



Summons and Agenda for the  
**Council Meeting**

to be held on

**TUESDAY 19 JULY 2016**

at

**6.00pm**



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Mission Statement *"Making Selby a Great Place"*





To: All District Councillors

cc: Chief Officers  
Directors

You are hereby summoned to a meeting of the Selby District Council to be held in the Civic Centre, Doncaster Road, Selby on **TUESDAY 19 JULY 2016** starting at **6.00pm**. The Agenda for the meeting is set out below.

**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](mailto:pmann@selby.gov.uk) or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

# **AGENDA**

Opening Prayers.

## **1. Apologies for Absence**

To receive apologies for absence.

## **2. Disclosures of Interest**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

## **3. Minutes**

To approve as a correct record the minutes of the meeting of the Council held on 17 May 2016 2016 (pages 1 to 9 attached).

## **4. Communications**

The Chairman, Leader of the Council or the Chief Executive will deal with any communications which need to be reported to the Council.

## **5. Announcements**

To receive any announcements from the Chairman, Leader or Members of the Executive.

## **6. Petitions**

To receive any petitions.

**7. Public Questions**

To receive and answer questions notice of which has been given in accordance with rule 10.1 of the Constitution.

**8. Councillors' Questions**

To receive and answer questions submitted by councillors in accordance with rule 11.2 of the Constitution

**9. Reports from the Executive**

The Leader of the Council, and other members of the Executive, will report on their work since the last meeting of the Council and will respond to questions from Councillors on that work (pages 10 to 20 attached).

**10. Reports from Committees**

To receive reports from the Council's committees which need to be brought to the attention of Council. To receive questions and provide answers on any of those reports (pages 21 to 25 attached).

**11. Motions**

To consider the following motion proposed by Councillors Packham, Mrs Nichols, Mrs Duckett, Mrs Shaw-Wright and Welch:

*"We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.*

*We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.*

*We reassure all people living in this area that they are valued members of our community."*

**12. The Leader's Report to Council on the Discharge of Executive Functions**

To consider a report regarding the way in which executive functions are to be discharged in the forthcoming year (pages 26 to 28 attached).

**13. Appointment of an Interim Chief Executive and Designation of Head of Paid Service**

To consider a report on the appointment of an interim Chief Executive and to designate a Head of Paid Service (pages 29 to 31 attached).

**14. Co-location at the Civic Centre with North Yorkshire Police**

To consider a report which provides details of the capital investment opportunity to extend the Civic Centre including staff car parking as part of the co-location of North Yorkshire Police (NYP) at Selby District Council Civic Centre (pages 32 to 43 attached).

**15. Urgent Action**

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

## Council

Venue: Council Chamber  
Date: Tuesday 17 May 2016  
Time: 4pm

1	Apologies for absence
2	Disclosures of Interest
3	Election of Chairman
4	Appointment of Vice Chairman
5	Minutes
6	Communications
7	Amendment to the Constitution
8	The Leader's Report on the Exercise of Executive Functions
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
10	Council Appointments to Outside Bodies

Present: Councillor R Sweeting in the Chair and then Councillor Mrs S Duckett in the Chair

Councillors D Buckle, J Cattnach, I Chilvers, Mrs J Chilvers, M Crane, J Deans, K Ellis, M Hobson, D Hutchinson, M Jordan, 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, Hannah Breheney, Democratic Services Assistant and Palbinder Mann, Democratic Services Manager.

Also Present: Gordon Holmes, Honorary Alderman, Arthur Cawood, Honorary Alderman and Doreen Davies, Honorary Alderwoman.

Press: 0  
Public: 30

A minute's silence was held in memory of Councillor Jack Crawford who had recently passed away. Tributes were also paid to Councillor Crawford from Members.

Prayers were said by the Chairman's Chaplain.

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Arthur, D Mackay, C Lunn and B Packham.

### **2. DISCLOSURES OF INTEREST**

There were no declarations of interest.

### **3. ELECTION OF CHAIRMAN**

It was moved by Councillor Mrs W Nichols and seconded by Councillor B Marshall and unanimously agreed that Councillor Mrs S Duckett should be elected as Chairman of Selby District Council for the 2016/17 Municipal Year

#### **RESOLVED:**

**To elect Councillor Mrs S Duckett as Chairman of Selby District Council for the 2016/17 Municipal Year.**

#### **Investiture of Chairman**

The newly elected Chairman was invested with the Chairman's Chain of Office by the retiring Chairman.

#### **Declaration of Acceptance of Office**

Councillor Mrs S Duckett read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972. This was then countersigned by the Chief Executive.

[Councillor Mrs S Duckett in the Chair]

#### **Retiring Chairman's Valedictory Address**

Councillor R Sweeting gave his Valedictory Address.

Councillor Mrs S Duckett presented Councillor R Sweeting with a Silver Salver and Past Chairman's Badge to mark him holding the office of Chairman of the Council.

On behalf of Council, Councillors M Crane and Mrs W Nichols expressed their thanks to Councillor R Sweeting for his year of office.



### **Investiture of Chairman's Consort**

The retiring Chairman's Consort, Margaret Middlemass invested the newly elected Chairman's Consort, David Duckett with the Chairman's Consort's Chain of Office.

The newly elected Chairman's Consort then presented the retiring Chairman's Consort with flowers.

The retiring Chairman's Consort then presented the newly elected Chairman's Consort with a gift.

### **Newly Elected Chairman's Address**

Councillor Mrs S Duckett addressed the meeting.

The Council was informed that the charities that would be supported by the Chairman for 2016/17 would be:

- Asthma UK
- Macmillan Cancer UK

## **4. ELECTION OF VICE CHAIRMAN**

It was moved by Councillor M Crane and seconded by Councillor J Mackman and unanimously agreed that Councillor Mrs J Chilvers should be elected as Vice Chairman of Selby District Council for the 2016/17 Municipal Year

### **RESOLVED:**

**To elect Councillor Mrs J Chilvers as Vice Chairman of Selby District Council for the 2016/17 Municipal Year.**

### **Investiture of Vice Chairman**

The newly elected Vice Chairman was invested with the Vice Chairman's Chain of Office by the Chairman.

### **Declaration of Acceptance of Office**

Councillor Mrs J Chilvers read and signed the Statutory Declaration of Acceptance of Office in accordance with the provisions of the Local Government Act 1972. This was then countersigned by the Chief Executive.

### **Investiture of Vice Chairman's Consort**

The Chairman's Consort invested the newly elected Vice Chairman's Consort, Ian Chilvers with the Vice Chairman's Consort's Chain of Office.

The newly elected Chairman's Consort was then presented with a gift.

## 5. MINUTES

The Council considered the minutes of the Council meeting and the Extraordinary Council meeting held on 19 April 2016.

### RESOLVED:

**To approve the minutes of the Council meeting and the Extraordinary Council meeting held on 19 April 2016 for signing by the Chairman.**

## 6. COMMUNICATIONS

### Police and Crime Commissioner Election Update

The Chief Executive informed Council that the Police and Crime Commissioner election had taken place on Thursday 5 May 2016 with Julia Mulligan from the Conservative Part being elected as the Police and Crime Commissioner for North Yorkshire.

Council were informed that the election process had run successfully in Selby and that there had been 13,362 votes cast which was a turnout of 20.66%.

### EU Referendum Update

The Chief Executive informed Council that preparations were continuing for the EU Referendum which would be taking place on Thursday 23 June 2016. It was explained that the count would be taking place at the Former Profiles Gym on Portholme Crescent straight after close of poll.

Council were informed that poll card would be sent to electors tomorrow with overseas postal votes going out on Wednesday 25 May 2016 and postal voters for electors in this country going out on Wednesday 1 June 2016.

### Selby Leisure Village

The Chief Executive informed Council that the brand new leisure village, Summit Indoor Adventure would be opening to the public on Saturday 28 May 2016. It was explained that an open event would be held on Saturday 21 May 2016 for people who had been involved in the project including local school children with the facilities being opened by world champion skater, Jenna Downing. Council was informed that if any Members wished to attend the event, they should contact Mike James.

