



Meeting: **POLICY REVIEW COMMITTEE**
Date: **THURSDAY 21 JULY 2016**
Time: **5.00PM**
Venue: **COMMITTEE ROOM**
To: **Councillors J Deans (Chair), M Hobson (Vice Chair),
K Arthur, J Cattanach, D Hutchinson, R Packham
and Mrs J Shaw-Wright.**

Agenda

1. Apologies for absence

2. 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.

3. Minutes

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 14 June 2016 (pages 1 to 4 attached).

4. Chair's Address to the Policy Review Committee

5. Development of a Charitable Collections Policy – PR/16/3

To consider report PR/16/3 which asks the Committee to note the proposals for the Charitable Collections Policy and to provide any

comments or recommendations on the scope of the policy and proposed consultation (pages 5 to 10 attached).

6. Medium Term Financial Strategy – PR/16/4

To consider report PR/16/4 which asks the Committee to comment on the proposals in the developing Medium-Term Financial Strategy (pages 11 to 12 attached).

7. Work Programme 2016/17

To consider items for inclusion on the Work Programme 2016/17 (pages 13 to 21 attached).

Gillian Marshall
Solicitor to the Council

Enquiries relating to this agenda, please contact Janine Jenkinson on:
Tel: 01757 292268 or email: jjenkinson@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 Officer using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Policy Review Committee

- Venue: Committee Room
- Date: Tuesday 14 June 2016
- Time: 5.00 pm
- Present: Councillors J Deans (Chair), M Hobson (Vice Chair), K Arthur, J Cattanach, P Welch (Substitute for Councillor R Packham), and Mrs J Shaw-Wright.
- Apology for Absence: Councillor D Hutchinson and R Packham.
- Officers Present: Karen Iveson – Chief Finance Officer, Ralph Gill – Lead Officer (Benefits and Taxation), Michelle Dinsdale – Policy Officer, Chris Watson – Assistant Policy Officer and Janine Jenkinson - Democratic Services Officer.

1. DISCLOSURES OF INTEREST

There were no declarations of interest.

2. MINUTES

The Committee considered the minutes of the meeting held on Tuesday 12 April 2016.

RESOLVED:

To receive and approve the minutes of the Policy Review Committee held on 19 January 2016 for signature by the Chair.

3. CHAIR'S ADDRESS

There was no address from the Chair.

4. TIMING OF MEETINGS 2016/17

The Committee considered the start time for meetings for the forthcoming municipal year.

RESOLVED:

To agree 5 pm as the start time for Policy Review Committee meetings in 2016/17.

5. WELFARE REFORM – SIX MONTH UPDATE

The Lead Officer (Benefits and Taxation) introduced the report and explained that the report detailed the Welfare Reform changes in Selby District and highlighted future developments.

In relation to Housing Benefit, councillors were informed that no tenants had been evicted solely as a result of the spare room deduction. The Lead Officer (Benefits and Taxation) explained that the tenants that had been evicted were those that already had significant arrears before the deduction had been introduced.

The Lead Officer (Benefits and Taxation) explained that Discretionary Housing Payments (DHP) were available to people who found themselves in financial hardship due to the Welfare Reform changes. The Committee was advised that the DHP funding was available in 2016/17 and the Council would use the funding to provide additional support for residents, where appropriate. In 2016/17 the Council had a total DHP budget of £94,564; an increase of £9,000 over last year.

With regard to the 'Benefit Cap', Councillors were informed that the benefit cap thresholds were being lowered, however the exact date had not yet been announced. The Committee was informed that the Department for Work and Pensions had written to households affected by the changes.

The Lead Officer (Benefits and Taxation) explained that the Council had discretion in relation to the DHP; however certain minimum criteria were applied and officers the circumstances of each case into consideration.

In relation to Council Tax support, the Lead Officer (Benefits and Taxation) reported that it would be proposed to the Executive that the Council changed the Council Tax Support Scheme from April 2017 to mirror the changes made to Housing Benefit by the DWP and Pensioner Council Tax Support by the Department for Communities and Local Government.

The Chair thanked the Lead Officer (Benefits and Taxation) for a comprehensive report.

RESOLVED:

To note the report.

