

Selby District Council



Agenda

Meeting: **Executive**
Date: **7 July 2011**
Time: **4pm**
Venue: **Committee Room 2**
To: Councillor Mark Crane, Councillor Mrs Gillian Ivey, Councillor Cliff Lunn, Councillor John Mackman and Councillor Chris Metcalfe

1. Apologies for absence

2. Minutes

The Executive is asked to approve the minutes of the meeting held on 2 June 2011. Pages 4 to 10.

3. Disclosures of Interest

Members of the Executive should disclose personal or prejudicial interest(s) in any item on this agenda.

4. Scrutiny Committee Referral to the Executive – Selby College Sports Pitch – Key Decision

Report E/11/8 asks the Executive to consider the report from Scrutiny Committee in respect of the Call In of report E/11/6. Pages 11 to 19.

5. Community Engagement Strategy

Report E/11/9 seeks to update the Executive on the revised Draft Community Engagement Strategy 2011-2014. Pages 20 to 54.

6. Review of Car Parking Fees

Report E/11/10 provides the Executive with the options for fee increases and considers the financial impact of the options and the strategic fit to corporate objectives. Pages 55 to 60.

7. Core Strategy Update

Report E/11/11 sets out the results of an independent review panel into policy CP1A of the Local Development Framework Core Strategy. Pages 61 to 69.

8. Annual Report

Report E/11/12 asks the Executive to receive the proposed text for the Council's Annual Report 2010/11. Pages 70 to 104.

9. Overview and Scrutiny Committee Work Programmes

Report E/11/13 informs members of the Executive of the draft Work Programmes which have been developed for Policy Review, Scrutiny and Audit Committees. Pages 105 to 113.

10. Selby District Council Employer Discretion Policy (LGPS) 2009 (Early Retirement Policy)

Report E/11/14 asks the Executive to adopt the discretion policy. Pages 114 to 132.

11. Private Session

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following item as there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 4 and 2 of Part 1 of Schedule 12(A) of the Act.

12. Review of Countryside Management Service – Key Decision

Report E/11/15 presents the Executive with the options available for the future delivery of Countryside Management across the District. Pages 133 to 143.

13. CCTV Provision

Report E/11/16 reviews and makes recommendations to the Executive on the Council's CCTV provision and arrangements for monitoring and maintenance in the future. Pages 144 to 153.

M Connor
Chief Executive

Dates of next meetings
21 July 2011 Executive Briefing
28 July 2011 Executive

Enquiries relating to this agenda, please contact Glenn Shelley on:

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Selby District Council



Minutes

Executive

Venue:	Committee Room 2, the Civic Centre, Portholme Road, Selby
Date	2 June 2011
Present:	Councillor M Crane (Chair) and Councillors G Ivey, C Lunn and J Mackman
Apologies for Absence:	Councillor C Metcalfe
Officers present:	Martin Connor - Chief Executive Jonathan Lund – Deputy Chief Executive Karen Iveson – Executive Director Mark Steward, Managing Director, Access Selby Janette Barlow – Director of Business Services Alison Davison – PA to the Chief Executive

NOTE: All decisions are subject to call-in arrangements. The deadline for call-in is 5pm 14 June 2011. Decisions not called in may be implemented on 15 June 2011.

1. Declarations of Interest

Councillor C Lunn disclosed a personal and prejudicial interest in the business set out at Minute 8 [Selby College Sports Pitch] arising from his membership of the College Board of Governors and he left the meeting during discussion and voting on that item.

2. Start time of Executive meetings

Discussion took place on the start time for Executive meetings, and proposals to start at 10.00 a.m. or 4.00 pm were considered

Resolved: To start Executive meetings at 4.00 pm and to review the matter again in 6 months.

Reasons for decisions: To give Councillors who work or who have other daytime commitments the greatest opportunity to attend Executive Meetings.

3. Executive appointments to representatives on outside bodies

Councillor Mrs G Ivey presented **Report E/11/1** setting out details of representatives on outside bodies. It was noted that the proposed representative on the Selby Area Internal Drainage Board should be amended to delete Councillor M Dyson and insert Councillor J Mackman.

Resolved:

- i) To receive and note Report E/11/1;**
- ii) To approve the schedule of appointments on outside bodies, as amended, attached at appendix A;**
- iii) To add to the schedule the appointment of Councillor J Mackman to the York and North Yorkshire Spatial Planning Board.**

Reasons for decisions: To ensure that Selby District Council is properly and appropriately represented on those outside bodies which undertake work of an executive nature.

4. 2010/11 Final Accounts Outturn report – Key Decision

Councillor C Lunn presented **Report E/11/2** setting out the final accounts outturn for 2010/11.

Resolved:

- (i) To receive and note Report E/11/2 and endorse the actions of officers set out in the report;**
- (ii) To note the estimated outturn position on the Council's General Fund and Housing Revenue Account for 2010/11;**
- (iii) To carry forward the £2,985,815 General Fund and Housing Revenue Account revenue and capital budget, as set out at Appendix C;**

- (iv) **To endorse the actions of the Executive Director (S151) in adding the saving generated in the General Fund to the Spend to Save Reserve.**

Reasons for decisions:

- i. To ensure that budget exceptions are brought to the attention of the Executive with explanations from officers; in order to approve remedial action as necessary.
- ii. To establish appropriate levels of reserves to support future issues from the exceptions and approve carry forward budget requests to ensure ongoing committed projects are completed.

5. Treasury Management Outturn Report

Councillor C Lunn presented **Report E/11/3** setting out the results of the Treasury Management function for 2010/11.

Resolved:

- (i) **To receive and note Report E/11/03;**
- (ii) **To endorse the actions of the officers on the Council's treasury activities for 2010/11.**

Reasons for decisions: To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular Treasury Management monitoring reports including the annual review.

6. Private Sector Housing Assistance Policy

Councillor Mrs G Ivey presented **Report E/11/4** seeking endorsement of the Private Housing Assistance Policy 2011-12 which sets out the way in which the Council intends to support the repair, improvement and adaptation of private housing across the district.

Resolved:

- (i) **To receive and note Report E/11/4;**
- (ii) **To endorse the Private Housing Assistance Policy 2011/12.**

Reasons for decisions: To facilitate the delivery of the private sector housing assistance service in 2011/12.

7. North Yorkshire Building Control Partnership

Councillor J Mackman presented **Report E/11/5** on proposals to amend the number of members of the Partnership Joint Committee.

Resolved:

- (i) To receive and note Report E/11/5;**
- (ii) With immediate effect, to amend the number of elected members representing this Council on the North Yorkshire Building Control Partnership from two to one;**
- (iii) To approve the variation of the North Yorkshire Building Control Partnership agreement necessary to effect this change.**

Reasons for decisions: To give effect to changes to the Partnership's governance which have been agreed by the other member Councils.

Having declared a personal and prejudicial interest in the item set out below Councillor C Lunn left the meeting.

8. Selby College Sports Pitch

Councillor M Crane presented **Report E/11/6** asking the Executive to consider whether to release the sum of £250,000 towards the cost of providing an all weather sports pitch at Selby College and, subject to the provision of a community use agreement, to secure appropriate community access to the new facility or pursue the alternative of investment at Abbey Leisure Centre.

Details of the scheme proposed by Selby College were considered. There was discussion on the proposals to refurbish the existing all weather pitch at Abbey Leisure Centre.

Resolved:

- (i) To receive and note Report E/11/6;**
- (ii) To pursue the refurbishment of the existing all weather pitch at Abbey Leisure Centre, with the Council's leisure service partner.**

Reasons for decisions: To focus the Council's capital funds on the refurbishment of an existing leisure facility which is owned and operated by the Council for the whole community and to do so in partnership with the Council's leisure service partner WLCT.

Councillor C Lunn returned to the meeting.

9. Exclusion of the Press and Public – Private Session

Resolved: In accordance with Section 100(A)(4) of the Local Government Act 1972 and in view of the nature of the business to be transacted, to exclude the press and public from the meeting during discussion of the following item as there is likely to be disclosure of exempt information.

10. Land Sales

Councillor M Crane presented exempt **Report E/11/7** giving an update on the sale of land at the Civic Centre site (Portholme Road, Selby) and on proposals to sell other non-operational sites, together with the proposal to relocate the existing telecommunications mast from the Civic Centre site to Prospect Way, Selby.

RESOLVED:

- (i) To receive and note Report E/11/7;**
- (ii) To accept the offer to purchase land at Dunelm Farm, Riccall, subject to an appropriate overage clause and an agreed development timetable;**
- (iii) To offer the remaining Civic Centre site (Portholme Road, Selby) on the open market;**
- (iv) To commission a business case for the relocation of the mast at the Civic Centre site.**

Reasons for decisions: All of the land concerned will shortly be surplus to the Council's requirements and the offers to purchase are time limited. The offers represent the potential to generate significant capital receipts in excess of the amounts budgeted for and early action to consider the offers and respond will increase the likelihood of a successful outcome.

OUTSIDE BODY	CURRENT COUNCILLORS REPRESENTATIVE	TERM EXPIRES/NO. OF PLACES	REPORT REFERENCE NO.	TERM EXPIRES/NO OF PLACES
Local Government North Yorkshire and York	Cllr M Crane	2012 (1)	E/11/1	2012 (1)
Local Government Association	Cllr C Metcalfe Deputy – Cllr C Lunn	2012 (2)	E/11/1	2012 (2)
Local Authorities -Yorkshire and the Humber	Cllr M Crane	2012 (1)	E/11/1	2012 (1)
Yorkshire and Humber Employers' Committee	Cllr M Crane	2012 (1)	E/11/1	2012 (1)
Selby District Local Strategic Partnership	Cllr G Ivey	2012 (1)	E/11/1	2012 (1)
York and North Yorkshire Development Board (Partnership Unit – Secretariat)	Cllr C Metcalfe	2012 (1)	E/11/1	2012 (1)
York & North Yorkshire Strategic Housing Board	Cllr G Ivey sub: Cllr J Mackman	2012 (1)	E/11/1	2012 (1)
Leeds City Region	Cllr M Crane	2012 (1)	E/11/1	2012 (1)
Leeds City Region Housing Panel	Cllr J Mackman	2012 (1)	E/11/1	2012 (1)
The First Ainsty Internal Drainage Board	Cllr D Mackay Cllr K Ellis	2012 (2)	E/11/1	2012 (2)
Knottingley to Gowdall Drainage Board (evening meetings) - To Amalgamate with the Went Board from April 2012. This date may be brought forward to October 2011	Cllr Mrs G Ivey Cllr Mrs S Ryder Cllr M Jordan Cllr Mrs A Spetch Cllr Mrs C Mackman	2012 (8) Amalgamated Board will have 5 places	E/11/1	2012 (8)
Ouse and Derwent Internal Drainage Board First Electoral Division – Ouse	Cllr W Inness Cllr J Cattnach Cllr K Ellis	2012 (6)	E/11/1	2012 (3)
Third Electoral Division – Cliffe	Cllr Mrs S Duckett Cllr Mrs K McSherry Cllr J Deans			(3)
Selby Area Internal Drainage Board	Cllr J Mackman Cllr M Hobson Cllr C Pearson	2012 (11)	E/11/1	2012 (11)

	Cllr K Ellis Cllr I Chilvers Cllr Mrs A Spetch Cllr Mrs J Dyson Cllr R Sayner Cllr Mrs C Mackman Cllr D Peart Cllr R Price			
Went Internal Drainage Board (afternoon meetings) To amalgamate with the Knottingley to Gowdall in April 2012. This date may be brought forward to October 2011	Cllr Mrs G Ivey Cllr Mrs S Ryder Cllr M Jordan Cllr Mrs A Spetch Cllr Mrs C Mackman	2011 (6) Amalgamated Board will have 5 places	E/11/1	2012 (6)
North Yorkshire Building Control Partnership	Cllr J Mackman Sub: Cllr C Lunn	2012 (1 place and 1 sub)	E/11/1	2012 (2)
Groundwork (North Yorkshire)	Cllr I Nutt Cllr J Thurlow	2012 (2)	E/11/1	2012 (2)
Community Safety Partnership	Cllr M Hobson	2012 (1)	E/11/1	2012 (1)
North Yorkshire Joint Procurement Committee	Cllr M Crane	2012	E/11/1	2012 (1)
Leisure Forum (Partnering board)	Cllr Mrs G Ivey	2012	E/11/1	2012 (1)
Environmental Services Contract Partnering Board	Cllr C Metcalfe	2012	E/11/1	2012 (1)
Audit Consortium Partnership	Cllr C Lunn sub: Cllr M Crane	2012 (1 place only + sub:)	E/11/1	2012 (2)
North Yorkshire Waste Management Partnership	Cllr M Dyson	2012 (1)	E/11/1	2012
North Yorkshire Spatial Planning Board	Cllr J Mackman	2012	E/11/1	2012

Selby District Council

REPORT

Reference: E/11/8

Item 4 - Public



To: The Executive
Date: 7 July 2011
Status: Key Decision
Report Published: 29 June 2011
Author: Glenn Shelley, Democratic Services Manager
Executive Member: Councillor M Crane
Lead Officer: Keith Dawson

Title: Scrutiny Referral to the Executive – Report E/11/6 Selby College Sports Pitch.

Summary: The report outlines the reasons provided by Scrutiny Committee in asking the Executive to reconsider its decision in respect of Report E/11/06 Selby College Sports Pitch.

Recommendations:

That the Executive considers the challenges made by Scrutiny Committee in reconsidering its decision on report E/11/6.

Reasons for recommendation

To ensure the Council operates a robust decision making process in line with the Constitution.

1. Introduction

1.1 At its meeting on 2 June 2011, the Executive received report E/11/6 – Selby College Sports Pitch (attached at appendix a). The Executive made the below decision extracted from the minutes (attached at appendix b).

- (i) To receive and note Report E/11/6;
- (ii) To pursue the refurbishment of the existing all weather pitch at Abbey Leisure Centre, with the Council's leisure service partner.

- 1.2 Following publication of the decision, a Call In request was received from Councillors Mrs W Nichols, J Crawford, B Packham, D Peart and Mrs D Davies.
- 1.3 The Call In request was considered at the meeting of Scrutiny Committee on 21 June 2011. The Committee heard from Councillor Mark Crane, Martin Eden from Wigan Leisure and Culture Trust and Alan Stewart and Vernon Wells from Selby College.

2. The Report

- 2.1 Scrutiny Committee debated the issue at length and resolved to ask the Executive to reconsider the decision made on 2 June 2011. The Committee questioned whether all relevant matters had been taken into account by the Executive in reaching a decision.
- 2.2 Specifically, upon hearing from Selby College representatives, Scrutiny Committee questioned the communication between Selby District Council and the College regarding the provision of the Sports Pitch. The Committee heard that, had the College been provided with more information as to the likelihood of the funding being unavailable to them, they would have welcomed the opportunity to discuss a number of alternative proposals.
- 2.3 Scrutiny Committee felt that the Executive should have been afforded the opportunity to consider such proposals before making its decision on 2 June 2011.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Any legal issues arising are identified within the report received by the Executive E/11/6.

3.2 Financial Issues

These are covered within the report considered by the Executive.

4. Conclusion

That the Executive reconsider its decision in respect of report E/11/6 following the debate at Scrutiny Committee on 21 June 2011.

Appendices:

Appendix A – Executive Report E/11/6 Selby College Sports Pitch
Appendix B - Minutes extract of the Executive meeting 2 June 2011
Appendix C – Minutes extract of the Scrutiny Committee 21 June 2011

Selby District Council

REPORT

Reference: E/11/6

Item 9 - Public



To:	The Executive
Date:	2 June 2011
Status:	Key Decision
Report Published:	23 May 2011
Author:	Jonathan Lund, Deputy Chief Executive
Executive Member:	Leader of the Council
Lead Officer:	Keith Dawson, Director of Community Services

Title: Selby College Sports Pitch

Summary: This report asks the Executive to consider whether to release the sum of £250,000 towards the cost of providing an all weather sports pitch at Selby College and subject to the provision of a community use agreement to secure appropriate community access to the new facility or pursue the alternative of investment at Abbey Leisure Centre.

Recommendations:

- i. **To consider whether to release £250,000 from the Council's Capital Programme as a contribution towards the Selby College Sports Pitch Project and subject to an appropriate community use agreement at the site; or**
- ii. **Pursue the refurbishment of the existing all weather pitch at Abbey Leisure Centre with the Council's leisure service partner.**

Reasons for recommendation

The Executive is asked to determine a way forward so that Selby College knows whether or not the Council is likely to support its scheme.

1. Background

- 1.1. A number of years ago Selby District Council entered into agreements with Selby College and Selby Town Football Club designed to facilitate the relocation of the Football Club from its

current ground adjacent to the Abbey Leisure Centre to new facilities adjacent to the College, together with the provision of an all weather pitch with community facilities on the College site.

- 1.2. For a number of reasons it became clear that the Football Club would be unable to proceed with the project and, in February 2010, the College approached Selby District Council to discuss the possibility of delivering a substantial part of the project in partnership.
- 1.3. The proposal was to upgrade the existing grass pitches at the college site; provide a new, floodlit, 3rd Generation (3G) all weather pitch; four FA approved team and officials' changing rooms; a community hall, meeting room, ancillary kitchen and toilets. The South Selby Tenants' and Residents' Association were also closely involved in the proposals and agreed to develop a community use agreement for the new facilities.
- 1.4. Funding for the proposal would come from the College, Selby District Council, the Football Association, the Coalfield Regeneration Trust and, potentially, from a renegotiated section 106 agreement in respect of the Staynor Hall development. This latter contribution would depend on whether support could be obtained to divert the section 106 agreement funding intended to provide a community centre at Staynor Hall on the basis that the new community facility at the College could serve the whole of South Selby.
- 1.5. Selby College agreed to lead the project, draw up plans, obtain planning permission and procure the development. Selby District Council set aside £250,000 in the capital programme in the 2010/11 budget. In addition a further £65,000 was secured as a section 106 contribution to the scheme arising from the re-development of the neighbouring Tate and Lyle site, which included development of a derelict former sports pitch.
- 1.6. However, over time it became clear that the £250,000 sought from the Coalfield Regeneration Trust would not be granted and the Football Association began to significantly reduce its promise of funding from an initial £350,000 to £100,000. It was also clear that, as a result of the slowdown in the housing market, even if agreement could be obtained, the obligation on the developers of the Staynor Hall site to provide community facilities would not coincide with the timetable for the proposed sports pitch development. As a consequence the scale and scope of the proposal was reduced significantly.

2. The Current Proposal

- 2.1. The current proposal is to use funding from Selby College, Selby District Council (£250,000) and the Tate and Lyle Site s106 funding (£65,000) to provide a new floodlit and fenced, 3G all weather sports

pitch at the college site together with a community use agreement providing community access to the facility. Changing rooms would be provided in the College's existing buildings until such time as external funding for dedicated changing facilities could be secured. There would be no community hall or meetings rooms.

- 2.2. The College would manage and maintain the site and would retain the income generated from hire, including making provision for repair and replacement.
- 2.3. The Council's current all weather sports pitch at Abbey Leisure Centre is in a deteriorating state of repair and would need to be comprehensively refurbished in the near future if it was to continue in use. Investment in a new facility at Selby College could mean that the facility at the Abbey Leisure Centre could be closed. Whilst this would remove a small income stream at Abbey Leisure Centre (currently £17,000 per year) it would also relieve the council of a liability for repair and maintenance and could open up the site for appropriate redevelopment.
- 2.4. These possibilities were explained to Wigan Leisure and Cultural Trust (WLCT) before the existing contract with them was entered into.

2.5. The Alternative

- 2.6. As an alternative to supporting a new all weather pitch at Selby College the Council has discussed the possibility of investing in the existing Abbey Leisure Centre pitch.
- 2.7. WLCT has indicated that it would welcome such an investment and has advised that the provision of a new 3G rubber-filled carpet suitable for both soccer and hockey would cost up to £250,000 and would take up to 6 months to design, procure and implement. There is some risk that, once the existing carpet is removed, more substantial works to the substructure may be necessary that would add to the costs. WLCT is confident that if the works were undertaken the new facility could generate an annual income of £40,000 - £50,000 pa. WLCT would be willing to discuss the potential of sharing with the Council both the initial cost of refurbishment and the additional income.
- 2.8. Such a shared investment would, however, necessitate leaving the site as a sports pitch for the remaining life of the Leisure Service contract (9 years)

3. Legal/Financial Controls and other Policy matters

3.1. Legal Issues

- 3.2. There are no legal issues arising from this report beyond the need to draft and enter into an appropriate community use agreement with Selby College if the Executive agrees to contribute £250,000 to the Selby College Sports Pitch Project.
- 3.3. The section 106 agreement entered into in respect of the former Tate and Lyle site provides that the developer pays a sports pitch contribution of £65,000 to the Council. The Section 106 Agreement requires the Sports Pitch Contribution to be used towards the provision of sports facilities or enhancement and improvement of facilities at Selby College pursuant to the planning permission granted for new changing facilities/function room and an all weather floodlit sports pitch.
- 3.4. Financial Issues**
- 3.5. The Council's capital programme includes the sum of £250,000 towards the Selby College Project (although at the time the provision was set aside the project included provision of a community centre/hall/meeting room).
- 3.6. The £65,000 section106 contribution has been received by the Council and is ready to be allocated.

