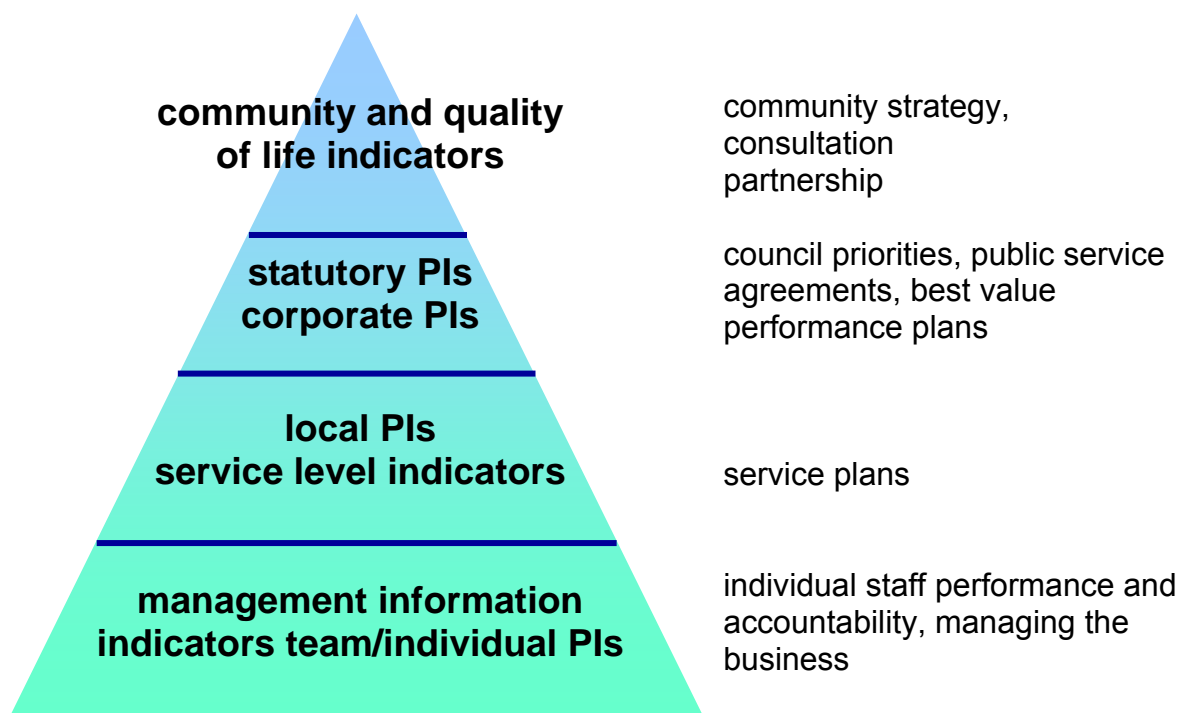
This process has resulted in some targets being amended from those published in the Annual Delivery Plan last year.

Authorisation

The Council's Operational and Strategic Management Teams have reviewed and approved the 2006-07 data quality checks and 2007-08 performance indicator evaluations.

The non-statutory PIs shown in this document are those categorised as either 'community and quality of life' or 'corporate'.

Types of measure: use of performance information:



Source: Making Performance Management Work, IDeA: www.idea.gov.uk

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006	
BVPI 2a - The level of the Equality Standard for local government to which the Authority conforms in respect of gender, race and disability.	Head of Service - Human Resources	Level 1	Level 2	Level 2 (Level 2)	Level 2	Level 3	Level 3	N/A	
BVPI 2b - The quality of an Authority's Race Equality Scheme (RES) and the improvements resulting from its application.		63%	68%	68% (84%)	84%	84%	84%	Average Best Quartile Middle Quartile Worst Quartile	57% 73% 58% 42%
BVPI 11a - Percentage of top-paid 5% of local authority staff who are women.		25.00%	22.70%	46.66% (26.50%)	29.00%	29.50%	30.00%	Average Best Quartile Middle Quartile Worst Quartile	25.15% 31.25% 25.00% 18.79%
BVPI 11b - The percentage of the top 5% of local authority staff who are from an ethnic minority.		0.00%	0.00%	0.00% (0.25%)	0.25%	0.26%	0.26%	Average Best Quartile Middle Quartile Worst Quartile	1.88% 3.37% 0.00% 0.00%
BVPI 11c - Percentage of the top paid 5% of staff who have a disability. (excluding those in maintained schools.)		Intro-duced in 2005/2006	0.00%	0.00% (0.25%)	0.25%	0.50%	1.00%	Average Best Quartile Middle Quartile Worst Quartile	3.28% 5.91% 2.09% 0.00%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health



Description	Owner	2007/2008				2008/2009				2009/2010				District Quartiles 2005-2006			
		Actual	2005/2006 Actual	2006/2007 Actual (Target)	Target	Actual	2005/2006 Actual	2006/2007 Actual (Target)	Target	Actual	2005/2006 Actual	2006/2007 Actual (Target)	Target	Average	Best Quartile	Middle Quartile	Worst Quartile
BVPI 12 - The number of working days/shifts lost to the local authority due to sickness absence. (days)	Head of Service - Human Resources	11.98	10.51	8.74 (9.78)	8.79	8.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50	9.64	8.29	9.54	10.92
BVPI 14 - The percentage of employees retiring early (excluding ill-health retirements) as a percentage of the total work force.	Head of Service - Human Resources	0.00%	0.00%	0.00% (0.50%)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.61%	0.00%	0.40%	0.83%
BVPI 15 - The percentage of local authority employees retiring on grounds of ill health as a percentage of the total workforce.	Head of Service - Human Resources	0.25%	0.29%	0.27% (0.50%)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.29%	0.00%	0.25%	0.42%
BVPI 16a - The percentage of local authority employees with a disability.	Head of Service - Human Resources	1.77%	2.31%	1.68% (2.80%)	2.50%	2.70%	2.80%	2.80%	2.80%	2.80%	2.80%	2.80%	2.80%	3.69%	4.37%	3.11%	2.13%
BVPI 17a - The percentage of local authority employees from ethnic minority communities.	Head of Service - Human Resources	0.6%	0.5%	0.3% (0.5%)	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	2.1%	2.7%	1.4%	0.8%
HR 1 - Voluntary leavers as a percentage of staff in post.	Head of Service - Human Resources	14.68%	13.11%	11.38% (12.50%)	12.50%	12.50%	11.50%	11.50%	11.50%	11.50%	11.50%	11.50%	11.50%	N/A			

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 16b - The percentage of the economically active population in the local authority area who have a disability. BVPI 17b - The percentage of the economically active (persons aged 18-65) population from ethnic minority communities in the local authority area.	Head of Service - Planning & Economic Development	12.56%	12.56%	12.56% (12.56%)	12.56%	12.56%	12.56%	N/A
		0.6%	0.6%	0.6% (0.6%)	Not required			N/A

NOTE: The quartile figures for these BVPIs are calculated through dividing the number of local authority employees with a disability/from ethnic minority communities into the number of the economically active population in the local authority area who have a disability/from ethnic minority communities.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006	
BVPI 3 - The percentage of citizens satisfied with the overall service provided.	All Heads of Service	Not required	Not required	50% (61%)	Not required		N/A	N/A	
BVPI 4 - The percentage of complainants satisfied with the handling of their complaint.	Head of Service - Finance & Central Services	Not required	Not required	35% (40%)	Not required		N/A	N/A	
COM 1 - Percentage of complainants satisfied with how their complaint has been handled.		Introduced in 2006/2007	50%	70%	80%	100%	N/A		
OLD COM 2 - All corporate complaints acknowledged in 5 working days. Full reply in 15 working days.		91%	86%	Not required					
COM 2a - Percentage of corporate complaints acknowledged within 5 working days.		Not required		100%	Not required				
NEW COM 2 - Percentage of corporate complaints fully responded to within 15 working days.	Not required		80% (85%)	82%	85%	86%			

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Corporate Health

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
COM 3 - Number of maladministration complaints.	Head of Service - Finance & Central Services	0	0	Not available (N/A)	0	0	0
COM 4 - Number of complaints settled locally.		4	8	Not available (N/A)	N/A	N/A	N/A
COM 5 - Number of complaints to the Ombudsman.		19	24	Not available (N/A)	N/A	N/A	N/A
TEL1 - The percentage of telephone calls directly dialled to the Authority answered within 10 seconds.		96%	96%	97% (95%)	95%	95%	95%
TEL2 - The percentage of telephone calls directly dialled to the Authority answered within 30 seconds.		Introduced in 2005/2006	99%	99% (100%)	100%	100%	100%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles	
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006	2005-2006
BVPI 8 - Percentage of invoices for commercial goods & services paid by the Authority within 30 days of receipt or within the agreed payment terms. BVPI 9 - The percentage of council tax collected by the Authority in the year. BVPI 10 - The percentage of non-domestic rates due for the financial year which were received by the Authority.	Head of Service - Finance & Central Services	91.95%	91.72%	97.05% (97.00%)	98.00%	98.00%	98.00%	Average	93.70%
		96.85%	97.77%	96.95% (98.20%)	98.25%	98.50%	98.75%	Best Quartile	97.30%
		99.35%	98.83%	98.81% (99.15%)	99.20%	99.25%	99.30%	Middle Quartile	95.00%
								Worst Quartile	92.20%
								Average	97.84%
								Best Quartile	98.53%
								Middle Quartile	98.11%
								Worst Quartile	97.40%
								Average	98.69%
								Best Quartile	99.30%
								Middle Quartile	99.00%
								Worst Quartile	98.40%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Corporate Health



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles 2005-2006	
		Actual	Actual	Actual (Target)	Target	Target	Target		
BVPI 156 - The percentage of Authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people.	Head of Service - Housing	96.00%	100.00%	96.00% (100.00%)	100.00%	100.00%	100.00%	N/A	
BVPI 157 - The number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery.	Head of Service - Finance & Central Services	67.12%	99.19%	No longer reported from 2006/2007	No longer reported from 2006/2007	No longer reported from 2006/2007	No longer reported from 2006/2007	Average	97.36%
								Best Quartile	100.00%
								Middle Quartile	99.45%
								Worst Quartile	97.01%
EG157a - The number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery.		Introduced in 2006/2007	Introduced in 2006/2007	100.00% (100.00%)	100.00%	100.00%	100.00%	N/A	
AC 3 - Achievement of efficiency saving target.	All	Introduced in 2005/2006	£525,404	Not available (£610,000)	£920,000	Not known	Not known		

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
HIP HSSA - Private sector homes vacant for more than six months.	Head of Service - Environmental & Leisure Services	0.26%	1.39%	1.21% (Not set)	66	67	68	N/A
BVPI 63 - The average SAP rating of local authority-owned dwellings.	Head of Service - Housing	Amended in 2005/2006	64	Not available (65)	66	67	68	Average Best Quartile Middle Quartile Worst Quartile 66 69 67 64
BVPI 64 - Number of non-local authority-owned vacant dwellings returned to occupation or demolished during the financial year as a direct result of action by the local authority.	Head of Service - Environmental & Leisure Services	25.00	25.00	20.00 (30.00)	32.00	32.00	33.00	Average Best Quartile Middle Quartile Worst Quartile 28.04 38.00 13.00 4.00

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005			2005/2006			2006/2007			2007/2008			2008/2009			2009/2010			District Quartiles 2005-2006					
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual			
BVPI 66a - Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Head of Service - Finance & Central Services	98.60%	98.95%	98.62% (99.30%)	99.35%	99.38%	99.40%	Average	97.32%	Best Quartile	98.84%	Average	6.01%	Best Quartile	3.39%	Middle Quartile	98.20%	Middle Quartile	98.20%	Worst Quartile	97.41%	Worst Quartile	97.41%		
BVPI 66b - The number of local authority tenants with more than seven weeks of (gross) rent arrears as a percentage of the total number of council tenants.		1.43%	1.53% (1.60%)	1.58%	1.57%	1.56%	Average	6.01%	Best Quartile	3.39%	Middle Quartile	5.23%	Best Quartile	3.39%	Middle Quartile	5.23%	Worst Quartile	7.35%	Worst Quartile	7.35%	Average	6.01%	Best Quartile	3.39%	
BVPI 66c - Percentage of tenants in arrears who have had Notices Seeking Possession served.		Introduced in 2005/2006	29.79%	39.09% (25.00%)	23.00%	22.00%	20.00%	Average	26.32%	Best Quartile	13.55%	Middle Quartile	25.12%	Best Quartile	13.55%	Middle Quartile	25.12%	Worst Quartile	35.81%	Worst Quartile	35.81%	Average	26.32%	Best Quartile	13.55%
BVPI 66d - Percentage of local authority tenants evicted as a result of rent arrears.		0.22%	0.38% (0.00%)	0.00%	0.00%	0.00%	Average	0.50%	Best Quartile	0.15%	Middle Quartile	0.32%	Best Quartile	0.15%	Middle Quartile	0.32%	Worst Quartile	0.44%	Worst Quartile	0.44%	Average	0.50%	Best Quartile	0.15%	
REV 1 - Rent arrears of current tenants as a percentage of the Authority's rent roll.		1.92%	1.65%	1.55% (1.40%)	1.39%	1.38%	1.37%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
REV 2 - Percentage of council tenants owing more than 13 weeks or more rent (excluding amounts under £250).		1.08%	0.76%	0.70% (0.70%)	0.58%	0.56%	0.55%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Note: Selby District Council has reduced rent arrears from council-owned properties to just 30% of the level seen in August 2002 – falling from nearly £500,000 to £134,000. This has been achieved through the implementation of more efficient collection systems, including increasing the number of tenants paying by direct debit.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles		
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006		
BVPI 74a - The percentage of all council tenants, or a representative sample of council tenants, stating that they are satisfied with the overall service provided by their landlord when surveyed. BVPI 74b - Satisfaction of ethnic minority local authority tenants (excluding white minority tenants) with the overall service provided by their landlord. BVPI 74c - Satisfaction of non-ethnic minority local authority tenants with the overall service provided by their landlord.	Head of Service - Housing	N/A	80.00%	77.00% (85.00%)	85.00%			Average	80.59%	
		N/A	100.00%	N/A (100.00%)	100.00%	N/A		Best Quartile	85.00%	
		N/A	80.00%	77% (85.00%)	85.00%			Middle Quartile	83.00%	
								Worst Quartile	77.50%	
								Average	71.08%	
								Best Quartile	85.75%	
								Middle Quartile	75.00%	
								Worst Quartile	61.50%	
								Average	80.27%	
								Best Quartile	85.00%	
								Middle Quartile	83.00%	
								Worst Quartile	78.00%	

NOTE: The number of ethnic minority local authority tenants included in the BVPI 74b calculation was two.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles	
		Actual	Actual	Actual (Target)	Target	Target	Target	Average	2005-2006
BVPI 75a - Satisfaction of tenants of council housing with opportunities for participation in management and decision-making in relation to housing services provided by their landlord.	Head of Service - Housing	N/A	N/A	50.00% (75.00%)	Not required	Not required	N/A	Average	64.61%
BVPI 75b - Satisfaction of tenants of council housing with opportunities for participation in management and decision-making in relation to housing services provided by their landlord; with results further broken down by black and minority ethnic tenants.	Head of Service - Housing	N/A	N/A	50.00% (100.00%)	Not required	Not required	N/A	Best Quartile	70.00%
BVPI 75c - Satisfaction of tenants of council housing with opportunities for participation in management and decision-making in relation to housing services provided by their landlord; with results further broken down by non-black and minority ethnic tenants.	Head of Service - Housing	N/A	N/A	50.00% (75.00%)	Not required	Not required	N/A	Middle Quartile	65.00%
								Worst Quartile	59.00%
								Average	60.76%
								Best Quartile	75.00%
								Middle Quartile	62.50%
								Worst Quartile	50.00%
								Average	64.31%
								Best Quartile	70.00%
								Middle Quartile	65.50%
								Worst Quartile	59.00%

NOTE: The number of ethnic minority local authority tenants included in the BVPI 75b calculation was two.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
<p>BVPI/LI 164 - Does the Authority follow the Commission for Racial Equality's code of practice in Rented Housing and the Good Practice Standards for Social Landlords on Tackling Harassment included in 'Tackling Racial Harassment: Code of Practice for Social Landlords'?</p> <p>KPI2 - Service users who have moved on in a planned way from temporary living arrangements.</p>	<p>Head of Service - Housing</p>	Yes	Yes	Yes (Yes)	Yes (This is now reported as a local indicator)	Yes	Yes
		Not reported	71.9%	Not set (Not set)	Not set	Not set	Not set

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Housing

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
HIP BPSA - Percentage of planned to responsive repairs.	Head of Service - Housing	Not reported	37.66% - Planned 62.34% - Responsive	Not available (50.00% - Planned 50.00% - Responsive)	60.00% - Planned 40.00% - Responsive	65.00% - Planned 35.00% - Responsive	70.00% - Planned 30.00% - Responsive

NOTE: The HIP return is due for completion by 14 July 2006 and takes into account the closedown of annual accounts. As part of the process of completing the HIP return by the due date, the information and working papers will be quality checked before submission - the figure published is an estimate based on data available at present, but may be subject to change.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 184a - The proportion of local authority dwellings which were non-decent at the start of the financial year. BVPI 184b - The percentage change in the proportion of non-decent dwellings between the start and the end of the financial year.	Head of Service - Housing	46%	33%	Not available (29%)	25%	19%	0%	Average Best Quartile Middle Quartile Worst Quartile
		27.0%	14.6%	Not available (15.0%)	24.0%	36.8%	100.0%	Average Best Quartile Middle Quartile Worst Quartile

NOTE: These are estimated figures based on contractor stock survey data. In-house testing and inspections are refining this data, we anticipate that this will result in revised figures being submitted once this checking process is completed.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
HIP BPSA - Average re-let times following minor repairs. (days)	Head of Service - Housing	48	44	24 (15)	15	15	15
		Introduced in 2005/2006	65	35 (35)	22	22	22
BVPI 212 - Average time taken to re-let local authority housing. (days)							

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Homelessness



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles		
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006	2005-2006	
BVPI/LI 183a - The average length of stay in bed and breakfast accommodation of households that are unintentionally homeless and in priority need. (weeks)	Head of Service - Housing	0.57	0.62	0.62 (0.00)	0.00 (This is now reported as a local indicator)	0.00	0.00	Average Best Quartile Middle Quartile Worst Quartile	3.32 1.12 3.00 4.93	
BVPI 183b - The average length of stay (weeks) in hostel accommodation of households that are unintentionally homeless and in priority need. (weeks)		N/A - As every unit is self-contained, the Council's hostel accommodation is not classed as a hostel under this definition.								
BVPI 202 - The number of people sleeping rough on a single night within the area of the Authority.		0	>10	Not available (0)	0	0	0	0	Average Best Quartile Middle Quartile Worst Quartile	2 0 1 4
BVPI/LI 203 - The percentage change in the average number of families placed in temporary accommodation.		-21.42%	31.82%	5.17% (-10.00%)	-10.00% (This is now reported as a local indicator)	-10.00%	-10.00%	-10.00%	Average Best Quartile Middle Quartile Worst Quartile	8.31% -17.87% 0.00% 22.22%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Homelessness



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles		
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006	2005-2006	
<p>BVPI 213 - Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.</p> <p>BVPI/LI 214 - Proportion of households accepted as statutorily homeless who were accepted as statutorily homeless by the same authority within the last two years.</p>	<p>Head of Service - Housing</p> <p>Introduced in 2005/2006</p>	0	0	0 (48)	1	1	1	Average	18	
		0.00%	0.00%	2.14% (0.00%)	0.00%	0.00%	0.00%	0.00%	Best Quartile	5
									Middle Quartile	2
									Worst Quartile	1
									Average	3.17%
									Best Quartile	0.00%
									Middle Quartile	1.82%
									Worst Quartile	4.26%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing benefit & Council Tax benefit

Description		Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 76a	The number of housing benefit claimants in the local authority area visited, per 1,000 caseload.	Head of Service - Finance & Central Services	468.00	428.75	379.87 (407.00)	Not required	Not required	Not required	N/A
BVPI 76b	The number of fraud investigators employed by the local authority, per 1,000 caseload.		0.50	0.47	0.45 (0.50)	0.50	0.50	0.50	N/A
BVPI 76c	The number of Housing Benefit and Council Tax Benefit (HB/CTB) fraud investigations carried out by the local authority per year, per 1,000 caseload.		64.00	66.48	60.00 (63.00)	50.00	48.00	48.00	N/A
BVPI 76d	The number of Housing Benefit and Council Tax Benefit (HB/CTB) prosecutions and sanctions, per year, per 1,000 caseload, in the local authority area.		3.00	4.61	4.00 (5.00)	5.50	6.00	6.00	N/A

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing benefit & Council Tax benefit

