



Meeting: **SCRUTINY COMMITTEE**
Date: **TUESDAY 23 SEPTEMBER 2014**
Time: **5.00PM**
Venue: **COMMITTEE ROOM**
To: **Councillors J Crawford (Chair), W Nichols (Vice Chair), L Casling, I Chilvers, M Dyson, M Hobson, D Mackay, Mrs M McCartney and D Peart.**

Agenda

1. Apologies for absence

2. Minutes

To confirm as a correct record the minutes of the meeting of the Scrutiny Committee held on 25 June 2014 (pages 1 to 6 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. Chair's Address to the Scrutiny Committee

5. Call In

6. Access Selby 1st Interim Key Performance Indicator Progress Report: April 2014 – June 2014

To consider the report from the Lead Officer, Data and Systems and the Commissioning and Performance Officer (pages 7 to 17 attached).

7. North Yorkshire Fire and Rescue Service

To consider the report from the York/Selby Group Manager (pages 18 to 22 attached).

8. Access Selby Service Provision – Debt Control

To consider the report from the Lead Officer, Debt Control and Enforcement (pages 23 to 27 attached).

9. Community Infrastructure Levy

To consider the report from the Policy Officer (pages 28 to 33 attached).

10. Barlow Common Local Nature Reserve

To consider the Barlow Common Local Nature Reserve Annual Report (pages 34 to 40 attached).

11. Waste and Recycling Task Group - Verbal Update

12. Work Programme 2014/15

To consider the Work Programme for 2014/15 (pages 41 to 42 attached).

13. Forward Plan

To consider the latest Forward Plan (pages 43 to 57 attached).

Jonathan Lund
Deputy Chief Executive

Dates of next meetings
21 October 2014 (Provisional)
25 November 2014 (Provisional)
23 December 2014 (Provisional)

Enquiries relating to this agenda, please contact Palbinder Mann on:
Tel: 01757 292207, Email: pmann@selby.gov.uk.

Scrutiny Committee

Venue:	Committee Room
Date:	Wednesday 25 June 2014
Present:	Councillors J Crawford (Chair), Mrs W Nichols (Vice Chair), I Chilvers, M Dyson, M Hobson, D Mackay and Mrs M McCartney.
Also Present:	Councillor M Crane.
Apologies for Absence:	Mrs L Casling and D Peart.
Officers Present:	Jonathan Lund – Deputy Chief Executive, Karen Iveson – Executive Director (s151), Gillian Marshall – Solicitor to the Council, Simon Parkinson – Lead Officer, Community Support Teams, Richard Owens – Assistant Director, Passenger Transport, North Yorkshire County Council, and Palbinder Mann, Democratic Services Officer.
Press:	None
Public	2

55. MINUTES

The Committee considered the minutes from the last meeting.

RESOLVED:

To APPROVE the minutes of the Scrutiny Committee meeting held on 23 April 2014 and they be signed by the Chair.

56. DISCLOSURES OF INTEREST

There were no declarations of interest.

57. START TIME OF MEETINGS

The Committee discussed the start time of meetings. It was agreed to keep the start time at 5pm.

RESOLVED:

To keep the start time of Scrutiny Committee meetings at 5pm.

58. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

There was no address by the Chair.

The Chair agreed to amend the running order of the agenda.

59. BUS TIMETABLES – VERBAL REPORT

Richard Owens, Assistant Director, Passenger Transport, North Yorkshire County Council was present to discuss the impact on bus timetables following the announcement of cuts to bus subsidies in North Yorkshire.

The Chair raised concern of two services in the Fairburn and Brotherton areas which had been reduced to one service every four hours and that residents were unable to attend medical appointments due to this. Concerns were also raised regarding the route these services took.

A resident of the village affected addressed the Committee and requested that the service should be brought back to the two hourly service. She raised concern that people were unable to travel to their employment and medical appointments. It was also stated that there were no shops in Fairburn and this meant that people had to travel outside of the village. The Committee were informed that the reduced frequency of the service was preventing people from travelling to the Fairburn Ings nature reserve. The resident also requested the re-routing of the service.

A further concern was raised regarding the Utopia service which travelled in Wighill and Healaugh and the lack of passengers which used this service.

Mr Owens offered to go back to the operator and discuss the concerns. It was explained that if there was any amendment to a timetable then eight weeks' notice needed to be provided unless a directive was received from the Traffic Commissioner.

RESOLVED:

To welcome the offer from Mr Owens to raise the above concerns with the relevant Operators and provide a further update to the Committee.

60. CALL IN – DECISION E/14/11 – EXECUTIVE REPRESENTATIVES ON OUTSIDE BODIES – NON KEY DECISION

The Committee were asked to consider the Call In of the decision made in respect of report E/14/11 – Executive Representatives on Outside Bodies which was made by the Executive at their meeting on 5 June 2014.

The Chair presented the reasoning behind the Call In and explained the view that officers should not be representatives on the Drainage Board unless they offered specialist expertise. Concern was raised that officers were being made to attend for political purposes.

The Chair referred to section 1.2 of the Constitution. The Solicitor to the Council explained that the section in the Constitution allowed the Council to appoint representatives to its outside bodies and this included officers. It was explained that this was the first time that the Council had appointed officers to the Drainage Board however it was common practice across other authorities. The Committee were informed that the officers who had been appointed brought a range of experience and expertise in areas including finance, governance, performance management, law, emergency planning, and environmental protection.

The Leader of the Council explained that the Council had always nominated individuals who were not Councillors onto the Drainage Board. It was explained that as the Council had 27 seats, these were always difficult to fill solely with Councillors, due to meetings taking place during the day. It was also stated that it was important the Council took up its whole allocation of places due to the importance of the issues being discussed. The Leader of the Council added that the officers were appointed by Selby District Council but they had an obligation to act in the best interests of the IDB when acting in their capacity as a board member. This obligation had been made clear to the appointees.

Following discussion about the possibility of reducing the size of the Internal Drainage Board, the Solicitor to the Council explained that any reduction would require an order by the Secretary of State.

RESOLVED:

- i) To take no further action concerning the decision.**
- ii) To ask the Executive to explore all avenues to reduce the size of the IDB and, as a consequence, reduce the Council's reliance on officer appointees in future.**

61. PROGRAMME FOR GROWTH

The Leader of the Council was present to provide an update on all Programme for Growth projects.

Concern was raised at the number of empty homes in Tadcaster. The Leader of the Council explained that the Council was looking to address the issue of empty homes across the whole district including Tadcaster.

In response to a further query concerning about when house building would commence on two sites in the District, the Leader of the Council explained that there were two sites in Tadcaster which had both received planning permission and it was hoped building would commence in the near future. A

query was raised regarding garage sites, the Leader of the Council explained that the Council was continuing to explore the potential of developing some housing on existing garage sites.

RESOLVED:

To note the report.

62. A NEW LEISURE CENTRE IN SELBY

Jonathan Lund, Deputy Chief Executive was present to provide an update on the efforts to provide a new leisure centre to replace the fire damaged Abbey Leisure Centre at Scott Road, Selby.

The Deputy Chief Executive explained that building was underway and was currently on budget and on time. It was expected that the building would open in February 2015. The Committee were informed that there had been a substantial reduction to the capital costs compared to the budget estimate and it was intended that the new leisure centre would be running at break even or surplus by 2018.

It was stated that a resident had complained about the noise emitting from the current gym location and it was queried whether this had been resolved. The Deputy Chief Executive explained that the Council was aware of one particular complainant and officers had installed noise monitoring equipment to monitor the noise however no adverse noise had been noticed. The Deputy Chief Executive agreed to find out if anything further had occurred regarding the complaint.

A query was raised concerning the skate park. It was stated that the Leader of the Council had announced that there would be a skate park however there would still be a decision on whether it would be indoor or outdoor. A possibility could be to make the skate park part of a regional venue to attract visitors from outside the district.

The Deputy Chief Executive outlined some of the activities that had taken place to deliver accessible community leisure and recreation during the rebuilding of the leisure centre. These included a Midnight Football League, Healthy Active Adults and Healthy Active Children.

RESOLVED:

i) To note and welcome the report.

63. ACCESS SELBY SERVICE PROVISION – COMMUNITY SUPPORT

Simon Parkinson, Lead Officer, Community Support Teams was present to provide information of the services offered by the Community Support Teams.

The Lead Officer, Community Support Teams explained that the Community Support service area was made up of three separate teams, these were:

- Customer Services Team
- Community Officer Team
- Housing Support Team

It was explained that the Customer Services team had met their targets for 2013/14 however had fallen slightly short currently in 2014/15. The Committee were informed that this was due the installation of a new phone system that had also taken away the ability to transfer calls to the Civic Centre in times of high demand. The Lead Officer, Community Support Teams explained that this was currently being looked into along with reconfiguring the new phone system so that it could achieve the best use at the Contact Centre. It was also added that the Customer Relationship Management (CRM) system would soon be upgraded.

