

Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday 2 March 2017**
Time: **4.00pm**
Venue: **Committee Room**
To: **Councillors M Crane (Chair), J Mackman (Vice Chair),
C Lunn, C Metcalfe and R Musgrave.**

1. Apologies for absence

2. Minutes

The Executive is asked to approve the minutes of the meeting held on 1 February 2017 (pages 1 to 7 attached).

3. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

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

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

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

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

4. Corporate Performance Report 2016/17 – Quarter 3

Report E/16/44 provides the Executive with a progress update on the delivery of the Council's Corporate Plan 2015-20 as measured by a combination of; progress against priority projects / high-level actions; and performance against Key Performance Indicators. The Executive is asked to note and approve the report (pages 8 to 35 attached).

5. Environmental Services Contract Extension

Report E/16/45 provides the Executive with an update on discussions with the Environment Services contract provider, and asks the Executive to approve a seven-year extension to the contract from 1 April 2017 (pages 36 to 45 attached).

6. Eggborough Combined Cycle Gas Turbine (CCGT) Power Station – Nationally Significant Infrastructure Project

Report E/16/46 outlines a Nationally Significant Infrastructure Project relating to a proposed gas-fired power station on the site of the existing coal-fired power station at Eggborough (pages 46 to 53 attached).

7. Neighbourhood Planning

Report E/16/47 updates the Executive on the progress of a number of Neighbourhood Plans, and asks that delegated authority be given to the Director of Economic Regeneration and Place in consultation with the Lead Councillor for Place Shaping to enable the administration of the Neighbourhood Plan process (pages 54 to 58 attached).

Janet Waggott
Chief Executive

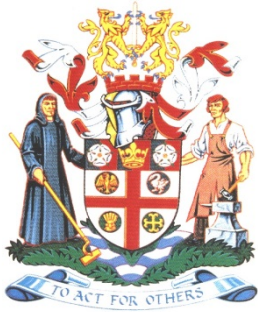
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| Dates of next meetings |
| Thursday 16 March 2017– Executive Briefing, 2pm |
| Thursday 6 April 2017 – Executive, 4pm |

For enquiries relating to this agenda please contact Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk.

Recording at Council Meetings

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Manager using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Selby District Council



Minutes

Executive

| | |
|-------------------|---|
| Venue: | Committee Room, Civic Centre, Selby |
| Date: | Wednesday 1 February 2017 |
| Time: | 6pm |
| Present: | Councillors M Crane (Chair), J Mackman, C Lunn and R Musgrave. |
| Officers present: | Janet Waggott - Chief Executive, Julie Slatter – Director of Corporate Services and Commissioning, Karen Iveson - Chief Finance Officer (s151), Gillian Marshall – Solicitor to the Council, Jen Clewley – Business Development Officer (for minute item 62), Sally Rawlings – Housing Development Manager (for minute item 63), Mike James - Lead Officer, Communications, and Palbinder Mann - Democratic Services Manager. |
| Public: | 0 |
| Press: | 0 |

NOTE: Only minute number 62 to 63 and 65 to 66 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 15 February 2017. Decisions not called in may be implemented from Thursday 16 February 2017.

59. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Metcalfe.

60. MINUTES

The Executive considered the minutes from the meeting held on 5 January 2017.

RESOLVED:

To approve the minutes of the meeting held on 5 January 2017 for signature by the Chair.

61. DISCLOSURES OF INTEREST

Councillor Mackman declared a non-pecuniary interest in minute item 63 – Housing Development Programme, Landing Lane, Riccall as he was the Chair of the Selby and District Housing Trust. He stated that he would be leaving the meeting during the consideration of this item.

62. MEMBERS IT DEVICES

Councillor Mark Crane, Leader of the Council presented the report on the proposal to purchase and implement electronic devices for Members.

It was explained that there were savings associated with the proposal with regard to paper and postage. It was outlined that one of the key reasons for the proposal was ensuring that the Council complied with data protection and enabled the use of more secure email addresses for Members and Council communication.

It was felt that there may be issues relating wireless internet speed for Members who lived in remote areas. Additionally it was stated that Members may also have to find a Wi-Fi connection before they could send an email which could lead to a delay in sending urgent emails. Officers agreed to work with the IT provider, North Yorkshire County Council (NYCC) to consider mobile data where this was required to address issues.

Concern was also raised at the prospect of Members who worked having to use multiple devices which could lead to them being less responsive to Council emails. The Executive were informed that secure devices were required for data protection and as such, to enable both council and personal e mails on the one device was currently not possible though officers would continue to explore options as technology and the joint working with NYCC developed.

In response to a query relating to training for Members, it was explained that tailored training for Members including on a one to one basis would be available.

RESOLVED:

To approve the purchase and roll out of the HP Elite tablet and keyboard devices to Members as set out in the report.

REASON FOR THE DECISION

Approval of the proposal was required in order to progress with the project in a timely manner.

63. HOUSING DEVELOPMENT PROGRAMME – LANDING LANE, RICCALL

Councillor Richard Musgrave, Lead Executive Member for Housing, Leisure, Health and Culture presented the report which outlined the request made by Selby and District Housing Trust to amend the approved outline business case to the redevelopment of the Council's garage site at Landing Lane, Riccall.

The report outlined a proposal to increase the grant element of the business case whilst still retaining a land receipt. A query was raised on whether the Housing Trust was satisfied with the revised proposal including a valuation of the land. The Housing Development Manager explained that the value of the land was covered by the increase in the grant to the Trust and hence was cost neutral for them.

RESOLVED:

- i) That the offer to Selby and District Housing Trust be amended to enable the development of 5 affordable rented units with the land transferred at a value of £36k (subject to valuation).**
- ii) That the offer be amended to provide a grant of up to £162.6k and a loan of £632.365k with the final value and terms of the loan delegated to the Chief Finance Officer and consultation with the Lead Councillor for Finance and Resources and the Solicitor to the Council.**
- iii) That Selby District Council underwrite the pre-development costs necessary to develop the detailed business case (up to a**

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maximum of £15k to be funded from the Programme for Growth) should the land transfer not take place.

REASON FOR THE DECISION

- *To enable the development to proceed;*
- *To increase the provision of general needs affordable rented housing in Selby District Council area;*
- *To maximise the use of an under-utilised site*

64. **TREASURY MANAGEMENT – TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18, MINIMUM REVENUE PROVISION POLICY STATEMENT 2017/18, ANNUAL INVESTMENT STRATEGY 2017/18 AND PRUDENTIAL INDICATORS 2017/18.**

Councillor Cliff Lunn, Lead Executive Member for Finance and Resources presented the report on the proposed Treasury Management Strategy together with the Minimum Revenue Provision Policy Statement, Annual Investment Strategy for 2017/18 and Prudential Indicators 2017/18 as required by the Department of Communities and Local Government and CIPFA.

In response to a query concerning the increase in the operational borrowing limit, it was explained that this was due to the Capital Programme.

RESOLVED:

To make the following recommendations to Council:

- i) To set the Operational Borrowing Limit for 2017/18 at £76m.**
- ii) To set the Authorised Borrowing Limit for 2017/18 at £81m.**
- iii) To delegate authority to the Chief Finance Officer to effect movement within the agreed authorised boundary limits for long-term borrowing for 2017/18 onwards.**
- iv) To delegate authority to the Chief Finance Officer to effect movement within the**

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agreed operational boundary limits for long-term borrowing for 2017/18 onwards.

- v) To approve the treasury management strategy statement 2017/18.**
- vi) To approve the minimum revenue provision policy statement for 2017/18.**
- vii) To approve the treasury management investment strategy for 2017/18.**
- viii) To approve the prudential indicators for 2017/18 which reflect the capital expenditure plans which are affordable, prudent and sustainable.**

REASON FOR THE DECISION

To ensure the Council's Treasury Management Strategy and associated policies are prudent and affordable.

65. TREASURY MANAGEMENT – MONITORING REPORT TO 31 DECEMBER 2016

Councillor Cliff Lunn, Lead Executive Member for Finance and Resources presented the report which outlined the Council's borrowing and investment activity for the 9 month period 1 April to 31 December 2016 and presents performance against the Prudential Indicators.

RESOLVED:

To endorse the actions of officers on the Council's treasury activities for the period ending 31 December 2016 and approve the report.

REASON 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.

66. FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 31 DECEMBER 2016

Councillor Cliff Lunn, Lead Executive Member for Finance and Resources presented the report which outlined details of major variations between budgeted and actual expenditure and income

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for the 2016/17 financial year to 31 December 2016. The following queries and discussion took place:

- A query was raised relating to the staff costs for the Housing Revenue Account (HRA). It was explained that this was due to work which was normally contracted in however was now being undertaken by the trades staff.
- Concern was raised relating to the less than expected income for Lifeline. The Director of Corporate Services and Commissioning explained the service was being reviewed including the resources and that there was work to be done to promote the service.
- In response to a query around the figures for void property repairs, it was clarified that this related to the fire at the Harold Mills Community Centre and would be reimbursed through the insurance.
- Further information was requested on the income outlined for Marsh Croft flooding. It was agreed this would be provided to the Executive.
- A query was raised over the back dated partner contributions relating to industrial units. It was explained that discussions were taking place with partners on this issue.
- Further information was requested on what estates the Environmental Improvement Plan would cover. It was agreed this would be provided to the Executive.

RESOLVED:

To endorse the actions of officers and note the contents of the report.

REASON FOR THE DECISION

To ensure that budget exceptions are brought to the attention of the Executive in order to approve remedial action where necessary.

67. DRAFT REVENUE BUDGET AND CAPITAL PROGRAMME 2017/18 AND MEDIUM TERM FINANCIAL PLAN

Councillor Cliff Lunn, Lead Executive Member for Finance and Resources presented the report which outlined the draft revenue budget and capital programme for 2017/18 to 2019/20.

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The following key points were outlined:

- The Council was awaiting final details of the Government's multi-year settlement offer.
- The New Homes Bonus scheme would be reduced to four years and there would be 0.4% baseline introduced.
- The Council was awaiting the final decision on business rate retention and whether there would be a move to 100% retention.
- The draft budget assumed a rise of £5 in Council Tax for a band D property which equated to 3%.
- Potential savings had been identified and these had been given a confidence rating depending on the expected success of the saving.
- £2.4m of reserves had been earmarked to bridge the savings gap.

RESOLVED:

- i) **To submit to Council for approval the draft budgets, bids and savings.**
- ii) **To propose to Council an increase in Council Tax Band D by £5 to £170.22 in 2017/18.**

REASON FOR THE DECISION

To enable Council to consider the Executive's spending plans for the coming 3 years and to set the Budget and Council Tax for 2017/18.

The meeting closed at 7.07pm

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Selby District Council

REPORT

Reference: E/16/44

Item 4 - Public



To: The Executive
Date: 2 March 2017
Status: Non Key Decision
Report Published: 22 February 2017
Author: Stuart Robinson, Head of Business Development & Improvement
Executive Member: Councillor Mark Crane, Leader of the Council
Lead Officer: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 3 – 2016/17 (October to December)

1. Summary:

- 1.1 The quarterly Corporate Performance Report provides a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs.

2. Recommendations:

- 2.1 The report is noted and approved.

3. Reasons for recommendation

- 3.1 The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

4. Introduction and background

- 4.1 High level performance reporting of progress against the Council's priorities – as set out in the Corporate Plan 2015-20 – is a key element of the performance management arrangements. The Corporate Performance Report

clearly follows the structure of the Corporate Plan, with a report card for each of the four main priority areas.

4.2 Progress on delivering the Council's priorities is demonstrated by a combination of:

- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
- performance against KPIs (are targets being met; are we getting better)

4.3 The Corporate Performance Reporting framework is kept under review. Recent changes include the introduction of a one page exception report. It should be noted that a review of the KPIs and priority projects selected as part of this report will be undertaken at the end of 2016/17 and will be reported from Q1 2017/18. This review will be informed by service plans developed by each Head of Service.

