



Summons and Agenda for the
Annual Council Meeting

to be held on
TUESDAY 17 MAY 2016

at
4.00pm





To: All District Councillors

cc: Chief Officers
Directors

You are hereby summoned to attend the Annual Meeting of the Selby District Council to be held in the Council Chamber, Civic Centre, Doncaster Road, Selby on **TUESDAY 17 MAY 2016** starting at **4.00pm**. The Agenda for the meeting is set out below.

A handwritten signature in black ink that reads "Mary Weastell".



Mary Weastell
Chief Executive

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted under the direction of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact, prior to the start of the meeting, Palbinder Mann – Democratic Services Manager via pmann@selby.gov.uk or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

Refreshments will be served in the Civic Centre from 3:00 pm

Group photographs will be taken at 3:30 pm - please meet in the foyer

Opening Prayers

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Disclosures of Interest

To receive any declarations of personal or prejudicial interest in any items set out in the Agenda.

3. Election of Chairman

a) Nominations

To receive nominations for the election of Chairman of the Council for the 2016/2017 Municipal Year.

b) Investiture of Chairman

The newly elected Chairman will stand and be invested with the Chairman's Chain of Office by the retiring Chairman. The retiring Chairman will then exchange seats with the newly elected Chairman.

c) Declaration of Acceptance of Office

The newly elected Chairman will make and sign the Declaration of Acceptance of Office and then take the Chair.

d) Retiring Chairman's Valedictory Address

The retiring Chairman will be invited to give his valedictory address.

The presentation by the Chairman of a Silver Salver and Past Chairman's Badge to the retiring Chairman will take place at this time.

Expressions of appreciation of the work of the retiring Chairman may be made from the Chamber at this point in the proceedings.

The retiring Chairman will take his seat in the body of the Council Chamber.

e) Investiture of Chairman's Consort

The Chairman of the Council will call upon the past Chairman's Consort to invest the newly elected Chairman's Consort with the Chain of Office.

The past Chairman's Consort will duly invest the newly elected Chairman's Consort.

A presentation of a gift will take place to the Chairman's Consort.

The retiring Chairman's Consort will take her seat in the body of the Council Chamber.

f) Newly Elected Chairman's Address

The newly elected Chairman will address the meeting.

4. Appointment of Vice Chairman

a) Nominations

To receive nominations for the appointment of Vice Chairman of the Council for the 2016/2017 Municipal Year.

b) Investiture of Vice Chairman

The Vice Chairman will approach the dais and be invested by the Chairman with the Vice Chairman's Chain of Office and take the Vice Chairman's place on the dais.

c) Declaration of Acceptance of Office

The newly appointed Vice Chairman will make and sign the Declaration of Acceptance of Office.

d) Investiture of Vice Chairman's Consort

The Chairman of the Council will call for the newly appointed Vice Chairman's Consort to be invested with the Chain of Office.

The newly appointed Vice Chairman's Consort will stand and be duly invested.

A presentation of a gift to the Vice Chairman's Consort will take place.

5. Minutes

To approve as a correct record the minutes of the Council meeting and the Extraordinary Council meeting held on 19 April 2016 (pages 1 to 9 attached)

6. Communications

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

7. Amendment to the Constitution

To receive a report proposing changes to the Financial Procedure Rules which are part of the Council's Constitution (pages 10 to 12 attached).

8. The Leader's Report on the Exercise of Executive Functions

To receive a report from the Leader of the Council setting out information regarding the discharge of executive functions for the year ahead (pages 13 to 20 attached).

9. Appointments to the Committees of the Council, Chairs of the Community Engagement Forums and the Calendar of Meetings for the 2016/17 Municipal Year.

To consider appointments to Committees, the Chairs of Community Engagement Forums and the Calendar of Meetings for the 2016/17 Municipal Year (pages 21 to 24 attached).

10. Council Appointments to Outside Bodies

To consider appointments to Non-Executive Outside Bodies for the 2016/17 Municipal Year (pages 25 to 26 attached).

Following the meeting, everyone is invited to a buffet reception which will be held in the Café area.

Council

Venue: Council Chamber
Date: Tuesday 19 April 2016
Time: 5pm

100	Apologies for absence
101	Disclosures of Interest
102	Minutes
103	Communications
104	Announcements
105	Petitions
106	Public Questions
107	Councillors' Questions
108	Reports from the Executive
109	Reports from Committees
110	Motions
111	Review of Councillors' Allowances and Appointment of an Independent Remuneration Panel
112	Designation of Chief Finance Officer
113	Nominations for Chairman and Vice Chairman 2016/17
114	Urgent Action
115	Sealing of Documents

Present: Councillor R Sweeting in the Chair

Councillors K Arthur, Mrs E Casling, J Cattanach, I Chilvers, Mrs J Chilvers, M Crane, J Deans, Mrs S Duckett, K Ellis, M Hobson, D Hutchinson, M Jordan, C Lunn, D Mackay, J Mackman, B Marshall, Mrs M McCartney, C Metcalfe, R Musgrave, B Packham, C Pearson, D Peart, I Reynolds, Mrs J Shaw-Wright, J Thurlow, P Welch and Mrs D White.

