



Meeting: **SCRUTINY COMMITTEE**  
Date: **THURSDAY 26 MARCH 2015**  
Time: **5.00PM**  
Venue: **COMMITTEE ROOM**  
To: **Councillors J Crawford (Chair), Mrs W Nichols (Vice Chair),  
Mrs 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 meetings of the Scrutiny Committee held on 20 January 2015, 27 January 2015 and 18 February 2015 (pages 1 to 10 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](http://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. Nigel Adams MP**

To ask questions of the MP for Selby and Ainsty.

**7. Access Selby 3<sup>rd</sup> Interim Key Performance Indicator Progress Report: April 2014 – December 2014**

To consider the report from the Lead Officer, Data and Systems and the Commissioning and Performance Officer (pages 11 to 23 attached).

**8. Crime and Disorder Update**

To consider the report from North Yorkshire Police (pages 24 to 31 attached).

**9. Joint Development Plan**

To consider the report from the Executive Director (s151) (pages 32 to 39 attached).

**10. Scrutiny Committee Annual Report 2014/15**

To consider the Scrutiny Committee Annual Report for 2014/15 (pages 40 to 53 attached).

**11. Task and Finish Group Review – Community Support Team – To Follow**

To consider the final report from the Task and Finish Group.

**12. Work Programme 2015/16 – To Follow**

To consider the Work Programme for 2015/16

**13. Forward Plan**

To consider the latest Forward Plan (pages 54 to 64 attached).

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

<b>Dates of next meetings</b>
22 April (Provisional)

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

## Minutes

### Extraordinary Scrutiny Committee

Venue:	Committee Room
Date:	Tuesday 20 January 2015
Present:	Councillors J Crawford (Chair), Mrs L Casling, I Chilvers, D Mackay, Mrs M McCartney, D Peart and S Shaw-Wright (for Mrs W Nichols)
Also Present:	Councillors Mrs G Ivey (Deputy Leader of the Council), and C Lunn (Executive Member, Finance and Resources)
Apologies for Absence:	Councillor Mrs W Nichols
Officers Present:	Jonathan Lund – Deputy Chief Executive, Karen Iveson – Executive Director (s151), Palbinder Mann - Democratic Services Officer and John-David Laux - Democratic Services Officer
Press:	None
Public	None

#### **80. DECLARATIONS OF INTEREST**

Councillors Peart and Shaw-Wright informed the Committee that they were members of the Leisure Centre Project Board. It was clarified that as they were not involved in the Executive's decision to allocate additional funding to cover the costs of additional works at the Selby Leisure Centre this would not prevent them from taking part in the discussion or voting at this meeting.

#### **81. Call In – Decision E/14/62 – Selby Leisure Centre – Key Decision**

The Chair outlined the reasons for the call in and asked what discussions had taken place about the possible increase in costs when the decision had been

made to revise the plans for the car park at the new leisure centre. He invited the Deputy Leader of the Council to respond

The Deputy Leader of the Council explained that a decision had been taken to revise the car park plans at Selby Leisure Centre in order to help facilitate potential future development at the Scott Road site. The new works would also avoid the danger of landscaping and car parking works having to be dug up and redone as part of the further development of the site. Budget estimates had shown that the new additional works could be accommodated within in the original leisure centre project budget. Subsequent detailed design work and the need to appoint a new sub-contractor had increased the costs beyond the budget estimates and it had been necessary to report the change and seek additional funding to cover the costs.

The Deputy Chief Executive explained that whenever a new project was started, contingency funding was built into the planning. As the project progressed the likely need to use the contingency decreased. As a consequence it had been intended to use the unspent contingency to fund the additional works and remain within budget. However, both the subsequent detailed design development and the need to engage a new sub-contractor because the previous one had ceased trading had added to the costs to the extent that the unspent contingency was no longer sufficient. A report had been taken to the Executive seeking a decision on the extra funding required.

In response to queries concerning the contract, the Deputy Chief Executive explained that the construction contract included a fixed price build a new leisure centre including car parking which was largely based upon the car park layout of the former Abbey Leisure Centre. The revised scheme substantially relocated the car parking to make provision for additional development at the site. This was a variation to the original contract, and could not be funded from within the original contract price.