5. The Report

5.1 The specific focus of this report covers the period October to December 2016. This has been a period of significant change at Selby District Council – both in terms of changes to the operating model and to the senior management structure. However, the Corporate Plan 2015-20 has provided consistency in terms of the direction the Council is seeking to follow and the specific priorities.

5.2 Summary of progress

The Corporate Performance Report (see appendix) sets out the detail in terms of progress (or otherwise) against the Council's priorities during quarter 3. In terms of a summary:

- 53% of projects/high level actions are on track.
- 68% of KPIs are showing improvement over the longer term.
- 70% of KPIs are on target.

5.3 What went well in quarter 3

- Latest data shows that recent increases in employment rates are being sustained – along with corresponding reductions in the numbers claiming out of work benefits (see p.4 of the attached report)
- On skills: Q3 saw accolades for Selby College – scoring highly for transitions into employment – and also the start of work on a Selby College, working with Leeds City Region LEP began work on a new centre for construction skills training (p.3)
- Tadcaster was announced as a stage start for the 2017 Tour de Yorkshire – helping the town reach its potential and supporting the drive to encourage healthy leisure activities. (p.3)

- Around 140 new homes added to the Council Tax Valuation List – above the quarterly target and reflecting the continued upturn in the housing market. (p.8)
- Performance on key housing KPIs continues to improve – with re-let times reducing for all Council homes and well over 99% of repairs completed within agreed timescales.(p.8)
- Performance on missed bins recovered from the Q2 dip; Q3 performance was back on target. (p.9)
- Successful launch event held for the Community Navigators project.(p.12)
- Second mental health workshop held in November - Building on the success of the first ever Selby mental health conference in September. (p.12)
- Sherburn Community Trust is now up and running with a volunteer Trustee.(p.12)
- Performance is on track to hit targets on all four debt collection KPIs. (p.16)
- Performance has improved significantly on processing new Benefit claims. However, time taken to process changes in circumstances increased slightly.(p.17)
- Time taken to process the majority of planning applications improved in Q3. Performance on 'major' applications remains a concern. (p.17)
- The average waiting time for customers to be seen/have their call answered continues to reduce. (p.17)

5.4 What did not go so well in quarter 3 – and what will we do about it

- Fewer visits to Council leisure centres in Q3. This was to be expected when compared to Q2 but also lower than 12 months previous. We anticipate an increase in attendance in the New Year with a number of promotions planned to capitalise on this. (p.9)
- A £358k shortfall in the savings target for the year reported at Q3. Whilst the current savings plan is behind target, approval of additional savings as part of the forthcoming budget could help to mitigate the shortfall. (p.16)
- Despite improvement in Q3, performance on complaints processing continues to be well below target. ELT reviewing Complaints processing in Q4 with a view to strengthening processes and improving customer service. (p.17)
- Employee sickness absence is a concern. Q3 saw an increase compared to both Q2 and to the same period last year. An audit of sickness absence is expected to report in Q4 and associated improvement actions undertaken (p.19).

6. Legal/Financial Controls and other Policy matters

Legal Issues

6.1 None

Financial Issues

6.2 Financial – Delivery of Corporate Plan priorities is reflected in the MTFS.

Impact Assessment

6.3 An Equality, Diversity and Community Impact Assessment screening report has been undertaken on the Corporate Plan and its priorities – and due regard has been given.

7. Conclusion

7.1 Despite concerns around the delivery of some priority projects, the performance report demonstrates continued performance improvement and delivery against Corporate Plan Priorities – particularly in those aspects of performance measured by KPIs.

8. Background Documents

Contact Officer:

Stuart Robinson
Head of Business Development & Improvement
Selby District Council
srobinson@Selby.gov.uk

Appendices:

Appendix A. Corporate Performance Report Quarter 3 2016/17



Corporate Performance

Q3 Exception Report 2016/17

Summary

68% KPIs improved* **70%** KPIs on target **53%** Projects on track

Priorities

Note: it is the intention to only highlight those measures showing as 'red' in the Corporate Performance Report, i.e.:

- KPIs where the *long term* trend is worse and/or agreed targets are not being met; and
- Priority projects that are overdue/passed completion date.

| A great place to... | Overall | Exceptions | Reason |
|-------------------------|---------|--|--|
| ...to do business | | <ul style="list-style-type: none"> • age 16-65 with no qualifications | <ul style="list-style-type: none"> • KPI: Trend worse; Target not met |
| ...to enjoy life | | <ul style="list-style-type: none"> • Missed bins • Leisure Centre visits • Adult physical activity • Y6 children defined as obese | <ul style="list-style-type: none"> • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target not met |
| ...to make a difference | | <ul style="list-style-type: none"> • Performance reporting | <ul style="list-style-type: none"> • KPIs: to be developed |
| ...deliver great value | | <ul style="list-style-type: none"> • Stage 1 complaint response time • Council tax debt recovery • Sundry debt recovery • Time to process benefit changes • % of major applications to committee in time • Planned savings • Average sick days per employee | <ul style="list-style-type: none"> • KPI: Target not met • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target not met • KPI: Target not met • KPI: Trend worse; Target not met |

Key: Priority on track overall Some concerns overall Significant concerns on overall delivery




Selby District Council


Corporate Performance Report


Quarter 3 2016/17


Key


Projects

-  Cancelled


-  Overdue – Passed completion date


-  Check Progress – Milestone missed


-  In Progress – On track


-  Completed


KPIs


-  Alert – target not met


-  Warning – target not met but within acceptable limit


-  OK – target met/on target

-  Unknown

-  Data Only





-  Trend - Improving

-  Trend - No Change

-  Trend - Getting Worse

A great place...to do BUSINESS: Overall Progress

Q3 2016/17

| Key focus of our work | What's gone well; what are we concerned about | Overall Progress |
|--|--|--|
| <p>Secure new investment in the district (Lead Director: D Caulfield)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Work is continuing to bring forward S2 for development; • Outline planning application submitted for Kellingley Colliery. • Approx. £10m invested in British Gypsum manufacturing plant near Sherburn-in-Elmet. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this new agenda forward – this is being addressed by creating new posts to drive forward economic development, regeneration and housing as part of the Organisational Review. | <p> Some concerns</p> |
| <p>Improve employment opportunities (D Caulfield)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Q3 data shows a further increase in employment rates with a corresponding reduction in those claiming out of work benefits. Data follows broad national trends; • Economic Development Strategy provides strategic framework to enhance employment opportunities. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this new agenda forward – this is being addressed by creating new posts to drive forward economic development, regeneration and housing as part of the Organisational Review. | <p> On track</p> |
| <p>Improve access to training and skills for work (D Caulfield)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Q3 saw Selby College revealed as the highest-performing in Yorkshire and the joint second highest-performing nationally an FE Week survey ranked colleges on apprenticeships, helping learners find work and both learner and employer satisfaction. The College was also named the best in England for getting jobseekers into employment (DfE). • Selby College, working with Leeds City Region LEP began work on a new £1.4m project to redevelop its existing Aspiration Building facilities specifically for training young people and adults in a variety of construction skills trades - , supporting growth in key business and employment sectors identified in the Economic Development Strategy. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this forward – this is being addressed as part of the Organisational Review. | <p> Some concerns</p> |
| <p>Help Selby, Tadcaster and Sherburn reach their potential (D Caulfield)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Tadcaster announced as the stage two start for 2017 Tour de Yorkshire – to take place in May 2017 • Rebuild work on the brand new Harold Mills Community Centre in Sherburn started in October <p>What are we concerned about:</p> <ul style="list-style-type: none"> • N/A | <p> On track</p> |







A great place...to do BUSINESS: KPIs






Q3 2016/17

| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|--|
| % working age population in employment | Aim to Maximise | 75.7% | 80% | 84% | 87% | ↑ | ↑ | 🟢 | Latest data at September 2016 87% equates to 46,400 people. Employment rates are 15% higher than the regional average. Investment is ongoing in the district, and the Council is working with Harworth Estates to bring forward redevelopment of the Kellingley Colliery site. |
| % working age population claiming Job Seekers Allowance | Aim to Minimise | 1.3% | 1.0% | 1.2% | 1.0% | ↑ | ↑ | 🟢 | Latest data at May 2016 Equates to 560 people – 150 fewer than 12 months previous. Selby remains below regional and national averages and follows wider recent trends. |
| % working age population receiving all main out of work benefits | Aim to Minimise | 6.4% | 6.0% | 6.1% | 5.9% | ↑ | ↑ | 🟢 | Latest data at May 2016 Equates to 3,170 people. Selby remains well below both regional and national averages. 250 fewer claimants than 12 months earlier. |
| % working age population qualified to Level 4+ (annual measure) | Aim to Maximise | 34.6% | 35% | 34.8% | 34.8% | ▬ | ↑ | 🟢 | Annual measure – no new data for Q3 Around 18,500 working aged residents are qualified to at least Level 4 (HND, Degree or higher). Selby College is working to increase skill levels with its strong programme of construction and engineering skills training, supporting key employment sectors in the district. |
| % working age population with no qualifications (annual measure) | Aim to Minimise | 7.9% | 7.5% | 8.2% | 8.2% | ▬ | ↓ | 🔴 | Annual measure – no new data for Q3 We are aiming to increase the skills of the workforce in the district and will work with education providers to support people to access training and education that will skill them for work. Selby College began work on a £1.4m construction and engineering training facility. |
| Amount of Business Rates retained (£s) | Aim to Maximise | £7,418,763 | £7,500,000 | £7,492,359 | £7,505,068 | ↑ | ↑ | 🟢 | Our income is comprised of 2 elements: the safety net payment of £2.1m and retained renewables income of £5.4m - giving the total of £7.5m. |
| 16 PLACEHOLDER - a measure of private sector investment in the Selby District | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI to be developed. Positive discussions with Glentool on bringing forward the Proving Ground, Sherburn-in-Elmet and with Harworth Estates on bringing forward regeneration of Kellingley Colliery |

A great place...to do BUSINESS: Projects

Q3 2016/17

| Action Title | Managed By | Due Date | Progress | Latest Update |
|--|---------------|-------------|---|--|
| Improving employment opportunities | | | | |
| Community Skills & Capacity Building Project | James Cokeham | 29-Mar-2018 |  | This fund is potentially critical to the delivery of the Economic Development Strategy. Funding is required whilst an action plan for this is developed. |
| Securing new investment in the district | | | | |
| Supporting Improvements to Infrastructure | James Cokeham | 31-Mar-2017 |  | A number of potential infrastructure projects have been identified through the Economic Development Strategy and PLAN Selby. Further work will be carried out with partners to build detailed business cases where relevant, potentially through the Programme 4 Growth. |
| Selby District USP Project | James Cokeham | 31-Mar-2016 |  | Will be committed, plans in place for Communication and engagement campaigns created for 4 areas – to be agreed by the end of February 2017 which will determine the actions for each priority; 1. Overall 'Place Branding'; 2. Communications & Marketing to support the visitor strategy; 3. Planning Service narrative and 4. Business Investment communications. |
| Growing Enterprise Programme | James Cokeham | 29-Mar-2018 |  | Support continuing for local business networking groups including Selby Enterprise Café and Sherburn & Tadcaster Business Networking Group. Difficulties in recruiting a short-term Business Advisor/SME Growth Manager in partnership with the LCR Local Enterprise Partnership. A fixed term post is therefore planned for the new structure from April 2017. A match funding contribution of £9k has been made to LCRs 'Digital Enterprise' programme – an EU funded scheme to support businesses to invest in their digital infrastructure and capabilities to achieve business growth through business support and connection grants/vouchers |
| Green Infrastructure - Commissioning Phase | James Cokeham | 29-Mar-2018 |  | Work is progressing, the Council has now taken the development of the GI strategy in-house and is working with Natural England on key methodological aspects of the work. |
| Economic Development Strategy | James Cokeham | 31-Mar-2017 |  | Consultation draft of Strategy produced and publically consulted upon over September-November 2016. ERYC will be asked to complete final amends, after additional business consultation, with aim of adopting Strategy in 2016 Q4 or 2017 Q1. |