Officers Present: Mary Weastell, Chief Executive, Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council, and Palbinder Mann, Democratic Services Manager.

Press: 0
Public: 3

Prayers were said by the Chairman's Chaplain.

100. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Buckle, J Crawford and Mrs W Nichols.

101. DISCLOSURES OF INTEREST

There were no declarations of interest.

102. MINUTES

The Council considered the minutes of the Council meeting held on 25 February 2016.

It was noted that under minute item 93, The Budget and Council Tax 2016/17, Councillor Mrs D White had been incorrectly recorded as abstaining on the vote whereas this should have stated Councillor P Welch.

The Leader of the Council outlined an amendment to resolution iv) under minute item 95, Changes to the Function and Structure of Selby District Council to remove the words 'to cover pension strain costs in 2016/17' and replace them with 'to cover redundancy and pension strain costs in 2016/17' so that the resolution should read as follows

iv) To draw down £136k and £161k from the Spend to Save (Business Development) Reserve to cover redundancy and pension strain costs in 2016/17.

RESOLVED:

To approve the minutes of the Council meeting held on 25 February 2016 with the above amendments for signing by the Chairman.

103. COMMUNICATIONS

Queen's Birthday Concert

The Chairman informed Council that he would be holding a concert on Saturday 23 April 2016 in Selby Abbey to celebrate the Queen's 90th birthday. He suggested that he should write a letter on behalf of the Council to the Queen to congratulate her on her birthday.

Police and Crime Commissioner Election Update

The Chief Executive provided an update on the upcoming Police and Crime Commissioner Election and informed Council that Ryedale District Council is acting as the Police Area Returning Officer for the election and will be coordinating results for the North Yorkshire area.

It was explained that there were four candidates standing for election and polling day would take place on Thursday 5 May 2016 and the count would take place on Friday 6 May 2016 in the Council Chamber.

With regard to the recent fire at Harold Mills Community Centre in Sherburn, the Chief Executive informed Council that a replacement polling station had been found and this would be the Sherburn White Rose Football Club. The Chief Executive stated that any electors affected by the change would be notified and notices would also be placed around the fencing around the Community Centre.

EU Referendum Update

The Chief Executive informed Council that preparations were well underway for organising the EU Referendum which would be taking place on Thursday 23 June 2016 and further details would be provided once arrangements were confirmed.

Appointment of Directors

The Chief Executive informed Council David Caulfield had been appointed as Director of Economic Regeneration and Place and that his appointment had now been confirmed.

The Chief Executive also informed Council that Julie Slatter had been offered the role of Director of Corporate Services and Commissioning and the Council was in the final stages of confirming her appointment.

104. ANNOUNCEMENTS

There were no announcements.

105. PETITIONS

No petitions were received.

106. PUBLIC QUESTIONS

No questions from members of the public were received.

107. COUNCILLORS QUESTIONS

No questions from Councillors were received.

108. REPORTS FROM THE EXECUTIVE

Councillor M Crane - The Leader of the Council

The Leader of the Council reported on the work he had recently undertaken as outlined in his report.

Concern was raised around the condition of the Olympia Park site. It was agreed that the Leader would visit the site with officers and Councillors Welch and Marshall to see what could be done resolve these issues.

With regard to a general update on the progress of the site, the Leader stated that he would be able to provide an update however this would need to be given under private session at the end of the meeting due to the commercial sensitivities.

Councillor J Mackman, Deputy Leader of the Council and Executive Lead Member for Place Shaping

Councillor J Mackman, Deputy Leader of the Council and Executive Lead Member for Place Shaping, provide an update on the work he had recently undertaken as outlined in his report. Councillor J Mackman thanked everyone for their kindness and support following the death of his wife Carol Mackman.

Councillor J Mackman noted that Sam Smith's Old Brewery (Tadcaster) had been refused permission to appeal to the Supreme Court on the Core Strategy and thanked officers for their hard work on the Council's defence.

Council were informed that the timetable for Plan Selby would now be amended as public consultation was likely to take place in September.

A query was raised regarding the traffic modelling as part of the Sites and Policies Local Plan (PLAN Selby) as there was no mention of the traffic modelling proposals for Sherburn and Tadcaster. The Solicitor to the Council explained that additional count work was taking place for these two areas and it was agreed that details of this work would be provided to Councillor B Packham.

In response to a query concerning the Brownfield Register Pilot, the Solicitor to the Council explained that the Council was currently working on the register which would provide details of brownfield sites in the district. The Solicitor to the Council added that a briefing would be held for Council as the work progressed.

Councillor C Lunn, Executive Lead Member for Finance and Resources

Councillor C Lunn, Executive Lead Member for Finance and Resources presented his update on the work he had recently undertaken as outlined in his report.

Councillor C Metcalfe, Lead Executive Member for Communities and Economic Development

Councillor C Metcalfe, Lead Executive Member for Communities and Economic Development provided an update on the work he had recently undertaken as outlined in his report.

Council was informed that a consultation was currently taking place on the Local Transport Plan and it had been suggested that there needed to be further

engagement with the County Council regarding traffic in Selby. It was requested that Parish Councils were kept informed of developments in their area.

