



Summons and Agenda for the  
**Council Meeting**

to be held on

**TUESDAY 18 JULY 2017**

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 18 JULY 2017** starting at **6.00pm**. The Agenda for the meeting is set out below.

**Janet Waggott**  
**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 16 May 2017 and the Extraordinary Council held on the 25 May 2017 (pages 1 to 10 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 11 to 21 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 22 to 24 attached).

**11. Motions**

To consider any motions.

**12. Appointment of Independent Persons Under the Localism Act**

To consider a report on the appointment of 2 Independent Persons under the Localism Act 2011 (pages 25 to 27 attached).

**13. 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 16 May 2017  
Time: 4pm

- |    |   |
|----|---|
| 1  | Apologies for Absence   |
| 2  | Disclosures of Interest   |
| 3  | Election of Chairman  |
| 4  | Appointment of Vice Chairman  |
| 5  | Minutes   |
| 6  | Communications  |
| 7  | Review of Standards Arrangements and Updates 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 2017/18 |
| 10 | Council Appointments to Outside Bodies  |

Present: Councillor Mrs J Chilvers in the Chair

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

Officers Present: Janet Waggott, Interim Chief Executive, Julie Slatter, Director of Corporate Services and Commissioning, Dave Caulfield, Director of Economic Regeneration and Place, Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council and Janine Jenkinson, Democratic Services Officer.

Press: 1

Public: 0

### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors R Musgrave, J Thurlow, and B Sage.

## **2. DISCLOSURES OF INTEREST**

There were no declarations of interest.

## **3. ELECTION OF CHAIRMAN**

It was moved by Councillor M Crane and seconded by Councillor J Mackman and unanimously agreed that Councillor Mrs J Chilvers be elected as Chairman of Selby District Council for the 2017/18 Municipal Year.

### **RESOLVED:**

**To elect Councillor Mrs J Chilvers as Chairman of Selby District Council for the 2017/18 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 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 Interim Chief Executive.

[Councillor Mrs J Chilvers in the Chair]

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

Councillor Mrs S Duckett gave her valedictory address.

Councillor Mrs J Chilvers presented Councillor Mrs S Duckett with a Silver Salver and a past Chairman's badge to mark her term of office as Chairman of the Council.

On behalf of Council, Councillors M Crane and R Packham expressed their thanks to Councillor Mrs S Duckett for her year in office.

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

The retiring Chairman's Consort, David Duckett invested the newly elected Chairman's Consort, Councillor I Chilvers with the Chairman's Consort's Chain of Office.

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

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

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

Councillor Mrs J Chilvers addressed the meeting.

The Council was informed that the charities that would be supported by the Chairman for 2017/18 would be:

- York Cancer Research UK
- Selby Young Carers

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

It was moved by Councillor M Crane and seconded by Councillor M Jordan and unanimously agreed that Councillor D Buckle be elected as Vice Chairman of Selby District Council for the 2017/18 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 D Buckle 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, Susan Buckle with the Vice Chairman's Consort's Chain of Office.

The newly elected Vice Chairman's Consort was then presented with flowers.

## **5. MINUTES**

The Council considered the minutes of the Council meeting held on 25 April 2017.

### **RESOLVED:**

**To approve the minutes of the Council meeting held on 25 April 2017, for signing by the Chairman.**

## **6. COMMUNICATIONS**

There were no communications to report.



## **7. REVIEW OF STANDARDS ARRANGEMENTS AND UPDATES TO THE CONSTITUTION**

Councillor M Crane, Leader of the Council, presented a report that proposed changes to the Constitution and the Standards Arrangements and sought Council's approval, with immediate effect.

Councillor M Crane explained the Audit and Governance Committee had appointed a working group to undertake a review of the Standards arrangements. Following the completion of the review, the working group had presented its findings and recommendations to the Audit and Governance Committee on 19 April 2017; the Committee had fully endorsed the recommendations of the working group. Council was asked to approve the proposed changes to the standards arrangements, as set out in the report.

Councillor M Crane outlined the proposed Constitution updates.

The following typographical errors in appendices A and D of the report were highlighted:

- Appendix A, page 9 – final paragraph, the word 'one' should be struck through.
- Appendix A, page 12 – penultimate sentence, delete the duplicated word 'in'.
- Appendix A, page 14 – reword 's/he' to 'she/he'.
- Appendix A, page 15 – reword 's/he' to 'she/he'.
- Appendix D, page 20 – bullet point 3.9.3 a (i) insert the word 'of'.
- Appendix D, page 27 – bullet point 3.9.9 c (iii) insert at the end of the paragraph 'of 28 November 2014'.

Councillor M Crane reported that the Monitoring Officer would be exercising delegated authority to correct these errors before the revised Constitution was published.