| | | | | |
|---|------------------|--------------|---|---|
| Development Fund Project | James Cokeham | 29-Mar-2018 |  | Fund used to explore potential for development of a 'Garden Village' at Church Fenton Airfield and potential complementary site uses. Arup have recently been commissioned to drive forward work on a number of key strategic sites over the next 6 months. This includes Olympia Park, Kellingley Colliery/M62, Rigid Paper/Selby Marina and a new masterplan for Selby Rail Station and its environs. |
| Green Energy Investment Project - Feasibility Study | James Cokeham | under review | tbc | Exploration of a ground mounted solar farm concluded it was not possible to deliver a scheme by the end of 2015/16 in order to take advantage of the subsidy regime before changes were implemented. Therefore plans have been deferred until 'grid parity' is reached (anticipated within the next 2-3 years). Potential to prepare a planning application for a ground mounted scheme but further funds would be required. Further work on the feasibility of a roof mounted scheme on the Council's general assets and housing stock not progressed due to internal capacity but will be factored into future resource plans. Preparatory work for schemes (including a grid connection and planning application) are expected to require £50k which has been included in the proposals for P4G3 – and project timescale will be reviewed. |
| Tourism Strategy adopted and agreed | Angela Crossland | 31-Mar-2017 |  | Work to progress development of the strategy is to commence soon. However, to support the principles of the new tourism strategy we have used the Council's corporate channels of communication to support greater awareness of the district's tourism offer over the summer months. Specifically, we have linked our social media posts to relevant organisations and individuals to increase the audience 'reach' of our messages: this strategy has supported these updates to be amongst the most popular online content and posts over recent months. Capacity is now in place to support the development of work around the visitor economy, arts, heritage and culture. The date for completion of this work will need to be reviewed and anticipate a May completion date of the outline strategy and developing action plan. |
| Working with education providers to support people in accessing training | | | | |
| Construction Skills Hub Project | James Cokeham | 29-Mar-2018 |  | Project on hold pending further productive discussion with Selby College and ongoing feasibility work on Olympia Park. Roll into Project Delivery Fund for P4G 3 and can then bid for it depending on progress with OP. |
| Working with people and businesses to help Selby, Tadcaster and Sherburn reach their potential | | | | |
| Masterplanning for Towns Programme - Phase 1 Options | James Cokeham | 29-Mar-2018 |  | Ongoing piece of work to set a direction of growth for our market towns. Initial work has been completed and Phase 2 will be commissioned following agreement on the approach to the Local Plan and there will be other sub-projects to commence on the back of the Local Plan. An initial brief on the approach for this work should be in place during Q4. |
| Car Park Strategy adopted | James Cokeham | 31-Mar-2017 |  | Significant consultation took place in Q3 including presentations to a number of community groups. To allow time to collect further data/evidence – particularly to take account of usage in Tadcaster once the bridge is re-opened – a report seeking approval of the Strategy initially planned for March will now not be considered until August – resulting in a slight delay. |

A Great Place...to Enjoy Life: Overall Progress

Q3 2016/17

Key focus of our work

What's gone well; what are we concerned about

Overall Progress

Improving the supply of housing

(Lead Director: D Caulfield)

What's gone well this quarter:

- New partnership between Selby and York councils and Hunters announced to bring empty, homes back into use. Initiative during Empty Homes Week to advise local property owners on bringing homes back into use.
- Around 140 new homes added to the Council Tax Valuation List – above the quarterly target and reflecting the continued upturn in the housing market on a range of sites the Council allocated in the last development plan
- Performance on the re-letting and repair of Council homes continues to improve and exceed targets
- Arup commissioned to provide resource/expertise to bring forward key strategic sites (Rigid Paper Mills/Selby Marina and Olympia Park).

What are we concerned about:

- Decision taken to no longer progress work to explore the possibility of a new garden village in the Church Fenton area – removing a potential longer term opportunity to deliver new homes. However now focussing on shorter term housing delivery through Plan Selby and a focus on unlocking stuck sites.
- Set back on progress towards securing a five year supply of housing land in Selby District
- No further progress on actually bringing additional empty homes back into use in Q3.



Some concerns

Improving healthy life choices

(D Caulfield)

What's gone well this quarter:

- Following a public consultation, the Council agreed proposals to adapt byelaws – relating to specific open spaces such as Selby Park, allowing cycling in designated areas.
- Inspiring Healthy Lifestyles and SDC have secured £12k from the Tesco Bags of Help campaign, through partnership with Groundwork North Yorkshire – to improve Selby Park and support the changes related to developing the park as a cycling hub and building on developments as a sensory area.
- Following completion of the SDC funded project in Q2, The Active Children scheme is becoming self-sustaining with 8 paid for bookings being taken in Q3 for local primary schools.
- The Tier 2 Adult Weight Management and the GP Referral schemes continue to be very successful and the number of participants in the GP Referral scheme completing the course is ahead of target in Q3. A two month extension to the Tier 2 programme has been agreed with North Yorkshire Public Health.

What are we concerned about:

- Fewer visits to Council leisure centres in Q3. This was to be expected when compared to Q2 but also lower than 12 months previous. We anticipate an increase in attendance in the New Year with a number of promotions planned to capitalise on this.









On track

Great Place...to Enjoy Life: KPIs

Q3 2016/17







| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|---|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|---|
| Increase in Council Tax base | Aim to Maximise | 30,086 | 30,500 | 30,673 | 30,695 | | | | During Q3 we have added 136 new dwellings to the Valuation List |
| Number of additional homes provided in the district (annual) | Aim to Maximise | 439 | 450 | n/a | 142 | n/a | n/a | n/a | The number of dwellings added to council tax is above the quarterly target of 113. Of these completions, over half (81) have occurred in Selby and Sherburn, on mostly larger sites being built out by major national housebuilders. Other large sites being built out at Eggborough (11), Newton Kyme (19) and Barby (8) contribute over a quarter of the total completions. |
| Number of affordable homes provided in the district (biennial) | Aim to Maximise | n/a | tbc | n/a | 38 | n/a | n/a | n/a | Completions by registered provider partners & other delivery partners. Q3 & Q4 data will be gathered in April 2018. |
| Average time taken to re-let General Need Housing | Aim to Minimise | 22.7 days | 24 days | 21.9 days | 19.4 days | | | | 34 general needs properties re-let in Q3 (6 less than in Q2) in an average of 16 days – slightly better than the same period in 2015/16 (32 properties; average 18 days). To date, 106 general needs properties have been let in 2016/17 (average 19 days). |
| Average time taken to re-let Sheltered Need Housing | Aim to Minimise | 24.7 days | 28 days | 23.1 days | 22.2 days | | | | We re-let 25 (3 less than in Q2) sheltered properties in Q3 in an average of 20 days – slightly better than the same period in 2015/16 (22 properties; average 25 days). To date in 2016/17, we have re-let 88 sheltered properties in an average 22 days. |
| % of repairs to council-owned properties completed within agreed timescales | Aim to Maximise | 98.95% | 97.00% | 99.11% | 99.42% | | | | Performance maintained above target during third quarter. A total of 1555 repairs were generated throughout Q3 this is an decrease of 80 repairs on the same period in 2015. A total of 4684 repairs have been generated since April 2016. |
| 20 The number of empty properties brought back into habitable use | Aim to Maximise | 0 | 12 | 2 | 2 | | | | Work continues with City of York Council. The planned audit of all properties (including those in Tadcaster) has now identified a priority list of properties that require specialist involvement by the council. |

| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|--|
| Number of missed bins per 1,000 collections (Note: average collections per month 77,000) | Aim to Minimise | 0.18 | 0.29 | 0.42 | 0.27 | | | | Performance in Q3 is back within target with a significant improvement being made against Q2. The collection service continues to be under stress due to continued property growth. |
| % of relevant land and highways assessed as being within contract standard for litter (annual) | Aim to Maximise | 96.81% | 95% | 98.39% | 98.39% | | | | No data update – annual measure The inspection process is designed to provide evidence that contract standards are being maintained, whilst also identifying localised issues that may require rescheduling resources. |
| Number of visits to combined Leisure Centres | Aim to Maximise | 95,555 | 103,750 | 101,412 | 92,180 | | | | Footfall is down in Q3 but this is traditionally a quiet time of the year for leisure facilities. We anticipate an increase in attendance following the Christmas and New Year periods and a number of promotions are planned to capitalise on this. |
| Number of 'Lifestyle' members as % of population | Aim to Maximise | 14% | 11% | 17.17% | 17.50% | | | | Promotion activity in quarter one is showing a positive impact in retained full memberships |
| % of active members participating in 1 or more sessions per week (annual) | Aim to Maximise | 45.20% | 47% | 49.13% | 49.13% | | | | No data update – annual measure The latest Active People Survey resulted in a figure of 39.6% from the responses on the participation question for Selby District – this is above the national and regional average |
| % adults achieving at least 150 mins physical activity per week (annual) | Aim to Maximise | 60.4% | 65% | 60.1% | 60.1% | | | | No data update – annual measure Improved attendance at leisure centres and the opening of Summit in May 2016 will help improve this. Selby Council also supported the 3 Swans cycling sportive in September. |
| % of adults 16+ who do less than 30 minutes exercise per week (annual) | Aim to Minimise | n/a | 21% | n/a | n/a | n/a | n/a | n/a | No data update – annual measure See comment above. |

| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|---|---|---|--|
| % adults defined as overweight or obese (annual) | Aim to Minimise | n/a | 65% | n/a | n/a | n/a | n/a | n/a | Over 1200 commenced the adult lifestyles management programme – almost 70% completed the scheme. 408 people lost 3% of their starting body weight in 12 weeks; 303 lost 5% of their body weight. |
| % children defined as obese at year 6 (annual) | Aim to Minimise | 17.4% | 17% | 17.6% | 17.6% |  |  |  | No data update – annual measure Whilst the SDC funded Active Children project ended in Q2, Inspiring Healthy Lifestyles continued to build upon this work in Q3. A successful Active Holiday Camp was delivered in October and joint school visits to Selby Leisure Centre and The Summit were undertaken by Brayton, Wistow and Selby CP Schools. The Active Children project continues to be offered to local primary schools at cost; so far 8 bookings have been made for Y1 and Y4 children with more interest in 2017. |
| Number of GP Referrals | Aim to Maximise | 86 | 150 | 188 | 207 |  |  |  | GP referral scheme participation continues to increase in conjunction with other outreach work |

A Great Place...to Enjoy Life: Projects

Q3 2016/17

| Action Title | Managed By | Due Date | Progress Icon | Latest Update |
|---|----------------|-------------|---|--|
| Improving healthy life choices | | | | |
| Healthy Lifestyles & Weight Management | Keith Cadman | 29-Mar-2018 |  | The Tier 2 Adult Weight Management and the GP Referral schemes continue to be very successful and the number of participants in the GP Referral scheme completing the course is ahead of target in Q3. A two month extension to the Tier 2 programme has been agreed with North Yorkshire Public Health. |
| Healthy Living - Concept Fund | Keith Cadman | 29-Mar-2019 |  | Following completion of the SDC funded project in Q2, The Active Children scheme is becoming self-sustaining with 8 paid for bookings being taken in Q3 for local primary schools. |
| Improving the supply of housing | | | | |
| The Sites and Policies Local Plan (PLAN Selby) | James Cokeham | 31-Dec-2018 |  | PLAN Selby is currently evaluating recent evidence base documents and will be preparing for a consultation in 2017. |
| SDC Affordable Homes Programme | Karen Iveson | 27-Mar-2020 |  | Phase 1 schemes - Byram St Edwards Close/East Acres started on site on 5 September 2016. The two Eggborough schemes have been held up by planning issues. Building contract signed on 5 September 2016 |
| Selby & District Housing Trust Affordable Homes Programme | Dave Caulfield | 27-Mar-2020 |  | Phase 1 - Riccall - Planning application submitted in September 2016. Scheme tenures under review by Executive. Phase 2 - reconfiguration reports now delayed until January 2017 |
| Commission/deliver review of affordable housing | James Cokeham | 31-Mar-2017 |  | Full 'Stepping Up; review to inform the Council's approach to housing development/delivery to be commissioned in April 2017, following publication of the Government's new Housing White Paper. |

A great place...to Make a Difference: Overall Progress

Q3 2016/17

Key focus of our work

What's gone well; what are we concerned about

Overall Progress

Empowering and involving people in decisions about their area and services

(Lead Director: D Caulfield)

What's gone well this quarter:

- Work underway with Selby College Student's Union to develop their own charitable organisation to support students in hardship and with emotional and mental health difficulties - a direct result of engagement with local mental health community groups and the SU identifying need at early intervention levels.

