



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY 18 APRIL 2017**
Time: **5.00 PM**
Venue: **COMMITTEE ROOM**
To: **Councillors J Deans (Chair), M Hobson (Vice Chair),
K Arthur, J Cattanach, D Hutchinson, Mrs M McCartney
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 March 2017 (pages 1 - 3 attached).

4. Chair's Address to the Policy Review Committee

5. Policy Review - Annual Report 2016/17

To consider the Policy Review Annual Report 2016/17 (pages 4 - 14 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.

Minutes

Policy Review Committee

Venue:	Committee Room
Date:	Tuesday 14 March 2017
Time:	5.00pm
Present:	Councillors J Deans (Chair), M Hobson (Vice Chair), K Arthur, J Cattnach, D Hutchinson, and Mrs J Shaw-Wright.
Apologies for Absence:	Councillor Mrs M McCartney.
Officers Present:	Gilliam Marshall – Solicitor to the Council, Chris Watson – Assistant Policy Officer, and Janine Jenkinson - Democratic Services Officer.

25. DISCLOSURES OF INTEREST

There were no declarations of interest.

26. MINUTES

The Committee considered the minutes of the meeting held on 17 January 2017.

With regard to Minute 23 – Draft Revenue Budget and Capital Programme 2017/18 and Medium Term Financial Plan, it was pointed out that the last word in the penultimate bullet point ‘involve’ should be amended to read ‘involved’.

It was noted that Minute ‘19’. – Work Programme 2016/17, should be amended to Minute ‘24’.

RESOLVED:

To approve the minutes of the Policy Review Committee held on 17 January 2017, for signature by the Chair, subject to the amendments set out above.

27. CHAIR'S ADDRESS

The Chair wished to express his thanks to Councillor R Packham for this contribution to the Policy Review Committee during his term of membership; he wished Councillor Packham well in his new role on the Audit Committee.

In relation to an item regarding Park Byelaws, the Committee was informed that the item had been due to be considered at the March meeting; however it had now been re-scheduled and would be considered at the April Committee meeting.

28. GAMBLING POLICY REFRESH

The Chair presented the report and explained that it was a statutory requirement to review the Gambling Policy every three years. It was explained that the existing policy had now been reviewed and officers had brought the draft Policy in-line with the latest regulatory guidance. The Committee was informed that a consultation process had been carried out from 20 January 2017 to 14 March 2017. The final version of the Policy would be presented to the Executive on 6 April 2017 and then to Full Council on 25 April 2017, subject to approval, the Policy would then come into force.

The Chair drew the Committee's attention to the following:

- The introduction of the Licence Conditions and Codes of Practice (as set out in section 2.2 of the report).
- The introduction of the Regulation of Small Society Lotteries, which had been noted as best practice (set out in section 2.3 of the report).
- The council's stance on Fixed Odds Betting Terminals (set out in section 21.2 of the report).

The Committee considered the draft Gambling Policy and discussed the following:

- With regard to point 10.3 of the Policy, it was pointed out that there was some duplication in the following sentence 'In practice that means not only preventing them from being in close proximity to gambling, but also preventing them from being in close proximity to gambling'. The Assistant Policy Officer advised the Committee that the sentence should be amended to read 'In practice that means not only preventing them from talking part in gambling, but also preventing them from being in close proximity to gambling'.

- It was noted that under points 21.3 and 22.2 of the Policy there was reference to 'self-barring schemes' which should be amended to read 'self-barring schemes'. In response to a query, the Solicitor to the Council explained that a self-barring scheme involved a person asking a gambling operator to refuse service in the venues where they had self-excluded themselves from.
- In relation to breaches of the Gambling Policy and enforcement, the Committee was advised that compliance and enforcement was dealt with in conjunction with the Gambling Commission, under the Gambling Act 2005.
- With regard to point 14.4 of the Policy – Protecting children and other vulnerable persons from being harmed or exploited by gambling, councillors asked how successfully this could be regulated and monitored. The Solicitor to the Council explained that gambling premises were required to take appropriate measures to operate in-line with the licensing objectives and Codes of Practice. The Solicitor to the Council explained that although it was not possible to comprehensively monitor gambling establishments and users, numerous methods were employed by the industry to ensure gambling was undertaken in-line with the relevant Codes of Practice.
- In response to a query, the Solicitor to the Council explained that the National Lottery was regulated by the National Lottery Act, which was separate from the Gambling Act 2005.
- With regards to point 22 of the Policy 'Tracks', councillors requested that an explanatory note be included in the Policy that set out the types of tracks this section of the Policy related to.

RESOLVED:

To ask the Assistant Policy Officer to incorporate the comments and amendments set out above, into the final version of the Policy presented to the Executive and Full Council.