4. Conclusion

- 4.1. The Council has up to £250,000 available to invest in a new all weather sports pitch and has the option of:
- a. Investing in a new facility at Selby College in return for agreed community use, relinquishing a liability for future management, maintenance and repair, foregoing a small income stream and releasing a site adjacent to the Abbey Leisure Centre for appropriate redevelopment; or
 - b. Investing in partnership with WLCT in the existing Abbey Leisure Centre all weather pitch, retaining overall responsibility and control and closing off the option of redevelopment in the medium term, but retaining a share of a forecast additional income.

Background Documents

Contact Details: Jonathan Lund (jlund@selby.gov.uk)

Appendices: None

Extract from Executive Minutes 2/6/11

Having declared a personal and prejudicial interest in the item set out below Councillor C Lunn left the meeting.

Selby College Sports Pitch

Councillor M Crane presented **Report E/11/6** asking the Executive to consider whether to release the sum of £250,000 towards the cost of providing an all weather sports pitch at Selby College and, subject to the provision of a community use agreement, to secure appropriate community access to the new facility or pursue the alternative of investment at Abbey Leisure Centre.

Details of the scheme proposed by Selby College were considered. There was discussion on the proposals to refurbish the existing all weather pitch at Abbey Leisure Centre.

Resolved:

- (i) To receive and note Report E/11/6;**
- (ii) To pursue the refurbishment of the existing all weather pitch at Abbey Leisure Centre, with the Council's leisure service partner.**

Reasons for decisions: To focus the Council's capital funds on the refurbishment of an existing leisure facility which is owned and operated by the Council for the whole community and to do so in partnership with the Council's leisure service partner WLCT.

Councillor C Lunn returned to the meeting.

Scrutiny Committee Minutes Extract

CALL IN EXECUTIVE DECISION (E/11/6) SELBY COLLEGE SPORTS PITCH – SC/11/1

The report was presented by Karen Iveson, Executive Director. It provided details of a Call In request that had been received in respect of Executive Report E/11/6.

The Committee considered the reasons for call in. It was agreed to first hear the views from the persons invited to the meeting.

First to address the Committee was Mark Crane, Leader of Council, who provided the background to the report and the reason for the decision. The Executive felt that their decision to switch the location of the pitch from Selby College to Abbey Leisure Centre offered greater reward to Selby District Council and residents.

Next to speak was Martin Eden, Wigan Leisure and Culture Trust (WLCT), who highlighted the deterioration of the existing all-weather pitch at Abbey Leisure Centre and how the Council funding would provide a much improved facility. WLCT estimated an income of £40k from the improved facility and would be prepared to underwrite that value of income. Martin Eden advised councillors that the current pitch would soon reach the end of its lifespan and would be unfit for use. This would create an income shortfall of £17k which WLCT could seek to recoup in a renegotiated contract with Selby District Council.

Mr Eden was asked how WLCT had arrived at their income projections for a new pitch. The Committee heard that they were based on the viewing of similar facilities elsewhere and the utilisation of the facility as three pitches instead of the current practice of two.

He also informed the Committee that the introduction of a 3G pitch would expand current usage to Rugby and, in addition, of negotiations with the Rugby Football League (RFL) for the introduction of a Rugby League Development Officer, funded by the RFL, that would benefit the community.

Mr Alan Stewart, Principal of Selby College addressed the Committee and gave the background to the original scheme going back to 2002 and the plan to develop a premier facility by Selby College, Selby District Council and Sport England.

Mr Stewart informed the Committee that, had they been aware that Selby Council was considering working with WLCT, they would have been happy to consider a number of options including a facility, administered by WLCT, using College land and facilities.

Vernon Wells, on behalf of the Board of Governors, supported the views of Mr Stewart and felt disappointed by the withdrawal of Council funding.

The Committee asked if the College were in a position to move forward independently with alternative funding. Mr Stewart explained that funding from the Football Foundation may be an option, however given the current economic climate it was unlikely the College would be able to raise the funds required.

Having heard from all parties invited to the meeting, the Chair thanked them all for valued input and the Committee returned to the matter of the validity of the Call In. Following a vote, the Committee accepted the Call In as valid. The Committee then voted on the options available and the decision was made to refer the matter back to the Executive further consideration.

RESOLVED:

- i) Executive Decision E/11/6 – Selby College Sports Pitch is accepted as a valid Call In;**

- ii) Executive Decision E/11/6 – Selby College Sports Pitch is referred back to the Executive for further consideration.**

REASONS FOR DECISIONS:

The Committee considered that all matters had not been taken into account in reach a decision.

Selby District Council

REPORT

Reference: E/11/9

Item 5 - Public



To: The Executive
Date: 16 June 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Drew Fussey
Executive Member: Communities
Lead Officer: Rose Norris

Title: Community Engagement Strategy

Summary: To update Executive Members on the revised draft Community Engagement Strategy 2011 – 2014.

Recommendations:

- i. To note the findings of the 'Big Picnic' consultation event; and
- ii. To agree that the proposed new Community Engagement Strategy goes forward for adoption.

Reasons for recommendation

1. Introduction and background

During 2011 work has been undertaken to develop a new Community Engagement Strategy for the Council.

The Community Engagement Strategy applies to all community engagement and consultation activity undertaken either directly by the council or by others on behalf of or in partnership with the council. The strategy sets out the principles by which the council engages and consults with communities, be they communities of interest or of place.

To ensure that our communities and residents are at the heart of this review a “Big Picnic” consultation event was held at the Civic centre on the evening of 19 April 2011. The findings report is attached with this report.

2. The Report

The new Community Engagement Strategy (attached at Appendix 1) will ensure that the Council complies with existing legislation around engagement and consultation, but more importantly, it will provide a framework for how we support and develop community engagement in the Selby District through Community Engagement Forums (CEFs) and other means. It will also ensure that the opinions of our communities are taken into account in the development of council services as part of an ongoing needs assessment approach.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Good community engagement and consultation is a requirement of a number of existing and forthcoming pieces of legislation, including the existing Duty to Involve and the provisions in the Localism Bill.

3.2 Financial Issues

Consultation and engagement are valuable tools in helping the council prioritise its services. There are no new financial implications in relation to the council adopting this new strategy. The council has had a community engagement strategy in place for a number of years; it is hoped that the new strategy and protocols will help focus on priorities, avoid duplication of effort and ensure greater efficiency in how we engage.

4. Conclusion

The new Community Engagement Strategy will provide a useful framework for how the Council supports and develops community engagement in Selby District.

5. Background Documents

The revised Community Engagement Strategy and the results from the Big Picnic consultation event are attached with this report.

Contact Details Rose Norris

Appendices: Community Engagement Strategy 2011 – 2014
 “Big Picnic” consultation event findings report

DRAFT COMMUNITY ENGAGEMENT STRATEGY 2011-2014

1.0 SCOPE AND PURPOSE OF THE STRATEGY

The Community Engagement Strategy applies to all community engagement and consultation activity undertaken either directly by the council or by others on behalf of or in partnership with the council. The strategy sets out the principles by which the council engages and consults with communities, be they communities of interest or of place.

2.0 BACKGROUND

The Coalition Government, through the Localism Bill and the 'Big Society' agenda, is seeking to end the concentration of power within central government and the top-down control of communities, in order to allow local people the freedom to run their lives and neighbourhoods in their own way. As part of this shift towards empowerment and engagement, local people and communities will be able to shape local services and hold to account those responsible for delivering them.

This Community Engagement Strategy will ensure that the Council complies with existing legislation around engagement and consultation, but more importantly, it will provide a framework for how we support and develop community engagement in the Selby District through Community Engagement Forums (CEFs) and other means. It will also ensure that the opinions of our communities are taken into account in the development of council services as part of an ongoing needs assessment approach.

3.0 AIM OF THE STRATEGY

The aim of the strategy is to create engaged communities, ensuring that our communities become more capable of shaping their own circumstances, helping people to help themselves whilst playing a constructive role in shaping the council's priorities, designing and commissioning of services.

4.0 THE IMPORTANCE OF COMMUNITY ENGAGEMENT

4.1 *Why do we engage?*

Effective community engagement is about providing people with opportunities to talk to the Council about their concerns and needs. This is at the heart of the empowerment and Big Society agenda. The council has had a longstanding commitment to this through its strategic theme 'Putting Customers First'.

The council believes that engaging communities will lead to:

- better decision-making;
- reaching excluded communities;
- mobilising community-based expertise and resources;
- sustainable solutions to difficult problems;
- encouraging ownership by communities; and
- empowering communities to address issues that affect them.

Over the last few years the council has improved the quality and quantity of its consultations, communications and community involvement. Through the widening of both traditional and more innovative engagement methods, it has been possible to reach those who are more excluded in our society.

The development of the Community Engagement Forums (CEFs) has opened up new opportunities for our communities, the council and partners to engage with each other.

Despite all of this progress, there is still a need for the council to do more to ensure that all our communities are enabled and empowered to engage with us, and move on the journey towards helping themselves, if the council's vision is to be achieved.

4.2 *What is good community engagement?*

To help shape this strategy and ensure its success, in April 2011, the council held a 'Big Picnic' consultation event to find out how best we can engage with communities. This was done by inviting community groups, CEF participants and other key community partners along to an interactive event. In the spirit of the Big Society ethos, participants were asked to bring food to share with others at the event, whilst discussing what community engagement means to them.

The Big Picnic reminded us of the importance of engaging effectively with communities and taught us that people believe the most effective way of engaging communities is to:

- Use different approaches to engage with the community on subjects that matter to them;
- Make events fun;
- Be honest; and
- Ensure prompt feedback is given.

4.3 *The different approaches to engagement*

Building on what we learnt from the Big Picnic, the approaches which we use will depend on a range of factors and circumstances, such as the reason for engaging others, what we will gain from their involvement, who they are and why we need to involve them. The table overleaf outlines a number of approaches, a description of the approach, and gives examples of how this has been used. Our intention is be as creative as possible with each method used so we achieve the best possible results.

Table 1: The different approaches to community engagement

Approach	Description	Example activities we already use
Informing people	One way communication aiming to make the community aware of local issues and initiatives.	<ul style="list-style-type: none"> • Website • Corporate Plan • Sustainable Community Strategy • 'Citizenlink' • Tenants' newsletters. • Community Engagement Forums (CEFs) • Community Centres • Existing Tenants Groups
Consulting people	Seeking the views of the community.	<ul style="list-style-type: none"> • Web and postal surveys • Telephone Surveys • Citizens' and tenants panels • Public meetings • Community Engagement Forums (CEFs) • Existing Tenants Groups
Involving, Empowering and Supporting people	Empowering the community to be partners with us in decision-making, problem solving and service delivery.	<ul style="list-style-type: none"> • Existing Tenants Groups • Community Engagement Forums (CEFs) • Working closely with our thriving third sector • Community involvement in the Local Development Framework

4.4 *Why inform people?*

Simply telling people about what the council is doing and our successes has a key role to play in improving community satisfaction with the Council. It can also help drive cultural change and improve perceptions.

4.5 *Why consult people?*

Consultation is important because listening and responding to the public, as citizens and service users, is fundamental to the work of the Council. Without it, we cannot be sure that our services are the right ones, or targeted in the most effective way.

4.6 *Why involve, empower and support people?*

By providing real opportunities for people to influence the decision-making process and giving them the opportunities to be part of the solutions to address local issues we can help people to help themselves. It also helps build understanding and respect.

5.0 THE TEN PRINCIPLES

Ten principles underlie the way the council carries out community engagement activity; this will ensure full consideration is given prior to any engagement activity.

Table 2: The Ten Principles

Principles	The Council's Commitment
Involvement	Careful consideration will be given to ensure all individuals and organisations with an interest in the focus of the engagement will be specifically involved in it. This ensures that those marginalised or excluded are not forgotten.
Support	Barriers to involvement will be minimised and people and groups will be supported to actively and effectively take part in community engagement.
Planning	Evidence will be gathered of the needs and available resources and this will be used to determine the purpose, scope and timescale of the engagement and the actions to be taken.
Methods	Methods of engagement that are fit for purpose will be used in the most creative way to encourage involvement.
Working together	When appropriate, clear procedures will be used to enable those participating in the engagement to work with one another efficiently and effectively.
Sharing information	Necessary information will be communicated between all those involved in the engagement.
Working with others	We will work effectively with others (e.g. other statutory bodies, the third sector, local interest groups) with an interest in the engagement.
Improvement	When ever possible the skills, knowledge and confidence of all those participating in the engagement will be developed.
Feedback	The results of the engagement will be fed back to the wider community and agencies affected.
Monitoring and evaluation	We will monitor and evaluate whether the engagement meets its purposes and whether it adheres to the principles set out in this strategy.

6.0 KEY MECHANISMS FOR EFFECTIVELY IMPLEMENTING COMMUNITY ENGAGEMENT

6.1 *The Key Mechanisms*

The council has established a number of communication and engagement channels which are outlined below. The council will continually strive to expand and improve the outcomes from each mechanism and enhance people's experience of being involved. The table below lists the mechanisms along with a description.

Table 3: Key Mechanisms

Mechanism	Description
Community Engagement Forums (CEFs)	The five Community Engagement Forums (CEFs) provide a direct link for the Council and our partners to meet the public face to face. They offer an opportunity to engage at all levels, from simply informing communities of relevant information to actively involving them in our decision making processes. The CEFs have empowered local people to be involved in and lead on local initiatives.
Tenants Groups	The new Tenant Participation Strategy is now complete and encompasses the "new regulatory framework for social housing in England April 2010". Tenant participation offers everyone an opportunity to provide the Housing Service with feedback at the level that they wish to participate. The Tenants' Scrutiny Panel will provide tenants with the opportunity to be involved in the decision making process of how we deliver our housing services to our tenants.
<i>Citizenlink</i>	<i>Citizenlink</i> is the Council's residents' newspaper. It is issued twice a year (usually spring and autumn) and includes information about a range of Council services. The newspaper is distributed directly to every home in the district to ensure total coverage of the area. The aim of the newspaper is two fold: to ensure residents have the information they need about their local services, as well as to highlight how taxpayers' money is being spent. There is a feed back mechanism, with residents able to contact a dedicated email address for more information about any aspect of the Council's work included in the newspaper.

6.2 *Communication and engagement resources*

The council will use a range of communication and engagement resources to help ensure that engagement is appropriate and proportionate. This will ensure co-ordination, maximise the use of resources, prevent duplication and help promote learning. These resources include the *Consultation Database*, the *Community Engagement Protocol* (see Annex 1), the *Corporate Community Engagement Registration Form* (see section 7.0 below and Annex 2) and SNAP Survey software.

6.3 *Statement of Community Involvement*

The Statement of Community Involvement (SCI) is a statutory requirement as part of the Local Development Framework (LDF). The purpose of the SCI is to set out in a clear and accessible format of how the Council intends to involve the local community and stakeholders including residents, businesses, interest groups and landowners in the preparation of planning policy documents through the LDF and throughout the life of other significant planning applications. The all SCI consultation and engagement activities follow the principles of this strategy and help to meet it aims.

6.4 *Roles and responsibilities*

It is essential everyone knows their role and responsibilities surrounding community engagement the table below outlines the key factors:

Corporate Management Team & Business Managers	<ul style="list-style-type: none">• Ensure that the relevant staff are aware of the Community Engagement Strategy and Community Engagement Protocol• Ensure that a community engagement timetable is included in business plans
Officers engaging with and involving the community	<ul style="list-style-type: none">• Ensure registration forms and outcome forms are completed and sent to the Communities Selby team• Assist in ensuring that engagement is co-ordinated• Act as a central point for Communities Selby enquiries about community engagement activity in their Service
Communities Selby	<ul style="list-style-type: none">• Maintain the community engagement database• Provide support on community engagement issues for Access Selby and the Council• Manage and enhance the CEF process

7.0 MONITORING, EVALUATION AND REVIEW

7.1 *Monitoring and Evaluation*

All consultation and community engagement events will be co-ordinated and evaluated using a quick and simple tool; this will also help ensure consistency and quality. All Council Core and Access Selby engagement work must be registered on a community engagement database. This is done by completing Part 1 of the *Corporate Community Engagement Registration Form* (which can be found on the Selby District Council intranet). After the consultation or event has taken place, Part 2 of the form should be completed in order to evaluate its effectiveness.

7.2 *Review*

The strategy will be reviewed annually to monitor its overall delivery and consider the effectiveness of individual initiatives.

8.0 FURTHER INFORMATION

For further information about community engagement, please contact Communities Selby.

9.0 ACTION PLAN

Action	Timescale	Responsible Officer	Outcomes
Ensure all Access Selby and Council community engagement activity is recorded on database	Ongoing	Communities Selby	Database up to date
Planned community engagement to be included in Access Selby, Communities Selby and Council Business Plans	Business plans completion date	Corporate Management Team & Business Managers supported by designated officers and Communities Selby	Planned engagement activity to be included in performance management system as actions/milestones
Work with partners organisations to develop a joint database of local engagement activities	April 2012	Communities Selby	Joint database developed

Annex 1

Community Engagement Protocol

This protocol is aimed at ensuring that community engagement is:

- pre-planned (though there will always be the need for some ad hoc work);
- relevant to the Council's Strategic Themes and Priorities;
- avoiding consultation fatigue wherever possible;
- reported back to those consulted;
- used in making decisions (e.g. changes to services/policy, etc.); and
- centrally recorded.

To do this it is proposed that:

- Business plan their programme of community engagement activity up to one year in advance (though there will always be the need for some ad hoc work);
- Access Selby, Communities Selby and the Council draw up community engagement timetables as part of Business planning;
- For each initiative a registration form be completed before the activity takes place;
- A form be completed after the activity, recording the outcome;
- Communities Selby establish and maintain a local database of past, current and planned community engagement activity (this will be available on the intranet), and the outcomes resulting from that activity; and
- That Access Selby, Communities Selby and the Council each have a nominated community engagement lead.

Their role will be to:

- Ensure registration forms and outcome forms are completed and sent to Partnerships & Commissioning
 - Assist in ensuring that engagement is co-ordinated within and across each business area
 - Act as a central point contact for engagement activity for their business area.
- Each Service to have at least one person trained in the use of SNAP survey software.

Other developments

It is hoped that partners organisations carrying out engagement activities will also feed details of their engagement activity into this system so that we have as complete a picture as possible of community engagement activity taking place within the district.

June 2011

COMMUNITY ENGAGEMENT REGISTRATION FORM Annex 2

Checklist

- Please use this form to register each community engagement initiative planned over the next year. Return it to Communities Selby
- *Have you spoken to your Community Engagement Working Group representative about this work? They need to know what community engagement activity you are planning.*
- *The representatives are:*
 Access Selby – TBC
 The Council – TBC
 Communities Selby – TBC

Part 1 - To be completed before the Community Engagement is planned and is carried out

Business Area: ✓ Access Selby The Council Core Communities Selby

Service Area: _____

Title of initiative/exercise _____

Start date: _____ End date: _____ Ongoing (✓)

Contact name _____ Ext/Tel _____

Is there a budget for this work? ✓ Yes No

Which Corporate Priority does this link to? _____

Please describe the role of council members in the initiative. ✓

Member of steering group Helping with drafting

Attending meetings Members are not involved

Other - please state _____

Reason for carrying out the initiative. Please ✓ the main reason.

General service planning Customer Care Best Value review

Service Improvement Plan Performance Indicator Research

Statutory requirement Scrutiny Other: _____

Who is being engaged? Please ✓ as many groups as apply

INDIVIDUALS - Allow a minimum 5 weeks for responses

- Citizens' Panel
- Residents (via other than CP)
- Service users/customers
- Visitors
- Commuters

**ORGANISATIONS
Allow a minimum of 12 weeks for response wherever possible**

- Partners
- Parish Councils
- Other statutory organisations
- Schools/Colleges
- Vol'/community sector

HARD TO REACH Allow a minimum of 12 weeks for response wherever possible

- Children/young people
- Age groups 50+
- People with physical/mental impairment
- Faith Groups
- Sexual orientation gr'ps

Suppliers

Businesses

Method/How will it be done. Please ✓ as many methods as apply.