### **RESOLVED: Council agreed:**

- I. to adopt the revised Standards Arrangements set out at Appendix A, of the report;**
- II. to establish a Standards Sub-Committee as a sub-committee of the Audit and Governance Committee with the Terms of Reference, as set out in Appendix B of the report;**
- III. that the membership of the Standards Sub-Committee be 3 District Councillors from the Audit and Governance Committee and 2 co-opted members from a parish council;**

- IV. that consequential amendments be approved to Article 9 of the Constitution, as set out in Appendix C of the report;
- V. to note and endorse the changes to the Scheme of Delegation at Part 3 of the Constitution, as set out in Appendix D of the report; and
- VI. to approve the revised Officer Code of Conduct and Appendix E and to grant delegation to the Chief Executive to make further amendments in consultation with the Leader of the Council.

**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 forthcoming year.

**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 CALENDER OF MEETINGS FOR THE 2017/18 MUNICIPAL YEAR.**

Consideration was given to the nominations for membership of the Committees of the Council, the Chairs of the Community Engagement Forums and the Calendar of Meetings for 2017/18.

**RESOLVED:**

- I. To confirm the appointments to the Committees of the Council, and the Chairs of the Community Engagement Forums, as set out below.
- II. To agree the Calendar of Meetings for the 2017/18 Municipal Year, as set out in Appendix A attached to these minutes.

**Planning Committee**

<b>Chair (Conservative)</b>	<b>Councillor Cattnach</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Peart</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 Reynolds</b>
<b>Councillor (Conservative)</b>	<b>Councillor Pearson</b>
<b>Councillor (Labour)</b>	<b>Councillor Welch</b>
<b>Councillor (Labour)</b>	<b>Councillor Packham</b>
Substitute (Conservative)	Councillor Sweeting
Substitute (Conservative)	Councillor Hobson
Substitute (Conservative)	Councillor White

Substitute (Conservative)	Councillor Jordan
Substitute (Conservative)	Councillor Hutchinson
Substitute (Conservative)	Councillor Buckle
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Duckett
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 Buckle</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)	Vacant
Substitute (Conservative)	Vacant
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 White</b>
<b>Councillor (Independent)</b>	<b>Councillor Mackay</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 Shaw-Wright</b>
<b>Councillor (Independent)</b>	<b>Councillor McCartney</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 Sage</b>
<b>Councillor (Conservative)</b>	<b>Councillor J Chilvers</b>
<b>Councillor (Labour)</b>	<b>Councillor Marshall</b>
<b>Councillor (Independent)</b>	<b>Councillor McCartney</b>
Substitute (Conservative)	Councillor White
Substitute (Conservative)	Councillor Buckle
Substitute (Conservative)	Councillor Cattanach
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Duckett

### **CEF Chairs**

<b>Central</b>	<b>Ian Chilvers</b>
<b>Southern</b>	<b>Mike Jordan</b>
<b>Tadcaster and Villages</b>	<b>Richard Sweeting</b>
<b>Western</b>	<b>Andy Pound</b>
<b>Eastern</b>	<b>Liz Casling</b>

## **10. COUNCIL APPOINTMENTS TO OUTSIDE BODIES**

Council considered nominations for appointments to Outside Bodies. It was noted that there continued to be a vacancy for a representative on the Citizens Advice Bureau – Selby.

### **RESOLVED:**

- I. **To make the appointments to Outside Bodies for the 2017/18 Municipal Year, as set out below.**
- 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.**

<b>OUTSIDE BODY</b>	<b>PLACES</b>	<b>REPRESENTATIVE</b>
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	Vacancy
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 C Metcalfe Cllr D Hutchinson Cllr B Marshall
Selby and District Rail Users Group	1	Cllr D Buckle
North Yorkshire Older Peoples' Partnership Board	1	Vacancy

The meeting closed at 4.35 pm.

## Extraordinary Council

Venue: Council Chamber  
Date: Thursday 25 May 2017  
Time: 6pm

1	Apologies for Absence
2	Disclosures of Interest
3	Appointment of Chief Executive and Head of Paid Service

Present: Councillor Mrs J Chilvers in the Chair

Councillors D Buckle, Mrs E Casling, I Chilvers, M Crane, J Mrs S Duckett, K Ellis, M Hobson, D Hutchinson, C Lunn, D Mackay, J Mackman, C Metcalfe, Mrs W Nichols, B Packham, C Pearson, D Peart, B Sage, Mrs J Shaw-Wright, R Sweeting, P Welch and Mrs D White.

Officers Present: Julie Slatter, Director of Corporate Services and Commissioning, Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council and Palbinder Mann, Democratic Services Manager.

Press: 0

Public: 0

### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors K Arthur, J Deans, M Jordan, Mrs M McCartney, R Musgrave and A Thurlow,

### 2. DISCLOSURES OF INTEREST

There were no declarations of interest.

