

**MISSION STATEMENT**

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

**Please ask for:** Ken Robinson  
**Direct Dial No:** 01757 292007  
**Fax No:** 01757 292020  
**E-mail** kerobinson@selby.gov.uk

22 May 2009

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 **2 June 2009** commencing at **6.00 pm**.

Yours sincerely

M Connor  
Chief Executive

Opening Prayers will be offered.

## **AGENDA – PUBLIC SESSION**

1. **Apologies for Absence**

To receive apologies for absence.

2. **Disclosure of Interest**

To receive any disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Section 117 of the Local Government Act 1972, and Sections 50, 52 and 81 of the Local Government Act 2000 and the Members' Code of Conduct adopted by the Council.

3. **Minutes**

To confirm as a correct record the minutes of the proceedings of the meeting of Council held on 19 May 2009 (to follow).

4. **Standards Committee Annual Report 2008/09**

Miss B Potts, Chairman of the Standards Committee, to present the report (pages 5 to 10 attached)

5. **Communications**

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

6. **Public Questions**

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

7. **Councillors' Questions**

To consider questions, if any, notice of which has been given in accordance with rule 5.21 of the Constitution.

## 8. **Committee and Board Minutes**

Planning Committee 1 April 2009	Green	Minutes 741 - 755 Pages 11-18
Planning Committee 29 April 2009		Minutes 817-826 Pages 19-25
Licensing Committee 6 April 2009	Cream	Minutes 756 - 763 Pages 26-28
Licensing Committee 18 May 2009		Minutes 854 - 864 Pages 29-33
Economy Board 14 April 2009	Pink	Minutes 778 - 787 Pages 34-38
Audit Panel 15 April 2009	White	Minutes 788 - 799 Pages 39-43
Environment Board 16 April 2009	Blue	Minutes 800 - 808 Pages 44-46
Social Board 21 April 2009	Yellow	Minutes 809-816 Pages 47-49
Overview and Scrutiny 7 May 2009	Peach	Minutes 827-838 Pages 50-55
Policy and Resources 12 May 2009	Gold	Minutes 839 - 853 Pages 56-63

## 9. **State of the Area Address**

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

## 10. **Representation on Outside Bodies**

To consider appointing representatives to outside bodies for 2009/10  
(Schedule of appointments made for 2008/09 attached pages 64 to 71)

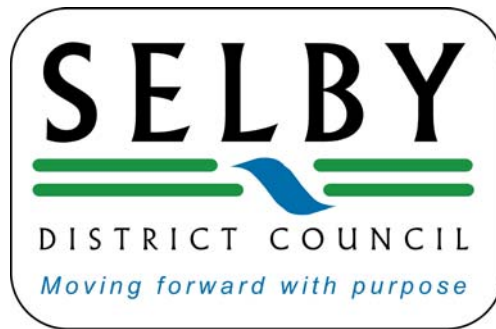
## 11. **Urgent Action**

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.

12. **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.

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



Agenda Item 4

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## STANDARDS COMMITTEE

### Annual Report 2008/09

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March 2009

- 1 This report reviews the work of the Selby District Council Standards Committee for the year up to 31 March 2009.

## 2 MEMBERSHIP

- 2.1 The Standards Committee comprises 6 members: two district councillors; two parish/town council representatives and two independent members. The independent membership was reviewed following a recruitment exercise in early 2008. The current membership is as follows:

- 2.2 Table 1

District Councillors	Parish/Town Reps	Independent Members
Cllr Melanie Davis	Mr Bryan Crossdale	Miss Betty Potts
Cllr Cliff Lunn	Mr Roderic Parker	Ms Hilary Putman

- 2.3 Miss Potts is the Chair and Ms Putman the Vice Chair of the Standards Committee. Both are Independent Members.

## 3 STRUCTURE

- 3.1 In May 2008 new procedures were introduced nationally to give local standards committees new powers and greater responsibility for the assessment, referral, investigation and hearing of complaints of member misconduct.
- 3.2 In order to carry out the new responsibilities and in accordance with the guidance issued by the Standards Board for England (SBE) the Standards Committee established three sub-committees:
  - 3.2.1 The **Assessment Sub-Committee** (comprising 1 independent member (Chair) one parish representative and one district councillor) to make an initial assessment of a complaint and decide whether the complaint merits further investigation.
  - 3.2.2 The **Review Sub-Committee** (comprising 1 independent member (Chair) one parish representative and one district councillor) to review, at the request of a complainant, any decision by the Assessment Sub-Committee to take no action in relation to a complaint.
  - 3.2.3 The **Consideration and Hearings** Sub-Committee (comprising 1 independent member (Chair) one parish representative and one district councillor) to consider investigation reports and hold determination hearings.
- 3.3 When convening meetings of the sub-committees it is proving difficult to ensure that the membership of one does not overlap with the

membership of another in a way which might result in a conflict of interest. For this reason ***the Standards Committee is recommending to the Council that the membership of the Committee is raised by 3 to add 1 additional member in each category (independent, parish/town council and district council)***

#### **4 TERMS OF REFERENCE**

- 4.1 The Council's Constitution sets out the Terms of Reference for the Standards Committee as follows:
  - 4.1.1 The promotion and maintenance of high standards of conduct within the Council
  - 4.1.2 To advise the Council on the adoption or revision of its Code of Conduct
  - 4.1.3 To monitor, and advise the Council about the operation of its Code of Conduct in the light of best practice, changes in the law, guidance from the Standards Board and recommendations of case tribunal under Section 80 of the Local Government Act 2000
  - 4.1.4 Assistance to Councillors and co-opted Members of the Authority
  - 4.1.5 To ensure that all Councillors have access to training in all aspects of the Councillors Code of Conduct, that this training is actively promoted, and that Councillors are aware of the standards expected from local councillors under the code
  - 4.1.6 To advise on the adoption of a Planning Protocol and to assist Councillors to observe this Protocol. To monitor the operation of the Protocol.
- 4.2 During 2009/10 the Standards Committee will review its Terms of Reference in the light of the latest guidance, the new local assessment responsibilities and an anticipated change to the Code of Conduct and will make recommendations in preparation for any council-wide review of constitutional arrangements.

#### **5 LOCAL ASSESSMENT**

- 5.1 The new local assessment responsibilities have signalled a significant change in the work of the Standards Committee. Complaints are no longer referred first to the SBE; instead they are submitted to the Committee. An initial assessment is made (by the Assessment Sub-Committee) to determine whether the complaint justifies further, more detailed investigation by the Monitoring Officer. If the assessment

sub-committee decides to take no further action that decision may be reviewed by the Review Sub Committee. If a complaint is referred to the Monitoring Officer for investigation the investigation report is considered by the Consideration and Hearings Sub-committee who may decide to conduct a hearing into the complaint.

- 5.2 The new procedures came into effect on 8 May 2008 since when, nine complaints have been received, six of these have been referred to the MO for investigation, two have resulted in no further action, and one has been referred to the SBE for investigation. Of the complaints passed for investigation to the MO, one resulted in a finding of no breach which was accepted by the Sub-Committee, and the remaining three investigations are due for consideration on the 27th of April.
- 5.3 The overall number of complaints is low and all nine complaints have related to Parish Councillors
- 5.4 In preparation for the new responsibilities the Council's web site was updated and electronic complaints forms were posted. The Standards Committee members have each been provided with copies of the full guidance "Local Standards Framework" issued by the SBE and informal training has been provided in relation to local assessment and determinations. In addition a copy of the SBE introduction and training DVD has been circulated to Committee members.
- 5.5 However, effective operation of the new procedures is proving difficult to co-ordinate to ensure that the membership of one sub-committee does not overlap with the membership of another in a way which might result in a conflict of interest. For this reason ***the Standards Committee is recommending to the Council that the membership of the Committee is raised by 3 to add 1 additional member in each category (independent, parish/town council and district council)***

## **6 Other cases**

- 6.1 Two outstanding cases pre-dated the new local assessment responsibilities and both were referred to the Monitoring Officer for local investigation by the SBE.
- 6.2 One case has been determined with a finding of no breach of the code. The second case is now nearing completion of the investigation.

## **7 Training**

- 7.1 Training for Councillors on the Code of Conduct was provided as part of the induction process after the May 2007 elections and was not



repeated in 2008/09. Similar training was offered for Parish and Town Council's but poor take-up meant that the event was cancelled.

- 7.2 During 2008/09 a number of informal training and briefing events have been provided for members of the Standards Committee.
- 7.3 Training has also been provided for members of the Planning Committee which has included aspects of the Code of Conduct and the Planning Protocol.
- 7.4 Following enquiries from some PCs, and also in light of the constantly evolving and changing environment in which PCs operate, legal services are currently devising a training programme to include all PCs within the District. This training will focus on the code of conduct, local standards procedures, and areas of good practice. It is anticipated that this training will take place once details of the revised code of conduct are released on the 1st of May 2009. In the coming months, PCs will be surveyed and asked to identify any areas of particular concern, and these will also be addressed as part of the training programme

## **8 Advice**

- 8.1 The Monitoring Officer and his staff continue to provide advice to District and Parish/Town Councillors and clerks upon request.