A Councillor raised concern at the customer service witnessed when visiting the Customer Service Centre. The Lead Officer, Community Support Teams explained that the operatives were trained and also had a script which they were meant to follow. The Committee were informed that staff were swapped from the contact centre to frontline reception and it was possible that some staff were suited to more particular roles.

With regard to the Community Officer Team, the Lead Officer, Community Support Teams explained that there needed to be better analysis of performance and what was delivered. It was stated that further work to identify performance measures was needed.

Concern was raised that some feedback had been received from members of the public that had raised concerns about the service. The Lead Officer, Community Support Teams explained that there possibly could be a concern that the roles of the Community Officers were too generic and that tasks were passed to them which did not fit into the roles of another service.

The Committee requested details of the areas each of the Community Officers were assigned to.

RESOLVED:

To note the report.

64. WORK PROGRAMME 2014/15

The Committee considered the current Work Programme 2014/15. Discussion took place on possible Task and Finish Group review topics. The Committee selected the Community Support service area as a topic and it was agreed that the Democratic Services Officer would write a scoping document for the review and circulate this to the Task and Finish Group. It was agreed Councillors Crawford, Chilvers, Dyson and Mackay would form the Task and Finish Group.

RESOLVED:

- i) To select the Community Support service area as a review with Councillors Crawford, Chilvers, Dyson and Mackay to form the Task and Finish Group.**
- ii) The Democratic Services Officer to write a scoping document for the review and this to be circulated to the Task and Finish Group.**

65. FORWARD PLAN

The Committee considered the latest version of the Forward Plan.

RESOLVED:

To note the Forward Plan.

The meeting closed at 7.12pm



Report Reference Number: SC/14/5

Agenda Item No: 6

To: Scrutiny Committee
Date: 23 September 2014
Author: Chris Smith and Caroline Sampson Paver
Lead Officer: Mark Steward, Managing Director, Access Selby

Title:

Access Selby 1st Interim Key Performance Indicator Progress Report:
April 2014 – June 2014

Summary:

This report provides details of Access Selby key performance indicators following the 1st quarter of reporting for the financial year 2014/15, and recommends appropriate action where required.

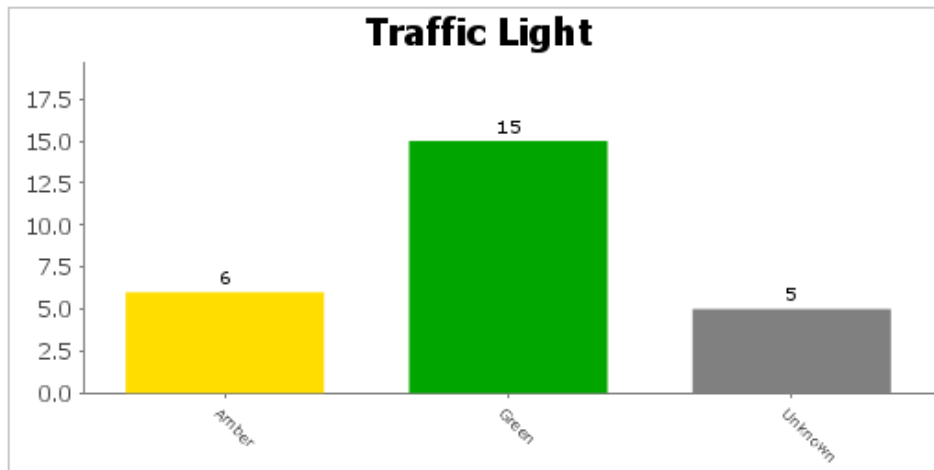
Recommendations:

It is recommended that the Scrutiny Committee notes the report and provides any comments.

Reasons for recommendation

The on-going management of performance and improvement data enables the Council to monitor the level of service delivered by Access Selby, and can assist the Council in achieving its strategic priorities.

- 1. Introduction and background**
 - 1.1 Performance indicators for the relevant period together with appropriate commentary from officers are shown at Appendix A.
 - 1.2 Performance updates are reported to the Executive every quarter; this update is the first part of the 2014-2015 dataset, and gives the Quarter 1 year to date results.
- 2. The Report**



2.1 Based on the monthly and quarterly performance data, results have exceeded target on 15 indicators following quarter 1 reporting.

2.2 With regard to the performance indicator for average time to re-let council properties. Performance has reduced due to a number of properties finally being occupied. Mechanisms have been introduced within the process to try and minimise the time taken to re-let certain types of properties in the future.

2.3 The performance indicators measuring the inspection of premises remains at Amber status although this reflects low numbers and has been managed through re-allocation of officer workloads.

2.4 Improvements are evident in the comparison of performance against the same period in 2013-2014. Collection rates in Council Tax and NNDR have increased in alongside the percentage of urgent & non urgent repairs.

2.5 Work continues in key project areas such as Business Intelligence, which will further deliver on the SLA requirements.

3. Legal/Financial Controls and other Policy matters

3.1 Subject to the actions determined by councillors to address weakness identified, there are no financial implications arising from the contents of this report.

3.2 Any actions identified for improvements to performance would need to be properly assessed for financial implications and, if required, approval for any additional funding sought and such issues would be highlighted in the budget exceptions report elsewhere on the agenda.

4. Conclusion

- 4.1** In summary, the Access Selby performance indicators have so far exceeded target on 15 of the 20 performance indicators where data has been presented. Clear improvements are evident although further work on demand and data intelligence is required to ensure we continue to meet the targets set for the remainder of the year.
- 4.2** Mechanisms have been put in place to resolve ongoing performance issues throughout the year. Further work continues on percentage of benefit claims/changes processed within 5 days and percentage of application's considered under scheme of delegation to ensure we continue to meet target for the remainder of the year.
- 4.3** Additionally, development of performance measures, and other development projects within the SLA need to be kept under regular review, and be afforded the necessary priority in the work plans of Access Selby and The Core, so that targets may be achieved.

5. Background Documents

None

Contact Details

Chris Smith

Lead Officer – Data & Systems Access Selby

Caroline Sampson Paver

Commissioning & Performance Officer, Core Selby

Appendices:

Appendix A –

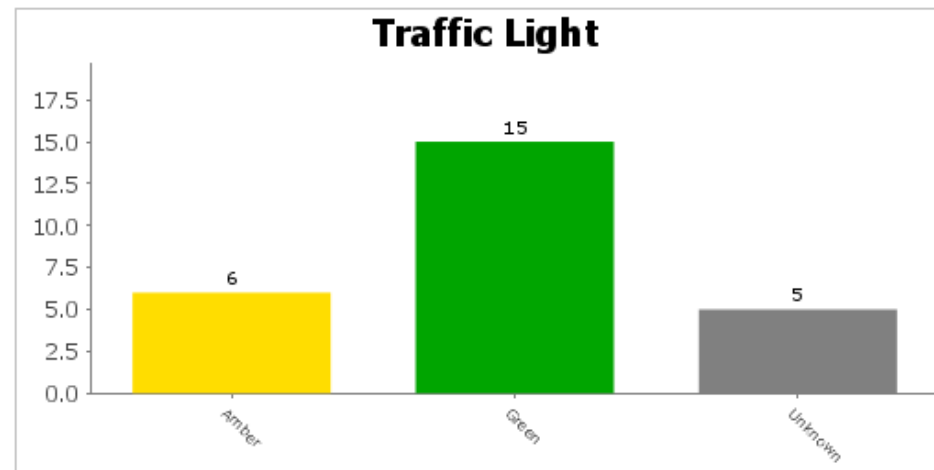
Access Selby 1st Interim Key Performance
Indicator Report: April 2014 – June 2014

Access Selby 1st Interim Key Performance Indicator Report: April 2014 - June 2014









Report Type: PIs Report
Report Author: Systems Data
Generated on: 01 July 2014

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				



Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
SLA_001	% of satisfied customers	Aim to Maximise	70.00%	99.20%	↑	↑	✔	98.63%	<p>How are we doing/Moving Forward?</p> <p>A total of 1,380 satisfaction surveys have been completed for the period 1 April 2014 to 30 June 2014 with 1,369 customers satisfied with the service received.</p>
SLA_002	% of contact 'right first time'	Aim to Maximise	90.00%	91.76%	↑	↑	✔	91.72%	<p>How are we doing/Moving Forward?</p> <p>Total of 34,487 contacts were made to the CCC for the period 1 April 2014 to 30 June 2014. A total of 31,644 were dealt with at 1st point of contact.</p>
SLA_003	% satisfied with street cleanliness	Aim to Maximise	80.00%	100.00%	↑	↑	✔		<p>How are we doing/Moving Forward?</p> <p>We have achieved target on 5 out of the 5 service areas which gives us a 'satisfaction' level of 100% for the quarter.</p>
SLA_004	% satisfied with leisure facilities provided on behalf of the Council	Aim to Maximise	70.00%	?	?	?	?		<p>How are we doing/Moving Forward?</p> <p>This is an annual target and is measured through an external suite of satisfaction surveys WLCT commission for all their sites and is carried out in March each year. Results will be published in Quarter 2.</p>















Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
SLA_009.1	% or repairs to council-owned properties completed within agreed timescales (EMERGENCY/URGENT REPAIRS combined)	Aim to Maximise	97.00%	99.79%	↑	↑	✓	98.30%	How are we doing/Moving Forward? Target continues to be met and sustained with a performance consistently above 98.00% since December 2012.
SLA_009.2	% or repairs to council-owned properties completed within agreed timescales (NON-URGENT REPAIRS)	Aim to Maximise	90.00%	99.46%	↑	↑	✓	97.28%	How are we doing/Moving Forward? Target continues to be met and sustained with minimum variance month on month
SLA_010	Average time taken to re-let local authority housing	Aim to Minimise	24 days	28.8 days	↓	↓	⚠	21 days	How are we doing/Moving Forward? The Voids monthly figure for June increased considerably due to a number of very hard to let properties being let. We have started advertising the Hard to Let Sheltered properties in a more traditional way to reach the digitally excluded. A strategy for difficult to let properties will need to be considered as part of the review of the HRA Business Plan.
SLA_013	% increase in employees confidence and perception of the organisation	Aim to Maximise	60.00%	?	?	?	?		How are we doing/Moving Forward? Reports Annually in Quarter 3
SLA_014.1	Inspection of premises in accordance with statutory code of practice (High Risk)	Aim to Maximise	100.00%	93.75%	↓	↓	⚠	100%	How are we doing/Moving Forward? Inspections of high-risk premises: Food hygiene, health and safety and PPC (environmental permits) . Resources

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
									are focussed upon higher & medium risk premises (SLA14.1 & 14.2 respectively) in accord with risk-rating schemes contained in Statutory Codes of Practice thus protecting consumers' public health and supporting businesses. To date only 11 inspections have fallen within the scope of the indicator and 10 have been undertaken. Access issues with the outstanding premises. We are therefore confident of delivering our target.
SLA_014.2	Inspection of premises in accordance with statutory code of practice (Medium Risk)	Aim to Maximise	100.00%	91.49%				100%	How are we doing/Moving Forward? Inspections of medium risk premises: Food hygiene, health and safety and PPC (environmental permits) . Resources are focussed upon higher & medium risk premises (SLA14.1 & 14.2 respectively) in accord with risk-rating schemes contained in Statutory Codes of Practice thus protecting consumers' public health and supporting businesses. Resources and plans in place to achieve performance in relation to annual inspection programme. Demand is comparable to the same period last year. The slight shortfall is easily manageable. The re- allocation of officer workloads continue to get the figure back on track. We are therefore confident of delivering our target.
SLA_015	% Response to Environmental Health enquiries and complaints	Aim to Maximise	100.00%	100.00%				100%	How are we doing/Moving Forward? 100% - 10 out of 10 food and safety complaints responded within target to date. Comparing figures for complaints received for the same period last year (8 complaints). This is a reactive service and so it is difficult to predict future levels of demand on the service. Sub regional target is 95% through North

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
									Yorkshire Quality Management System (ISO accredited). Environmental Health business area has maintained high performance by continuing the working practices in respect of proactive & reactive work streams and support from community officers in respect of general environmental health enquiries & service requests.
SLA_016	Number of high risk enforcement issues resolved	Aim to Maximise	70.00%	100.00%	▬	▬	🟢	100%	<p>How are we doing/Moving Forward?</p> <p>High risk enforcement issues are defined as those requiring action due to statutory functions and/or duties placed upon Selby District Council.</p> <p>The enforcement team has achieved a 100 % resolution rate for high risk enforcement cases for the period 01 Apr 2014 – 30 June 2014.</p> <p>In addition to active caseloads the Enforcement team have resolved (cases closed 1 Apr – 30 June 2013) 55 High Risk Enforcement Cases 165 Medium/low Risk Enforcement Cases.</p> <p>There have been a number of relatively high-profile successful prosecutions concerning fraud, food safety, licensing and health & safety. The food safety case resulted in the prohibition of an individual from operating a food business and £20,000 fine which is one of the more significant penalties available. The outcome of these actions is intended to be deterrent to minimise fraud or non-compliance with legal requirements & ensure the protection of public food &</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
									health & safety respectively.
SLA_018	% of new benefit claims and changes processed within 5 days upon receipt of complete application	Aim to Maximise	90.00%	90.63%	↓	↑	🟢	90.11%	<p>How are we doing/Moving Forward?</p> <p>Current performance is on target however, it is anticipated that performance will reduce to amber in July 2014 due to current demand. Therefore, additional resources have been deployed in Benefits & Taxation and we anticipate achievement of target (green) in quarter two.</p>
SLA_019	% of Council Tax debt recovered	Aim to Maximise	24.53% profiled	34.40%	↑	↑	🟢	21.86%	<p>How are we doing/Moving Forward?</p> <p>We continue to have a very good collection rate, well ahead of target. In comparison June 11 collection rate was 30.56% and June 12 was 30.48%.</p> <p>Due to the introduction of 12 monthly payment options we will continue to monitor and review the profiling.</p>
SLA_020	% of Council Rent debt recovered	Aim to Maximise	86.80% profiled	92.22%	↑	↓	🟢	92.51%	<p>How are we doing/Moving Forward?</p> <p>Current performance exceeds profile for quarter 1, a trend which we have seen in previous years. We will continue to monitor and review the profiling and therefore we are confident of delivering our target.</p>
SLA_021	% of applications considered within time under scheme of delegation	Aim to Maximise	80.00%	87.32%	↓	↓	🟢	90.32%	<p>How are we doing/Moving Forward?</p> <p>Performance for the month of June experienced a dip. However performance for year to date remains good at 87.23%. The drop in performance relates to 8 applications, half of which are householder or minor applications.</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
									The number of applications received continues to rise since February and will be closely monitored to deliver any potential impact on performance.
SLA_023	% of invoices paid on time	Aim to Maximise	95.00%	92.21%	↓	↓	⚠	95.38%	How are we doing/Moving Forward? Slight drop in performance this month due to processing issues. These have since been resolved with performance expected to improve throughout July 14.
SLA_025	% internal rate of return on commercial assets	Aim to Maximise	1.75% profiled	2.09%	↑	↓	✅	16.27%	How are we doing/Moving Forward? Bus station and Industrial units all under the 1.75% yield target for Q1. Car Parks are about average at 4.01% bringing the overall average up to 2.09%.
SLA_026	Reducing internal costs on non-operational sites	Aim to Maximise	3.00%	-17.10%	↑	↑	✅	8.52%	How are we doing/Moving Forward? Only non-operational assets are Barlby depot and Prospect way depot. Costs have been reduced as much as possible but costs such as NNDR cannot be avoided.
SLA_027	% increase in income generation	Aim to Maximise	0.75% profiled	0.58%	↓	↓	⚠		How are we doing/Moving Forward? Currently 0.17% below the Quarter 1 profiled target, this equates to £1.4k We are still confident of delivering our target.
SLA_029	% Efficiency and productivity improvements	Aim to Maximise	2.50%	?	?	?	?		How are we doing/Moving Forward? Savings plan being reviewed as part of external review.
SLA_030	% efficiency gain in outsourced services	Aim to Maximise	2.50%	1.97%	↓	↑	⚠	5.87%	How are we doing/Moving Forward? 1.97% achieved to date and annual target of 2.50% expected to be achieved.

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 1 2013-2014 Performance	Latest Note
SLA_031	Capital Programme Delivery	Aim to Maximise	21.25% profiled	32.23%				18.37%	How are we doing/Moving Forward? HRA Performance is good with over 30% of the annual budget spend in the first quarter, this is predominantly due to the Airey redevelopment scheme which totals £1.7m and is due to be complete around September.
SLA_032	Council Tax base	Aim to Maximise	28,089						How are we doing/Moving Forward? Data not available at the time of writing but will be available for the Executive meeting.
SLA_033	Amount of Business Rates Retention Income Achieved	Aim to Maximise	2,189,755						How are we doing/Moving Forward? Currently no data to report as the calculation method has yet to be agreed. Working with Finance though on assessing the suitability of calculation models.
SLA_034	Percentage of Non-domestic Rate debt recovered	Aim to Maximise	24.64% profiled	32.28%				27.35%	How are we doing/Moving Forward? Current performance is exceeding profile target and year to date performance for the previous year and this is attributed to the fact that a significant number of customers chose to pay in 10 monthly instalments as opposed to 12, which the profile is based upon, thus inflating the indicator in quarter 1.