### 3. APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

Councillor M Crane, Leader of the Council, presented a report that proposed ratification of the appointment of Chief Executive and Head of Paid service.

The Leader of the Council explained that following the departure of the previous Chief Executive, an arrangement was made with Ryedale District Council for

Janet Waggott to be interim Chief Executive at Selby District Council while also continuing her role at Ryedale.

Council was informed that a recruitment exercise had been undertaken to recruit a permanent Chief Executive who would work four days at Selby and one day at North Yorkshire County Council. The Leader of the Council explained that following the recruitment exercise, Janet Waggott had been selected as the preferred candidate of the Employment Committee who had undertaken the recruitment.

With regard to the salary of the post, the Leader of the Council explained that this would be the same as the current salary paid at Ryedale District Council and would put the authority in the middle when compared against other comparable authorities for salaries of Chief Executives.

Concern was raised at the increased salary compared to what the previous Chief Executive was paid and it was felt this was unfair due to public sector employees only receiving a 1% pay increase. The Leader of the Council explained that the salary offered was reflective of the position.

It was proposed and seconded that the recommendation for the appointment for the post and the salary should be voted upon separately. Upon being put to the vote, this motion was lost.

**RESOLVED:**

**To approve the offer for the post of Chief Executive and Head of Paid Service (incorporating the Returning Officer and Electoral Registration Officer functions) as set out at paragraph 2.4 of the report.**

The meeting closed at 6.18pm.



## **Cllr Mark Crane**

### **Leader of the Council**

#### **Report to Council on 18 July 2017**

This report covers the period from the Council meeting on 25 April 2017. During this period I have attended a number of meetings on behalf of the Council. Reporting on key items:

#### **Chief Exec's Post**

Council ratified the appointment of Janet Waggott as our new Chief Exec at a special meeting on 25 May. Janet will take up the appointment on completion of her notice period at Ryedale.

I am delighted that Janet is joining us on a permanent basis building upon the excellent work she has done whilst acting on an interim basis and look forward to working with her to deliver the Council priorities.

Councillors will recall that the role involves working for 1 day per week as Assistant Chief Exec at North Yorkshire County Council. At the time of writing the exact remit of the NYCC role is still being finalised.

#### **LGA Corporate Peer Challenge**

I reported at last Council that we were looking to host an LGA corporate peer challenge in Selby in July 2017 with the exact date to be confirmed. This date has been pushed back as a result of the General Election and the peer challenge is now expected to take place in November 2017.

The focus of the challenge is expected to be our ability to deliver economic growth and become self-sustaining. Further information will be circulated to councillors when the dates and scope are confirmed.

#### **LGA Conference/ District Council Network**

At the time of writing this report I am preparing to attend the LGA Conference on the 4<sup>th</sup> to 6<sup>th</sup> of July. I will update Council on any relevant matters on 18<sup>th</sup> July.

The District Council AGM will take place during the LGA conference and I will also feedback any relevant matters at Council.



## **Yorkshire Council Leaders**

Leaders of Councils across Yorkshire have agreed to meet quarterly to discuss matters of common interest. I will be attending the first meeting of the Group which will take place at the end of July

Mark Crane  
Leader



**Councillor John Mackman**

**Deputy Leader of the Council**

**Report to Council on 18 July 2017**

This report covers the period from the Council meeting on 25 April 2017. During this period I have attended Executive and Executive Briefings and represented the Council at local and regional meetings including a Joint DCN and Solace Seminar on the Housing White Paper.

Reporting on the key items:-

**1) Planning Service Review**

A significant amount of progress has been made in the following areas:

The Development Management service has now been split into three Area Teams. This is to ensure a consistent approach to decision making and will create stronger working relationships between Officers, Ward Councillors and Parish Councils. The three teams comprise: Tadcaster (North West), Selby (North East) and the South. The boundaries of the teams coincide with Parish Boundaries.

The number of major and minor applications being determined 'in time' remain significantly higher than the performance figures achieved during 2015/2016. The figures are also higher than the national designation targets set by the Government.

The restructure is now complete and the majority of new posts have now been filled, including an Urban Designer, and Planning Officers. Recruitment is ongoing for other posts within the team.

A strategic alliance between the North Yorkshire County Council is continuing through the 'Better Together' initiative. This process has allowed for the following planning advisory services to be procured: Archaeology, Ecology, and Highways.

We continue to work with our colleagues in NYCC to introduce a Development Team approach for project managing key planning, highways, transport and other inputs into major development projects. This ensures all key parties are involved from the outset. Kellingley Colliery has now been approved subject to completion of S106 and significant progress has been made on the Rigid Paper Mill site using this approach. The one team approach has resulted in significantly improved quality in schemes coming forward, for example in terms of masterplanning and s106/CIL contributions and innovative training and employment agreements.