## **9 Ethical Governance Survey**

- 9.1 At the start of the year the Audit Commission undertook an ethical governance survey at Selby to determine the level of understanding and compliance with high ethical standards. The results of the survey were used as part of the CPA assessment.
- 9.2 The headlines identified by the auditors showed:
  - 9.2.1 the very high response rate from both councillors and officers (23 of each)
  - 9.2.2 a good general understanding of the code of conduct and of ethical standards
  - 9.2.3 the leader, chief executive and councillors are generally seen as good role models in relation to governance issues
  - 9.2.4 relationships between councillors, and between councillors and Officers appears good
- 9.3 However there was scope for improvement in terms of:
  - 9.3.1 a lack of awareness of Councillors in relation to the whistle blowing policy

- 9.3.2 officers are not fully aware of the arrangements for reviewing the registers of interest
  - 9.3.3 more could be done to demonstrate that the Standards Committee and the council's overall approach to ethical governance is making a definite difference
  - 9.3.4 about half of members have not received training in a number of key areas
  - 9.3.5 increasing the number of councillors from being "fairly clear" on what is a conflict of interest towards a large majority who are "very clear".
- 9.4 These issues, together with trends and patters highlighted through regular monitoring of cases will guide the training plans for 2009/10 and the Committee hopes that District, Parish and Town Councillors will contribute to healthy and active attendance at the training events.

## **10 Conclusion**

- 10.1 2008/09 has been a year of significant change, with new members of the Standards Committee, new responsibilities and a new Monitoring Officer. The Committee has responded well to the challenges and we have been very ably supported by the District Council's officers.
- 10.2 During 2009/10 we intend to consolidate the training needs identified through case trends and the ethical governance survey and review the Committee's terms of reference.
- 10.3 We would also wish the Council to support our recommendation for an increase in membership as set out in paragraphs 3.3 and 5.5 above.
- 10.4 As Chairman I would like to place on record my thanks to my colleagues for their help and support in undertaking the work of the Committee with such dedication and enthusiasm.

**Miss B Potts**  
**Chair**  
**Standards Committee**

**Mr Jonathan Lund**  
**Monitoring Officer**

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 1 April 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

743	Minutes
744	Chair's Address to the Planning Committee
745	2008/1078/FUL – Cherry Tree Farm, Templar Close, Whitley
746	2008/0956/OUT – 34 Leeds Road, Selby
747	2009/0003/FUL – Glebe Farm, Main Street, Bolton Percy
748	2009/0005/CON – Glebe Farm, Main Street, Bolton Percy
749	2008/1305/FUL – Tesco Supermarket, Portholme Road, Selby
750	Planning Enforcement Leaflet
751	Planning Enforcement Sub Group
752	Planning Committee Work Programme
753	Continuation of meeting
754	Private Session
755	Enforcement Sub Group Minutes

Present: Councillor J Mackman in the Chair

Councillors: J Cattanach, I Chilvers, J Deans, D Fagan, W Inness, D Mackay, J McCartney, B Marshall, Mrs E Metcalfe, C Pearson, S Shaw-Wright,

Officials: Head of Service – Legal and Democratic Services, Development Control Manager, Principal Planning Officer, Senior Planning Officer, Trainee Solicitor, Committee Administrator and Public Speaking Officer.

Also in Attendance: Mr P Edwards – Kirton Consulting – Retail Consultants  
Mr T Coyne – Highways Officer – North Yorkshire County Council  
Public Speakers

Public: 5

### 741 **Apologies for Absence and Notice of Substitution**

No Apologies were received

### 742 **Disclosure of Interest**

All members of the committee had received a letter from Tesco Stores Limited regarding application 2008/1305/FUL.

Planning Committee  
1<sup>st</sup> April 2009

## Minutes

### Resolved:

**That the minutes of the proceedings of the meeting of the Planning Committee held on 4 March 2009, subject to the following amendments**

- **Minute 662 - Last paragraph 'chances' should read 'changes'.**
- **Minute 663 – Should read ' The Chair informed councillors that the application had been deferred to allow the site visit to take place'.**
- **Minute 664 – Second paragraph 'As the proposed constituted inappropriate development.....' Should read 'As the proposal constituted inappropriate development....'**
- **Minute 666 – Last sentence 'met' should read ' meet'**

**be confirmed as a correct record and be signed by the Chair.**

In relation to queries raised the Head of Service – Legal and Democratic Services confirmed advice would be sent to all planning committee members, and named substitutes.

The Head of Service – Legal and Democratic Services also informed councillors that North Yorkshire County Council were confident that they could now deal with all mineral enforcement matters.

## Chair's Address to the Planning Committee

The Chair informed councillors of the following issues:

- Organisation of Development Control – recruitment has been completed.
- Training – next planning committee training scheduled for Thursday 14<sup>th</sup> May at 5.30am and will cover Consequence Management. Additional 1hour session to be arranged to deal with the planning report template and will be arranged by mid June at the latest.
- Performance – meeting all national statutory targets and exceeding internal targets.
- Public Inquires – The committee decision to refuse the planning

application on the Parsonage at Escrick is scheduled to go to a Public Inquiry.

745

### **Planning Applications Received**

Consideration was given to the schedule of planning applications submitted by the Head of Service – Development Services.

Site Visit

**Application: 2008/1078/FUL**

**Location: Cherry Tree Farm, Templar Close, Whitley**

**Proposal: Erection of barn, tractor shed and store following demolition of existing barn.**

The Principal Planning Officer informed councillors of the issues concerning the application. An additional condition would be added if councillors were mindful to approve the application concerning landscaping of the southern boundary.

**Resolved:**

**That the application be granted as recommended in the Officer report and subject to the addition of a condition concerning landscaping of the southern boundary.**

746

**Application: 2008/1956/OUT**

**Location: 34 Leeds Road, Selby**

**Proposal: Outline application for the erection of 2No. dwellings with garages to include matters of access and layout following demolition of existing garage and carport.**

The Principal Planning Officer informed councillors that the proposal was an amendment to previous schemes with the number of dwellings reduced from 3 to 2. Previous schemes had been refused on the grounds of impact, character and form, residential amenity and flood risk.

The Principal Planning Officer informed councillors that the footprint of the revised scheme was large and the proposals had failed the sequential test concerning flood risk as the application site was in flood zone 3.

*Mr Hunter – Applicant*

*Mr Hunter informed councillors of the following issues*

- *Outline proposal*

- *Application had been under consideration for 4 years*
- *Original application had been amended*
- *Smaller houses nearby had been completed*
- *All area in flood zone 3*
- *Flood defences improved since 2000 floods*
- *Other areas affected by flooding have been developed*

The Principal Planning Officer clarified the issues concerning flood risk, zone 3 and the sequential test, which he advised were strong reasons for refusal of the application.

Councillor J McCartney arrived

**Resolved:**

**That the application be granted**

**The reasons for granting the application contrary to officers recommendations were**

- **Character and form were acceptable**
- **The size of the proposal falls below the Environmental Agency consultation level of 10 dwellings or more. As such it was considered in flood risk terms, that the proposal was de minimis.**

747

**Application: 2009/0003/FUL**

**Location: Glebe Farm, Main Street, Bolton Percy**

**Proposal: Proposed conversion of redundant agricultural buildings to create 3 dwellings and 3 independent workspaces following the demolition of fold roof and outbuilding**

The Principal Planning Officer updated councillors with amendments to the report, including policy H7 allows for the conversion of existing buildings and clarification of details of car parking for the scheme. Condition 7 should be deleted and new conditions concerning hard-standing, bin storage and pre demolition requirements (evidence of entering into contracts) be added.

*Ms J Parkin – Agent*

*Ms Parkin informed councillors of the following issues*

- *Roof erected in the 1930s*
- *Remainder of the site dates back to the 18<sup>th</sup> Century*
- *Demolition will be newest parts of site*
- *Application will secure future of the historic buildings*

- *Will enhance the character of the conversation area*
- *Slates and timbers will be re-used*
- *Engine sheds will be retained and repaired*
- *External appearance will not be altered*

The Principal Planning Officer confirmed that condition 12 dealt with issues relating to the units for residential and business being tied.

**Resolved:**

**That the application be granted as recommended in the Officer's report, subject to the amendments and new conditions concerning hard-standing, bin storage and pre-demolition requirements.**

748

**Application: 2009/0005/CON**

**Location: Glebe Farm, Main Street, Bolton Percy**

**Proposal: Conservation Area Consent for the demolition of Fold Roof and Storage building**

The Principal Planning Officer updated councillors with amendments to the report and to condition 4 concerning pre demolition requirements.

**Resolved:**

**That the application be granted as recommended in the Officer's report, subject to the amendment of condition 4 concerning pre-demolition requirements.**

749

Site Visit

**Application: 2008/1305/FUL**

**Location: Tesco Supermarket Portholme Road, Selby**

**Proposal: Demolition of storage depot and extension to supermarket, car parking and access road.**

The Chair requested a variation from the normal Public speaking procedures to allow 2 Objectors (one with commercial retail concerns and the other with neighbour nuisance concerns) to address the committee for a reduced period of 3 minutes each.

**Resolved:**

**That 2 objectors be allowed to address the committee for 3 minutes each.**

The Development Control Manager presented the report to councillors and gave details of the relevant policies. If councillors were minded to approve the application the published recommendation would need to be amended to be subject to the completion of an agreed S106 agreement and an informative relating to the sewer that runs through the site.