6. WORK PROGRAMME 2016/17

The Committee considered the items for inclusion on the Committee Work Programme 2016/17.

Councillors requested an update in relation to PLAN Selby and suggested that the Policy Review Committee include this item in the Work Programme.

RESOLVED:

- I. To agree to include the proposed items, as detailed in Appendix A, attached to the report.**
- II. To ask the Interim Planning Policy Manager to provide a report, outlining the work programme and key issues in relation to PLAN Selby, for consideration at the Policy Review Committee meeting schedule on 13 September 2016.**

The meeting closed at 5.35 p.m.

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Public Session

Report Reference Number (PR/16/3)

Agenda Item No: 5

To: Policy Review Committee

Date: 21 July 2016

Author: Chris Watson Assistant Policy Officer

**Lead Officer: James Cokeham Head of Strategic Planning,
Policy and Economic Development**

Title: Development of a Charitable Collections Policy

Summary:

The Council currently has no charitable collections policy in place. There is no legislative requirement for this policy, however, implementation of a policy is considered to be best practice. This report sets out the scope and timetable for the policy as well as details of the consultation and approval process.

Recommendations:

- i. To note the proposals for the Charitable Collections Policy and to provide any comments or recommendations on the scope of the policy and proposed consultation**

Reasons for recommendation

To steer the development of the policy and therefore bring the Council in line with best practice and reduce the risk of legal challenge.

1. Introduction and background

- 1.1 The Council currently has no Charitable Collections Policy in place. This leaves the Council's Charitable Collections process open to scrutiny, inconsistency and legal challenge.
- 1.2 Should we receive several applications for street collections on the same day and at the same time, we are currently unable to equitably and consistently decide who should receive a licence and who should not, as these situations would normally be governed by a policy.
- 1.3 Historically, a policy has not been deemed necessary. However, with the increase in local events such as the Tour de Yorkshire, certain localities hosting such events will be seen as opportune for charitable collections. These events will therefore draw more applications for collections on these days.
- 1.4 The lack of Policy means that charities applying to collect in the District may not know how the law relating to charitable collections is applied locally. It may also lead to some charities applying repeatedly and potentially becoming viewed as a nuisance by the public.

2 The Report

- 2.1 The Council's growth agenda supporting increased tourism is expected to lead to an increase in demand for Street Collections in the District. This increase would lead to a heightened risk of appeal and legal challenge without a guiding policy document. Given the similarities between House to House Collections and Street Collections, and based on a bench marking exercise; it would seem prudent to include both forms of charitable collections into one policy.
- 2.2 Having reviewed several other local authority charitable collection policies and discussing the issue with the Council's Legal team; Officers propose that the Policy should be set to achieve the following aims:
 - To give detailed guidance on the application of the law relating to charitable collections;
 - To provide a clear idea of the requirements that charitable organisations, promoters and collectors must meet before, during and after collections take place;
 - To set out the administrative procedures involved in obtaining a licence; and
 - To ensure that residents in the Selby District area wishing to donate to charity through a Street or House to House collection are able to do so in good faith and secure in the knowledge that an

adequate proportion of what they donate will directly benefit the named charity.

Street Collections

2.3 Officers propose the Street Collections section will set out the Council's position on several issues, some key issues include:

- The general law.
- Requirements from the applicants e.g. length of time application required before collection and information required, prior to and following a collection.
- The Council's position on tacit consent (automatic approval, which is given if the applicant has not had a decision from the Council within a prescribed number of days).
- The number of collections allowed per week, per locality (current practice is 1 per week).
- The number of collection permits any one charity can be awarded per year.
- Direct debit collections - these are currently outside the scope of legislation and no permit is legally required. Officers therefore propose that the Council will need notification of an intention to collect direct debit information in the area.
- Setting out the appeal route.

House to House Collections

2.4 Officers propose the House to House Collections section will set out the Council's position on several issues, some key issues include:

- The general law.
- Requirements from the applicants e.g. length of time application required before collection and information required, prior to and following a collection.
- Our position on tacit consent (automatic approval, which is given if the applicant has not had a decision from the council within a prescribed number of days).
- Setting out the appeal route.