What are we concerned about:

- N/A

 **On track**

Enabling people to get involved, volunteer and contribute to delivering services locally


(D Caulfield)

What's gone well this quarter:

- Successful launch event held (17 Nov) for the Community Navigators project. Community Navigators are volunteers who can signpost service users to support that is available in the community. The Scheme is funded by Selby Council and NYCC working with Selby and District DIAL and Age UK Selby District, who deliver the project.
- Sherburn Community Trust is now up and running with a volunteer Trustee

What are we concerned about:

- The funding for the Navigator Scheme is time limited until August 2017. Evaluation of the impact of the scheme is in progress and options for sustainability will need to be identified.

 **Some concerns**

Facilitating people to access and use alternative service delivery methods

(D Caulfield)

What's gone well this quarter:

- Agreed Tadcaster Library would become the Community Hub for Tadcaster and Sherburn Hub progressing to plan.
- As identified, the Community Navigator scheme is a pilot in working with communities to provide support for local vulnerable groups which promote independence and self-sufficiency.

What are we concerned about:

- Set back in the development of Community Hub for Selby due to cost implications – future workshop to be held to explore options.

 **Some concerns**





A great place...to Make a Difference: KPIs

Q3 2016/17

| KPI | Direction of Travel | Previous YTD (Q2 15/16) | 2016/17 Target | Previous Value (Q1 16/17) | Latest Value (Q2 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|----------------------------|
| PLACEHOLDER – No. of engagement events enabling local areas and different customer segments to be involved in designing services | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |
| PLACEHOLDER - Number of internal volunteering hours allocated | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |
| PLACEHOLDER - Number of external volunteering events brokered by SDC | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |
| PLACEHOLDER - % SDC resident who are satisfied with the area as a place to live | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |





A great place...to Make a Difference: Projects

Q3 2016/17

| Action Title | Managed By | Due Date | Progress Icon | Latest Update |
|---|------------------|-------------|--|--|
| Empowering and involving people in decisions about their area and their services | | | | |
| Volunteer strategy developed and agreed | Angela Crossland | 31-Mar-2018 |  | Sherburn Community Trust is now up and running with a volunteer Trustee. SDC have supported a number of events encouraging volunteering from within and without the organisation including TDY, Sportive and community property marking. We need to identify and develop more opportunities for structured volunteering within the district. Work yet to progress on the strategy. Within set timescales |
| Enabling people to get involved, volunteer and contribute to delivering services locally | | | | |
| Strong communities (Community Navigators) | Angela Crossland | 29-Mar-2018 |  | Celebration Launch event held - very successful and well attended. Excellent publicity for the service. Review of the service to commence in January 2017 to establish funding past August 2017. |
| Facilitating people to access and use alternative service delivery channels | | | | |
| Community Hubs/Networks | Angela Crossland | 29-Mar-2018 |  | 22nd November - Programme Board discussed status of Community Hubs. Agreed Tadcaster Library would become the Community Hub for Tadcaster. If a move is required to Manor Hall Farm at a later date this will be managed outside the scope of this programme. Sherburn Hub progressing to plan. Separate workshop to be held regarding Selby Hub given cost implications. |
| Delivering the customer strategy | Angela Crossland | 29-Mar-2018 |  | Annual Review of the Customer Strategy taking place and will inform further activity and milestones for this area. Navigators/ digital champions will support people in accessing services which are delivered digitally. NYCC are funding a Digital Neighbours scheme in Selby, which has already been piloted in Scarborough. |

Delivering Great Value: Overall Progress

Q3 2016/17

| Key focus of our work | What's gone well; what are we concerned about | Overall Progress |
|--|--|---|
| <p>Working with others and co-developing the way in which services are delivered (Lead Director: J Slatter)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Following a six week public consultation, the Council Tax Support Scheme (for persons of working age) proposed for the next two years approved by Council. Review launched to seek views on proposed changes to polling stations in light of feedback from recent elections and the availability of facilities with the aim to improve access to and the facilities at polling stations. <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A | <p> On track</p> |
| <p>Commissioning those best placed to deliver services on our behalf (J Slatter)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Progress on exploring opportunities to share Communications resources with Ryedale DC. Significant progress on delivering the procurement forward plan and commissioning strategy to deliver VFM and business continuity, including finalising the negotiations for an extension of the Environmental Services contract (to be reported to members in March). <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A | <p> On track</p> |
| <p>Making sure we communicate well with customers to help us understand what matters, to listen and learn and to enable us to offer the right support (J Slatter)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Council budget consultation launched Council Communications team received a national award for its work to support the Fire Service, Environment Agency and others in dealing with the major fire of illegally dumped waste earlier in the year. Developing a survey of customer contact centre customers to better understand their needs and requirements, understand why they access services in the way they do and support how we can drive the shift to self service <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A | <p> On track</p> |
| <p>Helping people access services digitally (J Slatter)</p> | <p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Work to support customers engage with service digitally, e.g.: new customer computers at the Customer Contact Centre; and a demonstration pilot to support customers access the website on their own devices. Significant updating of website to ensure content remains up to date and accessible. <p>What are we concerned about:</p> <ul style="list-style-type: none"> Customer portal development on hold pending further discussions as to viability. | <p> Some concerns</p> |







Delivering Great Value: KPIs

Q3 2016/17

| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|---|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|---|
| % of Council Tax debt recovered | Aim to Maximise | 85.81% | 85.60% | 57.50% | 85.63% | ↑ | ↓ | 🟢 | December collection sees us at 0.03% ahead of target of 85.60% equivalent to £14.7k. We are 0.18% behind last year, equivalent to £89.3k. New properties being brought into Tax increasing the collectable debt. |
| % of Council Rent debt recovered | Aim to Maximise | 97.51% | 97.59% | 95.50% | 97.78% | ↑ | ↑ | 🟢 | Monthly DD's are now up to date and collection is slightly ahead of target and YTD. We will shortly be preparing the year end timetable as year-end processes will start next month |
| Percentage of Non-domestic Rate debt recovered | Aim to Maximise | 82.23% | 82.00% | 58.42% | 82.77% | ↑ | ↑ | 🟢 | December collection sees us 0.77% ahead of target, equivalent to £330.4k. We are 0.54% ahead of last year, equivalent to £231k. |
| % of Sundry Debt recovered | Aim to Maximise | 87.99% | 73.62% | 71.54% | 79.62% | ↑ | ↓ | 🟢 | Performance is above target. During this quarter we have also been involved in testing and implementing an upgrade to the system which has seen improvements to functionality |
| External auditor Value for Money conclusion | Aim to Maximise | Unqualified | Unqualified | Unqualified | Unqualified | 🟡 | 🟡 | 🟢 | Annual Audit Letter received October 2016. Mazars issued an unqualified opinion on both the statement of accounts and on the value for money conclusion. |
| Amount of planned savings achieved (£000s) | Aim to Maximise | £- | £648 | £290 | £290 | 🟡 | n/a | 🔴 | A £358k shortfall in the savings target for the year reported at Q3 caused by slippage and re-profiling of schemes such as mobile working, digital transformation, supplier engagement and Civic Centre office space. Whilst current savings are behind target, approval of additional savings as part of the forthcoming budget could help to mitigate the shortfall in 2016/17 and deliver an overall surplus of £216k for the year |
| 28 Time taken to process Housing Benefit new claims and change events | Aim to Minimise | 5.17 days | 6.50 days | 5.94 days | 5.99 days | ↓ | ↓ | 🟢 | Benchmarking against neighbouring councils show we have the 4th best performance behind Richmondshire (4.16), ERYC (5.28) and Scarborough (5.97). The average for the region being 9.59 days. We have just had an Assessor leave, which will negatively affect performance until we are able to recruit and train a replacement. |






| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|---|
| Average time to process new claims (total) | Aim to Minimise | 17.00 days | 22.00 days | 19.77 days | 15.68 days | ↑ | ↑ | 🟢 | Benchmarking New Claims we were 3rd best with 15.68 days, behind ERYC (12.49) and Richmondshire (13.23). The average for the region was 22.24 days. |
| Average days to process Change of Circumstances | Aim to Minimise | 4.70 days | 8.40 days | 5.29 days | 5.57 days | ↓ | ↓ | 🟢 | Benchmarking processing of Change in Circumstances we were 4th best with 5.57 days, behind Richmondshire (3.86), ERYC (4.55) and Scarborough (4.96). The average for the region being 8.27 days. |
| Processing of planning applications: % Major applications processed in 13 weeks | Aim to Maximise | 62.50% | 70.00% | 64.00% | 63.33% | ↓ | ↑ | 🟡 | 60% of majors determined in time or with an extension of time in place in Q3. To date in 16/17, 30 applications determined with 19 processed within 13 weeks (63%). We have reviewed all remaining 'out of time' applications - including majors - to ensure that there is an extension of time in place for all applications that cannot be determined within the statutory period. There is a process in place for Officers to obtain extensions of time which will be monitored. |
| Processing of planning applications: % Minor applications processed in 8 weeks | Aim to Maximise | 41.94% | 65.00% | 54.43% | 61.21% | ↑ | ↑ | 🟡 | The target for minors was 65% and in Q3 80% of minors were determined in time or with an extension of time in place. YTD a total of 214 applications has been determined with 131 processed within 8 weeks (61.21%)As with the majors there is a clear process for Officers to ensure that Extensions of Time are obtained if a decision cannot be made within the 8 week statutory period. |
| Processing of planning applications: % 'Other' applications processed in 8 weeks | Aim to Maximise | 87.50% | 80.00% | 91.10% | 92.06% | ↑ | ↑ | 🟢 | The target for others was 80% and in Q3 94% of other applications were determined in time or with an extension of time in place. YTD a total of 403 applications has been determined with 371 processed within 8 weeks (92.06%) As with the majors there is a clear process for Officers to ensure that Extensions of Time are obtained if a decision cannot be made within the 8 week statutory period. This target should increase in Q4. |
| % of major applications presented to committee within time | Aim to Maximise | 92.31% | 95.00% | 50.00% | 50.00% | ▬ | ↓ | 🔴 | Since the reports run we have obtained extensions of time so these figures should improve. Officers have been advised that they must obtain extensions of time for all applications and procedures are being put in place to monitor. YTD a total of 14 major applications have been presented to committee with 7 within time. |

| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|---|---------------------|-------------------------|----------------|---------------------------|-------------------------|------------------|-----------------|---------------|---|
| Total number of (stage 1) complaints received | n/a | n/a | n/a | 39 | 57 | n/a | n/a | n/a | 18 Stage 1 complaints (requiring a response) were received in Q3 – slightly more than Q2 (15) but less than Q1 (24). |
| % (stage 1) complaints responded to in required timescale (20 days) | Aim to Maximise | n/a | 90% | 61.54% | 67.00% | ↑ | n/a | 🛑 | Of the 57 Stage 1 complaints received that required a response, 38 (67%) have been responded to within 20 days. Q3 performance shows an improvement compared to Q2. Of the 19 complaints responded to outside the target time, only 7 received holding letters. ELT are reviewing complaints in January. |
| % complaints upheld | n/a | n/a | n/a | 33% | 31% | ↓ | n/a | n/a | Of the 57 Stage 1 complaints received during the first 3 quarters of 2016/17, 18 (31%) have been upheld (8 assessed as Justified and 10 assessed as Partly Justified) |
| The average wait time - in minutes - before a customer is seen by an advisor. | Aim to Minimise | 7.44 min | 10.00 min | 7.50 min | 7.00 min | ↑ | ↑ | ✅ | In December 2016 we received 1344 face to face customers, compared to 1505 in December 2015. The average wait time in December 2016 was 5 minutes, compared to 6 minutes in December 2015. We have received 15862 face to face customers in the first 3 quarters of 2016/17 which is around the same number received at the same time last year. |
| The average wait time - in minutes - before a customer phone call is answered by an advisor | Aim to Minimise | 1.36 min | 2.00 min | 1.77 min | 1.32 min | ↑ | ↑ | ✅ | In December 2016 we received 7205 phone calls - 94% were answered. In December 2015 it was 7680 calls; 96% answered. So far in 2016/17 we have answered 72% of calls in 2 minutes or under. The total number of calls received to date in 2016/17 is 88582 compared to 91336 at the same time in 2015/16. The reduction will be partly due to advances in on-line services. |
| % of people accessing SDC services online in relation to other channels | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |
| % eligible employees receiving appraisal in last 12 months | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | KPI BEING DEVELOPED |