Report Reference Number: SC/14/6

Agenda Item No: 7

To: Scrutiny Committee
Date: 23 September 2014
Author: Palbinder Mann, Democratic Services Officer
Lead Officer: Karen Iveson, Executive Director (S151)

Title: North Yorkshire Fire and Rescue Service (Covering Report)

Summary:

This report presents the Scrutiny Committee with an update on the position of North Yorkshire Fire and Rescue Service within the district.

Recommendations:

That the Scrutiny Committee consider the information presented and provide any views.

Reasons for recommendation

The Committee ensures it is effectively scrutinising fire provision in the district.

1. Introduction and background

The Committee has agreed on its work programme to receive an update from North Yorkshire Fire and Rescue Service concerning services in the district.

2. The Report

The report from the York/Selby Group Manager at North Yorkshire Fire and Rescue Service is attached.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

N/A

3.2 Financial Issues

N/A

4. Conclusion

The Committee is asked to provide its comments on the report.

5. Background Documents

N/A

Contact Officer:

Palbinder Mann
Democratic Services
x2207
pmann@selby.gov.uk

Appendices:

Appendix A – Report from the Head of Service Delivery at North Yorkshire Fire and Rescue Service.

Report of the York/Selby Group Manager23RD September 2014

Selby District Council Scrutiny Committee Report

1.0 Purpose of Report

- 1.1 To present Selby District Council Scrutiny Committee with an update on the position of North Yorkshire Fire and Rescue Service within the district as requested.

- 2.0 Members have previously requested “Consideration and detail of the services provided in addition to the 999 F&R Service, details of any performance targets or statistics and or achievements in this area such as Health and Safety, Schools work, Smoke Alarms etc. This report also includes information on the fire and rescue provision within the District and the current fire cover review.

3.0 Details of the 999 Service**3.1 Number of Calls:**

During 2013/14, Selby district received 702 calls within the district. This resulted in 601 incidents that NYFRS attended.

The difference is due to calls received by Control staff that were repeat calls, malicious calls that were challenged by Control staff along with calls that did not require fire service attendance.

3.2 Call times Information:

Average response times for primary fires**: 11.3 minutes

Average response times for dwelling fires: 9.9 minutes

NB These times are calculated from the time of call to the arrival of the first pumping appliance.

**Primary fires are fires that have occurred in buildings, vehicles, and outdoor structures; have casualties or were large incidents that were attended by 5 or more appliances

3.3 Types of Incidents:

Of the 601 incidents attended within the Selby district, 247 (41%) were false alarms; 218 were fires (36%) and 136 were special services (23%).

Special Service incidents include a number of different activities such as extrication of people from vehicles after a road traffic collision; making a vehicle/scene safe; and assisting other agencies.

*Information taken from DCLG Statistical Release for Fire Incidents Response Times 2013-14

3.4 Major incidents:

On the 16th January 2014 a major fire occurred at Newgen Recycling Plant involving a considerable quantity of waste tyres and recycled rubber crumb. The total number of pumping appliances required at this incident was 14, which were supported by specialist appliances both from NYFRS and the rest of the Yorkshire region. NYFRS staff were still required to attend this incident for a number of weeks after the fire started.

NYFRS and Selby District in particular now work closely with the Environment Agency to identify and reduce the risk of fire in recycling sites and have already carried out joint visits to a number of sites in Selby District this year.



4.0 NYFRS Fire cover review update

4.1 North Yorkshire Fire and Rescue Service is currently undertaking a review which is looking at the fire cover (the number of fire appliances and equipment, the location of fire stations and how quickly fire appliances can respond to an emergency call) across the county. To undertake the review we are analysing five years' worth of historic incident information and the impact on (our response to) these incidents, if we were to change;

- The number and location of fire engines.
- The number and location of fire stations.
- The way that we crew both fire engines and stations.

From this information the Service will be able to consider options and draw up an initial range of proposals, taking into account other information available, such as future housing developments and potential changes in demographics. During April we carried out a number of engagement events with both the public and staff to gather feedback on what we should consider within the review, the results of these will be published on our website in the near future. We will be spending the remainder of 2014 carrying out the analysis work, and any proposals for change will be set out in a document for public consultation during 2015. Following this consultation, those proposals will be considered by the Fire Authority and any implementation is likely to start from April 2016.

4.2 Current provision in the District;

There are two fire stations within the District each station consisting of one full time staffed rescue pump and a part-time staffed rescue pump. At Tadcaster there is also a Heavy rescue unit and water bowser along with rescue from height specialist capability. Selby have a specialised water rescue unit along with a swiftwater rescue capability.

4.3 Staffing levels;

There are 12 full-time staff at Tadcaster who work a day-crewed system whilst there are 13 full-time staff at Selby working the same system. There are 14 retained staff at Selby and 15 at Tadcaster who crew the part-time appliances and some of the specialist appliances – with the exception of the water rescue unit.

5.0 Recommendations

5.1 That Members note the content of the report.

D Dryburgh
Group Manager – York/Selby

23rd September 2014

To: Scrutiny Committee
Date: 23 September 2014
Author: Helen McNeil (Lead Officer – Debt Control & Enforcement)
Lead Officer: Helen McNeil (Lead Officer – Debt Control & Enforcement)

Title: Access Selby Service Provision – Debt Control

Summary:

The report provides information of the services offered by the Debt Control team & including a breakdown of current performance in key areas and detail of future plans for the development of the service.

Recommendations:

That councillors note the content of the report.

Reasons for recommendation

The purpose of the report is to allow Scrutiny Committee to scrutinise performance of the Debt Control service.

1. Introduction and background

The Debt Control team comprises 6 FTE, 1 Debt Officer & 5 Debt Support posts and they are responsible for the following:

- Collection of Council housing rent and recovery of rent arrears
- Collection of Council garage rent and recovery of rent arrears
- Former tenant arrears collection
- Recovery of Council Tax arrears
- Recovery of Non Domestic Rate arrears
- Collection of sundry debt invoices
- Housing Benefit overpayment recovery

Different debt streams have different legislation which the team has to comply with to ensure the following:

- best practice is followed to ensure effective collection methods are applied and efficient customer service is provided
- recovery documents are issued and served correctly to ensure cases stand up to scrutiny at County Court and Magistrates Court to obtain the relevant court orders required for further recovery action
- collection targets are achieved

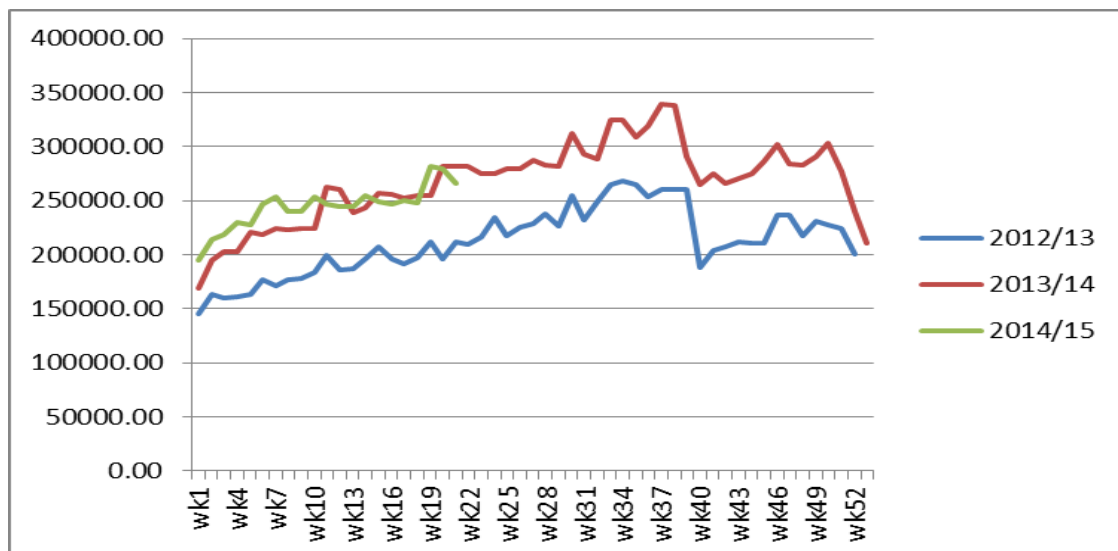
2. The Report

The main areas of recovery are council rents and taxation. These have targets within the SLA Access Selby have with the Core and are reported on a monthly basis

Rent Collection and arrears recovery

SLA 020 - % of rent debt recovered - 2014/15 target 98.10%

The graph below tracks the collection progress to date and shows the year on year collection trends. Current reporting indicates we are on target to achieve 2014/15 collection target.