Concern was raised regarding the car parking enforcement car park outside the Sainsbury's supermarket and the potential confusion between the restrictions there and in Council car parks which are free after 6pm leading to residents received penalty charge notices. The Lead Executive Member for Communities and Economic Development explained that the Council was aware of the issues and discussions had taken place with the Council's Enforcement provider.

Councillor D Peart, Lead Executive Member for Housing, Leisure, Health and Culture

Councillor D Peart, Lead Executive Member for Housing, Leisure, Health and Culture provided an update on the work he had recently undertaken as outlined in his report.

A query was raised regarding Barlow Common and the Lead Executive Member for Housing, Leisure, Health and Culture explained that officers were currently looking into Barlow Common and a further update would be provided in due course.

A query was raised regarding the organisation of the Great Yorkshire AirFest. Council were informed that a reputable provider had been assigned by the organiser to oversee the traffic flow for the event to prevent any problems.

In response to a query concerning the pricing for the Summit Indoor Adventure, it was explained that a full pricing list had not been finalised and Inspiring Healthy Lifestyles were currently looking into this.

RESOLVED:

To receive and note the reports from the Executive.

109. REPORTS FROM COMMITTEES

Councillor J Crawford, Chair of the Overview and Scrutiny Committee

In the absence of Councillor J Crawford, Chair of the Overview and Scrutiny Committee, the Scrutiny Committee update was taken as read.

Councillor J Deans, Chair of the Policy Review Committee

Councillor J Deans, Chair of the Policy Review Committee explained that a meeting of the Committee had taken place after the Council agenda had been published therefore an update on the meeting would be provided at the next meeting.

Councillor M Jordan, Chair of the Audit Committee

Councillor M Jordan, Chair of the Audit Committee provided an update on the work of the Committee as outlined in his report.

RESOLVED:

To receive and note the reports from Committees.

110. MOTIONS

No motions were received.

111. REVIEW OF COUNCILLORS' ALLOWANCES AND APPOINTMENT OF AN INDEPENDENT REMUNERATION PANEL

The Leader of the Council presented a report on a review of Councillors' Allowances and the appointment of an Independent Remuneration Panel.

It was explained that a three member panel would be appointed who were from a range of backgrounds and they would be able to claim expenses for their work on the Panel.

RESOLVED:

To delegate authority to the Chief Executive in consultation with the Leader of Council the power to appoint a 3 member Independent Remuneration Panel to advise on an appropriate scheme of Councillor Allowances

112. DESIGNATION OF CHIEF FINANCE OFFICER

The Leader of the Council presented a report on the designation of the Chief Finance Officer.

It was explained that Karen Iveson was now undertaking a joint role of Chief Finance Officer for Selby District Council and Assistant Director, Strategic Resources for North Yorkshire County Council. Council was informed that as Karen was now the employee of a different organisation it was necessary for Council to re-designate that her in that new role as the Chief Finance Officer under the legislation.

RESOLVED:

To designate Karen Iveson, Chief Finance Officer SDC and Assistant Director Strategic Resources NYCC as the Council's Chief Finance Officer pursuant to s151 Local Government Act 1972

113. NOMINATIONS FOR CHAIRMAN AND VICE CHAIRMAN 2016/17

Council was asked to consider nominations for Chairman and Vice Chairman for 2016/17.

It was moved, seconded and agreed that Councillor Mrs Duckett would be nominated as Chairman for 2016/17.

It was moved, seconded and agreed that Councillor Mrs J Chilvers would be nominated as Vice Chairman for 2016/17.

114. URGENT ACTION

The Chief Executive reported that she had used her emergency powers to designate Karen Iveson as the Chief Finance Officer for period from April up until the decision at minute 112 to ensure the Council complied with relevant legislation.

115. SEALING OF DOCUMENTS

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

RESOLVED:

To grant authority for the signing of, or the Common Seal of the Council being affixed to, any documents necessary to give effect to any resolutions hereby approved.

116. DISCUSSION ON OLYMPIA PARK

In order to discuss the current status of Olympia Park arising from the discussion under the Leader of the Council's Executive update, it was agreed to move into private session as the discussion would involve exempt information relating to the financial or business affairs of any person and the public interest in maintaining commercial confidentiality outweighed the public interest in holding the meeting in public.

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 discussion of the following items as there will be disclosure of exempt information as described in paragraph 3 of part 1 of Schedule 12(A) of the Act.

Discussion took place regarding the current situation with Olympia Park and how the development could be taken forward.

The meeting closed at 5:57pm.

Extraordinary Council

Venue: Council Chamber
Date: Tuesday 19 April 2016
Time: 6.10pm

116	Apologies for absence
117	Disclosures of Interest
102	Honorary Freedom of the District
103	Sealing of Documents

Present: Councillor R Sweeting in the Chair

Councillors K Arthur, Mrs E Casling, J Cattanach, I Chilvers, Mrs J Chilvers, M Crane, J Deans, Mrs S Duckett, K Ellis, M Hobson, D Hutchinson, M Jordan, C Lunn, D Mackay, J Mackman, B Marshall, C Metcalfe, R Musgrave, B Packham, C Pearson, D Peart, I Reynolds, Mrs J Shaw-Wright, J Thurlow, P Welch and Mrs D White.