| KPI | Direction of Travel | Previous YTD (Q3 15/16) | 2016/17 Target | Previous Value (Q2 16/17) | Latest Value (Q3 16/17) | Short Term Trend | Long Term Trend | Traffic Light | Latest Note |
|--|---------------------|-------------------------|----------------|---------------------------|-------------------------|---|---|---|---|
| Health & Safety: Accidents | Aim to Minimise | 9 | 12 | 4 | 7 |  |  |  | One HSE reportable accident in Q3, which occurred on non-SDC premises. In addition there was a non-reportable accident recorded for this quarter. To date this year we have made two RIDDOR reports - both reported as 7 day injuries i.e. an injury preventing the injured person from working for more than 7 days. In 2015/16 there were zero RIDDOR reportable accidents (2 in 2014/15). Following the receipt of the RIDDOR F2508 report the HSE requested no further information and is satisfied with the detail reported. |
| % employees satisfied | Aim to Maximise | n/a | n/a | n/a | n/a | n/a | n/a | n/a | The next staff survey will be undertaken in spring 2017 |
| Average Days sick per FTE (full time employee) | Aim to Minimise | 6.48 days | 6.00 days | 5.96 days | 7.77 days |  |  |  | An increase in short term absence accounts for the increase in overall absence. Positive front line employee uptake of a voluntary flu immunisation. Audit of sickness absence under way. |


Delivering Great Value: Projects

Q3 2016/17

| Action Title | Managed By | Due Date | Progress Icon | Latest Update |
|--|------------------|-------------|---|---|
| Commissioning those best placed to deliver services on our behalf | | | | |
| Health and Social Care Integration | Angela Crossland | 29-Mar-2018 |  | Successful Mental Health workshop held in November. Next event is to be held on the 15th of December which is to be hosted at SDC but led by NYCC to look at the more strategic approach to resources. Community Campervan scheme to be piloted in December 2016 with a review to follow early 2017. Potential to role this out further following a review of the uptake. Working in partnership with North Yorkshire Fire & Rescue Services. |
| Commissioning strategy adopted and milestones delivered | Keith Cadman | 31-Mar-2018 |  | A new project. A commissioning forward plan is in place to ensure business continuity where there is an ongoing service requirement. A key element of the forward plan will be to assess future demand to ensure services commissioned meet both current and future needs. |
| Helping people to access services digitally | | | | |
| Review and update ICT Strategy | Stuart Robinson | 31-Mar-2017 |  | Strategy development workshops scheduled for January/February – including wider workforce representatives, senior management and key partners. Still on track to have draft strategy in place by the end of March. Significant progress made in Q3 including: PSN compliance work; developing DR plan; improving business engagement; and improved help desk performance. |
| Pilot a new Customer Portal in 2/3 services | Stuart Robinson | 31-Mar-2017 |  | Business case not viable at this point. Wider exploration to happen pending business decisions. Work to support customers engage with service digitally, e.g: <ul style="list-style-type: none"> • 2 new customer computers in place at the Customer Contact Centre - giving customers direct access to our digital services and supporting self-service • A trial started in the Contact Centre, with a Customer Services Advisor using a tablet to support customers to access the website on their own devices. Over time this will reduce wait times at the Contact Centre by enabling customers to learn how they could access our services at home. |
| Making sure we communicate well with customers to help us understand what matters | | | | |
| Customer engagement | Angela Crossland | 31-Mar-2017 |  | Resource in place to evaluate the effectiveness of different types of communications and customer engagement with a view to targeting future resources as effectively as possible. Links to review of customer strategy. |

Other

| | | | | |
|---|------------------|-------------|---|--|
| Develop a more strategic approach to commercialisation and increase income generation | Stuart Robinson | 31-Mar-2017 |  | Opportunities to increase income generation still being actively explored, e.g. Police co-location project. Review of fees and charges commenced – with statutory fees/charges reviewed in the first instance. Proposals being developed as part of annual budget. Work on developing a commercial strategy underway - expect to conclude early 2017. |
| New Structure in place | Janet Waggott | 31-Mar-2017 |  | Focus now on structures below heads of service. HR support secured from NYCC. Trade Union updated. Staff consulted on proposals in November. Final outcomes report issued in December. Formal discussion with at risk staff and assimilation appeals to be heard in January. Ring fenced recruitment for at risk staff to commence in February. Aim to complete and fully implement by April 2017. |
| Planning Review completed with agreed Action Plan | James Cokeham | 31-Mar-2017 |  | <p>Review concluded. Recent actions include:</p> <ul style="list-style-type: none"> • Improvements to back office processes, moving towards an electronic response service and making the service more efficient and cost effective. • Improvements made to the environment for Planning Committee to ensure the public can see and hear the presentations and discussions being held. • Stronger relationships and new ways of working with NYCC Highways, Conservation, Ecology and Archaeology, as part of Better Together. • New partnership set up with Historic England to improve consultations and decision making, including a 6 month officer placement. • Member and Officer training programme in place, focusing on different elements of the service - to improve decision making. • Working closer with Parish Councils to advise on developments and implementation of funding from CIL/S106 applications. |
| Councillor development programme agreed and delivered in 2 years | Gillian Marshall | 31-May-2017 |  | Project deferred to 2017/18. Discussed with Executive. Officer Working Group to report to ELT in March/April with a view to go live in May 2017. |
| Performance Management Framework implemented | Stuart Robinson | 31-Mar-2017 |  | Outline proposals for revised performance framework discussed with ELT. New Corporate Performance Reporting arrangements in place. Proposals to address capacity issues as part of organisational restructure. Draft appraisal documentation consider by ELT – subject to refinement in consultation with staff. Proposals for service planning drafted – to be considered by ELT in January. |

| | | | | |
|---|-----------------|-------------|---|--|
| Leadership programme delivered | Stuart Robinson | 30-Jun-2017 |  | Specifications developed for three modules to be delivered late 2016 and early 2017. Procurement exercise to commence in Q3 – depending on progress of Organisational Restructure. |
| Financially sustainable inc investments (MTFS) | Karen Iveson | 31-Mar-2017 |  | Financial results reported to Executive. |
| Organisational Development Strategy adopted | Stuart Robinson | 31-Mar-2017 |  | Initial meeting held with IIP representative with a view to updating accreditation in the autumn. IIP review to provide basis for OD Strategy. IIP Strategic Review completed – awaiting report. Opportunity to utilise IIP40 staff survey methodology for cost effective staff survey to inform new OD Strategy – however, not practically available until early 2017/18. This will impact on delivery date for the Strategy. |
| Devolution deal/decision - Selby's asks reflected in deal | Dave Caulfield | 31-Mar-2017 |  | We continue to play an active role in Devolution discussions in both the Leeds City Region and York, North Yorkshire & East Riding to ensure Selby's interests are properly recognised. |
| Agree & start to implement the next P4G programme | Dave Caulfield | 31-Mar-2017 |  | Programme for Growth (P4G) Executive workshop session held. Priorities to be agreed with members for investment from April 2017. |

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Selby District Council

REPORT

Reference: E/16/45

Item 5 - Public



To: Executive
Date: 2 March 2017
Status: Key Decision
Report Published: 22 February 2017
Author: Keith Cadman, Head of Commissioning, Contracts & Procurement
Executive Member: Councillor Richard Musgrave, Lead Councillor for Housing, Leisure, Health and Culture
Lead Director: Julie Slatter, Director of Corporate Services & Commissioning.

Title: Environmental Services Contract Extension

Summary

In March 2016 Amey Senior Management made a presentation to the Executive and Senior Management Team of their outline proposals for a 7 year contract extension with a break clause at year 3 of the extension. The consensus of the Executive was that an extension to the contract provided the best option to the Council in terms of efficiency and quality of service. The detailed negotiations for the contract extension have been successfully concluded and include a mechanism for reviewing resources in line with property growth and service efficiencies to mitigate cost increases.

Recommendations:

To extend the Environmental Services Contract with Amey Plc for seven years from 1st April 2017 on the terms agreed within the variation.

To reflect the revised estimated cost increases within the Councils budget proposals and medium term financial plan.

Reasons for recommendations

To ensure service continuity and quality is maintained for residents and businesses within the District whilst also providing a mechanism for managing cost increases in line with property growth.

1.0 Introduction and background

1.1 The current Environmental Services contract structure, service mix and pricing mechanism was the result of a strategic business case for change developed from 2007. The business case was for a single integrated streetscene contract based on a lump sum pricing mechanism managed via a partnering ethos and performance framework.

1.2 The procurement took place during 2008 and 2009 with the help of external procurement and legal advice costing in the region of £100,000.

1.3 The resulting contract commenced 4th October 2009 for a period of 7.5 years with an option to extend for a period of up to 7 years. The contract included a move to fortnightly residual collections, plastics recycling from an additional 55 litre kerbside box, and same day collection of waste. The contract produced an annual saving of £700,000 per annum and provided the basis for a reduction in client management.

1.4 In 2014 a Scrutiny task and finish group conducted a review of the environmental services contract including a detailed financial benchmarking exercise that looked at the elemental costs of the collection services provided across North Yorkshire and CIPFA family group. However, a combination of low response rates and differing financial accounting of service costs across the various collection streams means that comparator data was limited to the net cost of the collection services. The cost per property for Selby compared well with other districts and was below the average cost for the sample. More recent figures are not available and would present a less favourable picture for Selby, reflecting the implementation of green waste charging in all other districts in the sample.

1.5 The Scrutiny Task and Finish Group identified three issues requiring further work from officers as follows:-

- The collection service was at or approaching capacity due to property growth
- There was low satisfaction with recycling containment

- The economic situation was adversely impacting on recycling income

1.6 A trial of alternate recycling containment was performed during 2014 with a marginal increase in tonnage and valuable feedback regarding the containers trialled.

1.7 Amey were also tasked with conducting a round re-balancing (optimisation) exercise to identify services and days under stress together with the rounds required to maximise collection capacity to contain known and anticipated property growth.

1.8 It was clear from the exercise that whilst small round changes and re-balancing could accommodate the property growth being experienced, sustained property growth at or above levels experienced would require additional collection capacity and associated cost increase.

2.0 The Report

2.1 Since contract commencement the number of domestic properties has grown from 33,683 to 38,099, an increase of 4,416; and a further year on year growth of an additional 450 properties is anticipated. In addition the length of highway requiring cleansing has also increased from 992.91km to 998.56km and the number of children's play areas has also increased by 5. There has also been associated growth in tonnages of waste collected, street cleansing waste and fly tipping incidents and tonnage. During contract mobilisation and route planning for fortnightly collections 2,031 additional properties were identified and a contract variation was agreed and funded from a recycle material income share mechanism rather than increasing the contract price.