29. WORK PROGRAMME 2016/17

The Committee noted the Work Programme 2016/17.

RESOLVED:

To note the Work Programme 2016/17.

The meeting closed at 5.30 p.m.



Report Reference Number PR/16/11

Agenda Item No: 5

To: Policy Review Committee
Date: 18 April 2017
Author: Janine Jenkinson, Democratic Services Officer

Title: Policy Review Committee - Annual Report 2016/17

Summary: The report provides an update on the work of the Policy Review Committee for 2016/17.

Recommendation:

To note the Annual Report submitted by the Chair of the Policy Review Committee.

Reasons for recommendation

The Committee ensures the contribution of Policy Review is effective in supporting service improvement and delivery against the council's priorities.

1. Introduction and background

1.1 Over the past 12 months the Policy Review Committee has met on six occasions, and has held one Joint Scrutiny and Policy Review Committee.

1.2 The Annual Report (Appendix A) provides an update on the topics scrutinised and the work of the Committee.

2. The Report

2.1 The Committee has considered a wide range of items and these are outlined in the report.

Work undertaken in-line with the council's priorities has proved positive and valuable and the Committee has considered a wide range of topics.

3. Conclusion

The Committee is asked to endorse the Policy Review Annual Report 2016/17.

Contact Officer: *Janine Jenkinson*
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Appendix:

Appendix A – Annual Report 2016/17

Selby District Council

POLICY REVIEW COMMITTEE
ANNUAL REPORT
2016/17

Introduction by Councillor James Deans - Chair of the Policy Review Committee



I am pleased to present the Policy Review Committee with the Annual Report for 2016/17.

The Policy Review Committee will have met six times in 2016/17 and have held a Joint Scrutiny and Policy Review Committee meeting in February 2017. The Committee has considered a range of different issues; the Work Programme has included items that were relevant and in-line with the Council's Corporate Plan and Priorities for 2016/17.

I would like to thank all Councillors of the Policy Review Committee for their support and continued hard work. Many people have contributed to the success of Policy Review, including officers, external partner organisations and my thanks goes out to all of them.

I look forward to the continuing progress of Policy Review in 2017/18.

Policy Review Committee Annual Report

The Policy Review Committee

The Policy Review Committee membership comprised the following Members during the 2016/17 municipal year:

Conservative

J Deans (Chair)

M Hobson (Vice Chair)

K Arthur

J Cattanach

D Hutchinson

Labour

R Packham - (up until 21 February 2017)

J Shaw-Wright

Mary McCartney (from 21 February 2017)

The Committee met six times during the year.

The Role of the Policy Review Committee

The Policy Review Committee is one of the Council's three Overview and Scrutiny committees. It is responsible for contributing to the development of Council policy, reviewing and making recommendations regarding existing Council policy and considering and commenting upon the implications on Selby District of the policies of partner organisations and other agencies delivering public services in the District.

2016/17 Work Programme

During 2016/17 the Policy Review Committee reviewed and commented upon a number of topics, including:

- Development of a Charitable Collections Policy
- The council's Medium Term Financial Strategy
- Taxi Driver Licensing Policy
- The approach to Health and Well-being in Selby District

Policy Review Committee Work Programme 2016/17

Date of Meeting	Topic	Discussion / Resolution
14 June 2016	Welfare Reform – six month update	<p>The Lead Officer (Benefits and Taxation) presented a report that set out the Welfare Reform changes and highlighted future developments for Selby District.</p> <p>The Committee noted the report.</p>
21 July 2016	Development of a Charitable Collections Policy	<p>The Assistant Policy Officer introduced the report and explained that currently the council did not have a charitable collection policy in place. Members were informed that there was no legislative requirement for the Council to have a policy; however, it was considered best practice to implement a policy. The Committee was advised that implementing a policy was in-line with best practice and would reduce the risk of legal challenge.</p> <p>The Committee noted the report.</p>
	Medium Term Financial Strategy	<p>The Chief Finance Officer explained that the report provided the Policy Review Committee with the opportunity to comment on the proposals for the developing Medium Term Financial Strategy (MTFS) prior to it being considered by the Executive and Full Council in September 2016.</p> <p>The Chief Finance Officer provided the Committee with a</p>