Others Present: Janette Benaddi, Helen Butters, Frances Davies, Niki Doeg (Yorkshire Rows), Paul Shepherd – Deputy Lord Lieutenant, Roy Wilson – Honorary Alderman, Gordon Holmes – Honorary Alderman, Mrs Doreen Davies – Honorary Alderman and Mrs Melanie Davis – Honorary Alderman

Officers Present: Mary Weastell, Chief Executive, Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council, and Palbinder Mann, Democratic Services Manager.

Press: 4
Public: 30

Prayers were said by the Chairman's Chaplain.

116. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Buckle, J Crawford and Mrs W Nichols.

117. DISCLOSURES OF INTEREST

There were no declarations of interest.

118. HONORARY FREEDOM OF THE DISTRICT

The Leader of the Council presented a report asking Council to consider awarding the Honorary Freedom of the District to the Yorkshire Rows rowing team for their achievements in completing the Talisker Whisky Atlantic Challenge to row 3,000 nautical miles across the Atlantic Ocean and raising money for their chosen charities, the Yorkshire Air Ambulance and Maggie's Cancer Caring Centre.

Tributes were paid by Members of Council on the fantastic achievement by the Yorkshire Rows and it was unanimously agreed that they should be awarded the Honorary Freedom of Selby District.

RESOLVED:

To award the Honorary Freedom of Selby District to the Yorkshire Rows rowing team for their achievements in completing the Talisker Whisky Atlantic Challenge to row 3,000 nautical miles across the Atlantic Ocean and raising money for their chosen charities, the Yorkshire Air Ambulance and Maggie's Cancer Caring Centre.

Following the passing of the resolution, each member of the Yorkshire Rows was presented with a Scroll and a bouquet of flowers. Members and Guests were then invited to a buffet reception after the meeting.

119. SEALING OF DOCUMENTS

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

RESOLVED:

To grant authority for the signing of, or the Common Seal of the Council being affixed to, any documents necessary to give effect to any resolutions hereby approved.

The meeting closed at 6:20pm.



Public Session

Report Reference Number: C/15/22

Agenda Item No: 7

To:	Council
Date:	17 May 2016
Author:	Gillian Marshall – Solicitor to the Council
Lead Officer:	Mary Weastell – Chief Executive
Executive Member	Councillor Mark Crane

Title: Amendment to the Constitution

Summary:

On 12 May the Executive will receive for approval a Corporate Charging Policy. The policy has been designed to support the Council's vision of being customer focused, business like, and forward thinking, and to develop business resilience in the face of significant reductions in grants from central Government. If the Executive approve the policy, the full implementation of the policy requires a change to the Financial Procedure Rules which are part of the Constitution of the Council.

Recommendations:

- (i) To authorise the Monitoring Officer to amend Part 4 - Financial Procedural Rules, Section 15(i) of the Selby District Council Constitution to allow the appropriate Officers the flexibility to vary existing charges when applying the 'Full Cost Recovery' or 'Direct Cost Plus' charging models (in accordance with section 8 of the Corporate Charging Policy), without the need for additional Executive approval.

Reasons for recommendation

To enable the policy to be implemented and deliver the objectives set within it.

1. Background

A review of the current Corporate Charging Policy has been undertaken to bring the policy up to date with legislation, the Corporate Plan 2015-2020

objective to 'deliver great value and increase income', and the Council's Medium Term Financial Strategy. Executive will consider this policy at their meeting on 12 May 2016.

The draft Policy sets out a framework for charging which enables the setting of charges to be flexible and market led, by allowing Directors, in consultation with the Chief Finance Officer, to make flexible pricing decisions in response to external market conditions. This approach will encourage services to operate efficiently and ensure that the Council thinks consistently in a business-like manner and can respond to new opportunities and market conditions rapidly within a defined framework.

2. The Report

- 2.1 The Policy outlines the key principles to be considered in charging for Council services in a transparent and consistent manner, and sets out a clear and equitable framework of standards and procedures to be followed when reviewing charges.
- 2.2 The Policy sets out three charging models:
 - **'Full Cost Recovery'** will be the Council's default charging model: services must achieve full cost recovery over time, unless there is an Executive decision to subsidise.
 - The **'Direct Cost Plus'** charging model will allow flexible pricing decisions to take account of external market conditions.
 - The **'Subsidised'** model provides the Council with the option to provide a service with full or partial subsidy. All subsidies must be approved by the Executive.
- 2.3 Section 15(i) of the Financial Procedure Rules which form part of the Selby District Council Constitution, currently states that "New Charges or changes in existing charges shall be approved by the executive".
- 2.4 An amendment is needed to enable full implementation of the policy which will allow the appropriate Officers the flexibility to vary existing charges when applying the 'Full Cost Recovery' or 'Direct Cost Plus' charging models (in accordance with section 8 of the Policy), without the need for an Executive approval. All charges relating to subsidised services, and those charges specifically identified in Appendix 4 (Charges Excluded from the Corporate Charging Policy) would still require Executive decision.