Description	Owner	2004/2005		2005/2006		2006/2007		2007/2008		2008/2009		2009/2010		District Quartiles 2005-2006					
		Actual	Actual	Actual	Actual	Actual	Actual	Target	Target	Target	Target	Target	Target	Average	Best Quartile	Middle Quartile	Worst Quartile		
BVPI 78a - Speed of processing: Average time for processing new claims in days. BVPI 78b - Speed of processing: Average time for processing notifications of changes of circumstances in days. BVPI 79a - The percentage of cases within a random sample for which the Authority's calculation of Housing and Council Tax Benefit (HB/CTB) is found to be correct.	Head of Service - Finance & Central Services	43.5	24.8	22.2 (23.0)	21.4	25.0	20.0												
		11.2	11.0	9.8 (8.3)	8.5	10.0	8.0												
		97.20%	98.40%	98.40% (98.00%)	98.40%	98.70%	99.00%												

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing benefit & Council Tax benefit

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 79b (i) - The amount of Housing Benefit overpayments (HB) recovered during the period being reported on as a percentage of HB deemed recoverable over-payments during that period.	Head of Service - Finance & Central Services		96.23%	83.10% (100.00%)	70.00%	80.00%	88.00%	Average 69.48% Best Quartile 79.46% Middle Quartile 70.35% Worst Quartile 59.37%
BVPI 79b (ii) - HB overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period plus amount of HB overpayments identified during the period.		Introduced in 2005/2006	30.54%	32.05% (35.00%)	33.00%	38.00%	42.00%	Average 35.10% Best Quartile 41.22% Middle Quartile 34.11% Worst Quartile 28.35%
BVPI 79b (iii) - Percentage of Recoverable Overpayments Recovered Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period, plus amount of HB overpayments identified during the period.			4.07%	3.76% (4.00%)	4.50%	3.00%	2.00%	N/A

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing benefit & Council Tax benefit



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
BENPS1 - DWP 2005 National Performance Standards overall score. BENPS2 - Percentage of new claims processed within 14 days of all information.	Head of Service - Finance & Central Services	Introduced in 2005/2006	4	4 (4)	4	3	4
		84%	96%	98% (97%)	98%	98%	98%

The targets set for BENPS1 relate to the following scoring criteria:

- 4 - Excellent
- 3 - Good
- 2 - Meeting minimum requirements
- 1 - Not meeting minimum requirements

Re-assessment of the performance standards score at the year end shows maintenance of a score of 4, which is classed as 'Excellent'. It has been confirmed that the current (or revised) format of the Performance Standards assessment will form the primary basis for future contribution that Benefits Services make to the CPA process. This will generally be done by means of a desk-top assessment made by the Benefit Fraud Inspectorate following the scoring submission of the Housing Benefits Service.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Housing benefit & Council Tax benefit

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 80a - Satisfaction with the Benefit service - Contact with the office.	Head of Service - Finance & Central Services	Not reported	Not reported	75.00% ¹ (79.00%)	Not reported	Not reported	N/A	N/A
BVPI 80b - Satisfaction with the Benefit service - Service in the office.				74.00% ¹ (78.00%)			N/A	N/A
BVPI 80c - Satisfaction with the Benefit service - Telephone service.				71.00% ¹ (76.00%)			N/A	N/A
BVPI 80d - Satisfaction with the Benefit service - Staff in the office.				77.00% ¹ 81.00%			N/A	N/A

¹ 2006/2007 Actual figures are provisional—subject to confirmation by BMG.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Housing benefit & Council Tax benefit

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 80e - Satisfaction with the Benefit service – Forms.	Head of Service - Finance & Central Services	Not reported	Not reported	60.00% ¹ (71.00%)	Not reported	Not reported	N/A	N/A
BVPI 80f - Satisfaction with the Benefit service - Speed of service.				71.00% ¹ (77.00%)			N/A	N/A
BVPI 80g - Satisfaction with the Benefit service - Overall satisfaction.				74.00% ¹ (78.00%)			N/A	N/A

¹ 2006/2007 Actual figures are provisional—subject to confirmation by BMG.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment: Waste & cleanliness

Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles 2005-2006
		Actual	Actual	Actual (Target)	Target	Target	Target	
BVPI 82a - Percentage of the total tonnage of household waste arisings which have been recycled.	Head of Service - Environmental & Leisure Services	12.64%						N/A
BVPI 82a (i) - Percentage of household waste arisings which have been sent by the Authority for recycling.		14.05%	14.57% (13.50%)	14.00%	14.50%	15.00%	Average Best Quartile Middle Quartile Worst Quartile	18.55% 21.72% 18.15% 14.79%
BVPI 82a (ii) - Total tonnage of household waste arisings which have been sent by the Authority for recycling.		BVPI 82a - Amended in 2005/2006	5313.08	5525.26 (4750.00)	4800.00	4870.00	4940.00	Average Best Quartile Middle Quartile Worst Quartile

This BVPI has now been amended, please see below.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment: Waste & cleanliness

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006	
BVPI 82b - Percentage of the total tonnage of household waste arisings which have been sent for composting.	Head of Service - Environmental & Leisure Services	2.07%	This BVPI has now been amended, please see below.						N/A
BVPI 82b (i) - The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion.		12.69%	14.65% (16.00%)	16.50%	17.00%	17.50%	Average 9.44% Best Quartile 14.67% Middle Quartile 8.29% Worst Quartile 2.68%		
BVPI 82b (ii) - The tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion.		4797.22	5790.42 (4850.00)	4900.00	4950.00	5000.00	Average 3945.75 Best Quartile 6048.83 Middle Quartile 3157.91 Worst Quartile 933.96		

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Environment: Waste & cleanliness

Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles 2005-2006							
		Actual	Actual	Actual (Target)	Target	Target	Target	Average	Best Quartile	Middle Quartile	Worst Quartile				
BVPI 84 - Number of kilograms of household waste collected per head.	Head of Service - Environmental & Leisure Services	472.3													
BVPI 84a - Number of kilograms of household waste collected per head of the population.			489.8	492.9 (510.0)	505.0	500.0	495.0	Average	Best Quartile	Middle Quartile	Worst Quartile	410.3	381.0	409.6	442.7
BVPI 84b - Percentage change from the previous financial year in the number of kilograms of household waste collected per head of the population.		BVPI 84 - Amended in 2005/2006		3.69%	0.87% (1.00%)	0.00%	-1.00%	-1.00%	Average	Best Quartile	Middle Quartile	Worst Quartile	-0.24%	-3.29%	-0.50%

This BVPI has now been amended, please see below.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment: Waste & cleanliness

Description	Owner	2004/2005 Actual				2005/2006 Actual				2006/2007 Actual (Target)				2007/2008 Target				2008/2009 Target				2009/2010 Target				District Quartiles 2005-2006			
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Average	Best Quartile	Middle Quartile	Worst Quartile		
BVPI 86 - Cost of household waste collection per household.	Head of Service - Environmental & Leisure Services	£57.33	£65.11	£60.85	£67.00	£70.00	£73.50																	£49.71	£40.28	£46.25	£52.88		
BVPI 91 - Percentage of population served by kerbside collection of recyclables.		100.0%		This BVPI has now been amended, please see below.																		N/A							
BVPI 91a - Percentage of households resident in the Authority's area served by kerbside collection of recyclables.		BVPI 91 - Amended in 2005/2006		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	94.8%	100.0%	99.4%	94.0%		
BVPI 91b - Percentage of households resident in the Authority's area served by kerbside collection of at least two recyclables.				100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	92.0%	100.0%	98.8%	92.3%	

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment: Waste & cleanliness



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 199 - The proportion of relevant land and highways as defined under EPA 1990 Part IV section 86 (expressed as a percentage) that is assessed as having combined deposits of litter and detritus (eg. sand, silt and other debris) across four categories of cleanliness (Clean, Light, Significant, Heavy).	Head of Service - Environmental & Leisure Services	12.03%	8.2%	9.3% (10.0%)	9.5%	9.0%	9.0%	Average 13.7% Best Quartile 8.0% Middle Quartile 12.0% Worst Quartile 19.0%
BVPI 199a - The proportion of relevant land and highways expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level.		Introduced in 2005/2006	0%	0% (<1%)	<1%	<1%	0%	Average 3% Best Quartile 0% Middle Quartile 1% Worst Quartile 4%
BVPI 199b - The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible.			0%	0% (<1%)	<1%	<1%	0%	Average 1 Best Quartile 0 Middle Quartile 0 Worst Quartile 1
BVPI 199c - The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible.			1	3 ¹ (1)	1	1	2	N/A
BVPI 199d - The year-on-year reduction in total number of incidents and increase in total number of enforcement actions taken to deal with 'fly-tipping'.								

This BVPI has now been amended, please see below.

¹Grade 2 is classed as 'Effective' by Defra and means an increase in the number of flytips reported against the previous year but an increase in the number of enforcement actions.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Environment: Waste & cleanliness



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 (Actual) Target	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 89 - The percentage of people satisfied with the cleanliness standard in their area.	Head of Service - Environmental & Leisure Services	Not reported	Not reported	67% (65%)	Not reported	Not reported	N/A	N/A
BVPI 90a - The percentage of people satisfied with household waste collection.				88% (93%)			N/A	N/A
BVPI 90b - The percentage of people satisfied with waste recycling.				70% (90%)			N/A	N/A

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment & environmental health

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 166a - Score against a checklist of best practice for Environmental Health.	Head of Service - Environmental & Leisure Services	95.4%	100.0%	100.0% (100.0%)	100.0%	100.0%	100.0%	Average Best Quartile Middle Quartile Worst Quartile
	Head of Service - Legal & Democratic Services							87.2% 98.7% 90.0% 80.0%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Environment & environmental health

Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles 2005-2006	
		Actual	Actual	Actual (Target)	Target	Target	Target		
BVPI 216a - Number of 'sites of potential concern' [within the local authority area], with respect to land contamination.	Head of Service - Environmental & Leisure Services		948	934 (948)	950	950	934		
BVPI 216b - Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'.			1%	1% (0.5%)	N/A ³			Average Best Quartile Middle Quartile Worst Quartile	9% 8% 3% 1%
BVPI 217 - Percentage of pollution control improvements to existing installations completed on time.		Introduced in 2005/2006	81%	86% (85%)	90%	90%	90%	Average Best Quartile Middle Quartile Worst Quartile	86% 100% 94% 85%
BVPI 218a - Percentage of new reports of abandoned vehicles investigated within 24 hours of notification.			77.94%	98.17% (75.00%)	80.00%	85.00%	90%	Average Best Quartile Middle Quartile Worst Quartile	80.12% 96.12% 87.00% 71.58%
BVPI 218b - Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove the vehicle.		82.05%	79.86% (80.00%)	81.00%	82.00%	83.00%	Average Best Quartile Middle Quartile Worst Quartile	70.67% 93.95% 77.50% 56.53%	

³In 2006/7 we achieved our target of 1% however, improved performance on this is difficult to determine at this stage as it can rely on carrying out detailed site surveys which are not budgeted for. This needs to be reviewed to determine the targets accurately.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Environment & environmental health



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
CH1 - The number of food premises inspections carried out as a percentage of those that are due. CH2 - The number of health & safety inspections carried out as a percentage of those that are due.	Head of Service - Environmental & Leisure Services	100%	100%	100% (100%)	100%	100%	100%
		67%	77%	100% (100%)	100%	100%	100%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Planning



Description	Owner	2004/2005		2005/2006		2006/2007		2007/2008		2008/2009		2009/2010		District Quartiles 2005-2006			
		Actual	Actual	Actual	Actual	Actual (Target)	Target	Target	Target	Target	Target	Target	Target	Average	Best Quartile	Middle Quartile	Worst Quartile
BVPI 106 - Percentage of new homes built on previously developed land.	Head of Service - Planning & Economic Development	51.80%	74.92%	67.00% (30.00%)	45.00%	45.00%	45.00%	45.00%	45.00%	45.00%	45.00%	45.00%	45.00%	72.85%	89.67%	75.67%	57.36%
BVPI 200a - Did the local planning authority submit the Local Development Scheme (LDS) by 28 March 2005 and thereafter maintain a 3-year rolling programme?	Introduced in 2005/2006	Yes	Yes	No (Yes)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
BVPI 200b - Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out?		Yes	Yes	No (Yes)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
BVPI 200c - Did the Local Planning Authority publish an annual monitoring report by 31 December each year?		Yes	Yes	Yes (Yes)	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	This target is no longer reported.	N/A	N/A	N/A	N/A

This year the target has been exceeded owing to the redevelopment of a number of developments in Selby Town associated with regeneration proposals and the Renaissance programme. However, owing to the release of a number of major greenfield sites allocated for housing development in the Selby District Local Plan, the current previously developed land rate is unlikely to be sustained in the medium to longer term, unless other previously developed land sites come forward.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES Planning



Description	Owner	2004/2005		2005/2006		2006/2007		2007/2008		2008/2009		2009/2010		District Quartiles 2005-2006		
		Actual	Actual	Actual	Actual	Actual (Target)	Target	Target	Target	Target	Target	Target	Average	Best Quartile	Middle Quartile	Worst Quartile
BVPI 109a - Percentage of major Planning Applications determined in 13 weeks.	Head of Service - Planning & Economic Development	28.26%	57.41%	60.00% (60.00%)	60.00%	60.00%	62.00%	63.00%	Average	65.49%	Best Quartile	74.75%	Middle Quartile	66.67%	Worst Quartile	58.05%
BVPI 109b - Percentage of minor Planning Applications determined in 8 weeks.		53.71%	64.94%	66.30% (65.00%)	68.00%	69.00%	70.00%	Average	73.73%	Best Quartile	80.39%	Middle Quartile	74.01%	Worst Quartile	68.60%	
BVPI 109c - Percentage of other Planning Applications determined in 8 weeks.		80.27%	87.60%	85.38% (88.00%)	88.00%	88.00%	89.00%	Average	86.71%	Best Quartile	91.61%	Middle Quartile	88.23%	Worst Quartile	83.85%	
BVPI 111 - The percentage of applicants satisfied with the service received.		Not reported.	Not reported.	58% (84%)	Not reported	Not reported	56%	N/A								

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES Planning



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 204 - The number of planning appeal decisions allowed against the authority's decision to refuse on planning applications, as a percentage of the total number of planning appeals against refusals of planning applications.	Head of Service - Planning & Economic Development Introduced in 2004/2005	28.2%	23.5% (18.0%)	20.0%	19.0%	18.0%	Average 30.6% Best Quartile 25.0% Middle Quartile 30.0% Worst Quartile 36.1%	
		77.8%	77.8% (88.9%)	88.9%	90.0%	92.0%	Average 88.9% Best Quartile 94.4% Middle Quartile 94.0% Worst Quartile 83.3%	
BVPI 205 - The local authority's score against a 'quality of planning services' checklist.								

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES Planning

Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 179 - The percentage of standard searches carried out in 10 working days.	Head of Service - Legal & Democratic Services	90.86%	94.07%		No longer reported from 2006/2007			N/A
SS 1 - The percentage of standard searches carried out in 10 working days.			Introduced in 2005/2006	97.97% (100.00%)	100.00%	100.00%	100.00%	Average 94.47% Best Quartile 100.00% Middle Quartile 99.93% Worst Quartile 97.18%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Culture & related services



Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles	
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006	2005-2006
BVPI 219a - Total number of conservation areas in the local authority area.	Head of Service - Planning & Economic Development	23	23	23 (23)	This indicator is no longer reported.			N/A	
BVPI 219b - Percentage of conservation areas in the local authority area with an up-to-date character appraisal.		0.00%	0.00% (0.00%)	0.00% (0.00%)	0.00%	4.00%	4.00%	Average	19.87%
BVPI 219c - Percentage of conservation areas with published management proposals.		0.00%	0.00% (0.00%)	0.00% (0.00%)	This indicator is no longer reported.			Best Quartile	26.00%
								Middle Quartile	7.69%
								Worst Quartile	0.00%
								Average	8.04%
								Best Quartile	5.50%
								Middle Quartile	0.00%
								Worst Quartile	0.00%

NOTE: A conservation area review has been completed within the last five years which resulted in some additional designations (as well as de-designations). There are no current proposals for further designations, and additional resources would be required to undertake conservation area appraisals and publish management plans for existing conservation areas.

Annual Delivery Plan 2007-08 - BVPI & LOCAL PI TABLES

Community safety & well being

Description	Owner	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	District Quartiles				
		Actual	Actual	Actual (Target)	Target	Target	Target	2005-2006	2005-2006	2005-2006		
BVPI 126 - Domestic burglaries per year, per 1,000 households in the Local Authority area.	Head of Service - Policy & Performance	8.89 - Detection Rate 14%	9.30 - Detection Rate 13%	7.90 (9.28)	8.80	8.80	N/A	Average	Best Quartile	Middle Quartile	Worst Quartile	8.19 5.70 7.40 9.60
BVPI 127a - Violent crime per year, 1,000 population in the Local Authority area.		Introduced in 2005/2006	16.06- Detection Rate 79%	14.00 (14.29)	13.90	13.90	N/A	Average	Best Quartile	Middle Quartile	Worst Quartile	15.64 11.10 14.50 18.60
BVPI 127b - Robberies per year, per 1,000 population in the Local Authority area.			0.10 Detection Rate 38%	0.20 (0.20)	0.20	0.20	N/A	Average	Best Quartile	Middle Quartile	Worst Quartile	0.64 0.20 0.30 0.70
BVPI 128 - The number of vehicle crimes per year, per 1,000 population in the Local Authority area.		8.02 - Detection Rate 14%	8.40 (7.30)	6.90	6.90	N/A	Average	Best Quartile	Middle Quartile	Worst Quartile	9.22 6.40 8.30 10.50	

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Community safety & well being



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target	District Quartiles 2005-2006
BVPI 225 - The purpose of this BVPI is to assess the overall provision and effectiveness of local authority services designed to help victims of domestic violence and prevent further domestic violence.	Head of Service - Policy and Performance	Introduced in 2005/2006	81.8%	72.0% (81.8%)	81.8%	81.8%	N/A	N/A
BVPI 174 - The number of racial incidents reported to the local authority, and subsequently recorded, per 100,000 population.		1.30	0.00	1.30 (0.00)	0.00	0.00	N/A	N/A
BVPI 175 - The percentage of racial incidents reported to the local authority that resulted in further action.		100.00%	0.00%	100.00% (100.00% (Where applicable))	100.00% (Where applicable)	100.00% (Where applicable)	N/A	Average 93.29% Best Quartile 100.00% Middle Quartile 100.00% Worst Quartile 100.00%

Annual Delivery Plan 2007-08 - BVPI & LOCAL PITABLES

Community safety & well being



Description	Owner	2004/2005 Actual	2005/2006 Actual	2006/2007 Actual (Target)	2007/2008 Target	2008/2009 Target	2009/2010 Target
BVPI 226a - Total amount spent by the Local Authority on Advice and Guidance services provided by external organisations.	Head of Service - Finance & Central Services		£40,880	£40,880 (£40,880)	£40,880	£40,880	£40,880
BVPI 226b - Percentage of monies spent on advice and guidance services provision which was given to organisations holding the CLS Quality Mark at 'General Help' level and above.		Introduced in 2005/2006	100.00%	100.00% (100.00%)	100.00%	100.00%	100.00%
BVPI 226c - Total amount spent on Advice and Guidance in the areas of housing, welfare benefits and consumer matters which is provided directly by the Authority to the public.	Head of Service - Housing		£66,463	£68,258 (£68,258)	£70,101	£71,994	£73,938

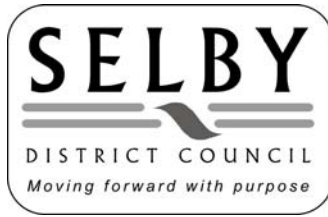
Contracts – Transfer of undertakings

During 2006/07 there were no transfers of staff. However, if this does occur future practice will adhere to the Code of Practice on Workforce Matters in Local Authority Service Contracts.



GLOSSARY OF ACRONYMS

BPSA	Business Plan Statistical Appendix
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
CCTV	Close Circuit Television
CIP	Community Investment Partnership
CLG	Communities and Local Government
CPA	Comprehensive Performance Assessment
CRM	Customer Relationship Management
HIP	Housing Investment Plan
HRA	Housing Revenue Account
HSSA	Housing Strategy Statistical Appendix
IEG	Implementing Electronic Government
IIP	Investors in People
I&DeA	Improvement and Development Agency
LSP	Local Strategic Partnership
LPSA	Local Public Service Agreement
LSVT	Large Scale Voluntary Transfer
NYCC	North Yorkshire County Council
PFI	Private Finance Initiative
PI	Performance Indicator(s)
POPP	Partnership for Older Peoples' Projects
SDC	Selby District Council
SMT	Strategic Management Team
SPD	Supplementary Planning Document
URBED	The Urban and Economic Development Group Ltd



Agenda Item No: 11

Title: Statement on Internal Control

To: Council

Date: 26 June 2007

Service Area: Finance and Central Services

Author: Karen Iveson, Head of Finance and Central Services

1 Purpose of Report

1.1 The purpose of this report is to present to councillors the Statement on Internal Control for 2006/07.

2 Recommendation

2.1 It is recommended that councillors approve the Statement on Internal Control for 2006/07.

3 Executive Summary

3.1 In compliance with legislation, the Council is required on an annual basis to produce a Statement on Internal Control which is published with the Annual Statement of Accounts. The Statement on Internal Control sets out the Council's internal control environment, and reports on a review of the effectiveness of the internal controls in place, and any significant matters that the Council needs to address.