2.2 Although the number of domestic properties has increased, the three collection services have demonstrated performance improvements with regard to the number of missed scheduled collections. The table below shows the number of missed collections per 1,000 properties for each collection service where full year data is available. Whilst performance has improved since contract commencement the level of performance has plateaued reflecting the increasing number of scheduled collections placing the service under stress.

| Contract Performance | | | | | |
|-----------------------------|----------------------------|---|--------------------|------------------|--|
| Year | Domestic Properties | Number of Missed Bins per 1000 Collections | | | |
| | | Refuse Collection | Green Waste | Recycling | |
| 10/11 | 35,960 | 0.64 | 0.31 | 1.03 | |
| 11/12 | 36,345 | 0.50 | 0.46 | 0.85 | |
| 12/13 | 36,643 | 0.27 | 0.30 | 0.29 | |
| 13/14 | 36,925 | 0.18 | 0.09 | 0.15 | |
| 14/15 | 37,228 | 0.16 | 0.10 | 0.11 | |
| 15/16 | 37,568 | 0.25 | 0.11 | 0.18 | |

2.3 The lump sum nature of the contract is such that any service growth that can be contained within existing resources, does not attract a price increase. The contract also sets out an open book accounting mechanism for agreeing price increases or conversely service efficiencies.

2.4 In 2015 a strategic review of the contract succession options available to the Council was undertaken to identify the preferred option upon contract expiry. During the review the York & North Yorkshire Waste Partnership (Y&NYWP) undertook a Soft Market Testing (SMT) exercise to assess market interest in the collection services for some or all of the collection authorities across North Yorkshire. The SMT exercise included an indicative timeframe required to deliver such a major change, the provisional date to achieve a partnered or outsourced service was April 2020.

2.5 The three main service options identified were to:

- re-procure the environmental services contract
- extend the environmental services contract
- transfer the service to the Council for direct delivery.

The options appraisal looked at the relative advantages and disadvantages of each option as well as recognising the timing of the Y&NYWP strategic option.

| Re-Procure the contract | |
|--|--|
| Advantages | Disadvantages |
| Tests the market | Resourcing of procurement |
| Opportunity to alter service specification / pricing mechanism | Cost uncertainty |
| | Contractor change & associated risk |
| | Performance impact |
| | 12 month timeframe to procure |
| | Staff transfer (TUPE) |
| | Contract duration aligned with Y&NYP project may adversely impact pricing. |
| | Scope of Y&NYP services not aligned |

| Extend the current contract * | |
|---|---|
| Advantages | Disadvantages |
| Cost certainty | Market not tested |
| No contractor change | Extension period impact on Y&NYP option |
| Service continuity | Resourcing the negotiation and variation |
| Timeframe to negotiate variation less than 6 months | Extension duration alignment with Y&NYP option may impact pricing |
| Maintenance of quality service | |
| Collection capacity to at least 2024 | |
| Opportunity to align duration with Y&NYP project | |

*assumes offer is tabled prior to issuing tender documents although a procurement and a negotiation of an extension can be run in parallel

| Transfer service to the Council | |
|--|--|
| Advantages | Disadvantages |
| Cost control | Service change |
| Easy to align with Y&NYP options | Organisational technical and management capacity |
| | Investment in vehicles, plant and equipment |
| | Licensing requirements |
| | Staff transfers |
| | Procurement of vehicles, plant and equipment |
| | Council policy change |

2.6 The preferred option to extend the current contract was dependent on the current service provider (Amey plc) agreeing the principle of a contract extension with the provision of a break clause after three years.

2.7 The negotiations to extend the contract have recognised the need for a break clause, the lump sum payment mechanism, open book approach to additional resources and a flexible approach to future service and policy changes. This approach provides a mechanism for cost certainty to contain property growth whilst maintaining service quality for all residents and businesses.

2.8 The property growth experienced across the district is impacting on the domestic collection service, requiring additional resource deployment that is to be phased in based on known and anticipated property growth. Securing additional collection capacity for refuse and green waste can be achieved through additional hire arrangements on a service demand basis that is directly related to property growth. This will require a constant review of collection rounds to ensure service efficiency is maintained.

2.9 The current recycling service has remained unchanged since contract commencement and the introduction of plastics recycling. The current service requires residents to sort recyclable materials into three 55 litre

boxes for presentation at the kerbside. This type of service requires bespoke vehicles for separate material collections, operatives to sort materials into material hoppers and is less efficient than other methods of recycling collections. The method of recycling is largely dictated by the availability of a disposal facility that can sort recyclable materials. Amey have been able to source additional vehicles to maintain the service as is for three years through extending the operational life of the vehicles.

- 2.10 The contract allows for service review and change on an open book basis which has been used to deliver service efficiencies such as mechanical sweeping changes which helped a £30,000 annual saving since 2013.
- 2.11 Recently Yorwaste, who operate the disposal facilities on behalf of North Yorkshire County Council have started operating a material recycling facility at Rufforth in the City of York. This facility was set up primarily for sorting recyclable material for the City of York and initial discussions with Yorwaste have identified spare capacity within the facility including planning approval for extending operational hours if needed. The facility presents an opportunity for Selby in partnership with Amey to review the recycling service and factor the preferred option into future vehicle replacement prior to 2020. It is planned to fully explore the options the new facility presents jointly with Amey to increase recycling rates, reduce service inefficiencies and that can further mitigate cost increases due to property growth. Amey have committed to sharing their industry knowledge and expertise as part of the review to maximise efficiency and minimise the health and safety risk of the current service.
- 2.12 Currently Selby is the only district in North Yorkshire that does not have a residual waste disposal facility within the boundary and therefore this incurs additional cost to the collection service. Refuse collection vehicles have to travel to Rufforth in the City of York to dispose of waste which can take up to two hours from the south of the district. Dialogue has been taking place with NYCC, the Waste Disposal Authority, for the provision of a waste transfer station within the district. Should a facility be provided a further contractual cost reduction amounting to £114,446 per annum has been agreed that would further mitigate cost increases as set out in paragraph 2.12 below. It is unlikely the provision of a transfer station would be available prior to 2019.
- 2.13 The current contract allows for an extension of up to 7 years from 1st April 2017 and the principle of the negotiation has been to minimise the changes in core services, so no material change to the contract has

taken place whilst at the same time exploring and identifying deliverable cost reductions. The proposed changes are to:-

- a) Extend the contract for 7 years
- b) Insert a 3 year break clause that can be invoked by either party that is linked to vehicle replacement
- c) A mechanism for review of property growth linked to resource deployment and contract cost increases within the estimated annual price increase.
- d) Operational changes to rural collections to deliver a cost reduction. (See table below)
- e) Operational changes to commercial waste collections to deliver a cost reduction. (See table below)

2.14 Calculating the property growth and associated impact of additional collection resources has been difficult, requiring the analysis of known property development including occupation levels, approved planning applications and registered applications together with the likelihood of developments being delivered. Whilst this is not an exact science it is based on known and anticipated development together with the level of property growth recently experienced across the district. Should the level and annual profile of development be different than that anticipated this will be reported as part of the service budget reporting along with the impact on resources. The variation includes a monthly review of property growth based on Local Land and Property Gazetteer data, domestic council tax data and the number of bins issued to new properties to ensure any contract cost increases are only triggered when additional resources are deployed. The trigger for the deployment of additional resource is based on the number of properties requiring an additional collection day adding to the rounds. The mechanism of employing an additional days collection resource linked to property growth has enabled a revised profile of the estimated contract price increases further into the extended contract.

3.0 Legal/Financial Controls and other Policy matters

The anticipated contract cost increases for the extended contract commencing in April 2017 are set out in the table below together with the agreed cost reductions. The figures in grey from April 2020 are for information only and will be subject to change as part of the review of recycling together with any other service or policy changes that impact on the contracted service.

| Year | Increase | e) Rural round changes | f) Commercial waste | Net Increase |
|-------|----------|------------------------|---------------------|--------------|
| 17/18 | 155,357 | -12,372 | -13,737 | 129,248 |
| 18/19 | 254,128 | -12,372 | -13,737 | 228,019 |
| 19/20 | 328,207 | -12,372 | -13,737 | 302,098 |
| 20/21 | 363,230 | -12,372 | -13,737 | 337,121 |
| 21/22 | 398,254 | -12,372 | -13,737 | 372,145 |
| 22/23 | 433,277 | -12,372 | -13,737 | 407,168 |
| 23/24 | 468,300 | -12,372 | -13,737 | 442,191 |

Subject to Full Council approval of the budget the proposed increase for the contract budget for the next three years is:-

£129,248 in 2017 / 2018

£228,019 in 2018 / 2019

£302,098 in 2019 / 2020

The re-profiling will enable positive revisions to the draft budget and medium term financial plan.

3.1 Legal Issues

The contract allows for an extension of up to seven years provided there are no material changes to the contract terms and conditions.

The contract variations within the extension are minimal and covered within the original terms and conditions.

4. Conclusion

Selby has enjoyed the benefit of the investment and work undertaken in 2008 that brought together all the street scene services under one contract, altered collection frequencies and increased recycling collections. The lump sum basis of the contract has also enabled the absorption of substantial property growth since contract commencement and delivered over £5 million of savings during the 7.5 year contract period when compared with the previous contractual arrangements. However, the level of property growth experienced and forecast requires additional collection capacity and associated cost increase to maintain the service to all properties. Extending the contract will ensure service quality is maintained and provide a mechanism for managing cost increases in line with property growth whilst delivering contract efficiencies enabling the council to factor this into the Medium Term Financial Strategy.

5. Background Documents

N/A

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Appendices

N/A

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Selby District Council

REPORT

Reference: E/16/46

Item 6 - Public



To: The Executive
Date: 2 March 2017
Status: Non-Key Decision
Report Published: 22 February 2017
Author: Jill Low, Consultant Principal Planning Officer
Executive Member: Cllr Chris Metcalfe, Lead Councillor for Communities and Economic Development
Lead Officer: Dave Caulfield Director of Economic Regeneration and Place

Title: Eggborough Combined Cycle Gas Turbine (CCGT) Power Station – Nationally Significant Infrastructure Project

Summary:

1.1 This report sets out the legislative background to Nationally Significant Infrastructure Projects (NSIPs) and how these are now dealt with. Essentially applicants for infrastructure projects need to make an application to the Planning Inspectorate for a Development Consent Order (DCO.) The final decision is made by the Secretary of State, but Local Planning Authorities are statutory consultees in the process.

1.2 Eggborough Power Limited (EPL) is proposing to develop a new gas-fired power station on the site of its existing coal-fired power station at Eggborough and this scheme is a Nationally Significant Infrastructure Project (NSIP) to be determined by the Planning Inspectorate. EPL is currently in the second phase of statutory consultation under section 42 of the Planning Act 2008. The period of consultation will end on 17 February 2017. It is anticipated that they will submit their Development Consent Order (DCO) application to the Inspectorate at the end of May 2017.

1.3 This report outlines and seeks support in principle for the project. Selby District Council is a Statutory Consultee and authorisation is sought for the Director of Economic Regeneration and Place in consultation with the Executive Member for Place Shaping to agree the Local Impact Report, Statement of Common Ground, any further representations by the District Council and the post decision monitoring of planning conditions and enforcement of the Development Consent Order. The Inspectorate will hold an examination into the proposals which officers may need to

attend. After the examination a decision will be made by the Secretary of State, within 6 months of the close of the examination. Following this the Council will have the responsibility to discharge any planning conditions and enforce the terms of the DCO.

Recommendations:

i. That the contents of this report are noted and that Members agree to support this NISP Development Consent Order in principle, subject to agreement in relation to specific and localised matters of detail.

ii That authorisation is sought from the Executive to authorise the Director of Economic Regeneration and Place in consultation with the Executive Member for Place Shaping to agree the Local Impact Report, Statement of Common Ground, any further representations by the District Council and the post decision monitoring of planning conditions and enforcement of the Development Consent Order.

Reasons for recommendation

Timescales for commenting on the DCO Application once it is submitted will be very tight and appropriate delegation arrangements need to be in place so that the Council is able to meet the deadlines which are set by the Planning Inspectorate.

1. Introduction and background

1.1 On 1 April 2012, under the Localism Act 2011, the Planning Inspectorate became the agency responsible for operating the planning process for Nationally Significant Infrastructure projects (NSIPs).