We are continuing to consistently meet and exceed our pre-application fee income target and overall planning fees are increasing as the number of applications and major schemes increases.

The first stakeholder meeting involving Developers, Agents, Homebuilders, Community Organisations and CEF's is scheduled to take place on 10<sup>th</sup> July.

From the 1<sup>st</sup> July applicants will be passed the charge for independent assessments of viability, this will bring us in line with the way many other local planning authorities now operate.

Further improvements to the Planning Service are to be implemented shortly, including:

- Both the Planning Condition and Validation Manual have been reviewed and updated and it is anticipated that formal consultation will be undertaken shortly.
- Officers will shortly receive training on presentation and negotiation skills.
- We will start to review our Customer Contact Strategy to ensure that we are providing a first class customer service experience and to ensure Officers are communicating effectively with our customers.

## **2) Plan Selby – next steps**

I have been working with Officers to review the content of the plan and establish a realistic timetable for the next stages of the plan preparation. This work has progressed well and we have held two briefing sessions for all members in June.

The next steps are for the Executive to agree The Local Development Scheme (LDS) which sets out a timetable for the preparation of the Local Plan and other relevant documents. It represents a public statement as to what Local Plan documents will be prepared over a three year period, identifying key milestones and preparation arrangements. This will be brought before the Executive in August and Council in September. Further detailed all member briefings on Plan Selby progress will also be held in August.

## **3) Eggborough DCO**

The DCO application has now been submitted and it likely to be accepted by PINS by the end of June. The Council in conjunction with NYCC will shortly start the preparation of a Statement of Common Ground.

## **4) Five Year Housing Land Supply**

We are currently in the process of undertaking the annual housing land supply review, which will be completed in July. We are currently gathering the data together in order to bring the five year housing land supply information up to date. This year's assessment of sites has a stronger focus on determining the deliverability of sites, in order to give us a strong and robust supply position.

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

Planning consent for the proposed development of 5 dwellings for affordable rent at Riccall has now been approved. This will allow the Trust to finalise building contracts and legal agreements in order to allow the project to proceed.

Working in partnership with the Council an offer has been made to purchase land on which a number of properties will be developed for SDHT at Ousegate, Selby, the offer has been accepted and is now subject to legal agreements.

The properties at St Joseph's Street in Tadcaster are now out of their defect period. The scheme has recently won a prestigious award for Best Social or affordable new housing Development, at the Building Excellence awards event held in York on 14<sup>th</sup> June. The homes on St Joseph's Street in the town centre were recognised for their 'outstanding' construction and workmanship. The awards were presented by North and East Yorkshire LABC – Local Authority Building Control partnership. This partnership delivers building control services for all of North Yorkshire, the East Riding and City of York areas.

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



## **Councillor Cliff Lunn**

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

#### **Report to Council on 18 July 2017**

##### **Executive – 1 June 2017**

###### **Treasury Management Annual Review 2016/17**

The year closed very much as it started with low returns on the Council's investments stemming from the continuing low level of interest rates. In overall terms our cautious estimate of cash balances helped to mitigate the risk to the revenue budget. Looking forward we hope to consider alternative approaches to investment in order to improve returns and support improved outcomes for our communities.

###### **Financial Results and Budget Exceptions Report to 31 March 2017**

The Council's year end results for 16/17 were encouraging, with a surplus of £518k on the General Fund - £401k higher than budget. The main drivers were increased planning fees, staff savings and benefits offset by lifeline income. The surpluses have been set aside to top-up general balances and to support future spend on our property assets.

The Housing Revenue Account generated a net surplus of £1,964k against a budgeted surplus of £1,520k - a £444k variance. The main reasons for this were shorter term savings on external interest payments arising from the need to borrow additional funds for housing development and housing rents exceeding target. The additional surplus has been earmarked for repayment of housing debt or the future capital programme.

Progress against our savings plans was also positive - savings exceeded target in the HRA and fell just £51k short on the General Fund.

The Capital Programme made good progress particularly within the HRA with minimal slippage that was not a result of strategic decisions. In addition savings on the Programme for Growth were identified that along with unspent contingency will be utilised to support the future programme.

## **Portfolio Issues**

### **Business Rates – Spring Budget Announcements of Additional Reliefs**

A number of business rate reliefs were announced by the Chancellor in the Spring Budget, here is a short update on progress in implementing the reliefs in Selby:

### Supporting Small Businesses

This relief is for those ratepayers who are losing some or all of their small business or rural rate relief and who may be facing very large percentage increases in bills from 1 April 2017. The relief will limit the increase in their bill to no more than £600 a year. We have identified approximately 26 businesses who would qualify for this relief. We are currently waiting for the software supplier to make the necessary changes to our IT systems so we can calculate this relief and issue revised bills.

