

Selby District Council



Forward Plan of Key Decisions October 2017 to January 2018.

This Forward Plan gives notice as requested by the Local Authorities (Executive Arrangements (Meetings and Access to Information) (England) Regulations 2012, of key decisions proposed to be made by the Council's Executive over the next four months and which decisions contain confidential or exempt information as defined in the Local Government Act 1972

Contact Information:

Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

Email: democraticservices@selby.gov.uk

Tel: 01757 292207

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Selby District Council Executive

Name	Role	Contact Details
Councillor Mark Crane	Leader of the Council and Lead Member for Strategic Matters, External Relations and Partnerships	mcrane@selby.gov.uk
Councillor John Mackman	Deputy Leader of the Council and Lead Member for Place Shaping	jmackman@selby.gov.uk
Councillor Cliff Lunn	Lead Member for Finance and Resources	clunn@selby.gov.uk
Councillor Richard Musgrave	Lead Member for Housing, Leisure, Health and Culture	rmusgrave@selby.gov.uk
Councillor Chris Metcalfe	Lead Member for Communities and Economic Development	cmetcalfe@selby.gov.uk

Selby District Council Leadership Team

Name	Role	Contact Details
Janet Waggott	Chief Executive	01757 292001 / jwaggott@selby.gov.uk
Dave Caulfield	Director of Economic Regeneration and Place	01757 292073 / dcaulfield@selby.gov.uk
Julie Slatter	Director of Corporate Services and Commissioning	01757 292071 / jslatter@selby.gov.uk
Karen Iveson	Chief Finance Officer	01757 292056 / kiveson@selby.gov.uk
Gillian Marshall	Solicitor to the Council	01757 292095 / gmarshall@selby.gov.uk

Definition of Key Decisions

In accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document serves as Selby District Council's notification of key decisions and private items. There is a legal requirement for local authorities to publish a notice setting out the key decisions and decisions which may be taken in private 28 clear days before such decisions are taken.

It contains details of decisions for the next four months and is supplemented by the publication of the agenda 5 clear working days before the meeting. It will be updated and published at the end of each month. All items listed on the attached Plan are key decisions and those which are private items are outlined as such.

A Key Decision is any decision which is financially significant for the service or function concerned because it relates to expenditure or savings of more than £150,000 or which will have a significant impact on people who live and work in an area covering two or more district wards.

If you would like further information on any of the items shown in this forward plan please contact the respective officer(s) for each item. Copies of, or extracts from the documents to be submitted to the decision maker may be obtained from the relevant Contact Officer listed in the table below or from Democratic Services, Selby District Council, Civic Centre, Doncaster Road, Selby, YO8 9FT following their publication. Other documents relevant to the matters to be considered may also be submitted to the decision maker and these can be obtained via the same process as mentioned above.

To make your views known on any of the items you may contact the Councillors shown; alternatively you may contact the officer(s) shown and he/she will ensure that a written note of your views is presented to the decision-maker before a decision is taken.

All meetings at which key decisions will be considered are open to the public, unless the subject matter is such that Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 allows the matter to be considered in private. For information about attending meetings or for a copy of the Forward Plan, please contact Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk. A copy is also available at the Council's website, www.selby.gov.uk

In relation to **private meetings**, the reason an item is expected to be covered in private will be identified in accordance with the exempt information categories which are set out in Part 1 of Schedule 12A of the Local Government Act 1972 as amended):

Paragraph	Category/explanation
1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person. (Including the authority holding that information)
4	Information relating to any consultations or negotiations or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes – a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation of prosecution of crime.

The document sets out the items which are to be covered in private at the below meetings. Any representations as to why the item should not be covered in private should be sent to Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk.

The Council will publish a further notice 5 clear days before the relevant meeting which will give the Council's response to any such representations.

Important Note

This document sets out the Council's intentions as to future decisions as at the date of publication. However, if circumstances change, the Council reserves the right to publish an updated version of this document and/or rely on the provisions in the regulations as to urgent decisions.