Concern was raised at the lack of detailed discussion at the Executive meeting where it was considered. The Deputy Leader of the Council acknowledged that the discussion on the decision was limited at the meeting, but she reassured the Committee that extensive discussions had taken place between officers and the Executive previously and all issues had been taken in account when making the decision.

In response to a question about the Leisure Village project, the Deputy Chief Executive explained that the project was currently coming to the end of the competitive dialogue process and final detailed proposals would be submitted to the Council in February.

Discussion took place on the potential for sending the relocation of the car park out to tender however it was agreed that the time constraints rendered this impossible.

The Chair invited the Committee to discuss the three options available to them, it was agreed that the Committee should not refer the decision back to

the Executive or Council. It was proposed and seconded that the Committee agree with the decision made by the Executive and take no further action. Upon being put to the vote, this motion was carried.

**RESOLVED:**

**To agree with the decision made by the Executive and take no further action.**

The meeting closed at 5.57pm

## Minutes

### Scrutiny Committee

Venue:	Committee Room
Date:	Tuesday 27 January 2015
Present:	Councillors J Crawford (Chair), Mrs L Casling, I Chilvers, M Dyson, M Hobson, D Mackay, and Mrs M McCartney
Also Present:	Councillors M Crane and J McCartney
Apologies for Absence:	Councillors D Peart and Mrs W Nichols
Officers Present:	Jonathan Lund – Deputy Chief Executive, Mark Steward – Managing Director, Access Selby, Mike James – Lead Officer, Marketing and Communications, Suzanne Sweeting – Core Projects Officer, Drew Fussey - Transformation Officer, Dave Dryburgh – Group Manager, North Yorkshire Fire and Rescue Service, Kevin Bayes – Yorkshire Wildlife Trust, Palbinder Mann - Democratic Services Manager and John-David Laux - Democratic Services Officer
Press:	None
Public	2

#### **82. MINUTES**

The Committee considered the minutes from the Scrutiny Committees held on 23 September 2014 and 25 November 2014.

#### **RESOLVED:**

**To APPROVE the minutes of the Scrutiny Committee meetings held on 23 September 2014 and 25 November 2014 before being signed by the Chair.**

### **83. DISCLOSURES OF INTEREST**

There were no declarations of interest.

### **84. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE**

The Chair informed the Committee of the results of the Extraordinary meeting of the Scrutiny Committee held on 20 January 2015 where the Committee had discussed the call in of the decision made by the Executive on the Selby Leisure Centre. The Chair added that following discussion with the Executive Member, the Committee had been agreed that no further action should be taken.

### **85. CALL IN**

No items were called in.

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

### **86. NORTH YORKSHIRE FIRE AND RESCUE SERVICE**

Dave Dryburgh, Group Manager, North Yorkshire Fire & Rescue Service, updated the Scrutiny Committee on the progress of the Fire Cover Review currently being undertaken. The Group Manager explained the review was currently at internal consultation stage with staff, after which it was expected that the review would go before the Fire Authority in June.

The Group Manager provided a summary of the report and outlined the seven options that were being considered to pursue necessary savings, all of which will be taken forward to the Fire Authority for consideration. Options included creating a new response model, reviewing shifts and looking at extending the use of volunteers.

In response to a query concerning the amount of savings that needed to be delivered, Mr Dryburgh explained that at present further savings of £600,000 needed to be delivered out of the £30m budget by 2016/17.

#### **RESOLVED:**

**To note the update and agree to a further update concerning the Fire Cover Review following consideration by the Fire Authority.**

### **87. ACCESS SELBY 2<sup>ND</sup> INTERIM KEY PERFORMANCE INDICATOR PROGRESS REPORT: APRIL 2014 – SEPTEMBER 2014**

Councillor Mark Crane, Leader of the Council, presented the Access Selby second interim key performance indicator progress report. Councillor Crane explained that given the 30% cut in budget since 2010 he considered Access Selby to be providing good value.

Concern was raised around street cleanliness in central Selby over the Christmas period in particular winter detritus such as leaves, which contrasted to the 85% cleanliness rating given in the report. The Leader of the Council explained that there would be a new way of measuring this data in 2015/16, which would hopefully mean that cleanliness could be measured in a more relevant way. It was also explained that if further duties were added to the contract of the company employed to clean the streets, this would then result in a further increase of the contract.