Council was also informed that if there were any Members who wished to look around the facilities ahead of the public opening, they could do so by contacting Mike James as tours for small groups were able to be arranged for the week beginning 23 May 2016.

## **7. AMENDMENTS TO THE CONSTITUTION**

The Leader of the Council presented a report which proposed changes to the Financial Procedure Rules which were part of the Council's Constitution. The Leader of the Council explained that the changes were associated with the Corporate Charging Policy that had been discussed by the Executive at their last meeting. Council were informed concern had been raised that officers were able to introduce new charges as a result of the policy and that this was not the case. The Leader of the Council explained that the Executive had agreed that the Chief Executive would go through the policy before final approval to ensure that this was reflected in the policy.

### **RESOLVED:**

**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.**

## **8. THE LEADER'S REPORT ON THE EXERCISE OF EXECUTIVE FUNCTIONS**

The Leader of the Council presented a report which set out information regarding the discharge of Executive functions for the year ahead.

### **RESOLVED:**

**To receive and note the Leader's report to Council on the discharge of Executive functions.**

## **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**

The Council considered the nominations for the memberships of the Committees of the Council, the Chairs of the Community Engagement Forums and the Calendar of Meetings for the 2016/17 Municipal Year.

### **RESOLVED:**

**To make the following appointments to the Committees of the Council, the Chairs of the Community Engagement Forums and agree following the Calendar of Meetings for the 2016/17 Municipal Year.:**

### Planning Committee

<b>Chair (Conservative)</b>	<b>Councillor Cattanach</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Musgrave</b>
<b>Councillor (Conservative)</b>	<b>Councillor Casling</b>
<b>Councillor (Conservative)</b>	<b>Councillor I Chilvers</b>
<b>Councillor (Conservative)</b>	<b>Councillor Deans</b>
<b>Councillor (Conservative)</b>	<b>Councillor Mackay</b>
<b>Councillor (Conservative)</b>	<b>Councillor Pearson</b>
<b>Councillor (Labour)</b>	<b>Councillor Welch</b>
<b>Councillor (Labour)</b>	<b>Councillor Marshall</b>
Substitute (Conservative)	Councillor Sweeting
Substitute (Conservative)	Councillor Reynolds
Substitute (Conservative)	Councillor White
Substitute (Conservative)	Councillor Jordan
Substitute (Conservative)	Councillor Hutchinson
Substitute (Conservative)	Councillor Buckle
Substitute (Labour)	Councillor Packham
Substitute (Labour)	Vacancy
Substitute (Labour)	Vacancy

### Licensing Committee

<b>Chair (Conservative)</b>	<b>Councillor Pearson</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Ellis</b>
<b>Councillor (Conservative)</b>	<b>Councillor J Chilvers</b>
<b>Councillor (Conservative)</b>	<b>Councillor Hobson</b>
<b>Councillor (Conservative)</b>	<b>Councillor Jordan</b>
<b>Councillor (Conservative)</b>	<b>Councillor Sweeting</b>
<b>Councillor (Conservative)</b>	<b>Councillor White</b>
<b>Councillor (Labour)</b>	<b>Councillor Marshall</b>
<b>Councillor (Labour)</b>	<b>Councillor Thurlow</b>
<b>Councillor (Labour)</b>	<b>Councillor Duckett</b>
Substitute (Conservative)	Councillor Deans
Substitute (Conservative)	Councillor Buckle
Substitute (Conservative)	Councillor Mackay
Substitute (Conservative)	Councillor I Chilvers
Substitute (Conservative)	Councillor Peart
Substitute (Labour)	Councillor Shaw-Wright
Substitute (Labour)	Councillor Welch

### Overview and Scrutiny Committee

<b>Chair (Labour)</b>	<b>Councillor Nichols</b>
<b>Vice Chair (Labour)</b>	<b>Councillor Duckett</b>
<b>Councillor (Conservative)</b>	<b>Councillor Buckle</b>
<b>Councillor (Conservative)</b>	<b>Councillor Casling</b>
<b>Councillor (Conservative)</b>	<b>Councillor I Chilvers</b>

<b>Councillor (Conservative)</b>	<b>Councillor Mackay</b>
<b>Councillor (Conservative)</b>	<b>Councillor White</b>
Substitute (Conservative)	Councillor Sweeting
Substitute (Conservative)	Councillor J Chilvers
Substitute (Conservative)	Councillor Jordan
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Packham
Substitute (Labour)	Councillor J Shaw-Wright

### **Policy Review Committee**

<b>Chair (Conservative)</b>	<b>Councillor Deans</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Hobson</b>
<b>Councillor (Conservative)</b>	<b>Councillor Arthur</b>
<b>Councillor (Conservative)</b>	<b>Councillor Cattanach</b>
<b>Councillor (Conservative)</b>	<b>Councillor Hutchinson</b>
<b>Councillor (Labour)</b>	<b>Councillor Packham</b>
<b>Councillor (Labour)</b>	<b>Councillor Shaw-Wright</b>
Substitute (Conservative)	Councillor Pearson
Substitute (Conservative)	Councillor Reynolds
Substitute (Conservative)	Councillor Casling
Substitute (Labour)	Councillor Welch
Substitute (Labour)	Councillor Thurlow

### **Audit and Governance Committee**

<b>Chair (Conservative)</b>	<b>Councillor Jordan</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Reynolds</b>
<b>Councillor (Conservative)</b>	<b>Councillor Arthur</b>
<b>Councillor (Conservative)</b>	<b>Councillor Buckle</b>
<b>Councillor (Conservative)</b>	<b>Councillor J Chilvers</b>
<b>Councillor (Labour)</b>	<b>Councillor Thurlow</b>
<b>Councillor (Labour)</b>	<b>Councillor Welch</b>
Substitute (Conservative)	Councillor White
Substitute (Conservative)	Councillor Musgrave
Substitute (Conservative)	Councillor Cattanach
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Duckett

### **CEF Chairs**

<b>Central</b>	<b>Steve Shaw-Wright</b>
<b>Southern</b>	<b>Mike Jordan</b>
<b>Tadcaster and Villages</b>	<b>Donald Mackay</b>
<b>Western</b>	<b>Andy Pound</b>
<b>Eastern</b>	<b>Liz Casling</b>

## 10. COUNCIL APPOINTMENTS TO OUTSIDE BODIES

The Council considered nominations for appointments to various Non-Executive Outside Bodies. It was noted that Councillor D Buckle would no longer be a representative on the Citizens Advice Bureau and that the position would be vacant.

### RESOLVED:

- i) **To make the following Non Executive Appointments to Outside Bodies for the 2016/2017 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.**

OUTSIDE BODY	PLACES	REPRESENTATIVE
National Association of Councillors (National and Northern Branch)	1	Cllr J Mackman
NYCC Scrutiny of Health Panel	1	Cllr J Chilvers
Association of Voluntary Services for Selby	1	Cllr D Hutchinson
Citizens Advice Bureau – Selby	1	Vacancy
Drax Power Station Consultative Committee	1	Cllr I Chilvers
Eggborough Power Station Consultative Committee (formerly Gale Common)	1	Cllr D Peart
Selby College Board of Governors	1	Cllr C Lunn
Selby Area Committee	4	Cllr I Chilvers Cllr K Arthur Cllr D Hutchinson Cllr S Duckett
Selby and District Rail Users Group	1	Cllr D Buckle

North Yorkshire Older Peoples' Partnership Board	1	Cllr J Cattnach
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The meeting closed at 4:39pm.



## **Cllr Mark Crane**

### **Leader of the Council**

#### **Report to Council on 19 July 2016**

This report covers the period from the Council meeting on 19 April 2016. During this period I have attended Executive and Executive Briefings. Reporting on key items:

#### **New Management Appointments**

On 3 July David Caulfield took up his post as our new *Director of Economic Regeneration and Place*. David joins us from Sheffield City Council where he was the Director of Regeneration and Development Services.