The team have faced a challenging time since the introduction of Welfare Reform (WR) and the spare room subsidy in 2013. This has continued into this financial year. The overall trend is that the number of tenants affected by it has reduced but customers are still experiencing significant financial difficulties.

We take every opportunity to engage with customers to ensure they are getting all the support & guidance that is available to them and ensure the take up of Direct Housing Payments (DHP) is maximised to its full capacity where applicable to mitigate the impact of WR & other difficulties tenants are continuing to experience in the current economy where wages are not increasing at the rate of inflation/cost of living.

We work closely with other internal departments and have been involved with the Welfare Reform Project Group and the Task and Finish Group with Councillors to ensure customers are given all the support and advice we can provide and they are in receipt of all benefits, discounts or exemptions they are entitled to. We strive to be proactive with all tenants in arrears and attempt to engage with them at the earliest opportunity to prevent them getting into further difficulties.

Whilst this work is helping to reduce the number of tenants in arrears demands on resource and workloads in this area of collection and recovery has increased to deal with more complex cases and maintain the collection rate. We are also experiencing an increasing reluctance of Courts to grant orders for possession.

Some of the joint initiatives employed since the introduction of Welfare Reform include:

- Writing to all tenants affected by WR and following this communication up with visits by Community Officers to those worst affected. Contact Centre was opened on a Saturday to provide additional advice and support as well as workshops being held in Tadcaster, Brotherton & Sherburn.
- Internal liaison group has been set up between the homeless team, debt control, community officers and benefits where along with other issues, proactive approaches and improvements to procedures are discussed and cases in arrears that are of particular concern are considered for a joint approach.
- During Jan, Feb & Mar we carried out a project whereby Community officers visited tenants with low level arrears at the stage where normally a letter would be sent to see if intervention from a different source prompts a response and we can engage with the customer at an early stage.
- We have also increased training and support for staff as they work to support customers in all areas of financial difficulties and arrears and to ensure our processes and procedures are operating in accordance with best practice.

Council Tax & Non Domestic Rates

SLA 019 – % of Council Tax debt recovered – 2014/15 target 97.90%

SLA 034 - % of Non-Domestic Rates recovered – 2014/15 target 98.55%

Although these SLA's are the Taxation and Benefits responsibility to report on, the work Debt Control undertakes in these two service areas feeds into the collection rate and we have a robust recovery plan in place to assist with collection and achieving target each financial year

The recovery timetable ensures recovery runs start each month 14 days after each instalment is due. Reminders and final notices are issued on a monthly basis and if the debt remains outstanding a summons is issued and a liability order may be obtained through the Magistrates Court giving the authority further powers to collect the debt. It also ensures that our Contact Centre can plan resource for peak periods of telephone enquiries when recovery documents are issued and advise customers accordingly of what may happen if they do not bring their accounts up to date and timescales for further recovery action being taken should they fail to make payment.

With the introduction of the Council Tax Support scheme which replaced Council Tax Benefit and changes to discounts and exemptions we have seen an increase in the number of customers who now have a liability to pay and as a result more accounts are coming through the recovery process

On all correspondence we advise the customer to contact us if they are experiencing problems paying so we can discuss payment arrangements or options with them & make sure they have any benefit, reductions, exemptions or reliefs they are entitled to.

Future plans

Although we are maintaining collection rates the demand on resource to do so has increased as customers need more support and advice and more recovery actions have to be taken to achieve the same result.

We continue to review work processes to identify improvements to make sure we are using resource in the most efficient and cost effective way. An example of this is a 12 month pilot which commenced in April with Business Support. Certain tasks were identified as being of an administrative nature and were passed to them to undertake. Once training was completed this enabled Debt Control to use the resource to address the additional demands rent collection has sustained.

We also transferred the production of sundry debt invoices to Business Support as part of the pilot and this was to enable the resource in Debt Control to concentrate on the recovery of outstanding invoices. We are now looking at the different types of invoices that are outstanding and putting the relevant recovery procedures in place to collect them.

Other initiatives include:

We are due to look at the services Experian provide which may be useful to numerous services within the Authority but in respect of Housing it would allow more robust pre tenancy checks to take place which will assist in taking a more pro-active approach and engaging with customers with a poor credit history at tenancy sign up to support them and prevent them getting into arrears and help prevent tenancy fraud

Work with Benefits on preventative measures on Housing Benefit Overpayments

Explore joint working with Enforcement to identify the benefits and improvements to processes in the following areas:

- Tenancy's which have rent arrears and issues around ASB where we can address all issues at the same time and issue joint notices and court applications where relevant to expedite resolutions rather than taking separate actions
- Joint working with Contracts and Enforcement on bulk waste debts to identify bad payers at an earlier stage and intervene with prevention work to stop arrears building up and potential Environmental Health issues resulting from stopped collections and problems with a build-up of waste if alternative contracts are not in place
- Joint working with on premises licence debts and service of suspension notices

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

3.1.1 Debt Control services which fall within the councils legal responsibilities, are subject to relevant terms and conditions.

3.2 Financial Issues

3.2.1 Debt Control services are delivered in line with current budget provision.

4. Background Documents

There are no background documents associated with this report.

Contact Officer: Helen McNeil (Lead Officer Debt Control & Enforcement)



Report Reference Number: SC/14/8

Agenda Item No: 9

To: Scrutiny Committee
Date: 23 September 2014
Author: Andrew McMillan, Policy Officer
Lead Officer: Keith Dawson, Director of Community Services

Title: Community Infrastructure Levy - Update

Summary:

This report updates Scrutiny Committee with details of the Community Infrastructure Levy progress following call-in on 18/12/13 (Report REF SC/13/9).

Since that time, consultation on the Preliminary Draft Charging Schedule has been conducted and Officers have reviewed the responses made. In partnership with Peter Brett Associates, CIL material has been updated where appropriate in response to those comments made and published for further consultation as the Draft Charging Schedule.

That consultation began in July, and following an extension of time, has ended. Officers are working with the consultants to address the comments received. The comments will inform the Publication version of CIL for submission to Full Council and subsequently to the Secretary of State to begin the Examination In Public process before Adoption.

Recommendations:

- i. To note the content of this report**

Reasons for recommendation

- a) To inform Scrutiny Committee of the progress of the Community Infrastructure Levy, as part of the Core Strategy Implementation process.

1. Introduction and background

- 1.1 The Selby CIL Preliminary Draft Charging Schedule (PDCS) was made available for 6-week consultation between 14 January 2014 and 28 February 2014 in accordance with the Regulations. 37 responses were received. The report to The Executive of 5 June and 3 July 2014 sets out in detail the nature of responses and the Council's actions arising.
- 1.2 The Executive deferred the CIL item in June for more information about how Section 106 agreements relating to Recreation Open Spaces (ROS) will be treated alongside CIL. There was concern that Parishes could be worse off if contributions were no longer sought for ROS on planning applications. It was explained in the July meeting that CIL is a different mechanism to S106 so cannot be compared directly. However the rules for S106 will change in 2015 which means that S106 contributions cannot be "pooled". CIL would be an alternative method of collecting contributions for ROS which would enable communities to continue to see money available for ROS, but through a different mechanism. It was highlighted that there would likely be more money available district-wide for ROS through CIL than is currently raised through S106 arrangements. The Executive agreed to undergo consultation on this basis.
- 1.3 The following sections set out some of the detail of the responses in the first consultation (Preliminary Draft Charging Schedule), but due to the second consultation (the Draft Charging Schedule) having only recently ended, there is no detail available for inclusion in this report. Any key issues that arise will be reported orally.

Principle of CIL

- 1.4 Objections relate to the levy in general as another tax, and claims that it may prevent development at all. The evidence does not support such claims.

Housing zones

- 1.5 Various alternative zones were proposed, however the simple two-zone system remains the most appropriate given the availability of evidence and the need to keep CIL realistic.

Housing levy rate

- 1.6 Some evidence was presented to challenge the statistics, assumptions and model that PBA has used to calculate the viability of CIL charge. As such, some revisions to the modelling have been undertaken. These revised viability assessments show that the charge rates previously proposed remain viable and as such no changes are proposed to the CIL rates for houses. The consultant's Addendum Report clarifies that apartments will be charged at £nil on the basis that this form of development is not currently viable.

"All other chargeable development" category – base rate of £10

- 1.7 National CIL best practice finds that a “base charge” such as that proposed by the PDCS is not justifiable, and therefore the “all other chargeable development” category has been changed to £Nil.

Supermarket costs

- 1.8 A budget supermarket operator raised concerns about the model used to calculate this rate as it does not reflect their model. National guidance does not separate different forms of supermarket retail in CIL so no change is proposed.