- | | | | | | |
|----------------------------------|--------------------------|---------------------|--------------------------|-----------------|--------------------------|
| Questionnaire - written | <input type="checkbox"/> | Citizens' Panel | <input type="checkbox"/> | Mystery shopper | <input type="checkbox"/> |
| Questionnaire - 'phone | <input type="checkbox"/> | Referendum | <input type="checkbox"/> | Leaflet | <input type="checkbox"/> |
| Questionnaire - face to face | <input type="checkbox"/> | Interview | <input type="checkbox"/> | Newspaper | <input type="checkbox"/> |
| Focus/informed discussion group | <input type="checkbox"/> | Public meeting | <input type="checkbox"/> | Website | <input type="checkbox"/> |
| User/customer group | <input type="checkbox"/> | Consultation paper | <input type="checkbox"/> | | |
| Reply slip | <input type="checkbox"/> | Forum/reg'r meeting | <input type="checkbox"/> | | |
| Opinion Poll | <input type="checkbox"/> | Presentation | <input type="checkbox"/> | | |
| Media link/press release/article | <input type="checkbox"/> | Road show | <input type="checkbox"/> | | |

If you are using a method not listed above, please write it here: _____

If you are consulting/engaging with a group not listed, please write it here: _____

Any training needs relevant to this initiative: _____

Any other useful information/details _____

Now email your registration form to dfussey@selby.gov.uk

Part 2 – DO NOT COMPLETE THIS PART UNTIL AFTER YOU HAVE FINISHED THE CONSULTATION

Please note that for monitoring purposes this form will be returned to you for completion of this section after the initiative has taken place (for initiatives with a finite life-span).

Approximate number of people engaged/consulted on this initiative (i.e. given an opportunity to input, whether taken or not)

Cost of engagement:

Officer time (approx) _____ Other costs (e.g. printing, postage, room hire) £ _____

Did the consultation/engagement meet its objectives as set out in the project brief or other plans written beforehand? Yes No

Has feedback been given to the people you consulted? Yes No

Can you provide evidence of the consultation results being used in the decision making process, eg changes to a service/policy, reporting satisfaction, etc *please* ✓and specify below Yes No

Community Engagement Strategy Consultation

The Big Picnic 19 April 2011



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Introduction

Selby District Council's Community Engagement Strategy sets out the principles by which the council consults and engages with its communities, be they communities of interest or of place.

The current review of the Strategy is aimed at ensuring that these procedures:

- (a) encourage and facilitate the increasing public expectation to be involved in local decision making;
- (b) build on the opportunities offered by the CEFs for greater community and partner involvement in addressing local issues;
- (c) actively feed into the Council's Needs Assessment Framework; and
- (d) contribute directly to the development of Council policies, strategies and service delivery.

To ensure that our communities and residents are at the heart of this review a "Big Picnic" consultation event was held at the Civic centre on the evening of 19 April 2011.

Representatives from many community groups and partner organisations, Councillors, CEF Partnership Board members, and relevant officers were invited to come and tell us, in a structured but informal setting, how we can all help each other to achieve positive benefits for the people of Selby district.

In the spirit of the government's Big Society refreshments were provide but attendees were asked to bring food to share.

Further discussion topics included were:

- How we communicate and engage with the communities in the district?
- How best we can all work together to shape and improve the communities where we live and work?
- How should we be gathering your views on what is needed and not needed?
- How can we move towards local communities receiving locally tailored services?
- How can communities help us to help them? What will get more people involved in their communities?

Aims and Objectives

The Big Picnic aims and objectives were:

- To find out how best we can all work together to shape and improve the communities where we live and work;
- What are the best ways for us to talk to each other;
- How should we be gathering views on what is needed and not needed;
- How can we move towards local communities receiving locally tailored services;
- How can communities help us to help them; and
- What will get more people involved in their communities.

These were covered over the evening during the sessions.

Programme

18.00	Introduction	Welcome, what and why:
18.15	Session One	Really good Community Engagement
18.45	Session One	Feedback and introduction to Session Two
19.00	BREAK	
19.10	Session Two	Open Space
20.10	Session Three	Plenary (Message in a bottle)
20.30	Close	

Session One – Really Good Community Engagement



Aim

The aim of the first session was for people to get together in small groups and for them to discuss what makes a really good community. The groups were asked to write down their thoughts taking into consideration the following questions:

“Q1: Tell us about the most rewarding, enjoyable or successful community engagement you have been involved in?”

- What happened? What did you do? What did others do?
- What was the result? What makes this example stand out for you?
- What does it teach us about successful community engagement?

Q2. What exactly is it that makes community engagement work really well?”

Session One Results



People helped themselves to food and congregated into five groups and sat on the picnic blankets to discuss the questions. Below is a list of the issues which were written down on each flip chart. There is no specific order to the groups or how the results have been written down.

Group 1	<p>The Link Open Space Event</p> <ul style="list-style-type: none">• Good mix of people – ages & background• Humour• Open structure – conversation not constrained• No pre-conceived ideas• 2 hours food• Feedback afterwards• Learn from mistakes• Keep momentum going – creating a culture of expectation• Keep refreshing to keep up motivation• Mascots from rugby teams• Bouncy castle for adults• If specific issue – have available experts who can assist / resolve people's issues at the event itself• Allow conversation to flow – often solutions can be found in the room• Piggy backing on top of other initiatives taking place• Plan – get positive people who you know will engage to get it going• Don't lose momentum – ensure things happen quickly after the event• Be honest at the event – don't promise something you can't deliver• Identify quick wins to get people on board• Pitching it right – who do you want to attract – who do you ensure you target• Ensure people don't feel uncomfortable
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	<p>An event</p> <ul style="list-style-type: none"> • Beetle drive – activities to get people mixing • Local celebrities / bigger celebrities • Aim high / don't be afraid • Be creative – “a free swim for every child / adult who attends” • Electronic voting (like millionaire) • Something for the kids • Not cosmetic – not just a tick box exercise – demonstrate listening to people • Opportunity to score ideas • Creative approach (gets people talking) – TV programme style or theatre production • Freebies <p>The Four 'Fs'</p> <ul style="list-style-type: none"> • Fun • Focus • Feedback • Freebies
Group 2	<ul style="list-style-type: none"> • Communication – broadsheet • Village carnival • Sports day • Keeping it simple • Active Parish Council • Partnering • Planning • Local Leadership
Group 3	<ul style="list-style-type: none"> • Consultation and feedback • Interaction – washing line / bucket & balls • Communication – jargon free • Making people feel welcome • Body language and confidence • Knowledge • Be honest and don't promise what you can't deliver • Don't pacify people – they want the truth • Accurate records of events to be made public
Group 4	<ul style="list-style-type: none"> • Overcome apathy • Relevant • Fun • Facebook • Feedback • Local notice boards • Village mags • Get people to care
Group 5	<p>Planning for real – Abbot's Road:</p> <ul style="list-style-type: none"> • Door knocking exercise with Groundwork

- Groundwork sorted funding

Follow up:

- AVS + Gary Limbert and questionnaire (high return 80%)
- Tenants, Selby College and more door knocking + Salvation Army

Feedback:

- Community facility and youths – fallen due to funding
- CEF Board may help bring councillors / tenants on board with project

Obstacles:

- Selby District Council
- Planning
- Local councillors
- Funding

Sometimes feels:

- Deflated but won't be beaten - Determination

Budgets

Cyclical work (Stutton Road consultation 25 April 2008, All working together, listen and communicate)



Session Two – Open Space



Aim

This session gave the attendees chance to discuss a key topic or question of their choosing. The floor was opened up for anyone to make a suggestion. Eight discussion topics were raised, which are as follows:

Discussion Topics

- How Selby District Council will engage with the harder to reach groups?
- How does the community set the agenda and influence?
- Community Officers: How will they work?
- How can Selby District Council ensure communities know about community engagement events, so that as many people can be involved as possible?
- The best way to speak to councillors
- Why did you decide to come along to this event?
- Could the council consult with older people prior to making their decisions?
- How do you engage with people who cannot access community events due to transport issues (i.e. rural villages, non-drivers etc)?



The Open Space session was split into two sections with four topics being discussed in each section to allow for a more detailed discussion. Those who raised the topics were asked to lead on the discussions in the groups or to nominate another individual to lead if they preferred. People were free to move around the groups to listen or participate in whichever topic they wanted

but were asked to include their names on any discussion they took part in. This is evidenced in the results below. More information on Open Space is available at the end of this report.


Following the Open Space session each attendee was given five coloured stars to 'spend' on the recommendations for any of the eight topics discussed. They could use all five on just one recommendation or split them over the eight topics. These are identified below in the results.

Topic	<p>How Selby District Council will engage with the harder to reach groups?</p> <p>Harder to reach groups – a good cross section of persons representative of an area</p>	
Participants	<ul style="list-style-type: none"> • PCSO Karen Rich • Heather McEvoy • Eileen Metcalfe • Joe Bloomer • Gill Barker • Tony Fletcher • Julie Telford • Paul Burton 	
Main points discussed	<ul style="list-style-type: none"> • How to let people know? • How to reach other groups not represented? • Young people • Older persons • Housebound • People with disabilities • Travelling communities • Single parents / carers • Tourists • Foreign Nationals – Polish / Chinese / Indian 	<p>1</p> <p>1</p>
Recommendations	<ol style="list-style-type: none"> 1. Twitter / Facebook – young people 2. Consultations in schools / newsletters etc, student council reps 3. Disability groups 4. Partnership approaches between all agencies 5. Establish foreign groups – who are they? Where are they? Liaise with employers? 6. Establish contact with travelling communities 	<p>1</p> <p>6</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p>




Topic	How does the community set the agenda and influence?	
Participants	<ul style="list-style-type: none"> • Sarah Harrison • Gill Barker • Paul Burton • Chris Metcalfe • Roy Wilson • Annette Downey • Martin Waterhouse • Olive Tanner • Linda Slough 	
Main points discussed	<ul style="list-style-type: none"> • Vehicle is CEF. • Partnership Boards find ways of communicating with all members of community. • Community level plan to Exec– volunteers. • CP Board consultation with public. • Identified priority  (Health / Police). • Is the CEF fully representative of Community (partnership Board responsible). • Publicity – how does the public bodies inform the community on what is happening giving them an opportunity to influence - timing. 	1
Recommendations	<ol style="list-style-type: none"> 1. Publicity – communication brief and information 2. Partnership Boards reach out to community. 3. Board members to be more proactive. 4. Balancing councillors / public at CEFs needs careful consideration 5. Why does Cllr chair CEFs 	1 3 5 7



Topic	Community Officers: How will they work?		
Participants	<ul style="list-style-type: none"> • Chris • Drew • Julie Bloomfield 	<ul style="list-style-type: none"> • Jean • Rose • PCSO Jenny 	
Main points discussed	<ul style="list-style-type: none"> • Link to AVS – quarterly meetings <ul style="list-style-type: none"> - ID local issues – urban, rural, future planning • Partnership approach • Induction to include partners – AVS / PCSO • Manage expectations 		
Recommendations	<ol style="list-style-type: none"> 1. Link to partner organisations – AVS / PCSO 2. Quarterly meetings of all partners to ID local issues and future planning. 3. Induction training to include partners. 4. Involved in Task and Finish Groups. 5. Start talking to partner groups immediately and involve them in training / development groups from the start. 6. Ensure community officers link to other community officers. 		<p style="text-align: right;">6</p> <p style="text-align: right;">8</p> <p style="text-align: right;">2</p> <p style="text-align: right;">2</p>





Topic	How can Selby District Council ensure communities know about community engagement events, so that as many people can be involved as possible?	
Participants	<ul style="list-style-type: none"> • Julia Jennison • Louise Bloomer • Caroline Sampson 	
Main points discussed	<ul style="list-style-type: none"> • How did people find out about today's event? • A well used village hall can be a good start – those who run sessions / groups could advertise the event and get people to attend. • Someone to talk to a group more interesting to young people. • Subject to be spoken about needs to be relevant to each group. • Text an invitation and mention freebies. • Text 'slang' edge to a message – may appeal more to young people. • Parish notice boards – read by older people. • Leaflets in shops (on counters) rather than in windows as people may pick up. • Use groups such as Brownies and Guides to deliver leaflets. • Find out about what different groups of people are interested in. • Attend groups that exist and try and spread the message around. • Tailor to the interests of attendants. • Find out about what matters to people in the village. • Safety in the local area for the young and the older people. • Feedback on several different issues in an area. 	
Recommendations	<ol style="list-style-type: none"> 1. Lots of ways to approach different people on subjects they may find interesting. 2. Join in with existing groups or meetings (better database of what's going on in the communities) and keep up to date and make sure everyone has access to it. 3. Feedback – need to feel they have not waster their time. 	<p>6</p> <p>4</p> <p>6</p>

Topic	The best way to speak to councillors		
Participants	<ul style="list-style-type: none"> • Jean Allerton • Caroline Sampson • Chris Hailey-Norris 	<ul style="list-style-type: none"> • Simon Parkinson • Paul Bennett • Roy Wilson 	
Main points discussed	<ul style="list-style-type: none"> • How to get through to them? • Weakness. • People might not like your answer but be honest. • Never see them. • Need to understand community more. • Point scoring. 		
Recommendations	<ol style="list-style-type: none"> 1. Public let themselves down as they can speak to them at CEFs. 2. In a public group councillors should be held responsible. 3. Never get back to people – need to respond. 4. Honesty. 5. Do surgeries 6. Training for working in community. 		<p>6</p> <p>3</p>



Topic	Why did you decide to come along to this event?	
Participants	<ul style="list-style-type: none"> • Louise Bloomer • Julie Bloomfield • Linda Slough • Chris HN 	
Main points discussed	<ul style="list-style-type: none"> • Important <u>people are</u> involved rather than just moaning. • Food. • Try to <u>influence change</u> – Go to all CEFs. • CEFs only partly successful – different chairing. • Make them fun – what about food? Chip van? • Crèche / youth club not available. • Less formal. • Some members of group have not heard of CEFs – needs to be something personal to them. • Could have a youth forum alongside. • Possibly different venues – need to know. • Communication. • Dry and boring = CEFs. Food? • Need does not moaners. • Local people to CEFs – sample food / local issues. Not necessarily a cost. Home baking competition. 	
Recommendations	<ol style="list-style-type: none"> 1. Making CEFs more like this event. 2. Food needs to be a focus! 3. Get CEFs / Council to come and talk to groups. 4. Youth Forum alongside the CEFs. 5. Make it fun! 6. Make sure people know the point and get feedback. 	<p>9</p> <p>3</p> <p>5</p> <p>7</p> <p>2</p>

Topic	Could the council consult with older people prior to making their decisions?		
Participants	<ul style="list-style-type: none"> • Gill • Drew Fussey • Roy Wilson • Neil Skinner • Olive Tanner 		
Main points discussed	<ul style="list-style-type: none"> • Inconsistent message / approach – planning • Need to publish method of consultation • Is there consideration to equality and diversity • Publicise access to planning applications 		
Recommendations	<ol style="list-style-type: none"> 1. Publicise access to planning applications 2. Publicise forward plan 		<p>3</p> <p>2</p>

Topic	How do you engage with people who cannot access community events due to transport issues (i.e. rural villages, non-drivers etc)?		
Participants	<ul style="list-style-type: none"> • Julie Telford • Heather • John • Annette 	<ul style="list-style-type: none"> • Joe Bloomer • Eileen Metcalfe • Tony 	
Main points discussed	<ul style="list-style-type: none"> • Buses knocked off. Some villages none at all. • Need a co-ordinated arrangement in the villages. • Consult with villagers and find out where the problems are. • 'Selby has closed down' – is being used by a comedian. • Needs funding to put facilities into the area. • Community spirit – local funding by residents to run (main funding from lottery) 		

Recommendations	1. SDC put on transport for the CEF meetings	2
	2. Use Community Transport (voluntary drivers)	4
	3. Car sharing schemes.	
	4. Locally run mini bus in villages would need to source a driver / lots of volunteers	
	5. Voluntary Car group – ring up and pay driver – very flexible	
	6. AVS – funding centre (Cllr Shaw-Wright)	1
	7. Book a bus (like a taxi) by phoning up and requesting it	2



Recommendation Results

Topic	Recommendation	Total stars	Ranking
Why did you decide to come along to this event?	Making CEFs more like this event.	9	1 st
Community Officers: How will they work?	Quarterly meetings of all partners to ID local issues and future planning.	8	2 nd
How does the community set the agenda and influence?	Why does Cllr chair CEFs	7	3 rd
Why did you decide to come along to this event?	Make it fun!	7	3 rd
How Selby District Council will engage with the harder to reach groups? Harder to reach groups – a good cross section of persons representative of an area	Consultations in schools / newsletters etc, student council reps	6	4 th
Community Officers: How will they work?	Link to partner organisations – AVS / PCSO	6	4 th
Community Officers: How will they work?	Lots of ways to approach different people on subjects they may find interesting.	6	4 th
How can Selby District Council ensure communities know about community engagement events, so that as many people can be involved as possible?	Feedback – need to feel they have not waster their time.	6	4 th
The best way to speak to councillors	Honesty.	6	4 th
How does the community set the agenda and influence?	Balancing councillors / public at CEFs needs careful consideration	5	9 th
Why did you decide to come along to this event?	Youth Forum alongside the CEFs.	5	9 th
How can Selby District Council ensure communities know about community engagement events, so that as many people can be involved as possible?	Join in with existing groups or meetings (better database of what's going on in the communities) and keep up to date and make sure everyone has access to it.	4	10 th
How do you engage with people who cannot access community events due to transport issues (i.e. rural villages, non-drivers etc)?	Use Community Transport (voluntary drivers)	4	10 th
How Selby District Council will engage with the harder to reach groups? Harder to reach groups – a good cross section of persons representative of an area	Disability groups	3	11 th
How Selby District Council will engage with the harder to reach groups? Harder to reach groups – a good cross section of persons representative of an area	Establish contact with travelling communities	3	11 th
How does the community set the agenda and influence?	Partnership Boards reach out to community.	3	11 th
The best way to speak to councillors	Do surgeries	3	11 th
Why did you decide to come along to this event?	Food needs to be a focus!	3	11 th

Session Three - Message in a Bottle

Aim

The aim of the Message in a bottle was for each person, having listened to others and taken part in the conversations, to say what they felt the main message for them was to put in the bottle this evening?

Results

- Food! What a great way to get people engaged. How we can use this for the future?
- Networking, names to faces, an awareness of community engagement difficult to grasp living in big towns and cities.
- Feedback in general with consultations and not leaving too long a time to receive feedback.
- Interesting and good ideas thought up.
- Passion!
- Influencing change by listening to people and engaging with them.
- Interesting and make it fun if you are expecting people to come in their own time.
- Keep momentum going and turn visions into reality.
- Will comments really be taken on board?
- Food!
- Tips on how to get youth groups more involved.
- Keep things simple and fun.
- Food! Also listen and communicate effectively.
- Individuals that can help others through their own experiences.
- Communication – be aware of body language and make sure you are communicating the message correctly.
- Words into action and delivery.
- Building partnerships.
- After arriving with a bottle half empty I can leave with my bottle half full.
- Fun.
- Communication and honesty.
- Try to take someone who doesn't want to attend as they are harder to reach.
- CEFs can make administrations listen to them to achieve the goals that the community want.
- The Council should listen more and work with communities and councillors.
- Councillors will listen and communicate better.
- Councillors have more work to do with communities as they are not doing as well as they think they are. Councillors should work in partnership with authorities and organisations and not in parallel. If the energy from tonight was taken to a CEF people would be held accountable.

Information about Open Space

Open Space is a way of organising an event so that there is maximum participation, self-management, energy and focus. Open Space events allow everyone to work on the issues that are most important to them. There are no formal speeches or presentations.

The facilitator asks participants to think about the meeting's themes and the issues that matter to them. They are invited to write their topic on the "agenda wall". Workshop topics form the days programme. Each workshop is allocated a time and breakout space. Participants then decide which groups to take part in, according to their interests. Workshops are led by the people who identified the topic, or someone else in the group if they prefer, a volunteer reporter takes notes which form the basis of the conference report.

The only rule in Open Space events is the "Law of tow feet" – this encourages people to move groups if they find they are in a conversation to which they cannot contribute.

Big Picnic Attendees

Selby District Council	Selby District Association of Voluntary Services (AVS)	Byram Parish Council	Selby Carers Centre	Western CEF
Rose Norris Neil Skinner Drew Fussey Councillor Eileen Metcalfe Councillor Chris Metcalfe Caroline Sampson Paver Julia Jennison Julie Telford Simon Parkinson Julie Walden	Linda Slough Julie Bloomfield Chris Hailey-Norris	Councillor Joe Bloomer Louise Bloomer	Heather McEvoy Gill Barker	Roy Wilson

North Yorkshire Link	Scrutiny Panel	Selby District Over 50s Club	North Yorkshire Police	Little Smeaton Parish Council
Sarah Harrison	Paul Burton Jean Allerton	Olive Tanner	Mark Fox PCSO Jennie Adam PCSO Karen Rich	Tony Fletcher

Learning Difficulties Partnering Board
Martin Waterhouse Annette Downey

A number of young people also attended the event.

Selby District Council

REPORT

Reference: E/11/10

Item 6 - Public



To: The Executive
Date: 7 July 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Business Manager – Eileen Scothern
Executive Member: Councillor C. Metcalfe
Lead Officer: Director – Rose Norris

Title: Car Park Fees and Charging Review.

Summary:

The report identifies options for fee increases and considers the financial impact of the options and the strategic fit to corporate objectives.

Recommendations:

- i. Fees are increased as outlined in Option A1
- ii. That the proposed fees are the subject to a statutory minimum 6 weeks consultation period.

Reasons for recommendation

- i. To review fees and charges in line with the Car Park Strategy whilst minimising increases in charges for short stay to optimise turnover of cars and meet the needs of shoppers visiting the Town.
- ii. To comply with the Local Authorities Traffic Orders (Procedure) Regulations 1996.