3. Legal/Financial Controls and other Policy matters

Council approval is needed for a change to the rules within the Constitution.

4. Background Documents

None

Contact Details:

**Gillian Marshall
Solicitor to the Council
X 42095**

Public Session

Report Reference Number: C/12/23

Agenda Item No: 8

To: Council
Date: 17 May 2016
Author: Gillian Marshall – Solicitor to the Council
Lead Officer: Mary Weastell – Chief Executive
Executive Member Councillor Mark Crane

Title: The Leader's Report to Council on the Discharge of Executive Functions

Summary:

Under the terms of the Constitution the Leader of Council must present a Report to the Annual Meeting of Council regarding the way in which executive functions are to be discharged in the forthcoming year.

This report satisfies that requirement and sets out

- The names of Councillors appointed to the Executive and their portfolios
- The terms of reference of, appointments to and governance of any Executive Committees
- The nature and extent of any delegation of an executive function to an individual member of Executive
- The nature and extent of any delegation of an executive function to officers
- The nature and extent of any delegation of executive functions to Community engagement forums, other authorities or joint arrangements including the names of Executive Members appointed under such arrangements

The Leader may subsequently change the arrangements made in this report but on doing so must give written notice to the Chief Executive and to the person, body or committee concerned. The Chief Executive will then make arrangements to report the changes to the next ordinary meeting of Council.

Recommendations:

- (i) **To receive and note the Leader's Report to Council on the**

discharge of Executive Functions.

Reasons for recommendation

To meet the obligations set out in the Executive Procedure Rules within the Council's constitution.

1. Role and Composition of the Executive

The Executive Procedure Rules require that the Leader of the Council reports on the discharge of executive functions for the year ahead. For 2016/17 the arrangements shall be as follows

a. Members of the Executive

Councillor Mark Crane – Leader of the Council with specific responsibility for strategic matters, external relations and partnerships

Councillor John Mackman – Lead Councillor for Place Shaping and Deputy Leader of the Council

Councillor Clifford Lunn – Lead Councillor for Finance and Resources

Councillor Christopher Metcalfe – Lead Councillor for Communities and Economic Development

Councillor David Peart – Lead Councillor for Housing, Leisure, Health and Culture

b. Executive Portfolios

The Leader

Main Role

To exercise the Executive Leader powers vested in the Leader in accordance with the Local Government Act 2000 as amended by section 62 of the Local Government and Public Involvement in Health Act 2007.

To provide visible political leadership in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.

To lead the development of external relations and local, regional, national and European policy and strategic partnerships.

Main Duties and Responsibilities

- i. To Chair the Executive.

- ii. To represent and act as an ambassador for the Authority and to lead in developing strategic partnerships with agencies, citizens and stakeholders in relation to the delivery of strategic objectives in the Corporate Plan and the provision of services to citizens.
- iii. To have overall responsibility for:
 - (a) Strategic Policy and Budget issues
 - (b) Development, monitoring and implementation of the Policy Framework
 - (c) Communicating the Council's values, vision and objectives to councillors, staff and to citizens, partners and stakeholders
 - (d) The York, North Yorkshire and East Riding and Leeds City Region Local Enterprise Partnerships and Combined Authority.
- iv. To lead on external communications for the Council.
- v. To lead on major projects.
- vi. To take up corporate membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Authority's own activities.
- vii. To monitor the performance of the Council including the implementation of the Corporate Plan and other major plans by:-
 - (a) Setting strategic performance targets
 - (b) Ensuring corporate goals and milestones are met
 - (c) Developing new policies and strategies
- viii. To ensure that systems exist to appraise the performance of senior managers.
- ix. To determine the ways in which the Council spends the funds allocated to the Programme for Growth
- x. Lead political responsibility for corporate support functions such as democratic services, HR, communications and legal services

Deputy Leader and Place Shaping Portfolio

Overall responsibility for the promotion, development and delivery of land use and planning activities, as an integral part of making Selby a great place to live in accordance with the Corporate Plan.

Representing the Council on regional groups relating to land use planning, such as duty to co-operate groups.

Responsibility for overseeing relationships with outside bodies which do not fall within any other portfolio (such as Internal Drainage Boards)

Main Duties and Responsibilities

- i. To chair Executive Meetings when the Leader is not present
- ii. To deputise for the Leader at Leeds City region, LEP and Combined Authority meetings as necessary.
- iii. To lead on the development, promotion and delivery of policies and strategies in connection with Land Use Planning and Development.

Finance and Resources Portfolio

Overall Responsibility for co-ordinating and developing the responsibilities and activities of the Council in relation to the effective and efficient use of its resources, monitoring the budget, delivering value for money and the savings plan, debt control, procurement, assets, council tax, revenues and benefits as an integral part of making delivering great value in accordance with the Corporate Plan.