4 The Report

- 4.1 The Accounts and Audit Regulations 2003 introduced a new requirement (effective from 1st April 2003) requiring local authorities to publish with their Annual Statement of Accounts, a Statement on Internal Control.
- 4.2 The Statement on Internal Control is required to include appropriate disclosures to detail the extent to which the Authority is undertaking its activities in accordance with proper practices, viz:-
- Acknowledgement of the Council's responsibility for ensuring that a sound system of internal control is maintained and reviewed;
 - Confirmation that the system on internal control was in place for the duration of the financial year and remained so up until the date of approval of the Annual Statement of Accounts to provide reasonable assurance of effectiveness;
 - Reference to the ongoing risk management process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
 - A description of the key elements of the internal control environment;
- 4.3 The Council's Statement on Internal Control for 2006/07 is attached at Appendix A. The document has been prepared in accordance with guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 4.4 The Statement was considered by the Audit Panel on 20 June 2007 and any comments or amendments that the panel wish to recommend will be reported verbally to Council.
- 4.5 A key element of the Statement, which sets out those areas of the Council's activity that contribute to the system of internal control, is to report on a review of the effectiveness of the systems and significant internal control issues identified. This review has been undertaken by the Head of Finance and Central Services and those issues identified, along with proposed action, are provided at Section 5 of the Statement. It is intended that the Audit Panel will monitor these issues and the actions identified for implementation.
- 4.6 Finally, the Statement on Internal Control will be signed by the Chief Executive and Leader of the Council and published with the Council's Statement of Accounts as is required by legislation.

5 Financial Implications

5.1 There are no direct financial implications associated with this report.

6 Link to Corporate Plan

6.1 The Statement on Internal Control is intended to provide councillors with assurance that the Council has in place adequate internal controls to ensure that the Council's policies, aims and objectives are achieved.

7 How Does This Report Link to the Council's Priorities?

7.1 As indicated above, the Statement on Internal Control provides assurance to councillors that the Council's internal control environment is sufficiently robust to support the achievement of the strategic themes and priorities.

8 Impact on Corporate Policies

8.1	Service Improvement	Impact
	The Statement of Internal Control reviews the effectiveness of the Council internal control arrangements and identifies areas where improvements can be made.	
8.2	Equalities	No Impact
8.3	Community Safety and Crime	No Impact
8.4	Procurement	No Impact
8.5	Risk Management	Impact
	An effective system of internal control helps to minimise risk	
8.6	Sustainability	No Impact
8.7	Value for Money	No Impact

9 Background Papers

9.1 None.



Statement on Internal Control 2006/07

Appendix A

Revision Control Table

Status

This is a “read only” version controlled document with defined and limited distribution

Document Title: Statement on Internal Control
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Owner: Karen Iveson: Selby District Council
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Author: Karen Iveson/ James Ingham	Title: Head of Finance and Central Services/ Audit Manager North Yorkshire Audit Partnership
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Version: 1.0	Release Date: 08/06/07
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Change History

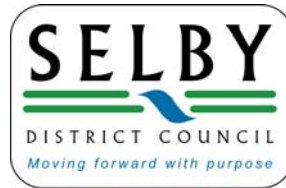
Date	Version	Change Detail
08/06/07	1.0	1 st Draft for Chief Executive Signature

Approval Tree – Version 1.0

Role	Name	Title	Initials	Date
Approved for Release	Karen Iveson	Head of Service - Finance and Central Services	KI	08/06/07
Approved	Martin Connor	Chief Executive		

Distribution List – Version 1.0

Name	Title	Date
Karen Iveson	Head of Finance and Central Services	05/06/07
Martin Connor	Chief Executive	08/06/07



Statement on Internal Control (SIC)

1. Scope of Responsibility

- 1.1 Selby District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

- 2.1 The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.
- 2.2 The system of internal control has been in place at the Council for the year ended 31 March 2007 and up to the date of approval of the Statement of Accounts for the 2006/07 financial year.

3. Selby District Council's Internal Control Environment

- 3.1 The key elements of the Council's Internal Control Environment are as follows:-
 - The Council has developed a Local Strategic Partnership known as the Selby Strategy Forum comprising key stakeholders in the District. The Selby Strategy Forum has produced a Community

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Strategy for the Selby District setting out a vision for the Selby District over a 5-year period 2005-2010. The Council's contribution to the aims of this Strategy is reflected in its Corporate Plan. The current plan, which was approved by Policy and Resources Committee, covers the period 2006-2009 and sets out the Council's strategic themes and priorities for this period which have been identified and developed in consultation with the public and key partners.

- The adoption of a formal Constitution which, following a review in March 2006, sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are lawful, efficient, transparent and accountable to local people. This incorporates the Members' Code of Conduct and a number of other locally agreed codes and protocols.
- Policy and decision making facilitated through the operation of a Policy and Resources Committee with certain decision-making responsibilities delegated to three Boards (Economy, Social and Environment). Each of these acts within defined terms of reference agreed by the full Council. Meetings are open to the public except when exempt or confidential matters are being disclosed. The public have an opportunity to participate in the meetings.
- Both Policy and Resources Committee and the Boards are overseen by the Council's Overview and Scrutiny function, which has the ability to call-in and review decisions and also to contribute to the development of policy. The Council also has a Standards Committee, to oversee the conduct of Members and Officers, and an Audit Panel. Other regulatory functions (i.e. Planning and Licensing) are overseen by separate arrangements and these are accountable directly to the full Council.
- A number of areas are delegated to officers for the purposes of decision-making; however, limits on the exercise of delegation are laid down in an approved Scheme of Delegation to Officers forming part of the Council's Constitution.
- The Council has adopted a Local Code of Corporate Governance in accordance with the CIPFA/SOLACE framework. The Local Code of Corporate Governance was reviewed by the Audit Panel in March 2006. The Council also has separate Whistle-blowing, and Anti-Fraud & Corruption policies.
- The appointment of the Head of Legal and Democratic Services as the Council's Monitoring Officer. The appointment of a Monitoring Officer is required in accordance with Section 5 of the Local Government and Housing Act 1989. It is the function of the Monitoring Officer to report to Members upon any contravention of

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any enactment or rule of law or any maladministration by the Authority. The Monitoring Officer also has responsibilities under the Council's Ethical Framework relating to the Members' Code of Conduct and the Standards Committee.

- The appointment of the Head of Service - Finance and Central Services as the officer with statutory responsibility for the proper administration of the Council's financial affairs, in accordance with the Section 151 of the Local Government Act 1972.
- Both the Statutory Officers referred to above have unfettered access to information, to the Chief Executive and to Members of the Council in order that they can discharge their responsibilities effectively. The functions of these Officers and their roles are clearly set out in the Council's Constitution.
- A financial management framework comprising:
 - Financial and Procurement Procedure Rules as part of the Constitution;
 - Medium-term financial planning using a three-year cycle, updated annually, to align resources to corporate priorities;
 - Service and financial planning integrated within the corporate performance management cycle;
 - Annual budget process involving scrutiny and challenge;
 - Monthly monitoring by management of revenue and capital budgets – with regular reports to the respective Committee/Board;
 - Evolving arrangements for securing efficiencies and continuous improvement;
 - Production annually of a Statement of Accounts compliant with the requirements of local authority accounting practice.
 - Compliance with requirements established by CIPFA..
- A performance management framework provides an explicit link between the corporate priorities and personal objectives of Council Officers. Performance is reported to Members and the Council's Strategic and Operational Management Teams on a systematic basis with areas of poor performance investigated.. Key features of the Performance Management Framework include:-
 - A regular review of the Corporate Plan to ensure that priorities are reviewed, remain relevant and reflect the aims of the Council;
 - Service specific Strategic Plans which are produced with explicit goals and associated performance targets in order to ensure that achievement of performance is measurable;
 - The Council's staff appraisal system – Joint Progress Reviews
 - links personal objectives directly to Service Plans;

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- Regular reports on the performance of key indicators which are presented to Members and Officers;
 - The use of Performance Clinics to focus on performance management;
 - The production of an annual Performance Plan, otherwise referred to as the Annual Delivery Plan, providing commentary and data on the previous year's performance and outlining the Council's plans and intentions for the forthcoming year;
- The Council maintains a professional relationship with the Audit Commission, the body responsible for the external audit and inspection of the Council.
 - Recruitment and selection procedures are based on recognised good practice and all staff posts have a formal job description and person specification. Services are delivered and managed by staff with the necessary knowledge and expertise with training needs identified via the formal appraisal process contributing to a corporate training strategy.
 - The maintenance of systems and processes to identify and manage the key strategic and operational risks to the achievement of the Council's objectives. Risk management continues to evolve within the Council and presently includes the following arrangements:-
 - a Risk Management Policy and Strategy has been adopted by the Council and is reviewed annually;
 - the establishment of a Risk Register comprising both Corporate and Operational risks, assigned to designated officers, with appropriate counter-measures and an action plan established for each key risk;
 - an Officer Working Group (Operational Management Team) dedicated to maintaining the corporate risk management arrangements under review;
 - periodic review of risks in-year with reports to Members and the Strategic Management Team;
 - amended terms of reference for the Audit Panel to include Member review of the implementation of the Risk Management Strategy;
 - the use by Internal Audit of a risk based approach in the preparation and delivery of the internal audit plan;
 - the requirement for Officers of the Council to consider risk management issues when submitting reports to Committee for consideration by Members;
 - the adoption of an abridged version of the PRINCE2 Project Management Methodology as a means of contributing to the effective management of risks in major projects.

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- The maintenance of an Internal Audit Service, which operates in accordance with the statements, standards and guidelines published by CIPFA (particularly the 2006 Code of Practice for Internal Audit in Local Government in the United Kingdom) and the Institute of Internal Auditors. The Internal Audit function examines and evaluates the adequacy of the Council's system of internal controls as a contribution to ensuring that resources are used in an economical, efficient and effective manner. Internal Audit is an independent and objective appraisal function established by the Council for reviewing the system of internal control. This is in compliance with the Accounts and Audit Regulations 2003 that specifically require a local authority to maintain an adequate and effective system of internal audit. This work is delivered by way of a Strategic Audit Plan developed using a risk-based approach. Audit plans are agreed and monitored by the Audit Panel with client responsibility assigned to the Head of Finance and Central Services. Internal Audit is required to give an opinion on the adequacy of the Council's system of internal control each year.

- The Council seeks to ensure resources are utilised in the most economic, effective and efficient manner whilst delivering continuous improvement as it has a duty to do so under the Best Value regime. It aims to achieve this by a variety of means including the following:
 - Service Reviews and Inspections
 - Working with partners
 - External and Internal Audit feedback.

4. Review of Effectiveness

The Council has a responsibility for conducting, at least annually, this review of the effectiveness of the system of internal control. This review is informed by the work of internal auditors and the Council's Strategic and Operational Management Teams who have a responsibility for the development and maintenance of the internal control environment, and also by comments made by external auditors and other review agencies and inspectorates.

The purpose of a review is to identify and evaluate the key controls in place to manage principal risks. It also requires an evaluation of the assurances received, identifies gaps in controls and assurances and should result in an action plan to address significant internal control issues.

The process that has been applied in maintaining and reviewing the effectiveness of the Council's system of internal control includes the following:

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- The Council's Monitoring Officer and Standards Committee oversee the operation of the Constitution to ensure its aims and principles are given full effect.
- The arrangements for Overview and Scrutiny have operated throughout the year allowing for the review of key policy areas and providing opportunities for public involvement in specific matters of business. In their report on progress since CPA, the Audit Commission recognised the improvements made by the Council in this area.
- The Audit Panel has met throughout the year and received reports on the progress by Internal Audit against their work plan. The Panel also considered auditable areas where Internal Audit raised significant internal control concerns.
- Internal Audit completed 27 out of 30 scheduled audits during the year plus 8 follow up audits and 1 specific investigation. All high risk and key financial systems were audited. The overall opinion expressed by Internal Audit stated:-

“Our overall opinion is that the internal controls within the financial systems in operation throughout the year are fundamentally sound.”. In addition the Annual Report from Internal Audit stated *“[This assessment] is based upon our examination of the key financial systems as part of the managed audit approach, and the other financial systems that were actually audited. On that basis and our previous experience and knowledge there is no reason to believe that the systems are other than sound.”*

Notwithstanding this, the Internal Audit has raised concerns about certain auditable areas during the course of their work and these matters will be kept under review during 2007/08.

- Although a formal review of Internal Audit by the Audit Commission is only undertaken triennially, the Accounts and Audit Regulations now require that the Council undertake, annually, a review of the 'effectiveness of its system of internal audit'. This has been done and reported to the Audit Panel. No material areas of concern were noted. The Audit Commission has not identified any issues with the standard or quality of work undertaken by Internal Audit.
- The Council's Risk Register has been maintained under review during the year and updated accordingly. The wider Risk Profile featuring a larger number of service specific risks was also revised during the year. Reports on risk management have been considered by the Strategic, Operational Management Team and the Audit Panel. The Audit Panel has approved a revised Risk Management Strategy in 2006.

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- The Council has continued to make improvements in response to the Comprehensive Performance Assessment. The Council developed an Improvement Plan, known as 'Taking the Council Forward' that was subsequently updated and became a programme of work under the banner of a 'Well Managed Authority'. Following a revision of the Corporate Plan in April 2006, all the outstanding actions in the 'Well Managed Authority' plan were included in the revised Corporate Plan which now provides a holistic view of the Council's strategic direction. Strategic and Operational Management Team will undertake monitoring implementation and delivery of the Plan with ultimately accountability to the Council.
- Monitoring information on key areas of performance has been provided to Strategic Management and Members of respective Committees/Boards on a regular basis with attention focused on those areas that are considered by the Council to be vulnerable.
- During the year, the Council successfully underwent a reassessment for the Investors in People Standard thereby supporting the Council's overall approach to people management. As with any review, the assessment did identify areas of improvement.
- The External Auditor's Annual Audit and Inspection Letter to the Council highlighted that the Council has made progress with planned improvements although the rate of improvement across all services is below average. The Audit Commission commented on the Council's improvements in value for money and service performance. In relation to the Use of Resources, the External Auditor gave the Council an overall score of 3 (performing well). In respect of the Council's Statement of Accounts, an unqualified opinion was issued. The report did make a number of recommendations on improvements the Council could make to further improve its systems of internal control. These focus on completing progress on the improvement plan post CPA, enhancing systems to monitor implementation of service improvements, development of an action plan to improve the Use of Resources and putting in place arrangements to reduce the dependency on reserves/balances to support the revenue budget.

5. Internal Control Issues

No system of control can provide absolute assurance against material misstatement or loss. This Statement is intended to provide reasonable assurance. In concluding this review of the Council's Internal Control arrangements, a number of internal control issues have been identified that need to be addressed. A detailed plan to address these weaknesses and ensure continuous improvement in the system of internal control will be produced in response and this will be subject to regular monitoring by the Council's Joint Management Team and Members of Council, where appropriate. The aim is to address these weaknesses during the 2007/08

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financial year. The following table also provides an update on those issues identified in the 2005/06 Statement of Internal Control.

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Year	Issue Identified	Source of Evidence	Update/Summary of Action Proposed	Current Position
2005/06	The new Corporate Plan needs to be embedded throughout the organisation and used to provide strategic direction for the delivery of services by the Council. Equally, those actions arising out of the CPA Improvement Plan, which now feature in the Corporate Plan need to be completed.	Annual Audit and Inspection Letter	<p>Following approval by Council of the new Corporate Plan in April 2006, there was series of launch events in June 2006 to ensure that all staff were aware of the Council's current and future plans.</p> <p>Strategic Directors take responsibility for each of the strategic themes identified in the Corporate Plan and identify key performance measures that will demonstrate delivery of the expected outcomes. Progress is monitored through JMT and Enhanced Chairs Group.</p>	Completed
2005/06	The Council has recently implemented a new management structure comprising a Strategic Management Team (SMT) and an Operational Management Team (OMT) and each of these Teams has new Members, both in terms of those that are new to the Council and those that are new to the position. It will, therefore, take time for these arrangements to 'bed in' and become effective.	Annual Audit and Inspection Letter	<p>Both SMT and OMT have taken in part in management and team development activity with a view to strengthening the effectiveness of each Team and also joint working.</p> <p>A review of the effectiveness of the management structure has been undertaken and improvements have been made with regard to the reporting arrangements surrounding the Strategic Programme.</p>	Completed

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2005/06	Reinvigorate the Council's approach to Project Management given the Strategic Themes identified within the Corporate Plan will require a significant degree of thematic cross cutting work involving a range of professional disciplines in order to ensure delivery of outcomes.	Review of Management Assurance/OMT Minutes	Governance arrangements of the projects within the Strategic Programme have been reviewed and lead officers have been appointed – PIDs for all projects are currently under review.	Completed
2005/06	Improve the Medium Term Financial Planning process in order to provide a robust Financial Strategy capable of supporting the delivery of the Corporate Plan.	Annual Audit and Inspection Letter	The following actions have progressed in 2006/07:- <ul style="list-style-type: none"> - Adoption of a set of Financial Planning Policies; - Development of a robust Financial Strategy; - Development of a Medium Term Financial Plan and flexible financial modelling to enable the development of options 	This process continues into 2007/08.
2005/06	Further strengthen the Council's Use of Resources as identified in External Auditor's report on this matter.	Audit Commission Use of Resources Assessment and Annual Audit and Inspection Letter	An action plan to improve the Council's Use of Resources Score from a 2 to 3 overall was implemented during 2006/07 and the Council achieved a level 3 overall as reported in the Annual Audit and Inspection letter dated March 2007. Work will continue to consolidate the Council's position over 2007/08.	This process continues into 2007/08.
2005/06	Following completion of the management restructure in March 2006 financial management training needs to be provided to budget holders linked to the Council's Financial and Contract Procedure Rules.	Annual Audit and Inspection Letter	Finance and Central Services formulated a training plan and delivered the identified training during the year. Further training will be programmed for 2007/08.	This process continues into 2007/08.

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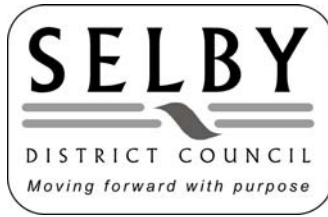
2005/06	<p>The actions agreed in response to reports from Internal Audit that were highlighted as key issues during the year need to be addressed. These include those relating to the following auditable areas:-</p> <ul style="list-style-type: none"> - Supporting People - Creditors - Contract letting and management <p>The Use of Agency Staff and Contractors</p>	Annual Internal Audit Report 2005/06	Service Managers are accountable for implementation of agreed recommendations with progress monitoring reported to the Audit Panel.	Completed
2005/06	Effective arrangements to ensure Business Continuity need to be established to ensure compliance with the requirements of the Civil Contingencies Act 2004.	Risk Register	Business Continuity Plan is being developed by Strategic and Operational Management Team, working with North Yorkshire County Council. Progress continues to be made to establish & embed sound Business Continuity Planning across the Council.	This process continues into 2007/08.
2005/06	An effective framework is required to ensure the delivery and capture of annual efficiency gains and an effective approach developed for determining what are non-priority areas within the Council's service and financial planning framework.	Annual Audit and Inspection Letter	New arrangements for identifying and monitoring efficiency gains have been developed and gains are now included in service plans. Further work is required to embed these procedures.	This process continues into 2007/08.
2005/06	The Council successfully retained the 'Investors in People' Award during 2005.	Investors in People Report	An Action Plan responding to the findings of the Investors in People Report has been produced by the Head of Human Resources.	Completed

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	Along with the areas of strength identified as part of the assessment, there were areas of development that the Council needs to address before the next assessment.			
2006/07	Enhance the effectiveness of the Audit Panel	Audit Commission Annual Audit and Inspection Letter	Include specific training and development for Audit Panel members within the Council Councillors' development programme.	
2006/07	The Council needs to review the current arrangements for gaining assurance on new legislation.	Audit Commission Use of Resources assessment.	Review arrangements for ensuring Council policies and procedures are updated to reflect new legislation.	
2006/07	The Council needs to improve the arrangements in place that are designed to promote and ensure probity and propriety in the conduct of its business.	Audit Commission Use of Resources assessment.	<p>Improve the frequency of ethical training to members and officers;</p> <p>Carry out a formal assessment of standards of conduct, including how effectively members comply with the code of conduct, and the number and types of complaints received; and</p> <p>Regularly publicise the whistleblowing policy to staff/stakeholders</p>	
2006/07	The Council needs to ensure that its 'Partnership' arrangements, which covers any sphere of joint working, whether it is for the sourcing or delivery of services are robust and have competent governance arrangements.	Audit Commission Use of Resources assessment.	To develop comprehensive procedures for the assessment, validation and governance of 'partnerships'.	

Martin Connor
Chief Executive

Councillor Mark Crane
Leader of the Council



Title: Statement of Accounts 2006-07

To: Council

Date: 26 June 2007

Service Area: Finance and Central Services

Author: Nicola Chick – Accountancy Services Manager

Presented by: Karen Iveson – Head of Finance and Central Services

1 Purpose of Report

1.1 The purpose of this report is to enable the Council to approve its statutory Statement of Accounts for the financial year 2006/07.