1. Introduction and background

1.1 A review of fees in respect to the District Council's off street pay and display was presented to Environment Board on 15th April 2010 in line with the Council's previous commitment to review car park fees every two years. Policy and Resources Committee resolved to accept the Environment Board recommendation that fees be frozen for 12 months and a further review to take place in 2011.

2. The Report

2.1 This report considers an assessment of the current tariffs and whether there is a case to change the tariffs.

2.2 The tariff structure was introduced in September 2006, creating a greater differential between short and long stay prices in order to encourage the appropriate use of car parks with a view of providing adequate long stay car park facilities, whilst ensuring short stay car parking facilities are available close to the town centre to encourage visitors to Selby and supports the use of town centre shops. Appendix A provides a list of off street pay and display short and long stay car parks in Selby Town.

2.3 Fees were last increased in October 2008 by approximately 5%. Expenditure on maintaining and managing the car park service from 2007/08 to 2009/10 has increased by 15%, however and prices were frozen for an additional 12 months in 2010.

2.4 Fuel Prices in October 2008 were £1.18 (Diesel) and £1.06 (Petrol) this had increased to £1.39 and £1.35 in June 2011. The average price in June 2011 per mile is £0.17¹.

Long Stay

2.5 Council owned and managed car parks are covered by CCTV and have obtained the Park Mark secure parking award, the Railway Station car park is covered by CCTV but none of the private sector car parks have achieved the Park Mark standard. The private sector tariff for long stay is between 20 – 36% higher than Council run car parks, if tariffs are increased to reflect charges by the private sector the impact would be:-

¹ Using average mileage and fuel consumption from Department for Transport statistics.

Charges in Long Stay Car Parks.	Current Charge	Option A 20% increase	Option B 36% increase
Short stay			
Over 2 hours	£4.50	£5.40	£6.10
Permits – 3 months	£215	£258	£292
Permits – 6 months	£429	£515	£583
Permits – 12 months	£780	£936	£1,061
Long stay			
Over 3 hours	£2.50	£3.00	£3.40
Permits – 3 months	£108	£130	£147
Permits – 6 months	£215	£258	£292
Permits – 12 months	£390	£468	£530
Traders per space	£8.80	£10.60	£12.00

2.6 There are no private sector comparisons for short term parking tariffs, apart from the Supermarkets allowing free car parking for customers. The Council could consider the following options

- 1) Increasing the short term car park tariffs by 20%
- 2) Increasing the short term car park tariffs by 36%
- 3) Freeze tariffs for another 12 months (Current Charge)

Charges in Short Stay Car Parks	Current Charge (Option 3)	Option 1 20% rounded up to 10p increase	Option 2 36% rounded up to 10p increase
Up to 1 hour	0.40 p	(0.48) 0.50p	(0.54) 0.60p
Up to 2 hours	0.80 p	(0.96) £1.00	(1.09) £1.10
Up to 3 hours	£1.00	(1.20) £1.20	(1.36) £1.40

Note: As the ticket machines only takes coins of 10p or higher denominations the charges have been rounded up to the nearest 10p.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

3.1.1 Before any changes to the car park tariffs, the Council needs to consider and agree a proposal, consultation includes the North Yorkshire County Council, placing a notice in a local newspaper and ensuring all the car parks to be affected by the proposals have notices put on public display. The proposals have to be placed on deposit for a period of six weeks.

3.2 Financial Issues

3.2.1 Total pay and display in 2010/11 (provisional figure) was £145,000 (Net) and £300,000 (Gross); the majority of the income is received from short

stay tickets. The impact of gross income of the various options is shown below.

3.2.2 The majority of income generated from off-street parking charges is from short stay tickets, the rest is from long stay tickets/permits and enforcement. For the purpose of this exercise an assumption that 80% of the income is received via short stay tickets and there is no reduction in car park usage.

Option	Additional income (to nearest `000)
No increase in tariffs	Nil
Option A1 20% increase on long stay and 20% increase in short stay tariffs	+£60,000
Option A3 20% increase on long stay and no increase in short stay tariffs	+ 12,000
Option B1 36% increase on long stay and 20% increase in short stay tariffs	+ £70,000
Option B2 36% increase on long stay and 36% increase in short stay tariffs	+ £108,000
Option B3 36% increase on long stay and no increase in short stay tariffs	+ £22,000

3.2.3 Any proposals to change the fees and charging schedule will require a consultation exercise to test out the sensitivity of increasing charges and impact on car park usage.

3.2.4 Any changes to the fee tariff will have one-off costs for revisions to the software and signage amendments. It is estimated this will be in the region of £6,000.

4. Conclusion

A review of fees in respect to of street pay and display has been undertaken in accordance with the Car Park Strategy. The aim of the Car Park Strategy is to encourage short stay car parking and increase the turnover of vehicles and patrons in the town centre thus contributing to the local economy, whilst optimising income from a Council asset. The officer's recommendations is Option A1 to increase tariffs by 20% (25% for up to 1 hour and 2 hour stays,) in line with the private sector as the best fit to the Council's Budget and Policy Framework whilst encouraging potential customers to the town centre.

5. Background Documents

Car Park Strategy (July 2006)
Local Authorities Traffic Orders (Procedure) Regulations 1996.

Contact Details

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Appendix A – Off Street Pay and Display Car Parks.

Appendix A. Off-Street Pay and Display Car Parks.

Short Stay Car Parks

- Micklegate
- Church Hill
- Selby Park
- Market Cross
- South Parade
- Audus Street
- Abbey Leisure

Long Stay Car Parks

- Portholme Road
- Back Micklegate

Selby District Council

REPORT

Reference: E/11/11

Item 7 - Public



To: The Executive
Date: 7th July 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Keith Dawson
Executive Member: The Leader
Lead Officer: Keith Dawson

Title: Core Strategy Update

Summary: The report sets out the results of an independent review panel into policy CP1A of the Local Development Framework Core Strategy.

Recommendations:

That the Executive receives and notes the recommendations from the Policy Review Panel.

The Executive approves Option One from the Policy Review Panel.

Reasons for recommendation

To progress the Local Development Framework Core Strategy to Examination.

1. Introduction and background

1.1 Policy and Resources Committee set up a Task and Finish Group to consider and make recommendations on the development of the Councils Local Development Framework (LDF).

The Task and Finish Group was chaired by a Councillor who subsequently made a late declaration of interest with regard to land ownership. Following this late declaration, the Leader of the Council commissioned an independent review panel to evaluate if this late declaration had any impact on the LDF process. This report sets out the findings of the Panel.

2. The Report

- 2.1 The independent review was facilitated by the Director of Community Services and carried out by a Review Panel made up of Elected Members who had no prior involvement in LDF Task and Finish Group meetings.
- 2.2 Given that the declaration of interest related to land ownership that could potentially be affected by Policy CP1A, the terms of reference for the Review Panel were to carry out an independent examination of the development of Policy CP1A which had been developed to control housing development. The Review Panel was to consider whether or not any actions or decisions of the LDF Task and Finish Group had any inappropriate impact on the development and consequent soundness of the final policy.
- 2.3 In preparation for the meeting Officers reviewed the evidence previously considered by the LDF Task and Finish Group. Extracts relating to the development of Policy CP1A from reports and the associated minutes for LDF Task and Finish Groups and relevant Policy and Resources Committees between June 2010 and December 2010 were provided to the Review Panel and a meeting held to consider the content.
- 2.4 The meeting was held on 28 April 2011. Officers used the relevant reports and minutes of the LDF Task and Finish Group and Policy and Resources Committee as a reference point to explain the development of CP1A and provide the Review Panel with the opportunity to consider the development of CP1A.

Following detailed consideration of each of the stages of the development of CP1A the Review Panel concluded:

- (i) that a thorough and methodical process had been followed
- (ii) that the development of the policy was well documented.

It was noted that one of the key drivers for the development of CP1A was due to external forces when Central Government changed with immediate effect the categorisation of garden land, and that there was a similar impact on the development of the current Selby Local Plan policies due to external forces.

- 2.5 The Review Panel concluded that Policy CP1A is a sound policy as:

- (i) officers had used their professional expertise to analyse and present information to the Task and Finish Group
- (ii) the development of Policy CP1A was not unduly influenced by the Task and Finish Group
- (iii) the only significant development to the text of CP1A by Elected Members was proposed and agreed at Policy and Resources Committee on 27 July 2010.

The Review Panel acknowledged that CP1A is not entirely in accordance with national policy. This was considered to be entirely acceptable given the current Government's localism ambitions.

2.6 The Review Panel recommended three options for consideration by the Executive:

1. Retain the existing wording of Policy CP1A.
2. Delete part of the text on secondary villages and reconsult.
3. Delete part of the text on secondary villages and present to the Inspector with the statement of common ground in advance of the Examination.

2.7 Each Option contains an element of risk.

Option 1. There is a risk of challenge at the Inquiry on the grounds that development of Policy CP1A has been inappropriately influenced through Councillor and Officer interaction. The findings of the Policy Review Panel would provide evidence to support a defence of such a challenge.

Option 2. There is a significant risk that any delay for further consultation will increase the opportunity for challenge on the grounds that the evidence base underpinning the Core Strategy is outdated. If such a challenge is successful this would involve considerable expense in engaging consultants to update specialist studies such as the Strategic Housing Land Assessment, Economic Viability Study and Retail, Commercial and Leisure studies.

Option 3. There is an element of risk that the Inspector may consider this to be such a significant change in policy that further consultation would be required. This would be a more focussed consultation than that considered in option 2.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Each of these options present different legal risks having regard to the nature of the correspondence received during the consultation process

pertaining to matters of legal compliance, it is advisable that these issues are dealt in exempt.

3.2 Financial Issues

The financial implications of each option are as follows:

Option 1. There will be financial costs associated with any Inquiry delay due to a successful challenge. The financial implications will depend on the length of the delay.

Option 2. Reconsultation is likely to be in the region of £5k plus officer time. The most significant financial implication will be the cost of refreshing the LDF evidence base underpinning the core strategy. In excess of £150k has been invested in the evidence base to date.

Option 3. If further consultation is required this is likely to be more focussed and costs would be similar to Option 1.

For each option there is no identified budget and the cost and availability of staff resources are yet to be determined.

4. Conclusion

- 4.1 The Policy Review Group concluded that the LDF Core Strategy Policy CP1A is sound in the way it was formulated through Councillor and Officer interaction.
- 4.2 However the Review Panel acknowledged that CP1A is not entirely in accordance with national policy and recommended three options for consideration by the Executive.
- 4.3 In light of the levels of risk and likely financial consequences considered above, Officers recommend that the Executive approve Option 1 Retain the existing wording of Policy CP1A.

5. Background Documents

None

Contact Details

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Appendices:

Report of the Policy Review Group.

Report of Policy Review Group

Introduction

Policy and Resources Committee set up a Task and Finish Group consisting of four members of the Committee to consider and make recommendations on the development of the Councils Local Development Framework (LDF).

The Task and Finish Group was chaired by Councillor Brian Percival, who subsequently made a late declaration of interest with regard to land ownership. Following this late declaration, the Leader of the Council commissioned an independent review panel to evaluate if this late declaration had any impact on the LDF process.

The review was facilitated by the Director of Community Services and carried out by a Review Panel made up of Elected Members who had no prior involvement in LDF Task and Finish Group meetings. The Elected Members nominated to support this review were:

- Steve Shaw-Wright
- Ruth Sayner
- Eileen Metcalfe

Given that the declaration of interest related to land ownership that could potentially be affected by Policy CP1A, the terms of reference for the Review Panel were to carry out an independent examination of the development of Policy CP1A which had been developed to control housing development. The Review Panel was to consider whether or not any actions or decisions of the LDF Task and Finish Group had any inappropriate impact on the development and consequent soundness of the final policy.

The Review

In preparation for the meeting Officers reviewed the evidence previously considered by the LDF Task and Finish Group. Extracts relating to the development of Policy CP1A from reports and the associated minutes for LDF Task and Finish Groups and relevant Policy and Resources Committees between June 2010 and December 2010 were provided to the Review Panel and a meeting held to consider the content.

The meeting was held on 28 April 2011. The Review Panel was invited although Councillor Ruth Saynor was unable to attend. The Review Panel considered that the meeting could progress in her absence and the remaining members of the Panel provided an appropriate balance. The meeting was facilitated by the Director of Community Services and supported by the Business Manager with the policy lead and the Principal Planning Officer from the LDF Team. The minutes of the meeting were agreed in May 2011.

In order to set the context of the review, Officers used the relevant reports and minutes of the LDF Task and Finish Group covering the development of this

policy. Officers used the papers as a reference point to explain the development of CP1A and provide the Review Panel with the opportunity to consider the development of CP1A.

The Principal Planning Officer provided an overview of the development of the policy from the responses received to consultation on the Draft Core Strategy to the minutes of Policy and Resources Committee on 14 December where the Draft Core Strategy was approved for Publication.

At this stage the relationship between the Interim Housing Policy and Policy CP1A in the Draft Core Strategy was discussed and clarified.

There then followed a more detailed consideration of each of the stages of the development of CP1A including:

- Responses to the consultation on the Draft Core Strategy considered by the LDF Task and Finish Group 30 June and 7 July 2010 and relevant minutes.
- The Minutes of Policy and Resources Committee on 27 July 2010 where a minor amendment to Policy CP1 was agreed and officers were instructed to consult on the Interim Housing Policy
- The LDF Task and Finish Group on 2 September 2010 and relevant minutes which considered the text of the Interim Housing Policy and approved the content for public consultation.
- The Minutes of Policy and Resources Committee on 28 September 2010 where the above minutes were approved.
- Responses to the consultation on the Interim Housing Policy considered by the LDF Task and Finish Group on 30 November 2010 and relevant minutes.
- The Publication version of the Draft Core Strategy considered by the LDF Task and Finish Group on 30 November 2010 and relevant minutes.
- Minutes of the Policy and Resources Committee 14 December 2010 where the Draft Core Strategy was approved for public consultation.

From the above considerations two distinct forces were identified which influenced the development of Policy CP1A.

- (i) The change in Central Government Policy in the summer of 2010 which amended Planning Policy Guidance Note 3 and changed the definition of brownfield and the recategorisation of garden land from “brownfield” to “greenfield”. And
- (ii) The responses received to various rounds of public consultation.

Officers were able to refer to their comments and recommendations to previous Task and Finish Group meetings in response to issues raised in the public consultation and illustrate an audit trail of amendments to policy and supporting text.

One significant amendment to Policy CP1 was proposed at Policy and Resources Committee on 27 July 2010. The purpose of this amendment was to provide greater clarity about the types of residential development which may be acceptable in different settlements. This amendment was not proposed by the Chair of the Task and Finish Group and it was approved by the Policy and Resources Committee.

Conclusion

Following questions to the Officers, consideration of the documents presented, and discussions between the Review Panel members, the Review Panel concluded:

- (i) that a thorough and methodical process had been followed
- (ii) that the development of the policy was well documented.

It was noted that one of the key drivers for the development of CP1A was due to external forces when Central Government changed with immediate effect the categorisation of garden land, and that there was a similar impact on the development of the current Selby Local Plan policies due to external forces.

The Review Panel concluded that Policy CP1A is a sound policy as:

- (i) officers had used their professional expertise to analyse and present information to the Task and Finish Group
- (ii) the development of Policy CP1A was not unduly influenced by the Task and Finish Group
- (iii) the only significant development to the text of CP1A by Elected Members was proposed and agreed at Policy and Resources Committee on 27 July 2010.

However, the Review Panel acknowledged that CP1A is not entirely in accordance with national policy. This was considered to be entirely acceptable given the current Government's localism ambitions. However after further consideration of the consultation responses a minor amendment to the policy was proposed.

Recommendations

The Review Panel recommended three alternatives for consideration by the Executive:

1. Retain the existing wording of Policy CP1A.
2. Delete part of the text on secondary villages and reconsult.
3. Delete part of the text on secondary villages and present to the Inspector with the statement of common ground in advance of the Examination.

The revised text in recommendations two and three above is as follows:

- **In Selby, Sherburn in Elmet, Tadcaster and Designated Service Villages – conversions, replacement dwellings, redevelopment of previously developed land and appropriate scale development on greenfield land (including conversion/redevelopment of farmsteads).**
- **In Secondary Villages – conversions, replacement dwellings, redevelopment of previously developed land, ~~filling of small linear gaps in otherwise built up residential frontages, and conversion/redevelopment of farmsteads.~~**

Next Steps

Due to the progress made it was agreed that the report and minutes be circulated and a follow up meeting only be called if necessary and only if required by elected members would another meeting of the Review Panel be arranged.

The recommendations have not been subject to any risk assessment and this will be considered as part of a report to the Executive.

To support the Executive's consideration of the third recommendation, officers were asked to explore whether this option would affect the soundness of the Core Strategy and this will be considered as part of the report to the Executive.

Selby District Council

REPORT

Reference: E/11/12

Item 8 - Public



To: The Executive
Date: 7 July 2011
Status: Non key decision
Report Published: 29 June 2011
Author: Mike James
Executive Member: Cllr Mark Crane
Lead Officer: Keith Dawson

Title: Annual Report 2010/11

Summary:

To receive the proposed text for the Council's Annual Report 2010/11. The document summarises the Council's achievements during the year, focusing primarily on work in priority areas, as well as giving an overview of the organisation and the financial position.

Recommendation:

To accept the text of the Annual Report as an accurate record of the Council's achievements during the financial year 2010/11.

Reasons for recommendation

To enable the Council to publish the document by the end of July, in line with the Audit Commission's recommended good practice.

1. Introduction and background

Since 2008, Selby District Council has produced an Annual Report as a way of feeding back to the community on the work of the authority during the previous financial year.

These reports are used by the public, partners and others to review the work of Selby District Council. They are a useful tool for the Council to demonstrate its success in key areas, and the publication of an Annual Report supports work to further improve satisfaction with the Council.

The Annual Report includes information about the environment in which the Council operates, its work in priority areas and a review of the Council's financial position.

2. The Report

- 2.1 Although not a statutory requirement, publishing an Annual Report is deemed to be good practice by the Audit Commission as a review of the Council's work during the previous twelve months.
- 2.2 Previous versions of the Council's Annual Report have been praised by the Audit Commission for their content, style and accessibility.
- 2.3 In a change to previous arrangements, this year's report will be designed 'in-house' to minimise production costs. This follows work within the communications team to develop in-house design skills.
- 2.4 The Annual Report for 2009/10 was viewed circa 4,500 times online, demonstrating that the primary audience was via the Council's website.
- 2.5 As such, whilst previous editions of the Annual Report have included a limited print-run, this year's report will be published online only, although copies will be printed on request to ensure equal access to information.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

None

3.2 Financial Issues

Using in-house design and publishing primarily online will minimise production costs, without a detrimental impact on accessibility; thus supporting the Council's work to make best use of resources.

4. Conclusion

The Annual Report is an opportunity for the Council to communicate directly with key audiences about its work during the past twelve months. There is a nationally-recognised link between good communication with residents and satisfaction with the organisation. The Annual Report forms part of a range of material designed to communicate clearly with our customers to support understanding of, and satisfaction with, the Council.

5. Background Documents

Annual Report text attached.

Contact Details

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Appendices:

- (a) Annual Report 2010/11 (text-only version)

Appendix (a) – Annual Report (text-only version)

1. Our year

[1.1 Mark Crane

1.2 Martin Connor]

Over these twelve months Selby District Council has been leading the way in its response to the unprecedented financial challenge facing local government across the country following the Comprehensive Spending Review.

Throughout the year we've been ahead of the game: first in anticipating the need for radical change, then by putting in place the building blocks to facilitate this change. Our aim throughout has been to safeguard the core services our residents need and want in the face of significant reductions in funding.

A new approach to service delivery

2010/11 has been the start of a journey that will transform the way in which the Council works. During the year a proposal to split the commissioning and service delivery elements of the Council's work was developed and agreed. This way of working supports greater flexibility in our workforce so we can achieve the efficiencies needed to meet our revised budget. In March 2011 plans were finalised for a new organisational structure, due to be implemented during 2011/12. Find out more on page xx. Increased support for voluntary and community groups also forms an important part of this; helping people to help themselves.

An innovative partnership to support our community

During the year work has continued apace on Selby's new community hospital and civic centre development, due to open in 2011/12. This exciting partnership between the Council and local NHS will provide a much-needed new hospital for the area as well as reduce long-term maintenance and running costs for both the Council and our NHS partners. The partnership element of the project has been integral to securing funding, and working together will provide better value for money for local taxpayers in the long-run. Find out more on page xx.

Helping our communities to help themselves

During the year the Coalition government has championed a new emphasis on local determination – whether that's for planning issues or the delivery of local services. We've been actively supporting this agenda for some time through the development of our Community Engagement Forums. These groups give people an opportunity to take a leading role in decisions about their local services and their local community. During 2011/12 we created three new forums so everyone in the district now has this opportunity. See page xx for more.