Infrastructure projects

- 1.9 A small number of comments were raised with regard to the infrastructure projects currently identified. In essence there is a lot of variety of support for the different types of infrastructure identified, with no clear consensus as to what the Council should fund through the Regulation 123 List (R123). For this *Draft Charging Schedule* stage of consultation, the consultation material shows that the Council will support the broad topics of A64 Strategic Road Network highway infrastructure, education, Green Infrastructure including off-site Recreation Open Space, and flood risk. Comments have been invited on these proposed topics, but this will not form part of the CIL EIP process. Instead, those comments may be taken in to consideration at the time of Adoption when the Council finalises its R123 list.
- 1.10 Officers are continuing to work with infrastructure providers to develop the Infrastructure Delivery Plan (IDP) further to gathering more information regarding costs and other potential funding sources to make the R123 List as robust as it can be.

Exemptions Policy

- 1.11 Draft exemptions and instalments policies have been prepared for consultation. Although these are not subject to examination, it is good practice to include details in the preparation stages of CIL. The Council has invited comments on these during the consultation.

2.0 CIL next steps

- 2.1 Depending on the outcome of the Draft Charging Schedule consultation (just undergone), the Council may Submit the CIL to the Secretary of State to begin the Examination process, or there may be a need for further consultation. The final CIL Submission documents are being prepared to be presented to The Executive and later Full Council for approval.
- 2.2 It is anticipated that an Examination In Public will take place in the winter/early 2015, and formal adoption of the CIL thereafter.

3 Legal/Financial Controls and other Policy matters

3.1 Legal Issues

- 3.1.1** As set out in the report The Executive meeting of 5 December 2013,

- The CIL will be subject to an Examination in Public to hear objections before anticipated Adoption by March 2015 to meet the Government's requirements.
- The CIL will replace a lot of Section 106 negotiations where those issues are listed on the Regulation 123 List, but other issues will still be subject to Section 106 agreements.
- The Authority will be the Charging Authority for the purpose of CIL Regulations, but may not necessarily be the Spending Authority. Its responsibilities therefore may be more limited in the actual spending of the CIL levy money.

3.1.2 The responders to the CIL consultation are likely to challenge the introduction of the CIL through an EIP. There will be an opportunity for Legal Challenge upon the adoption of the CIL.

3.2 Financial Issues

3.2.1 As set out in the report The Executive meeting of 5 December 2013,

- PBA work on the CIL has been budgeted for through the LDF budget.
- The Council is required to report spending of the CIL levy annually, including for 3rd party spending. However, the Authority is not responsible for under-spending, failure to spend, or any subsequent challenge for refunds or similar claims of those 3rd parties.
- The implementation of CIL (upon adoption) will require a dedicated Officer resource. It is envisaged that the CIL will fund the post through the 5% top slicing.

3.2.2 Overall, CIL continues to be viable and appropriate in both planning and economic terms.

4. Conclusion

Despite the wide consultation, the CIL consultation has not generated many significant or challenging objections. The Executive considers that based on the responses and the ongoing updates to CIL evidence, that the Authority should proceed with the development of the CIL. There will always be objections to the CIL as with any levy, but it is intended to fund essential infrastructure for the benefit of everyone, and the experience of some individuals/organisations should not divert attention away from that objective.

Having considered the representations The Executive considers that introducing CIL is appropriate, even in the context of a depressed housing market, and shortfall of delivery in housing. Shortfall is short term until the country's economy recovers, and having CIL in place for when it does recover will maximise its effectiveness and help bring forward infrastructure.

Despite suggestions of alternative methods of applying the CIL across the District, The Executive remains of the view that the simple 2-zone higher and

lower (north/south) approach for housing is the most appropriate for Selby District.

5. Background Documents

- Agenda and Minutes of Executive meeting of 5 December 2013 (report REF E/13/40)
- Preliminary Draft Charging Schedule consultation material (www.selby.gov.uk/cil)
- Agenda and Minutes of Executive meeting of 5 June 2014 (report REF E/14/5)
- Agenda and Minutes of Executive meeting of 3 July 2014 (report REF E/14/17)
- DCLG Community Infrastructure Guidance note, February 2014
http://www.planningportal.gov.uk/uploads/cil/cil_guidance_main.pdf

Contact Details: Andy McMillan Policy Officer 01757 292092,
amcmillan@selby.gov.uk

Appendices

Appendix 1: Summary of Draft Charging Schedule

Appendix 1: Summary of Draft Charging Schedule
Selby District Council
Community Infrastructure Levy 2014
Draft Charging Schedule
Consultation July 2014

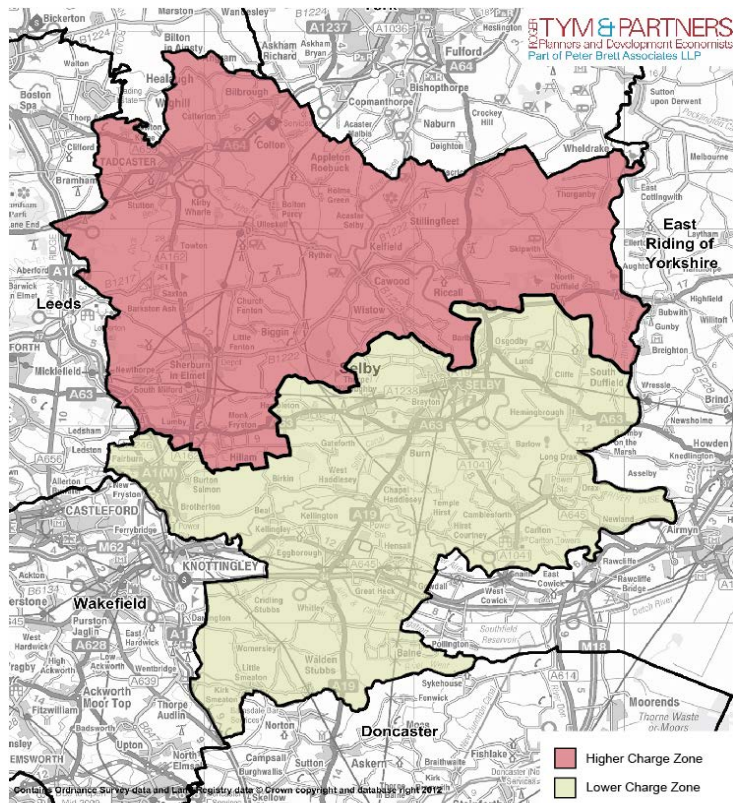
Use	Proposed CIL Charge per sq. m
Private market houses (excl. apartments)	
Low value areas	£25
All other areas	£45
Supermarkets	£110
Retail Warehouse	£60
Public/Institutional facilities as follows: education, health, community and emergency services	£0
All other chargeable development (incl. apartments)	£0

Proposed Residential Charging Zone:

Higher charge zone –

Appleton Roebuck, Cawood with Wistow, Monk Fryston and South Milford, North Duffield, Riccall with Escrick, Saxton and Ulleskelf, Sherburn in Elmet, Tadcaster East and Tadcaster West.

Lower charge zone - Barlby, Brayton, Camblesforth, Eggborough, Fairburn with Brotherton, Hambleton, Hemingbrough, Selby North, Selby South, Selby West and Whitley.



Report Reference Number: SC/14/9

Agenda Item No: 10

To: Scrutiny Committee
Date: 23 September 2014
Author: Palbinder Mann, Democratic Services Officer
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Barlow Common Local Nature Reserve (Covering Report)

Summary:

This report presents the Scrutiny Committee with an update on the position of Barlow Common Local Nature Reserve.

Recommendations:

That the Scrutiny Committee consider the information presented and provide any views.

Reasons for recommendation

The Committee ensures that Barlow Common Local Nature Reserve is run effectively.

1. Introduction and background

The Chair has requested an update concerning Barlow Common Local Nature Reserve.

2. The Report

The officer responsible for Barlow Common Local Nature Reserve is unable to attend the meeting however has submitted the annual report for the Committee to consider and provide any comments.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

N/A

3.2 Financial Issues

N/A

4. Conclusion

The Committee is asked to provide its comments on the report.

5. Background Documents

N/A

Contact Officer:

Palbinder Mann
Democratic Services
x2207
pmann@selby.gov.uk

Appendices:

Appendix A – Barlow Common Local Nature Reserve Annual Report

Barlow Common LNR annual report

31st March 2014

1. Biodiversity & Landscape

a. Woodland & Scrub

Tree safety surveys began in 2013 and continued in 2014 to assess the trees for damage/health and if they are deemed dangerous (likely to fall/shed limbs.) This survey takes priority as the risk to visitor health and safety must come first. The main bulk of work was carried out in winter 2013/14 with the removal of Crack Willow (*Salix fragilis*) on the northern woodland pathway and limbs removed from trees at the entrance of the disabled access driveway. The willow removal from the northern edge has now opened up this area to allow more light into the understory encouraging plants to grow on what is currently bare earth. Brash was burned where necessary, logs have been left where they fell or in most cases stacked by the path to create habitat for insects and to keep the pathway clear.