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Documents to be Submitted to the Decision Maker	Public/Private	Lead Councillor	Lead Officer/Report Author
19-Sep-17	Special Executive	Car Park Strategy 2017-2020 and Tarriffs	To approve the Car Park Strategy and Car Park Tariffs following public consultation and consideration by Council.	Report of the Director of Economic Regeneration and Place and the Director of Corporate Services and Commissioning	Public	Cllr Chris Metcalfe E-mail: cmetcalfe@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 June Rothwell, Head of Operational Services (Access Selby) E-mail: jrothwell@selby.gov.uk Tel: 01757 292103
12-Oct-17	Officer	Tender for Procurement of Insurance Services	Report to seek approval to award the Insurance contract to the winning bidder of the Tender Process	Report of the Chief Finance Officer	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
12-Oct-17	Executive	Housing Development Programme	Adoption of revised Housing Development Programme	Report of the Director of Economic Regeneration and Place	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 James Cokeham, Head of Strategic Planning, Policy and Economic Development E-mail: jcokeham@selby.gov.uk Tel: 01757 292118 Chris Kwasniewski, Housing Development Consultant E-mail: ckwasniewski@selby.gov.uk Tel: 01757 292299

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Documents to be Submitted to the Decision Maker	Public/Private	Lead Councillor	Lead Officer/Report Author
12-Oct-17	Executive	Review of Parks and Open Spaces Byelaws	To give approval to apply to the Secretary of State for approval to adopt a new set of byelaws for parks and open spaces	Report of the Head of Commissioning, Contract and Procurement	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Keith Cadman, Head of Commissioning, Contract and Procurement Email: kcadman@selby.gov.uk Tel: 01757 292252 Aimi Brookes, Contracts Team Leader Email: abrookes@selby.gov.uk Tel:01757 292269
12-Oct-17	Executive	National Non Domestic Rates Local Discretionary Relief Scheme - Consultation Findings	Report informing Executive of consultation outcome and proposal for SDC scheme	Report of the Head of Operational Services	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	June Rothwell, Head of Operational Services (Access Selby) E-mail: jrothwell@selby.gov.uk Tel: 01757 292103
12-Oct-17	Officer	Pointing, Brickwork and Stone Repairs Contract	To approve award of pointing, brickwork & stone repairs contract	Report of the Director of Corporate Services and Commissioning	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Julie Slatter, Director of Corporate Services and Commissioning E-mail: jslatter@selby.gov.uk Tel: 01757 292071
02-Nov-17	Executive	Edgerton Lodge	Disposal and development options for Edgerton Lodge site, Tadcaster.	Report of the Director of Economic Regeneration and Place	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 James Cokeham, Head of Strategic Planning, Policy and Economic Development E-mail: jcokeham@selby.gov.uk Tel: 01757 292118 Chris Kwasniewski, Housing Development Consultant E-mail: ckwasniewski@selby.gov.uk Tel: 01757 292299

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02-Nov-17	Executive	Financial Results and Budget Exceptions Report Quarter 2	To provide the Executive with details of major variations between budgeted and actual expenditure and income for quarter two of 2017/18.	Report of the Chief Finance Officer	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
02-Nov-17	Executive	Tresury Management Monitoring Report Quarter 2	To review the Council's borrowing and investment activity (Treasury Management) for quarter two of 2017/18.	Report of the Chief Finance Officer	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
07-Dec-17	Executive	Draft Revenue Budget and Capital Programme and Medium Term Financial Plan	To consider the draft revenue budget, capital programmes and Programme for Growth for 2018/19 to 2020/2021 prior to public consultation.	Report of the Chief Finance Officer	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
04-Jan-18	Executive	Housing Rents 2018/19	To present proposals for Housing Revenue rent levels in accordance with Central Government's current policy on rent setting.	Report of the Chief Finance Officer	Public	Cllr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056