*Mr McLeod – Objector*

*Mr McLeod informed councillors he objected to the application for the following reasons*

- *Previous problems with Tesco*
- *Current noise levels*
- *Environmental Health concerns*
- *Late/ Early deliveries*
- *Ventilation units noise*
- *Bedrooms in adjoining properties have to be moved to living rooms*

*Mr Barnes – Objector*

*Mr Barnes informed councillors he objected to the application for the following reasons*

- *He was Agent representing owners of Abbey Walk, Morrisons and Market Cross*
- *Impact on the town centre*
- *No need for the development*
- *Development will physically prevent Market Cross development*
- *School move*
- *Significant impact on the town centre*
- *Concern about the independent advice provided for the Council*
- *Weaken the centre*
- *PPS6 – Unacceptable impact*
- *Sustainable investment in the town centre would be worthless*

*Ms M Bath – Agent*

*Ms Bath informed councillors of the following issues*

- *Key operator in the Town*
- *Need to increase floor space*
- *Confirmed application would not be called in*
- *Applicant had allowed time for the Market Cross development to happen*
- *Possible the school development could still take place*



- *Not dependant on external funding*
- *Benefits of the scheme included job creation and traffic improvements*
- *Objections mainly from other food retailers*
- *Morrison trade above their average in Selby and would still do so*
- *No unacceptable impact on the town*
- *Complies with planning policies*

The Head of Service – Legal and Democratic Services explained why the draft retail study had been abandoned and that, as a consequence, it was not a material planning consideration.

The Highways Officer responded to questions relating to proposed highways works.

**Resolved:**

**That the application be granted, subject to the amendments to conditions, the completion of a S106 agreement and the addition of the informative regarding the sewer**

750

**Planning Enforcement Leaflet**

The Chair informed councillors that the revised Planning Enforcement leaflet had been prepared in conjunction with comments from the Enforcement Sub Group.

**Recommended:**

**That it be recommended to Policy and Resources Committee that the leaflet be approved to proceed to public consultation.**

751

**Planning Enforcement Sub-Group**

The Chair requested councillors review the remit, frequency and membership of the Enforcement Sub Group.

**Resolved:**

- **That the Planning Enforcement sub group continues to operate for a further twelve months and**
- **That the Planning Enforcement Sub Group meet on a 4 monthly basis, starting from May 2009, but can be convened at any time if required and**

- That the membership of the Sub Group consists of 4 councillors in a 3:1 split and
- That the remit of the Sub Group remains the same.

752 **Continuation of Meeting**

Councillors were informed that the meeting had been running for three hours.

**Resolved:**

**That the meeting continue for the remaining items.**

753 **Work Programme**

Councillors received the proposed work programme for 2009/10.

**Resolved:**

**That the work programme be noted.**

754 **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.**

755 The Chair presented councillors with the minutes of the meeting of the Enforcement Sub-Group held on 23 February 2009.

**Resolved:**

**That the minutes be noted**

The meeting closed at 7.17pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Planning Committee held on 29 April 2009 in Committee Rooms 1& 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

819	Minutes
820	Chair's Address to the Planning Committee
821	Service Performance Agreements (SPA's)
822	2008/1299/FUL – Bar House, Doncaster Road, Brayton, Selby
823	2009/0095/FUL – Stone Lea Grange, Field Road, West Haddlesey
824	2008/1097/COU – Ergon House, Weeland Road, Eggborough
825	2009/0007/OUT – Lambourne, Main Street, Little Smeaton
826	Appeal Decision

Present: Councillor J Deans (Vice Chair) in the Chair

Councillors: J Cattanach, I Chilvers, D Fagan, W Inness, D Mackay, J McCartney, B Marshall, Mrs E Metcalfe, C Pearson, Mrs S Ryder (for J Mackman) and S Shaw-Wright,

Officials: Head of Service – Development Services, Interim Head of Service – Legal and Democratic Services, Development Control Manager, Principal Planning Officer, Senior Planning Officer, Planning Officer, Trainee Solicitor, Committee Administrator and Public Speaking Officer.

Also in Attendance: Public Speakers

Public: 4

### 817 **Apologies for Absence and Notice of Substitution**

Apologies were received from Councillor J Mackman.

Substitute Councillor was Councillor Mrs S Ryder

### 818 **Disclosure of Interest**

None

819

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Planning Committee held on 1 April 2009, subject to the following amendments,**

- **Minute 746 – In the resolution the reasons for granting the application should read ‘.....The reasons for granting the application contrary to the Officer’s recommendation were’**
- **Minute 747 – the issues given by Ms Parkins – the 5<sup>th</sup> item should read ‘ conservation area’ and not ‘conversation’**

**be confirmed as a correct record and be signed by the Chair.**

820

## **Chair’s Address to the Planning Committee**

The Chair informed councillors of the following issues:

- Performance for 2008/09 was excellent with the department exceeding both minimum Government targets and local targets.
- Training programme for members – the next sessions are scheduled for 14th May to cover conflict management and the 18th June to cover the reports template. In addition a trip to the new wind farm at Flixborough has provisional been arranged for the 21st May, further details will be confirmed as soon as possible.
- All members had received correspondence from the former Interim Head of Service – Legal and Democratic Services concerning advice on dealing with the planning application for the Selby Community Project and Enforcement contacts at North Yorkshire County Council.
- The Chair introduced the new interim Head of Service –Legal and Democratic Services, Lorna McShane and the new Principal Planning Officer, Mr Joe O’Sullivan.

821

## **Service Performance Agreements (SPA's)**

The Head of Service – Development Services presented a report detailing the resources, planned improvements and performance indicators for 2009/10 for Development Control. The performance indicators included two new indicators relating to enforcement cases.

### **Resolved:**

**That the Service Performance Agreement for Development Control be approved.**

822

## **Planning Applications Received**

Consideration was given to the schedule of planning applications submitted by the Head of Service – Development Services.

Site Visit

**Application: 2008/1299/FUL**

**Location: Bar House, Doncaster Road, Brayton, Selby**

**Proposal: Erection of a detached dormer bungalow following demolition of existing dwelling**

The Senior Planning Officer informed councillors of the issues concerning the application. Environmental Health officers had agreed to hold their enforcement notice to get the site tidied and the removal of asbestos until the committee had heard the planning application.

Condition 3 stated the incorrect policy, it should read that the scheme failed to meet the criteria set out in policy ENV1 not H6.

*Mr Bellamy – Objector*

*Mr Bellamy informed councillors he objected to the application for the following reasons:*

- *No objection to redevelopment of site*
- *Should preserve the toll booth*
- *Toll booth built in 1831*
- *Only 17 listed buildings in Selby, toll booth not listed*
- *English Heritage not prepared to give listed building status*
- *Don't want to preserve for no purpose but toll booth should be incorporated into application*
- *Toll booth at Askern, Doncaster similar and has been successfully*

- incorporated into new dwelling*
- Need to preserve our heritage*
- Give permission for a new dwelling but with condition to preserve the toll booth*

*Councillor M Crane – Ward Member*

*Councillor Crane informed the committee he objected to the application for the following reasons:*

- Agree with Mr Bellamy*
- Historical links with town*
- Part of Selby heritage*
- Sad to demolish building but should preserve toll booth*
- Planning application is incongruous of the site*
- Refuse permission and issue enforcement proceedings to tidy site*
- Should retain and improve*

*Mr Saunders – Agent*

*Mr Saunders informed councillors of the following issues:*

- Site purchased via Estate Agent and marketed as site clearance development*
- Checked for any restrictions, informed of none*
- Enforcement notice issued to secure site after property broken into*
- Client had to pay for damage and securing*
- Proposed dwelling acceptable but orientation needs amending*
- English Heritage not prepared to list property*
- Proposal in keeping with area*
- Would install commemorative plaque*
- Would accept adjustment of proposal but if restrictions imposed client would probably put back on market*

**Resolved:**

**That the application be refused, for the reasons set out in the officer's report, subject to condition 3 being amended to indicate that the scheme failed to meet the criteria set out in policy ENV1.**

**Application: 2009/0095/FUL****Location: Stone Lea Grange, Field Road, West Haddlesey****Proposal: Change of use of land and conversion of buildings to create a holiday home park comprising of 12 timber lodges, reception and shop.**

The Senior Planning Officer informed councillors that this application was a resubmission application previously refused in February 2008 and that a site visit had taken place prior to that meeting.

The original application had been the subject of an appeal, which had been dismissed on the grounds of flood risk. The resubmitted application now addressed these concerns and now a full sequential test had been carried out the Environmental Agency had withdrawn their previous objections.

The Senior Planning Officer reported that she had received an email on behalf of the Parish Council and objectors, which reiterated their previous objections and comments.

Amendments would be required to conditions 8, 9 and 13 in relation to the Environment Agency withdrawing their objections. In response to councillor's questions as to the period of closure of the site it was confirmed that one month was standard practice and monitoring officers would be responsible for checking compliance with this condition.

*Mr Ayre – Agent*

*Mr Ayre informed councillors of the following issues:*

- *The report justifies planning permission*
- *Sequential test commissioned and acceptable*
- *Environment Agency have withdrawn objections*
- *Understand the condition for one month closure*

**Resolved:**

**That the application be granted as recommended in the Officer's report, subject to amendments to conditions 8, 9 and 13 concerning flood risk and foul and surface water drainage.**

824

**Application: 2008/1097/COU**

**Location: Ergon House, Weeland Road, Eggborough**

**Proposal: Change of use of office building (B1) to fish and chip shop (A5)**

The Planning Officer informed councillors of the issues concerning the application.

*Mr Philips – Applicant*

*Mr Philips informed councillors of the following issues:*

- *Confirmed that the use will be a fish and chip shop*
- *He was a local resident*
- *Any problems concerning litter will be dealt with*

**Resolved:**

**That the application be granted**

825

**Application: 2009/0007/OUT**

**Location: Lambourne, Main Street, Little Smeaton**

**Proposal: Outline application for a detached dwelling with new access for existing dwelling.**

The Planning Officer informed councillors of the issues concerning the application. An email had been received from Councillor Mrs Ivey regarding concerns of access and the site was located near to a haulage company. The Planning Officer informed councillors that an additional condition, concerning access construction and visibility, would need to be added if councillors were mindful to approve the application.