### Discretionary Relief Scheme

Selby District Council has been allocated £185,000 for 2017/18 for the new discretionary rate relief scheme, it must be used for those properties who have had the highest increases. Officers are currently preparing a report for the Executive setting out a number of options for granting the relief proposals will then be taken forward for consultation with the major preceptors.

### Compensation to local authorities

Billing authorities will be compensated through a Section 31 grant for the costs of the new relief schemes for supporting small businesses and pubs. We will be compensated by up to £92,600 for the discretionary rate relief scheme, this being our share under business rates retention.

### Support for Pubs

We have identified approximately 90 pubs that may qualify for the new pub relief, they must have a rateable value below £100,000 and they may be eligible for a £1,000 discount off their bill. We will shortly be inviting those pubs identified to apply for the discount..

### New burdens funding

Every authority has been granted £12,000 in new burdens funding to cover the administration/staffing costs of the new reliefs, it is expected the majority of this will cover the cost of software changes.

### Local Government Finance – 100% Business Rates Retention

By now I am sure you will be aware that the Government is rethinking its plans for the 100% business rates system with the Local Government Finance Bill not featuring in the Queen's speech. However, the Fair Funding Review is expected to continue with a further consultation expected this summer. We await further details before assessing the impact this is likely to have and at this stage can only assume that the three year finance settlement agreed last year will be maintained. We will of course model a range of scenarios as we refresh the Council's Financial Strategies over the coming weeks.

Cliff Lunn



**Councillor Chris Metcalfe**

**Executive Member for Communities and Economic Development**

**Report to Council on Tuesday 18 July 2017**

This report covers the period from the Council meeting on 25 April 2017

**Community Safety**

SDC held a stakeholder event in May 2017 with partners from across North Yorkshire statutory, voluntary and community organisations to identify how we continue to keep Selby District a safe place to be. The event revitalised the membership for the Local Delivery Team; the local response to delivering the county wide Community Safety Plan. Key priorities identified include: Rural and Cross border crime; and Promotion of the Community Safety Integrated Hub/Local Delivery Team strategic themes.

The last month has seen some successful partnership working to reduce incidents of anti-social behaviour. A collaborative approach driven by SDC has seen proactive responses from North Yorkshire Police Safer Selby Hub, the Safer Neighbourhood Teams, Social Care, Youth Services and Inspiring Healthy Lifestyles to significantly reduce concerns around the Selby Skate Park and town centre. Incidents have reduced by 41% since intervention commenced

Similarly, Sherburn in Elmet has also seen a significant reduction of 85% in ASB calls within the last month.

**Prevent**

In light of very recent events, this is an essential area of development and we cannot afford to be complacent. The Prevent agenda and our local multi-agency approach was also part of the stakeholder event to review Community Safety plans. The key aims of work in this area are to:

- **Assess Risk-** Assessment of the risks of radicalisation in the local area leading to the creation of an action plan to address risks
- **Partnership Working-** Establishing or making use of existing multi-agency partnerships to drive Prevent work.
- **Training-** Ensure appropriate frontline staff are trained to spot the signs of radicalisation and know what action to take.
- **Review Use of Resources-** Ensure publicly owned venues and resources do not provide a platform for those whose views may draw people into terrorism.

The district will be looking to host 'Notice, Check and Share' events shortly as part of this initiative and give communities more confidence in understanding what may be an issue and how to respond appropriately.

We will also be looking to community groups to help us create better ways for local residents to engage with the Prevent agenda.

### **Economic Development**

Originally scheduled for formal adoption in May, Parliament's approval of a snap general election has deferred the formal adoption of the 'Selby District Economic Development Strategy 2017-2022...and beyond' (the Strategy) until August.

The creation of the Strategy has followed an inclusive development process that has included extensive consultation with the Executive, members, officers, partners, the District's large/prominent employers, small business networks and the general public. The reaction to the Strategy has been extremely positive, with businesses supportive of the Council's proposed direction and future growth aspirations. Businesses were also keen to explore the potential of jointly establishing a new 'Selby District Enterprise Partnership', as the vehicle through which the Strategy will be delivered.

This engagement with our key businesses on the Strategy has been used as an opportunity to establish a new 'Key Account Management' function at the Council. This ongoing relationship will allow us to react to key challenges/opportunities that our businesses face in a significantly more responsive fashion, improving customer service and enhancing the potential for future investment.

Eleven businesses have been trialled initially (including Drax, Eggborough Power, Greencore, L&G Homes and Lambert Engineering), but it is envisaged that all of the large (250+ employees) and 'high growth potential' employers in the District will benefit from this approach in the future.