2 Recommendation

2.1 Councillors approve the Statement of Accounts for 2006/07.

3 Executive Summary

3.1 This report presents the Council's Statement of Accounts for 2006-07. The preparation, presentation and scrutiny of the Statement of Accounts contributes to the Use of Resources Assessment undertaken by the Audit Commission. The new scoring system for the Comprehensive Performance Assessment (CPA) is actively encouraging much more Councillor involvement in governance issues, and a higher score can be given if the accounts have been subject to a 'robust' review by Councillors prior to being approved.

(For greater detail see the main report)

4 The Report

- 4.1 In accordance with the Accounts and Audit Regulations 2003, the Council (or a committee delegated to do so) is required to approve its Statement of Accounts for the 2006-07 financial year by 30 June 2007. At this council, it is the responsibility of the Policy & Resources Committee or full Council to approve the Statement of Accounts.
- 4.2 The Statement of Accounts represents the culmination of the formal financial reporting obligation placed upon the Council and the content of the Accounts as presented is largely prescribed by statutory and professional guidance.
- 4.3 The Council's draft Statement of Accounts for 2006-07 is attached for review at Appendix A. The Accounts have been prepared in accordance with the Code of Practice for Local Authority Accounting – the Statement of Recommended Practice (SORP) for local authorities.
- 4.4 The Accounts have been reviewed by the Council's Audit Panel on 20 June 2007 and any comments or amendments that the panel may recommend will be reported verbally to Council.
- 4.4 Following approval by councillors', the Statement of Accounts (and supporting records) will be subject to external audit, with the audit likely to take place during July 2007. Any subsequent material changes to the Accounts will be reported to either full Council or the Policy and Resources Committee should this prove necessary.

Use of Resources Assessment

- 4.5 Councillors may recall that, as part of the revised framework for CPA the Audit Commission introduced a Use of Resources judgement to assess how well the council manages and uses its financial resources. The assessment focuses on the importance of having sound and strategic financial management to ensure that resources are available to support the council's priorities and improve services.
- 4.6 Two specific requirements of the Use of Resources Assessment, under the 'Financial Reporting – Production of the Annual Accounts' heading are as follows:
1. The Accounts submitted to the Council / Committee meeting at which they were approved were accompanied by an explanatory paper providing interpretation of the Accounts and highlighting key issues for the benefit of councillors'.
 2. The Accounts were subject to robust member scrutiny / discussion either at the formal meeting or at another appropriate forum prior to approval.

- 4.7 In relation to 4.6(1), the Statement of Accounts includes an explanatory foreword, which highlights the key issues arising from the financial year 2006-07, and also considers this in the context of the Council's future financial prospects. For 4.6(2), councillors' are asked to consider the Statement of Accounts in detail and either raise issues with the Head of Finance and Central Services prior to the meeting so that a response can be prepared or discuss any such matters as necessary and appropriate at the meeting of the Panel.
- 4.8 It is a statutory requirement that the accounts are approved by 30 June 2007 and audited by 30 September 2007. The dates for the accounts to be on 'deposit' and for the District Auditor to be available for questioning by any member of the public have been agreed. The District Auditor will be available on Thursday 16 August 2007, and the accounts will be 'on deposit' between Thursday 19 July and Wednesday 15 August. The deposit period will be advertised in The Press.

Statement of Accounts

- 4.9 Each of the sections of the Statement of Accounts have been compiled in accordance with the Accounting Code of Practice, which provides the basis on which all local authority accounts are prepared and presented, and the Accounts and Audit Regulations 2004.
- 4.10 Information on the provisional financial performance of the General Fund has been presented to Policy & Resources Committee on 12 June 2007 and Social Board received the report regarding the Housing Revenue Account on 29 May 2007. The Statement of Accounts contains this information in summary.
- 4.11 The Accounting Code of Practice has required that local authorities make a number of changes to the format and accounting requirements for the Statement of Accounts for 2006/07. The aim of these changes is to move Local Authority Accounts format to that of International Accounting Formats. These changes will be completed with the 2007/08 accounts. The changes that affect Selby District Council for 2006/07 are:
1. The removal of the need to make a capital financing charge – the Council was previously required to charge a prescribed notional interest charge to services for the use of assets.
 2. Replacement of the Consolidated Revenue Account and Statement of Total Movement on Reserves with an Income and Expenditure Account, Statement of Movement on the General Fund Balance and Statement of Total Recognised Gains and Losses.

3. Changes to the format of the Housing Revenue Account to bring into line with the format described in bullet point 2 above. The Housing Revenue Account now comprises a Housing Revenue Account Income and Expenditure Account and a Statement of Movement on the Housing Revenue Account Balance.
4. A requirement to group the 'core' financial statements together (ie Income and Expenditure Account, Statement of Movement on the General Fund Balance, Statement of Total Recognised Gains and Losses, Balance Sheet, and Cash Flow Statement) followed by the notes to the core statements followed by the 'supplementary' statements (eg Housing Revenue account and Collection Fund) with the notes to each supplementary statement following the supplementary statement.

4.12 A consequence of these changes is that the 2005/06 figures have been restated to fit the new requirements and assist comparisons.

Key Issues

- 4.13 During 2006/07 the Council spent a total £37.6m on the provision of General Fund services to its residents and the tenants of the Housing Revenue Account. The explanatory foreword within the Statement of Accounts shows how this expenditure was funded.
- 4.14 The table on page 7 of the Statement of Accounts shows an underspend of £4.629m against the net cost of services and an underspend of £5.64m at net operating expenditure. This has arisen due to a number of over and underspends, savings and 'one-off' increases in income within both the General Fund (GF) and Housing Revenue Account (HRA) and changes to the capital accounting charges for dwellings within the HRA. The main reasons for these variances are provided in the explanatory foreword.
- 4.15 Within both the GF and HRA a number of projects and financial commitments have not been completed by 31 March 2007 and financial resources are being carried forward to 2007/08 to complete these. The total value of carry forwards is £851k.
- 4.16 In addition to the running costs of its services the Council also paid levies to internal drainage boards of £1.262m, paid parish precepts of £1.09m and undertook trading activities with industrial units, Selby and Tadcaster Markets and the provision of a commercial waste service generating a surplus of £109k.

- 4.17 The underspend on payments to the Government pool re capital receipts is offset by the contribution from capital receipts. When the Council sells HRA assets it is required to pay a proportion into the national pool operated by the government. The proportions are 50% for land sales and 75% for house sales. The Council then utilises the balance to support its capital programme. In 2006/07 the council sold 27 properties compared to an estimate of 35. Payments to the pool are based on actual receipts and are therefore neutral.
- 4.18 Investment income was higher than predicted due to improved returns on cash investments as a result of the increase in base rate from 4.5% to 5.25% resulting in additional income of £327k.
- 4.19 Following the full implementation of FRS17 (Retirement Benefits) and consequent changes in accounting rules, an overspend of £232k has occurred on pension interest cost and expected return in assets. This is offset by a reversing transfer from the pensions reserve. The variance is due to the impact of the actuarial valuation that takes place on the pension fund at the end of the year. The estimate was based on the 2005/06 data.
- 4.20 The variance on the transfer to and from reserves £3.887m has arisen as a result of: the reduction in transfer from the major repairs reserve as a result of the reduction in dwellings depreciation (£1.422m); the transfer for carry forward budgets (£851k); the underspend on the HRA resulting in a contribution to reserves rather than a draw down (£1.123m); the transfer to reserves of the Local Authority Business Growth Incentive monies (£725k), the receipt of which is included with government grants; additional transfers from reserves for PFI costs (£37k) and a reduced contribution to the computer development reserve (£50k).
- 4.21 The variance on the capital expenditure financed from revenue is due to mainly to slippage within the HRA capital programme. This funding resource has been returned to HRA reserves and will be utilised in future years.
- 4.22 Taking all the above variances into account the overall net underspend is £1.683m. This includes monies which councillors have previously identified to support the 2007/08 budget - £105k of grant monies associated with waste management and £200k of the benefits subsidy prior year adjustment, as well as monies earmarked for additional expenditure in 2007/08 (£4k for the Citizenlink newsletter and £25k for a new speaker system for the Civic suite).
- 4.23 The Policy and Resources Committee, on 12 June 2007 approved the transfer of the 2006/07 £1.683m net underspend to the General Fund Unallocated Reserve pending the production of a refreshed Medium Term Financial Strategy.

- 4.24 In addition to revenue spending the Council also spent a further £3.835m on capital expenditure to provide new or improved assets, the details of which are set out in section 4 of the explanatory foreword. Slippage in the programmed work means that of the resources estimated for spending in 2006/07, £728k on the General Fund and £1.121m on the Housing Revenue Account programmes has been carried forward into 2007/08.
- 4.25 Looking at the Council's overall financial position, the Balance Sheet on pages 19 and 20 of the Statement of Accounts shows the Council's net worth has increased by £28.133m between 31 March 2006 and 31 March 2007. The majority of this increase is due to an increase in value of the Council's housing stock (£27.057m).
- 4.26 The Council's General Fund and HRA balances have increased by £2.369m of which £334k will be used to support the 2007/08 budget, leaving £2.035m to be used to support future spending plans against a back drop of tight financial control as the Council works towards a balanced budget.

5 Financial Implications

- 5.1 The financial implications are as given in the report.

6 Link to Corporate Plan

- 6.1 The production of the statutory Statement of Accounts supports all the council's strategic themes.

7 How Does This Report Link to the Council's Priorities?

- 7.1 The Final Accounts process supports all the council's priorities.

8 Impact on Corporate Policies

- | | | |
|------------|---|------------------|
| 8.1 | Service Improvement | Impact |
| | Effective financial management helps to ensure that the council is aiming for continuous improvement as demanded by the principles of Best Value. | |
| 8.2 | Equalities | No Impact |
| 8.3 | Community Safety and Crime | No Impact |
| 8.4 | Procurement | No Impact |

8.5 Risk Management

Impact

This report helps to ensure the reduction of risks as the production of the Statement of Accounts is a statutory function and is produced in accordance with the CIPFA Code of Practice for Local Authority Accounting – the Statement of Recommended Practice (SORP) for local authorities.

8.6 Sustainability

No Impact

8.7 Value for Money

No Impact

9 Background Papers

9.1 Background working papers on the closure of accounts are held within Accountancy.

SELBY DISTRICT COUNCIL

STATEMENT OF ACCOUNTS

2006/07

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LEADER'S FOREWORD

The Statement of Accounts for 2006/07 sets out the full financial details of the Council's activities. The accounts have been produced promptly in line with target dates set for the 'Whole of Government Accounts' initiative.

The Council has embraced the challenges it faced in 2006/07. Since the Comprehensive Performance Assessment in May 2004, the Council has continued to make real progress in linking resources to priorities and is committed to ensuring that all our efforts focus on delivering those things that our customers tell us matter most to them. Our Corporate Plan has been developed after extensive consultation with our community and is consistent with our contribution to the joint efforts of our Local Strategic Partnership, the Selby District Local Strategic Partnership.

Members and officers have continued to work together to build on the strengths of the organisation and to build on the foundations for sustainable improvement developed in previous years. The announcement in March by the Audit Commission that the Council had scored a level 3 in its Use of Resources and Value for Money assessment, an improvement from the level 2 awarded in 2005/06, confirms that the Council is managing its finances well. There is no room for complacency however as the criteria for measurement are made ever tougher.

During 2006/07 the Council has worked with tenants to formulate the most appropriate way to continue delivering sustainable housing services and properties that at least meet the Decent Homes Standard by 2010.

The Ten Year Vision statement developed in 2004 identified national developments, analysed regional influences, highlighted local community needs and suggested an appropriate response from Selby District Council.

The Council is committed to continuing its progress with delivering services within the scope of its mission - 'To Improve the Quality of Life for Those who Live and Work in the District' and together with annual priorities will concentrate on the following seven strategic themes:-

- Putting Customers First
- Protecting the Environment
- Healthier Communities
- Promoting Prosperity
- Making Better Use of Resources
- Community Safety
- Organising to Deliver

2006/07 was the second year of the requirement of Local Government to make efficiency savings as a result of the public sector efficiency review headed up by Sir Peter Gershon. This has been embraced by the Council and will enable recognition of the prudent management of resources that has always been undertaken by the Council.

Councillor Mark Crane

Leader of the Council

EXPLANATORY FOREWORD

1. Introduction

The purpose of this foreword is to provide an easily understandable guide to the most significant matters reported in the accounts, and also an explanation in overall terms of the Authority's financial position. The foreword also includes an explanation of the purpose of each statement and the inter-relationship between statements.

2. The Council's Accounts

The accounts contain the following statements for the year 1 April 2006 to 31 March 2007 which are presented in the following order:

Statement of Accounting Policies - This explains the basis of the figures in the accounts. The accounts can only be properly appreciated if the policies, which have been followed, are explained.

Statement of Responsibilities for the Statement of Accounts - This statement sets out the respective responsibilities of the Council and the Head of Finance and Central Services for the accounts.

Income & Expenditure Account - This reports the net cost for the year of the functions for which the Council is responsible and compares that cost with the finance provided from charges made by the Council, from local taxpayers and from Central Government Grants.

Statement of Movement on the General Fund Balance - In order to give the full presentation of the financial performance of the Council during the year and the actual spending power carried forward to future years, the outturn on the Income and Expenditure Account needs to be reconciled to the balance established by the relevant statutory provisions. The Statement of Movement on the General Fund Balance provides the necessary reconciliation.

Statement of Total Recognised Gains & Losses - This statement brings together all the gains and losses of the Council for the year and shows the aggregate **increase** in its net worth. In addition to the **surplus** generated on the Income and Expenditure Account, it includes gains and losses relating to the revaluation of fixed assets and re-measurement of the net liability to cover the cost of retirement benefits.

Balance Sheet - This is fundamental to the understanding of the Council's year-end financial position. It shows the balances and reserves at the Council's disposal, its long-term indebtedness, long term liabilities, net current assets employed in its operation and summarised information on the fixed assets held. The Balance Sheet includes the effect of the capital accounting requirements from 1 April 1994.

Cash Flow Statement - This summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.

Housing Revenue Account - This reflects a statutory obligation to account separately for the local authority housing function. It shows the major elements of housing revenue expenditure - maintenance, administration, rent rebates and capital financing - and how rents, subsidy and other income meet these.

Statement of Movement on the Housing Revenue Account - This shows how the HRA Income and Expenditure Account surplus or deficit for the year reconciles to the movement on the Housing Revenue Account balance for the year.

Collection Fund - This shows the transactions of the Council as a billing authority in relation to Non-Domestic Rates and the Council Tax, and illustrates the way in which these have been distributed to preceptors and the General Fund. The Collection Fund is consolidated with other accounts of the billing authority.

EXPLANATORY FOREWORD

2. The Council's Accounts continued....

Statement on Internal Control - This statement sets out the internal control framework operated by the Council during 2006/07 and presents a review of the effectiveness of the system as required by the Accounts and Audit Regulations 2003.

3. Revenue Spending in 2006/07

Revenue expenditure for 2006/07 is summarised in the Income and Expenditure Account. This shows the costs of all the Council's services and how the net expenditure has been funded.

The following charts show where the Council's money comes from, what it is spent on and the cost of the services it provides.

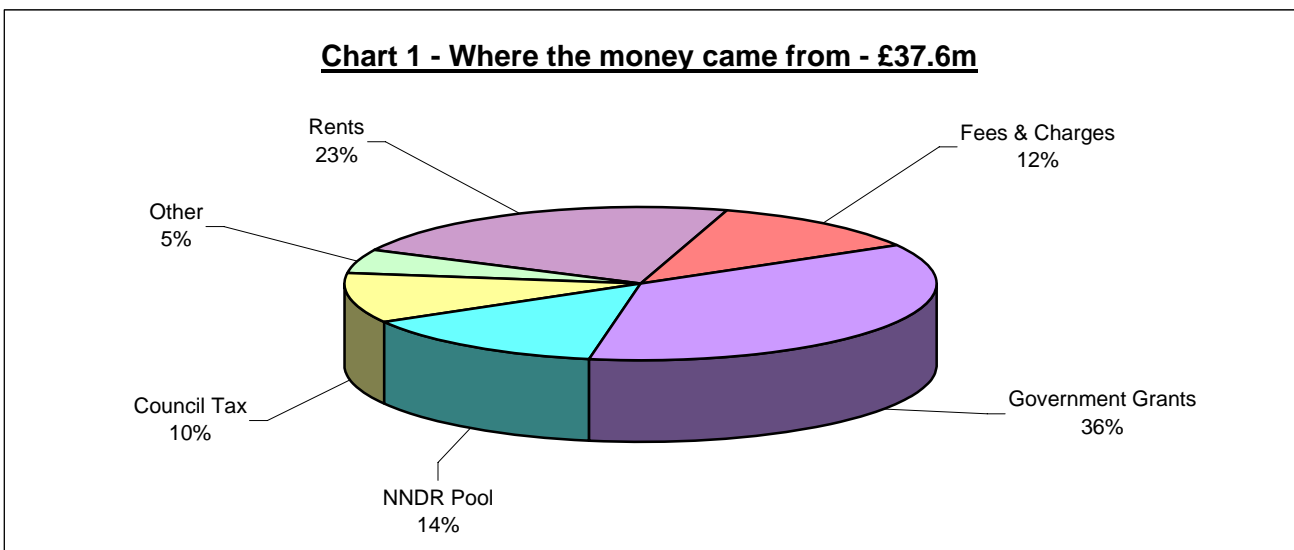
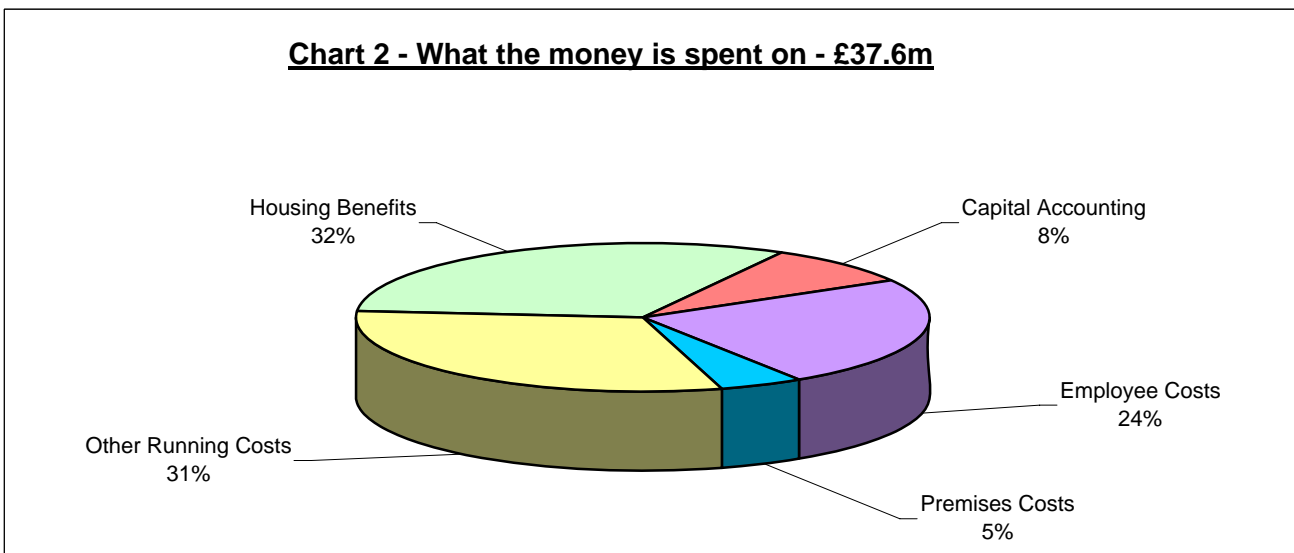


Chart 1 shows that around 36% (£13.618m) of the Council's income comes from Government grants (such as Revenue Support Grant). An additional 14% (£5.183m) comes from the Government as redistributed business rates through the NNDR Pool. 12% (£4.477m) comes from fees and charges, Council Tax provides 10% (£3.923m) and Housing rents provide 23% (£8.505m). Other income, such as investment income and appropriations from reserves accounts for the final 5% (£1.865m).



EXPLANATORY FOREWORD

3. Revenue Spending in 2006/07 continued....

Chart 2 on the previous page shows that the largest proportion of the Council's money is spent on Housing and Council Tax Benefit payments 32% (£11.929m) and other running costs 31% (£11.621m). 24% (£9.096m) is spent on employee costs with the remaining 13% being spent on premises costs (£1.713m) and capital accounting charges (£3.212m).