On 11 July Stuart Robinson takes up his new role of *Head of Service, Business Development & Improvement*. Stuart was previously at Wakefield Metropolitan District Council.

Julie Slatter will then take up post as the *Director of Corporate Services and Commissioning* on 25<sup>th</sup> July from Huntingdonshire District Council where she was the Corporate Director.

#### **Chief Executive**

Mary Weastell will leave us for her new role as Chief Executive for City of York Council at the end of July. I'm sure that all Councillors will join me in wishing Mary well and thanking her for the hard work she has put in since joining us in October 2013. In that time we have seen the profile of Selby raised regionally and indeed nationally with events like the Tour de Yorkshire.

It seems appropriate that we take some time to reflect on the nature of the role and it's links to the Better Together Programme before recruiting to a permanent Chief Exec role. In the interim it is proposed that Janet Waggott, the current Chief Exec at Ryedale DC, act as interim Chief Exec for the equivalent of two days per week. This is subject to ratification by full Council in a separate report on this agenda.

#### **Olympia Park**

Commercial confidentiality prevents me from giving full details of the current negotiations on Olympia Park but I expect that there will shortly be new proposals for the purchase of the site and for development to commence on the housing site. Olympia Park remains our key strategic housing and employment site and officers



are working hard to ensure the proposals are brought forward and the £16.65m of public sector funding that has been negotiated to support it can be utilised.

### **Tadcaster Bridge**

In early June I attended the meeting of the Infrastructure Board of the York, North Yorkshire and East Riding LEP to support a request for funding for the rebuilding of Tadcaster Bridge. Councillors will recall that Government has made funding available to rebuild the bridge. However the County Council would like to use the opportunity to improve the bridge by adding pedestrian walkways.

A funding request was made to the LEP who have awarded £1.4m to NYCC for these improvement works. NYCC Executive will consider a report in July recommending that improvement works be commissioned.

A planning application has been made to this Council and a decision on that is expected in the summer to enable works to commence in the early Autumn once the current works to the bridge parapets has been completed.

### **District Council NYtwork All Party Parliamentary Group**

In May I attended the launch of the District Councils Network All Party Parliamentary Group. The group aims to increase understanding of the vital role played by district and to make sure their voice is heard in Westminster and is chaired by Rugby MP Mark Pawsey. Our local MP Nigel Adams attended the meeting in support of our District. The Group heard local government minister Marcus Jones outline the Government's intentions, through the Local Growth and Jobs Bill, to ensure full business rates retention incentivised growth and adequately financed valued local services.

The DCN hopes that as the APPG develops its agenda over the coming months and years, the district voice will be more fully heard in Parliament

### **Devolution**

We expect that as matters settle after the referendum the pace of discussions on regional devolution will pick up again. I will update Council as matters progress.

### **Scrutiny Review**

The Scrutiny Review Group has met three times since last Council and undertaken a visit to observe a Scrutiny meeting at NYCC. Their proposals are likely to be presented to Executive and to Council for debate in October.

Mark Crane  
Leader



**Councillor John Mackman**

**Deputy Leader of the Council**

**Report to Council on 19 July 2016**

This report covers the period from the Council meeting on 19 April 2016.

**1) Sites and Policies Local Plan (PLAN Selby)**

Significant work to finalise the evidence base for PLAN Selby is on-going and the Planning Policy Team is now firmly focussed on preparing the 'preferred options' draft plan for consultation.

This work is now headed by Philip Wadsworth, our new permanent Planning Policy Manager, who joined us on 1<sup>st</sup> July from Doncaster Metropolitan Borough Council.

In the light of new evidence and changes in national planning policy, officers have had discussions with both the Planning Inspectorate and the Planning Advisory Service (PAS), focusing upon policies which may require refreshing as part of PLAN Selby. PAS is undertaking a review of the relationship between the emerging PLAN Selby and the adopted Core Strategy, which will provide us with guidance on any early technical issues well in advance of Preferred Options publication.

PLAN Selby is currently entering a critical development stage with the following key work streams progressing in parallel:

- Potential site allocations and traffic analysis – the impact of potential development sites on the existing highways network are being assessed by North Yorkshire County Council (NYCC) and the Council's specialist consultants, with mitigation measures currently being evaluated.
- Officers have also been liaising with NYCC with regard to the impact of possible housing allocations on education capacity and these discussions are on-going.
- Flood Risk analysis – A Level 2 Flood Risk Assessment has been completed by AECOM and will be published shortly, this will help feed into the site allocations process and steer development towards areas of lower flood risk.
- The review of development limits is advanced and involves extensive analysis across the District covering the main settlements and villages. This information will feed into an updated set of development limits across the district.

**2) Brownfield Register**

As reported at the last Council meeting, Selby District Council is a pilot authority for the development of a brownfield register. This new register launched on 30<sup>th</sup> June 2016 and provides housebuilders with an up-to-date list of brownfield sites which are considered available for housing locally. The purpose of the register is to assist housebuilders to identify sites quickly and to allow communities to draw attention to potential sites. Further information on the register is available on the council's website <http://www.selby.gov.uk/pilot-brownfield-register>.

### **3) Neighbourhood Planning**

Members may be aware that consultation on the Appleton Roebuck and Acaster Selby Neighbourhood Development Plan 2016-2027 (Pre-Submission Consultation Draft) commenced on 6<sup>th</sup> June and runs through to 24<sup>th</sup> July. As a formal consultation, we will be drafting a response to the emerging plan and continuing to provide the neighbourhood plan working group with professional support. We are also continuing to provide advice to Selby Town Council (Neighbourhood Area designated on 3<sup>rd</sup> March 2016) as well as Brayton Parish Council, Church Fenton Parish Council and Ulleskelf Parish Council on expressions of interest and potential designations.

### **4) Consultation and Newsletter**

We have finished updating the Council's list of consultees for PLAN Selby and will be sending out a regular quarterly newsletter to all parties on the progress of PLAN Selby and other useful planning policy matters. This newsletter will also feature on the council's website and will be distributed via social media channels.

As part of improvements to the release of information on PLAN Selby the policy team will be publishing evidence material and technical notes supporting the plan in advance of consultation on the formal Preferred Options.

### **5) Duty to Cooperate (DtC)**

As you may be aware the government has introduced a duty to cooperate with other local planning authorities and prescribed public bodies and other stakeholders when preparing development plan documents.

Since the update to the April council meeting, we have continued to provide comments on plans from neighbouring authorities. They and other relevant partners/bodies are also actively involved in the evidence base work for PLAN Selby.

### **6) Five Year Land Supply**

The five year housing land supply methodology has been amended in the light of input from the stakeholder working group (comprising landowners and developers) and essential housing monitoring work is on-going. The updated five year housing land supply figure will be finalised and published later in the year.

### **7) Selby and District Housing Trust**

Work is progressing on the business planning for the site at Riccall with the July Housing Trust Board meeting considering the options for the site.

Progress on the phase 2 schemes is temporarily halted whilst the Council undertakes a review of its Housing Development Programme. This should be concluded in the late Autumn.

Contracts for the sale of 20 St Joseph's Street will be signed at the July Housing Trust Board meeting.

**John Mackman**  
**Deputy Leader of the Council**



## **Councillor Cliff Lunn**

### **Executive Member for Finance and Resources**

#### **Report to Council on 19 July 2016**

##### **Executive 12 May 2016**

#### **Corporate Charging Policy**

The Executive approved the draft charging policy following public consultation and made recommendations to Council concerning the Financial Procedure Rules which were considered and approved by Council at our meeting on 17 May 2016.

##### **Executive 2 June 2016**

#### **Treasury Management Annual Report**

This report reviewed the Council's borrowing and investment activity for the financial year to 31 March 2016 and presented performance against the Prudential Indicators.

The last year has been challenging from an investment perspective as the bank base rate remained at 0.5%, keeping returns low.

The Council's investments, which averaged £30.5m over the last year, earned an overall return of 0.67%, earning interest of £232k, which fell just £16k short of budget.