Building a firm foundation for the future

The theme of the past twelve months has been one of building for the future. Despite the significant financial challenge we face, we go into 2011/12 in a strong position. We know how we will meet the financial challenge and we're confident our innovative approach will enable us to continue to deliver the services our residents want and need.

Despite the challenges we've faced we've delivered in some key areas that we know are important for our residents. We've seen new investment in leisure services, we've worked hard to support our businesses through the economic recovery and we've completed our 'decent homes' improvement programme for Council-owned homes. Find out more about our work in priority areas on page xx.

Let's not underestimate the role our staff have played in this success. During an uncertain year it's been their creativity, their innovation and their determination to get the job done that has enabled Selby District Council to move forward with purpose.

Mark Crane
Leader of the Council

Martin Connor
Chief Executive of the Council

Selby, June 2011

Did you know?

Our Annual Report was looked at over 4,500 times online last year; that's why we've made it even easier to read via our website.

2. Our community

The Selby district lies immediately south of York, and equidistant between Leeds and Hull. This puts Selby at the very heart of Yorkshire.

[2.6 District map]

People and places

[2.1 Kids in playground]

With 53% of the population aged between 20 and 59, the area is a haven for young families, such as these children from Barlby. Highly-rated schools, the recent million pounds investment in leisure services (see page xx) and a great range of things to see and do within easy reach all make the district a great place to raise a family.

[2.2 Housing at Sherburn – TO SORT]

Approximately 82,000 live in the Selby district. There are nearly 40,000 separate households. Whilst much of the district is rural, the area's two main towns are Selby (pop. 14,140) and Tadcaster (pop. 7,230). Sherburn in Elmet is the third largest settlement (pop. 6,380) and has seen significant housing growth over recent years.

Industry and employment

[2.3 St Gobain aerial shot]

The district's enviable transport links support many businesses to thrive such as the Saint Gobain glass factory near Eggborough, which employs around 200 people. The district's other key employers include the power stations at Drax and Eggborough and the breweries of Tadcaster, while during the year the Council was involved in developing plans to open a new national distribution centre at Sherburn in Elmet.

History and culture

[2.4 Steeton Hall gateway]

Steeped in history, the district includes many buildings and places of historical interest, such as Steeton Hall Gateway near South Milford. Elsewhere, Selby's eleventh century Abbey draws in many visitors, whilst others come to see the site of the Battle of Towton near Tadcaster.

Transport and infrastructure

[2.5 Hull Trains image]

High speed rail services, easy access to the motorway network and within reach of the region's main airports, the Selby district benefits from a fantastic transport infrastructure, with huge advantages for our businesses and our people. Selby lies on the route of major road and rail routes heading both north-south and east-west.

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Did you know?

During the year the once-in-a-decade national Census was carried out, with updated statistics about the people who live in the Selby district expected during 2011/12.

The result of the Census impacts on funding for all those delivering local services, including Selby District Council.

3. Our priorities

During 2010/11 the Council continued its long-standing work to focus on the issues that matter most to people living and working in our community. The Council has seven long-term themes which have formed the basis of the authority's work programme over recent years.

- Putting customers first
- Protecting the environment
- Healthier communities
- Promoting prosperity
- Making better use of resources
- Community safety
- Organising to deliver

These long-term goals have been supported by annual priorities to focus resources on the issues that matter most to residents. Progress in these key areas is reported back to the public each year via the State of the Area Address, delivered by the Leader of the Council in June. For 2010/11 these priorities have been as follows.

- Work with our communities to maintain a clean and safe environment in which to live, work and play
- Work with our partners to secure the economic recovery of our community
- Re-vitalise the housing market in order to provide access to homes for those who want and need them
- Continue to enhance health and well-being by improving opportunities and access to sport, leisure and recreation
- Strengthen the voice of our communities by providing robust processes for community engagement and empowerment
- Reduce our expenditure by a series of balanced measures whilst maintaining essential services to our community

Our success in priority areas during 2010/11

Work with our communities to maintain a clean and safe environment in which to live, work and play

[3.1 Litter picking]

Litter picking and the collection of waste from public bins has been improved, as the Council acts on the comments of residents.

During 2010/11 we delivered a Night Marshals scheme to support law and order in Tadcaster, with 30% of people in the town feeling safer as a result. The project was carried out with the support of the Tadcaster and Villages Community Engagement Forum (see page xx for more on Community Engagement Forums). The Council also worked closely with the Pubwatch group in Tadcaster to improve safety and security at night.

We were successful in working alongside police to bring in a new by-law to help deal with antisocial behaviour in Selby town centre; soon anyone caught urinating in the street faces a fine of up to £500.

Having listened to residents' concerns, the Council has worked closely with Enterprise, the company that delivers our streetscene services, to improve litter picking and the emptying of litter bins; complaints about un-collected litter have been halved.

Our residents continue to increase the recycling of household waste, by taking advantage of the Council's comprehensive kerbside recycling collection scheme; 2010/11 was the first full year in which residents could leave out their plastics for collection and this has significantly reduced the amount of waste being dumped in the ground, with 2,000 fewer tonnes of waste sent to landfill compared to the previous year.

Work with our partners to secure the economic recovery of our community

[3.2 – Car park sign]

Practical support for business has included keeping car park prices on hold during the year.

During 2010/11 the Council took the lead in supporting long-term unemployed young people, by offering a number of paid placements with the authority in partnership with Groundwork North Yorkshire.

Car parking charges were frozen during the year, to support our town centre businesses, with our charges remaining some of the lowest in the region. Recent changes to short and long stay parking arrangements have also increased the use of car parks.

Throughout the year occupancy rates at the Council's industrial units continued to increase, following our decision to reduce rents as a way of supporting firms to bring in new investment.

Further funding was agreed during the year to support the Selby Heritage Partnership scheme, which has helped to enhance the historic core of Selby town centre. This project, which sees the Council work alongside a range of others including English Heritage, directly supports town centre businesses in Selby and helps to encourage visitors into the area (see page xx for more).

Planning permission was granted to develop a disused industrial site at Selby to create a brand new alcohol distillation factory; this has the potential to create 50 new jobs and support several hundred others in the local area.

The Council worked closely with a range of partners to secure new investment at Sherburn in Elmet, with agreement reached during the year that a national retailer

would create a new distribution centre in the area supporting several hundred new jobs.

Re-vitalise the housing market in order to provide access to homes for those who want and need them

[3.3 – Decent homes]

The Council's 'Decent Homes' improvement programme has been well received by tenants, as recorded in satisfaction surveys.

During the year the Council's multi-million pounds Decent Homes programme was completed, delivering improvements to kitchens, bathrooms and heating systems; 90% of tenants were satisfied or very satisfied with the work carried out on their homes.

Selby District Council has been working alongside other local authorities in North Yorkshire in 2010/11 to develop Choice-based lettings for people in need of local housing. This system, due to be implemented in 2011/12, is designed to promote choice, mobility and easier access to information about housing options in the area.

Despite the extremely challenging housing market during the year, we have continued to see new affordable homes built in the district, with 22 new homes completed for social rent, 23 for discounted sale and eleven for immediate rent. These have been supported by the Homebuy Direct schemes operating at the Staynor Hall development in Selby, also at developments in Hambleton and Sherburn in Elmet.

During the year the Council supported the development of two key affordable housing schemes in Selby, which are scheduled to come onto the market during 2011/12.

The Council has been working alongside housing provider Hanover Housing and North Yorkshire County Council to develop new extra care housing units at Tadcaster; this new development is due to open in 2011/12.

Continue to enhance health and well-being by improving opportunities and access to sport, leisure and recreation

[3.4 – Abbey Leisure Centre]

New investment at Abbey Leisure Centre in Selby has delivered state-of-the-art facilities for local residents.

Over £1million has been invested in improving facilities at the Abbey Leisure Centre in Selby, which is run by our third sector partner, Wigan Leisure and Culture Trust (WLCT), on behalf of the Council. This innovative partnership arrangement has also saved the Council £3.6million over the ten year life of the contract to deliver services (see page xx for more). Membership of Abbey Leisure Centre almost doubled during the year as a result of this new investment.

Close working between our leisure provider, WLCT, and the community swimming pool at Tadcaster has widened access to sport, leisure and recreation in the northern part of our district.

The Council has continued to work as part of the district-wide Play Partnership to deliver new facilities for children and young people, with over £400,000 spent on the redevelopment of play areas during the year.

Strengthen the voice of our communities by providing robust processes for community engagement and empowerment

[3.5.1 – Southern Area CEF

3.5.2 – CEF logo]

Helping people to help themselves through the district's five Community Engagement Forums.

During the year the Council supported the implementation of three new Community Engagement Forums, to give all residents in the district an opportunity to take a leading role in decisions about their local services and their community. The Forums bring together the District Council, County Council, Police, Fire & Rescue Service and parish and town councils. The District Council supports this work with grants totaling £100,000 each year.

In Tadcaster, police have strengthened their community presence in direct response to concerns raised through the Community Engagement Forum. The Forum has also been able to offer funding during the year to a number of organisations delivering services for young people.

The Southern Area Community Engagement Forum has focused on dealing with road safety issues and concerns over rural crime, in direct response to comments raised by residents.

The Eastern Area Forum has been instrumental in bringing together various community groups to deal with local issues of antisocial behaviour. It has also developed new systems for the gritting of roads and pavements during winter, to protect the safety of the area's residents.

The Western Area Forum has been looking at enhancing facilities for young people and has taken action to tackle local licensing issues in direct response to residents' concerns.

The newest Forum, the Central Area, has focused on town centre issues affecting Selby, including road safety concerns.

During 2010/11 the Council developed, and now maintains, a new website to support these Forums, which is a useful resource for both members of these groups and also, importantly, the wider community.

For more on Community Engagement Forums see page xx.

Reducing expenditure by a series of balanced measures whilst maintaining essential services to our community

During 2010/11 proposals were generated and developed to design a new way of working for the Council, which will help it to meet the need to find £3million of savings over four years. This is the extent of the reduction in funding following the Comprehensive Spending Review.

Overall we have saved around a quarter of a million pounds from our ongoing base expenditure.

We have set-up a shared ICT service with Craven District Council to deliver long-term efficiencies and improve the resilience of this vital support service.

In addition, we have streamlined our ICT equipment to ensure we are making the most from our resources.

We have worked closely with our streetscene contractors, Enterprise, to increase the volume of material recycled and the money we get from selling this material to be processed.

The senior management structure at the Council has been reduced, ahead of the wider organisational restructure.

The Council continued to work alongside Scarborough Borough Council and Ryedale District Council as part of the procurement partnership to deliver savings on goods and services, achieved by the greater buying power of working together.

Performance news in brief

The Council measures its performance across a wide range of areas, through a series of 'performance indicators'. These enable the Council to monitor ongoing performance and work towards clear targets to improve performance in key areas.

Here's a round-up of the Council's performance across some of our key functions during 2010/11.

- Overall over half of the performance indicators showed improved performance compared to the previous twelve months.
- The Council's customer services team continued to achieve remarkable satisfaction results, with nearly 97% of customers satisfied or very satisfied with the phone service, nearly 96% satisfied with the face-to-face service they received at the Selby town centre office.
- Membership of Abbey Leisure Centre in Selby has exceeded target, following the £1.1million refurbishment work completed during the year.
- 43% of household waste is now recycled or composted, up from 39% in the previous year, and a near 7% increase over the past two years.

- We've improved the collection of Business Rates, with nearly 99% collected on schedule.
- Our planning service has far-exceeded national targets for determining many applications, with nearly 74% of minor application processed within eight weeks against a national target of 60%.

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Did you know?

For the eight years leading up to and including 2010/11, Council Tax has been at or below the level of inflation, as the Council continues its work to make better use of resources.

4. In Focus...Working Towards Tomorrow

[4.1 Access Selby reception]

The Council's new approach to delivering services helps to protect the most vulnerable residents and supports front-line services.

During 2010/11 the landscape for public sector finance changed, although not unexpectedly. The Coalition Government elected during the year pushed ahead with plans to reduce the national deficit through limiting public sector spending. But whatever the outcome of the election, local authorities would have been facing a challenging financial climate over the next few years.

The Comprehensive Spending Review in October 2010 set out headline reductions in central Government funding for local authorities of nearly 30% over four years. This was to be front-loaded too, with a 15% reduction in funding from April 2011.

Anticipating change

Whatever the outcome of the election, we knew change was coming and we had been working for some time to look at how to deliver our services more effectively, with less resource.

The Council has a strong track record in delivering considerable efficiencies, with over £2million of ongoing savings achieved between 2007 and 2010. This has been supported by an innovative approach to service delivery, such as the contracts to deliver leisure services and streetscene services implemented in 2009. This approach has facilitated new investment in these services, whilst delivering long-term savings for residents. A better service that costs less to run.

Building on this success, throughout 2010/11 the Council developed proposals to split the commissioning and delivery of all its services, as a way of focusing the resources we have on front-line services whilst achieving the necessary reduction in operating costs. Senior members of staff started designing this new approach, called *Working Towards Tomorrow*, at the start of 2010/11. By the end of the financial year, the new way of working had been ratified by councillors, a new staff structure had been developed and consultation had begun on the proposed changes. To achieve such huge change within such a short space of time demonstrates the Council's commitment to ensuring financial stability and securing the long-term sustainability of local services.

An important part of this new approach is the development of an organisation to support community and voluntary groups in the Selby district. This 'third sector organisation' will help to ensure community groups are better placed to deliver the services identified as priorities by local communities – matching supply and demand to encourage growth in the third sector and improve local services. This is an important part of the Council's work to help communities to help themselves.

**

Timeline of events

Spring 2010 to autumn 2010 – senior staff develop the outline of this new way of working. Commissioning and delivery of services will be separated to enable greater efficiencies to be achieved without a detrimental impact on service delivery. The aim is to make better use of resources to protect the services residents need and want at a time when funding is reduced.

May 2010 – new Coalition government sets out its intention to tackle the national deficit by reducing public sector spending. Some restrictions of public spending are put in place the following month, but the long-term spending plans are to be announced in the autumn.

October 2010 – The Chancellor delivers the Comprehensive Spending Review; this sets out a 28% reduction in funding for local government over four years.

November 2010 – Selby District Councillors agree to implement the new approach to delivering services, as a way of making the necessary savings.

December 2010 – work begins to develop a brand new staff structure for both the service delivery and commissioning parts of the Council. The aim is to create a streamlined organisation, with staff able to work across different disciplines to support efficiency, improve flexibility and enable resources to be focused on priority issues.

January 2011 – confirmation that the reduction in funding from central Government will be front-loaded. This means the Council faces a 15% reduction for the financial year 2011/12, justifying the authority's approach to making changes quickly.

March 2011 – Consultation on the new staff structure begins, with a view to implementing the changes in early 2011/12.

**

How does the new model achieve savings?

The majority of Council spending is on employees. So the principle behind these changes is one of using staff more effectively across the whole organisation. This ultimately means the Council needs fewer staff to deliver services. To enable this to happen, the service delivery part of the Council will operate at arm's length from the 'core' of the authority. The Council then sets out its priorities and expectations; the service delivery arm must then deliver in these areas to certain standards agreed with the Council.

One of the key principles underpinning the new approach is greater generic working, achieved by removing the traditional local government departments. Under the new model community officers deal with a wide range of issues, supported by a small team of specialist staff. Functions such as enforcement are also brought together to achieve efficiencies through the pooling of resources.

**

How was the new staff structure created?

Development of the new staff structure took place between December 2010 and February 2011. The team developing the structure looked at a number of key principles.

- Mapping of performance, cost and demand
- Looking at statutory and non-statutory work and what could be done differently or delivered elsewhere
- Looking at key processes to remove barriers between staff and departments
- Stress testing to set service standards within the new structure
- Build on what already works well within the organisation, such as the generic working of the customer contact team supported by specialist staff

What happens next?

The consultation on changes to the staff structure began in March 2011, with a view to implementing the changes in 2011/12. The Council's approach to making changes quickly will enable the authority to protect front line services, despite the front-loaded reductions in funding.

5. A year in our life

April 2010

The Council is running a public consultation on proposals to move to a new way of making decisions. People are asked for views on implementing a new 'Executive structure', which will streamline the decision-making process enabling the Council to be more responsive to the needs of local residents, and also support individual councillors to represent the needs of their local area.

May 2010

[5.1 Caravan polling station]

The Council is in charge of polling in the new Selby and Ainsty seat at the General Election. There are 85 polling stations across the constituency, including two caravans, a mobile library and the Council's customer contact centre in Selby, to ensure people can vote near to where they live.

June 2010

[5.2 Comenius visit]

The Council's Chairman welcomes a group of teachers from across Europe, visiting the UK as part of the Comenius project. This British Council-run scheme aims to improve links between British schools and those in continental Europe. The Chairman presents the teachers with individual plaques to mark their visit to the district.

July 2010

[5.3 Abbey Leisure Centre]

The Council and its third sector partner, Wigan Leisure and Culture Trust, celebrate the opening of a £1.1million refurbishment to facilities at Abbey Leisure Centre in Selby; in the months that follow record numbers of people sign-up to become members of the leisure centre.

August 2010

[5.4 Selby market]

The District Council transfers its market charter, to run the weekly regular market and monthly farmers' market in Selby to the area's Town Council. This is in an effort to give local people more of a say; the transfer enables the market to be run on a more local basis, which means it can be better placed to be more responsive to the needs of local customers.

September 2010

The Council launches a survey of leisure facilities and open spaces used by residents across the district. The aim is two-fold: to ensure the Council has the information needed to attract new funding to further develop local amenities and to inform planning policies that are used to decide on developers' contributions for open spaces and recreational facilities.

October 2010

[5.5 Business Waste Handbook]

The Council launches a new handbook to help businesses save money by reducing the amount of waste they produce. The project is run in partnership with Leeds City Council and the handbook contains information and advice for businesses in catering, construction, retail, leisure and tourism, printing and manufacturing.

November 2010

Construction workers building Selby's brand new joint community hospital and civic centre (see page xx for more) raise over £1,500 for the BBC's Children in Need appeal. The new building is jointly commissioned by the Council and local NHS as a way of securing local health services in the long-run, and a chance for both organisations to make better use of resources.

December 2010

Staff from the Council's housing maintenance team volunteer to be on-call over Christmas and New Year as the UK experiences one of the coldest Decembers on record. The team pulls together to ensure tenants have the support they need, with huge increases in the number of call-outs relating to cold weather issues such as frozen pipes.

January 2011

[5.6 New recycling fleet]

A new fleet of recycling wagons is rolled out onto the streets of the district, as part of a £420,000 investment in streetscene services by Enterprise Managed Services Ltd. The new vehicles have a larger carrying capacity, which means the pick-up rounds can be delivered more effectively for residents.

February 2011

The authority agrees to freeze Council Tax for the year, as hard-pressed families and individuals in the district face a rising cost of living. It means households continue to pay on average just £3 a week for all the services they receive from the District Council.

March 2011

Final preparations are made for the creation of an entirely new way of working for the Council, as the authority finds an innovative way to deal with a near 30% reduction in funding from central Government. Under the new arrangements, to be put in place the following month, the commissioning of services will be split from the delivery of services, to enable the Council to work more flexibly to deliver what it needs to deliver given the significant reduction in funding.

**

[5.7 Archbishop of York visit]

In February 2011 Selby District Council welcomed the Archbishop of York the Most Rev'd and Rt. Hon Dr John Sentamu, to the Civic Centre. The Archbishop discussed the Council's work to support voluntary and community groups in the district, and

focus on helping people to help themselves. His visit followed the Council's announcement that, as part of its major restructure planned for 2011/12, it would create a new organisation to better support the third sector in the district.

6. In Focus...Selby Community Project

[6.1 SCP aerial shot]

The new building started to become reality during 2010/11, with the transfer of services planned for 2011/12.

The Council's innovative partnership with the local NHS to develop a brand new community hospital took shape during 2010/11.

The Selby Community Project is a joint initiative, in which the NHS and District Council are working together to build a brand new community hospital and civic centre for Selby. Funding the scheme has only been made possible because of this partnership approach. Working together also reduces ongoing running and maintenance costs for both organisations; delivering better long-term value for money for residents as well as brand new healthcare facilities to benefit the community.

The new building is being constructed on land adjacent to Selby's existing community hospital. Work started on site at the end of 2009/10 and by March 2011 the new building was only a matter of weeks away from completion.

**

[6.2 Time capsule]

Children from two local schools bury time capsules at the construction site, to remind future generations of what life was like back in 2010.

In July 2010 pupils from two nearby schools buried special 'time capsules' at the site. These included artwork and letters from the children and information about the history of the hospital site. One of the district's local newspapers, which was celebrating its 150th anniversary, also left a copy of their latest edition in one of the capsules.

"It's a real privilege to be able to leave a lasting reminder of life in Selby in the early part of the twenty-first century. The children have chosen a range of things to put into the capsule which they believe represent life today. Who knows, perhaps the great-great grandchildren of these children will dig-up the capsule!"

Head teacher of Longman's Hill Primary School, Jill Baker

[6.3 Topping out ceremony]

Managing Director of NHS North Yorkshire and York, Janet Probert, and Chairman of Selby District Council, Cllr Keith Ellis, take part in the topping out ceremony, helping to lay concrete at the highest point of the new building.

