



Meeting: **POLICY REVIEW COMMITTEE**  
Date: **23 JUNE 2011**  
Time: **4.00PM**  
Venue: **COMMITTEE ROOM 2**  
To: **Councillors Mrs M Davis, M Jordan (Chair), Mrs E Metcalfe, R Musgrave (Vice Chair), I Nutt, R Packham, I Reynolds, Mrs A Spetch, R Sweeting.**

## Agenda

### 1. Apologies for absence

### 2. Disclosures of Interest

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

### 3. Chair's Address to the Policy Review Committee

### 4. Timing of Meetings

### 5. Policy Review Committee Report PR/11/1 - Work Programme

Report of the Executive Director (S151) Pages 2 to 7 attached

**Jonathan Lund**  
**Deputy Chief Executive**

#### Dates of next meetings

26 July 2011
1 November 2011
24 January 2012
12 April 2012

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**Report Reference Number PR/11/1**

**Agenda Item No: 5**

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**To:** Policy Review Committee  
**Date:** 21 June 2011  
**Author:** Glenn Shelley, Democratic Services Manager  
**Lead Officer:** Karen Iveson, Executive Director

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**Title:** Policy Review Committee Work Programme

**Summary:** The report provides a draft work programme for Policy Review Committee for the 2011/12 municipal year. The Committee is asked to contribute to and approve the work programme.

**Recommendation:**

**That Councillors use the attached information and the discussion with those present at the meeting to develop its work programme.**

**Reason for recommendation**

**That the Committee ensures the contribution of scrutiny is effective in supporting service improvement and delivery against district wide and Council priorities.**

**1. Introduction and background**

- 1.1** The adoption of a revised constitution and an Executive system from May 2011 has placed an increased emphasis on the role of the Scrutiny Committee within Selby District Council.
- 1.2** This report provides the Policy Review Committee with a draft Work Programme for approval. This is attached at appendix A.
- 1.3** Within the Constitution it states that 'each Overview and Scrutiny Committee must prepare an annual work programme making clear recommendations about its work for the year ahead'. It also states that Policy Review Committee must consult with the Executive, before presenting its Work Programme to Council. The Work Programme is scheduled for the Executive on 7 July 2011 and then to be approved by Council on September 13 2011.

## **2. The Report**

- 2.1** The Policy Review Committee is one of the Council's two statutory Overview and Scrutiny Committees. The purpose of the committee as set out in the Constitution is 'to contribute to the development of Council Policy and review the effectiveness of existing Council Policy' (Article 6 Para 6.1).
- 2.2** The function of the committee is also set out in the Constitution as 'To implement an annual Work Programme which contributes to the development of Council Policy, reviews and makes recommendations about existing policy and comments upon the implications on Selby District Council of the policies of partner organisations and other agencies delivering public services in the District.
- 2.3** Constitutionally, the Executive must give the Policy Review Committee an opportunity to examine all matters that are part of the Budget and Policy Framework. An extract from the constitution setting out the Budget and Policy Framework is attached at Appendix B. These issues have been incorporated into the Work Programme where appropriate.
- 2.4** The Policy Review Committee will be able to use the Forward Plan, to identify future Executive policy decisions and, where appropriate, ask to consider the issue and make recommendations on the policy before the Executive decide to adopt it.
- 2.5** The Work Programme has been developed to allow the opportunity for focussed debate on key issues and to allow the time for the committee to add real value to the topics identified.
- 2.6** A key aspect of the work programme is that it should be owned and developed by councillors. The ideas put forward by officers represent a suggested way forward, but it is important that councillors give input to the work programme.
- 2.7** However, when considering new items for inclusion on the work programme it is important that the following are taken into consideration:

### **Relevance:**

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

### **Co-ordination:**

Topics on the work programme should not already be under

consideration elsewhere within the Council or, if long term plans have been agreed, the work of Overview and Scrutiny should be co-ordinated and timely.

### **Time and Resource Constraints:**

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

## **3. Legal/Financial Controls and other Policy matters**

### **3.1 Legal Issues**

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

### **3.2 Financial Issues**

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

## **4. Conclusion**

That the Committee uses the attached draft and discussion at the meeting to finalise a work programme to present to the Executive and Council.

## **5. Background Documents**

The Forward Plan – available on line at

[http://www.selby.gov.uk/upload/Forward\\_Plan-June-Sept\\_2011.pdf](http://www.selby.gov.uk/upload/Forward_Plan-June-Sept_2011.pdf)

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### **Appendices:**

Appendix A – Draft Policy Review Work Programme  
Appendix B – Budget and Policy Framework extract from the constitution.

**Draft Policy Review Committee Work Programme 2011/12**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
23 June 2011	Time of Meetings	To agree the time of meetings for 2011/12
	Work Programme	To agree the work programme for 2011/12
26 July 2011	<b><u>Budget and Policy Framework</u></b> Affordable Housing SPD	To discuss recommendations on changes before the Core Strategy is adopted.
	<b><u>Budget and Policy Framework</u></b> Site Allocations DPD	To review the Executive's proposals following consideration of the public responses received and in light of the officers recommendations for sites for development.
	<b><u>Budget and Policy Framework</u></b> The Corporate Plan	To consider the Draft Corporate Plan as proposed by the Executive
	<b><u>Budget and Policy Framework</u></b> North Yorkshire Investment Bid 2011 – 2014	To review the proposed housing investment agreement between the North Yorkshire Local Authorities and the Homes and Communities Agency.
1 November 2011	<b><u>Budget and Policy Framework</u></b> Financial Strategy	To consider the Executive's proposals for the Council's long term (10 year), resource and spending framework in which the budget strategy and three year financial plan will be developed.

	<b><u>Budget and Policy Framework</u></b> Sustainable Communities Strategy (SCS) Refresh	To review progress against SCS objectives and seek opinion on priorities.
	<b><u>Budget and Policy Framework</u></b> Village Design Statements	To review the latest Village Design Statements and contribute to the consultation process.
24 January 2012	<b><u>Budget and Policy Framework</u></b> Draft Budget and Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2012/2013.
12 April 2012	<b><u>Budget and Policy Framework</u></b> Community Safety Partnership Plan	To consider the Community Safety Partnership Plan and feedback to the Executive.
12 April 2012	Policy Review Annual Report 2011/12 and Work Programme 2012/13	To review the Policy Review Annual Report and approve the Draft Work Programme for 2012/13

Extract from the Constitution.

## Article 4 – The Council

### 4.1 Meanings

- (a) **Policy Framework.** The policy framework means the following plans and strategies:
- Sustainable Community Strategy
  - Corporate Plan
  - Community Safety Partnership Plan
  - Asset Management Strategy
  - Plans and strategies which together comprise the Local Development Framework
  - Plans and strategies which together comprise the Housing Investment Programme
- (b) **Budget.** The budget includes the allocation of financial resources to different functions, services and projects, established or proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's investments, borrowing requirement, the control of its capital or revenue expenditure and the setting of virement limits.
- (c) **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.