The Council had outstanding borrowing of £60.3m at 31 March 2016 at an average rate of 4.19% - £57.3m of which related to the Housing Revenue Account.

#### **Revenues and Benefits Procurement**

This report updated the Executive on the procurement of a Strategic Partner for the delivery of the Revenues and Benefits Services at Selby and Craven District Councils.

It was disappointing to report that there had been lower than expected market interest for the exercise as a result of which the procurement process had been brought to an end.

However, improving value for money remains a key goal for the service and officers are now reviewing the service to consider the most appropriate way to proceed.

##### **Portfolio Issues**

The Government's consultation on 100% business rates retention was launched on 5 July and work is underway to understand the proposals and begin to shape a response on behalf

of the Council. Responses are required by 26 September which allows us some time to consider the issues for Selby as we formulate the Medium Term Financial Strategy – due at Council on 20 September.

Work on the Medium Term Financial Strategy is underway as we approach the annual budget process. Policy Review Committee is being consulted on the emerging strategy and underpinning assumptions at their meeting on 21 July. The Strategy will include an updated savings and efficiency plan which is required if the Council decides to accept the Government's offer of a multi-year settlement.

There is a risk that the current economic uncertainty will impact on the financial outlook for the Council but our approach to long term financial planning puts us in a strong position to manage that risk.

The Council's draft accounts for 2015/16 have been completed in accordance with the statutory deadline of 30 June and the audit is currently in progress.

I am pleased to report that the North Yorkshire Building Control Partnership has appointed a new Head of Building Control to replace Les Chapman when he retires in August – Robert Harper has been deputy to Les for number of years and brings a wealth of experience to the role. And on a personal note I have taken up the position of vice chair of the partnership board.

**Cliff Lunn**



**Councillor Chris Metcalfe**

**Executive Member for Communities and Economic Development**

**Report to Council on 19 July 2016**

**Economic Development and Growing Enterprise**

Work on the production of an Economic Development Strategy for Selby District is progressing positively, and a 'Public Consultation Draft' is scheduled for circulation to our businesses, partners and communities in July.

Members are encouraged to contribute to this process and an officer briefing, building on the positive feedback received at a previous session (6<sup>th</sup> April) outlining the Strategy's detailed evidence base, will be arranged,

Work with Legal & General (L&G) Homes and Celotex (a subsidiary of Saint-Gobain Glass) is continuing, in order to finalise these significant private-sector investments in the District at Sherburn Enterprise Park and Eggborough respectively. The establishment of both of these companies is predicted to create over 500 direct and indirect new jobs, as well as having a potentially extremely positive impact on local supply chains.

Liaison continues with developers to bring strategically-important employment sites to the market.

Our positive relationship with both our constituent Local Enterprise Partnerships (LEPs), Leeds City Region & York, North Yorkshire & East Riding, is critical to achieving these ambitions. In this context, a skills event was jointly held at the Civic Centre with the Leeds City Region LEP on 7<sup>th</sup> July, which made our businesses aware of funding opportunities to provide staff with valuable technical and management training.

**Retail and the Towns**

The Selby Town Enterprise (STEP) is making good progress on their three identified priorities for 2016-2017: Improving the street scene, an improved retail mix, markets and events and visitors. Following a town centre walk about and project planning session in April the STEP have compiled a prioritised list for town centre improvement work and are currently seeking quotes and working with partners to complete these improvements. As part of the priority on events the STEP will use its July meeting to take this forward with clear actions. STEP have also supported the Selby food festival

which will be held on Saturday 23<sup>rd</sup> July and promises to be even more successful than last year with a good range of quality retailers attending.

The Sherburn in Elmet village centre landscaping project is now complete. The sculpture will be installed later in the summer.

The Tadcaster Riverside project, which is being managed by Groundwork North Yorkshire, is progressing well. All assessments and reports have been completed it is anticipated that the planning application will be submitted in the coming weeks.

Proposals for how the Council can develop all three settlements, using partnership working and delivery, are now being brought together.

### **Community Safety**

The Safer Selby wider Local Delivery Team (LDT) has appointed a task and finish group to develop plans for the £8,000 awarded by the Office of the Police and Crime Commissioner (OPCC). There were four areas that funding was approved for:

- Diversionary Activities – Selby District Council as the Host of the LDT will be supporting a number of agencies in delivering a focussed programme of activities over the summer months for groups of young people who may be drawn into crime or antisocial behaviour.
- Safer Selby Hub – funding will be given to support the continued development of the Selby Hub by contributing to the cost of equipment for new team members such as computers, telephones and desks.
- Town centre crime and antisocial behaviour prevention – Selby District Council will be working with Selby Pub Watch and North Yorkshire Police to pursue drinking banning orders and injunctions, where appropriate, for individuals who are a continual source of violence and anti-social behaviour in the town centre. Selby District Council are also looking to work with Horizons to do a targeted drug awareness campaign.
- Crime prevention – The task and finish group will be looking at options to purchase crime prevention equipment to be used across the district.

The Selby Against Retail Crime (SARC) group have been looking at how they can revive and improve the scheme. Selby District Council along with North Yorkshire Police have been supporting the group with this process and will continue to do so over the coming months.

**Chris Metcalfe**



## **Councillor Richard Musgrave**

### **Executive Member for Housing, Leisure, Health and Culture**

#### **Report to Council on 19 July 2016**

This report covers the period from the Council meeting on 19 April 2016. During this period, I have attended Executive and Executive Briefings from 1 June.

Reporting on key items:

#### **Housing**

##### **The Housing & Planning Act**

The Housing & Planning Act 2016 received Royal Assent on 12 May 2016. Regulations are expected to be published in draft form during July 2016, with consultations running in August and September 2016 and final regulations being published in November 2016. The majority of the requirements of the Act will commence on 1 April 2017.

Once the full regulations of the act are known there are likely to be a number of implications for the Council's policies and, along with the Leader of the Council, I met with Officers in June to discuss the implications for the Council's Affordable Housing policies in particular. We have a further meeting scheduled for September.

#### **Leisure**

##### **Parks Byelaws**

The current byelaws dating from 1899 are being reviewed to reflect the use of facilities and remove references to activities and uses that may have taken place in the 19th Century when the byelaws were adopted. There are several stages of approvals by the District Council and the Department of Communities and Local Government prior to adopting revised byelaws and it is likely to take the rest of this financial year to complete. The first stage involves public consultation regarding the proposed new byelaws and is due to be completed by 31st July 2016.

##### **Summit Indoor Adventure**

The new £5.7m facility opened on 28<sup>th</sup> May coinciding with school half term resulting in exceptional numbers of visits. In the few weeks since Summit was



opened the highest demand has been for the soft play activities during the day and, as anticipated, evenings and weekend visits are also high. To date the on-site car parking has coped with the number of vehicles although this will need monitoring as the facility becomes more established.

I have visited Summit on a number of occasions with my family and we have found it to be a superb facility which I am sure will be a big draw to the town.

## **Culture**

### **Tourism Strategy**

A tourism strategy is currently being developed to highlight the tourism offer in Selby, Tadcaster & Sherburn. This is likely to focus on our heritage, brewing, battles, airfield, and green spaces and may also include business tourism offer through provision of conferences, meeting spaces and office space. This will build on the District's current provision such as the Food Festival, Summit, Abbey, and Tour de Yorkshire.

### **“Swanning around in Selby”**

The Council is in the process of producing a booklet of interesting photographs from around Selby District which will be used to promote the area. The booklet will be around thirty pages and will include simple narrative relating to the photos. The title of this booklet is yet to be decided but a working title of ‘Swanning around in Selby’ is currently being used. The finished work is likely to play a key role in delivering our Tourist and Economic Development Strategies, once they have been adopted.

## **Health**

### **Walking Football**

After the successful launch of walking football sessions at Tadcaster Leisure Centre, the Selby Wellbeing team extended the opportunity to Selby Leisure Centre. Taking place on Wednesday evenings, the sessions include members of the Selby Disability Football team, as well as being open to all other who wish to join.