1.2 NSIPs are usually large scale developments such as new harbours, power generating stations (including wind farms), and electricity transmission lines, which require a type of consent known as 'development consent' under procedures governed by the Planning Act 2008 (and amended by the Localism Act 2011). The 2008 Act sets out thresholds above which certain types of infrastructure development are considered to be nationally significant and require development consent.

1.3 In England, the Planning Inspectorate examines applications for development consent from the energy, transport, waste, waste water and water sectors. Any developer wishing to construct an NSIP must first apply for consent to do so. For such projects, the Planning Inspectorate examines the application and will make a recommendation to the relevant Secretary of State, who will make the decision on whether to grant or to refuse development consent.

1.4 Previously NSIPs were dealt with by the Infrastructure Planning Commission (IPC). Under the Localism Act 2011, the IPC was abolished on 1 April 2012. Its functions transferred to the Planning Inspectorate on that date and are now delivered by its National Infrastructure Directorate.

1.5 Eggborough Power Limited is proposing to build a new Combined Cycle Gas Turbine (CCGT) power station to replace the existing coal-fired power station currently in operation and this is an NSIP which will be dealt with by the submission of a Development Consent Order application to the Planning Inspectorate. The new CCGT station will generate 2,000 mega-watts of electricity which is similar to the power generated by the existing station. It may also include 'fast response' or 'peaking' plant to provide electricity to the network at short notice. The new power station will be located within the boundary of the existing site on the coal stocks yard area which is currently vacant. Appendix A shows the proposed position of the new CCGT station on the coal stocks yard of the existing site.

1.6 The primary fuel source will be natural gas supplied from the main UK gas network (The National Transmission System). It will connect via a new gas pipeline running approximately 3-4km to the north. The electricity will be exported to the grid via an existing electricity substation located within the site. There would be some diesel storage on site for 'fast response' purposes. As with the existing coal-fired power station, cooling water will be taken from and discharged to the River Aire using the same abstraction and discharge points. Appendix B shows the approximate position of the proposed gas pipeline.

1.7 The new CCGT power station will be designed to be 'carbon capture' ready. Land on the site will be reserved to accommodate the potential carbon capture capabilities if and when the technology is viable and technically feasible.

1.8 Subject to EPL gaining consent and making a final investment decision, construction could begin in 2019 with the power station being operational in 2022. The installation of the gas pipeline would take approximately 9-12 months.

1.9 The existing coal-fired power station will cease to be operational by 2022. The exact timing of the closure is still to be determined but it is not possible for the two power stations to run at the same time. There is expected to be some overlap of the demolition of the existing power station with the construction of the new one. This will be considered within the Environmental Impact Assessment for the Eggborough CCGT project in order to take account of cumulative impacts. However, the demolition of the existing power station will run independently and will not form part of the Eggborough CCGT DCO application.

2. The Report

2.1 The project is a Nationally Significant Infrastructure Project (NSIP) due to its size and nature. There would be around 800 workers on site during the peak of construction. Once the power station is operational there would be around 40 full time staff employed on site on a 24 hour shift basis. Additional workers would be needed on site during plant maintenance periods.

2.2 A summary of the key residual impacts of the proposed development and how it fits into the local and regional socio economic objectives and its overall impact on the local economy will be provided as part of the Environmental Impact Assessment.

2.3 The Council, in association with the County Council, has already made some technical comments to the Planning Inspectorate as part of the Environmental Scoping report. The Council, together with the County Council, will submit further comments as part of the statutory consultation period which is ongoing. The deadline for comments is 17 February 2017.

2.4 To date, no strategic concerns have been raised to the principle of the development by the County Highways Authority or service areas that have raised comments. There are some issues raised by the Highways Authority as well as environmental and ecological services regarding the cumulative impact of the development of the new power station together with both the demolition of the existing one and the continuing development of other major projects in the area. Discussions are ongoing with EPL's specialists as further details of the project become finalised.

2.5 Next Steps - The Council will, in association with the County Council, submit technical comments as part of the s42 consultation on the Preliminary Environmental Impact Assessment. Officers are currently working on this and the deadline for comments is 17 February 2017.

2.6 EPL has provided a project timeline indicating it aims to submit its DCO application by 31 May 2017. At this point the Council will need to prepare a Local Impact Report (LIR) jointly with the County Council, providing an overarching account of the proposal. We will also need to agree a Statement of Common Ground with EPL. It is at this stage that officers will be fully involved in analysing the proposals and the LIR will need to be submitted in accordance with the timetable from the Planning Inspectorate. After this, depending upon the comments in the LIR, Officers may be asked to attend the Examination hearing(s) and potentially, provide further representations on issues identified that cannot be resolved before commencement of the hearings. If the project remains on schedule, the examination period will run for 6 months from mid October 2017. Post decision, Selby Council will be responsible for discharging any planning conditions and enforcing the DCO.

2.8 Submission of the Local Impact Report, Statement of Common Ground, and any written representations will be required in accordance with deadlines set by the Planning Inspectorate and as previously indicated, these are likely to be tight. Authority is therefore being sought for such documents to be able to be signed off by the Director of Economic Regeneration and Place.

3. Legal/Financial Controls and other Policy matters

Legal Issues

3.1 The District Council is a Statutory Consultee and support for the scheme is subject to agreeing the requirements in the DCO.

3.2 The District Council will have further involvement in its role as Statutory Consultee following submission of the application and during the examinations period, including possible attendance at issue specific, and DCO public hearings. It is also possible that appropriate planning obligations, in conjunction with the County

Council may be required, to address the impacts referred to above, if considered necessary in planning terms. Both of these may require some input from the Council's legal team.

Financial Issues

3.3 The District Council, jointly with the County Council, have entered into a Planning Performance Agreement (PPA) with EPL. The PPA establishes a project framework and gives greater clarity to all parties as to their roles and responsibilities. The PPA also establishes a fund set aside by EPL against which both this Council and the County Council can claim for work carried out by its service areas which is in excess of their normal working practices. The fund is capped at £66,000. That cap was established by officers estimating time spent based on previous NSIP applications. The PPA will also establish the work to be carried out by NYCC officers on behalf of Selby DC officers due to the lack of capacity at Selby DC.

3.4 The County Council has retained external legal advice for the duration of the project. The legal fees will be paid for through the PPA and specific provision has been made for those fees in the calculation of the fund. In the light of this it is considered unlikely that there will be any significant legal costs accruing to Selby District Council, although it is difficult to predict at this early stage in the proceedings.

3.5 In respect of the PPA, The County Council will raise invoices jointly on behalf of itself and Selby DC and apportion funds to Selby DC on the basis of officer time costs which will be submitted to NYCC periodically prior to an invoice being raised. An invoice for costs will be raised once every three months.

4. Conclusion

4.1 Members are asked to note the contents of this report and agree to support this NISP Development Consent Order in principle, subject to agreement in relation to specific and localised matters of detail. Members are also asked to authorise the Director of Economic Regeneration and Place in consultation with the Executive Member for Place Shaping to agree the Local Impact Report, Statement of Common Ground, any further representations by the District Council and the post decision monitoring of planning conditions and enforcement of the Development Consent Order.

5. Background Documents

5.1 All current information relating to this NISP development can be found on the planning file ref: 2017/0070/GOV

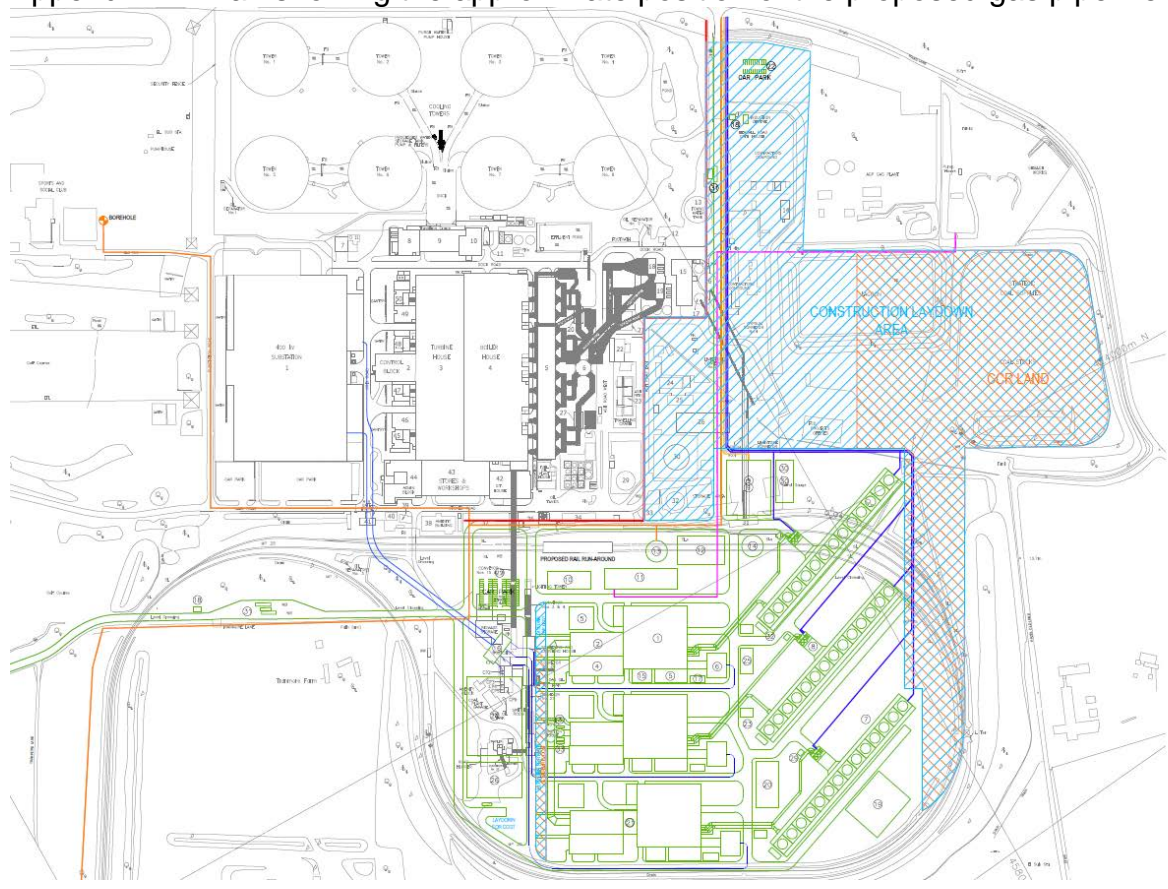
Contact Officer:

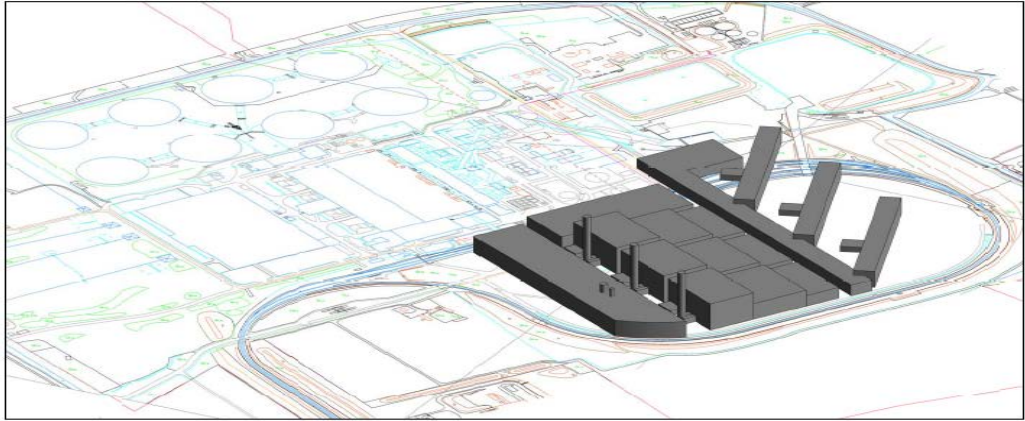
Jill Low
Consultant Principal Planning Officer
Selby District Council
jlow@Selby.gov.uk

Appendices:

Appendix A : Plan showing indicative position of the new CCGT station on the coal stocks yard of the existing site.