**Resolved:**

**That the application be granted as recommended in the Officer report, subject to the addition of a condition concerning access and visibility.**



**Appeal Decision**

The Head of Service – Development Services updated councillors of the appeal against the Enforcement Notice issued for Hazelwood Equestrian centre, Stutton. The inspector directed that the enforcement notice be quashed and granted planning permission on the application.

The Head of Service – Development Services informed councillors that the Council would be seeking further advice and a copy of the appeal decision was placed in the Members room.

The meeting closed at 4.55pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on 6 April 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10:00 am.

758	Minutes
759	Licensing Sub-Committee
760	Procedure
761	Chair's Address to the Licensing Committee
762	Private Session
763	Complaint about Behaviour of Licensed Private Hire Driver

Present: Councillor R Sayner in the Chair

Councillors: Mrs D Davies, Mrs J Dyson, N Martin (*for Mrs S Duckett*), Mrs P Mackay (*for Mrs D White*), J McCartney, Mrs K McSherry, C Pearson, Mrs S Ryder and Mrs A Spetch.

Officials: Senior Solicitor, Trainee Solicitor, Licensing Enforcement Officer and Committee Administrator.

Public: 0

Press: 0

### 756 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs S Duckett and Mrs D White.

Substitute Councillors were N Martin (*for Mrs S Duckett*) and Councillor Mrs P Mackay (*for Mrs D White*).

### 757 **Disclosure of Interest**

None.

### 758 **Minutes**

#### **Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 9 March 2009 be confirmed as a correct record and be signed by the Chair.**

759            **Licensing Sub-Committee**

**Resolved:**

**That the minutes of the proceedings of the Licensing Sub Committee meeting held on 27 February 2009 be received.**

760            **Procedure**

The Procedure was noted.

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

The Chair informed the Committee that the Licensing training which was held on Friday 6 March 2009 with Roger Butterfield had been well attended and worthwhile.

762            **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.**

763            **Complaint about Behaviour of Licensed Private Hire Driver**

Councillors received the report of the Licensing Enforcement Officer with regard to the conduct of the applicant in connection with his driving in Barwic Parade, Selby.

The Licensing Enforcement Officer outlined details of the case and also handed to councillors a letter he had received in connection with the case.

The driver denied all offences with the exception of parking illegally outside the school but only in the interests of a disabled child who had to be dropped off as close as possible to his classroom.

The driver had tried on numerous occasions to park in the school car park but was unable to gain access owing to parents blocking the entrance in order to drop their children off.

The Committee deliberated over their decision and it was agreed that no further action be taken and that the case be dismissed, although the Council would write to the appropriate authorities outlining the problems being created by parents illegally parking in the vicinity of the school

**Resolved:**

**That the applicant be informed that no further action would be taken and that the case be dismissed, although the Council would write to the appropriate authorities outlining the problems of cars parking illegally in the vicinity of the school.**

The meeting closed at 10:20 am.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Licensing Committee held on 18 May 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 10.00 am.

856	Minutes
857	Licensing Sub-Committee
858	Procedure
859	Chair's Address to the Licensing Committee
860	Discreet Licensing Issue
861	Application for medical exemption for a Hackney Carriage Driver and appropriate identification for same
862	Local Government (Miscellaneous Provisions) Act 1982 Licensing of Sex Establishments – Licence Fee Review
863	Private Session
864	Complaint about behaviour of Licensed Private Hire Driver

Present: Councillor R Sayner in the Chair

Councillors: Mrs D Davies, Mrs J Dyson, J McCartney, Mrs P Mackay (*for Mrs K McSherry*), W Martin (*for Mrs S Duckett*), C Pearson, Mrs S Ryder, Mrs A Spetch and Mrs D White.

Officials: Interim Head of Service – Legal and Democratic Services (P Burns), Senior Solicitor, Trainee Solicitor, Licensing Enforcement Officer and Committee Administrator.

Public: 2

Press: 0

### 854 **Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs S Duckett and Mrs K McSherry

Substitute Councillors were Councillor Mrs P Mackay (*for Mrs K McSherry*) and W Martin (*for Mrs S Duckett*).

### 855 **Disclosure of Interest**

Councillor Mrs P Mackay declared a personal interest in Minute No. 864.

856

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Licensing Committee held on 6 April 2009 be confirmed as a correct record and be signed by the Chair.**

857

## **Licensing Sub-Committee**

### **Resolved:**

**That the minutes of the proceedings of the Licensing Sub Committee meeting held on 6 April 2009 be received.**

858

## **Procedure**

The Procedure was noted.

859

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

The Chair informed Councillors that the background documents in relation to Minute Nos. 860 and 861 were not attached to the agenda due to certain documentation not being received electronically.

In future any background documents will be sent with the agenda but as a separate item.

860

## **Discreet Licensing Issues**

Councillors received the report of the Licensing Enforcement Officer to seek a decision regarding the approval of the grant of a private hire vehicle licence in respect of Mr Corker and that the licence be discreet in manner.

Mr Corker had applied for a Private Hire Vehicle Licence in respect of a Mercedes 'E' Class motor vehicle but today informed the Committee that this vehicle would not be available until September 2009. Therefore, Mr Corker informed the Committee that he would now be purchasing a Range Rover Vogue vehicle. Mr Corker requested that such a licence be discreet as a consequence of his proposed customers who had booked the car for executive transportation.

The licence disc would be provided on a red background, thereby replicating the colour of the private hire vehicle plate. The driver would, however, be required to keep the private hire plates within the vehicle.

**Resolved:**

**That the approval of a private hire vehicle licence in the form of a disc identifying the registration number as a private hire vehicle be approved.**

861

**Application for medical exemption for a Hackney Carriage Driver and appropriate identification for same**

Councillors received the report of the Licensing Enforcement Officer in relation to granting an application for exemption from assisting passengers in wheelchairs owing to a debilitating medical condition of the Hackney Carriage Driver and in addition the composition of the certificate and badge authorising such exemption.

The exemption would be issued to the driver to retain but not issued to the Hackney Carriage. Such a certificate would only be displayed in a Hackney Carriage when being operated by the driver awarded an exemption by the Council, from assisting wheelchair-using passengers. However, the exemption should not apply when the wheelchair user is accompanied by a third person willing and able to assist the passenger.

Councillors questioned the driver in relation to his medical condition and it was agreed that this exemption be reviewed after a period of 12 months.

**Resolved:**

- (i) That the Hackney Carriage Driver be issued with an exemption certificate for assisting passengers on medical grounds for a period of 12 months, to be reviewed annually by the Licensing Enforcement Officer.**
- (ii) That the driver be issued with a certificate and a badge in the form of a disc on a yellow background.**

862

**Local Government (Miscellaneous Provisions) Act 1982  
Licensing of Sex Establishments – Licence Fee Review**

Councillors received the report of the Licensing Enforcement Officer with regard to seeking a decision to the proposed fees for the licensing of sex shops.

Sex establishments, meaning a sex cinema or a sex shop are licensed under the Local Government (Miscellaneous Provisions) Act 1982. An applicant for the grant, renewal or transfer of a licence under the Act shall pay a reasonable fee.

The current charges for the grant and renewal of a licence were set in 2003 at £5,000 and since that time, as a consequence of incremental annual increases, had risen to £6,023 for the grant of a licence and renewal of a licence.

As a consequence of carrying out a costing exercise it was suggested that these fees should be revised in line with the introduction of the new legislation. The Licensing Department had proposed the following charges:

New application and grant of licence: £4,882

Licence renewal: £2,046

Licence Transfer: £248

**Resolved:**

**In the light of the introduction of recent legislation the revised licence charges for sex establishments be agreed.**

863

**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.**

864

**Complaint about behaviour of Licensed Private Hire Driver**

Councillors received the report of the Licensing Enforcement Officer with regard to the conduct of a Private Hire Driver in connection with operating a Private Hire Vehicle without the appropriate licence on the 12th and 14th March 2009.

The driver explained that owing to his licensed private hire vehicles already being in use he decided to use his own vehicle to convey passengers in return for the cost of the fuel. The Committee was told that the driver admitted the offence and that he had acted unlawfully.



The driver had offered the vehicle to friends as a favour but that it was not licensed and he admitted that he had received a gratuity in the form of fuel paid for by the passengers and that this represented a journey operated for 'hire or reward'.

Councillors asked various questions in relation to the incident and after a long deliberation it was agreed that the driver be given a formal written warning relating to the operation of his business and a copy be placed on his file.

**Resolved:**

**That the Private Hire Driver be given a formal written warning relating to the operation of his business and that this formal warning remain on his file.**

The meeting closed at 11:42 am.

Selby District Council

Minutes of the proceedings of a meeting of the Economy Board held on 14 April 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

780	Minutes
781	Chair's Address to the Economy Board
782	Questions and Answers Session with Chambers and Business Link Representatives
783	Performance Indicator Report : April 2008 to February 2009
784	Service Performance Agreements (SPA's) – Development Services
785	Service Performance Agreements (SPA's) – Benefits and Revenues
786	Update on Leeds City Region
787	Amended Economy Board Work Programme 2009/10

Present: Councillor Lunn in the Chair

Councillors: J Deans, K Ellis, D Fagan, Mrs P Mackay, N Martin, I Nutt and J Thurlow.

Officials: Head of Service – Development Services, Head of Service – Finance and Central Services, Development Policy Manager and Committee Administrator

Also in Attendance: Ian Williams – Leeds, Bradford and York Chamber of Commerce, Geoff Gordon – Selby Chamber of Commerce, James Dunwell – Business Link and Brian Woodhouse – Business Link.