### **Move it Lose it**

Following the success of the first year of this scheme, year 2 funding has been agreed and started in May 2016.

### **Macmillan Active After Cancer project (Project lead Craig Walker)**

In partnership of York and Scarborough Cancer Referral Specialist Team, Selby Wellbeing Team hosted the first Health and Wellbeing event. Focusing on the Active After Cancer Scheme 25 cancer patients, who have recently finished treatment in the Selby area, attended the day. There were numerous guest speakers focusing on topics such as diet & nutrition, fatigue management, sexual

incontinence & relationships, exercise and a physiologist session on the fear of reoccurrence.

Feedback from the day was very positive, telling us how beneficial information was to cancer patients. It was also very useful to the Council's Wellbeing team to be able to work alongside health professionals and show them the services we are running. This will hopefully generate more referrals to this scheme and also to our Move It Lose It initiative.

## **Other**

### **Green Waste Processing**

The Council provides a fortnightly green waste collection service to approximately 31,000 domestic properties, collecting approximately 9,000 tons of garden waste annually. The garden waste collected is taken to a number of composting facilities for processing and turning into a "soil improver" used by local farmers. The current contracts for provision of a composting service are due to expire in November 2016 and require replacement arrangements in advance of contract expiry.

Richard Musgrave



### **Councillor Wendy Nichols – Chair of Scrutiny Committee**

Since the last report to Council, the Scrutiny Committee has met once, on 29 June 2016. The only item of business was to agree the committee's work programme for 2016/17.

This was the first meeting since the previous Chair, Councillor Jack Crawford, had passed away and the committee noted the warm tributes paid to him at Annual Council.

The committee requested that the following items be included in the work programme for 2016/17:

- Co-location of North Yorkshire Police at the Civic Centre
- Community engagement strategy
- Green waste composting tender
- Housing development programme
- Car park strategy
- Annual review of leisure services contract
- School places
- Highways (and in particular the issues surrounding the further work being undertaken on the Selby by-pass)
- Air quality in Selby town
- Management of community centres

In relation to the co-location of North Yorkshire Police to the Civic Centre, an extraordinary meeting of the Scrutiny Committee was arranged for Monday 11 July in advance of the report being considered by the Executive on 12 July 2016.

**Councillor Wendy Nichols**  
Chair, Scrutiny Committee



## **Councillor J Deans – Chair of Policy Review Committee**

### **Update to Council – 12 July 2016**

#### **Policy Review Committee - Tuesday 12 April 2016**

##### Review of the Corporate Charging Policy

The Graduate Policy Officer presented a report that outlined the review of the current Corporate Charging Policy that was being undertaken. The aim of the review was to bring the Policy up to date with legislation, the Council's Medium Term Financial Strategy and the Corporate Plan 2015-2020 objective to 'deliver great value and increase income'.

Some Councillors were keen to expand marketing and the scope of the Policy in order to exploit the opportunities available in the wider market.

The Head of Operations explained that the Council was able to enter into agreements with other local authorities and public bodies for the supply of goods and services, however for the purposes of charging, this could not exceed the cost of the provision of the service. In order to operate on a commercial basis, to generate a profit, the Council would be required to establish a trading company.

Councillors were informed that the proposed Corporate Charging Policy would allow flexibility and support the commercialisation of services to ensure the Council operated in a business-like manner.

The Committee supported the Corporate Charging Policy, its aims and objectives and noted that the definitions of the framework for charging were clear and simple to understand.

Councillors acknowledge that the initial approach of the Policy was to target other local authorities and public bodies; however, the Committee recommended that the scope of the Policy should be extended in order to exploit the opportunities available in the wider market, as soon as circumstances became appropriate.

#### **Policy Review Committee - Tuesday 14 June 2016**

##### Welfare Reform – Six Month Update

The Lead Officer (Benefits and Taxation) introduced the report and explained that the report detailed the Welfare Reform changes in Selby District and highlighted future developments.

In relation to Council Tax Support, the Lead Officer (Benefits and Taxation) reported that it would be proposed to the Executive that the Council changed the Council Tax Support Scheme from April 2017 to mirror the changes made to Housing Benefit by the Department for Work and Pensions and Pensioner Council Tax Support by the Department for Communities and Local Government.

#### Work Programme 2016/17

The Committee considered the items for inclusion on the Committee Work Programme 2016/17.

Councillors agreed to include the items proposed as detailed in Appendix A of the report and to ask the Interim Planning Policy Manager to provide a report, outlining the work programme and key issues in relation to PLAN Selby, for consideration at the Policy Review Committee meeting scheduled on 13 September 2016.

Councillor J Deans  
Chair, Policy Review Committee



### **Councillor Mike Jordan – Chair of Audit and Governance Committee**

Since the last report to Council, the Audit and Governance Committee has met on two occasions; 13 April 2016 and 15 June 2016.

#### **13 April 2016**

The committee had been able to meet in private with the external Auditor (Mazars). This was a productive meeting and the Committee were introduced to recent appointments within the external audit team.

The committee considered the following reports:

- Audit Strategy Memorandum 2015/16
- External Audit Progress Report
- Internal Audit Progress Report
- Internal Audit and Counter Fraud Plan 2016/17

The committee was content with the on-going work in respect of internal and external audit at the council, but did raise concerns about the number of internal audit agreed actions that had not been implemented and had been given revised target dates. The committee was reassured that these specific actions were not considered to lead to increased exposure to risk.

In addition to the above reports, the committee also agreed the Annual Report 2015/16 and the Work Programme for 2016/17. I am pleased to report that all meetings will now be preceded by a short training or briefing session for committee members, to further strengthen the ability of the committee to monitor audit at the council.

#### **15 June 2016**

The meeting was preceded with a briefing session for committee members, which was led by the internal auditors, Veritau. This session focussed on the purpose of internal audit and the role of the Audit and Governance Committee.

The following reports were considered by the committee:

- Annual Report of the Head of Internal Audit
- External Audit Progress Report
- Risk Management Annual Report

The committee had no concerns in relation to the reports. There was some discussion regarding the Risk Management Annual Report and the need to be aware of risks relating to recent and future changes in the senior management structure. There were also concerns that actual personnel in senior posts were changing adding further risk. Officers were able to reassure the committee that appropriate controls are in place to mitigate such risks and the additional risk around new personnel would be added.

The committee also considered a report from the Chief Finance Officer which set out changes to arrangements for the appointment of external auditors. It was noted that the interim arrangements in place since the closure of the Audit Commission would come to an end by 31 December 2017 and that the council would need to have alternative arrangements in place. A number of options were considered, and the committee concluded that its preference was to recommend that the council opt-in to the sector-led body which would be appointed by the Secretary of State. The committee felt that this option would offer the best value to the council and also retain a degree of independence in the appointment of external auditors. The final decision will be made by Council later this year.

I would like to conclude my report by thanking officers for their continued assistance, and also committee members for their input. I am confident that the Audit and Governance committee is fulfilling its requirements under the council's constitution to scrutinise and monitor the council's control systems, procedures and risk management systems.

**Councillor M Jordan**  
Chair, Audit and Governance Committee

**Public Session**

**Report Reference Number: C/16/1**

**Agenda Item No: 12**

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**To: Council**  
**Date: 19 July 2016**  
**Author: Gillian Marshall – Solicitor to the Council**  
**Lead Officer: Mary Weastell – Chief Executive**  
**Executive Member: Councillor Mark Crane – Leader of the Council**

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**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.

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.

This report sets out in year changes for 16/17.

**Recommendations:**

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

On 17 May 2016 the Leader reported to Council setting out the names and portfolios of Councillors appointed to the Executive Committee.



Subsequently Councillor David Peart resigned from the Executive for personal reasons.