Also in July, a 'topping out' ceremony took place to mark the completion of the highest point of the new building. Members of staff from both the NHS and District Council were involved in the event, which happened just four months after the first work started. The whole construction project was scheduled to take just 15 months to complete, although landscaping and creating the car park areas is scheduled to

take longer because of the logistics of developing the site. Both the Council and NHS are to move into the new site during the early part of 2011/12.

**

Extract from a letter by Selby GP, Dr John Reid, to local press

Having been involved in the project for well over 10 years, it is immensely rewarding to see the new facility approaching completion. There is no doubt the whole development will be a great asset for the town and Selby district.

It is also important that local citizens know this project only happened because the officers of Selby District Council had the foresight to realise that something different had to happen if a new hospital was going to be built. Previous projects had been rejected at late stages in their development and were far too expensive and large for the needs of the local community. The District Council recognised that a different approach was needed and worked hard with the NHS to see this happen.

The facilities being put together in the hospital look superb and I am also in no doubt that the finish I have seen in the council offices means that money has been spent wisely, not lavishly.

Dr John Reid
Posterngate Surgery
Selby

7. Our organisation

Forty-one councillors serve on Selby District Council, with elections held every four years. During 2010/11 the Conservatives had a majority of seats, as follows.

Conservative – 30 seats

Labour – 9 seats

Independent – 2 seats

**

How the Council works

The Leader of the Council, Cllr Mark Crane (Con), has overall responsibility for the authority. During the year he was supported by the Deputy Leader, Cllr Brian Percival (Con).

The Council also has a Chairman, who acts as a figurehead for the authority and the community. The person who is Chairman changes each year. For 2010/11, the Chairman of the Council was Cllr Keith Ellis (Con).

**

Who's who

[7.1 Mark Crane]

Leader of the Council, Cllr Mark Crane (Con).

[7.2 Brian Percival]

Deputy Leader of the Council, Cllr Brian Percival

[7.3 Keith Ellis]

Chairman of the Council, Cllr Keith Ellis (Con)

**

Boards and Committees

During 2010/11 the Council made decisions through a system of Boards and Committees, although this was set to change in 2011/12. Each Board or Committee had responsibility for particular services. Any changes to policy, however, had to be ratified either by the Policy and Resources Committee or by Full Council.

The Policy and Resources Committee

[7.1 Mark Crane]

Chair Cllr Mark Crane (Con)

This Committee set the overall direction for the authority and took the lead in developing strategic themes and priorities. It set all budgets.

The Planning Committee

[7.6 John Mackman]

7.7 Jim Deans]

Chair

(To 21 December) Cllr John Mackman (Con)

(From 21 December) Cllr Jim Deans (Con)

Responsibility for development control and determining planning applications over a certain size or of a particular type. Planning is a statutory duty of the Council.

The Licensing Committee

[7.8 Ruth Sayner]

Chair Cllr Ruth Sayner (Con)

Responsibility for licensing retailers, pubs, clubs and taxis. This is a statutory duty of the Council.

The Economy Board

[7.9 David Fagan

7.6 John Mackman]

Chair

(To 21 December) Cllr David Fagan (Con)

(From 21 December) Cllr John Mackman (Con)

Responsibility for the budget and policy framework covering economic regeneration, economic development and the Council's industrial land ownership.

The Environment Board

[7.11 Chris Metcalfe]

Chair Cllr Chris Metcalfe (Con)

Responsibility for the budget and policy framework covering environmental health, health and safety, building control, waste and recycling.

The Social Board

[7.12 Gillian Ivey]

Chair Cllr Gillian Ivey (Con)

Responsibility for the budget and policy framework for housing, community safety, leisure services, recreation and culture.

The Overview and Scrutiny Committee

[7.13 John McCartney]

Chair Cllr John McCartney (Ind)

This Committee monitors the decisions of the Policy and Resources Committee and other Boards and Committees. It carries out reviews of specific policy areas and examines the performance of other organisations delivering local services.

**

The Standards Committee

Selby District Council facilitates a Standards Committee, with responsibility for upholding the highest levels of conduct and integrity for both its own councillors and local parish or town councillors. The Committee also monitors the Council's Code of

Conduct and ensures that councillors have access to the training and support they need.

The Committee comprises representatives from the District Council, parish councils and independent members.

During the year central Government indicated its intention to review the role of Standards Boards with changes expected to be implemented during 2011/12.

**

Councillor allowances

Councillors receive an allowance to enable them to undertake their duties.

There is a basic allowance for all councillors. During 2010/11 this was £4,115.38.

During the year councillors with special responsibilities received additional payments, as follows.

Leader of the Council - £10,288.44

Deputy Leader of the Council - £2,057.69

Chairs of Boards or Committees - £4,115.38

Full details of expenses payments made to councillors are available online: www.selby.gov.uk, or from the Council's customer contact centre, Market Cross, Selby.

**

Our workforce

Councillors are supported by Council officers, who may be specialists in a particular field. Officers have responsibility for implementing the policies agreed by councillors. Sometimes those with specialist knowledge are called on to offer advice in particular areas.

[7.14 Martin Connor]

Chief Executive, Martin Connor

[7.15 Jonathan Lund]

Deputy Chief Executive, Jonathan Lund

[7.16 Steve Martin]

Strategic Director (to 30 September 2010), Steve Martin

During 2010/11 Heads of Service had responsibility for the day-to-day management of the Council's services, as listed below.

Head of Service, Customers and Business Support, Janette Barlow

- Customer services
- Human resources
- Democratic services
- Legal services
- Communications

Head of Service, Development Services, Keith Dawson

- Development control
- Planning enforcement
- Development policy
- The local development framework
- Economic development and regeneration
- Building control

Head of Service, Finance, Karen Iveson

- Accountancy
- Audit
- Central administration
- Performance management
- Project management
- Benefits
- Council Tax
- Information technology

Head of Service, Housing and Property, Mark Steward

- Landlord services
- Homelessness
- Housing strategy
- Asset strategy, management and maintenance
- Private sector housing
- Environmental health
- Car parks

Head of Service, Partnerships and Commissioning, Rose Norris

- Policy development
- Strategic partnering
- Delivery partnerships
- Commissioning
- Procurement
- Contracts management

At a glance

Total workforce - FTE (as at 31 March 2011): 251

Total number of full-time permanent positions: 202

Male/female ratio: 31:69

New employees joining the authority during the year: 11

Number of employees leaving the authority during the year: 30
Average number of days sickness per employee: 6.75*

**This remains well below the average for public sector employees across the country and below the average for private sector employees too, which stands at 7.4 days per year according to the Chartered Institute of Personnel and Development.*

[7.17 Long Service Award]

In March 2011 a number of staff were recognised for their long service to the Council, having worked at the authority for 20 or 30 years. This continues a long tradition of celebrating the important role these members of staff play in ensuring the Council can deliver the best possible services, drawing on a vast expertise they have built up over many years of public service.

**

Did you know?

In November 2010 agreement was reached to bring in a new way of making decisions, by introducing an Executive structure to replace Boards and Committees. This new way of working, for implementation in May 2011, will speed up the decision-making process and support all councillors to be better able to represent the needs of their constituents.

8. Our partnerships

Working alongside others brings with it opportunities to pool resources and deliver on issues that the Council would otherwise not be able to do were it to act alone. Effective partnerships improve value for taxpayers' money and deliver better services for the community.

Throughout 2010/11, Selby District Council was involved in some key partnerships to benefit residents.

Backing business to support growth

[8.1 Leeds City Region]

One of the Council's priorities during the year has been to support the community through the economic recovery. By working as part of the Leeds City Region, Selby can punch above its weight when it comes to marketing the area for new investment and supporting existing employers to expand.

In July 2010 the Leeds City Region announced its intention to form a Local Enterprise Partnership, in response to central Government plans for changes to regional development agencies. The aim was to take on greater powers to enable the Leeds City Region group to take a more proactive approach to supporting business in the region, with the obvious benefits this brings for jobs across the Selby district. The Government agreed to back the Leeds City Region Local Enterprise Partnership in October 2010, and an independent Chair was appointed in December that year.

"We have been working hard for the past six years to support economic growth and prosperity across the city region. Becoming a Local Enterprise Partnership will take our working to a different level and will allow us to achieve better coordination and greater efficiencies.

"Working closely with the private sector means being able to become more responsive to local business needs, address local economic challenges more effectively and ensure that our priorities reflect the needs of our economy."

Councillor Steve Houghton, Chair of the Leeds City Region Leaders Board

In March 2011, the Leeds City Region was chosen as one of 21 areas across the country to become an Enterprise Zone, under a Government initiative to promote growth and investment in local business infrastructure. The Leeds City Region group will work to develop an Enterprise Zone growth area during 2011/12.

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Heritage Highlights

[8.2 Image from New Street, Selby]

An ongoing successful partnership during the past twelve months has been the Selby Heritage Scheme. This is a joint project involving the District Council, English Heritage, Selby Town Council, the town's Civic Society, the Chamber of Commerce

and H-H Heritage East. It supports businesses in the historic centre of Selby by giving grants for the maintenance and upkeep of their properties. The aim is to protect the historic core of the town and encourage visitors into the area.

During 2011/12 eight properties benefited from the scheme, with grants given for work such as shop front improvements, new roofs, windows and other essential maintenance.

“This is an excellent example of Selby District Council working in partnership with English Heritage and others to improve the town’s appearance. Together, the projects completed over the last two years add up to a significant improvement for this area.

“The Heritage scheme supports the Council’s priority of working with our partners to secure the economic recovery of our community and also the longer-term goal of promoting prosperity.”

Chair of the Selby Heritage Partnership Scheme, Cllr Cliff Lunn

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Extra support for extra care

[8.3.1 Hanover Housing logo

8.3.2 Popple Well Springs]

Work continued during the year on a new £7.4million extra care housing development in Tadcaster, in a partnership between Selby District Council, North Yorkshire County Council and Hanover Housing. This development will provide supported housing for elderly residents.

Extra care housing is designed to enable residents to be independent, but safe in the knowledge that help is available should it be needed. At the Tadcaster site, known as Popple Well Springs, there are 50 self-contained apartments with a range of facilities. There is also 24-hour support available for residents and communal facilities. The Tadcaster scheme is due to open in 2011/12. It follows the previous success of an extra care housing partnership scheme in Brayton called Fernbank court.

“I enjoy the independence of living here but with the peace of mind of the support it gives you if and when you need it, now or in the future.”

Tommy Tipler, resident of Fernbank Court extra care housing scheme, Brayton

9. In Focus...Community Engagement Forums

[9.1 Generic CEF logo]

Helping communities to help themselves has been a key area of work for Selby District Council during 2010/11, with the roll-out of Community Engagement Forums to cover every part of the district.

During the year, three new Forums were set up to build on the success of the existing Tadcaster & Villages and Southern Area forums. The Eastern Area Forum held its first meeting in May 2010, followed by the Western Area Forum in October and the new Central Area Forum in November.

Community Engagement Forums are facilitated by Selby District Council, but bring together a wide range of organisations delivering local services, in particular North Yorkshire Police, North Yorkshire Fire & Rescue Service, North Yorkshire County Council and parish or town councils. The Forums give people a chance to have their say about local priorities and issues of concern; they also enable residents to take a leading role in dealing with local issues.

In May 2010 the Council launched a brand new online resource to support all five Community Engagement Forums: www.your-community.org.uk. This new website has information about each Forum, local priorities and work programmes, along with meeting dates and other useful links. The new website also enables people who cannot attend meetings to have their say.

Each Forum has £20,000 per annum to support its work to deal with local issues. This funding comes from Selby District Council.

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Shaping the long-term future of communities

As well as dealing with day-to-day concerns for residents, each Forum also helps to shape the long-term future of each area through the creation of Community Development Plans, which set out the priorities for local communities.

The new Eastern Area Community Engagement Forum started its Community Development Plan process in September 2010. The following January a full community consultation was carried out, which included school children setting out their vision for their community.

The Southern Area Community Engagement Forum held a special 'visioning event' in July 2010, to map out all the local facilities in the area, and where there are gaps in the provision of services. This work has helped to form the basis for the Southern Area's Community Development Plan.

In December 2010 the Tadcaster & Villages Community Engagement Forum undertook a survey to gauge views of the community on local priorities. This is to

update the Forum's Community Development Plan, which was first produced in 2008 when this Forum was set up.

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The five Community Engagement Forums achieved much during 2010/11.

Central Area Community Engagement Forum

[9.2 Central CEF logo]

Immediately after it started in November 2010, the Central Area Community Engagement Forum worked to address key issues identified by local residents. Following its inaugural meeting, two 'task and finish' groups were set up. The first looked at town centre issues for Selby, including road safety and improving the appearance of routes into the town. The second group looked specifically at the issue of weight restrictions on some routes for heavy goods vehicles, following concerns of residents living in the Abbots Road area of the town.

Eastern Area Community Engagement Forum

[9.3 Eastern Area CEF logo]

9.4 Antisocial behaviour Barlby]

The Eastern Area Community Engagement Forum held its inaugural meeting in May 2010. The following month the group had agreed funding to support a number of local facilities, including grants to Ryther Village Hall and Kelfield Village Institute to improve these facilities for the community.

The Forum acted quickly to set up 'task and finish' groups to look specifically at three areas of concern raised by residents at the first meeting: antisocial behaviour, facilities for young people and winter gritting. During the year action was taken in all three priority areas.

Southern Area Community Engagement Forum

[9.5 Southern Area CEF logo]

9.6 Speeding at Whitley]

In September 2010 the Southern Area Community Engagement Forum offered funding to support a police crackdown on illegal poaching. The money was used for new 'zero tolerance to poaching' signs to raise awareness of the police operation, in direct response to residents' concerns of rural crime, raised through their Forum.

Meanwhile the Southern Forum also focused on road safety. Following comments made at a Forum meeting, the Police carried out extra speed enforcement at Whitley in autumn 2010, as well as traffic monitoring in other villages.

Tadcaster & Villages Community Engagement Forum

[9.7 Tadcaster & Villages CEF logo

9.8 Mountain bikes]

One of the priorities identified by the Tadcaster & Villages Community Engagement Forum has been facilities for young people, following comments raised by residents. The Forum's approach has been to offer support to a number of local groups to expand the services they offer.

In June 2010 the Forum gave a grant to the Ramp Xtra Mountain Bike Club, to be used to buy new equipment and offer more sessions for local youngsters. In September the Forum part-funded a new information DVD to showcase events and clubs for young people in the area, as a way of raising awareness and encouraging participation.

Western Area Community Engagement Forum

[9.9 Western Area CEF logo

9.10 PCSO at South Milford]

The Western Area Community Engagement Forum held its first meeting in October 2010, since when it has taken a number of actions in direct response to comments of residents.

During autumn 2010 the District Council and Police worked closely together to tackle noise nuisance at South Milford, following concerns raised by residents about problems at pub closing time in the village. Both organisations worked closely with landlords to tackle the issue. Meanwhile the Police continued their efforts to clamp down on speeding bikers in the Sherburn in Elmet area, again following concerns raised through the Forum.

10. Our finance

Details to follow.

11. In Focus...New investment in leisure services

[11.1 Abbey Leisure Centre facilities (a)

11.2 Abbey Leisure Centre facilities (b)]

In July 2010 a new £1.1million refit of facilities at Abbey Leisure Centre, Selby was unveiled, facilitated by the District Council's innovative partnership with WLCT to deliver leisure services in the district.

In September the previous year the Council entered into a seven-year deal with not-for-profit WLCT to run leisure services. The aim was to secure new investment to develop services, whilst making long-term savings for the authority: a win-win for local residents.

Work started on upgrading the leisure centre that autumn, with residents able to use these new facilities from summer 2010. The project delivered a new 75-station fitness suite, dance studio, consultation room and health suite, as well as new refreshment areas. Customers benefit from access to a new 'Technogym Wellness' system, which produces daily, weekly and monthly reports on users' progress.

Membership of the leisure centre has increased significantly as a result of the new facilities, with over 600 additional people signing up in advance of the opening.

"We're now starting to see the benefits of our innovative partnership with WLCT to deliver leisure services in the Selby district.

"This new arrangement has facilitated investment in the services at Abbey Leisure Centre, which will benefit the whole community. The new deal also represents a significant long-term saving for the Council, helping us to deliver better services for you at less cost. As such, this work supports two of Selby District Council's long-term goals: supporting healthier communities and making better use of resources.

"I'd like to thank WLCT and all the staff at the Leisure Centre for all their hard work in delivering these new facilities."

Chair of Selby District Council's Social Board, Cllr Gillian Ivey

[11.3 Abbey Leisure Centre official opening]

Although customers were able to use the new facilities from July, the official opening took place in September 2010, with a day of events to mark the occasion.

"The number of new members demonstrates the massive commitment from the people of the Selby district to use their local health and fitness facilities, and shows that there is the appetite out there for people to keep fit and healthy.

“We’ve got the very latest technology in place to ensure that the new Profiles Health and Fitness suite is a real community resource – there’s particular support and dedicated facilities for those less able, so everyone can take part.”

WLCT’s Executive Director (Sport and Healthy Living), Martin Eden

12. Contact us

The Council's online services are available 24-hours a day: www.selby.gov.uk. The website can be used to find out information and access key services without the need to phone the Council or visit the customer contact centre in Selby.

Phone

[12.1 Access Selby call centre]

01757 705101

Phone line opening times

Monday – 8.30am to 5pm

Tuesday – 8.30am to 5pm

Wednesday – 10am to 5pm

Thursday – 8.30am to 5pm

Friday – 8.30am to 4.30pm

Visit

Customer contact centre, Market Cross Shopping Centre, Selby, YO8 4JS

Customer contact centre opening times

Mondays, Tuesdays, Thursdays and Fridays – 9.30am to 4pm

Wednesday – 10am to 4pm

Information about Selby District Council services is also available via County Council-run libraries in Tadcaster and Sherburn in Elmet, as follows.

Tadcaster Library, Station Road, Tadcaster, LS24 9JG

Opening times

Monday – 2pm to 7pm

Tuesdays and Fridays – 2pm to 5pm

Thursday – 9am to 2pm

Saturday – 9am to 1pm

Sherburn Library, Finkle Hill, Sherburn in Elmet, LS25 6EA

Opening times

Mondays, Tuesdays and Fridays – 9.30am to 5pm

Wednesday – 9.30am to 1pm

Thursday – 9.30am to 7pm

Saturday – 9.30am to 1pm

Selby District Council

REPORT

Reference: E/11/13

Item 9 - Public



To: The Executive
Date: 7 July 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Glenn Shelley
Executive Member: Councillor Mark Crane
Lead Officer: Keith Dawson

Title: Overview and Scrutiny Work Programmes

Summary: This report is to inform members of the Executive of the draft Work Programmes which have been developed for Policy Review, Scrutiny and Audit Committees.

Recommendations:

To consider the Work Programmes provided and pass any comments they may have through to the relevant Committees.

Reasons for recommendation:

To ensure the Overview and Scrutiny Work Programmes make effective use of Council resources.

1. Introduction and background

- 1.1** The adoption of a revised constitution and an Executive system from May 2011 has placed an increased emphasis on the role of the Scrutiny Committee within Selby District Council.
- 1.2** The Constitution states that all Overview and Scrutiny Committees must prepare an annual Work Programme making clear recommendations about their work for the year ahead. The Constitution also states that Committees must consult with the Executive, before

presenting their Work Programmes to Council. The Work Programmes were received by Scrutiny on 21 June, Policy Review on 23 June and Audit on 29 June. The Work Programmes are then to be approved by Council on September 13 2011.

2. The Report

The Executive is asked to consider the Work Programmes attached at appendices A, B and C in order that its views can be heard by the Overview and Scrutiny Committees. In particular the Executive is asked to consider any issues within its own work programme would benefit from prior consideration by either Scrutiny or Policy Committees, to broaden participation in decision making and transparency and reduce the likelihood of Call In.

2.1 A key aspect of the work programme is that it should be owned and developed by councillors. The ideas put forward by officers represent a suggested way forward, but it is important that councillors give input to the work programme.

2.2 However, when considering new items for inclusion on the work programme it is important that the following are taken into consideration:

Relevance:

Undertaking scrutiny work is resource intensive for both councillors and officers. Investing such a level of resources can only be justified for high priority issues. The suggested topic should relate to issues associated with the Corporate Plan, the Council's 2011/12 priorities, the Forward Plan and the Budget.

Co-ordination:

Topics on the work programme should not already be under consideration elsewhere within the Council or, if long term plans have been agreed, the work of Overview and Scrutiny should be co-ordinated and timely.

Time and Resource Constraints:

The Committee is scheduled to hold four meetings per year, this provides a finite amount of time for the Committee to carry out its work programme. Councillors may wish to supplement this with task and finish groups or by requesting individual members to carry out work. However, the time constraints and resource demands of both councillors and officers should be considered when determining how many task and finish groups it is feasible to operate at one time.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Any legal issues arising will be identified in the relevant report at the time of consideration by the Committee.