General issues

2.5 Officers propose that in addition to the specific issues covered in the Street Collection and House to House Collection areas, there will be general issues covered too. Proposed key issues include:

- Enforcement of non-compliance.

- Departures from the Policy.
- Information sharing.

- 2.6 Officers intend to take the opportunity of scrutinising and amending the current practice to allow the policy to align Selby District with best practice.
- 2.7 A draft will be presented to the Executive at their meeting on 6 October 2016 seeking approval for public consultation.
- 2.8 As there is no regulatory requirement for a policy, duly there are no statutory consultees. However, officers propose to consult broadly on the draft policy. For this reason, officers intend to consult with: the public, North Yorkshire Police, the Charity Commission, licence holders from the previous 12 months and elected members.
- 2.9 If approved for consultation, the draft policy will be advertised on and be available to download from the Council's website for a 6 week period between 6 October and 16 November 2016.
- 2.10 As part of the consultation the draft policy will be taken to Licensing Committee on 7 November 2016 and also be brought back to this committee on 15 November 2016 for comment.
- 2.11 The policy is to be presented for approval to Executive on 1 December 2016 and if approved come into force shortly after.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Failure to implement a Charitable Collections Policy may lead to an increased risk of legal challenge.

3.2 Financial Issues

None raised by this report

3.3 Impact Assessment

No other impacts have been identified but the policy will be impact screened before being submitted for approval.

4. Conclusion

- 4.1 That Policy Review Committee should consider the proposals and provide comments and recommendations regarding the scope of the new policy. Following development of a policy the Committee will have

the opportunity to comment on the draft as part of the consultation process.

5. Background Documents

None

Contact Officer:

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To: Policy Review Committee
Date: 21 July 2016
Author: Karen Iveson, Chief Finance Officer
Lead Officer: Karen Iveson, Chief Finance Officer

Title: Medium Term Financial Strategy

Summary: This item provides Policy Review Committee the opportunity to comment on proposals which underpin the developing Medium Term Financial Strategy prior to it being considered by Executive and Council in September. A presentation will be given to the committee on the key issues and comments will be invited on the assumptions which underpin the Strategy, which will then be fed-back to the Executive for consideration as they formulate the draft strategy for submission to Council in September.

Recommendation:

To offer comments on the proposals in the developing MTFS.

Reasons for recommendation

- i. To enable the views of Policy Review to be considered by the Executive when they finalise the MTFS for submission to full Council.

1. Introduction and background

- 1.1 The Medium Term Financial Strategy provides the policy framework for the Council's budget. The strategy is reviewed annually in advance of the budget setting process. The key assumptions that inform the Council's longer term financial plans are updated in light of outlook for local government funding and issues within the wider economy as well as local issues impacting on costs, income and demand for services.

2. The Report

2.1 The Chief Finance Officer will present to the committee, the key issues impacting on the developing Medium Term Financial Strategy.

2.2 This item provides Policy Review Committee the opportunity to comment on proposals which underpin the developing Strategy prior to it being considered by Executive and Council in September. This is a departure from normal practice, which is for Policy Review to receive the draft Strategy after it has been considered by the Executive. The process has been amended this year to accommodate Council's consideration of the government's offer of a multi-year finance settlement as part of the formal approval of the Strategy and accompanying efficiency plan prior to the deadline of 14 October.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

The MTFS is part of the Council's budget and policy framework which is approved by full Council.

3.2 Financial Issues

The MTFS forecasts funding and spending on Council services over a 10 year period. It will identify the issues and risks the Council is facing and propose the approach to deal with those risks, including plans for savings. The key financial issues will be included in the presentation to the committee.

4. Conclusion

Following comments from Policy Review Committee the Executive will consider their draft MTFS on 1 September 2016 and submit these to full Council for approval on 20 September 2016.