Main Duties and Responsibilities

- i. To lead on the provision of guidance for the capital and revenue budgetary priorities of the Council together with the implementation of strategic budget monitoring policies which will ensure the proper administration of the financial affairs of the Council.
- ii. Lead political responsibility for audit and risk management.
- iii. Lead political responsibility for debt control, procurement, council tax, revenues and benefits property and asset management.

Communities and Economic Development Portfolio

Overall Responsibility for communities and economic development as an integral part of making Selby a great place to do business and to make a difference, in accordance with the Corporate Plan.

Main Duties and Responsibilities

- i. Lead political responsibility for inward investment, economic development and business partnerships such as STEP
- ii. Lead political responsibility for Community Engagement Forums, funding and support of local community and voluntary sector organisations and Community Safety.

- iii. Lead political responsibility for the access to services agenda and embedding customer focus within services.
- iv. Lead political responsibility for Equality and Diversity.

Housing, Leisure, Health and Culture Portfolio

Overall responsibility for public and private sector housing, leisure, culture and health as an integral part of making Selby a great place to live in accordance with the Corporate Plan.

Main Duties and Responsibilities

- i. Lead political responsibility for public and private sector housing including representation of the Council in North Yorkshire and Leeds City Region housing strategies.
- ii. To lead on the development promotion and delivery of policies and strategies in connection with Culture, Leisure and Sport, Tourism and events.
- iii. To promote and develop effective partnership working arrangements with public, private and voluntary stakeholders to promote the District as a centre of cultural development and as an attractive tourist destination.
- iv. Lead political responsibility for the development and delivery of policies and strategies in connection with the provision of effective and efficient environment services. This includes streetscene services, waste collection and disposal, parks and other public spaces, enforcement and environmental health.
- v. Lead political responsibility for health including environmental health and licensing functions

c. Executive Committees

No Executive Committees are to be established.

d. Executive Delegations

For 2016/17 the Leader continues to reserve individual decision making powers to himself in respect of

- (i) Any executive decisions (including key decisions), in a situation where the matter is so urgent that it does not allow time for a report to the Executive.
- (ii) the allocation of funds within the Programme for Growth.

It is not expected that these individual decision making powers will be exercised on a regular basis but the reservation of powers will allow the

Council to respond quickly to emerging projects and priorities through decision making and by allocating funding.

An individual delegation is given to the Lead Councillor for Finance and Resources. This delegation is to approve virements above the limits delegated to officers in the financial procedure rules up to a maximum of £75 000.

Individual decisions made by the Leader and the Lead Councillor – Finance and Resources will be recorded and published in line with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

From time to time specific delegations may be made to other Lead Councillors to deal with matters specified at the time.

e. Executive Delegations to Officers

The full Scheme of Delegations to Officers is set out in Part 3 of the Council's Constitution. This has been updated following the organisational review and final changes will be made by the Monitoring Officer once the new Directors take up post under the delegation granted by Council on 25 February 2016.

f. Executive Delegations to Community Engagement Forums

The success of Community Engagement Forums is in part due to their inclusive nature, drawing in partners for other public bodies operating in the area and from the Community. However as a result it is not possible to delegate decision making powers to CEFs as the Council is and remains the accountable body. It is therefore necessary to delegate decision making powers in respect of matters within the Terms of Reference of the CEFs to the Officers who will receive the recommendations from the CEFs and give effect to those with a delegated decision with the benefit of legal and financial advice to ensure the Council is meeting its obligations as accountable body.

g. Executive Delegations to Joint Committees

The Council undertakes the following functions by way of Joint Committees and the Executive Councillors appointed to serve under those arrangements are set out below:

Building Control (North Yorkshire Building Control Partnership) – Councillor Cliff Lunn

Procurement (North Yorkshire Procurement Partnership) – Councillor Mark Crane (with Cllr Cliff Lunn as substitute)

The Leeds City Region Partnership Committee, an Advisory Committee of the West Yorkshire Combined Authority whose terms of reference are to act as a consultative forum for matters referred to it by the WYCA and advise the WYCA in relation to i) its accountable body functions ii) duty to co-operate matters iii) appointments to the Leeds City Region LEP.

The WYCA has appointed the Leaders of Selby District Council to the LCR Partnership Committee. The Leader appoints the Deputy Leader as named substitute and gives the Chief Executive and the Director of Regeneration and Place concurrent delegated authority to approve, in consultation with the Leader, any matter including funding agreements necessary to give effect to any resolution of the WYCA in respect of LEP funding arrangements for the Selby District.

h. Executive Delegations to other Authorities

Breathing Space

Breathing Space is a regional mortgage assistance loan scheme, operated by Wakefield Metropolitan District Council (Wakefield Council), on behalf of local authorities across the Yorkshire and Humber region, to enable them to offer loans to help home owners in the District experiencing difficulties with their mortgage and/or secured loan payments.

To enable Wakefield Council to act as the Accountable Body for the scheme and to act as administrative body and banker, formal approval is given to allow Wakefield to discharge these functions on behalf of Selby District Council under the provisions of the Local Government Act 2000 and Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2000, in accordance with the Council's well-being powers under Section 2 of the Local Government Act 2000. The Leader delegates to the Director of Corporate Services and Commissioning the power to approve amendments to the delegation to cover any changes to the scheme which do not affect its overall purpose and intent.