Concern was also raised around the time taken to re-let local authority housing. The Leader of the Council explained that discussion regarding this issue had taken place with officers. The Committee were informed that in some areas, properties were difficult to let and there the process in these areas was longer. It was also added that the measuring of performance in this area did not make an allowance for when properties required refurbishment.

A query was raised stating the performance reports should be considered sooner by the Committee making them more relevant at the time. It was agreed this would be discussed when formulating next year's work programme.

**RESOLVED:**

**To note the report.**

**88. BARLOW COMMON NATURE RESERVE**

Kevin Bayes, Yorkshire Wildlife Trust was present to discuss issues relating to Barlow Common Local Nature Reserve. Mr Bayes summarised the work of Yorkshire Wildlife Trust and their role at Barlow Common. The Committee were informed that the Trust was developing a new management plan for the site. Mr Bayes explained that volunteering opportunities were being developed for the site however there had been difficulties in finding a use for the Visitor Centre.

The Chair raised concerns about the accessibility of the whole site to visitors and residents, and the little activity that was seen on the common from the Trust. Further concern was expressed by the Committee that there was not enough information at the site or enough staff to make the site presentable. In particular concern was raised around the entrances and exits to the common, the condition of footpaths and the car park.

Mr Bayes explained that with the resources available to them, the Trust could not afford to have a member of staff located on site full time. It was explained that a Community Engagement Officer was employed for two days a week however was not situated on site for all of this time. Mr Bayes further explained that it was expected that someone from the trust would be present on site for on average three days a month. The Committee were informed that the Trust were looking at running the site in the most effective way making the



best use of the available resources and increasing ways of providing information on the website.

The Committee acknowledged that it may be difficult to maintain the common at the same level as it had been before with the level of funding and resources, however recommended that the issues raised with regard to accessibility should be resolved.

A query was raised about the local Scout group's use of the Common. Mr Bayes stated that the Trust committed to allowing their on-going use of the Common. It was suggested that the Trust use the Central Community Engagement Forum as an option to engage with residents and to apply for further funding.

The Chair requested that there be a further updated provide on the site at a future meeting.

**RESOLVED:**

**To note the report and provide a further update at the June meeting of the Committee to be held on the Barlow Common site.**

Councillor Mrs M McCartney left the meeting at this point and was not present for the remaining items.

**89. REVIEWING CUSTOMER SATISFACTION**

The Lead Officer for Marketing and Communications presented a report reviewing customer satisfaction and explained that the current process of measuring satisfaction was through customer pledge cards at the point of receiving a service from Access Selby. The high level of satisfaction measured through the pledge had called into question the effectiveness of measuring customer satisfaction through this method alone and then using the data to improve customer feedback.

The Lead Officer for Marketing and Communication explained the alternative options which could also be used to measure customer satisfaction which were referred to in the report and the Committee.

A query was raised around the monitoring of services that were contracted out and how often it took place. The Managing Director, Access Selby agreed provide a detailed response in writing to Councillors.

Discussion was held around the different options presented, including mystery shopper exercises and independent market research, both of which had been utilised on previous occasions. The Committee were of the opinion that the option of independent market research presented the most reliable method of measuring customer satisfaction.

**RESOLVED:**

**To recommend the Executive to carry out a biannual independent market research survey of customer satisfaction.**

**90. WORK PROGRAMME 2014/15**

The Committee considered the current Work Programme 2014/15. It was agreed to look into the issue of when performance reports were presented when considering next year's work programme.

**RESOLVED:**

**To note the work programme.**

**91. FORWARD PLAN**

The Committee considered the latest version of the Forward Plan.

**RESOLVED:**

**To note the Forward Plan.**

The meeting closed at 7.08pm

## Minutes

### Scrutiny Committee

Venue:	Committee Room
Date:	Wednesday 18 February 2015
Present:	Councillors J Crawford (Chair), I Chilvers, My Dyson, M Hobson and D Peart.
Also Present:	Councillors M Crane – Leader of the Council, R Sweeting, Mrs S Duckett, Mrs K McSherry and Mrs S Ryder.
Apologies for Absence:	Apologies were received from Councillors R Sayner and J Thurlow.
Officers Present:	Jonathan Lund – Deputy Chief Executive, Gillian Marshall – Solicitor to the Council, Michelle Dinsdale – Policy Officer and Palbinder Mann - Democratic Services Manager.
Press:	None
Public	None

#### **91. DISCLOSURES OF INTEREST**

There were no declarations of interest.