		<p>presentation that set out the key issues and assumptions that underpinned the MTFS.</p> <p>The Committee noted the report and the presentation provided.</p>
13 September 2016	Car Park Strategy	<p>The Policy Officer explained that the report provided the Committee with an opportunity to comment on the Draft Car Park Strategy as part of the consultation process.</p> <p>Councillor Metcalfe explained that the Draft Strategy aimed to promote economic development throughout the District. The role of car parks had been reviewed and the aim was for car parks to provide a gateway into communities, encouraging increased use of town centres and promoting economic growth and vitality.</p> <p>The Committee made a number of comments and requested that these be fed into the consultation process.</p>
	Development of a revised Corporate Complaints Policy	<p>The Graduate Trainee introduced the report and explained that the Council's Complaints Policy (Comments, Compliments and Complaints) had last been reviewed in 2011 and was now due to be updated.</p> <p>In relation to the accessibility of the document, Members highlighted the need to provide information in a variety of formats i.e. via the Council's website and in print. In addition, the use of graphics/ flow chart diagrams and the importance of clearly signposting information on the Council's website were discussed.</p>

		The Committee requested that the comments made at the meeting be fed into the development of the revised Policy.
15 November 2016	Charitable Collections Policy	<p>The Assistant Policy Officer presented a report that set out the Council's draft Charitable Collection Policy.</p> <p>Members were informed that charitable collections fell into two categories: Street Collections and House to House Collections. The Assistant Policy Officer explained that the Council currently had no charitable collections policy in place, as there was no legislative requirement; however it was considered best practice to implement a policy.</p> <p>The Committee was invited to comment on the draft Policy as part of the consultation process.</p> <p>To Committee requested that the comments made at the meeting be taken into consideration by the Executive prior to the Policy being approved.</p>

	Taxi Driver Licensing Policy	<p>The Solicitor to the Council presented a report that outlined a change to the requirements of the Taxi Licensing Policy and the options available to the Council.</p> <p>Members were informed that the Taxi Licensing Policy approved by the Council's Executive in October 2015 required applicants for driver licenses to pass a specialist Driver and Vehicle Standards Agency (DVSA) test for taxi and private hire drivers. The Council had been informed that from January 2017, these tests would no longer be available. The Solicitor to the Council explained the options available to the Council as a result of the change and sought members' views and comments that would be subsequently used to inform the proposals presented to the Council's Executive.</p> <p>The Committee resolved:</p> <p>I. To recommend to the Executive that the Taxi Licensing Policy be amended to reflect Option C as set out above.</p> <p>II. To recommend to the Executive that the following companies be included on the approved list of test providers:</p> <ul style="list-style-type: none">• Institute of Advanced Motorists• Driving Instructors Association• AA Drive Tech• ROSPA• Blue Lamp Trust• Green Penny• Elite Driver Training
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<p>17 January 2017</p>	<p>Draft Budget and Medium Term and Financial Plan</p>	<p>The Chief Finance Officer presented the Draft Revenue Budget and Capital Programme 2017/18 and Medium Term Financial Plan.</p> <p>The Chief Finance Officer went through the budget presentation delivered to Members and explained some of the key points arising from the presentation.</p> <p>The Committee resolved:</p> <p>To ask the Executive to consider the sale of surplus Council assets (in particular Profiles Gym and Industrial Units) as part of work to identify additional revenue savings.</p>
<p>Joint Scrutiny and Policy Review Committee - 28 February 2017</p>	<p>Annual Report of the Director of Public Health, North Yorkshire County Council 2016</p>	<p>Dr Lincoln Sargeant, Director of Public Health, North Yorkshire County Council presented his annual report 'Good Work – Good for You, Good for Business' to the Committee.</p> <p>The Director of Public Health explained that the report encouraged engagement between employers, and health and social care professionals to work together to raise awareness of the health benefits of 'good work'.</p> <p>Members raised a number of questions:</p> <p>The Committee resolved:</p> <p>To receive the Annual Report of the Director of Public Health for North Yorkshire 2016, 'Good Work – Good for You, Good for Business'.</p>

	<p>The approach to Health and Well-being in Selby District</p>	<p>The Head of Community, Partnerships and Customers, presented a report that accompanied the annual report of the Director of Public Health, North Yorkshire County Council 2016. The report highlighted the local profile of the working age population, and outlined key considerations and initiatives supported by the council that provided a range of activities to encourage a healthy lifestyle</p> <p>The Committee resolved:</p> <p>To note the content of the report and presentation provided at the meeting.</p> <p>To endorse the recommendations of the Director of Public Health, North Yorkshire County Council as set out in his Annual Report 2016, ‘Good Work – Good for You, Good for Business’.</p>
<p>14 March 2017</p>	<p>Gambling Policy Refresh</p>	<p>The Committee considered a report that explained it was a statutory requirement to review the Gambling Policy every three years. The Assistant Policy Officer reported that the existing Policy had now been reviewed and officers had brought the draft Policy in-line with the latest regulatory guidance.</p> <p>Members discussed the Policy and highlighted some typographical errors and points of clarification.</p> <p>The Committee resolved:</p> <p>To ask the Assistant Policy Officer to incorporate the comments and amendments set out in the minutes, into the final version of the Policy presented to the Executive and Full Council.</p>