Homeless Reviews

Under s202 of the Housing Act 1996 the Council (as Housing Authority) is required to carry out reviews of decisions on eligibility and priority need in homelessness cases. This is a highly specialised area of law and as such it is important that the reviewing officer has a detailed knowledge and understanding of the relevant statutory provisions and caselaw. Under the Deregulation and Contracting Out Act 1994 and the Local Authorities (Contracting Out of Allocation of Housing and Homelessness Functions) Order 1996, the Council can ask that the reviews be undertaken by another person or someone employed by

another. This provision enables the Council to buy in the relevant expertise as and when required.

Pursuant to that provision the Leader delegates the power to carry out a review under s202 Housing Act 1996 (and ancillary functions) to Melanie Cant LLB (Hons) CIHM, Homelessness Review Officer.

e) Urgent Decisions

No key decisions were taken under special urgency provisions in 2015/16.

f) Legal/Financial Controls and other Policy matters

None arising from this report

4. Background Documents

None

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Public Session

Report Reference Number: C/15/24

Agenda Item No: 9

To:	Council
Date:	17 May 2016
Author:	Palbinder Mann – Democratic Services Manager
Lead Officer: Executive Member	Gillian Marshall – Solicitor to the Council Councillor Mark Crane

Title: Appointments to the Committees of the Council, Chairs of the Community Engagement Forums and the Calendar of Meetings for the 2016/17 Municipal Year.

Summary:

This report provides, for approval, the group nominations for the appointment of Councillors to Committees and the appointments of CEF Chairs at Annual Council on 17 May 2016.

Recommendation:

- i) That the Council appoints the Chairs, Vice Chairs and Councillors for the 2016/17 municipal year.**
- ii) That Council appoints the CEF Chairs for the 2016/17 municipal year.**
- iii) That Council approves the Calendar of Meetings 2016/17 as set out in Appendix C.**

Reasons for recommendations

To meet legislative requirements and to enable the proper functioning of the Council in the 2016/17 municipal year.

1. The Report

- 1.1 Each year Annual Council receives Group Leaders' nominations for appointments to Chairs and Vice Chairs and for the membership and substitutes for Council committees. The list of nominations for the Chairs, Vice Chairs and members and substitutes for Council committees for 2016/17 will be circulated at the meeting.
- 1.2 Council also receives nominations for the post of CEF Chair for each CEF. The CEFs operate as advisory committees in that they include in their membership persons who are not Councillors of the District. The nominations for the posts of CEF Chairs for 2016/17 will be circulated at the meeting
- 1.3 Each year Council also approves the calendar of meetings. The proposed calendar is attached at Appendix C.

3 Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to allocate seats on Ordinary Committees of the Council between the political groups in accordance with the following principles :-

- a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
- b) That the majority of seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- c) That subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.

For the purpose of this process there are two political groups making up the Council; the Conservation Group and the Labour Group. A group consists of two or more members of Council who have indicated that they wish to be treated as a group. Councillors that are not members of political groups have no entitlement to an allocation of seats on Committees. Political groups are entitled to their proportion of seats and once their entitlement has been reached, any remaining seats may be filled by Councillors not

belonging to a political group. Such Councillors are called 'non-aligned'.

These rules apply to the Planning Committee, Overview and Scrutiny Committee and Policy Review Committee. They do not apply to Licensing Committee which is a statutory committee. Nonetheless nominations for seats on that Committee have been received in line with the general principles outlined above and are included in the Appendices.

3.2 Financial Issues

There may be occasion for the Councillors to attend external meetings which may incur travel expenses.

4. Conclusion

That the Council makes its appointments to Committee places, appoints CEF Chairs and approves the start times of committees for the 2016/17 municipal year.

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Appendix A – 2016/17 - Appointments of Committee Chairs/Vice Chairs and Committee Members (To Follow).

Appendix B – 2016/17 – appointment of CEF Chairs (To Follow).