5. Background Documents

None

Contact Officer: *Karen Iveson*
Chief Finance Officer
Selby District Council
kiveson@selby.gov.uk

Appendices:

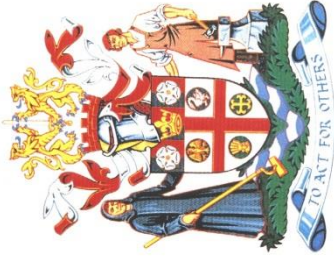
None

Policy Review Committee Work Programme 2016/17

Date of Meeting	Topic	Action Required
21 July 2016	Medium Term 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.
	Charitable Collections Policy	To discuss the scope and obtain a steer on the Policy.
13 September 2016	Car Park Strategy	To provide an opportunity for the committee to discuss and comment on the draft strategy as part of the consultation process.
	PLAN Selby	To consider the work programme and key issues regarding PLAN Selby
15 November 2016 (provisional meeting date)	Charitable Collections Policy	To provide an opportunity for the Committee to discuss and comment on the draft policy as part of the consultation process.
17 January 2017	Draft Budget and Medium Term Financial Plan	To consider the Executive's proposals for revenue budgets and the capital programme for 2016/2017.
18 April 2017		

The following dates are also in the Democratic Services calendar for provisional meetings if required:

- 25 October 2016
- 15 November 2016
- 14 March 2017



Selby District Council

Forward Plan of Key Decisions - Incorporating the Private Executive Meeting Notice and the Notice of Intent to make a Key Decision

Executive Members	Name	Contact Details
Leader of the Council and Lead Member for Strategic Matters, External Relations and Partnerships	Councillor Mark Crane	mcrane@selby.gov.uk
Deputy Leader of the Council and Lead Member for Place Shaping	Councillor John Mackman	jmackman@selby.gov.uk
Lead Member for Finance and Resources	Councillor Cliff Lunn	clunn@selby.gov.uk
Lead Member for Housing, Leisure, Health and Culture	Councillor Richard Musgrave	rmusgrave@selby.gov.uk
Lead Member for Communities and Economic Development	Councillor Chris Metcalfe	cmetcalfe@selby.gov.uk

July 2016 to October 2016

Published on 13 June 2016

Definition of Key Decisions

In accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document serves as Selby District Council's notification of key decisions and private items. There is a legal requirement for local authorities to publish a notice setting out the key decisions and decisions which may be taken in private 28 clear days before such decisions are taken.

It contains details of decisions for the next four months and is supplemented by the publication of the agenda 5 clear working days before the meeting. It will be updated and published at the end of each month. All items listed on the attached Plan are key decisions and those which are private items are outlined as such.

A Key Decision is any decision which is financially significant for the service or function concerned because it relates to expenditure or savings of more than £150,000 or which will have a significant impact on people who live and work in an area covering two or more district wards.

If you would like further information on any of the items shown in this forward plan please contact the respective officer(s) for each item.

To make your views known on any of the items you may contact the Councillors shown; alternatively you may contact the officer(s) shown and he/she will ensure that a written note of your views is presented to the decision-maker before a decision is taken.

All meetings* at which key decisions will be considered are open to the public, unless the subject matter is such that Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 allows the matter to be considered in private. For information about attending meetings or for a copy of the Forward Plan, please contact Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk. A copy is also available at the Council's website, www.selby.gov.uk

In relation to **private meetings**, the reason an item is expected to be covered in private will be identified in accordance with the exempt information categories which are set out in Part 1 of Schedule 12A of the Local Government Act 1972 as amended):

Paragraph	Category/explanation
1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person. (Including the authority holding that information)
4	Information relating to any consultations or negotiations or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes – a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation of prosecution of crime.

The document sets out the items which are to be covered in private at the below meetings. Any representations as to why the item should not be covered in private should be sent to Palbinder Mann, Democratic Services Manager on 01757 292207 or pmann@selby.gov.uk.

The Council will publish a further notice 5 clear days before the relevant meeting which will give the Council's response to any such representations.

Important Note

This document sets out the Council's intentions as to future decisions as at the date of publication. However, if circumstances change, the Council reserves the right to publish an updated version of this document and/or rely on the provisions in the regulations as to urgent decisions.