Public: 0  
Press:

**778 Apologies for Absence and Substitution**

Apologies were received from Councillors Mrs C Goodall and R Sweeting

There were no substitute Councillors

**779 Disclosure of Interest**

None

## Minutes

### Resolved:

**That the minutes of the proceedings of the meeting of the Economy Board held on 5 March 2009 be confirmed as a correct record and be signed by the Chair.**

### Chair's Address to the Economy Board

The Chair gave his address to councillors which covered the following issues:

- Economic Downturn Indicators would be available to all Councillors on a monthly basis in the Members room.
- Abbey Precinct project – contractors had uncovered a former gatehouse to the Abbey, which had been recorded. A report would be prepared for the Council
- Linear Park – contractors went into liquidation and a new contractor had been identified. Contract due to be completed on 10 July 2009.

### Questions and Answers Session with Chambers and Business Link Representatives

Representatives from The Chambers and Business Link were invited to comment on the following questions from Councillors

#### Chambers

- What is the Chamber doing to promote its services to businesses within the District/Town and how can we help?
- Are there any joint initiatives we can explore?

#### Business Link

- How can we assist Business Link to provide workshops/seminars within the District?
- What does Business Link Do?

Geoff Gordon stated the Renaissance project had divided opinions with issues over disruption and what would happen after this work carried out, but it was acknowledged that it would improve the town.

Geoff Gordon queries as to why money spent on the Abbey precinct and

not improving the gateway into Selby via New Street and the Toll Bridge. The Chair acknowledged that this was an important gateway into the town. Heritage grants were available to properties in New Street and Officers were working to promote these. The Development Policy Manager agreed that communication between the Chamber could have been clearer on this issue and whilst Yorkshire Forward grant was not forthcoming the Council had secured the Heritage funding which would be used to improve properties along New Street.

Geoff Gordon queried on the status of future funding. The chair of the Urban Renaissance 2 Sub Group responded that two priority sites had been identified by the group.

Ian Williams informed councilors that the Chamber would encourage business and help promote them but a large percentage were not aware of what was available. It was frustrating that the recent abolition of rate relief was preventing speculative development of the area but it was suggested that procurement workshops and information literature could a joint venture with SDC.

The Head of Service – Finance and Central Services confirmed that SDC was working on procurement across the county.

James Dunwell informed councilors that it wasn't all doom and gloom, that the majority of business were not suffering. It was highlighted what services Business Link provided and they were looking to stage workshops and events in Selby to help promote businesses. Councillors were keen to assist Business Link, especially with publicity about their services. Councillors were also informed that the Business Link services were free.

In response to a question concerning the Town Council Manager it was confirmed that this post was not feasible for Selby Town Council to bear the costs. However, Geoff Gordon informed councilors that the Chamber were hoping to take this forward in some way.

The Chair thanked the representatives for attending the meeting.

### **Performance Indicator Report: April 2008 – February 2009**

The Head of Service – Finance and Central Services presented a report, which updated councillors on the progress that was being made in 2008/2009 for the corporate and statutory National Indicators (NIs) for which they were responsible.

**Resolved:**

**That the report be noted.**

## **Service Performance Agreements (SPA's) – Development Policy**

The Head of Service – Development Services presented a report which sought approval for the Service Performance Agreement (SPA's) for 2009/10 for Development Policy.

### **Resolved:**

**That the Service Performance Agreement for Development Policy be approved.**

## **Service Performance Agreements (SPA's) – Benefits and Revenues**

The Head of Service – Finance and Central Services presented a report which sought approval for the Service Performance Agreement (SPA's) for 2009/10 for Benefits and Revenues.

Amended figures were distributed to councillors concerning non- cashable Gershon efficiencies and rent arrears of current tenants, which had been incorrect in the original document.

### Resolved

**That the Service Performance Agreement for Benefits and Revenues be approved.**

## **Update on Leeds City Region (LCR)**

The Development Policy Manager informed councillors of the activities and decisions made by the authorities involved in the Leeds City Region. The decision regarding the bid for the pilot project was due to be announced and the Development Policy Manger would email the decision to members once known.

### **Resolved:**

**That the report be noted**

## **Amended Economy Board Work Programme 2009/10**

The Chair advised councillors that the work programme they had approved in January 2009 contained a few minor errors relating to dates topics were scheduled. The revised programme had been amended to reflect the correct dates.

**Resolved:**

**That the amended work programme be approved.**

The meeting closed at 6.06pm.

## Selby District Council

Minutes of the proceedings of a meeting of the Audit Panel held on 15 April 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

790	Minutes
791	Annual Audit and Inspection Letter
792	Data Quality
793	Use of Resources
794	Accounts and Audit Regulation 6 – Review of the Effectiveness of the system of Internal Audit
795	Private Session
796	Risk Management Annual Report 2008/09
797	Agency Staff and Consultants
798	Creditors
799	Internal Audit Plan 2009/10

Present: Mrs E Casling (In the Chair)

Councillors: J Cattanach, Mrs K McSherry (*for M Jordan*), Mrs W Nichols, R Packham and R Sayner.

Also in attendance: Mr A Marr – Audit Commission, Mr M Newbury – Area Assessment Lead, Audit Commission and James Ingham – North Yorkshire Audit Partnership Manager

Officials: Head of Service – Finance and Central Services, Corporate Policy and Performance Officer and Democratic Services Officer

Public: 0

Press: 0

### 788 **Apologies for Absence**

Apologies were received from Councillor M Jordan

Substitute Member was Mrs K McSherry.

### 789 **Disclosure of Interest**

None received.

790

## **Minutes**

### **Resolved:**

**That the minutes of the Audit Panel held on 14 January 2009 be confirmed as a correct record and be signed by the Chair.**

791

## **Annual Audit and Inspection Letter**

The Area Assessment Lead – Audit Commission submitted the annual audit and inspection letter for 2007/08, which gave an overall summary of the Commission's assessment of the Council.

The Council had been assessed as an excellent authority, which had responded well to the challenges it had faced.

The Council was advised to ensure that it could deal with difficulties arising from the economic downturn as well as addressing matters relating to community safety and waste management.

A new assessment system, the Comprehensive Area Assessment (CAA), was being introduced for future years. The CAA would look at the services provided within an area in the light of the enhanced role of Sustainable Communities Strategies and Local Area Agreements.

### **Resolved:**

**That the letter be received.**

792

## **Data Quality**

The Audit Manager - Audit Commission submitted a report on work, which had been undertaken on data quality and performance information for 2007/08

The report gave details of the auditor's detailed findings, recommendations for improvements and an action plan. An update on the action plan would be made to a future meeting of the Panel.

The Head of Service – Finance and Central Services and the Corporate Policy and Performance Officer commented on the timescales outlined in the plan

Future reports would be compiled using the Comprehensive Area Assessment system.



**Resolved:**

**That the report be noted.**

793

### **Use of Resources**

Councillors considered a report by the Audit Manager – Audit Commission setting out his assessment of how well the Council managed and used its resources. The Council had been assessed on five themes and judgements had been made for each of them.

The Council's score for themes had increased again and all had scored 3 – performing well.

Councillors questioned the Audit Manager on the implications for the Council's scores as a result of the move to the Comprehensive Are Assessment.

**Resolved:**

**That the report be noted.**

794

### **Accounts and Audit Regulation 6 - Review of the Effectiveness of the System of Internal Audit**

The Head of Service – Finance and Central Services submitted a report setting out the annual review of the effectiveness of the Council's system of internal audit. The report, would be considered by the external auditors, as part of their examination of the validity of the Council's Annual Governance Statement.

A report on two areas, which had been identified for improvement, would be submitted to a future meeting of the Panel.

The report concluded that the Council was meeting the criteria for an effective system of internal audit.

It was reported that efforts were continuing to be made to ensure that a response was received from all recipients of the survey form sent out to gauge officers' opinion of Internal Audit.

**Resolved:**

**That the report be approved.**

795

### **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 paragraph 3 of Part 1 of Schedule 12A to the Act.**

796

### **Risk Management Annual Report 2008/09**

The Audit Manager submitted a report on the work undertaken on behalf of the Panel during 2008/09. Significant progress had been made although there was still work to be done.

Details of projects which would be undertaken during 2009/10 include the following:

- Review of the Corporate Risk Register and action plans.
- Review of Service Risk Registers.
- Service Risk Registers presented to the Audit Panel. The Audit Commission have recognised this as best practice.
- Risk Management Strategy review.
- Linking risk into the performance management framework.
- Further review of Risk Registers for 'significant' partnerships as part of the partnership governance arrangements.
- The review of risk registers for major projects – the specific projects to be determined.
- Awareness training for Members and key officers.
- Ensure continued compliance with CAA.

#### **Resolved:**

**That the report be noted and the further developments to the risk management process be approved.**

797

### **Agency Staff and Consultants**

The Panel considered an audit report on the use of agency staff and consultants by the Council. The report concluded that the current arrangements were marginal and that changes should be made. Progress was being made with the implementation of the action plan which had been drawn up to address the issues raised.

It was reported that the use of agency staff would also be included in the report on the use of resources, which would be submitted to the Panel in Autumn 2009.

Councillors commented on the content of the report in particular the need to explore the possibilities of developing existing staff.

**Resolved:**

**That the report be noted.**

798

### **Creditors**

The Panel considered an audit report on the creditors section, which had concluded that the current arrangements were marginal and that changes should be made.

The Head of Service – Finance and Central Services reported that all the recommendations, except one, set out in the report had been accepted and implemented. An alternative approach had been agreed with the auditors regarding the exception.

**Resolved:**

**That the report be noted.**

799

### **Internal Audit Plan 2009/10**

The Panel considered an audit report on the Internal Audit Plan 2009/10 which had been drafted using the Partnership's risk assessment model. The model considered various aspects appertaining to activities within Selby District Council and assessed the level of inherent risk. The plan had been agreed with the Head of Service – Finance and Central Services as the Council's Section 151 Officer.