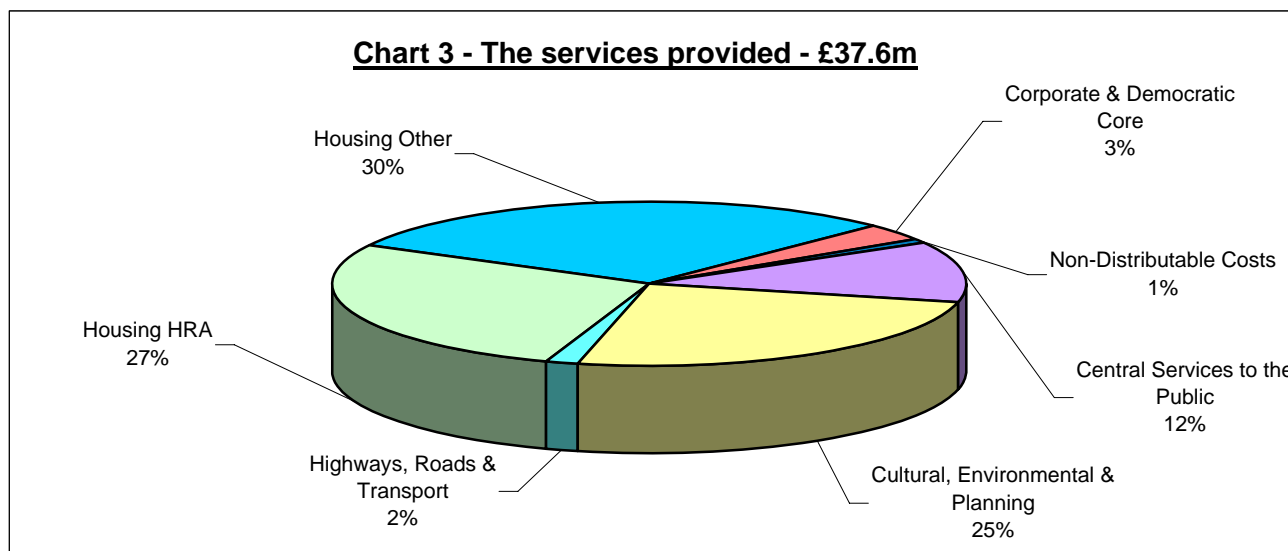


Chart 3 shows the gross cost of the services provided by the Council. As shown in Chart 2 a large portion (30% - £11.241m) is spent on Housing Services (non HRA) which includes housing benefit payments.

Financial Performance in 2006/07 Compared to Agreed Budget

Explanation of Over and Underspends against budget

The table on page 7 shows an underspend of £4.629m against the net cost of services and an underspend of £5.638m at net operating expenditure. This has arisen due to a number of over and underspends within both the General Fund (GF) and Housing Revenue Account (HRA) and changes to the capital accounting charges for dwellings within the HRA.

Within both the GF and HRA a number of projects and financial commitments have not been completed by 31 March 07 and financial resources are being carried forward to 2007/08 to complete these projects. The total value of carry forwards is £851k. This reduces the variance to £3.777m at net cost of services.

The net underspend within the GF totals £1.607m and has arisen as a result of major underspends which includes, £354k on refuse collection, recycling and street cleansing due to savings on the contracts and additional income and grants (£105k of grant monies is planned for use in 2007/08). The Council has also received £870k of subsidy for benefits payments which was not forecast, of this £530k is in relation to prior year adjustments due to the catching up of year end timing differences as a result of the new IT system in Benefits and Local Taxation. The balance of £340k is due to the enhanced performance of the benefits team and the new IT system resulting in less benefit overpayments which don't earn subsidy. The Council has renegotiated the rentals it receives for use of the communications mast in the Civic Centre car park and this has generated £92k of income for 2006/07 which includes some monies owed for prior years. A review of all Council Tax accounts in credit where the occupiers cannot be traced has contributed £178k to the GF.

EXPLANATORY FOREWORD

Explanation of Over and Underspends against budget continued....

Increased income from planning fees and car parking charges generated a further £57k. However, these gains are offset by costs associated with planning enquiries £66k.

The net underspend within the HRA of £2.170m has arisen in the main as a result of changes to the depreciation charge for dwellings £1.422m. During 2006/07 the five yearly revaluation of the housing stock was undertaken. The valuers have extended the useful life of the stock which has resulted in a lower charge to the service accounts. The balance of the underspend is mainly due to savings as a result of staff vacancies and restructures £260k. There are also underspends within repairs budgets £98k, and Property Services generated an additional £145k of income for work done within the capital programme. There have also been savings within the supporting people budgets of £114k due to leasing equipment rather than purchasing, and additional grant aid.

The underspend on payments to the Government pool re capital receipts is offset by the contribution from capital receipts. Payments to the pool are based on actual receipts and are therefore neutral. The surplus on trading undertakings has arisen due to increased income on commercial waste however there have been bad debts written off as a result of non payment of rent by tenants in the industrial units. Investment income was higher than predicted due to improved returns on cash investments as a result of the increase in base rate from 4.5% to 5.25%.

Following the full implementation of FRS17 (Retirement Benefits) and consequent changes in accounting rules, an overspend of £232k has occurred on pension interest cost and expected return in assets. This is offset by a reversing transfer from the pensions reserve.

The variance on the transfer to and from reserves of £3.887m has arisen as a result of the reduction in transfer from the major repairs reserve as a result of the reduction in dwellings depreciation, £1.422m, the transfer for carry forward budgets £851k, an underspend on the HRA resulting in a contribution to reserves rather than a draw down £1.123m, the transfer to reserves of the LABGI monies £725k and additional transfers from reserves for PFI costs (£37k) and a reduced contribution to the computer development reserve (£50k).

The variance on the capital expenditure financed from revenue is mainly due to slippage within the HRA capital programme. This funding resource has been returned to HRA reserves and will be utilised in future years.

The detailed Core Financial Statements and accompanying notes are shown on [pages 15 to 49](#).

EXPLANATORY FOREWORD

3. Revenue Spending in 2006/07 continued....

The table below provides a summary of the Council's Income and Expenditure Account for 2006/07 (General Fund Revenue Account and Housing Revenue Account). The approved budget for 2006/07 assumed the use of £6k from General Fund balances. The outturn position for 2006/07 actually resulted in a transfer to balances of £1.677m, thereby resulting in an underspend of £1.683m.

	Approved Budget £'000	Actual £'000	Difference £'000
Net Cost of Services	12,629	8,000	(4,629)
Add: Precepts & Levies - Parish precepts	2,353	2,352	(1)
	14,982	10,352	(4,630)
Surplus on Trading Undertakings	(66)	(110)	(44)
Interest Payable and Similar Charges	795	778	(17)
Payment to Government Pool re Capital Receipts	2,100	1,244	(856)
Investment Interest	(840)	(1,163)	(323)
Pension interest cost & expected return in assets	156	388	232
Net Operating Expenditure	17,127	11,489	(5,638)
Transfers to / (from) Reserves, Major Repairs Reserve	(4,177)	(290)	3,887
Capital Expenditure financed from revenue	1,186	1,065	(121)
Contribution from Capital Receipts re Government Pool	(2,100)	(1,244)	856
Reconciling amount for provisions for loan repayment	(834)	(776)	58
Amount to be met from Government Grants & Local Taxpayers	11,202	10,244	(958)
Financed by:			
Council Precept	(4,985)	(4,985)	-
Collection Fund Surplus	(28)	(28)	-
Revenue Support Grant	(1,000)	(1,000)	-
Business Rates	(5,183)	(5,183)	-
LABGI	-	(725)	(725)
Net General Fund (surplus) / deficit	6	(1,677)	(1,683)
Transfers to / (from) GF Balances	(6)	1,677	1,683

EXPLANATORY FOREWORD

4. Capital Expenditure

In 2006/07 the Council spent £3.835m (2005/06 £5.248m) on its capital programme. An analysis of where the money was spent and the sources of funding are shown in the following two tables:

Capital Programme Analysis	Actual £'000	Proportion %
Infrastructure	67	1.7%
Council Dwelling Improvements	2,590	67.5%
Equipment & Vehicles, including Intangible Assets	303	7.9%
Other Land and Buildings, including Community Assets	150	3.9%
Crime Prevention	91	2.4%
Home Improvement Grants and Disabled Facilities Grants	514	13.4%
Other Deferred Charges	120	3.2%
Total	3,835	100%

Where the money came from	Actual £'000	Proportion %
Prudential Borrowing	328	8.6%
Capital Receipts	680	17.7%
Major Repairs Reserve	1,517	39.6%
Grants and Contributions	245	6.4%
Revenue and Reserves	1,065	27.8%
Total	3,835	100%

Explanation of Over or Underspend against budget

The Council expected to spend £1.214m on its General Fund capital programme and £4.386m on its Housing Revenue Account capital programme. However slippage on a number of projects, including the implementation of the Customer Contact Centre and housing improvements has resulted in an underspend of £724k on the General Fund and £1.121m on the Housing Revenue Account. Work on these projects has been carried forward into 2007/08 when they will be completed.

The Council had available £441k of Prudential borrowing, of which £328k has been used in 2006/07 with the balance being carried forward to 2007/08.

5. Borrowing Facilities and Capital Borrowing

The Council's ability to borrow is governed by the Local Government Act 2003 and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is able to determine its own programmes for capital investment in fixed assets that will assist in the delivery of its services to the citizens of the Selby District subject to that programme being affordable, prudent and sustainable.

Whilst the Council utilised its Prudential borrowing limits it did not draw down any external funding, deciding instead to use internal borrowing until such time as it is necessary to do so for cash flow purposes.

EXPLANATORY FOREWORD

6. Review of the Council's Current Financial Position

At the 1 April 2006 the Council's unallocated revenue reserves stood at £2.716m (£1.500m GF and £1.216m HRA), and it was expected that a contribution of £73k would be made to balances in 2006/07. The Statement of Movement on the Housing Revenue Account Balance on [page 51](#) shows that a contribution of £692k was made to the HRA unallocated reserve instead of the expected contribution of £79k. The Statement of Movement on the General Fund Balance on [page 16](#) shows that the actual contribution to General Fund unallocated reserves was £1.677m instead of the expected contribution from reserves of £6k.

Taking into account the net underspends summarised above, at 31 March 2007 the Council's unallocated revenue reserves stood at £5.085m (£3.177m GF and £1.908m HRA). As part of the budget package for 2007/08 the Council has approved the use of £305k from these unallocated reserves to support the budget.

The Balance Sheet on [pages 19 and 20](#) show that the net worth of the Council has increased by £28.133m, the majority of which is due to the revaluation of Council Dwellings which took place in 2006/07. This increased the value of the Council House stock by £27.057m. The Council's policy on the revaluation of assets can be found in section 3 of the Statement of Accounting Policies.

In 2006/07 the Council received capital receipts of £1.701m from the sale of council houses, £46k from the repayment of discount relating to prior years council house sales and £42k from mortgage principal repayments. After the deduction of allowable costs and the payment to the Government pool receipts of £665k were applied to fund capital expenditure in 2006/07. No other capital receipts were received in 2006/07.

7. FRS17 - Accounting for Pensions

2006/07 is the fourth year of full implementation of Financial Reporting Standard 17 (FRS17) in respect of retirement benefits. This has led to a fundamental change in the way in which retirement benefits are treated in the Council's accounts. The Income and Expenditure Account includes full financial recognition of the longer-term effect of pensions awards in any one year.

The Balance Sheet now includes a Pensions Reserve which shows a net liability to the Pension Fund. This effectively means that the Council has historically underpaid contributions relative to the future benefits earned to date by its employees.

Further information in respect of pensions is disclosed at [note 43](#) to the Core Financial Statements, [page 44](#).

8. The Euro

The Council is continuing with its watching brief on developments as they progress. There are currently no forward expenditure commitments, and the total costs likely to be incurred will not be significant until a positive decision on converting to the Euro appears imminent. Any expenditure on Euro activities is currently absorbed within current budgetary provision.

STATEMENT OF ACCOUNTING POLICIES

1. Preparation of the Accounts

The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting for Great Britain issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), and more recently the Statement of Recommended Practice for the 2006/2007 accounts and the Best Value Accounting Code of Practice (BVACOP). The accounts also follow guidance issued by CIPFA on the application of Financial Reporting Standards (FRSs) and Statement of Standard Accounting Practices (SSAPs). In accordance with CIPFA's Capital Accounting Regulations capital expenditure has been accounted for on an accruals basis.

2. Intangible Fixed Assets

In accordance with FRS10, expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) is capitalised when it will bring benefits to the Council for more than one financial year. The balance is amortised to the relevant revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

3. Fixed Assets (FRS 15)

Tangible fixed assets are assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis.

Measurement - Fixed assets are valued on the basis recommended by CIPFA and in accordance with the statement of asset valuation principles and guidance notes issued by the Royal Institute of Chartered Surveyors (RICS). Fixed assets are classified and valued as follows:

- Operational land and properties are valued at current value in existing use, or depreciated replacement cost depending on the classification of the asset.
- Non-operational land and properties are valued at market value.
- Infrastructure assets and community assets are valued at historical cost net of depreciation where appropriate.
- Operational vehicles, furniture and equipment are valued at historical cost.

In accordance with the Council's policy on revaluations, and CIPFA's Capital Accounting Guidelines there is a requirement to re-value assets at least every 5 years. The Council commissioned this to be done during 2004/2005 and all land and buildings (other than Council Dwellings) were revalued at 1 April 2004. In accordance with the Code, all land and buildings are also subject to a 'desk top review' each year with any material changes being reflected in the balance sheet in the year in which they occur.

Council Dwellings were valued at 1 April 2006 in order to comply with Resource Accounting for the Housing Revenue Account.

Impairment - Where impairment is identified as part of a 'desk top review' or as a result of a valuation exercise, this is accounted for as follows:

- where attributable to the clear consumption of economic benefits - the loss is charged to the relevant service revenue account
- otherwise - written off against the Fixed Asset Restatement Reserve.

Disposals - When an asset is disposed of or decommissioned, the value of the asset in the balance sheet is written off to the Fixed Asset Restatement Account.

STATEMENT OF ACCOUNTING POLICIES

3. Fixed Assets (FRS 15) continued....

Depreciation - Depreciation is provided on all fixed assets other than freehold land. The Council depreciates its fixed assets on a straight line basis over the expected life of the asset after allowing for a residual value. Assets are depreciated from the date of purchase, and up to the date of disposal.

4. Charges to Revenue for Fixed Assets

Service revenue accounts, support services and trading accounts are debited with the following amounts to record the real cost of holding fixed assets during the year:-

- Depreciation attributable to the assets used for the relevant service.
- Impairment losses attributable to the clear consumption of economic benefits on tangible fixed assets used by the service.
- Amortisation of intangible fixed assets attributable to the service.

The council is not required to raise council tax to cover depreciation, impairment losses or amortisations. However, it is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement (equal to at least 4% of the underlying amount measured by the adjusted Capital Financing Requirement, excluding amounts attributable to HRA activity). Depreciation, impairment losses and amortisations are therefore replaced by revenue provision in the Statement of Movement on the General Fund Balance, by way of an adjusting transaction with the Capital Financing Account for the difference between the two.

5. Deferred Charges

Deferred charges are payments of a capital nature where no tangible fixed asset is created or retained by the Council. These include improvement grants for the main part which are charged to revenue in the year the costs are incurred, in accordance with the Code.

6. PFI Scheme

The Council has entered into a 30 year PFI scheme with South Yorkshire Housing Association for the provision of 250 housing units to rent. The Council is making a contribution to the scheme through the General Fund Revenue Account. The assets remain the property of South Yorkshire Housing Association at the end of the period and are therefore not shown on the balance sheet.

7. Leasing

Assets acquired under an operating lease do not belong to the Council and are not therefore included in the Balance Sheet. However, [note 25 on page 35](#) shows the costs of these assets in the year under leasing agreements and the liability for future rentals. The Council has no finance leases.

8. Premiums and Discounts

Gross discounts and/or premiums incurred during the year on the premature repayment or rescheduling of loans are placed in a discount and premium account. They are released to the General Fund over a period which represents the life of the loans repaid or the replacement loan in the case of rescheduling.

STATEMENT OF ACCOUNTING POLICIES

9. Capital Receipts

Amounts in excess of £10,000 received from disposals are credited to the Usable Capital Receipts reserve, which can then only be used for new capital investment or set aside to reduce the Councils borrowing requirement.

A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of deductions and allowances) is payable into a Government pool.

10. Debtors, Creditors and Provisions

The revenue accounts of the Council are maintained in accordance with the Code of Practice and FRS 18 *Accounting Policies*. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Exceptions to this are public utility expenditure and manual payroll. However, this policy is applied consistently to ensure a full year's expenditure is included and therefore this does not have a material effect on the year's accounts.

Provisions are made for any liabilities existing as a result of a past event, where the timing or amount of the liability is uncertain, but where a reliable estimate can be made of the amount.

11. Stocks and Work in Progress

In accordance with proper accounting practice, stocks are valued at the lower of cost or net realisable value.

12. Government Grants

Government revenue grants for specific purposes are accrued in the accounts to match corresponding expenditure. Grants of a capital nature are credited to the Government Grants Deferred Account and then either written down to revenue to match a depreciation charge on assets financed by the grant, or to the Capital Financing Account if a financed asset is non-depreciable. Grants for deferred charges are credited to the service account in the year of receipt to match the expenditure charged there.

13. Investments

Long term investments are shown in the balance sheet at cost.

14. Interest Charges

Interest charges are accrued in the accounts for the year in which the expenditure was incurred.

15. Cost of Support Services

Support service costs are charged to service accounts and trading undertakings in line with the Best Value Accounting Code of Practice. The main bases of allocation are outlined as follows:

Central Departments	- Estimated time spent by staff
Administrative Buildings	- Floor space occupied
Computer (non staff)	- Usage statistics
Telephones / Postage / Copying	- Actual usage

STATEMENT OF ACCOUNTING POLICIES

16. Reserves

The Council maintains separate balances for the General Fund, Housing Revenue Account and Collection Fund to or from which appropriations are made for annual surpluses or deficits. The Council also maintains earmarked reserves for specific future costs. Appropriations are made to or from these for specific spending requirements. Capital Reserves, consisting of the Fixed Asset Restatement Account, Capital Financing Account, Major Repairs Reserve and Useable Capital Receipts can only be used for specific statutory purposes and are not available for revenue purposes.

17. Pensions

Since 2003/04 the accounts have included recognition of the Council's liability to the North Yorkshire Pension Fund to make future pension payments to employees. Awarding retirement benefits to staff in any one year has a long term effect over and above the actual payment of pension costs in that year. The Income and Expenditure Account includes full financial recognition of the longer-term effect of pension awards in the year.

The Balance Sheet includes a Pensions Reserve which shows a net liability to the Pension Fund. This effectively means that the Council has historically underpaid contributions relative to the future benefits earned to date by its employees.

In assessing liabilities for retirement benefits at 31 March 2006 for the 2005/2006 Statement of Accounts, the council's actuary was required by the Statement of Recommended Practice (SORP) to use a discount rate of 2.5% real (4.9% actual). For the 2006/2007 Statement of Accounts, a rate based on the current rate of return on a high-quality corporate bond of equivalent currency and term to scheme liabilities is to be used. The actuary has advised that a rate of 2.9% real (5.4% actual) is appropriate.

Further information in respect of pensions is disclosed at [note 43](#) to the Core Financial Statements, [page 44](#).

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The District Councils responsibilities

The authority is required to:-

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this authority, that officer is the Head of Finance and Central Services;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the statement of accounts;

The Head of Finance and Central Service's responsibilities

The Head of Finance and Central Services is responsible for the preparation of the authority's statement of accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ('the Code of Practice').

In preparing this statement of accounts the Head of Finance and Central Services has:-

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice;

The Head of Finance and Central Services has also:-

- kept proper accounting records which are up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities;

Certification of the Head of Finance and Central Services

I hereby certify that the Statement of Accounts on **pages 10 - 60** presents fairly the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2007.

Karen Iveson
CPFA
Head of Finance and Central Services

Dated 26 June 2007

Approval by Chair of Policy and Resources Committee

This Statement of Accounts was approved by a resolution of the Full Council of Selby District Council on **26 June 2007**.

Councillor J Dyson
Chair of Selby District Council

Dated 26 June 2007

INCOME & EXPENDITURE ACCOUNT

2005/2006 Net Exp. £'000		2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000	Notes
720	Central Services to the Public	4,535	3,819	716	1
6,185	Cultural, Environmental and Planning Services	9,323	3,245	6,078	2
118	Highways, Roads and Transport Services	700	259	441	3
1,180	Local Authority Housing (HRA)	10,241	11,132	(891)	4
837	Other Housing Services	11,241	10,843	398	5
1,185	Corporate and Democratic Core	1,211	27	1,184	6
(271)	Non Distributed Costs	320	246	74	7
9,954	Net Cost of Services	37,571	29,571	8,000	
-	Loss on Disposal of Fixed Assets			225	
1,055	Parish Council Precepts			1,090	
1,227	Levies to Drainage Boards			1,262	
26	Surpluses / Deficits on Trading Undertakings			(110)	8
788	Interest Payable & Similar Charges			778	9
1,954	Contribution of Housing Capital Receipts to Government Pool			1,244	
(1,163)	Interest and Investment Income			(1,163)	10
518	Pensions Interest Cost and Expected Return in Pensions Assets			388	43
14,359	Net Operating Expenditure			11,714	
(3,382)	General Government Grants			(1,000)	
(284)	Local Authority Business Growth Incentive (LABGI)			(725)	
(2,219)	Non-domestic Rates Redistribution			(5,183)	
(4,804)	Demand on the Collection Fund			(4,985)	
(28)	Transfers to / (from) the Collection Fund in respect of Surpluses / Deficits			(28)	
3,642	Net General Fund (Surplus) / Deficit for the Year			(207)	

STATEMENT OF MOVEMENT ON THE GENERAL FUND BALANCE

The Income and Expenditure Account shows the Council's actual financial performance for 2006/2007, measured in terms of the resources consumed and generated over the last twelve months. However, the authority is required to raise council tax on a different accounting basis, the main differences being:-

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed.
- The payment of a share of housing capital receipts to the Government scores as a loss in the Income and Expenditure Account, but is met from the usable capital receipts balance rather than council tax.
- Retirement benefits are charged as amounts become payable to pension funds and pensioners, rather than as future benefits are earned.