Forward Plan of Key Decisions - July 2016 to October 2016

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
12-Jul-16	Executive	Co-location of North Yorkshire Police staff into Selby District Civic Centre	To approve the outline business case for the Co-location for it to progress through the planning process.	Private - This item is expected to be considered in private as it will contain estimated costs for the construction of an extension to the Civic Centre in respect of which a procurement process will be undertaken. The public interest lies in taking the item in private so as not to prejudice the procurement process and ensure that it delivers best value for the procurer.	Cllr Mark Crane	Drew Fussey, Business Development Officer Tel: 01757 292151 Email: dfussey@selby.gov.uk
12-Jul-16	Executive	2015/16 Final Accounts Outturn Report	To report actual net expenditure against budget for 2015/16	Public	Cllr Cliff Lunn	Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gcsx.gov.uk

Forward Plan of Key Decisions - July 2016 to October 2016

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
12-Jul-16	Executive	Annual Review of the Leisure Services Contract	To receive the Annual Review of the Leisure Contract (2015/16) and to consider any recommendation made as part of the of the review	Public	Cllr Richard Musgrave	Keith Cadman, Head of Commissioning, Contracts and Procurement Tel: 01757 292252
01-Sep-16	Executive	Car Park Strategy	To consider the Car Park Strategy	Public	Cllr Chris Metcalfe	James Cokeham/Michelle Dinsdale & Chris Watson
01-Sep-16	Executive	Housing Development Programme - Byram Park Road Flats - Outline Business Case	To approve the outline business case for the redevelopment of the site of the Byram Park Road Flats	Public	Cllr Richard Musgrave	Sally Rawlings, Housing Development Manager Tel: 01757 292237 Email: srawlings@selby.gov.uk Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gcsx.gov.uk

Forward Plan of Key Decisions - July 2016 to October 2016

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
01-Sep-16	Executive	Medium Term Financial Strategy / Multi Year Settlement	To consider the long term (10 years) resource and spending framework within which the budget strategy and 3 year medium term financial plan will be developed	Public	Cllr Cliff Lunn	Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gcsx.gov.uk
01-Sep-16	Executive	1st Interim Budget Exceptions Report	To monitor progress against budget	Public	Cllr Cliff Lunn	Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gov.uk
01-Sep-16	Executive	1st Interim Treasury Management Progress	To monitor progress against the Treasury Management Strategy	Public	Cllr Cliff Lunn	Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gov.uk
01-Sep-16	Executive	Postal Services Contract	To approve the award of contract for postal services	Public	Cllr Richard Musgrave	Keith Cadman, Head of Commissioning, Contracts and Procurement Tel: 01757 292252 Email: kcadman@selby.gov.uk

Forward Plan of Key Decisions - July 2016 to October 2016

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
01-Sep-16	Executive	Green Waste Composting Tender	To approve the contract for the composting of green waste	Public	Cllr Richard Musgrave	Keith Cadman, Head of Commissioning, Contracts and Procurement Tel: 01757 292252 Email: kcadman@selby.gov.uk
06-Oct-16	Executive	Housing Development Programme - Landing Lane Riccall	Approval of loan and grant (and land transfer) to Selby & District Housing Trust for the redevelopment of the garage site at Landing Lane, Riccall for affordable housing	Public/Private	Cllr Richard Musgrave	Sally Rawlings, Housing Development Manager Tel: 01757 292237 Email: srawlings@selby.gov.uk Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gcsx.gov.uk
06-Oct-16	Executive	Changes to the Council Tax Support Scheme from April 17	To approve the changes to go to Full Council following public consultation	Public	Cllr Cliff Lunn	Karen Iveson, Chief Finance Officer Tel: 01757 292056 Email: kiveson@selby.gcsx.gov.uk Ralph Gill, Lead Officer, Benefits and Taxation Tel: 01757 292264 Email: rgill@selby.gov.uk

Forward Plan of Key Decisions - July 2016 to October 2016

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
06-Oct-16	Executive	Community Engagement Strategy	Final draft of community engagement strategy. Approval to adopt.	Public	Cllr Chris Metcalfe	<p>Rose Norris, Head of Community, Partnership and Customers Tel: 01757 292254 Email: rnorris@selby.gov.uk</p> <p>Catherine Milan, Lead Officer, Partnerships Tel: 01757 292176 Email: cmilan@selby.gov.uk</p> <p>Esta Innes, Project Officer, Community, Partnership and Customers Tel: 01757 292215 Email: einnes@selby.gov.uk</p>