3.2 Financial Issues

There is a defined budget available for the ad hoc costs associated with the support of any Task and Finish Groups. A budget has been allocated for officer time in supporting the committees and this will be closely monitored.

4 Conclusion

That the Executive considers the Overview and Scrutiny Work Programmes and provide their input.

Background Documents

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Appendix – A Scrutiny Work Programme
Appendix - B Policy Review Work Programme
Appendix - C Audit Work Programme

Draft Scrutiny Committee Work Programme 2011/12

Date of Meeting	Topic	Action Required
21 June 2011	Time of Meetings	Agreed to start at 5:00pm for six month trial
	Work Programme	Agreed
	Year End Performance	Noted
27 July 2011	Transport Provision – i) April 2011 Round of Cuts to Bus Services and impact on Communities	To scrutinise the provision of transport across Selby District
	New Homes Bonus	To scrutinise the impacts on Selby District
20 September 2011	Access Selby Service Provision i) Waste Collection and recycling.	To scrutinise an aspect of service provision by Access Selby
	Crime and Disorder Review	To review with representatives from the Police, the levels of crime and disorder across Selby District
	1 st Quarter Interim Corporate Plan Review	To review performance against the Corporate Plan

	Section 106 Agreements	To review how Section 106 money is allocated and spent.
22 November 2011	Nigel Adams MP	Subject to availability. To ask questions of the Selby and Ainsty MP regarding issues of concern for councillors.
	2 nd Quarter Corporate Plan Report.	To review performance against the Corporate Plan
	Access Selby Service Provision	To scrutinise an aspect of service provision by Access Selby
20 March 2011	Access Selby Service Provision	To scrutinise an aspect of service provision by Access Selby
	Health Service Provision	To discuss the provision of Health Services across the district.
	3 rd Quarter Corporate Plan Report.	To review performance against the Corporate Plan
	Scrutiny Annual Report 2011/12 and Work Programme 2012/13	To discuss the Scrutiny Annual Report for 2011/12 and to agree the draft work programme for 2012/13

- Please note that any items 'called in' will be considered at the next available meeting.
- Councillor Call For Action will also be considered as the next available meeting.

Draft Policy Review Committee Work Programme 2011/12

Date of Meeting	Topic	Action Required
23 June 2011	Time of Meetings	To agree the time of meetings for 2011/12
	Work Programme	To agree the work programme for 2011/12
26 July 2011	<u>Budget and Policy Framework</u> Affordable Housing SPD	To discuss recommendations on changes before the Core Strategy is adopted.
	<u>Budget and Policy Framework</u> The Corporate Plan	To consider the Draft Corporate Plan as proposed by the Executive
9 August 2011 (Special Meeting)	<u>Budget and Policy Framework</u> Site Allocations DPD	To review the Executive's proposals following consideration of the public responses received and in light of the officers recommendations for sites for development.
1 November 2011	<u>Budget and Policy Framework</u> Financial Strategy	To consider the Executive's proposals for the Council's long term (10 year), resource and spending framework in which the budget strategy and three year financial plan will be developed.
	<u>Budget and Policy Framework</u> Village Design Statements	To review the latest Village Design Statements and contribute to the consultation process.
	<u>Budget and Policy Framework</u>	To review the proposed housing investment agreement between

	North Yorkshire Investment Bid 2011 – 2014	the North Yorkshire Local Authorities and the Homes and Communities Agency.
24 January 2012	<u>Budget and Policy Framework</u> Draft Budget and Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2012/2013.
12 April 2012	<u>Budget and Policy Framework</u> Community Safety Partnership Plan	To consider the Community Safety Partnership Plan and feedback to the Executive.
	<u>Budget and Policy Framework</u> Sustainable Communities Strategy (SCS) Refresh	To review progress against SCS objectives and seek opinion on priorities.
12 April 2012	Policy Review Annual Report 2011/12 and Work Programme 2012/13	To review the Policy Review Annual Report and approve the Draft Work Programme for 2012/13

Audit Committee Work Programme 2011/12

Date of Meeting	Topic	Action Required
29 June 2011	Introduction to the Audit Committee	To brief councillors on the remit of Audit Committee and their role as committee members
	Audit Committee work programme 2011/12	To approve the 2011/12 work programme for the committee
	Time of Meetings	To agree the commencing time of the Audit Committee meetings.
	Internal Audit Annual Report 2010/11	To review progress against the Internal Audit Plan for 2010/11
	Internal Audit Plan 2011/12	Formal noting of the Internal Audit Plan for 2011/12
	Risk Management Training	A short session on the role of councillors in the management of Council risks
	Risk Management Annual Report	To review work taken on risk management over 2010/11 and approve actions for 2011/12
28 September 2011	Statement of Accounts (post audit)	To approve the Councils Statement of Accounts for the financial year 2010 /11
	Annual Governance Statement	To approve the review of the effectiveness of the systems of internal control within the Council
	Audit Commission's Annual Governance Report and Opinion on the Financial Statements	To consider the Audit Commission's findings from auditing the 2010/11 financial statements
	Review of Corporate Risk Register	To review the latest Corporate Risk Register
	Counter Fraud Annual Report	To review counter fraud activity for 2010/11

	Internal Audit Quarter 1+Report 2011/12	To review progress against the Internal Audit Plan
4 January 2012	Internal Audit Quarter 2+ Report 2011/12	To review progress against the Internal Audit Plan
	Review of Risk Management Strategy	To approve the Risk Management Strategy
	Review of Corporate Risk Register	To review the latest Corporate Risk Register
	Counter Fraud Strategy	To approve a refreshed Counter Fraud Strategy following a self assessment against 'best practice'
	Annual Audit Letter	To receive the Audit Commission's report on the 2010/11 audit and value for money conclusion
	Annual Governance Statement – Action Plan Review	To review progress against the AGS Action Plan
18 April 2012	Internal Audit Quarter 3+ Report 2011/12	To review progress against the Internal Audit Plan for 2011/12
	Review of Corporate Risk Register	To review the latest Corporate Risk Register
	Internal Charter, Terms of Reference and Audit Plan 2012/13	To approve the Internal Audit Plan 2012/13
	External Audit Work programme	To receive the Audit Commissions proposals for auditing the financial statements and value for money conclusions for 2012/13
	Audit Committee Work Programme 2012/13	To approve the 2012/13 work programme for the committee

Selby District Council

REPORT

Reference: E/11/14

Item 10 - Public



To: The Executive
Date: 7 July 2011
Status: Non Key Decision
Report Published: 29 June 2011
Author: Jackie Humphries, HR Manager
Executive Member: Cllr Lunn – Finance & Resources
Lead Officer: Karen Iveson – Executive Director (151)

Title: Selby District Council Employer Discretion Policy (LGPS) 2009

Summary:

The Employer Discretion Policy 2009 is intended to cover all of the Council's employees who have membership of the Local Government Pension Scheme.

The Local Government Pension Scheme is a statutory scheme, therefore most of the rules and regulations are laid down by the Government of the day. There are, however, some areas of the Scheme that are left to be decided by employers (i.e. Selby DC) and these are known as 'Employer Discretions'. Employers have to decide how they will operate these discretions and inform the North Yorkshire Pension Fund (NYPF) the administrator of the LGPS for SDC. Therefore it is a statutory requirement for all employers to have a discretion document.

The Council needs to have a set of criteria to measure eligibility fairly for all applications and a process for assessing each case, e.g. a panel of personnel to look at the criteria and make a decision in a consistent manner. It is also necessary to have a discretion policy in place, as any challenge by employees and ex-employees is likely to succeed without such a policy.

Recommendation:

In order to safeguard the Council against any challenge being made and being successful it is necessary that we have a Discretion Policy and therefore it is recommended that this be adopted.

Reasons for recommendation

Any decision that is made regarding any of the 'Employer Discretions; in the areas which are left to be decided by the employer are open to challenge by employees/ex-employees and will likely succeed. The Discretion Policy will safeguard the Council from any challenge being made and succeeding which could impact on costing the authority.

The Executive is asked to agree the recommendation in order to safeguard Selby District Council against any challenge being made and being successful.

1. Background

- 1.1 Selby District Council has had previous Discretions documents and following changes to the Local Government Pension Scheme in 2009 it is proposed that changes remain in line with the North Yorkshire CC discretion document as previously.

The Selby District Council Statement of Policy document attached highlights all the areas of discretion where there is change from previously. Where there is a change these have been highlighted in the left hand column and a suggested response is shown which are in line with NYCC.

2. The Report

- 2.1 The previous Discretion policy dated 2007 has been updated and Includes new discretions which need endorsing. All the discretions are in line with NYCC.
- 2.2 The changes identified are summarised below with the detail on the suggested discretions set out in the attached document:

Regulations

30(2) (Ref B)	Amended because of change to age 55 from 50
13 (Ref B)	New discretion relating to additional pension
11(2) (Ref B)	New discretion relating to final pay period
3 (Ref B) and 9 (Ref T)	New discretion relating to bandings which has been Implemented in line with NYCC
45 (1) and (2) (Ref A)	New discretion relating to reserve forces
20 (Ref B)	New discretion relating to ill health retirement which has been implemented in line with NYCC

31 (Ref B)	New discretion relating to deferred benefits
6(3)(Ref T) 42(4) (Ref L) 9 (Ref OT)	New discretion relating to widower's pensions
17(3) (Ref OT)	New discretion relating to extending time limits
33 to 38 Ref (IA)	New discretion relating to injury allowances
81 (1)(b) (Ref A)	New discretion relating to bulk transfer payments

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

It is a statutory requirement that the Council has a Discretion Policy.

3.2 Financial Issues

This is to safeguard SDC against future challenges and potential cost implications.

3.3 Other Issues

4. Conclusion

4.1 By agreeing to the policy the Council negates its liability against any potential challenge.

5. Background Documents

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Appendices:

SDC District Council Statement of Policy – LGPS Employer Discretion Policy and supporting documents

PENSIONABLE PAY***When is pay pensionable under the Local Government Pension Scheme Regulations?***

The Pay and Reward programme removed and replaced many historic features of pay to provide an improved package of pay and benefits for staff.

Also, the New Look LGPS 2008 covers what elements of pay are pensionable and, as importantly, what aren't.

This is therefore a good opportunity to set out categories of pay and awards available to Selby District Council employees and whether or not they are pensionable under the LGPS regulations. Pensionable payments are included in the total 'pay' figure each year on which both the employee and the employer pay pension contribution. Where appropriate, pensionable pay is taken into account for the final salary figure when calculating retirement benefits:-

<i>Pensionable</i>	<i>Non Pensionable</i>
<ul style="list-style-type: none"> • <i>Salary, wages and fees</i> • <i>Acting Up Payment</i> • <i>Honoraria Payments for Additional Temporary duties</i> • <i>On Call Payment</i> • <i>Contractual Overtime – see below</i> 	<ul style="list-style-type: none"> • <i>Relocation Payments</i> • <i>Long Service Recognition Payment</i> • <i>Expenses (e.g. travel, subsistence)</i> • <i>Any payment 'representing money value for provision of vehicle or paid in lieu' (e.g. mileage payments or similar payments to cover expenses)</i> • <i>Telephone Rental Payment</i> • <i>Cycle Allowance</i> • <i>Non Contractual Overtime – see below</i>

Overtime

For LGPS purposes, 'overtime' includes all hours worked above the normal contractual hours of the individual employee. The notable exception is any employee with a 'nil hours' contract where all hours worked are pensionable.

When overtime is contractual, i.e. the employee under their contract is obliged to work the extra hours, the resulting pay is pensionable.

When overtime is voluntary, i.e. the employee can choose whether to work extra hours or decline, the resulting pay is not pensionable.

For contracts with 'set' hours, e.g. 18.5, 25 or 37 hours per week, pensionable pay will be limited to those hours unless and until there is a contractual change.

Other Working Arrangements

With variable hours' contracts, e.g. between 5 and 15 hours per week, pensionable pay will be limited to the actual hours worked up to the maximum number of hours specified in the contract.

Also, with annualised hours' contracts, pensionable pay will be limited to the maximum number of hours specified.

For any queries on pensionable pay, contact Payroll@northyorks.gov.uk or NYCC Pension Liaison Officer on 01609 533118.

LOCAL GOVERNMENT PENSION SCHEME**SDC EARLY RETIREMENT POLICY October 2006**
(Revised and updated 1.4.09)**1. INTRODUCTION**

This Policy is intended to cover all of the District Council's employees who have membership of the Local Government Pension Scheme, but specifically excludes retirement on the grounds of ill-health. Individuals covered by that particular circumstance will have consideration for retirement dealt with under the regulations of the Local Government Pension Scheme and should also refer to the SDC Absence Management Policy.

In previous years the Local Government Pension Scheme has come under increasing pressure due to the number of staff retiring early. The normal age at which retirement benefits become payable is 65 years, though members may elect to retire with accrued benefits at the age of 60, Retirement before this age should always be a last resort when all other alternatives such as re-training, re-deployment etc, have been exhausted. This document, as amended in October 2006, also sets out the District Council's Policy on flexible retirement, i.e. the ability to work for the District Council whilst in receipt of a local government pension after the age of 55.

Note: Throughout this policy, reference is made to earliest retirement age of 55. Members of the LGPS as at 31st March 2008 retain the earliest retirement age of 50 until 1st April 2010 when 55 becomes the earliest retirement age for all members.

Allowing staff to retire early has the following consequences:-

- i) It can be used to benefit service delivery and/or the efficient operating of the Authority
- ii) There is a loss to the Pension Fund, firstly through the non-collection of anticipated pension contributions, and secondly because the pension is paid out earlier and for a longer period. The cost of the payment of pension would normally be recovered, under cost centre management arrangements, directly from the business unit budget where the employee is based. This is known as 'strain' cost.
- iii) If the early retirement of staff is not carefully managed it can lead to a loss of much needed expertise and knowledge from the Authority and this is addressed by the District Council's Policy on flexible retirement.

There are a number of circumstances when retirement benefits may be paid before normal retiring age and this Policy looks at those in more detail. As stated, however, it does not include retirement on the grounds of ill-health, for which there are separate arrangements under the Local Government Pension Scheme.

In the interests of equity amongst all staff, applications for early retirement will not be approved in place of appropriate disciplinary action or formal action under the capability procedure.

2. RETIREMENT ON THE GROUNDS OF REDUNDANCY

When employment is lost due to redundancy, the Local Government Pension Scheme provides for the immediate payment of pension benefits to any employee who contributes to the Scheme, who is aged 55 years or over and with more than three months of service. Employees who are made redundant aged under 55 years will have any accrued pension benefit deferred.

To qualify for early payment of pension on these grounds, the statutory definition of redundancy must be met, together with Regulation 19 of the Local Government Pension Scheme Regulations (Benefits Membership and Contributions) Regulations 2007.

Where an employee is entitled to pension benefits these will include:-

- (a) Pension benefits as they may have accrued at the date of retirement and as they may subsequently be adjusted annually.
- (b) A lump sum payment calculated on relevant reckonable service at the date of retirement.

Added years will not be granted to accrued reckonable service.

3. RETIREMENT IN THE INTERESTS OF THE EFFICIENT EXERCISE OF THE AUTHORITY'S FUNCTIONS

This Scheme will be applied at the discretion of the Chief Executive. The Scheme is voluntary and no employee will be required to accept early retirement under the Scheme against their wishes.

In cases other than those concerning redundancy or permanent ill-health, the Authority will consider applications for retirement where it is possible to identify an increase that can be achieved in the operating efficiency of the Authority's services.

In considering applications, and/or the recommendation, the Chief Executive will have regard to the following criteria:-

- i) The availability of a clear statement on the benefits gained and the way in which the early retirement is to be funded. Normally, the statement will demonstrate how the additional costs arising out of the early retirement can be met within the first five years from the date of retirement.
- ii) Whether there will be any additional consequential savings to the Authority.
- iii) Whether the early retirement will facilitate an increase in the efficiency of the business unit in question, for example through the introduction of more effective working methods or the provision of an opportunity to introduce new skills into service delivery.
- iv) The health of the employee, if that is such that the individual suffers from a serious medical condition but which is insufficient to meet the definition of ill-health retirement within the pension regulations.
- v) Whether approving the early retirement will facilitate reorganisation of staffing within the business unit to better facilitate service delivery.
- vii) Any other circumstances which may be relevant to the decision and which may contribute to the more efficient exercise of the Authority's functions.
- viii) Whether there are compassionate grounds for the early payment of benefits, for example, the need of the employee to care for a seriously ill

close relative who has a need for constant care and where assistance is not available from other agencies. Such access will only be granted in the most exceptional of circumstances.

It should be noted that the above criteria are not listed in any rigid order of merit or importance, though any application made will not be approved unless funding and efficiency considerations are satisfactorily addressed.

Where an application is approved by the Chief Executive the employee will receive:-

- (a) Pension payments as they have accrued at the date of retirement and as they may subsequently be adjusted annually.
- (b) A lump sum payment calculated on relevant reckonable service at the date of retirement.

Added years will not be granted to accrued reckonable service.

4 (a) RETIREMENT AT THE EMPLOYEE'S REQUEST

Any member of the Local Government Pension Scheme who has attained the age of 55 years can elect for the early payment of pension benefits, but where the employee is under 60 years, early payment of such benefits will be at the discretion of the Chief Executive following any recommendation from a Director.

Applications should be made on the Early / Flexible Retirement Application Form.

In reaching his/her decision, the Chief Executive will have regard to a number of criteria including:-

- i. The availability of a clear statement on the benefits gained to the Service or the Authority.
- ii. Whether there will be any additional consequential savings to the Authority, or costs incurred through early release of pension benefits.
- iii. Whether the early retirement will facilitate an increase in the efficiency of the business unit in question, for example through the introduction of more effective working methods or the provision of an opportunity to introduce new skills into service delivery.
- iv. Whether approving the early retirement will facilitate reorganisation of staffing within the business unit to better facilitate service delivery
- v. The personal circumstances of the employee.
- vi. Any other circumstances which may be relevant to the decision that the Chief Executive is asked to take.

Where an application is approved by the Chief Executive, the employee will receive:-

- (a) Pension benefits as they have accrued at the date of retirement as they may subsequently be adjusted annually, but actuarially reduced as appropriate in accordance with the relevant Local Government Pension Scheme Regulations.

(b) A lump sum payment calculated on relevant reckonable service at the date of retirement, actuarially reduced in accordance with the relevant Local Government Pension Scheme Regulations.

4(b) FLEXIBLE RETIREMENT AT EMPLOYEE'S REQUEST

Flexible retirement provisions allow employees aged 55 and above to apply to the District Council for consent to receive pension benefits as set out below yet continue to work for the District Council where there is a reduction in either hours worked or pay grade.

Guidelines:-

'Reduction in hours' must be permanent and significant e.g. from 5 days per week to 3 days, **and**

'Lower grade' must be permanent and at least one full grade i.e. from Band 9 to Band 8

(A suitable vacancy must be available and filled by normal recruitment and selection process unless in exceptional circumstances and in the exigencies of the service).

Flexible retirement will be at the discretion of the Chief Executive following recommendation from a Director. Applications should be made on the SDC Early / Flexible Retirement Application Form.

In reaching his/her decision, the Chief Executive will have regard to a number of criteria.

These criteria will include:-

- i) The availability of a clear statement on the benefits gained to the Service or the Authority.
- ii) Whether there will be any additional consequential savings to the Authority, or costs incurred through early release of pension benefits.
- iii) Whether the early retirement will facilitate an increase in the efficiency of the business unit in question, for example through the introduction of more effective working methods or the provision of an opportunity to introduce new skills into service delivery.
- iv. Whether approving the early retirement will facilitate reorganisation of staffing within the business unit to better facilitate service delivery
- v. The personal circumstances of the employee.
- vi. Any other circumstances which may be relevant to the decision that the Chief Executive is asked to take.

Where an application is approved by the Chief Executive, the employee will receive:-

- (a) Pension benefits as they have accrued at the date of retirement as they may subsequently be adjusted annually, but actuarially reduced as

appropriate in accordance with the relevant Local Government Pension Scheme Regulations.

(b) A lump sum payment calculated on relevant reckonable service at the date of retirement, actuarially reduced in accordance with the relevant Local Government Pension Scheme Regulations.

Note: The criteria applied must constitute a proportionate means of achieving a legitimate aim; for example, in terms of service delivery/efficiency. Under Age Discrimination legislation, it is not possible to determine an application for early or flexible retirement on the grounds of age and/or length of service (or related costs).

5. ACCESS TO THE SCHEME AND OTHER CONDITIONS APPLICABLE

The persons covered by this Policy will be Selby District Council employees who are pensionable and are subject to the Local Government Pension Regulations, are members of that Scheme (or, where applicable, are eligible for membership of that scheme) and who at the date of termination of employment have attained the age of 55 years.

Applications or recommendations under the terms of the Policy will be made to and considered by the Chief Executive.

