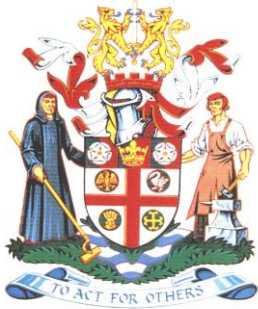


Selby District Council



Minutes

Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	4 September 2014
Present:	Councillor M Crane (Chair), Mrs G Ivey, C Lunn and J Mackman.
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (S151), Managing Director Access Selby, Solicitor to the Council, Business Manager (ES), Lead Officer – Finance, Policy Officer, Lead Officer - Contracts and Democratic Services Manager.
Also Present:	Councillor S Shaw-Wright
Public:	0
Press:	0

NOTE: Only minute numbers 31 to 32 and 34 to 38 are subject to call-in arrangements. The deadline for call-in is 5pm on the 16th of September 2014. Decisions not called in may be implemented on the 17th of September 2014.

27. Apologies for Absence

Apologies for absence were received from Councillor C Metcalfe.

28. Minutes

The minutes of the meeting on 3 July 2014 were submitted and agreed as a correct record and signed by the Chair.

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29. Disclosure of Interest

Councillor J Mackman declared that he had registered as an “other interest” his role on the Selby and District Housing Trust. He stayed in the room during the consideration of, but did not vote on item 10 on the agenda (Phase 2 Affordable Housing Sites)

30. Financial Strategy – Key Decision

Councillor C Lunn presented the report which provided an update to the revised Medium Term Financial Strategy (MTFS) approved by Council in December 2013.

Councillor C Lunn set out that the financial challenges would continue as the Council faced further reductions in central funding. However, with a careful balance between savings and growth, the Strategy provided a framework which would help the Council minimise risk and enable the delivery of the next Corporate Plan.

The Executive discussed the future of the New Homes Bonus and the savings to be achieved from the Better Together Project with North Yorkshire County Council (NYCC). The Executive heard that significant savings were expected from the Council’s work with NYCC which formed one element of the savings plan. Further savings would be required from other areas.

Resolved:

Subject to comments from the Policy Review Committee, to recommend Council to approve the update to the Medium Term Financial Strategy.

Reason for the decision:

To set the framework for the 2015/16 budget and 2015 – 2017/18 Medium Term Financial Plan.

31. 1st Interim Budget Exceptions Report – Key Decision

Councillor C Lunn presented the report on the Council’s financial results and budget exceptions to 30 June 2014.

Councillor C Lunn stated that, at this early stage in the financial year, estimated surpluses of £416k on the General Fund and £23k on the Housing Revenue Account were forecast.

Resolved:

- i. **To endorse the actions of officers and note the contents of the report.**
- ii. **To update the budgets to reflect the additional income to the General Fund relating to prior years adjustments to NNDR and a corresponding increase to the Business Rate Equalisation reserve to be made.**
- iii. **To update the Capital budget for CRM to include back filling costs of £19,763 approved with the business case. transfer the £154k Access Selby General Fund surplus to 'Access Selby Reserve';**

Reason for the decision:

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.

32. 1st Interim Treasury Management Progress Report – Key Decision

Councillor C Lunn presented the report which reviewed the Council's Treasury Management activity for the first three months of 2014/15 and presented performance against the Prudential Indicators.

The Executive heard that interest rates were still low and that some of the Council's higher rate investments were due to drop out this year. It was noted that, following approval at Council, NYCC sweeping arrangements would be in place within the next month.

Resolved:

To endorse the actions of officers on the Council's treasury activities for the period ending 30 June 2014 and approve the report.

Reasons for the decision:

To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular Treasury Management monitoring reports.

33. Housing Revenue Account (HRA) Business Plan

Councillor C Lunn presented the draft Housing Revenue Account Business Plan for councillors to consider prior to consultation.

Councillor C Lunn set out that this was a refresh of the existing plan, setting out the Council's vision for its housing service to 2017 and beyond. He highlighted that a new Stock Condition Survey had been commissioned, the results of which would feed into financial planning within the Business Plan in the autumn. The Executive also heard that the Housing Development Strategy had been approved and the Council planned to build 53 homes within the HRA over the next four to five years.

The Executive discussed the importance of the new Strategic Housing Market Assessment which it was planned to commission at the end of 2014. This would provide a detailed analysis of current and future housing need in Selby District.

Resolved:

To approve the Consultation Version of the HRA Business Plan.