Bramble is thriving throughout the reserve. Measures have been taken to reduce some of these areas, especially where it is encroaching onto the pathways. This has been spot treated with herbicide to prevent re-growth.

b. Grassland

Two of the enclosed meadow/grassland areas were cut in the summer of 2013 with the plan to cut all three areas in 2014. Plant species within these areas are diverse and with a late summer cut and arisings raked this will help to improve diversity and knock back some of the weeds which have started to appear within the enclosures. One of the main highlights are the amount of orchids growing within the enclosures, we want to ensure that this continues.

The areas grazed heavily by rabbits were left uncut during 2013 to monitor what species (if any) could tolerate the constant browsing. Surprisingly, tall ruderal plants covered large areas of the reserve providing colour and nectar for butterflies and other insects so we may cut small areas late summer to monitor the affect and growth/spread of these plants in future. Areas of teasel (*Dipsacus*) have been cut as they are abundant on site, this year we plan to spot treat some of the new growth with herbicide to avoid the huge numbers.

Stands of Japanese knotweed (*Fallopia japonica*) have been identified and treated with pesticide to try and reduce the spread of this invasive plant, this may need to be re-applied this year. Last year was also used to monitor the amount of Himalayan Balsam (*Impatiens glandulifera*) and Ragwort (*Jacobaea vulgaris*) on site. Work days to control these species are to be planned for summer 2014.

Regular work days have been carried out to clear large areas of self seeded saplings which were encroaching onto the grassland. To keep the grassy areas open regenerated Alder (*Alnus incana*) & Willow (*Salix sp.*) have been coppiced and spot treated with herbicide to prevent re-growth. The amount of re-generation was extensive so we had to burn the brash by bonfire.

c. Wetland

No works have been required on the wetlands north west of the reserve as yet although reed management will be required in certain areas within the next 5 years.

Floating islands have been created by the fishing licensee with native wetland plant species provided by YWT.

2. Cultural Environment

YWT practically manage most of our nature reserves with the help of volunteers. In March 2013 advertisements for volunteers to help with tasks at Barlow went out to all the local volunteer centres (York, Selby, Leeds & Doncaster) and in the Selby Times/Post. Over the year we now have a list of 45 interested volunteers with a regular group of local volunteers who help with most of the practical work days.

3. Information & Access

a. Maintain access routes and infrastructure

The disabled car park has been re-surfaced by the fishing licensee and pathways leading from here onto the reserve are to be repaired in May 2014 by YWT. The disabled access gates are opened & closed at dawn and dusk as part of the fishing licence.

The main car park is litter picked regularly and last year a group from Community Payback cleared debris as rotting leaves were making the surface slippery. We have also placed a new sign in the car park asking people not to park here overnight.

Pathways have been cut back and overhanging branches removed to ensure the paths are accessible for visitors.

New door handles and locks have been replaced where necessary.

b. Manage visitor facilities

Public toilets are open between dawn and dusk & are maintained by the fishing licensee as part of the contract.

Over summer 2013 we employed a Visitor Support Officer to work from the visitor centre at weekends this role allowed us to offer ad hoc guided walks, sell snacks and soft drinks, tell people more about the site and YWT and promote membership. However it did not function quite as we had hoped. Visitor numbers appeared to be below what we had expected and take up of the offer of guided walks, refreshments and membership was low.

This year we aim to try a different approach with the reserve manager running regular events and work days, advertised locally as well as within YWT publications and media. We hope this will make visitors more aware of our presence here and encourage more people to come out and engage with the site. See section d. below for further information on this.

c. Interpretation and branding

YWT welcome and information signs have been placed at the reserve entrances, also information signs regarding what can be seen & dogs on leads signage.

We applied for funding to improve interpretation and develop the visitors centre but unfortunately the bid failed, this time!

YWT has a page dedicated to Barlow on the website <http://www.ywt.org.uk/reserves/barlow-common-nature-reserve> and there are regular updates of progress and events in the YWT magazine & e-news which goes out to all our members (36,074 people) plus volunteers. In the next summer magazine there will be a double page featuring Barlow and why it's worth a visit.

d. Events & practical work day

After the handover we initially had a welcome evening open to all to discuss plans for the reserve, the majority were in favour of the plans and it was a good ice breaker to introduce ourselves. Following that we ran a few taster events over the year including pond dipping, bug hunting, bird watching walks and bird feeder making, to get an idea of numbers, where best to advertise & where to focus our efforts. This year we already have 12 events booked in which will be advertised on site, in the local paper, posters at the school, in the parish magazine and in the YWT magazine & website (a list of events can be sent separately if required.)

As mentioned earlier we have a brilliant group of volunteers who attend our practical work days, volunteers are an asset to the Trust and we couldn't manage our reserves without them. Last year we had 8 work days, finishing our winter program this year with another 5 days. Dates are currently being planned for our summer program.

No events have been put forward by the fishery manager as yet although they are apparently in discussion. The fishery manager is working to the contract and has been extremely helpful over and above the contract with practical tasks, repairs and wardening.

e. Scout group

YWT have drafted a lease renewal for the Scout Association and this is currently with them for comment. We ran an event for them last year and we hope to work with them further in the coming year.

f. School groups

We are currently in discussion with Barlow primary school to look at the possibilities of tying Barlow Common into the school curriculum.

4. Best Practice

To monitor progress on the reserve and check we are meeting our objectives YWT deploy a number of fairly standard business systems to assess project progress including: project management techniques – the use of GANTT charts, and PERT charts – and most importantly YWT’s ‘PPPM’ system. Here, all Trust projects are broken down into a series of objectives and associated ‘SMART’ tasks (action, lead person, concrete output (rather than outcome) and time of completion) and laid out in a task list that sits alongside a detailed monthly budget. The task list and budget is discussed at PPPMs (project progress and planning meetings) each month, with line managers recording all progress onto task lists.

For reserve management YWT use the CMSi software which helps plan and generate work on sites, and also allows us to feed back and report of work completed. Barlow Common Management Plan was written following the format of CMS and is currently being transferred into this programme.

Yorkshire Wildlife Trust has nearly 70 years experience in managing land for wildlife. We manage 95 nature reserves across the county, which support a huge range of habitats from woodland to grassland, wetlands and coast to uplands. Many of these sites are designated nationally or internationally (SSSI, SPA, SAC). We apply nationally recognised and tested principles to managing our nature reserves, whilst keeping up to date with recent study and recommendations. YWT strives to promote all our sites in a friendly and welcoming manner. We deal with any complaints professionally and answer any questions to the best of our knowledge.

5. Partnerships

Obviously SDC remain YWT’s main partner on this project and we continue to report back and consult the council on various work taking place on site. The partnership was recognised in a piece on Selby’s citizen link newsletter in autumn 2013.

We have recently attended the re-launch of the Selby consortium group to explore the opportunities & possibilities of working with other groups in the area.

We have held practical work days for the Alzheimers society, have links to the Community payback team who are keen to do further work days and also links to the Selby health walks who regularly include the site on their walks.

5. Health and Safety

YWT site risk assessments are in place and relevant task risk assessments are produced accordingly. A fire risk assessment has been carried out on the visitor’s centre, fire extinguishers serviced and smoke alarms fitted & tested. This is in line with YWT’s H&S

policies and procedures which is overseen by our Support Services Manager, and governed and reviewed by a Health & Safety working group.

Claire Burton

Vale of York Wetland Officer & Barlow Reserve Officer.

Up-date from 1st Apr 14 – 20th Aug 2014

From the 1st April we have had 7 volunteer work days with a regular group of 7-8 volunteers per session. Spring is our quieter season due to restrictions from bird nesting season. Works carried out include path repairs & drain clearing, Flora surveys, Himalayan balsam and Ragwort pulling, cutting back pathways, fence repairs and cutting & raking meadows. We have 8 work days booked in from now until Christmas to continue with seasonal works.

Events carried out with varying popularity, from April include:

- 'Wake up to Spring' joint event with Selby Wildlife
- A 'wild food day' with Chris & Rose Bax from Taste the Wild
- Pond Dipping
- Guided wild flower walk & bug hunt
- Wildlife photography event with Paul Hobson
- Moth trapping
- Bat Night with NY bat group
- Mammal trapping
- Birds of prey spectacular with York birds of prey centre (unfortunately cancelled due to lack of numbers to cover costs)

There is a 'Finding fungus' event planned in October.

Site management, risk assessments, planning & meetings etc carry on throughout.