The employment groups covered by the Scheme are as follows:

- The JNC for Chief Executives of Local Authorities
- The JNC for Chief Officers of Local Authorities
- National Joint Council for Local Government Services

An employee who is considering early or flexible retirement should in the first place discuss this with their line manager who should complete an application form (available from HR) and submit to the HR Section. HR, in turn, will contact the North Yorkshire Pension Fund for details of any costs involved in that early or flexible retirement. Completed application form (signed by employee and line manager) together with report from the North Yorkshire Pension Fund to be forwarded to the Business Manager.

The Business Manager should discuss the application with the employee and line manager and determine whether or not it can be supported using the criteria in this policy. The Business Manager may consult with Finance and Human Resources as appropriate.

If the Business Manager feels able to support the request, they should prepare a business case and forward, with application form and other evidence in support, to the relevant Director. Whether supported or not, the application should then be forwarded to the HR Section who will pass to the Chief Executive to consider and (where appropriate) consult with the Director – Business Services. If at any stage, the application is not supported, the reasons should be noted. The decision of the Chief Executive will be final. Except in wholly exceptional circumstances, an individual can only re-apply for early or flexible retirement after a period of twelve months has elapsed since the date of the last application.

Applications or recommendations in respect of the Chief Executive, Deputy Chief Executive or Directors will be considered by Members.

TRANSFER OF PENSION RIGHTS INTO LGPS AFTER 12 MONTHS**Regulation 83(8) The Local Government Pension Scheme (Administration) Regulations 2008**

If a scheme member wishes to transfer pension rights into the LGPS he/she must opt to do so within 12 months of joining the LGPS 'or such longer period as the employer may allow'

It is common practice in pension schemes e.g. the NHS to only allow transfers into a scheme within the first year of the member joining the scheme. This is because it is more beneficial for the member as the member's salary is usually lower upon joining the scheme than in later years resulting in increased years bought. In addition the money transferred in may be used for investment over a longer period of time.

With effect from 1 April 2008, this regulation also includes any AVC arrangement dated prior to membership of the North Yorkshire Pension Fund (LGPS)

SDC EMPLOYER DISCRETION POLICY (LGPS) 2009

SDC will allow members to opt to transfer pension rights beyond the 12 month period if there is evidence of administrative shortcoming.

GUIDANCE NOTES:

1. A scheme member is not given appropriate advice/information to enable him/her to transfer pension rights
2. A scheme member contacts SDC NYPF or a previous pension scheme regarding transfer within 12 months but does not receive correct or sufficient information to enable them to make a proper decision
3. A scheme member believes that the action he/she has taken within 12 months is sufficient to have effected transfer
4. A scheme member has used his/her best endeavours to effect transfer within 12 months of joining the scheme but the transfer has not taken place for reasons outside of his/her control, e.g. investigation into mis-selling, winding up of previous fund, transfer of more than one fund, difficulties in tracing previous fund.

For further details of the above, please contact the NYCC Pension Liaison Officer on 01609 533118

SELBY DISTRICT COUNCIL STATEMENT OF POLICY

LGPS EMPLOYER DISCRETION POLICY With effect from 1st April 2009

This document incorporates the Selby District Council policies under the following LGPS Regulations as at 1st April 2009. For ease of reference, each discretion in this document is marked 'Ref A', 'Ref T' etc. to correspond with the relevant Regulation.

Ref 'A' *The Local Government Pension Scheme (Administration) Regulations 2008*

Ref 'T' *The Local Government Pension Scheme (Transitional Provisions) Regulations 2008*

Ref 'B' *The Local Government Pension Scheme (Benefits, Membership and Contributions Regulations (as amended) 2007*

Ref 'L' *The Local Government Pension Scheme Regulations 1997 (as amended)*

Ref 'OT' *The Local Government Pension Scheme (Transitional Provisions) Regulations 1997 (as amended)*

Ref 'IA' *The Local Government (Discretionary Payments) Regulations 1996 (as amended)*

The following is a statement of Selby District Council's (SDC) policy on the exercise of discretions under the Local Government Pension Scheme Regulations (as detailed above). The policy represents clear guidance on the exercise of any particular discretion.

The decision maker retains the right to deviate from the policy in exceptional circumstances. SDC retain the right to amend these policies at any time. The policies confer no contractual rights. The policy in force at the time of a relevant event occurring will be the one that is applied.

SDC Employer Discretion Policy (LGPS) 2009

Regulation	Discretion	Policy
<p>4(1)(b) (Ref B)</p> <p>Remains the same</p>	<p>An employer can specify in an employee's contract what other payments or benefits, other than those specified in regulation 13(1)(a) and not otherwise precluded by regulation 13(2), are to be pensionable.</p> <p>The employee's pay is "all the salary, wages, fees & other payments paid to him/her for his/her own use in respect of his/her employment". The employer may opt to specify in an employee's contract any other payment or benefit that may be pensionable, excluding the following items which are not deemed pensionable under the Regulation:</p> <ul style="list-style-type: none"> ◆ Non contractual overtime ◆ Expenses (travel, subsistence, other expenses allowances) ◆ Payments in lieu of notice of termination ◆ Payment in consideration of holidays ◆ Payments made as an inducement not to terminate employment ◆ Any amount treated as the money value for the provision of a motor vehicle or any amount paid in lieu of such a provision 	<p>SDC reserves the right to specify what, if any, other payments or benefits are to be pensionable in accordance with the Regulations and will automatically include "detriment" or "protected" pay as pensionable pay.</p> <p>See Appendix 1 for SDC guidance on pensionable and non pensionable pay</p>
<p>22(2) (Ref A)</p> <p>Remains the same</p>	<p>Option to extend the normal time limit for a member to elect to pay voluntary contributions to cover a period of absence from duty</p> <p>Members who have had an optional absence may upon their return to work apply to their employing authority within 30 days of returning to work to repay any outstanding contributions. Employer's have the discretion to extend this time limit beyond 30 days.</p>	<p>SDC will extend the 30 day deadline if there is evidence of administrative shortcomings.</p>
<p>T9 and L12 etc (Ref T)</p> <p>Remains the same</p>	<p>Option to allow 'outsourced' manual worker to make a late option to continue to pay 5% contribution rate upon return to the LGPS (where option is made more than 30 days after rejoining the LGPS)</p>	<p>SDC will extend the 30 day deadline if there is evidence of administrative shortcomings.</p>
<p>30(2) (Ref B)</p> <p>Discretion has been amended because of change to age to 55 from 50. No other change to discretion</p>	<p>To grant applications for early payment of benefits on or after age 55 and before age 60.</p> <p>Any member between the ages of 55 and 59 (see note below) may seek their employer's agreement to receive an immediate payment of accrued pension benefits.</p> <p><i>Note: The now revoked 85-year rule whereby the officer's age when added to whole years of service must be equal to 85 before full payment of benefits can be made. Where the age and service total is less than 85, benefits are paid at an actuarially reduced rate for relevant service. The further away from the "rule of 85", the proportionately greater the actuarial reduction. As at April 2009, protections under the 'rule of 85' for existing members had not been announced by the Government.</i></p> <p><i>For existing members of the LGPS as at 1st April 2008, substitute 'on or after 50 until 1st April 2010 when age 55 applies' for 'on or after 55'</i></p> <p>It should be noted that an application for early release of benefits might also be made from a member with deferred benefits.</p> <p><i>A deferred pension brought into early payment on compassionate grounds cannot be reduced.</i></p>	<p>SDC will consider applications based on the merits of each case according to the criteria and process detailed in the attached Early Retirement Policy (Appendix 2)</p> <p>In the event of application for early payment of benefits from employees affected by TUPE regulations, SDC will take legal advice where appropriate.</p> <p>Applications from deferred members will only be considered on compassionate grounds, taking into account the costs of waiving any reduction, unless the member is still in the employment of SDC and benefits have been deferred under previous protection arrangements. All applications will be considered by the relevant Service Director and the Chief Executive.</p>

SDC Employer Discretion Policy (LGPS) 2009

<p>30(5) (REF B) Remains the same</p>	<p>To waive, on compassionate grounds, the percentage reduction applied to the early payment of benefits.</p> <p>The employer may determine on compassionate grounds that a member's retirement pension and grant should not be reduced if the member does not meet the "rule of 85". It should be noted that an application of this nature might also be made from a member with deferred benefits. Therefore, two policy decisions will need to be taken:</p> <ol style="list-style-type: none"> 1. Active Members 2. Deferred Members 	<p>See 30 (2) above. Applications from active members will be considered under the Early Retirement Policy (Appendix 2).</p> <p>Applications from members with deferred benefits will only be considered on compassionate grounds; such benefits cannot be reduced.</p>
<p>16(4)(b)(ii) (Ref A) Remains the same</p>	<p>Where an active member has previous LGPS service, they may elect to aggregate this with their ongoing service within twelve months of becoming an active member, or "such longer period as their employer may allow".</p>	<p>SDC will permit aggregation beyond 12 months.</p>
<p>18(1) (Ref B) Remains the same</p> <p>18(3) (Ref B)</p>	<p>After 5th April 2006, a member who has attained the age of 50 (see note below), with his employer's consent reduces the hours he works, or the grade in which he is employed, he may elect in writing to the appropriate administering authority and such benefits may, with his employer's consent, be paid to him notwithstanding that he has not retired from that employment.</p> <p><i>Note: For members joining the Scheme on or after the 1st April 2008, substitute 'attained the age of 55' for 'attained the age of 50 until 1st April 2010 when age 55 applies'</i></p> <p>An employer may choose to waive, in whole or in part, any such reduction.</p>	<p>SDC will consider applications in accordance with its policy on early/flexible retirement attached as Appendix 2</p> <p>See Appendix 2</p>
<p>12 (Ref B) Remains the same</p>	<p>To grant extra membership to active employees (Augmentation).</p> <p>The employer has the authority to increase the membership of an active member of the scheme. The maximum additional period is 10 years or the period by which the member would have attained had he continued in active service up to age 65, whichever is the shortest. Full payment for the additional period must be made within 6 months of the award.</p> <p><i>Note : Augmentation allows the employer to increase the employee's membership at any point during their employment, at any age and is not conditional upon a form of retirement unlike the Discretionary Payments Regulations that only permit increased membership in redundancy and efficiency cases.</i></p>	<p>SDC will not grant extra membership to active members.</p>
<p>13 (Ref B) New discretion</p>	<p>From 1st April 2008, the employer has the authority to grant additional pension to a member by up to £5,000 per annum.</p>	<p>SDC will not grant additional pension to a member</p>
<p>Sch1 (Ref T) 66(8) (Ref L) 66(9)(b) (former Ref L) Remains the same</p>	<p>A scheme member who wishes to elect to convert In House AVC's into a period of scheme membership must do so within 30 days of ceasing to be an active member "or such longer period as the employer may allow".</p> <p>The legislation states that an employee must make an election within 30 days of retiring if he wishes to transfer his AVC benefits into the LGPS. The employing authority may</p>	<p>SDC will extend the 30 day deadline if there is evidence of administrative shortcomings.</p>

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	allow the member to make this election beyond 30 days of retiring.	
49 (1) and (2) (Ref A) Remains the same	<p>Where a scheme member is paid a refund of contributions, the employer must pay a Contributions Equivalent Premium (CEP) to the DSS. An element of this is recovered from the refund paid to the scheme member. The balance may be recovered from the Fund.</p> <p>Where an employer pays a refund through the payroll they may deduct from the fund the CEP that was paid to the DSS to reinstate the employee in the State Pension Scheme.</p>	SDC reserves the right to recover the balance from the Fund.
72 (Ref A) Remains the same	<p>A scheme member who meets the normal criteria for a refund of pension contributions is not entitled to such a refund if he/she ceased employment due to an offence of a fraudulent character or due to grave misconduct unless the employer directs that a total or partial refund may be made.</p> <p>The employer may over rule the LGPS legislation and pay a refund of contributions to a member who is entitled to a refund had they simply resigned but who instead was dismissed due to an offence of a fraudulent character or due to grave misconduct.</p>	SDC will consider whether or not to make a refund based on the merits of each case and in light of advice from Internal Audit.
72 (1)and (3) (Ref A) Remains the same	<p>If a scheme member is convicted of, and ceases employment as a result of, an offence in connection with his/her employment which was gravely injurious to the state or liable to lead to a serious loss of confidence in the public service, the employer can apply to the Secretary of State or the Office of the Deputy Prime Minister for the issue of a forfeiture certificate. If the Secretary of State issues a certificate the employer may direct that certain of the person's rights are forfeited.</p> <p>The employing authority may apply to remove the member's entitlement to receive his pension.</p>	SDC will consider whether or not to apply for and enact a certificate based on the merits of each case and in light of advice from Internal Audit.
73 (1)and (2) (Ref A) Remains the same	<p>Where the Secretary of State has issued a forfeiture certificate but the employer has not applied the certificate, nor notified the scheme member of an award of benefits under the LGPS, the employer may direct that interim payments are made out of the Pension Fund until such time as it decides to apply the forfeiture certificate or to make an award of benefits.</p> <p>The employer may instruct the pension fund to pay the pension until a decision is taken by the employer to forfeit the pension.</p>	SDC will not direct that interim payments are made from the Fund pending a decision.
74 (2) (Ref A) Remains the same	<p>Where a member (i) ceases employment in consequence of a criminal, negligent or fraudulent act or omission in connection with that employment and (ii) has incurred a monetary obligation arising therefrom to the employer and (iii) is entitled to pension benefits under the LGPS, the employer may recover the amount of the monetary obligation or the value of the member's pension rights, if less, other than transferred in pension rights, from the Pension Fund and reduce the member's benefits accordingly.</p> <p>If member dismissed due to a criminal, negligent or fraudulent act in connection with his employment and it costs the employer money, the employer may recover the outstanding amount from the member's benefits. If the pension entitlement is below the amount owed the employer</p>	SDC will consider whether or not to recover and reduce benefits accordingly based on the merits of each case and in light of advice from internal audit.

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	<p>may recover the full value of the pension benefits. If the pension benefit is not due to be brought into payment immediately then this amount may be noted and deducted from the pension at a later date. The employer may only recover local government benefits, not benefits transferred in from another approved scheme.</p>	
<p>76 (2) and (3) (Ref A)</p> <p>Remains the same</p>	<p>Where</p> <p>(i) a member ceases employment in consequence of an offence involving fraud or due to grave misconduct in connection with that employment, and</p> <p>(ii) the employer has suffered a direct financial loss resulting therefrom, and</p> <p>(iii) the member is entitled to benefits under the LGPS and a forfeiture certificate has been applied, or the member is entitled to a refund of pension contributions</p> <p>the employer may direct that the amount of the direct financial loss, or the refund of contributions if less, be recovered from the Pension Fund.</p> <p>Virtually as 74 above, but with the issue of forfeiture certificate the money is recovered by the pension fund, not the employer.</p>	<p>SDC will consider whether or not to recover and reduce benefits accordingly based on the merits of each case and in light of advice from internal audit.</p>
<p>83(8) (Ref A)</p> <p>Remains the same</p>	<p>If a scheme member wishes to transfer pension rights into the NYPF from a non-local government source, he/she must opt to do so within 12 months of joining the LGPS "or such longer period as the employer may allow".</p> <p>With effect from 1st April 2008, this regulation also includes any AVC arrangements dated prior to membership of the North Yorkshire Pension Fund</p> <p><i>Note: It is common practice in pension schemes (eg the NHS) to only allow transfers into a scheme within the 1st year of the member joining the scheme. This is because it is more beneficial for the member as the member's salary is usually lower upon joining the scheme than in later years resulting in increased years bought. In addition the money transferred in may be used for investment over a longer period of time.</i></p> <p>For previous LGPS membership with an employer other than SDC, various inter fund transfer regulations apply.</p>	<p>SDC will allow members to opt to transfer pension rights beyond the 12 month period if there is evidence of administrative shortcomings. See Appendix 3 for guidance</p> <p><i>The Administering Authority will provide guidance on individual queries but must be contacted within the 12 month period above.</i></p>
<p>11(2) (Ref B)</p> <p>This is a new discretion</p>	<p>Whether to allow a member to select final pay period for fees to be any 3 consecutive years ending 31st March in the 10 years prior to leaving</p>	<p>SDC will allow members to so choose.</p>
<p>3 (Ref B) And 9 (Ref T)</p> <p>This is a new discretion which has been implemented in line with NYCC</p>	<p>From 1st April 2008, Banded Contribution rates for employees based on whole time equivalent pensionable pay were introduced.</p> <p>Employers to assess the relevant contribution band for members thus determining the rate of employee contribution.</p>	<p>On 1st April each year (commencing 1st April 2008) SDC will allocate the appropriate band for all members' pensionable pay based on previous year's pensionable pay and include incremental progression and cost of living increases where known as at 1st April.</p> <p>Only permanent changes to pensionable pay will be taken into account in banding.</p> <p>Banding will not change during the following financial year unless there is a post change.</p> <p>For new posts commencing post 1st April in each year, band will depend on starting salary.</p> <p>For members on variable or nil hours contracts, relevant band will be based on assumed full time</p>

SDC Employer Discretion Policy (LGPS) 2009

		<p>equivalent for each post.</p> <p>For new variable or nil hours contracts commencing post 1st April, banding will be by reference to similar posts or advice from Line Manager.</p> <p>If members believe banding is inaccurate, Line Manager to contact the HR Section for further information.</p>
<p>45 (1) and (2) (Ref A)</p> <p>This is a new discretion</p>	<p>An employer may deduct contributions from an employee's pay or reserve forces pay if an active member is granted leave of absence to go on reserve forces service</p>	<p>SDC will only deduct contributions if the MOD do not arrange for these to be paid directly to the Administering Authority</p> <p>See Guidance for Employing Volunteer Reservists October 2008.</p>
<p>20 (Ref B)</p> <p>This is a new discretion which has been implemented in line with NYCC</p>	<p>From 1st April 2008, regulations introduced tiered ill health retirement.</p> <p>If an employer determines, in the case of a qualifying active member:-</p> <p>(a) To terminate his employment on grounds that his ill health or infirmity of mind or body renders him permanently incapable of discharging efficiently the duties of his current employment</p> <p><u>And</u></p> <p>(b) That he has a reduced likelihood of obtaining any gainful employment before his normal retirement age,</p> <p>They shall agree to his retirement pension coming into payment before his normal retirement date and decide whether Tier 1, 2 or 3 payments are payable</p>	<p>SDC will be guided by the recommendation of an Independent Registered Medical Practitioner (IRMP).</p>
<p>31 (Ref B)</p> <p>This is a new discretion</p>	<p>Employer to decide whether deferred beneficiary meets permanent ill health criteria</p> <p><i>Note: Scheme members who have left employment and are entitled to preserved benefits may obtain access to the payment of their pension benefits early on ill health grounds. The IRMP will be asked to certify that the employee, who has left a local government employment before he is entitled to the immediate payment of retirement benefits, has become permanently incapable of discharging efficiently the duties of that employment because of ill health or infirmity of mind or body.</i></p> <p>No enhancement to the service will apply where preserved benefits are being bought into payment on ill health grounds.</p>	<p>SDC will be guided by the recommendation of an Independent Registered Medical Practitioner (IRMP)</p> <p>Applications from former employees with deferred benefits will be managed by former Service; the Service is responsible for referring the former employee to the Independent Registered Medical Practitioner (IRMP) via the Health and Wellbeing Service and notifying the former employee of the outcome of the application. Payment of pension benefits will commence from the date of the employee's letter requesting that the preserved benefits be brought into payment.</p>
<p>6(3) (Ref T) 42(4) (Ref L) 9 (Ref OT)</p> <p>This is a new discretion</p>	<p>Whether to accept (late) elections after 31.3.1998 from members who want to count membership between 1.4.72 and 5.4.88 for widower's pensions.</p> <p>If late election is allowed, the employer must pass a resolution, within 6 months of agreeing to accept the election, to state that the membership will count for widower's pensions</p>	<p>SDC will extend the deadline where there is evidence of administrative shortcomings.</p>
<p>17(3) (Ref OT)</p> <p>This is a new discretion</p>	<p>Whether to extend time limit for repayment of a previous refund during the period 1.4.74 and 31.12.79</p>	<p>SDC will extend the time limit where there is evidence of administrative shortcomings</p>

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<p>Reg 8 (SI 2006/966) This is a new discretion</p>	<p>Whether to recover employee contributions that had been reduced or waived after 40 years' pensionable local government service</p>	<p>SDC will not seek to recover such contributions</p>
<p>Reg 33 to 38 Ref (IA) This is a new discretion</p>	<p>Whether to award an injury allowance following loss of employment or reduction in pay or death in service through permanent incapacity after sustaining an injury or contracting a disease as a result of anything he or she was required to do in carrying out duties of job.</p>	<p>SDC will consider each case on its merits.</p>
<p>81 (1)(b) (Ref A) This is a new discretion</p>	<p>Whether to agree to bulk transfer payment where two or more members' active membership ends on their joining a registered non local government scheme</p>	<p>SDC will consider whether or not to agree on the merits of each case after consideration with the Administering Authority and after having taken appropriate actuarial advice.</p>

Signed :

Position :

Date :

Note

Unless otherwise stated, the application of these discretions will be in accordance with the Officers Delegation Scheme with advice from the Executive Officer (151) and the Director – Business Services who is accountable for the proper and consistent application of this policy on behalf of SDC.