Appendix B : Plan showing the approximate position of the proposed gas pipeline.



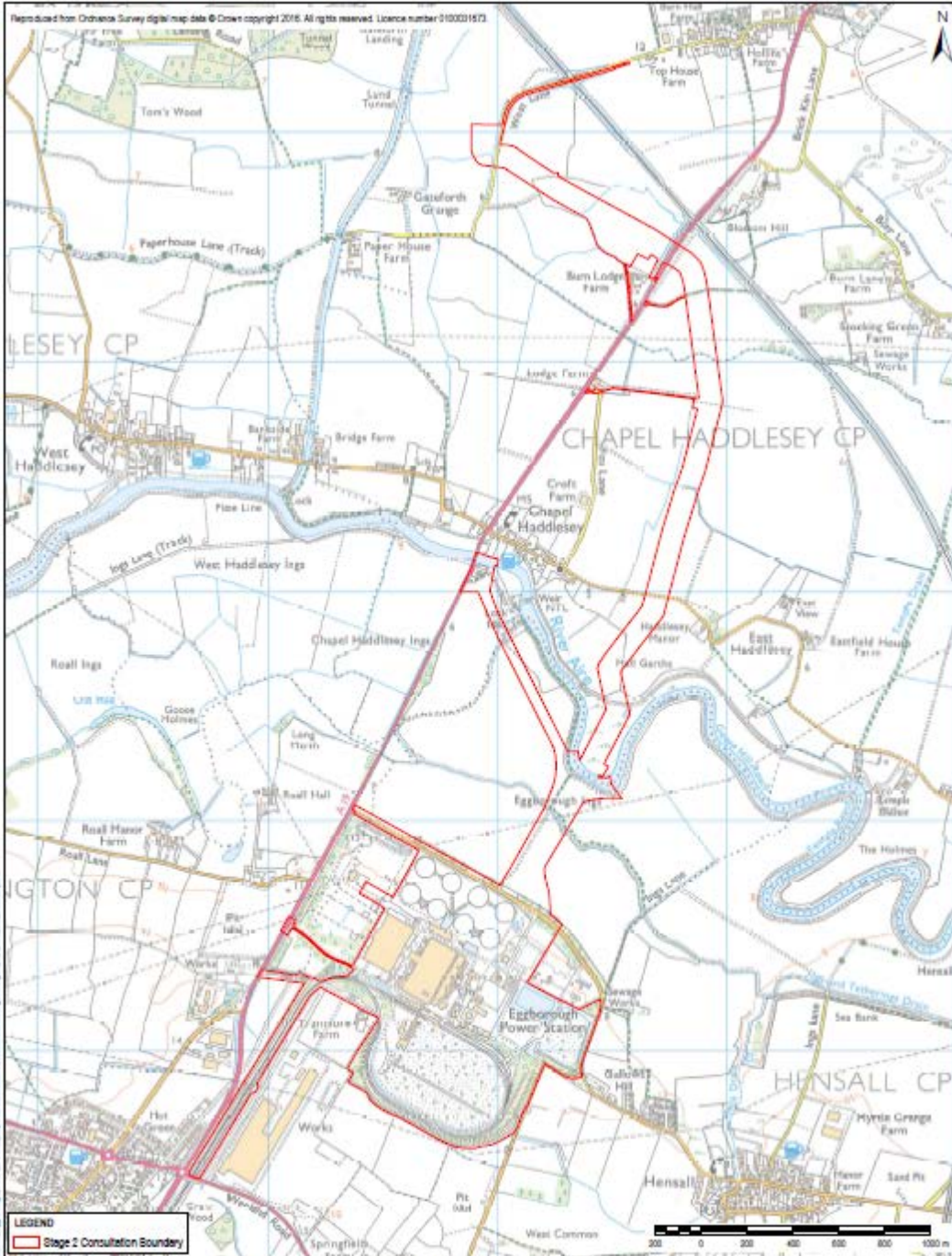


1 3D Overview



2 South Elevation
1 : 2000

Appendix B: Indicative Gas Pipeline Route



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| | | | | | | | |
|--|--|---|-------------------------------|--|------------------------|---|--|
| LEGEND Stage 2 Consultation Boundary | | Project Title EGGBOROUGH CCGT DCO | | Client EGGBOROUGH POWER LTD | | AECOM Scott House Alington Link, Basingstoke Hampshire, RG24 7SP Telephone: 01256 240000 Fax: 01256 240241 www.aecom.com | |
| Drawing Title THE SITE BOUNDARY | | Drawn JW | Checked AK | Approved AC | | | |
| | | Date 09/12/2016 | Scale @ A3 1:15,000 | Purpose of Issue DRAFT | Revision Rev | | |
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Selby District Council

REPORT

Reference: E/16/47

Item 7 - Public



To: The Executive
Date: 2 March 2017
Status: Key Decision
Report Published: 22 February 2017
Author: Tom Ridley, Joint Interim Planning Policy Manager
Executive Member: Cllr John Mackman, Lead Councillor for Place Shaping
Lead Officer: Dave Caulfield Director of Economic Regeneration & Place

Title: Neighbourhood Planning

Summary:

The Localism Act and National Planning Policy Framework (NPPF) both came into effect by 2012. Through the Localism Act, Selby District Council (SDC) has a duty to support parish and town councils who come forward to prepare a neighbourhood plan. SDC currently has four designated neighbourhood plan areas preparing neighbourhood plans and is aware of a further three areas who are intending to apply for designation shortly.

There are a number of stages involved in producing a neighbourhood plan, which SDC has a legal duty to support and administer in a timely and efficient manner. The Executive has previously delegated the designation of neighbourhood plan areas to the Director of Economic Regeneration in consultation with the Lead Councillor for Place Shaping.

This report seeks similar delegation to allow the efficient administration of the latter stages of the neighbourhood planning process. It is intended that the final stage of a Neighbourhood Plan, the point at which the Plan is "Made," is retained as an Executive decision.

Recommendations:

- i. **To delegate authority to the Director of Economic Regeneration and Place in consultation with the Lead Councillor for Place Shaping, to**

enable the administration of the neighbourhood plan process as required in the Localism Act 2011.

Reasons for recommendation

The Executive is asked to agree the recommendation to enable the timely and efficient administration of the neighbourhood planning process in line with the council's obligations under the Localism act 2011.

1. Introduction and background

- 1.1 Neighbourhood planning is a right for communities introduced through the Localism Act 2011. Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Neighbourhood planning provides a set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area and Council. A neighbourhood plan must support the strategic development needs set out in the Local Plan and plan positively to support local development.
- 1.2 In May 2013 the Executive agreed to support Appleton Roebuck/Acaster Selby as a pilot neighbourhood plan area. The Council has provided support to the pilot although the plan has progressed slower than expected, so a detailed 'lessons learned' review to inform future neighbourhood plans has not been possible.
- 1.3 Since 2013 and the designation of the pilot, SDC has received three further applications resulting in the area designations of Selby Town, Ulleskelf and Church Fenton and is currently aware of a further three applications expected shortly.
- 1.4 Following the Housing and Planning Act 2016, the government introduced regulations to speed up and simplify the neighbourhood planning process. The main changes were that time periods have been introduced for key local authority decisions such as designating neighbourhood areas, sending a plan to referendum and bringing a neighbourhood plan into force.
- 1.5 This resulted in officers recommending that the November 2016 Executive agrees to delegate authority for designation of neighbourhood plan areas to the Director of Economic Regeneration in consultation with the Lead Councillor for Place Shaping. This delegated authority has already resulted in the successful, efficient and timely designations of Church Fenton and Ulleskelf neighbourhood areas.

2. The Report

- 2.1 As the various neighbourhood plan areas progress through the stages, it has become clear that the 2013 approach of progressing a pilot which would then inform future neighbourhood plans and processes is no longer a viable option.

2.2 The neighbourhood planning regulations set out that local authorities have a duty to support areas who want to prepare a neighbourhood plan. The regulations also go further and have set obligations where the council must make key decisions and provide administrative support to enable the plan to progress. Some of these stages have set time limits in which the council must complete its obligations.

2.3 The Executive has previously delegated authority for the designation of neighbourhood plan areas. This has ensured the councils designation obligations are met in an efficient and timely manner, as required by the regulations.

2.4 As neighbourhood plans have progressed to the latter stages, it has become clear that further delegated authority is required to the current council approach. This will enable the council to meet the obligations set out in the regulations for all stages with the time limits imposed.

2.5 The stages and obligations are as follows:

| Stage | Task | Council obligation | Decision Maker |
|--------------|--|---|--|
| 1 | Application submitted by Town or Parish Council to be designated as a neighbourhood area | SDC must reach a decision to designate within 13 weeks including undertaking a 6 week public consultation | Currently Delegated Authority |
| 2 | The designated neighbourhood area submit the final plan to SDC for examination | SDC must facilitate the following administrative tasks in a timely and efficient manner: <ul style="list-style-type: none"> - Appoint an appropriate examiner - Administrate examination of the plan - Administrate a local referendum within 5 weeks of receiving the examiner's report | Currently a decision is required by the executive for all stage 2 administrative obligations Officers recommend delegated authority is given for these administrative obligations |
| 3 | Following a | SDC must approve | Officers |

| | | | |
|--|---|--|--|
| | successful examination and referendum, the plan needs to be 'made' part of SDC Local Plan | and 'make' the neighbourhood plan part of the Local Plan within 10 weeks | recommend this is retained as a decision for the Executive |
|--|---|--|--|

2.6 As table 2.5 demonstrates, stage 2 of the process has a number of obligations which the council has to undertake within certain time limits. Currently all of these tasks require an Executive decision, which will require extra time in order to meet the council's internal reporting processes and may negatively impact on the council fulfilling its obligations.

2.7 As the nature of these tasks is administrative, officers recommend the Executive delegate authority to the Director of Economic Regeneration and Place to undertake these tasks in consultation with the Lead Councillor for Place Shaping. This will reduce unnecessary reports and enable officers to fulfil the obligations set out in the regulations.

2.8 Once the stage 2 administrative tasks have been completed the council is required to undertake the stage 3 obligations set out in table 2.5. This stage is when the council has to decide to adopt the neighbourhood plan as part of the local plan and 'make' the plan. Officers recommend this stage of the process remains a decision for the Executive. This will include an officer's report and a recommendation.

3. Legal/Financial Controls and other Policy matters

Legal Issues

3.1 The Council must meet its legal obligations of the Localism Act as set out in table 2.5

Financial Issues

3.2 There is a cost for administering the latter stages of the neighbourhood planning process as well as the costs of the referendum. The first plan to reach this stage will be the Appleton Roebuck Plan. The costs of organising the Examination have been quoted at of £4875 +VAT and £2000 for the referendum.

Once the plan has been submitted for examination, SDC can claim £5000 and then a further £20000 once the examination has been successful. Together with the £5000 SDC were able to claim when the plan was designated, this will be a total of £30000. This money is paid in the form of a grant from the Department for Communities and Local Government.

3.3 In the interim the Appleton Roebuck costs will be drawn down from the Operational Contingency budget in 2017/18.

- 3.4 All future neighbourhood plans will also incur similar costs which will vary based on the complexities of the plan and the size of the referendum required. In most cases this grant should cover the whole process including the costs of the referendum. These costs will be included in future budgets 2018/19. Currently there are 4 designated areas and up to 5 more potential plan areas expressing an interest.
- 3.5 Officers are currently evaluating the potential officer time and costs in supporting the current designated areas and a number of potential designations.

4. Conclusion

- 4.1 Following the progression of neighbourhood plans through the various stages and combined with the Housing and Planning Act 2016 changes, it is clear the council's current approach to neighbourhood planning requires further updates. In order to meet the stage 2 administrative obligations in a timely and efficient manner it is recommended that delegated authority be approved as set out in this report.
- 4.2 It is recommended the Executive still retain the decision to 'make' the plan for the final stage which will result in adoption as part of the Local Plan.

5. Background Documents

There are no background documents

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Appendices:

There are no appendices