

MISSION STATEMENT

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

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7 February 2011

Dear Councillor

You are hereby summoned to an Extraordinary Meeting of the Selby District Council to be held in the Civic Suite, Civic Centre, Portholme Road, Selby on **Tuesday 15 February 2011** 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.

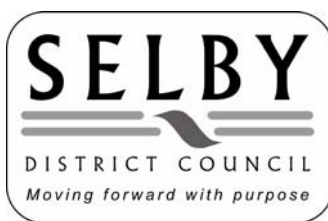
3. **The Budget**

Presentation by the Leader of the Council.

4. **The Move Towards an Executive Structure and Implementation of the Revised Service Delivery Model**

Report of the Chief Executive (pages 3 to 9 attached).

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



Agenda Item No: 4

Title: The move towards an executive structure and implementation of the revised service delivery model

To: Extraordinary Council

Date: 15 February 2011

Author: Martin Connor, Chief Executive

1 Purpose of Report

- 1.1 To inform Council of current progress on preparations for the introduction of the executive arrangements and the implementation of the new service delivery model.

2 Recommendation

- 2.1 **That the Council receives the report and supports:**
- i. The training proposals**
 - ii. The SDV governance recommendations**
 - iii. The formation of, and nominations for, a Shadow Board pending formal appointments following the elections in May.**

3 Executive Summary

- 3.1 This report covers an update on the preparations for the introduction of the executive arrangements and the implementation of the revised service delivery model and asks Council to support the training programme, the SDV governance arrangements and the formation of a Shadow SDV Board.

4 The Report

- 4.1 Since the Council made its decision on 9 November 2010 to adopt the Leader and Executive arrangements with effect from May 2011, officers have been working on implementation issues and preparing necessary document templates for:
- Briefing papers
 - Intelligence updates
 - The forward plan
 - Agenda pro-forma
 - Minutes pro-forma

In addition, briefing mechanisms are being developed for all members of the Council in order to support them in their role in the community.

- 4.2 Work has also commenced on the schedule of meetings for the 2011/12 municipal year. This will again provide a recess in August and is due to be presented for Council approval at your 1 March 2011 meeting.
- 4.3 In order to make the most of the period between now and the elections, I feel it would be useful to carry out training for councillors and officers for the operation of the Executive, Overview & Scrutiny functions and the role of the Council and regulatory committees. I attach at Appendix A details of the training proposals for Council approval. Any costs associated with the training can be accommodated within the councillor training budget.
- 4.4 The training and proposed trial running will allow any need for fine tuning of the Constitution to be identified before we go live in May. It is intended that any proposed changes to the Constitution will be placed before Council on 1 March 2011.
- 4.5 Turning now to the new delivery model, the Cross Party Working Group (WTTWG) has now met twice and their minutes will be circulated with the 1 March Council agenda. Work is progressing well for the April launch and budgets and business plans are being formulated.
- 4.6 The governance of the Service Delivery Vehicle (SDV) was discussed at the last meeting of the Working Group and it was agreed that a Councillor/Officer board should be appointed by the Council to oversee the SDV operations. Formal appointments to the Board would be made at Annual Council but it would again be useful to trial run with an SDV Shadow Board ahead of the elections. I ask that the Council supports this suggestion and nominates 3 representatives to work with officers.

5 Financial Implications

- 5.1 Any costs associated with the recommendations in this report can be met from within existing budget approvals.

6 Conclusions

- 6.1 I ask the Council to receive the report and support:
- The training proposals
 - The interim SDV governance recommendations
 - The formation of an SDV Shadow Board pending formal appointments following the elections in May.

7 Link to Corporate Plan

- 7.1 This report links to the Better use of Resources and Organising to Deliver themes of the Corporate Plan.

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

- 8.1 The report does not link to any specific priority.

9 Impact on Corporate Policies

9.1 Service Improvement

Impact

The proposal to adopt executive arrangements should lead to improved value for money, improved accountability and more transparent decision making whilst the new delivery model should help ameliorate the impact of grant reductions

9.2 Equalities

Impact

The proposal to adopt executive arrangements should increase the equality of access to our community to both services and policy formulation.

9.3 Community Safety and Crime

No impact

9.4 Procurement

No Impact

9.5	Risk Management	Impact
	The risk of not implementing the changes revolves around our ability to move to a more accountable democratic structure and meet the challenge of grant reductions.	
9.6	Sustainability	No Impact
9.7	Value for Money	Impact
	The move to an executive model should reduce democratic costs and increase accountability whilst the new delivery model should improve value for money with a reducing resource base.	
10	Background Papers	
10.1	None	

Proposed training programme

1. The Role of Regulatory Committees – the Planning Committee ***

Audience: Potential Planning Committee members

Description: The session will explore the role of the Planning Committee in the Executive system and will cover topics such as links with the Executive and the revised Constitution.

Delivered by: Michelle Sacks, Solicitor to the Council/Dylan Jones, Manager of Development Management
When: 9 March 2011 - before the meeting of the Planning Committee
Time: 2.30 – 3.30 pm
Venue: Civic Centre

2. Overview and Scrutiny Training – Chairs ***

Audience: Prospective Overview and Scrutiny Chairs

Description: The session will look at the role of the Overview and Scrutiny Chairs and liaison between the three Overview and Scrutiny Committees under the revised Constitution. It will cover the support to be provided and resources available together with the links between the Executive and the new service delivery model.

Delivered by: Jonathan Lund, Deputy Chief Executive
When: 16 March 2011
Time: 2.45 – 3.45 pm
Venue: Civic Centre

3. Overview and Scrutiny Training – Members ***

Audience: Prospective Overview and Scrutiny Members

Description: The session will look at the role of Overview and Scrutiny members following the move to an Executive structure under the revised Constitution. It will examine the enhanced role of each committee, the support and resources to be provided.

Delivered by: Jonathan Lund, Deputy Chief Executive
When: 23 March and 30 March 2011 (1 session offered twice)
Time: 4 pm – 6 pm
Venue: Civic Centre

4. The Role of Regulatory Committees – the Licensing Committee ***

Audience: Potential Licensing Committee members

Description: The session will explore the role of the Licensing Committee in the Executive system and will cover topics such as links with the Executive and the revised Constitution.

Delivered by: Michelle Sacks, Solicitor to the Council
When: 4 April 2011 - after the meeting of the Licensing Committee
Time: 11.30 am – 12.30 pm
Venue: Civic Centre

Note: Additional sessions will be covered as part of the Induction Programme for Councillors after the elections.

5. The Role of Full Council

Audience: All councillors

Description: The session will explore how Full Council will operate under an Executive model and prepare councillors for future meetings under the revised Constitution.

Delivered by: Martin Connor, Chief Executive and Jonathan Lund, Deputy Chief Executive
When: 5 April 2011 - before the meeting of Full Council
Time: 4 pm – 5 pm
Venue: Council Chamber, Civic Centre

Note: Additional sessions will be covered as part of the Induction Programme for Councillors after the elections.

6. The Executive system in practice ***

Audience: Potential Executive and Overview and Scrutiny Members

Description: This practical session will offer councillors and officers the opportunity to run a life-like example of the workings of the Executive system. The session will use a member briefing session, discussion and decision making at the Executive and 'Call In' by the Scrutiny Committee.

Delivered by: Martin Connor, Chief Executive and Jonathan Lund, Deputy Chief Executive and Council officers
When: 7 April 2011

Time: 4 pm – 7 pm
Venue: Civic Centre

Note: * = nominations will be sought from political Group Leaders**