Scrutiny Committee Work Programme 2014/15

Date of Meeting	Topic	Action Required
25 June 2014	Time of Meetings	To consider and agree a start time for future meetings
	Access Selby Service Provision – Community Support	To scrutinise performance of the Community Support service
	Programme for Growth	To receive the latest update and the scrutinise the Council's Programme for Growth
	Abbey Leisure Centre	To receive an update concerning the latest developments on Abbey Leisure Centre.
	Bus Timetables	To discuss the changes to bus timetables following the cuts to bus subsidies made.
	Call In	Provisional Item on the agenda
23 September 2014	1 st Quarter Corporate Plan Report	To review performance against the Corporate Plan – Leader of the Council in attendance.
	North Yorkshire Fire Service	To discuss the Fire and Rescue Service provision within the District
	Access Selby Service Provision – Debt Control	To scrutinise performance of the Debt Control service.
	Community Infrastructure Levy	Update following Call In item at the December 2013 meeting.
	Waste and Recycling Task Group	Update following consideration of the final report at Executive.
27 January 2015	Call In	Provisional Item on the agenda.
	2 nd Quarter Corporate Plan Report	To review performance against the Corporate Plan – Leader of the Council in attendance.
	Police and Crime Panel Update	To receive an update from the Police and Crime Panel on their work scrutinising the work of the Police and Crime Commissioner.
	Call In	Provisional Item on the agenda

	Crime and Disorder Update	To review the levels of crime and disorder across Selby District – NYP and CSP representatives in attendance.
	Nigel Adams MP	To ask questions of the Selby and Ainsty MP regarding issues of concern for Councillors and local residents.
Feb/March 2015	3 rd Quarter Corporate Plan Report	To review performance against the Corporate Plan – Leader of the Council in attendance.
24 March 2015	Scrutiny Committee Work Programme 2015/16	To agree the Scrutiny Work Programme for 2015/16
	Scrutiny Annual Report 2014/15	To discuss the Scrutiny Annual Report for 2014/15
	Transport	To discuss transport provision in Selby
	Call In	Provisional Item on the agenda

- Please note that any items ‘called in’ will be considered at the next available meeting.
- Councillor Call for Action will also be considered at the next available meeting.

Selby District Council



Forward Plan

Incorporating the Private Executive Meeting Notice and the
Notice of Intent to make a Key Decision


October 2014 – January 2015

Published 3 September 2015

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. The items on the attached Plan which are denoted by a  are regarded as being key decisions and private items are labelled 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 officer shown.

To make your views known on any of the items you may contact the councillor shown; alternatively you may contact the officer 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 Glenn Shelley, Democratic Services Manager on 01757 292007, gshelley@selby.gov.uk . A copy is also available at the Council's website www.selby.gov.uk

* When a key decision is taken by an officer acting under delegated authority there is no requirement for that decision to be taken in public, and the event, time and place at which the decision is taken does not constitute a meeting under the terms of the Local Government Acts.

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 Glenn Shelley, Democratic Services Manager on 01757 292007, gshelley@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.

Leader and Executive

Executive Members	Name	Contact Details
Leader of the Council	Councillor Mark Crane	mcrane@selby.gov.uk
Deputy Leader of the Council and Lead Member for External relations/Partnerships	Councillor Gillian Ivey	givey@selby.gov.uk
Lead Member for Finance and Resources	Councillor Clifford Lunn	clunn@selby.gov.uk
Lead Member for Place Shaping	Councillor John Mackman	jmackman@selby.gov.uk
Lead Member for Communities	Councillor Christopher Metcalfe	cmetcalfe@selby.gov.uk

SENIOR MANAGEMENT STRUCTURE

Job Title	Name	Contact Details
Chief Executive	Mary Weastell	Tel: 01757 292001 parblaster@selby.gov.uk
Deputy Chief Executive	Jonathan Lund	Tel: 01757 292056 jlund@selby.gov.uk
Executive Director	Karen Iveson	Tel: 01757 292311 kiveson@selby.gov.uk
Executive Director	Rose Norris	Tel: 01757 292052 rnorris@selby.gov.uk
Managing Director, Access Selby	Mark Steward	Tel: 01757 292053 msteward@selby.gov.uk
Director of Community Services	Keith Dawson	Tel: 01757 292076 kdawson@selby.gov.uk
Director of Business Services	Janette Barlow	Tel: 01757 292220 jbarlow@selby.gov.uk

October 2014

Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Leisure Landlord Maintenance Programme	Proposals for the Planned Maintenance Programme for the Leisure Centre	2 Oct	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk
Council Tax Support	To decide on changes to current scheme	2 Oct Full Council	No	No	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk




In all cases the documents submitted to the decision maker to inform their decision shall be a report (published within 5 clear days before the meeting) and all documents submitted to the decision maker will be available at www.selby.gov.uk

Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Community Infrastructure Levy (CIL)	To approve for submission	2 Oct	No	No, unless subject to call in	Keith Dawson Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk <input type="checkbox"/>
Local Plan Update (Core Strategy Legal Challenge and Sites and Policies Plan SAPP progress)	To approve SAPP Draft Initial Consultation document and associated papers for public participation	2 Oct Full Council 14 Oct	No	No	Keith Dawson Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	Councillor J Mackman jmackman@selby.gov.uk
Sherburn Village Centre improvements	To agree to release funds to the project through Programme for Growth	2 Oct	No	No	Rose Norris Executive Director Tel: 01757 292254 rnorris@selby.gov.uk	Councillor C Metcalfe cmetcalfe@selby.gov.uk


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Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Hackney Carriage and Private Hire Vehicle Licensing Policy	To approve the Consultation Version of the Hackney Carriage and Private Hire Vehicle Licensing Policy	2 Oct	No	No – unless subject to call in	Keith Dawson Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	Councillor J Mackman jmackman@selby.gov.uk
Constitutional Amendments	To consider the recommendations to amend the Constitution	2 Oct Oct Council	No	Audit Committee	Mary Weastell Chief Executive Tel: 01757 292001 parblaster@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk
Housing Development Strategy – Phase 1 Business Case - Eggborough, Site 1 8	To receive the business case for a proposed affordable housing development	2 Oct	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk

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Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Housing Development Strategy – Phase 1 Business Case - Eggborough, Site 2 	To receive the business case for a proposed affordable housing development	2 Oct	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk
Housing Development Strategy – Phase 1 Business Case - Eggborough, Site 3 	To receive the business case for a proposed affordable housing development	2 Oct	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk
5 year Housing Land Supply 	To inform the Executive of progress	2 Oct	Na	Na	Keith Dawson Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	Councillor J Mackman jmackman@selby.gov.uk

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Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Leeds City Region Business Rates Pool 	To consider the case for joining the Leeds City Region Business Rates Pool and make a recommendation to Council	2 Oct Oct Council	No	No	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk

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

November 2014

Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Fees and Charges 2015/16 ↗	To approve proposals for discretionary fees and charges for the coming financial year (within the overall budget and policy framework)	6 Nov	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk
2nd Interim Budget Exceptions report ↗	To monitor major revenue and capital budget exceptions and agree remedial action where necessary	6 Nov	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk

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Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
2nd Interim Treasury Management report 8	To monitor progress against the Treasury Management Strategy	6 Nov	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk
2nd Interim Corporate Plan Progress Report	To monitor progress against the Corporate Plan To report progress in developing KPI's as identified in the Service Level Agreement	6 Nov	No	Yes - Scrutiny Committee Work Programme item	Keith Dawson Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk

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Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Housing Development Strategy – Phase 1 Business Case – Byram, Byram Park Road 	To receive the business case for a proposed affordable housing development	6 Nov	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk
Housing Development Strategy – Phase 1 Business Case – Byram, East Acres 	To receive the business case for a proposed affordable housing development	6 Nov	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor M Crane mcrane@selby.gov.uk

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December 2014

Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Draft Budget and Medium Term Financial Plan →	<p>To set out proposals for revenue budgets and the capital programme for the period 2015/16 to 2017/18</p> <p>Budgets will be subject to scrutiny and consultation with key stakeholders during December/January and final proposals will be considered in February 2013 along with recommendations on Council Tax levels for the coming financial year</p>	4 Dec Council Feb	No	Policy Review Committee	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk

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January 2015

Decision Item/Report Heading	Item/Report Summary	Date when Decision will be taken	Item likely to be considered in private (Yes/No)	Scrutiny Committee	Contact Officer	Lead Executive Member
Housing Rents and Misc. Charges 2015/16 8→	To approve the increase in Housing rents in line with the rent restructure policy and the approval of the increase in Miscellaneous fees and charges in line with the Council policy	Jan	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk
HRA Business Plan	To consider the consultation responses and make a recommendation to Council on 24 th February	Jan Council Feb	No	No – unless subject to call in.	Karen Iveson Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	Councillor C Lunn clunn@selby.gov.uk

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