Progress against the plan would be reported to the panel and the plan itself would be reviewed at the Autumn meeting.

**Resolved:**

**That the plan be approved.**

The meeting closed at 5:26pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Environment Board held on 16 April 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

803	Minutes
804	Chair's Address to the Environment Board
805	Climate Change Action Plan
806	Environment Board Performance Indicator Report: April 2008 – February 2009
807	Private Session
808	Review of SDC/NYCC Integrated Service Agreement for the Countryside Management Service

Present:

Councillors: Mrs E Casling, I Chilvers (for I Nutt), Mrs C Mackman, D Mackay (for Mrs P Mackay), R Packham, A Pound

Officials: Head of Service – Environmental Health and Leisure, Head of Service – Finance and Central Services, Acting Principal Environmental Health Officer, Principal Environmental Health Officers and Committee Administrator

Public: 0

Press: 0

### 800 **Chairman for the meeting**

In the absence of the Chairman and Vice Chair, it was

**Resolved:**

**That Councillor Mrs E Casling be appointed chair for the meeting.**

### 801 **Apologies for Absence and Substitution**

Apologies were received from Councillors M Jordan, C Metcalfe, Mrs P Mackay, I Nutt and R Sweeting

Substitute Councillors were I Chilvers (for I Nutt) and D Mackay (for Mrs P Mackay).

802 **Disclosure of Interest**

None.

803 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Environment Board held on 26 February 2009 be confirmed as a correct record and be signed by the Chair.**

804 **Chair's Address to the Environment Board**

The substitute chair informed councillors of the following issues

- Partnership working with SureStart family centres informing young families on how to reduce household waste and to recycle more
- Successful Bank Holiday market and the rent reduction for traders had been well received.

805 **Climate Change Action Plan**

Councillors received the report of the Head of Service – Environmental Health and Leisure on the progress being made in meeting the objectives identified in the action plan.

The Climate Change Strategy was adopted by the Environment Board in April 2008.

Work on completing the required actions had taken place over the last 12 months with some areas being completed and others were still on going.

Concern was raised that the action plan had fallen back and the table issued was confusing. The Head of Service – Environmental Health and Leisure informed councillors that the Officers Strategy Group would be reconvened to review the Action Plan and this would be brought back to a future meeting.

**Resolved:**

**That the report be noted.**

806

**Environment Board Performance Indicator Report:  
April 2008 – February 2009**

The Head of Service – Environmental Health and Leisure presented a report, which updated councillors on the progress that was being made in 2008/2009 for the corporate and statutory National Indicators (NIs) for which they were responsible.

In response to requests, it was confirmed that future reports would include details of indicator exceptions and non exceptions.

**Resolved:**

**That the report be noted.**

807

**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.**

808

**Review of SDC/NYCC Integrated Service Agreement for the Countryside Management Service**

Councillors received the report of the Principal Environment Services Officer regarding the current position of the Countryside Management Service Partnership.

The Principal Environmental Health Officer requested an amendment to the published recommendation concerning the timescale. Councillors were informed of the aims of the partnership and statutory duties and details concerning revenue were confirmed.

It was agreed that any proposed changes to the Service Level Agreement would be brought back to the Board.

**Resolved:**

**That the report be noted and the commitment to develop the partnership further, over the next twelve months, be endorsed.**

The meeting closed at 4:30 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Social Board held on 21 April 2009 in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5.00pm.

811	Minutes
812	Chair's Address to the Social Board
813	Performance Indicator Report: April 2008 – February 2009
814	Decent Homes Update
815	Results of the Tenants Satisfaction Survey 2008
816	Rent Setting Update

Present: Councillor Mrs G Ivey in the Chair

Councillors: I Chilvers, K Ellis, I Nutt (for Mrs C Goodall), D Mackay, Mrs C Mackman, Mrs W Nichols, A Pound

Officials: Head of Service – Housing, Head of Service – Finance and Central Services, Interim Head of Service – Policy and Performance, Head of Service – Environmental Health and Leisure, Property Services Manager, Policy and Partnership Officer, Media & Corporate Communications Manager and Committee Administrator.

Public: 0

Press: 0

### 809 **Apologies for Absence and Substitution**

Apologies were received from Councillor Mrs C Goodall, Councillor Mrs E Metcalfe and P Furminger

Substitute Member was I Nutt (for Mrs C Goodall)

### 810 **Disclosures of Interest**

None

### 811 **Minutes**

#### **Resolved:**

**That the minutes of the proceedings of the meeting of the Social Board held on 6 January 2009 be confirmed as a correct record and**

Social Board  
21 April 2009

**be signed by the Chair.**

812 **Chair's Address to the Social Board**

The Chair addressed the Board on the following issue:

Update of the Choice Based Letting scheme - the Partner Landlords and Officers have formed sub groups to take this forward. The Committee administrator would email councillors details.

813 **Performance Indicator Report: April 2008 – January 2009**

The Interim Head of Service – Policy and Performance informed councillors of the priority areas and management of performance of the Council and the progress that had been made in 2008/09 for the corporate and statutory National Indicators for which they were responsible. Details relating to Leisure Services had been sent separately.

The Interim Head of Service – Policy and Performance informed councillors that the economic downturn was having an impact on some indicators and that actions were being taken concerning the rise in robberies and vehicle crimes.

The Policy and Partnership Officer would forward details of the North Yorkshire County protocol for intentionally homeless families to councillors.

The Head of Service – Environmental Health and Leisure confirmed that the under achievement of targets for the skatepark and leisure card use, were due to the skatepark closure in the summer of 2008 due to graffiti and vandalism which had effected the use of the leisure card.

The Head of Service – Finance and Central Services provided the Revenues year-end figures.

**Resolved:**

**That the report be noted**

814 **Decent Homes Update**

The Property Services Manager informed councillors of the delivery of the Decent Homes Programme. He provided updated details on properties completed in the new phase of works and confirmed all works had been completed in the Kellington, Beal, Birkin and Fairburn areas.

A report concerning the additional item to the risk register and an update on the financial implications of the programme would be brought to the next



meeting.

**Resolved:**

**That the report be noted**

815

### **Results of the Tenants Satisfaction Survey 2008**

The Policy and Partnership Officer informed councillors of the results of the 2008 Tenant Satisfaction Survey undertaken by Housing Services which the Council was obliged to carry out and was in a pre prescribed format. Following a request the Policy and Partnership Officer agreed to send details of the cost of the survey to councillors and confirm the full survey would be placed in the Members room for information.

**Resolved:**

**That the report be noted**

816

### **Rent Setting Update**

The Head of Service – Finance and Central Services presented a verbal report to councillors concerning an amendment from Central Government regarding rent setting, which had affected the decision already agreed by the Social Board in January 2009. The consultation required a response from the Council and confirmed that any changes could not be made until the consultation had been completed.

**Resolved:**

**To recommend to Council that**

**Subject to the final amending determination to be issued by DCLG confirming guideline rents at 3.1% and that those properties with rent increases less than 3.1% are kept at the level they were originally calculated through rent restructuring (as previously approved) and the remaining properties are capped at 3.1% over their 2008/09 rent.**

The meeting closed at 5.50pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Overview and Scrutiny Committee held on 7 May 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 5:00 pm.

829	Minutes
830	Chair's Address to the Overview and Scrutiny Committee and Work Programme
831	Legal Services Business Plan (Licensing Section)
832	External Audit – Annual Audit and Inspection Letter
833	Annual Report of Overview and Scrutiny 2008/2009
834	Councillor Call for Action
835	Feedback from NYSP (North Yorkshire Strategic Partnership)
836	Questions to Chief Executive
837	Private Session
838	Call In – Review of SDC/NYCC Integrated Service Agreement for the Countryside Management Service

Present: Councillor J McCartney in the Chair

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

Officials: Chief Executive, Interim Head of Service – Legal and Democratic Services, Interim Head of Service – Policy and Performance, Head of Service – Environmental Services and Leisure, Principal Environmental Services Officer and Committee Administrator

Also in Attendance: Licensing Enforcement Officer – for Minute No. 831

Mr J Edwards, Head of Countryside Services, NYCC – for Minute No. 838

Observers: Councillor A Thurlow – for Minute No. 838

Public: 0

Press: 0

### 827 **Apologies for Absence**

There were no apologies received.

828 **Disclosure of Interest**

None.

829 **Minutes**

**RESOLVED:**

**That the minutes of the proceedings of the meeting of the Overview and Scrutiny Committee held on 19 March 2009 be confirmed as a correct record and be signed by the Chair.**

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

The Chair gave no address to the Committee.

831 **Legal Services Business Plan (Licensing Section)**

The Interim Head of Service – Legal and Democratic Services introduced the report which gave councillors an overview of the Legal Services, Licensing Section, Service Plan 2009/10 and Licensing Rates and Fees.

The Licensing Enforcement Officer who attended for this item gave councillors an update on the following:

- Scrap metal and motor salvage operators in the District
- Designated Drinking zones
- Pubwatch
- Potential problem Licensed Premises

Councillors raised questions with regard to uniformity of livery for Hackney Carriages and Private Hire Vehicles. The officer revealed that he supported this idea but explained it would be very difficult to implement. In addition he made reference to his desire that licensed drivers should have a strict dress code but again explained it would also be very difficult to implement.

**Resolved:**

**That the Licensing Enforcement Officer be thanked for his attendance and the Service Plan for the Licensing Section be noted.**

832

### **External Audit – Annual Audit and Inspection Letter**

The Chief Executive introduced this item and informed councillors that the Annual Audit and Inspection Letter was very supportive of the Council and there was nothing to be concerned about.