The General Fund Balance compares the Council's spending against the council tax that it raised for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for future expenditure.

This reconciliation statement summarises the differences between the outturn on the Income and Expenditure Account and the General Fund Balance.

2005/2006 £'000		2006/2007 £'000	Notes
3,642	(Surplus) / Deficit for the year on the Income & Expenditure Account	(207)	See note on page 17
(3,429)	Net additional amount required by statute and non-statutory proper practices to be debited or credited to the General Fund Balance for the year	(1,470)	
213	(Increase) / Decrease in General Fund Balance for the year	(1,677)	
(1,713)	General Fund Balance brought forward	(1,500)	
(1,500)	General Fund Balance carried forward	(3,177)	

**NOTE OF RECONCILING ITEMS FOR THE STATEMENT OF MOVEMENT
ON THE GENERAL FUND BALANCE**

2005/2006 £'000		2006/2007 £'000	Notes
	Amounts included in the Income & Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund Balance for the year		
-	Amortisation of intangible fixed assets	(61)	11
(531)	Depreciation and impairment of fixed assets	(614)	11
129	Government Grants Deferred amortisation	184	39
(681)	Write downs of deferred charges to be financed from capital resources	(359)	
-	Net loss on sale of fixed assets	(225)	
90	Net charges made for retirement benefits in accordance with FRS 17	(359)	43
(993)		(1,434)	
	Amounts not included in the Income & Expenditure Account but required by statute to be included when determining the Movement on the General Fund Balance for the year		
(177)	Minimum revenue provision for capital financing	74	
1,426	Capital expenditure charged in-year to the General Fund Balance	1,065	12
(1,954)	Transfer from Usable Capital Receipts to meet payments to the Housing Capital Receipts Pool	(1,244)	
(705)		(105)	
	Transfers to or from the General Fund Balance that are required to be taken into account when determining the Movement on the General Fund Balance for the year		
420	Housing Revenue Account Balance	692	
(1,734)	Appropriation to / (from) Major Repairs Reserve	(171)	
(417)	Net transfer to / (from) earmarked reserves	(452)	13
(1,731)		69	
(3,429)	Net additional amount required to be credited to the General Fund balance for the year.	(1,470)	

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

This statement brings together all the gains and losses of the Council for the year and shows the aggregate increase in its net worth. In addition to the surplus generated on the Income and Expenditure Account, it includes gains and losses relating to the revaluation of fixed assets and re-measurement of the net liability to cover the cost of retirement benefits.

2005/2006		2006/2007	Notes
£'000		£'000	
3,642	(Surplus) / Deficit for the year on the Income & Expenditure Account	(207)	
20,283	(Surplus) / Deficit arising on revaluation of fixed assets	(26,046)	40
(154)	Actuarial (gains) / losses on pension fund assets and liabilities	(2,269)	43
(600)	Other (gains) / losses	672	See below
26	Collection Fund (gains) / losses	(283)	
23,197	Total recognised (gains) / losses for the year	(28,133)	

Other (gains) / losses mainly relate to the discount offered on the sale of council houses which is not reflected in the Income and Expenditure Account (£623k), and the movement on the Deferred Capital Receipts account (£44k).

BALANCE SHEET

31-Mar-06 £'000		31-Mar-07		Notes
		£'000	£'000	
273	Intangible Assets	278		28
	Tangible Fixed Assets			21, 24, 27
	Operational Assets			
130,563	Council Dwellings	154,269		
10,989	Other Land and Buildings	11,147		
2,020	Vehicles Plant and Equipment	1,725		
71	Infrastructure	71		
115	Community Assets	112		
	Non-Operational Assets			
346	Commercial Property	346		
1,234	Surplus Assets Held for Disposal	1,106		
10	Other Land and Buildings	449		
145,621	Total Fixed Assets		169,503	
20	Long Term Investments	20		30
210	Long Term Debtors	245		31
43	Deferred Premiums on Early Repayment of Debt	-	265	
145,894	Total Long Term Assets		169,768	
	Current Assets			
46	Stocks and Work in Progress	65		32
7,860	Debtors & Prepayments	8,196		33
19,707	Short Term Investments	20,064		30
-	Cash and Bank	272	28,597	
173,507	Total Assets		198,365	
	Current Liabilities			
(1,512)	Long Term Borrowing due within 12 months	(1,013)		34
(4,156)	Creditors	(3,786)		35
(385)	Cash Overdrawn	-	(4,799)	
167,454	Total Assets less Current Liabilities		193,566	
(162)	Provisions	(171)		37
(8,585)	Long Term borrowing	(8,571)		34
59	Deferred Liabilities	54		38
(494)	Governments Grants - deferred account	(396)		39
(75)	Deferred Discounts on Early Repayment of Debt	(62)		
(14,082)	Liability Related to Defined Benefit Pension Schemes	(12,172)	(21,318)	43
144,115	Total Assets less Liabilities		172,248	

BALANCE SHEET

31-Mar-06 £'000		31-Mar-07		Notes
		£'000	£'000	
	Financed By:			
118,357	Fixed Asset Restatement Account	141,838		41
27,086	Capital Financing Account	27,604		41
401	Useable Capital Receipts Reserve	204		41
152	Deferred Capital Receipts	108		41
(14,082)	Pensions Reserve	(12,172)		43
1,479	Major Repairs Reserve	1,744		41
	Fund Balances & Reserves:			
1,500	General Fund	3,177		41
1,216	Housing Revenue Account	1,908		41
206	Collection Fund	489		41
7,800	Other Revenue Reserves	7,348	172,248	41
144,115			172,248	

Karen Iveson
CPFA
Head of Finance and Central Services

Dated 26 June 2007

CASH FLOW STATEMENT

2005/2006 £'000		2006/2007 £'000	2006/2007 £'000	Notes
	Revenue Activities			
	<u>Cash Outflows</u>			
7,967	Employees	8,368		
22,176	Other operating cash payments	20,124		
3,376	Housing Benefit	3,996		
41,539	Non-domestic rates payment to National Pool	40,830		
31,249	Precepts	32,964		
1,947	Payments to the Capital Receipts Pool	1,297		
108,254			107,579	
	<u>Cash Inflows</u>			
(3,822)	Rents (after rebates)	(3,907)		
(32,504)	Council Tax	(34,234)		
(3,641)	Non-domestic rate pool	(7,086)		
(42,242)	Non domestic rate payers	(40,859)		
(3,383)	Revenue Support Grant	(1,000)		48
(3,328)	DWP grants for benefits	(3,857)		48
(9,114)	Other Government Grants	(10,065)		48
(7,979)	Goods and services	(7,465)		
-	Other operating cash receipts	-		
(106,013)			(108,473)	
2,241	Net Cash Flow from Revenue Activities		(894)	44
	Returns on Investment and Servicing of Finance			
	<u>Cash Outflows</u>			
831	Interest Paid	665		
	<u>Cash Inflows</u>			
(210)	Interest received	(1,064)		
621	Net Cash Flow from Servicing of Finance		(399)	
	Capital Activities			
	<u>Cash Outflows</u>			
4,161	Fixed assets	2,737		
697	Other capital cash payments	721		
	<u>Cash Inflows</u>			
(2,815)	Sale of fixed assets	(1,789)		
(1,967)	Capital grants received	(1,903)		48
-	Other capital cash receipts	-		
76	Net Cash Flow from Capital Activities		(234)	
2,938	Net Cash Flow Before Financing c/fwd		(1,527)	45

CASH FLOW STATEMENT

2005/2006 £'000		2006/2007 £'000	2006/2007 £'000	Notes
2,938	Net Cash Flow Before Financing b/fwd		(1,527)	45
	Management of Liquid Resources			
(1,132)	Increase/(decrease) in short term investments		357	46, 47
(1,132)	Net Cash Flow from Liquid Resources		357	
	Financing			46
	<u>Cash Outflows</u>			
12	Repayments of amounts borrowed	1,513		
	<u>Cash Inflows</u>			
-	New loans raised	-		
(1,500)	New short term loans	(1,000)		
(1,488)	Net Cash Flow from Financing		513	
318	Net (Increase) / Decrease in Cash		(657)	45

EXPLANATORY NOTES TO THE CORE FINANCIAL STATEMENTS

The following notes are intended to explain figures contained in the Income and Expenditure Account, Balance Sheet and the Cash Flow Statement.

1. Central Services to the Public

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
458	Local Tax Collection	4,053	3,672	381
147	Elections & Electoral Registration	205	1	204
60	Emergency Planning	70	-	70
(10)	Local Land Charges	149	146	3
65	Grants	58	-	58
720	Total	4,535	3,819	716

The above note attempts to bring together those costs relating to services provided to the public by central departments. Costs included in Local Tax Collection include council tax collection, council tax benefits and non-domestic rates collection. Grants include miscellaneous grants made to voluntary organisations.

2. Cultural, Environmental and Planning Services

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
2	Culture & Heritage	3	-	3
956	Recreation & Sport	1,887	836	1,051
165	Open Spaces	308	144	164
39	Tourism	8	-	8
37	Cemetery Services	32	-	32
731	Environmental Health	946	155	791
353	Community Safety	568	220	348
1	Land Drainage	-	-	-
569	Street Cleansing	599	-	599
1,984	Waste Collection	2,644	797	1,847
68	Building Control	59	2	57
424	Development Control	1,179	667	512
339	Planning Policy	363	5	358
279	Economic Development	695	419	276
238	Community Development	32	-	32
6,185	Total	9,323	3,245	6,078

2. Cultural, Environmental and Planning Services continued....

Community Safety includes expenditure and income which relates to the Selby Community Safety Partnership which was set up to reduce crime and disorder, and to promote community safety in Selby District.

Selby District Council as the lead Authority, is working with a number of organisations to achieve the aims of the Partnership. The partners include North Yorkshire Police, North Yorkshire County Council, North Yorkshire Fire & Rescue Authority, York and North Yorkshire Primary Care Trust, North Yorkshire Police Authority, the Youth Offending Team, Selby AVS, the Drug Action Team and the Drug & Alcohol Reference Group.

3. Highways, Roads and Transport Services

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
(65)	Parking Services	177	254	(77)
183	Public Transport & Concessionary Fares Scheme	523	5	518
118	Total	700	259	441

The Transport Act 2000 introduced a statutory minimum concessionary fares scheme from 1 June 2001. From April 2006 residents over 60 and disabled persons as defined within the Act are entitled to a travel pass which enables them to free travel on buses within North Yorkshire and York. In addition, these residents of Selby District are able to travel at a reduced fare on trains from one of seven stations in the Selby area to a number of agreed destinations. The scheme is administered on behalf of Selby District Council by Harrogate Borough Council.

4. Local Authority Housing (HRA)

The Housing Revenue Account (HRA) is a record of revenue expenditure and income relating to the Councils housing stock. Its primary purpose is to ensure that expenditure on managing tenancies and maintaining dwellings is balanced by rents charged to tenants. Consequently, the HRA is a statutory account, ring fenced from the rest of the General Fund so that rents cannot be subsidised from council tax.

2005/2006 Balance £'000		2006/2007 Balance £'000
(10,726)	Housing Revenue Account income	(11,132)
11,906	Housing Revenue Account expenditure	10,241
1,180	Net Cost of Housing Revenue Account Services	(891)

The Housing Revenue Account and accompanying notes can be found on [pages 50 to 57](#).

5. Housing Services

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
(247)	Housing Strategy (RSL's & PFI)	127	540	(413)
538	Housing Grants & Energy Conservation	710	155	555
26	Homelessness	52	19	33
(132)	Housing Benefits	8,743	9,115	(372)
639	Housing Benefits Administration	1,025	447	578
13	Other Housing	19	2	17
-	Supporting People	565	565	-
837	Total	11,241	10,843	398

Housing Strategy includes the annual costs of the Housing PFI Scheme. The Council has also received a grant from Central Government of £537k towards future years costs. See [note 26 on page 35 for more details](#).

Supporting People expenditure covers costs relating to Designated Housing, Sheltered Housing, Lifelines and Homelessness. These costs are reimbursed through grants receivable from North Yorkshire County Council, contributions from the Housing Revenue Account and rental income.

6. Corporate and Democratic Core

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
518	Democratic Representation & Management	598	7	591
667	Corporate Management	613	20	593
1,185	Total	1,211	27	1,184

Democratic Representation and Management includes costs such as Members allowances and committee administration. Corporate Management includes the costs of the Chief Executive, the preparation of accounts and external audit. Bringing these costs together here excludes them from the total cost of any particular service, which accords with relevant accounting regulations.

7. Non Distributed Costs

2005/2006 Net Exp. £'000	Service	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 Net Exp. £'000
36	Costs of Unused facilities (assets & IT)	92	64	28
86	Retired Officer Superannuation	88	-	88
82	Staff Training & Recruitment	110	-	110
(453)	FRS 17- Pension service (gains) & curtailments	29	-	29
(22)	Other Services	1	182	(181)
(271)	Total	320	246	74

Non Distributed costs are held centrally, and as such aren't recharged to particular services, as per relevant accounting regulations. Non Distributed costs include the costs relating to unused facilities, such as unused buildings along with the pension costs of former employees. FRS 17 pension costs are shown in greater detail in note [43 on page 44](#).

8. Surpluses / Deficits on Trading Undertakings

Trading undertakings are activities of a commercial nature financed substantially by charges to recipients of the service. The surpluses / deficits on trading undertakings relate to the profits or losses on the Councils Markets, Industrial Units and Commercial Waste contract. The table below shows the trading position for each of these activities.

2005/2006 (Surplus) / Deficit £'000	Trading Services	2006/2007 Expenditure £'000	2006/2007 Income £'000	2006/2007 (Surplus) / Deficit £'000
(15)	Selby Market (Monday)	78	94	(16)
16	Tadcaster Market	27	12	15
7	Farmers & Continental Markets	3	5	(2)
48	Commercial Waste	368	391	(23)
(30)	Industrial Units	156	240	(84)
26	Total	632	742	(110)

9. Interest Payable and Similar Charges

2005/2006 Charge £'000		2006/2007 Charge £'000
748	External Interest Charges	747
54	Premiums on Repurchase of Borrowing	45
(14)	Discounts on Repurchase of Borrowing	(14)
788	Total	778

10. Interest and Investment Income

The Council invests (either directly or via its Fund Manager) its overall surplus funds on a day to day basis for periods up to one year. The investments are to major Clearing Banks, Building Societies or other Local Authorities. The total interest generated in 2006/07 was £1.183m. This interest is then, after the deduction of management costs of £32k, credited to the various reserves of the Authority including the General Fund and the Housing Revenue Account. Management costs of £5k relating to the HRA element of the investments are included within debt management costs within the HRA.

In addition the Council earns interest from mortgages issued previously under the tenants right to buy scheme. In 2006/07 this generated £12k which is credited to the Housing Revenue Account. This with the balances interest gives a net interest figure of £1.163m.

11. Adjustment for Amortisation of Intangible Fixed Assets and Depreciation

The adjustment for amortisation of intangible fixed assets and depreciation ensures that the impact of these charges on Council Tax is no more or no less than the requirement to make provision to repay debt as required using the prescribed calculations under the Local Government Act 2000. This adjustment also reverses the impact of any impairments.

12. Capital Expenditure Financed from Revenue

The capital programme can be financed from a variety of sources, one of which is revenue. In 2006/07 £1.065m of capital expenditure was funded from revenue. Of this £833k was funded from the Housing Revenue Account (£390k in 2005/06) . Whilst capital expenditure of £56k was funded from General Fund balances (£273k in 2005/06) and £176k was financed using various General Fund reserves (£763k in 2005/06).

13. Transfers to / (from) Other Earmarked Reserves

The Council has a number of earmarked reserves for specific projects and these are used to fund both revenue and capital projects. Details of the movement on these reserves is shown in [note 40](#) to the Core Financial Statements [on page 41](#).

14. Section 137 Expenditure

Section 137 of the Local Government Act 1972 enables Parish/Town Councils to spend up to the product of £5.02 per head of the electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

No such expenditure was incurred in the 2005/06 or 2006/07 financial years.

15. Publicity Expenditure

Under Section 5 of the Local Government Act 1986, a Local Authority is required to keep a separate account of its expenditure on publicity. Details are shown below:-

2005/2006 Expenditure £'000		2006/2007 Expenditure £'000
62	Recruitment Advertising	56
34	Other Advertising	41
28	Other Publicity	36
124	Total	133

16. Building Control

On 1 April 2001 the Council formed a partnership with Ryedale District Council to provide Building Control services on behalf of the two Councils. The North Yorkshire Building Control Partnership was originally planned to operate for a three year trial period to 31 March 2004. Following an external review of the Partnership's viability in 2002/03, both Councils agreed to make the arrangement permanent. From April 2004 changes to the financial arrangements were agreed which resulted in each partner paying a fixed fee for non-chargeable services and receiving a share of any surpluses over a value of £60,000.

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the Building Control function. There are however certain duties undertaken by the Building Control Partnership which cannot be charged for, such as providing advice and liaising with other statutory bodies. Chargeable and non-chargeable costs are shared between the partners on a previously agreed basis. The statement shows the Council's share of the cost of operating the Building Control Partnership split between chargeable and non-chargeable duties.

2005/2006 Total £'000		2006/2007 Chargeable £'000	2006/2007 Non-Charge £'000	2006/2007 Total £'000
	Expenditure			
4	Employee Expenses	-	-	-
19	Premises	16	4	20
55	Supplies and Services	40	12	52
21	Central and Support Service Charges	17	4	21
99	Total Expenditure	73	20	93
	Income			
190	Building Regulation Charges	25	5	30
6	Miscellaneous Income	-	4	4
196	Total Income	25	9	34
97	Surplus / (Deficit) for the Year	(48)	(11)	(59)

17. Members Allowances

The cost of Members Allowance payments is included within the Corporate and Democratic Core costs (Democratic Representation and Management) and in 2006/07 amounted to £215,156 (£211,401 in 2005/06).

18. Officers' Emoluments

The number of employees whose remuneration, excluding pension contributions was £50,000 or more in bands of £10,000 were:-

2005/2006 No. of Employees	Remuneration Band	2006/2007 No. of Employees
-	£80,000 - £89,999	1
1	£70,000 - £79,999	-
1	£60,000 - £69,999	-
3	£50,000 - £59,999	2

19. Related Party Transactions.

The Council is required to disclose all material transactions with related parties - bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council.

The table below and on the following page show material transactions with certain related parties during the year. Information on other related party transactions such as revenue support grant and housing subsidy may be disclosed elsewhere in the accounts.

