

# Selby District Council



## Minutes

### Executive

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|-------------------|---|
| Venue:            | Committee Room, Civic Centre, Selby   |
| Date:             | Thursday 1 June 2017  |
| Time:             | 4pm   |
| Present:          | Councillors M Crane (Chair), J Mackman, C Metcalfe and R Musgrave.  |
| Officers present: | Janet Waggott – Chief Executive, Julie Slatter – Director of Corporate Services and Commissioning, Dave Caulfield – Director of Economic Regeneration & Place, Karen Iveson – Chief Finance Officer (s151), Gillian Marshall – Solicitor to the Council, June Rothwell – Head of Operational Services (for minute items 11 and 12), Keith Cadman – Head of Commissioning (for minute items 11 and 12), Contracts and Procurement, Stuart Robinson – Head of Business Development and Improvement (for minute items 11 and 12), Michelle Dinsdale – Senior Policy and Performance Officer (for minute item 12), Peter Williams – Head of Finance and Palbinder Mann - Democratic Services Manager. |
| Also present:     | Councillor R Packham.   |
| Public:           | 0   |
| Press:            | 0   |

NOTE: Only minute numbers 11 and 13 to 14 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 14 June 2017. Decisions not called in may be implemented from Thursday 15 June 2017.

**8. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Lunn.

**9. MINUTES**

The Executive considered the minutes of the meeting held on 18 May 2017.

**RESOLVED:**

**To approve the minutes of the meeting held on 18 May 2017.**

**10. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**11. HOUSING AND ASSET MANAGEMENT SYSTEM CONTRACT AWARD**

Councillor Musgrave, Lead Executive Member for Housing, Leisure, Health and Culture presented the report which asked the Executive to consider the award for a contract relating to a replacement housing and asset management system.

The Lead Executive Member for Housing, Leisure, Health and Culture explained that the Council managed around 3,100 social housing properties. It was noted that the current system was over 20 years old and that support for the system would be discontinued from next year.

The Executive was informed that a project team had been created for the procurement exercise and that two bids had been received. It was noted that the report was recommending that the contract be awarded to bidder A.

Discussion took place on the length of the contract and it was queried whether the Council should be looking for a longer term contract given the investment involved. The Head of Commissioning, Contracts and Procurement explained that the proposed length of the contract was based on the procurement framework and that the Council had an option to extend the contract. The Executive was informed that bidder A was the largest provider of systems in the market and it was likely they would continue to provide systems for a number of years.

Further discussion took place concerning the finances for the project and it was felt that further detail should have been provided

in the report demonstrating how the final cost figure had been arrived at. A query was raised regarding the cost figure of £166k relating to the cost of Council staff to support the implementation of the project. The Executive was informed that £130k had already been allocated in the planning for this purpose.

Given the size of the expenditure involved, it was proposed that the project be the subject of an independent assessment before a decision was undertaken. There was no seconder for this proposal therefore it was not supported.

**RESOLVED:**

- i) To award the contract for the supply of a housing and asset management system to bidder A.**
- ii) To transfer £17K from the ICT reserve to fund the shortfall of capital funding for this project in 17/18.**
- iii) To earmark the net £55K, from future Licencing and support savings for replenishing the ICT reserve.**

**REASON FOR THE DECISION**

*To ensure the Council has a modern housing and asset management system to replace unsupported software applications that also provides the best software platform to support the Councils efficiency and customer channel shift agenda.*

*To ensure the business continuity of the housing service, Public Services Network compliance (PSN), collection of rents, maintenance of housing stock, protection of valuable assets and tenancy support services.*

**12. CORPORATE PERFORMANCE REPORT – QUARTER 4 – 2016/17 (JANUARY TO MARCH)**

Councillor Crane, Leader of the Council, presented the report which provided 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.

It was agreed that the content of the report would be reviewed for 2017/18 including the priority project to ensure the Council was still focusing on the right things.

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A query was raised regarding how many vacancies still existed following the implementation of the new organisational structure. The Chief Executive agreed to supply this information.

A further query was raised on the figure of minor planning applications decided in the required timescale. The Director of Economic Regeneration and Place agreed to provide this information.

**RESOLVED:**

**To note and approve the report.**

**REASON FOR THE DECISION**

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

**13. TREASURY MANAGEMENT – ANNUAL REVIEW**

Councillor Crane, Leader of the Council presented the report which reviewed the Council's borrowing and investment activity for the financial year to 31 March 2017 and presented the performance against prudential indicators.

It was noted that there was a typographical error in the appendix under the prudential indicators as the actual 2016/17 figure for 1 to 2 years should have read as 1.66% and that the actual figure for 2 to 5 years should have read as 10.77%.

A query was raised around the Council's wider range of investment activity especially with the base rate being low. The Chief Finance Officer explained that work was taking place with North Yorkshire County Council on investment options and following that work, approaches which could be undertaken by Selby could be considered.

**RESOLVED:**

- i) To endorse the actions of officers on the Council's treasury activities for 2016/17 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.*

**14. FINANCIAL RESULTS AND BUDGET EXCEPTIONS REPORT TO 31 MARCH 2017**

Councillor Crane, Leader of the Council, presented the report which presented the financial results and budget exceptions report to 31 March 2017.

The Executive highlighted the significant underspend in the year however noted that there was a number of carry forwards for projects which would be completed in the forthcoming year.

**RESOLVED:**

- i) To carry forward the funds set out in Appendix D (£1.543m Revenue and £3.245m Capital) from 2016/17 to 2017/18;**
- ii) To transfer the £518k General Fund surplus to General Balances (£186k) and Asset Management Reserve (£332k) to support future cost pressures.**
- iii) To transfer the additional £444k HRA surplus to 'HRA Major Repairs Reserve' to support the future capital programme;**

**REASON FOR THE DECISION**

*To allow projects and initiatives not completed in year to be rolled over to the following year and to make adequate appropriations to reserves to mitigate future spending priorities.*

The meeting closed at 4.45pm