## **2. Revised Composition of the Executive**

- 2.1 The Leader subsequently notified the Chief Executive that he wished to appoint Councillor Richard Musgrave to the Executive Committee with effect from 1 June 2016. Councillor Musgrave is to take the same portfolio as that covered previously by Councillor Peart namely Housing, Leisure, Health and Culture
- 2.2 Councillor Musgrave will have 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.

The main duties and responsibilities attaching to the role remain -

- 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
- 2.3 All other matters relating to the discharge of functions remain the same as set out in the Leader's report to Council on 17 May 2016.

## **3. Legal/Financial Controls and other Policy matters**

None arising from this report

## **4. Background Documents**

None

**Contact Details:**

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



## Public Session

Report Reference Number: C/16/2

Agenda Item No: 13

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<b>To:</b>	<b>Council</b>
<b>Date:</b>	<b>19 July 2016</b>
<b>Author:</b>	<b>Gillian Marshall Solicitor to the Council</b>
<b>Lead Officer:</b>	<b>Mary Weastell Chief Executive</b>
<b>Executive Councillor:</b>	<b>Cllr Mark Crane, Leader of the Council</b>

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### **Title: Appointment of an Interim Chief Executive and Designation of Head of Paid Service**

#### **Summary:**

This report seeks approval for the appointment of Janet Waggott, current Chief Executive of Ryedale District Council, as Interim Chief Executive of Selby District Council and to designate Janet Waggott as the Council's Head of Paid Service.

#### **Recommendations:**

- (i) To approve the appointment of Janet Waggott as Interim Chief Executive shared with Ryedale District Council and designate her as the Head of Paid Service and Proper Officer (in respect of the Proper Officer functions referred to in the Council's Constitution as falling to the Chief Executive and including functions relating to electoral registration and elections with effect on and from 1 August 2016.
- (ii) To note that arrangements for the permanent appointment of a Chief Executive and Head of Paid Service will be required in due course, such appointment to be undertaken in accordance with the provisions in the Constitution.

#### **Reasons for recommendation**

To ensure that arrangements are in place for the exercise of the Chief Executive/Proper Officer functions prior to the departure of the current Chief Executive

#### **1. Introduction and background**

- 1.1 The Chief Executive has advised the Leader of the Council that she is resigning from her post to take up the post of Chief Executive of York City Council, therefore creating a vacancy for Chief Executive.

## **2 The Report**

- 2.1 The current Chief Executive is also an Assistant Chief Executive at North Yorkshire County Council under the Better Together Programme. This joint role has benefited both Councils and has helped to drive the programme. The programme has delivered mutual benefits of service resilience, staff development and financial savings for both Councils. The departure of the current Chief Executive brings an opportunity to consider whether the shared arrangements should continue and if so, in what form.

- 2.2 It is considered by the Leader of Council that the review should be a comprehensive one and should also consider the potential benefits of shared arrangements with other Districts as well as with the County Council. The Leader has therefore held discussions with the Leader of Ryedale District Council with a view to putting in place an interim arrangement for Janet Waggott, the current Chief Exec there, to be seconded to cover the post of Chief Executive for Selby for the equivalent of two days per week.

- 2.3 The interim arrangements will bring the following benefits
- an opportunity for the Chief Executive to work more strategically across two Districts.
  - it offers Ryedale District Council the opportunity to be more closely involved in the collaboration between Selby District Council and North Yorkshire County Council.
  - an opportunity for Officers to explore developing resilience across Districts and with the County Council.

- 2.3 It was agreed that formal approval would be sought from Members at Ryedale District Council on 7<sup>th</sup> July and then the proposal would be considered at the Full Council Meeting at Selby District Council on 19<sup>th</sup> July.

- 2.4 This proposed arrangement is made under s113 of the Local Government Act 1972 and although Ms Waggott will remain an employee of Ryedale District Council rather than Selby District Council the effect of s113 is that she will become an Officer of Selby District Council and can be designated as Head of Paid Service, and can fulfil the functions of the Proper Officer including those relating to elections and electoral registration.

- 2.5 Council should note that this is an interim arrangement and following completion of the review, any recruitment for a permanent Chief Executive will need to be carried out in the future via an Employment Committee as required by the Council's Constitution.

## **3 Legal/Financial Controls and other Policy matters**

## **Legal Issues**

- 3.4 There are two clear and distinct concepts, namely the contractual appointment to the post of Chief Executive, and the designation of an officer of the Council as Head of Paid Service. It is usual for one individual to discharge both roles.

Section 4 of the Local Government and Housing Act 1989 requires that each relevant local authority designate one of its officers as the Head of Paid Service. The duties of the Head of Paid Service are detailed in Section 4 of the 1989 Act.

The Local Authorities (Standing Orders) Regulations and the Council's Constitution make clear that it is for full Council to determine any appointment to the post of Chief Executive and to designate an officer of the Council as the Council's Head of Paid Service and Proper Officer.

## **Financial Issues**

- 3.5 The financial impact of the proposals are within the current salary budget and pay policy statement

## **Impact Assessment**

- 3.6 The arrangements allow the role to continue to be fulfilled on a part time basis whilst a review is undertaken and allow the benefits of shared working across Districts to be assessed.

## **4. Conclusion**

- 4.1 That the interim arrangements should be approved by Council

## **5. Background Documents**

None

*Contact Officer:*

*Gillian Marshall  
Solicitor to the Council  
Selby District Council  
gmarshall@Selby.gov.uk*

## **Appendices:**

*None*

**To:** Council  
**Date:** 19 July 2016  
**Author:** Drew Fussey, Business Development Office  
**Lead Officer:** June Rothwell, Head of Operational Services  
**Executive Lead Member:** Cllr Mark Crane, Leader of the Council

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**Title:** Co-location at the Civic Centre with North Yorkshire Police

**Summary:** This report provides details of the capital investment opportunity to extend the Civic Centre including staff car parking as part of the co-location of North Yorkshire Police (NYP) at Selby District Council Civic Centre.

**Recommendations:**

- i. **The Council approve the drawdown of up to £415,000 from the Business Development Reserve, subject to completion of the necessary legal agreements.**

**Reasons for recommendation**

To enable the Director of Corporate Services and Commissioning to enter the detailed legal and financial agreements to progress the co-location proposal to a satisfactory outcome for the Council in line with the resolution of Executive.

**1. Introduction and background**

1.1 On 12 July the Executive considered a proposal to co-locate North Yorkshire Police (NYP) within the Civic Centre (Appendix A). They were recommended to resolve that:

- I *The Executive approve the proposal subject to the approval of Council for the drawdown of up to £415,000 from business development reserves and the completion of the necessary legal agreements.*
- II *To authorise the Director of Corporate Services and Commissioning, in consultation with Lead Member for Finance and*

*Resources, Chief Finance Officer and Solicitor to the Council to enter into the detailed legal and financial contracts to enable the co-location based on Option 2 as first preference. If option 2 cannot be negotiated with mutually beneficial terms, then option 1 to be pursued.*

- 1.2 The co-location was also discussed at a special Scrutiny meeting on the 11 July with senior NYP officers and technical officers in attendance to answer questions.

## **2. The Report**

- 2.1 The Council has identified accommodation within the Civic Centre which could be made available to meet NYP's needs for policing the Selby District. This will require a ground floor extension to accommodate lockers, showers and a drying room. The proposal is for NYP to enter into a contractual agreement with SDC to lease space at the Civic Centre on a long term lease agreement of 30 years.
- 2.2 If the proposal is accepted the necessary actions will be taken to enable the police to move in at the earliest opportunity. It is envisaged that the subject to planning approval building works would begin in the autumn of 2016 and that NYP will begin to occupy the building in March / April 2017.
- 2.3 The report considered by the Executive is attached (Appendix A).

## **3. Legal/Financial Controls and other Policy matters**

### **Financial Options**

- 3.1 The Council's financial strategy sets out its target to utilise reserves to deliver sustainable revenue budget savings, including opportunities for income generation. This project presents the Council with that opportunity.
- 3.2 There are two funding options for the two storey extension and car park, a summary is set out in 5.0 in Appendix A.
- 3.3 It is recommended that the capital investment for either option be funded through the Business Development Reserve. Option 1 would require a drawdown of up to £415K, option 2 would require up to £215K. Subject to approval of the Council's 2015/16 accounts, the balance on the Business Development Reserve stands at £500k as at 1 April 2016.