Significant progress is also being made to bring forward two 'strategic employment sites' in Selby District which are central to achieving our growth ambitions:

- Sherburn2, Sherburn; and
- Kellingley Colliery, M62.

Infrastructure construction work for 'S2' (previously 'The Proving Ground'), the District's new 1.25million sq. feet employment site adjacent to the current Sherburn Enterprise Park, is on schedule. We have worked closely with Glentool Estates, S2's developers, to bring the site to market and are now working jointly with them to attract new investors into the District, including attending key events with property agents.

In April, outline planning permission was secured for the redevelopment of Kellingley Colliery as an employment park (providing up to 1.45million sq. feet of employment space), opening further opportunities for inward investment and economic growth. We have worked closely with Harworth Estates, Kellingley's landowner and developers, to jointly plan this key site. Remediation work to Kellingley is now taking place, in order to prepare the site for development. We negotiated an innovative training and employment agreement, in partnership with Harworth Estates and Selby College, to create opportunities for local people to gain access to employment and training as this site is built out.

We are continuing to provide support for SMEs through our attendance at network meetings and are receiving and dealing with an increasing number of business support

queries from local businesses requesting assistance. The successful recruitment of a Senior Business Advisor will increase capacity in this area and allow us to enhance the level of targeted business support we can provide to the District's SMEs.

We are also working closely with our colleagues at the Leeds City Region LEP to ensure that we maximise our involvement in two EU-funded small business support programmes (AD:VENTURE and Digital Enterprise) being delivered across the Leeds City Region for the benefit of the District's SMEs.

Close partnership working with both our constituent Local Enterprise Partnerships (LEPs); Leeds City Region & York, North Yorkshire & East Riding, and North Yorkshire County Council (NYCC) is critical to achieving our economic ambitions. We have worked closely with both LEPs, NYCC and Transport for the North to ensure that our economic priorities support wider ambitions for Yorkshire and the North of England, ensuring that the Council is as well-placed as possible to take advantage of future funding opportunities such as the Local Growth Fund.

To date, the Council has struggled with limited economic development and regeneration resources. This is being addressed through the ongoing corporate restructure with a new economic development and regeneration team being put in place. The following four posts have now been successfully recruited for:

- Senior SME Business Advisor;
- Economic Development Officer;
- Housing Strategy & Development Officer; and
- Urban Designer.

The Council has also recruited a Housing & Regeneration Manager on an interim basis. Recruitment is still ongoing and it is envisaged that all new posts within the Economic Development & Regeneration will be recruited into by later summer 2017, providing the Council with the critical capacity to deliver against its ambitions.

**Chris Metcalfe**





**Councillor Richard Musgrave**

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

**Report to Council on Tuesday 18 July 2017**

This report covers the period since the Council meeting on 25 April 2017.

**Housing Development Programme**

The first Council properties to be built in 25 years, at East Acres in Byram, have now been completed and the keys for the five bungalows (specially adapted for older people and those who need additional support) were handed over in May. Ten further properties in Egborough have also recently been completed and are in the process of being handed over to residents.

Contract documentation for the scheme at Riccall, which will deliver five new two-bed houses, is being finalised. Subject to the approval of a Detailed Business Case by the Selby District Housing Trust Board on the 31<sup>st</sup> July, the scheme will start on site in August.

Design work on the scheme at Byram Park Road is now almost complete and it is anticipated that a planning application for the development of 13 family homes will be submitted in early July with a view to starting on site in October/November 2017 (subject to Executive approval of Detailed Business and planning approval).

The Executive have started to consider options for future of the Edgerton Lodge site in Tadcaster, which was formerly one of the Council's homeless hostels and is now surplus to requirements. A report will be brought to the Executive in the coming months setting out the options for the site.

**Fly Tipping**

As Councillors may have seen in the media, the Council has invested in mobile CCTV equipment which will be deployed at known fly tipping hotspots (based on numbers of incidents, volumes, and type of materials fly tipped). The hotspots will be reviewed on a regular basis to ensure we maximise the chances of identifying the individuals causing this blight. Warning signs will be used at the hotspots to ensure we have followed a legally robust process and knowledge of the locations of cameras will be limited to a few key officers.

In addition, the Council have teamed up with Hope Creative Café to display distinctive clay faces at other areas which are blighted by fly tipping. This is a slightly unusual way of tackling the same problem but this type of approach has proved successful in other areas.

**parkrun**

The Council has been asked to support the possibility of bringing 'parkrun' to the District and a loop around the outside of Burn Airfield has been suggested as a possible venue, due to its proximity to Selby town, access, parking, and the perimeter path being exactly 5k. Officers have been supporting the organiser by identifying local contacts in sports clubs and those operating parkruns elsewhere in the area.