2005/2006 £'000		2006/2007 £'000
	<u>Receipts</u>	
	Central Government	
9,509	- Dept for Communities and Local Government	10,613
11,665	- Department for Work & Pensions	12,791
-	- Department of Health	6
154	- Home Office	179
87	- Defra	-
396	Yorkshire Forward	302
39	Employee Car Loans	14
788	North Yorkshire County Council	966
-	Hambleton District Council	8
-	North Yorks & York Primary Care Trust	34
22,638	Total Receipts	24,913

19. Related Party Transactions continued....

2005/2006 £'000		2006/2007 £'000
	<u>Payments</u>	
1,055	Parish Precepts	1,090
1,227	Internal Drainage Board Levies	1,262
21	Hull & Goole Port Health Authority Levy	22
23,841	North Yorkshire County Council Precept	25,156
4,893	North Yorkshire Police Authority Precept	5,034
1,460	North Yorkshire Fire & Rescue Precept	1,509
41,539	National Non Domestic Rate Pool	38,316
4,107	ODPM	4,137
993	North Yorkshire Pension Fund (Employer Contributions)	1,370
19	Employee Car Loans	21
30	Selby Stay Put	30
135	Ryedale District Council (for North Yorkshire Audit Partnership)	136
-	Groundwork Trust	126
79,320	Total Payments	78,209

20. Audit Fees

The Council incurred the following fees relating to external audit and inspection:

2005/2006 £'000		2006/2007 £'000
94	Fees due to the Audit Commission with regard to external audit services carried out by the appointed auditor.	96
6	Fees due to the Audit Commission in respect of statutory inspection.	4
36	Fees paid to the Audit Commission for the certification of grant claims and returns.	32
136	Total	132

21. Summary of Capital Expenditure and Fixed Asset Disposals

Movement on Fixed Assets

	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles Plant & Equipment £'000	Infra-structure £'000	Community Assets £'000	Total £'000
Operational Assets						
Certified Valuation as at 31 March 2006	133,888	11,228	4,443	90	127	149,776
Accumulated Dep'n & Impairment	(3,325)	(239)	(2,423)	(19)	(12)	(6,018)
NBV as at 31 March 2006	130,563	10,989	2,020	71	115	143,758
Movement in 2006/2007:						
Reclassification	(275)	-	-	-	-	(275)
Additions	2,518	57	216	58	-	2,849
Disposals						
- Gross Book Value	(2,340)	-	(219)	-	-	(2,559)
- Accumulated Dep'n	-	-	219	-	-	219
Revaluation of Assets						
- Change in Certified Value	26,056	620	-	-	-	26,676
- Accumulated Dep'n	3,025	135	-	-	-	3,160
- Capital Expenditure not resulting in Asset	(2,361)	(57)	(54)	(58)	-	(2,530)
Dep'n for the Year	(1,843)	(251)	(457)	-	(3)	(2,554)
Impairment (price change)	(1,074)	(346)	-	-	-	(1,420)
NBV as at 31 March 2007	154,269	11,147	1,725	71	112	167,324
Non-Operational Assets						
Certified Valuation as at 31 March 2006		1,598				1,598
Accumulated Dep'n & Impairment		(8)				(8)
NBV as at 31 March 2006	-	1,590	-	-	-	1,590
Movement in 2006/2007:						
Reclassification		288				288
Additions		90				90
Disposals						
- Gross Book Value		(225)				(225)
- Accumulated Dep'n		-				-
Revaluation of Assets						
- Change in Certified Value		163				163
- Accumulated Dep'n		7				7
Dep'n for the Year		(12)				(12)
Impairment		-				-
NBV as at 31 March 2007	-	1,901	-	-	-	1,901
NBV as at 31 March 2007	154,269	13,048	1,725	71	112	169,225

Depreciation Methodologies

Depreciation is generally provided on all fixed assets other than freehold land, and is charged from the date of purchase up to the date of disposal. The Council depreciates its assets on a straight line basis over the expected life of the asset after allowing for a residual value. An external valuer has assessed the useful life of all Council owned buildings, which have been determined as follows:-

	Estimated Useful Life (years)
Buildings	
Council Dwellings - Traditional Construction	60
Council Dwellings - Non-Traditional Construction	20 - 40
Garages	10
Operational Buildings	15 - 60
Non-Operational Buildings	30 - 55
Other Assets	
Vehicles, Plant & Equipment	5 - 15

Capital Expenditure and Financing

Capital expenditure and sources of financing during the year were as follows:

2005/2006 £'000		2006/2007 £'000
(840)	Opening Capital Financing Requirement	(316)
	Capital investment	
4,233	Operational assets	2,849
-	Non-operational assets	90
273	Intangible assets	90
782	Deferred charges	624
	Sources of finance	
(904)	Capital receipts	(609)
(2,611)	Government grants and other contributions	(1,716)
(1,249)	Revenue contributions	(1,000)
(316)	Closing Capital Financing Requirement	12
524	Increase in underlying need to borrow (supported by Government financial assistance)	328
-	Increase in underlying need to borrow (unsupported by Government financial assistance)	-
524	Increase / (decrease) in Capital Financing Requirement	328

22. Deferred Charges

Deferred charges arise where expenditure is classified as capital but where it does not result in a tangible asset. Examples of deferred charges are where capital grants are given to third parties e.g. improvement grants. Movements in Deferred Charges during the year were as follows :

	Balance at 31-Mar-06 £'000	Expenditure £'000	Amounts Written Off to Revenue £'000	Balance at 31-Mar-07 £'000
Improvement Grants	-	536	(536)	-
General Fund	-	88	(88)	-
Total	-	624	(624)	-

23. Commitments Under Capital Contracts

The Council is required to disclose any significant commitments under capital contracts. These commitments relate to contractual obligations entered into but not discharged by 31 March 2007, and commitments to meet items in the proposed capital programme where contracts have not been entered into, which are not already reflected within the accounts.

The Council has authorised expenditure in future years of £5.029m, under its capital programme of which £1.571m has been contracted. A further £3.458m relates to schemes approved to proceed which are not yet contracted, these commitments include the following significant schemes:

	Expenditure approved and contracted at 31-Mar-07 £'000	Expenditure approved to proceed but not contracted at 31-Mar-07 £'000
Improvements to land & buildings	590	157
Grants to other bodies	-	45
Equipment & Consultancy services	25	167
Home Improvement Grants & Survey	-	450
Modernisations to HRA land & buildings	947	2,489
Health & Safety Regulations	9	150
Total	1,571	3,458

24. Information on Assets Held

31-Mar-06 (number)	Assets	31-Mar-07 (number)
	Council Dwellings - HRA & GF	
532	Houses and Bungalows - 1 Bedroom	532
905	- 2 Bedroom	900
1,119	- 3 Bedroom	1,103
32	- 4 Bedroom	31
1	- 5 Bedroom	1
231	Flats, Bedsits and Maisonettes - 1 Bedroom	228
383	- 2 Bedroom	382
2	- 3 Bedroom	2
2	Multi Occupied Dwellings (Hostels)	2
3,207	Total	3,181
	Parks and Open Spaces	
18	Playgrounds	19
2	Sports Fields	2
20	Total	21
	Vehicles, Plant and Equipment	
	The major items are as follows:	
8	Environmental Health Vehicles & Plant	12
2	Community Safety Vehicles	2
15	Housing Maintenance Vehicles	15
5	Trailers	5
37	CCTV Cameras	37
67	Total	71
	Operational Buildings	
	The major items are as follows:	
1	Civic Centre	1
2	Sports Centres	2
3	Depots	3
4	Public Conveniences	4
14	Community Centres	14
24	Total	24

Assets acquired under finance lease would be capitalised and included within the Council's asset register. Assets utilised under an operating lease would not appear on the balance sheet as they are not owned by the Council.

25. Assets Held Under Leases

Vehicles, Plant, Furniture and Equipment - the authority uses a warden call system and photocopiers under terms of an operating lease. The amounts paid under these arrangements in 2006/07 was £95,051 (2005/06 £95,626).

Following a review of assets held under leases, it has been determined that computer equipment and sunbeds previously classified as assets held under operating leases are actually subject to annual rental agreements rather than lease agreements. The 2005/06 comparative figure quoted above has therefore been restated to remove the effect of these items.

Commitments under Operating Leases - the authority was committed at 31 March 2007 to making payments of £93,927 under operating leases in 2007/08, comprising the following elements:-

	Vehicles, Plant & Equipment £'000
Leases expiring between 2008/09 and 2012/13	18
Leases expiring after 2012/13	76

26. Assets Recognised Under PFI Arrangements

The Council does not recognise any assets in its balance sheet under PFI arrangements. However in 2006/07 the authority was committed to making payments of £122,665. These payments will increase each year reaching £510,000 per annum from 2010 under a contract with South Yorkshire Housing Association for the provision of 250 homes to rent. The actual level of payments will depend on the number of units available for rent. The contract expires in 2035.

27. Valuation Information

The following statement shows the progress of the Council's programme for the revaluation of assets. The valuation of council dwellings is carried out by G Tyerman BSc, MRICS of Mouchel Parkman and the valuation of other land and buildings is carried out by C W Clubley F.R.I.C.S. F.A.A.V of Chris Clubley & Co Ltd. Both are external valuers. The basis of valuation is set out in the statement of accounting policies.

	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles, Plant and Equipment £'000	Infra-structure £'000	Community Assets £'000	Total £'000
Valued at historical cost:		90	1,725	71	112	1,998
Valued at current value in:						
2006/2007	154,269	66				154,335
2005/2006						-
2004/2005		12,892				12,892
2003/2004						-
2002/2003						-
Total	154,269	12,958	1,725	71	112	169,225

28. Intangible Assets

	Software Licenses £'000	Other Intangible £'000	Total £'000
Original Cost	216	57	273
Amortisation to 1 April 2006	-	-	-
Balance at 1 April 2006	216	57	273
Expenditure in Year	46	20	66
Written off to revenue in year	(48)	(13)	(61)
Balance at 31 March 2007	214	64	278

The above intangible assets relate to current IT projects. Software licences are held for the Access to Services, Planning Public Access and Internal / External e-mail projects. Other Intangibles relate to consultancy costs for the Access to Services, Planning Public Access and other Planning IT projects.

The assets are shown at historical cost and will be amortised over 5 years on a straight line basis. In accordance with the Council's policy, amortisation will occur from the date of purchase. This is a change in policy for 2006/07 as previously no amortisation occurred in the year of purchase.

29. Analysis of Net Assets Employed

The following note analyses the net assets of the Authority between the General Fund and the Housing Revenue Account.

Balance at 31-Mar-06 £'000		Balance at 31-Mar-07 £'000
10,808	General Fund	14,651
133,307	Housing Revenue Account	157,597
144,115	Total	172,248

30. Investments

31-Mar-06 £'000		31-Mar-07 £'000
	<u>Long Term</u>	
20	British Government Stock	20
20		20
	<u>Short Term</u>	
17,701	Fund Manager	16,050
6	Banks	3,014
2,000	Building Societies	1,000
19,707		20,064
19,727	Total	20,084

31. Long Term Debtors

31-Mar-06 £'000		31-Mar-07 £'000
152	Housing Mortgages - Council Houses	108
41	Employee Loans	21
17	Other Loans	116
210	Total	245

32. Stock

31-Mar-06 £'000		31-Mar-07 £'000
26	Building Maintenance	46
3	Other	3
12	Leisure Centres	12
5	Domestic Wheeled Bins	4
46	Total	65

33. Debtors & Prepayments

31-Mar-06 £'000		31-Mar-07 £'000
	Amounts falling due in one year:	
257	Prepayments	222
290	Customs & Excise / Inland Revenue	230
1,903	Other Government Departments	2,526
7	Other Local Authorities	8
197	Rent payers	178
1,267	Sundry Debtors	1,490
267	Miscellaneous	289
	Collection Fund:	
2,389	- NNDR	2,094
3,007	- Council Tax	3,168
9,584		10,205
	Less Provision for Bad Debts:	
(65)	Housing	(257)
(308)	General Fund	(324)
	Collection Fund:	
(551)	- NNDR	(575)
(800)	- Council Tax	(853)
(1,724)		(2,009)
7,860	Total	8,196

Deferred premiums and discounts are now shown separately on the face of the balance sheet. In 2005/06 they were included in prepayments in the above note which has been restated accordingly.

34. Analysis of Long Term Borrowing

	Source of Loan	Other Local Authorities £'000	PWLB £'000	LGS £'000	Transferred Debt £'000	Total £'000
31-Mar-06	Balance b/f	1,500	2,080	6,500	17	10,097
	<u>Short Term Borrowing</u> Maturing within 1 year	1,000	13			1,013
	Total	1,000	13			1,013
	<u>Long Term Borrowing</u> Maturing in 1 - 2 years		14			14
	Maturing in 2 - 5 years		1,036			1,036
	Maturing in 5 - 10 years		4			4
	Maturing in 10+ years		1,000	6,500	17	7,517
	Total	-	2,054	6,500	17	8,571
31-Mar-07	Balance c/f	1,000	2,067	6,500	17	9,584

35. Creditors

31-Mar-06 £'000		31-Mar-07 £'000
5	Customs & Excise	49
559	Other Government Departments	301
35	Other Local Authorities	34
176	Rent Payers	179
309	NNDR	194
853	Council Tax	503
237	Section 106 Receipts	405
1,960	Sundry Creditors	2,104
22	Miscellaneous	17
4,156	Total	3,786

Deferred premiums and discounts are now shown separately on the face of the balance sheet. In 2005/06 they were included in miscellaneous in the above note which has been restated accordingly.

Section 106 Receipts

Section 106 receipts are monies paid to the Council by Developers as a result of the grant of planning permission, where works are required to be carried out or new facilities provided as a condition of that permission (e.g. creation of a play area). The sums are restricted to being spent only in accordance with the agreement concluded with the Developer. The balances of Section 106 receipts held by the Council during the year were as follows:

	Balance at 31-Mar-06 £'000	Income £'000	Expenditure £'000	Balance at 31-Mar-07 £'000
Open Space Schemes	225	350	(220)	355
Traffic Management / Public Transport Schemes	9	63	(72)	-
Education Contributions	-	213	(166)	47
Selby District Council Schemes	3	5	(5)	3
Total	237	631	(463)	405

Parish Councils can apply for the release of funds from the Open Space Schemes monies applicable to their Parish by submitting a proposed scheme to the Council. On approval of the scheme the monies will be paid over to the Parish Council in staged payments. The contributions from Developers relating to traffic management, public transport and education schemes are received by the Council and then paid over to North Yorkshire County Council. The balance of the education contribution (£46,944) will be paid over in 2007/08.

36. Insurance Provisions

The Council carries a car loan insurance fund. This fund exists to cover the potential event that an employee defaults on the repayment of their car loan. A bond is paid by the employee into the fund at the start of the loan period, and the current balance on the fund is £3,727.

An insurance reserve also exists to cover uninsured risks on council owned property. In particular the fund will cover water damage which the Council does not insure against. The current balance on the fund is £46,600.

37. Provisions

	Balance at 31-Mar-06 £'000	Movement in 2006/2007 £'000	Balance at 31-Mar-07 £'000	See Notes Below
Open Space Maintenance Contributions	61	(8)	53	1
Sherburn Workshop Phase I & II	44	-	44	2
Swordfish Way Sherburn	4	14	18	
Prospect Centre	3	(3)	-	
The Vivars	6	4	10	
Hurricane Close	-	2	2	
Planning Inquiries	31	-	31	3
Asset Valuation Costs	9	-	9	
Taxi Survey	4	-	4	
Total	162	9	171	

37. Provisions continued....

1. Open Space Maintenance Contributions

This provision has been made to fund future grounds maintenance costs on a number of play areas and open spaces which have been adopted by the council.

2. Sherburn Workshop Phase I & II

This provision is used to fund future repairs and maintenance on Sherburn phase I and II industrial units. Each year a contribution is made either to or from this provision depending on the level of maintenance required.

3. Planning Inquiries

This provision is used to fund costs relating to the Local Plan Inquiry.

38. Deferred Liabilities

Deferred Liabilities are the costs of setting up the Local Government stock issue, these costs are being written off over the 25 year life of the loan which is due for repayment in 2020.

39. Government Grants Deferred and Other Grant Contributions

These are sums of money that have been received from the Government and other organisations to contribute towards the costs of fixed assets. The money is transferred to the relevant service as the asset is depreciated so that service revenue accounts receive a reduced charge in each year that the asset is usable. The money is therefore not available to fund other expenditure requirements.

The following table shows the movement on the above account:-

Balance at 31-Mar-06 £'000		Amount Received £'000	Amount Used £'000	Balance at 31-Mar-07 £'000
462	Deferred Government Grants	35	(170)	327
32	Deferred Other Grant Contributions	51	(14)	69
494		86	(184)	396

40. Reserves

The Council keeps a number of reserves in the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans.

	Balance at 31-Mar-06 £'000	Net Movement in Year £'000	Balance at 31-Mar-07 £'000	Purpose of the Reserve	Further Detail of Movements
Fixed Asset Restatement Account	118,357	23,481	141,838	Store of gains / losses on revaluation of fixed assets.	(a) below
Capital Financing Account	27,086	518	27,604	Store of capital resources set aside to meet past expenditure.	(b) below
Useable Capital Receipts Reserve	401	(197)	204	Proceeds of fixed asset sales available to meet future capital spend.	(c) below
Deferred Capital Receipts	152	(44)	108	Proceeds from the sale of assets received in installments.	(d) below
Pensions Reserve	(14,082)	1,910	(12,172)	Balancing account to allow inclusion of Pensions Liability in the Balance Sheet.	Note 43 to the Core Financial Statements, Page 44
Major Repairs Reserve	1,479	265	1,744	Resources available to meet capital investment in council housing.	HRA Statements, page 50
General Fund Reserve	1,500	1,677	3,177	Resources available to meet future running costs for General Fund.	Statement of Movement on the GF Balance, page 16
Housing Revenue Account	1,216	692	1,908	Resources available to meet future running costs for council houses.	HRA Statements, page 50
Collection Fund Reserve	206	283	489	Store of the collection fund surplus to be divided between the major precepting bodies in future years.	Collection Fund Account, page 58
Other Revenue Reserves	7,800	(452)	7,348	Resources earmarked for future projects.	(e) below
Total	144,115	28,133	172,248		

(a) Fixed Asset Restatement Account

	£'000
Balance brought forward at 1 April 2006	118,357
Gains / (losses) on revaluation of fixed assets in 2006/2007	30,006
Impairment losses on fixed assets due to general changes in prices on 2006/2007	(1,420)
Amounts written off fixed asset balances for disposals in 2006/2007	(2,565)
Other movement on the reserve	(2,540)
Total movement on reserve in 2006/2007	23,481
Balance carried forward at 31 March 2007	141,838

This account represents the difference between the valuations of assets under the new system of capital accounting compared to the previous system. The account is adjusted to reflect the writing out of the net book value of assets disposed of and capital expenditure that has not resulted in an increase in asset values.

(b) Capital Financing Account

	£'000
Balance brought forward at 1 April 2006	27,086
Useable capital receipts applied	665
Capital expenditure financed from revenue	1,065
Major Repairs grant applied to capital investment in 2006/2007	1,517
Reconciling amounts for provisions for loan repayment	(776)
Transfer to Major Repairs Reserve re HRA depreciation	(1,953)
Total movement on reserve in 2006/2007	518
Balance carried forward at 31 March 2007	27,604

The capital financing reserve represents the amounts set aside from revenue resources or capital resources to finance expenditure on fixed assets or for the repayment of external loans and certain other capital transactions.

(c) Usable Capital Receipts Reserve

	£'000
Balance brought forward at 1 April 2006	401
Amounts receivable in 2006/2007	468
Amounts applied to finance new capital investment in 2006/2007	(665)
Increase / (decrease) in realised capital resources	(197)
Balance carried forward at 31 March 2007	204

Usable capital receipts are created from asset sales and are used to finance capital expenditure.

(d) Deferred Capital Receipts

	£'000
Balance brought forward at 1 April 2006	152
Principal Repayments in 2006/2007	(44)
Increase / (decrease) on the account	(44)
Balance carried forward at 31 March 2007	108

Deferred Capital Receipts are amounts derived from sales of assets which will be received in instalments over agreed periods of time. They arise principally from mortgages on sales of Council Houses which form the main part of mortgages under Long Term Debtors.

(e) Other Revenue Reserves

The Council has the following reserves which have been set up voluntarily to earmark resources for future spending plans. The major reserves, and the intended purpose of those reserves are described in more detail below:-

	Balance at 31-Mar-06 £'000	Transfers In £'000	Transfers Out £'000	Balance at 31-Mar-07 £'000	See Notes Below
General Fund Projects	776	23	(17)	782	1
Leisure, Depot & Office Projects	73	20	(59)	34	
Insurance Fund	58	-	(8)	50	
Wheeled Bins	135	11	-	146	2
Sherburn Amenity Land	10	-	-	10	
Computer Development	233	-	(103)	130	3
Carried Forward Budgets	822	753	(822)	753	4
Commutation Surplus	11	-	(1)	10	
Transport Repairs & Renewals	560	22	(277)	305	5
HRA Special Projects	1,370	-	(166)	1,204	6
PFI Scheme	951	590	(126)	1,415	7
E-Government	1,033	-	(389)	644	8
Your Community Your Future	924	-	(662)	262	9
Groundwork Projects	46	-	(14)	32	
Planning Delivery Grant	22	23	(22)	23	
LABGI	284	725	(247)	762	10
Service Development Projects	392	-	(96)	296	11
Planning Inquiries	100	50	(33)	117	12
Customer Contact Centre	-	440	(90)	350	13
Performance Initiative Fund	-	23	-	23	
Total	7,800	2,680	(3,132)	7,348	

1. To fund the Tadcaster Central Area redevelopment and Abbey Leisure Centre projects.
2. To fund wheeled bin replacement.
3. To fund new computer equipment following the decision to buy rather than lease.
4. To fund budgets carried forward into 2007/08 for schemes which have been delayed from 2006/07.
5. To fund the replacement of vehicles in the transport fleet.

(d) Other Revenue Reserves continued....

6. To fund investment to be made in the council house stock.
7. To fund Private Finance Initiative schemes.
8. To fund expenditure relating to e-government initiatives.
9. To fund a variety of schemes throughout Selby District, such as leisure initiatives.
10. This is the Local Area Business Growth Initiative reserve.
11. To fund service development projects.
12. To fund Planning Inquiries.

41. Contingent Liabilities

Contingent Liabilities will be reported at the Committee meeting.