Appendix C – 2016/17 – Calendar of Meetings

		2016/17 Schedule of Meetings																									
		2016															2017										
		May	June	July	August	September	October	November	December	January	February	March	April	May													
M	2	Bank Hol			1	Licensing			3	Licensing				2	Bank Hol			3	Licensing	1	Bank Hol	M					
T	3				2				4		1			3	School Hols			4		2		T					
W	4		1	Central CEF Forum			3	Planning			5	Central CEF Partnership Board	2			1		1		5	Central CEF Partnership Board	3		W			
T	5	PCC ELECTION	2	Executive		4		1	Executive	6	Executive	3	Executive	1	Executive	5	Executive	2	Executive	2	Executive	6	Executive	4	ELECTION	T	
F	6	COUNT	3		1		5	2		7		4		2		6		3		3		7		5	COUNT	F	
M	9	Licensing	6	Licensing	4	Licensing	8	5	Licensing	10		7	Licensing	5	Licensing	9	Licensing/ Central CEF Partnership Board	6	Licensing	6	Licensing	10		8		M	
T	10		7	Western CEF Forum	5	Western CEF Partnership Board	9	6		11	Western CEF Partnership Board	8		6		10	Western CEF Partnership Board	7		7	Western CEF Forum	11	Western CEF Partnership Board	9		T	
W	11	Planning	8	Planning	6	Central CEF Partnership Board	10		7	Planning	12	Planning	9	Planning	7	Planning	11	Planning	8	Planning	8	Planning	12	Planning	10	Planning	W
T	12	Executive	9	Southern CEF Forum	7	Executive	11		8		13		10		8	Southern CEF Forum	12		9		9		13	AUDIT	11	Executive	T
F	13		10		8		12		9		14		11		9		13		10		10		14	Bank Hol	12		F
M	16	Tadcaster CEF Partnership Board	13	Tadcaster CEF Forum	11	Tadcaster CEF Partnership Board	15		12	Tadcaster CEF Partnership Board	17		14	Tadcaster CEF Partnership Board	12		16	Tadcaster CEF Partnership Board	13		13	Tadcaster CEF Partnership Board	17	Bank Hol	15		M
T	17	ANNUAL COUNCIL	14	POLICY REVIEW	12	COUNCIL	16		13	POLICY REVIEW/ Western CEF	18	COUNCIL	15	POLICY REVIEW (Provisional)	13	COUNCIL	17	POLICY REVIEW	14		14	POLICY REVIEW (Provisional)	18	POLICY REVIEW	16	ANNUAL COUNCIL	T
W	18		15	AUDIT	13	Planning	17		14	Central CEF Forum	19		16		14	Central CEF Forum	18	AUDIT	15		15	Central CEF Forum	19		17		W
T	19	Executive BRIEFING	16	Executive BRIEFING	14	Executive BRIEFING/ Southern CEF	18		15	Executive BRIEFING	20	Executive BRIEFING/ Southern CEF	17	Executive BRIEFING	15	Executive BRIEFING	19	Executive BRIEFING/ Southern	16	Executive BRIEFING	16	Executive BRIEFING/ Southern CEF	20	Executive BRIEFING/ Southern CEF	18	Executive BRIEFING	T
F	20		17		15		19		16		21		18		16		20		17		17		21		19		F
M	23		20		18		22		19		24		21		19		23		20		20		24		22		M
T	24		21		19	SCRUTINY (provisional)	23		20	COUNCIL	25	POLICY REVIEW (Provisional)	22	SCRUTINY (provisional)	20	SCRUTINY (provisional)/ Western CEF Forum	24	SCRUTINY	21	COUNCIL	21	SCRUTINY	25	COUNCIL	23		T
W	25		22		20	Eastern CEF Forum	24		21	Eastern CEF Forum	26	SCRUTINY (provisional)/ Eastern CEF	23	Eastern CEF Forum	21		25	Eastern CEF Partnership Board	22	SCRUTINY (provisional)	22	Eastern CEF Forum	26	SCRUTINY (provisional)/ Eastern CEF	24		W
T	26		23	EU REFERENDUM	21	POLICY REVIEW	25		22		27		24		22		26		23		23		27		25		T
F	27		24		22		26		23		28		25		23		27		24		24		28		26		F
M	30	Bank Hol	27		25		29	Bank Hol	26		31		28	Tadcaster CEF Forum	26	Bank Hol	30		27	Tadcaster CEF Forum	27				29	Bank Hol	M
T	31		28		26		30		27	SCRUTINY			29		27	Bank Hol	31		28		28				30		T
W			29	SCRUTINY	27		31		28	AUDIT			30		28				29		29				31		W
T			30		28				29						29				30		30						T
F					29				30						30				31		31						F

Public Session

Report Reference Number: C/15/25

Agenda Item No: 10

To: Council
Date: 17 May 2015
**Author: Palbinder Mann – Democratic Services
Manager**
Lead Officer: Gillian Marshall – Solicitor to the Council
Executive Member Councillor Mark Crane

Title: Council Representatives on Outside Bodies

Summary:

This report informs Council of the proposed representatives for 2016/17 on Outside Bodies which it appoints and seeks approval of the proposals.

Recommendations:

- i) That Council make its appointments to outside bodies for the 2016/17 municipal year.**
- ii) To authorise those appointed to act on behalf of the Council in accordance with the legal and constitutional requirements of both the Council and the outside body.**

Reasons for recommendation

To ensure the Council is represented on Outside Bodies as necessary in 2016/17.

1. Introduction and background

Under Executive arrangements, the responsibility for appointing representatives on Outside Bodies is split between the Executive and the Council. This report asks Council to consider those appointments within its remit.

2. The Report

- 2.1** The proposals for Council appointments to Outside Bodies will be circulated at the meeting and the Council is asked to consider the list and confirm its appointments for 2016/17.
- 2.2** To ensure the Council is kept informed and its interests are represented, it is essential that representatives attend all outside body meetings they have been allocated.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None within the context of the report.

3.2 Financial Issues

Travel expenses may be incurred for Councillors attending meetings.

4. Conclusion

That Council should make its appointments to Outside Bodies for 2016/17

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Appendix A – Proposed Council Representatives on Outside Bodies 2016/17 (To Follow)