Reason for the decision:

- i. To set out a viable business plan for HRA service:
- ii. To comply with the requirements set out in the Localism Act.

34. Spend to Save Investment in Planning

Councillor C Lunn presented the report which detailed the outcomes achieved in the first six months of operation of the pre-application planning advice.

The Executive discussed the 50% uptake level of the service which was lower than had been expected, however the additional capacity was being used to support other development management services. The Managing Director stated that Access Selby Board remained supportive of the idea and it was noted that, as a result of the introduction of the new service, Planning Agents who had become reluctant to engage in pre-application discussions were taking renewed advantage of the service.

Resolved:

To note the report.

Reasons for the decision

For information.

35. 1st Interim Corporate Plan Progress Report

Councillor M Crane presented the report which provided details of the Access Selby key performance indicators following the first quarter of reporting for the financial year 2014/15 and recommended appropriate action where required.

The Executive were pleased with the strong performance of Access Selby and discussed the interpretation of some of the customer satisfaction indicators.

The Executive noted the increase in the time taken to re let local authority housing. The Managing Director outlined a number of factors, such as demand for the properties, which together contributed to the fall in performance for June 2014.

The Executive also discussed the indicator relating to street cleansing and how the outcome was calculated. The Managing Director undertook to circulate further detailed explanation to the Executive on that issue outside the meeting.

Resolved:

To approve the report and ask that further consideration is given to appropriate measures of customer satisfaction as part of the current review of the Service Level Agreement with Access Selby

Reasons for the decision

The on-going management of performance and improvement data enables the Council to monitor the level of service delivered by Access Selby, and can assist the Council in achieving its strategic priorities.

36. Phase 2 Affordable Housing Sites – Key Decision

Councillor M Crane presented the report on the next review of potential affordable housing development sites in Council ownership.

Councillor M Crane gave a brief background to the report, he set out that the five sites at East Acres – Byram, Site3 Westfield Avenue – Eggborough, Landing Lane – Riccall, Highfield Villas – Sherburn and Austerbank View – Tadcaster were approved at Council in September 2013 as the first to be taken forward.

The Executive discussed the phasing of delivery as set out in the report and asked officers to consider an alternative approach which would see the southern phase of the programme delivered earlier.

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Consideration was then given to the possible procurement approaches to deliver the sites and it was noted that the selected approach would be developed in partnership with Selby District Housing Trust (SDHT). The Executive agreed with the view of the SDHT Board that the Develop and Construct route would be the default procurement approach but they would allow consideration of alternative methods if appropriate for the particular scheme.

Resolved:

- i. To ask officers to consider an alternative phasing programme and to receive this at a subsequent meeting.**
- ii. To approve the proposed procurement approach as outlined in paragraphs 3.2.3 - 3.25.**

Reason for the decision:

The prioritisation of development sites is required to facilitate the delivery of the targets within the Council's Housing Development Strategy.

37. Green Deal

Councillor M Crane presented the report on the procurement of a delivery partner to help with the implementation of a Green Deal and Energy Company Obligation (ECO) scheme for all Local Authorities within the Leeds City Region boundary.

Resolved:

- i. To note and endorse the participation of the Council in the Leeds City Region Green Deal Project including support for the Framework and commitment to use the Call-Off Contract.**
- ii. To delegate authority to the Deputy Chief Executive to agree the commercial terms of the Call-Off Contract and sign the Contract.**
- iii. To note the discussions ongoing with regard to a sub-regional arrangement for implementation and monitoring of the Contract and attending the Home Energy Project Board (HEPB).**

Reason for the decision:

To ensure that the Council has the necessary authorisations in place to take full advantage of the Green Deal and ECO Scheme, once the

procurement exercise is complete, and on appropriate commercial terms.

38. URGENT ITEM - Tender for Procurement of Insurance Services – Key Decision

It was noted that this was a Key Decision which had been given due notice in the Forward Plan, it had been anticipated that the decision on the tender would be taken by the Executive Director (S151) under delegated authority, however, because the final tender price was in excess of the approved budget, the matter was being reported to the Executive for determination instead.

Councillor C Lunn presented the report on the tendering exercise for the provision of the Council's insurance for a five year period from 1st November 2014.

Resolved:

To award the contract for the provision of Insurance Services for a five year period, commencing on the 1st November 2014, to bidder (a) as shown in the report

Reason for the decision:

To ensure that adequate insurance cover is in place to protect the council's assets and mitigate financial risk.

The meeting closed at 5.25pm