## **Selby Art Festival**

It is now less than a month away from the inaugural Selby Arts Festival, which will see events take place across the town between 22<sup>nd</sup>-30<sup>th</sup> July. The organisers have advised us that ticket sales have been strong for the paid events and there will also be a range of free sessions that will be accessible to all. Selby District Council has provided Officer support to the Festival as well as the lamp post banners which have been erected recently in the town to publicise the event.

## **Sherburn Craft & Food Festival**

Sherburn Craft & Food Festival is a 3-day event which will be held over the August Bank Holiday weekend. Another inaugural event for the district, it is set to be a superb weekend with celebrity chefs, over 100 craft and food stalls, vintage cars, and children's activities and competitions. It is great to see that the festival is getting strong support from the local community and businesses, and Selby District Council is proud to support the event as part of our ongoing work to make the area a great place to live.

## **Tour de Yorkshire**

It is two months since Tadcaster hosted the start of Stage 2 of the Women's and Men's Tour De Yorkshire. Officers are now working with the community to produce a report on the event's legacy. This week has also seen the launch on the Council's social media channels of 'After the Tour De Yorkshire', a promotional video which highlights the lasting impact on the town of hosting such a high-profile event.

## **Move It Lose It**

In April Selby Wellbeing Team successfully bid for the Selby LOT of the new Adult Weight Management Tier 2 service funded by North Yorkshire Public Health. This represents an investment of £297,500 over 5 years in the Selby District for our work into lowering adult obesity in the District. The new service will begin in July 2017. Selby was the only LOT to be awarded from the 4 offered at initial tender across this procurement process, achieving a score of 92.4%.

The current pilot of the tier 2 weight management project funded through North Yorkshire Public Health, will come to an end in June 2017. The final figures for the scheme have surpassed all expectations set by North Yorkshire Public Health and are as follows:-

People taking part in the scheme – 1823 over 23 months  
People completing the scheme – 1292 = (71% completion rate)  
People losing 3% of starting weight – 972 (75% achievement rate)  
People maintaining a 5% loss of starting weight – 677 (52% achievement rate)

## **Daily Mile**

Selby Wellbeing Team are delivering the Daily Mile initiative to primary school children within targeted schools in Selby Town Centre as part of the Pathways to Health Scheme, which is funded by North Yorkshire Public Health. This term the team visited Barwic Parade School on Abbots Road, one of the key deprived areas within the District. 72 children from years 3 and 4 will have taken part in the scheme by the end of the project in this school.

**Richard Musgrave**  
**Executive Member for Housing, Leisure, Health, and Culture**



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

The Scrutiny Committee met on 6 July 2017.

The main item of business was to receive the Quarter 4 performance report. The Committee discussed a wide range of issues including:

- Concerns were raised at the number of empty homes in the district and the lack of progress on these.
- The Committee raised concern at the lack of progress with the Olympia Park site and felt that it was important to identify the key issues that were restricting progress.
- The Committee raised specific issues relating to Selby Leisure Centre and Summitt and it was agreed to invite representatives from Inspiring Health Lifestyles to discuss these issues.

Additionally at the meeting, the Committee considered their annual report of work carried out in 2016/17 and made amendments to the work programme. The Committee discussed the possibility of commencing a task and finish group review into emergency planning and agreed to look into this further.

**Councillor W Nichols**  
**Chair, Scrutiny Committee**



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

The Policy Review Committee met on 13 June 2017.

The main item of business was to receive a report from the Customer, Business and Revenues Services Manager regarding the impact of social security reforms in recent years. The committee considered three particular issues in detail; the household cap on social security payments, the introduction of Universal Credit and the spare room subsidy.

We were informed that there were forty households in the Selby district that had been affected by the household cap, and that this number had increased from nine households twelve months previously.

In respect of Universal Credit it was confirmed that a trial had been rolled-out across the Selby district from November 2015 for those claimants of working-age and single, who would otherwise have made a claim for Jobseekers Allowance. It was anticipated that Selby district would 'go live' with a complete Universal Credit service from February 2018, although some Selby postcodes came under the York Job Centre and so would be covered by the City of York Council service from September 2017. Feedback from other North Yorkshire authorities that had already 'gone live' with Universal credit suggested that there had been a significant increase in demand on council resources as each claim had to be recalculated in respect of Council Tax Support.

Members sought assurances from the Customer, Business and Revenue Services Manager that the Council was fully prepared and would be adequately staffed in order to meet the increase in demand when the Selby District 'goes live' early in 2018. In response, it was stated that Officers were in regular contact with the Department for Work and Pensions and other North Yorkshire authorities to ensure that Selby is best placed to respond to the anticipated workload when Universal Credit is fully introduced.

The committee was advised that the number of people affected by the spare room subsidy had reduced since May 2016, although it was difficult to state how many people had sought to relocate due to the reduction in Housing Benefit payments.