With regard to Overview and Scrutiny not being fully effective, the Overview and Scrutiny Committee had responded very quickly to this from the CPA inspection and were making sure that the work plan now linked to all priorities in a structured way.

The Committee wanted their expression of thanks passed to all staff with regard to the letter as it recognised the hard work carried out by everyone.

#### **Resolved:**

**That the Annual Audit and Inspection Letter be noted and that the Committee pass on their thanks to all staff for their hard work over the last year.**

833

### **Annual Report of Overview and Scrutiny 2008/2009**

Councillors considered the annual report of the Committee, which had been prepared by the Committee Administrator for the Overview and Scrutiny Committee.

The report gave a brief outline of the Committee's work during 2008/2009.

#### **Resolved:**

**That the report be noted and placed on the Council's website.**

834

### **Councillor Call for Action**

The Interim Head of Service – Policy and Performance gave Councillors a verbal update on the event she attended in March 2009 with regard to Councillor Call for Action (CCfA) which came into effect on 1 April 2009.

Councillors may raise a CCfA on any issue apart from where it is vexatious or discriminatory, where it relates to an individual complaint or where it concerns a subject already covered by an appeals process.

However, CcfAs are designed only to be used as an absolute last resort when all other formal and informal attempts to a resolution have failed.

The guidance for this is a collection of experiences from elsewhere and it was agreed that this be supplied to all Councillors.

**Resolved:**

**That the verbal update be noted.**

835

### **Feedback from NYSP (North Yorkshire Strategic Partnership)**

The Interim Head of Service – Policy and Performance gave Councillors feedback on the NYSP meeting she attended at North Yorkshire County Council on 2 April 2009.

The meeting covered the following:

- How the District Council's and County came together to scrutinise the LAA (Local Area Agreement);
- Areas of concern across the County where the LAA would not meet its targets:
  - Extra Care
  - Housing
  - Smoking in pregnancy, and
  - 16 – 19yr old NEETS ie Not in Employment, Education or Training

The meeting was quite formal and it was agreed that a further meeting take place in the Autumn of 2009 where the District Councils could engage further by having workshops instead of a formal meeting.

**Resolved:**

**That the verbal update be noted.**

836

### **Questions to the Chief Executive**

The Chief Executive responded to the following questions:

- Why the Leisure Centre was not open on Bank Holidays

The Chief Executive believed that it was a commercial decision not to open on Bank Holiday Monday (4 May 2009) but would have this confirmed in writing to the councillors of the Overview and Scrutiny Committee.

- Reduction in opening hours of Selby Park

The Chief Executive informed councillors that due to financial implications the service was carried out on a reduced basis rather than having no service at all.

- Camblesforth Parish Council – Parish Plan

The Chief Executive had no information on this issue at the meeting but would contact Councillor Spetch directly.

- Cost of Concessionary Bus Fares to Selby District Council

The Committee were informed that the net cost of operating this scheme was in the region on £200,000. Councillors had questioned the cost of journeys across the district e.g small journeys (getting off after a couple of stops) and were the bus company claiming for the full extent of the journey. The Chief Executive informed the councillors of the formula for payments to the bus operators from the various authorities concerned.

837

### **Private Session**

#### **RESOLVED:**

**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.**

838

### **Call In – Review of SDC/NYCC Integrated Service Agreement for the Countryside Management Service**

Councillor Cattanach informed the Committee that “Call Ins” were not a frequent occurrence but when they did could a date be added to the submitted paperwork to show the timescale for the “Call In” to take place.

Councillor Cattanach also requested that Decision Notices from each of the Boards/Committees be sent to all Councillors in future. Currently only the Chair had asked to receive them.

At a meeting of the Environment Board on 16 April 2009 a decision had been made to note the report and endorse officers commitment to develop the partnership for a further period of 12 months.

That decision had been “called in”, under paragraph 6.16 of the Constitution, by the Overview and Scrutiny Committee at the request of Councillors J McCartney (Chair), Mrs S Duckett, B Marshall, Mrs D Davies and S Shaw-Wright.

The Head of Service – Environmental Services and Leisure along with the Principal Environment Services Officer and North Yorkshire County Council representative gave Councillors an overview of the report, which had originally been submitted to the Environment Board on the Review of SDC/NYCC Integrated Service Agreement for the Countryside Management Service and welcomed questions from Councillors.

Councillors raised questions with regard to the following:

- How the review was carried out
- What ‘Added Value’ have NYCC brought to countryside management in Selby
- What financial input did each side contribute to the partnership
- Use of volunteers

Following a lengthy discussion in connection with the above issues it was:

Moved and seconded that the Committee endorse the recommendation of the Environment Board at their meeting held on 16 April 2009.

**Resolved:**

**That the recommendation to develop the partnership further, over the next twelve months by the Environment Board be endorsed.**

The meeting closed at 7:00 pm.

## SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 12 May 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4:00 pm.

841	Minutes
842	Chair's Address to the Policy and Resources Committee
843	Annual Audit and Inspection Letter
844	Use of Resources
845	North Yorkshire Compact Update
846	Village Design Statements
847	The State of the Area Address Consultation Programme
848	Corporate Plan – Strategic Programme Update
849	Concessionary Travel Pass Scheme
850	Referrals from other Boards and Committees
851	Private Session
852	Leisure Services Contract
853	Senior Management Structure Review

Present: Councillor M Crane in the Chair

Councillors: Mrs E Casling, Mrs G Ivey, C Lunn, J Mackman, C Metcalfe, Mrs W Nichols, R Packham, B Percival, R Sayner and S Shaw-Wright

Officials: Chief Executive, Strategic Director – J Lund, Strategic Director – S Martin, Head of Service – Finance and Central Services, Head of Service – Development Services, Head of Service – Environmental Services and Leisure, Interim Head of Service – Legal and Democratic Services, Interim Head of Service – Policy and Performance, Corporate Policy and Performance Officer and Democratic Services Manager.

Also in Attendance: Mr M Newbury – Audit Commission for Minute Nos: 843 and 844

### 839 **Apologies for Absence and Notice of Substitution**

No apologies were received.

### 840 **Disclosures of Interest**

None Received.



841

## **Minutes**

### **Resolved:**

**That the minutes of the proceedings of the meeting of the Policy and Resources Committee held on 24 March 2009, subject to the amendments set out below, be confirmed as a correct record and be signed by the Chair.**

**The substitution of 'Recommended to Council' for 'Resolved' in minute 715 and**

**The inclusion of 'Recommended to Council' before parts (i) and (iv) of the resolution set out in minute 716.**

842

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

The Chair reported that he had received a letter from Selby DIAL seeking a grant of £4200 towards the running costs of the organisation.

**Resolved: That the letter be noted.**

843

## **Annual Audit and Inspection Letter**

The Area Assessment Lead – Audit Commission submitted the annual audit and inspection letter for 2009 which dealt with the 2007/08 audit year and which gave an overall summary of the Commission's assessment of the Council.

The Council had been assessed as an excellent authority, which had responded well to the challenges it had faced.

The Council was advised to ensure that it could deal with difficulties arising from the economic downturn as well as addressing matters relating to community safety and waste management.

A new assessment system, the Comprehensive Area Assessment (CAA), was being introduced for future years. The CAA would look at the services provided within an area in the light of the enhanced role of Sustainable Communities Strategies and Local Area Agreements.

**Resolved:**

**That the letter be received.**

844

## **Use of Resources**

Councillors considered a report by the Audit Manager – Audit Commission setting out his assessment of how well the Council managed and used its resources. The Council had been assessed on five themes and judgements had been made for each of them.

The Council's score for themes had increased again and all had scored 3 – performing well.

Councillors questioned the Audit Manager on the implications for the Council's scores as a result of the move to the Comprehensive Area Assessment.

### **Resolved:**

**That the report be noted.**

845

## **North Yorkshire Compact Update**

Councillors received the report of the Corporate Policy and Performance Manager on the Council's progress on implementing and complying with the North Yorkshire Compact.

In November 2004 Selby District Council entered in to an agreement with the voluntary and community sector in the District. This agreement, known as the North Yorkshire Compact, set out a code of conduct for our dealings with the voluntary and community sector.

The Compact is:

- A written agreement between the Voluntary and Community Sector (VCS) and the public sector (including Local Authorities and the Health sector) detailing how they will work together for mutual advantage and for the benefit of communities.
- A way of working in partnership - setting out a series of shared values, principles and commitments between partners to improve the way they work together, consult and make decisions.

**Resolved:**

- (i) that the actions taken since the Council adopted the Compact be noted;**
- (ii) the Compact's implementation whenever practicable be promoted; and**
- (iii) the recent national developments are noted.**

846

**Village Design Statements**

The Head of Service – Development Services presented the Village Design Statements Consultation Drafts for Hemingbrough, Skipwith, South Milford and Stillingfleet for approval prior to undertaking public consultation.

Ten villages had begun working with the Council to produce a Design Statement for their communities. The Statements had been prepared in partnership between local people and officers from the Council and were intended to provide design guidance to anyone proposing new development within a village.

Further consultations would be held over the summer months involving local communities and other interested parties. A further report would be made to the Policy and Resources Committee at the conclusion of the consultation process.

Councillors commented on the documents and questioned the Officers on the relationship between the Village Design Statements and other planning policies.

**Resolved:**

- (i) That the content of the Village Design Statements Supplementary Planning Documents be noted and approved to enable a programme of public consultation to take place prior to their adoption and use in determining planning applications; and**
- (ii) That the Head of Service - Development Services and the relevant village's steering group be given delegated authority to approve minor amendments prior to public consultation.**

847

### **The State of the Area Address Consultation Programme**

Councillors received the report of the Interim Head of Service – Policy and Performance in respect of the proposed programme of consultations relating to the State of the Area Address 2009.