42. Contingent Assets

The Council has an agreement with Tesco Stores Ltd to sell Portholme Road Depot and land and a strip of land at the Civic Centre subject to planning permission being granted. The agreement runs out on 26 June 2007 at which point a decision will be taken at Council as to whether to extend the agreement until 31 October 2007. Tesco can choose to opt out of the contract at any time, however the Council cannot. Tesco can invoke the agreement at any point and have indicated that they will buy the land now without waiting for planning permission to be granted. The purchase price in the contract is £3,400m.

The Council has an agreement with Hogg builders to buy a piece of land at Riccall subject to planning permission being granted. The price to be paid for the land will depend on the planning permission granted, and Hogg builders are currently at the pre-application stage in consultation with the Councils planning department.

A dispute has arisen between the Council and Connaught Partnerships Ltd who were employed to carry out decent homes works on council owned properties. On investigation the Council discovered it had overpaid the contractor by £212k in 2006/07. An account has been sent to Connaught in 2007/08 to recover this overpayment, which has been accrued into 2006/07 but remains outstanding. The Council has provided for it as a potential bad debt in the 2006/07 accounts.

43. Retirement Benefits

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The authority participates in the Local Government Pension Scheme, administered by North Yorkshire County Council and called the North Yorkshire Pension Fund - this is a funded scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

Transactions Relating to Retirement Benefits

The Council recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against Council Tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the Statement of Movement in the General Fund Balance. The transactions on the following page have been made in the Income and Expenditure Account and Statement of Movement in the General Fund Balance during the year:

2005/2006 £'000	North Yorkshire Pension Fund	2006/2007 £'000
	Income and Expenditure Account	
	<i>Net Cost of Services:</i>	
894	current service cost	1,054
(618)	past service costs	-
165	curtailment cost	29
	<i>Net Operating Expenditure:</i>	
1,937	interest cost	2,021
(1,419)	expected return on assets in the scheme	(1,633)
959	<i>Net Charge to the Income and Expenditure Account</i>	1,471
	<i>Statement of Movement in the General Fund Balance</i>	
(959)	reversal of net charges made for retirement benefits in accordance with FRS 17	(1,471)
	Actual Amount charged against the General Fund Balance for pensions in the year	
1,049	employers' contributions payable to the scheme	1,112
90	movement on pensions reserve	(359)

Assets and Liabilities in Relation to Retirement Benefits

The underlying assets and liabilities for retirement benefits attributable to the authority at 31 March are as follows:

Balance at 31-Mar-06 £'000		Balance at 31-Mar-07 £'000
(41,301)	Estimated liabilities in scheme	(41,118)
27,219	Estimated assets in scheme	28,946
(14,082)	Net asset / (liability)	(12,172)

The liabilities show the underlying commitments that the authority has in the long-run to pay retirement benefits. The reduction in net liability to £12.172m at 31 March 2007 has improved the net worth of the authority as recorded in the balance sheet.

Assets and Liabilities in Relation to Retirement Benefits continued....

Statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy as the deficit on the scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. North Yorkshire Pension Fund liabilities have been assessed by Mercer Human Resources Consulting, an independent firm of actuaries, estimates being based on the latest full valuation of the scheme as at 31 March 2004.

The main assumptions used in their calculations have been:

At 31-Mar-06		At 31-Mar-07
2.90%	Rate of inflation	3.10%
4.65%	Rate of increase in salaries	4.85%
2.90%	Rate of increase in pensions	3.10%
50.00%	Proportion of employees opting to take a commuted lump sum	50.00%
4.90%	Discount rate	5.40%

Changes to the Local Government Pension Scheme permit employees retiring on or after 6 April 2006 to take an increase in their lump sum payment on retirement in exchange for a reduction in their future annual pension. On the advice of our actuary we have assumed that 50% of employees retiring after 6 April 2006 will take advantage of this change to the pension scheme.

Assets in the Fund are valued at fair value, principally market value for investments, and consist of the following categories, by proportion of the total assets held by the Fund:

At 31-Mar-06			At 31-Mar-07	
Long-term Return	Proportion %		Long-term Return	Proportion %
7.00%	75.0%	Equity investments	7.5%	77.0%
4.30%	7.6%	Government Bonds	4.7%	7.2%
4.90%	14.0%	Other Bonds	5.4%	14.8%
6.00%	0.0%	Property	6.5%	0.0%
4.50%	3.4%	Cash/Liquidity	5.3%	1.0%
	100.0%			100.0%

Actuarial Gains and Losses

The actuarial gains identified as movements on the Pensions Reserve in 2006/07 can be analysed into the following categories, measured as absolute amounts and as a percentage of assets or liabilities as at 31 March 2007:

	2003/04		2004/05		2005/06		2006/07	
	£'000	%	£'000	%	£'000	%	£'000	%
Differences between the expected and actual return on assets	3,078	15.2	706	3.3	4,175	15.3	143	0.5
Differences between actuarial assumptions and liabilities and actual experience	-	0.0	918	2.6	(695)	1.7	0	0
Changes in the demographic and financial assumptions used to estimate liabilities	-	0.0	(6,126)	17.0	(3,326)	8.1	2,126	5.2
Net Gain/(Loss)	3,078		(4,502)		154		2,269	

Further information can be found in the North Yorkshire Pension Fund's Annual Report which is available upon request from Financial Services, County Hall, Northallerton, DL7 8AL.

Notes Relating to the Cash Flow Statement

44. Reconciliation of the net general fund surplus on the income and expenditure account to the net cash outflow from revenue activities.

	2006/2007 £'000
(Surplus) / Deficit per Income and Expenditure Account	(207)
Non Cash Transactions :-	
Other Non Cash Adjustments	13
Provisions set aside in the year	(9)
Contributions (to) / from Reserves:	
HRA	(692)
Collection Fund	(283)
Major Repairs Reserve	(265)
Other Revenue Reserves	452
Items on an accruals basis :-	
Increase / (Decrease) in Stocks	19
Increase / (Decrease) in Debtors	370
(Increase) / Decrease in Creditors	341
Items classified in another classification in cash flow statement :-	
Investment Income	(1,064)
Interest Paid	665
Capital Activities	(234)
Net Cash Flow from Revenue Activities	(894)

45. Reconciliation of the movement in cash to the movement in net debt.

	Balance at 31-Mar-06 £'000	Balance at 31-Mar-07 £'000	Movement £'000
Cash in hand	3	3	-
Cash overdrawn at bank	(388)	269	657
Total	(385)	272	657
Temporary loan investments	19,707	20,064	357
Long term borrowing	(10,097)	(9,584)	513
Total	9,610	10,480	870
Total Movement in Net Debt	9,225	10,752	1,527

46. Reconciliation of Financing and Management of Liquid Resources to the Balance Sheet.

	Balance at 31-Mar-06 £'000	Balance at 31-Mar-07 £'000	Movement £'000
Management of Liquid Resources			
Temporary Investments	19,707	20,064	357
Total Liquid Resources	19,707	20,064	357
Financing			
Long Term Loans due within 1 year	1,512	1,013	(499)
Long Term Loans	8,585	8,571	(14)
Total Financing	10,097	9,584	(513)

47. Management of liquid resources

These are current asset investments which are short term in nature and can be disposed of without curtailing or disrupting the Authority's activities. These investments are readily convertible into known amounts of cash or close to its carrying amount, or traded in an active market.

The amount shown is the difference between the opening and closing balance for short term investments.

48. Analysis of Government Grants

	2005/2006 £'000	2006/2007 £'000
Revenue		
Revenue Support Grant	3,383	1,000
DWP Grants for Benefits	3,328	3,857
Other Government Grants:-		
Council Tax Benefits	2,931	3,335
Rent Rebates	4,542	4,838
Housing Benefits Admin & Counter Fraud Grant	748	771
Discretionary Housing Payments	5	2
Housing Subsidy - Previous Year Adjustment	113	120
Planning Delivery Grant	191	104
Homeless Persons Grant	18	24
Community Safety	154	140
CPA Capacity Building Grant	128	-
Local Authority Business Growth Incentive Grant	284	725
Smoke Free Legislation	-	6
Total Revenue Grants	15,825	14,922
Capital		
Housing Subsidy - MRA	1,741	1,782
Community Safety	-	39
DEFRA Recycling Grant	12	-
Planning Delivery Grant	64	35
E-Government Grant	150	-
Yorks Forward SORTED Recycling Grant	-	47
Total Capital Grants	1,967	1,903

HOUSING REVENUE ACCOUNT

2005/2006		2006/2007	Notes
£'000		£'000	
	<u>Income</u>		
8,103	Dwelling rents	8,412	1
94	Non-dwelling rents	93	2
280	Charges for Services and Facilities	270	
507	Contributions towards expenditure	575	
1,742	HRA subsidy receivable	1,782	3
10,726		11,132	
	<u>Expenditure</u>		
1,543	Repairs & Maintenance	1,595	
2,522	Supervision & Management	2,341	
23	Rents rates taxes and other charges	23	
65	Rent rebates	-	
4,107	Negative housing revenue account subsidy payable	4,137	3
3,475	Depreciation and Impairment of fixed assets	1,953	
26	Debt Management costs	20	
12	Increase in bad debt provision	47	
11,773		10,116	
1,047	Net Cost of HRA Services as included in the Income & Expenditure Account	(1,016)	
133	HRA services share of Corporate & Democratic Core	125	
-	HRA Share of other amounts included in the whole authority Net Cost of Services but not allocated to specific reserves	-	
1,180	Net Cost of HRA Services	(891)	
	HRA share of operating income and expenditure included in the whole authority Income and Expenditure Account		
-	Gain or loss on sale of HRA fixed assets	25	
-	Interest payable and similar charges	-	
45	Amortisation of Premiums and Discounts	36	
(231)	Interest and investment income	(331)	
100	Pensions interest cost and expected return on pensions assets	117	
1,094	(Surplus) / Deficit for the year on HRA services	(1,044)	

STATEMENT OF MOVEMENT ON THE HOUSING REVENUE ACCOUNT BALANCE

2005/2006 £'000		2006/2007 £'000	Notes
1,094	(Surplus) / Deficit for year on the HRA Income and Expenditure Account.	(1,044)	
(1,514)	Net additional amount required by statute to be debited or (credited) to the HRA Balance for the year	352	
(420)	(Increase) / Decrease in the Housing Revenue Account	(692)	
(796)	Housing Revenue Account Balance brought forward	(1,216)	
(1,216)	Housing Revenue Account Balance carried forward	(1,908)	

NOTE TO THE STATEMENT OF MOVEMENT
ON THE HOUSING REVENUE ACCOUNT BALANCE

2005/2006		2006/2007	Notes
£'000		£'000	
	Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year		
-	Difference between amounts charged to income and expenditure for amortisation of premiums and discounts and the charge for the year determined in accordance with statute.	-	
-	Difference between any other item of income and expenditure determined in accordance with the SORP and determined in accordance with statutory HRA requirements.	-	
-	Gain or loss on sale of HRA fixed assets.	(25)	
(58)	HRA share of contributions to/(from) the Pensions Reserve	(111)	
-	Sums directed by the Secretary of State to be debited or credited to the HRA that are not income or expenditure in accordance with UK GAAP	-	
(58)		(136)	
	Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year		
391	Capital expenditure funded by the Housing Revenue Account	833	
-	HRA share of the Minimum Revenue Provision.	-	
(1,734)	Transfer to / (from) Major Repairs Reserve	(171)	7
(320)	Transfer to / (from) Housing Special Projects Reserve	(166)	
207	Transfer to / (from) Housing Carry Forward Budget Reserve	(8)	
(1,456)		488	
(1,514)	Net additional amount required by statute to be debited or (credited) to the HRA balance for the year	352	

NOTES TO THE HOUSING REVENUE ACCOUNT

1. Income - Dwellings

This is the total rent income due for the year on the housing stock. The average 48 week rent was £55.54, an increase of £2.64 (5%) per dwelling over the previous year.

2. Income - Non Dwellings

This is the total rent income due for the year in respect of garages, sheltered housing and business charges.

3. HRA Subsidies

This is the government grant towards the running costs of the housing stock. It relates to the notional costs of management, maintenance, major repairs and capital financing less an assumed level of rent income. With effect from 2004/05 new laws came into force transferring rent rebate payments from the Housing Revenue Account to the General Fund. As a result Housing Subsidy no longer covers the cost of rent rebate payments and Selby has become a "negative subsidy" authority. This means that Selby now pays a sum equivalent to the notional negative subsidy on the Housing Revenue Account to the Government. Subsidy payable to the government in 2006/07 is analysed below:

2005/2006 £'000		2006/2007 £'000
1,084	Allowance for Management	1,225
2,410	Allowance for Maintenance	2,688
1,742	Allowance for Major Repairs	1,782
435	Charges for Capital	450
-	Rent Rebates	-
26	Other Items of Reckonable Expenditure	14
5,697		6,159
(8,041)	Guideline Rent Income	(8,499)
(15)	Interest on Receipts	(15)
(2,359)		(2,355)
(6)	Prior Year Subsidy outstanding	0
(2,365)	Negative Housing Subsidy Payable	(2,355)

4. Provision For Bad Debts

The account is charged with the 'top up' required for provision towards bad debts in respect of rent arrears and overpaid housing benefit. An additional contribution of £46,604 was made during the year in respect of rent arrears in 2006/07 and £9,391 was allocated in respect of Housing Benefit overpayments. The total rent arrears provision at 31 March 2007 amounted to £45,000 (£65,000 2005/06).

5. Depreciation

The following amounts were charged to the Account in respect of depreciation of assets:

2005/2006 £'000		2006/2007 £'000
3,343	Houses	1,841
132	Other Property	112
3,475	Total	1,953

The operational / non-operational split of the charges is as follows:

2005/2006 £'000		2006/2007 £'000
3,469	Operational	1,947
6	Non-operational	6
3,475	Total	1,953

6. Housing Revenue Account Assets

The total balance sheet value of assets owned by the Housing Revenue Account is summarised as follows:

01-Apr-06 £'000		31-Mar-07 £'000
1,613	Land	788
130,292	Houses	154,629
1,865	Other Property	1,922
133,770	Total	157,339

Assets can be defined as either operational (such as council dwellings and other buildings) or non-operational (such as community land). The split is summarised below:

01-Apr-06 £'000		31-Mar-07 £'000
132,608	Operational	157,126
1,162	Non-operational	213
133,770	Total	157,339

The vacant possession value of the houses within the Housing Revenue Account as at 1 April 2006 was £277.217m. The substantial difference between the vacant possession value and the balance sheet value of dwellings demonstrates the economic cost to Government of providing council housing at less than open market value.

7. Major Repairs Reserve

The following is a statement of the movements in this reserve during the financial year 2006/07:

2005/2006 £'000		2006/2007 £'000
2,015	Opening Balance	1,479
3,475	Amount transferred to the reserve	1,953
(1,734)	Amount transferred from the reserve to the Housing Revenue Account	(171)
	Debits to the reserve in respect of HRA capital expenditure on:	
(2,277)	- houses	(1,517)
1,479	Closing Balance	1,744

The movement on the Reserve can be analysed as follows:

2005/2006 £'000		2006/2007 £'000
2,015	Opening Balance	1,479
1,741	Add: Major Repairs Allowance Grant	1,782
(2,277)	Less: capital expenditure charged to the reserve	(1,517)
1,479	Closing Balance	1,744

8. Surplus for the year

It was expected that a contribution of £79k would be made to HRA reserves. There were underspends of £546k on Housing Repairs and of £231k on Supervision and Management. There was a shortfall on dwellings rent of £22k and non dwellings (garages) of £8k. The result of these variances contributed to the achievement of a £692k surplus for the year.

Additional Notes to the Housing Revenue Account

9. Capital Receipts

Capital Receipts totalling £1,791,020 (£2,815,327 2005/06) were received by the Housing Revenue Account in 2006/07. The total can be broken down as follows:

2005/2006 £'000		2006/2007 £'000
	Disposal of Assets:	
-	Land	-
2,732	Houses	1,701
2,732		1,701
26	Principal Repaid on Housing Advances	44
57	Repayment of discount received on Right to Buy sales	46
2,815	Total	1,791

10. Capital Expenditure

Capital expenditure and sources of financing during the year were as follows:

2005/2006 £'000		2006/2007 £'000
	Capital expenditure	
13	Land and Infrastructure	67
3,483	Houses	2,606
15	Other Property	2
3,511	Total	2,675
	Sources of finance	
329	Prudential Borrowing	220
513	Usable capital receipts	105
391	Revenue contributions	833
2,278	Major Repairs Reserve	1,517
3,511	Total	2,675

11. Rent Arrears

During the year 2006/07 rent arrears as a proportion of gross rent income have reduced to 1.93% (£163,623) from 2.18% (£177,392) in 2005/06. The arrears figure includes Housing Benefit overpayments.

2005/2006 £'000		2006/2007 £'000
177	Rent Arrears at 31 March	164
19	Hostel Arrears	15
(118)	Rent Credits	(125)
-	Hostel Credits	-
78	Total	54

12. Housing Stock

The analysis of the HRA housing stock is summarised as follows:

31-Mar-06 (number)			31-Mar-07 (number)
532	Houses and Bungalows	- 1 Bedroom	532
900		- 2 Bedroom	894
1,119		- 3 Bedroom	1,103
32		- 4 Bedroom	31
1		- 5 Bedroom	1
231	Flats, Bedsits and Maisonettes	- 1 Bedroom	228
383		- 2 Bedroom	382
2		- 3 Bedroom	2
2	Multi Occupied Dwellings (Hostels)		2
3,202	Total		3,175

13. FRS 17 - Accounting for Retirement Benefits

The HRA is presented in accordance with the requirement to account for retirement benefits under the principles of FRS 17.

The 2006 SORP requires that the HRA is charged for a share of the Pensions Interest Cost and the Expected Return on Pension Assets. These charges are then reversed out as part of the contribution to / from the Pension Reserve, to leave no net charge to the HRA.

THE COLLECTION FUND

2005/2006 £'000		2006/2007 £'000	Notes
	Income		
(32,093)	Income from Council Tax (net of benefits and transitional relief)	(34,095)	2
(3,025)	Transfers from General Fund - Council Tax Benefit	(3,210)	
(39,873)	Income collectable from business ratepayers	(38,601)	3
-	Contributions - Adjustment of previous year's Community Charges		4
(74,991)		(75,906)	
	Expenditure		
34,829	Precepts and demands	36,684	5
39,637	Business rate	38,316	
151	- Payment to national pool - Costs of collection	182	6
238	Bad and doubtful debts	162	
(35)	- Write offs - Movement in bad debts provision	77	7
197	Contributions - Towards previous year's Collection Fund Surplus	202	
75,017		75,623	
(232)	Balance Brought Forward	(206)	
26	(Surplus) / Deficit for the year	(283)	
(206)	Balance Carried Forward	(489)	

NOTES TO THE COLLECTION FUND

1. General

This account represents the transactions of the Collection Fund, a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to Council Tax and Non Domestic Rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been raised. The costs of administering collection are accounted for in the General Fund.

The year-end surplus or deficit on the Collection Fund is to be distributed between billing and precepting authorities on the basis of estimates made on 15 December 2006 of the year-end balance.

2. Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into nine valuation bands estimating 1 April 1991 values for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the County and District Councils for the forthcoming year and dividing this by the Council Tax Base.

The Council's tax base i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings, was calculated as follows:-

Band	Estimated number of taxable Properties after effect of discounts	Ratio	Band D equivalent dwellings
-A	32	5/9	18
A	6,767	6/9	4,511
B	6,190	7/9	4,815
C	6,255	8/9	5,560
D	4,513	1	4,513
E	3,467	11/9	4,238
F	2,054	13/9	2,967
G	800	15/9	1,333
H	48	18/9	96
Total	30,126		28,051
Net adjustment for collection rates and for anticipated changes during the year for successful appeals against valuation banding, new properties, demolitions disabled persons relief and exempt properties plus the impact of new legislation on second homes and empty properties.			(83)
COUNCIL TAX BASE			27,968

3. Income from business ratepayers

Under the arrangements for uniform business rates, the Council collects non-domestic rates for its area which are based on local rateable values multiplied by a uniform rate. The total amount, less certain reliefs and other deductions, is paid to a central pool (the NNDR pool) managed by Central Government which in turn pays back to authorities their share of the pool based on a standard amount per head of resident population.

The total non-domestic rateable value at 31 March 2007 was £74.904m. The national non-domestic multiplier for the year was 43.3p. Relief and deductions for the year totalled £4.187m.

4. Adjustments for Previous Years' Community Charges

Although Council Tax replaced Community Charge on 1 April 1993, the Council continues to account for residual adjustments in relation to Community Charges raised in earlier years in the Collection Fund.

5. Precepts and Demands

2005/2006 £'000		2006/2007 £'000
23,705	North Yorkshire County Council	25,156
4,866	North Yorkshire Police Authority	5,034
1,454	North Yorkshire Fire & Rescue Authority	1,509
4,804	Selby District Council (including parishes)	4,985
34,829	Total	36,684

6. Costs of Collection.

The figure includes £71,000 (£48,000 2005/06) for interest payable on refunds to business ratepayers following reductions in rateable values.

7. Bad and Doubtful Debts.

The figures show the movement required on the provision for bad and doubtful debts. The total is included within [note 33](#) of the Core Financial Statements, [page 37](#).