In addition to the report from the Customer, Business and Revenues Services Manager, the committee also considered the Work Programme for 2017/18, which was published on the council's website.

**Councillor J Deans  
Chair, Policy Review Committee**



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

The Audit and Governance Committee met on Wednesday 19 April, but our meeting on Wednesday 14 June was unfortunately not quorate.

At our meeting on 19 April we welcomed two new members of the Committee, Councillors Bob Packham and Mary McCartney following changes to committee memberships made by Council. These changes also resulted in Councillor Welch leaving the Committee, and I would like to record my thanks to him for his work whilst a member of the Committee.

Councillors will recall that the Audit and Governance Committee had considered options regarding the standards regime, and our recommendations were approved by Council on 16 May 2017. I would like to record my thanks to Councillors Brian Marshall and Judith Chilvers, who undertook the review with me, and also to Hilary Putmann, Wanda Stables and the Solicitor to the Council for their input and advice.

In addition to the regular audit update reports, the Committee approved the Counter fraud Plan which included a total commitment of 480 days' work during 2017/18. As always, members of the Committee were able to scrutinise the work of the Council by questioning officers and auditors. We also consider changes to the Constitution, which were subsequently approved at Annual Council.

Finally, at our April meeting we approved our Annual Report which can be viewed on the Audit and Governance Committee pages of the Council's website and also agreed our Work Programme for 2017/18.

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



## Public Session

Report Reference Number C/17/2

Agenda Item No: 12

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**To:** Council  
**Date:** 18 July 2017  
**Lead Officer/Author:** Gillian Marshall, Monitoring Officer  
**Lead Councillor:** Councillor Mark Crane

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**Title:** Appointment of Independent Persons under the Localism Act

### Summary:

This report recommends the appointment of 2 Independent Persons under the Localism Act 2011 for a term of office of 5 years and 3 years respectively.

### Recommendations:

- i. **That Council consider the recommendations for appointment in Appendix A and appoint the appropriate candidates as Independent Persons.**

### Reasons for recommendation

To comply with the provisions of s28 Localism Act 2011

#### 1. Introduction and background

1.1 The Localism Act requires Councils to appoint at least one independent person. The role of Independent Person is defined within the Localism Act 2011. The functions of the Independent Person(s) are –

- a. they must be consulted by the authority before it makes a finding as to whether a member has failed to comply with the Code of Conduct or decides on action to be taken in respect of that member (this means on a decision to take no action where the investigation finds no evidence of breach or, where the investigation finds evidence that there has been a breach, on any resolution of the complaint, or on any finding of a breach and on any decision on action as a result of that finding);

b. they may be consulted by the authority in respect of a standards complaint at any other stage; and

c. they may be consulted by a member or co-opted member of the Council against whom a complaint has been made.

- 1.2 At Council on 24 April 2012 it was agreed that the Council would seek to recruit one independent person and one reserve independent person. The appointments were subsequently advertised and the Council appointed Hilary Putman as the Independent Person and Wanda Stables as the Reserve Independent Person for a period of 5 years commencing on the 23 July 2012. Accordingly the appointments will come to an end on 22 July 2017.

## **2. The Report**

- 2.1 On 13 December 2016 Council authorised the Monitoring Officer to make arrangements to advertise the posts of Independent Persons to ensure new appointments are made with effect from 22 July 2017

- 2.2 The Monitoring Officer therefore undertook a review of the role specification and documentation used during the last recruitment process. After consultation with the existing Independent Persons, it was decided that two Independent Persons should be recruited and the appointments should be for a period of 5 years and 3 years respectively to ensure that both postholders did not retire at the same point thus losing the expertise built up.

- 2.3 At the end of June 2017 the roles were advertised on the vacancies section of the Council website and via the Council's social media accounts.

- 2.4 As a result of the advert a number of applications were received. The applications were considered by the Interim Chief Executive and the Monitoring Officer and their recommendations are at Appendix A .

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

### **3.1 Legal Issues**

The Localism Act requires that the appointment of the independent person(s) must be agreed by Council. It further provides that a person may not be appointed unless—

(i) the vacancy for an independent person has been advertised in such manner as the authority considers is likely to bring it to the attention of the public,

(ii) the person has submitted an application to fill the vacancy to the authority, and

(iii) the person's appointment has been approved by a majority of the members of the authority;

### **3.2 Financial Issues**

The position is not remunerated beyond the reimbursement of reasonable expenses for travelling and attendance at meetings in line with those paid to Councillors.

### **3.3 Impact Assessment**

None identified

## **4. Conclusion**

4.1 That Council should consider appointing the persons named in Appendix A

## **5. Background Documents**

none

*Contact Officer:*

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### **Appendices:**

*Appendix A – persons recommended for appointment TO FOLLOW*