A discussion took place on the location and timing of the public meetings.

#### **Resolved:**

**That, subject to the inclusion of a Public Meeting in Sherburn, the Community Engagement Forum being used as the State of the Area Address meeting in Tadcaster and adequate deadlines be used to allow for the summer holiday period, the State of the Area Address consultation programme for 2009 be approved.**

848

### **Corporate Plan – Strategic Programme Update**

The Interim Head of Service – Policy and Performance gave Councillors an update and exceptions report on the delivery and performance of the Corporate Plan for the period December 2008 to March 2009.

#### **Resolved:**

**That the report detailing delivery and performance of Corporate Plan strategic themes for December 2008 to March 2009 be accepted.**

849

### **Concessionary Travel Pass Scheme**

Councillors received the report of the Head of Service – Finance and Central Services requesting that Councillors approve the recommendation from the North Yorkshire Concessionary Fares Partnership to charge for lost travel passes.

Following a survey of Local Authorities in England, the North Yorkshire Concessionary Fares Partnership had agreed to recommend that a charge of £7.50 be made to pass holders to replace lost travel passes.

From 1 April 2008 to 31 March 2009 there were 217 lost passes recorded on the Selby Concessionary Fares database.

**Resolved:**

**That no action be taken on proposals to charge for replacement passes.**

850

**Referral from Planning Committee**

Planning Committee – 1 April 2009

Minute 750 – Planning Enforcement Leaflet

Councillors were asked that the revised Planning Enforcement leaflet that had been prepared in conjunction with comments from the Enforcement Sub Group be approved for public consultation.

**Resolved:**

**That, subject to the inclusion of reference to the Council's status as an 'Excellent Authority', the Planning Enforcement Leaflet be approved for public consultation.**

851

**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 1 and 3 of Part 1 of Schedule 12A to the Act.**

852

**Leisure Services Contract**

The Chair reported that he had agreed to take this item as a matter of urgency in view of the need to ensure that the Contract commenced on 1 July 2009.

Jonathan Lund, Strategic Director submitted a report on the detailed evaluation of five tenders received for the management and operation of the Council's leisure services over a ten year period commencing on 1 July 2009.

Of the five tenders received only two passed the initial evaluation. Of the two who progressed to the next stage, the tender submitted by Wigan Cultural and Leisure Trust scored the highest overall evaluation score.

Members questioned Officers on the investments, which would be made in Leisure under the new contract, the safeguards which had been taken to secure the Council's position and that of staff in the Leisure Service.

Moved by Councillor Mrs Ivey and seconded by Councillor Percival that:

Wigan Cultural and Leisure Trust be selected as the successful bidder based on the results and scores within the agreed evaluation matrix;

Jonathan Lund, Strategic Director, in consultation with the Chair of the Social Board, be given delegated authority to conclude the negotiations and arrange for the contact to be signed, and

The four unsuccessful bidders be thanked for their proposals.

Moved by Councillor Shaw-Wright and seconded by Councillor Packham as an amendment:

That consideration of this matter be deferred to the next meeting of this Committee to enable all outstanding matters to be concluded

Amendment lost, motion carried

**Resolved: That**

- (i) Wigan Cultural and Leisure Trust be selected as the successful bidder based on the results and scores within the agreed evaluation matrix;**
- (ii) Jonathan Lund, Strategic Director, in consultation with the Chair of the Social Board, be given delegated authority to conclude the negotiations and arrange for the contact to be signed, and**
- (iii) The four unsuccessful bidders be thanked for their proposals.**

At this stage in the Meeting a short recess was held and all Officers except the Chief Executive, S Martin – Strategic Director and Democratic Services Manager left the meeting.

## **Senior Management Structure Review**

The Chief Executive submitted a report setting out proposals for the senior management structure of the Council. The proposed structure provided for a reduction in the number of Heads of Service from seven to five.

Details of the remit of the Heads of Service together with an estimate of costs were set out in appendices to the report.

### **Resolved:**

**That the proposed changes be approved and the Chief Executive be authorised to implement them in accordance with the change management policies of the Council.**

The meeting closed at 7:00 pm.

**Selby District Council  
Representatives on Outside Bodies 2009/2010**

**PARTNERSHIPS**

<b>OUTSIDE BODY</b>	<b>EXISTING REPRESENTATIVE</b>	<b>CONSERVATIVE NOMINATION</b>	<b>LABOUR NOMINATION</b>
Association of North Yorkshire Councils (now replaced by Local Government Yorkshire and York – May 2009)	Cllr M Crane <b>Deputy - ?</b>		
Local Government Association	Cllr C Metcalfe Deputy – Cllr B Percival		
Local Government Association Fourth Option Special Interest Group	Cllr J McCartney		
Local Authorities -Yorkshire and the Humber	Cllr M Crane		
National Association of Councillors (National and Northern Branch)	Cllr J Mackman Mrs W Nichols		
Yorkshire and Humber Employers' Committee	Chair of P& R or nominee		



<b>OUTSIDE BODY</b>	<b>EXISTING REPRESENTATIVE</b>	<b>CONSERVATIVE NOMINATION</b>	<b>LABOUR NOMINATION</b>
Selby District Local Strategic Partnership	Chair of P& R or nominee		
Selby Urban Renaissance Programme:  Town Team Executive  Selby Town Team  Sherburn-in-Elmet Town Team  Tadcaster Town Team  Energy Team	Cllr M Crane Cllr B Percival Cllr R Packham  Cllr Mrs J Dyson  Cllr M Jordan  Cllr C Metcalfe  Cllr Mrs E Casling		
NYCC Scrutiny of Health Panel	Cllr Mrs J Dyson  (Substitute: Cllr Mrs K McSherry)		
York and North Yorkshire Development Board (Partnership Unit – Secretariat)	Cllr B Percival		
Strategic Housing Board (New 2009)			
Leeds City Region (New 2009)			

## COMMUNITY LINKS

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
Age Concern Visiting and Support Group	Cllr Mrs A Spetch		
Alzheimers Disease Society	Cllr Mrs S Ryder		
Appleton Roebuck and Copmanthorpe Drainage Board	Cllr Mrs P Mackay Cllr B Percival		
Association of Voluntary Services for Selby	Cllr Mrs A Spetch		
Citizens Advice Bureau – Selby	Cllr D Fagan		
The Alliance (formerly known as Coalfields Communities Campaign)	Cllr Mrs W Nichols		
Yorkshire Coal Industry Taskforce	Cllr Mrs W Nichols		
Crossroads Care Scheme Committee	Cllr Mrs D Davies		
DIAL Management Executive Committee	<b>Vacant</b>		
Drax Power Station Consultative Committee	Cllr I Chilvers Cllr J McCartney Cllr Mrs K McSherry Cllr J Thurlow		

## COMMUNITY LINKS

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
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		
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		
Knottingley to Gowdall Drainage Board	Cllr Mrs D White <b>Vacancy</b>		

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
National Society for Clean Air	Cllr D Mackay Cllr C Pearson Cllr C Lunn		
North Wharfe Internal Drainage Board	Cllr D Mackay <b>Vacancy</b>		
North Yorkshire Cultural Partnership	Cllr Mrs G Ivey (Chair of Social Board)		
North Yorkshire Supporting People	Cllr C Lunn		
Oglethorpe and Dawson Education Foundation	Cllr Mrs E Metcalfe Cllr R Sweeting		
Ouse and Derwent Internal Drainage Board  First Electoral Division – Ouse  Third Electoral Division – Cliffe	Cllr W Inness Cllr B Marshall  Cllr Mrs K McSherry <b>Vacancy</b>		
Read School Drax – Governor	Cllr I Chilvers		

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
RELATE	Cllr Mrs K McSherry		
Access to Services (York & Selby)	Cllr Mrs G Ivey		
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 <b>Mrs M Fagan</b> <b>Mr A Cawood</b>		
Selby Area Committee	Cllr I Chilvers Cllr Mrs C Mackman Cllr R Packham Cllr Mrs A Spetch		
Selby Area Learning Partnership	Cllr D Fagan		
Selby College Board of Governors	Cllr C Lunn		

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
Selby and District Rail Users Group	Cllr Mrs D Davies Cllr Mrs C Mackman		
Selby District Advocacy	Cllr Mrs C Mackman		
South Wharfe Internal Drainage Board	Cllr D Bain-Mackay Cllr K Ellis <b>Mr W Harrison</b>		
University of Hull– Membership of Court	Cllr Mrs C Mackman		
Went Internal Drainage Board	Cllr Mrs G Ivey		
Liaison Committee National Coal Mining Museum for England	Cllr N Martin		
Yorkshire and Humberside Employers Forum	Chair of P&R Committee		
Yorkshire and Humberside Pollution Advisory Committee	Chair of Environment Board and Cllr M Jordan		
Yorkshire and Humberside R.F.C.A Association	Cllr B Marshall		
Yorkshire Rural Community Council			

## REPRESENTATION ON PARTNERSHIP ORGANISATIONS

OUTSIDE BODY	EXISTING REPRESENTATIVE	CONSERVATIVE NOMINATION	LABOUR NOMINATION
Audit Consortium Partnership	Chair of Policy and Resources Committee Chair of Audit Panel		
Building Control Partnership (2 places)	Cllr J Mackman Cllr B Percival		
Groundwork Selby (2 places) <b>Groundwork (North Yorkshire)</b> <b>From 21 November 2008</b>	Cllr I Nutt Cllr W Nichols		

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