### **Legal Issues**

- 4.1 Contractual agreements with both NHS and North Yorkshire Police will be required in addition to planning approval.

## **5. Conclusion**

- 5.1 This move forms part of the Council's strategic long-term plan to work closely with our partners in the public sector family. It provides a significant opportunity to increase the return on the Council's capital and will generate sustainable revenue income.

## **6. Background Documents**

- 6.1 Equality, Diversity, and Community Impact Screening

Contact Officers:  
Drew Fussey  
Business Development Officer  
Selby District Council  
dfussey@selby.gov.uk

## **Supporting Documents**

- Appendix A 12 July Executive Report – Co-location at the Civic Centre with North Yorkshire Police



# Selby District Council

## REPORT

Reference: E/11/\*\*\*(Dem Services to add)

Public/Private (Delete as appropriate)



**To:** The Executive  
**Date:** 12 July 2016  
**Status:** Key decision  
**Report Published:**  
**Author:** Drew Fussey – Business Development Officer  
**Executive Member:** Cllr Cliff Lunn  
**Lead Officer:** June Rothwell

**Title:** Co-location at the Civic Centre with North Yorkshire Police

### 1.0 Summary:

1.1 This report provides details of the proposed Co-location of North Yorkshire Police (NYP) at Selby District Council Civic Centre. It explains the capital investment and revenue opportunities of a two storey extension, long term lease of office space and other key considerations to ensure the co-location is successful.

### 2.0 Recommendations:

- II. The Executive approve the proposal subject to the approval of Council for the drawdown of up to £415,000 from business development reserves and the completion of the necessary legal agreements.
- III. To authorise the Director of Corporate Services and Commissioning, in consultation with Lead Member for Finance and Resources, Chief Finance Officer and Solicitor to the Council to enter into the detailed legal and financial contracts to enable the co-location based on Option 2 as first preference. If option 2 cannot be negotiated with mutually beneficial terms, then option 1 to be pursued.

## **2.1 Reasons for recommendations**

- 2.2 To enable the Director of Corporate Services and Commissioning to enter the detailed legal and financial agreements to progress the co-location proposal to a satisfactory outcome for the Council.

## **3.0 Introduction and background**

- 3.1 In November 2014 the Council entered in to dialogue with North Yorkshire Police (NYP) exploring the opportunity to co-locate officers currently based at Selby police station, within the Civic Centre. The NYP Executive Board, following approval by the Police and Crime Commissioner, approved the proposed co-location, on the 22nd September 2015.
- 3.2 On the 1 October 2015 the Executive supported in principle proposals to the co-location provided that the issue of car parking at the Civic Centre site is fully addressed before the proposals were finalised
- 3.3 Appendix A shows the proposed extension and additional parking. Discussions also included a potential first floor extension for Council use. These discussions have now led to the development of this formal proposal.
- 3.4 This report invites the Executive to approve the proposal subject to the completion of legal and financial agreements and to recommend Council approves the capital budget and draw down of the necessary funds from reserves.

## **4.0 The Report**

- 4.1 The Council has identified accommodation within the Civic Centre which could be made available to meet NYP's needs for policing Selby district (see Appendix B) which will require a ground floor extension. The proposal is for NYP to enter into a contractual agreement with SDC to lease space at the Civic Centre on a long term lease agreement of 30 years.
- 4.2 NYP is seeking to occupy approximately 230m<sup>2</sup> of existing space (or 8% of the existing building) In addition to a new single storey extension to provide facilities not currently available in the Civic Centre (locker rooms / shower/ secure storage and a separate operational access into the building). The Council is able to add a first floor to the extension to meet the growing need for space as more partners seek to collocate at the Civic Centre.
- 4.3 Operational police vehicles will park in a small extension of the Yorkshire Ambulance Trust car park. The car park access would be

over land owned by NHS Property Services and is subject to access rights that the NHS have agreed in principle.

- 4.3 The extension and car parks are subject to receiving planning permission. The planning application will be made by NYP. At this time no formal pre planning advice has been sought but NYP will proceed rapidly with the planning application following Executive and Council approval. This will include all the required surveys; any trees felled would be replaced. Consultation with local residents will be part of the planning process.
- 4.4 Savings are anticipated for both organisations. NYP will pay a rental sum to the Council in accordance with the terms of the lease. They will also pay a service charge covering the variable cost such as insurance, heating, lighting, cleaning, phone, etc. this will be reviewed annually. Details of the financial implications of the proposals are below.
- 4.5 If the proposal is accepted the necessary actions will be taken to enable the police to move in at the earliest opportunity. It is envisaged that the subject to planning approval building works would begin in the autumn of 2016 and that NYP will begin to occupy the building in March / April 2017.
- 4.6 This proposal would also enable the existing police station and the Council's retained land at Portholme Road to be jointly marketed. This should enhance the attractiveness of both sites to developers.

## **Legal/Financial Controls and other Policy matters**

### **5.0 Financial Options**

- 5.1 The Council's financial strategy sets out its target to utilise reserves to deliver sustainable revenue budget savings, including opportunities for income generation. This project presents the Council with that opportunity.
- 5.2 There are two funding options for the two storey extension and car park, a summary is set out below:-

#### **Option 1**

- 5.3 The Council has the opportunity to fund the entire build project, and generate an annual income through leasing the extension space to the Police, in addition to the internal office space that has been earmarked. It would require investment from reserves. The exact cost is not known as it is subject to procurement but a drawdown of up to £415,000,993 is anticipated.
- 5.4 It is anticipated that the additional lease income that could be generated would achieve a further £52.7k (plus service charge) income

per year based upon the rate for the current Civic Centre space, although this is subject to negotiation for the 30 year lease agreement. Taking the project as a whole, this would achieve payback by year 7.8. By year 30, the present value of cash flows would be £345K, discounted at a rate of return of 5.14% (PWLB + 2%)

Option 1 - SDC Cover entire capital outlay							
	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	£	£	£	£	£	£	£
<b>Capital Costs</b>							
SDC additional staff parking	103,493						103,493
Extension Ground Floor and Parking	199,500						199,500
Extension Second Floor	110,000						110,000
<b>Total Capital Outlay</b>	<b>412,993</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>412,993</b>
<b>Revenue Income</b>							
Annual Lease - Extension		-17,566	-17,566	-17,566	-17,566	-17,566	-87,830
Annual Lease - existing office space		-35,132	-35,132	-35,132	-35,132	-35,132	-175,659
<b>Net Revenue (Savings) / Cost</b>		<b>-52,698</b>	<b>-52,698</b>	<b>-52,698</b>	<b>-52,698</b>	<b>-52,698</b>	<b>-263,489</b>

*Note the above figures exclude the variable service charge*

## **Option 2**

- 5.5 Option 2 allows for the Police to finance their own portion of the extension build, with the Council covering the cost of the second floor extension and staff car parking only. It will require investment from reserves of up to £215K subject to procurement.
- 5.6 It is intended that the Police would transfer ownership of the ground floor to the Council, and still enter into a 30 year lease agreement for the extension, although for a lower sum to reflect their upfront investment.
- 5.7 Negotiations have not yet taken place as to the term of the lease, but the table below assumes a 'discount' to achieve payback for the Police's investment over 30 year lease.
- 5.8 Taking the project as a whole this option would achieve payback by year 4.6. By year 30, the present value of cashflows would be £444k, again discounted at a rate of return of 5.14% (PWLB + 2%).

Option 2 - SDC Cover 2nd floor and SDC Parking only							
	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	£	£	£	£	£	£	£
<b>Capital Costs</b>							
SDC additional staff parking	103,493						103,493
Extension Second Floor	110,000						110,000
<b>Total Capital Outlay</b>	<b>213,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>213,493</b>
<b>Revenue Income</b>							
Annual Lease - Extension, less extension payment		-10,916	-10,916	-10,916	-10,916	-10,916	-54,580
Annual Lease - Existing Office Space		-35,132	-35,132	-35,132	-35,132	-35,132	-175,659
<b>Net Revenue (Savings) / Cost</b>		<b>-46,048</b>	<b>-46,048</b>	<b>-46,048</b>	<b>-46,048</b>	<b>-46,048</b>	<b>-230,239</b>

*Note the above figures exclude the variable service charge*

5.9 It is recommended that the capital investment for either option be funded through the Business Development Reserve. Option 1 would require a drawdown of up to £415K, option 2 would require up to £215K. Subject to approval of the Council's 2015/16 accounts, the balance on the Business Development Reserve stands at £500k as at 1 April 2016.

5.10 This project allows for the Council to take advantage of the opportunity to build a second floor extension at a much reduced cost. There are a number of options that can be put forward for the use of this space, which could result in future cost savings or further income generation. These opportunities are being explored to ensure maximum benefit can be achieved. However, the business case has been developed without the inclusion of additional efficiencies or income generation down the line and as such is a 'worst case scenario'.

## 6.0 Legal Issues

6.1 Contractual agreements with both NHS and North Yorkshire Police will be required in addition to planning approval.

6.2 A significant barrier to progression has been an Overage clause in the original agreement between Selby District Council and the NHS. It has taken some time to resolve but we have now received a positive indication from NHS Property Services that the Overage payment is not applicable, although the officer concerned still awaits formal authorisation; if this position changes the co-location will not go ahead as NYP are not willing to pay any overage as this would make the project financially unviable.

## 7.0 Impact and Mitigation

	<b>Impact</b>	<b>Mitigation</b>
7.1	There will be a need to reorganise the internal layout of the Civic Centre to accommodate NYP.	The Police Estates team will provide support to help plan this reorganisation. This will enable the Council to respond to feedback from the staff survey whilst allowing the new Leadership Team to remodel the seating to best meet the future needs of the Council.
7.2	NYP will share the use of Civic Centre facilities including the reception area, meeting rooms	The cost of any alterations to the reception area will be paid for by NYP
7.3	Civic Centre staff Car Park is already at capacity	The existing staff car park will be extended as part of the co-location providing an additional 41 staff and 3 additional public spaces.
7.4	NYP will require space in the server room for their network.	The Server room has capacity to meet NYP needs
7.5	Ensuring that the safety and security of visitors and staff is not compromised.	NYP working with Council H&S will conduct risk assessments, develop and implement operational procedures to ensure maximum safety and minimum disruption is caused to the operation of the Civic Centre and its reception area.  There will be no custody facility. No prisoners will be brought to the Civic Centre.
7.6	Strengthen and increase partnership working	The Council already has very good working relationships with NYP and this move will further enhance the positive outputs from this working relationship and help develop new ways of delivering services.
7.7	The Council needs sustainable revenue budget savings	This proposal will deliver savings for both the Council and NYP.

## 8.0 Impact Assessment

8.1 An Equality, Diversity, and Community Impact Screening has been completed for to assess the impact of the co-location. The key findings are:

- The co-location will not have a detrimental impact on any particular protected characteristic
- The co-location will have a positive impact on any protected characteristic reporting an issue to the Council or the Police through closer working; increasing partners opportunity to identify vulnerability early and collaborate more effectively to reduce harm or the threat of harm.

## **9.0 Conclusion**

- 9.1 This move forms part of the Council's strategic long-term plan to work closely with our partners in the public sector family. It provides a significant opportunity to increase the return on the Council's capital and will generate sustainable revenue income.

## **10.0 Background Documents**

- 10.1 Equality, Diversity, and Community Impact Screening

### **Contact Officers:**

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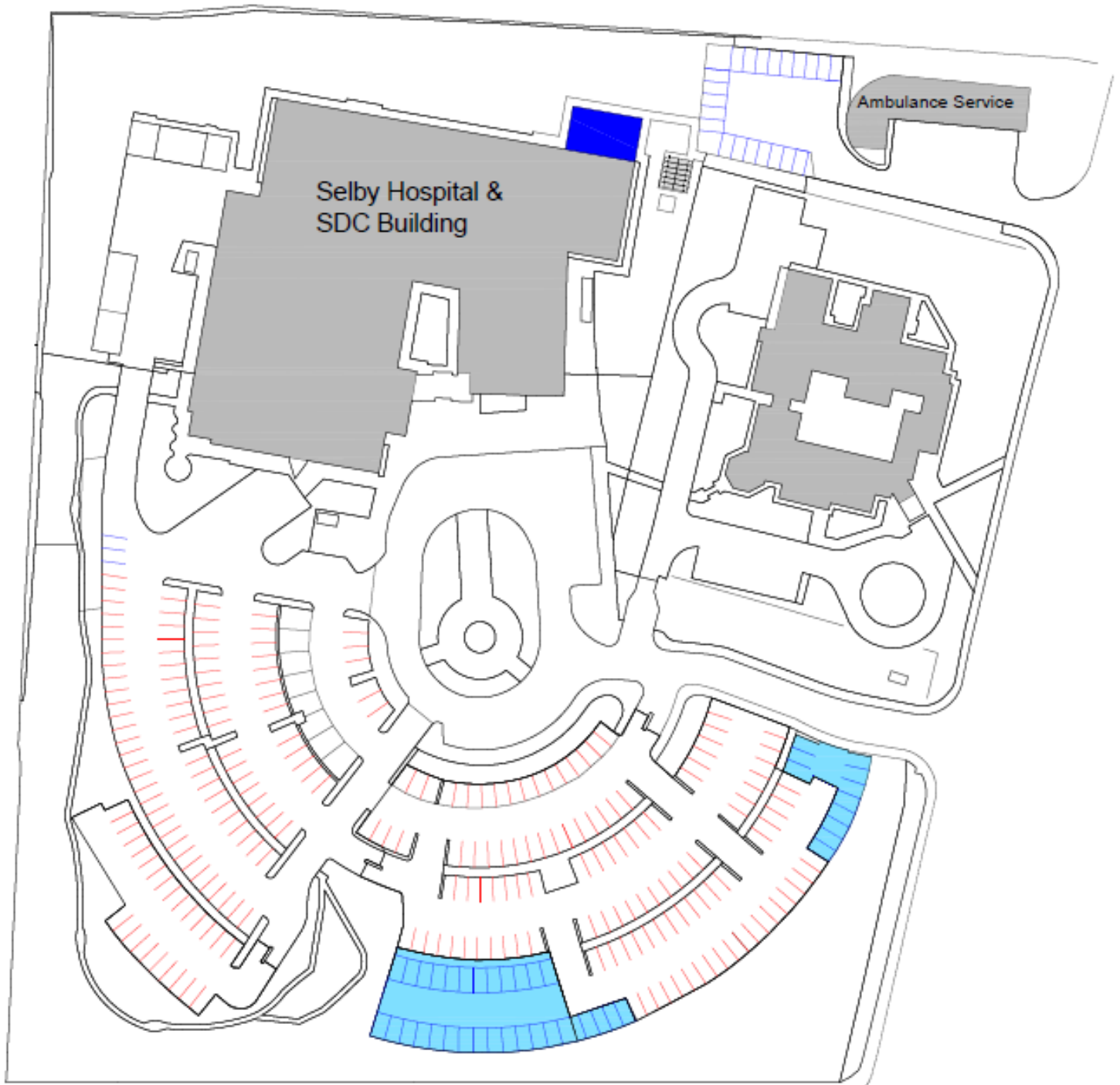
## **11.0 Supporting Documents**

- Appendix A Outline site plan showing extension and additional car parking  
Appendix B Floor plan of internal ground floor space to be occupied by NYP

## Appendix A

Outline site plan showing extension and additional car parking

- Blue shading indicates areas to be extended





Internal ground floor space to be occupied by NYP