#### **92. CALL IN – DECISION E/14/67 – TAXI LICENSING POLICY**

The Committee considered a report from the Democratic Services Manager which outlined a call in for Executive decision E/14/67 which was the Taxi Licensing Policy.

Councillor R Sweeting presented the reasons behind the call in and explained that the signatories disagreed with the Executive's proposal over the split between wheelchair accessible and non-wheelchair accessible vehicles.

Councillor R Sweeting stated that the Licensing Committee had recommended split of 60% adapted vehicles and 40% unadapted however the Executive had decided to approve a 75/25% split. He explained that as there was no attendance from any member of the Licensing Committee at the Executive meeting where the decision was made, it was felt that the Executive had not heard all the reasoning behind the Licensing Committee's proposal.

The Leader of the Council explained that there had been no evidence presented by the Licensing Committee in argument of the 60/40% split. The Committee was informed that in compiling the policy, officers had consulted both disabled groups and taxi drivers who had both supported the 75/25% split. The Leader of the Council reiterated that the Council had a responsibility in supporting disabled people. It was explained that the current policy was to move to 100% adapted vehicles over time and that the consultation showed that the 75/25 ratio currently in operation on the ground was about right.

The Committee were informed that members of the Licensing Committee had heard anecdotal evidence that some disabled customers wished to travel in saloon vehicles rather than specific wheelchair accessible vehicles. It was stated that this was due to the step into saloon vehicles being lower.

The Committee were of the view that the Licensing Committee should be given an opportunity to present further evidence to support their view that a 60/40 ratio was the most appropriate. As a consequence they agreed to refer the matter, back to the Executive for reconsideration and invited the Licensing Committee to produce and present its further evidence to the Executive.

**RESOLVED:**

**To allow the Licensing Committee to produce and present further evidence in relation to the Taxi Licensing policy and to refer the decision back to the Executive for reconsideration alongside the further evidence.**

The meeting closed at 5.40pm

**Report Reference Number: SC/14/16**

**Agenda Item No: 7**

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**To: Scrutiny Committee**  
**Date: 26 March 2015**  
**Author: Chris Smith and Caroline Sampson Paver**  
**Lead Officer: Keith Dawson**

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**Title:**

**Access Selby 3<sup>rd</sup> Interim Key Performance Indicator Progress Report:  
April 2014 – December 2014**

**Summary:**

This report provides details of Access Selby key performance indicators following the 3rd quarter of reporting for the financial year 2014/15, and recommends appropriate action where required.

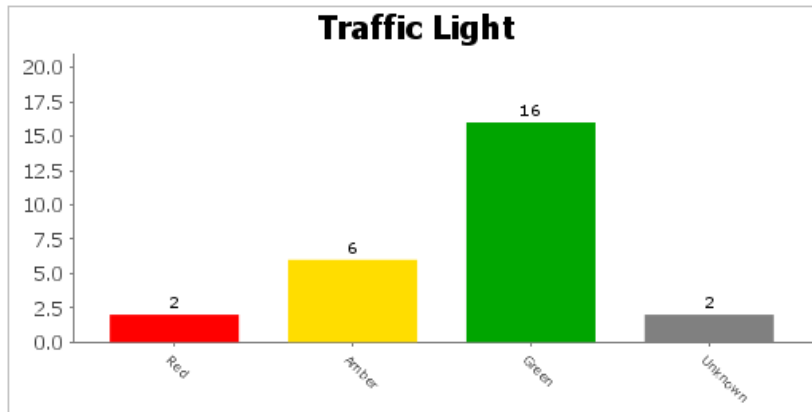
**Recommendations:**

**The Scrutiny Committee are asked to note the report and provide 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 third part of the 2014-2015 dataset, and gives the Quarter 3 year to date results.
- 2. The Report**



- 2.1** Based on the reported data at the end of Q3, results have exceeded target on 16 indicators, with 6 at Amber status and 2 Red. Through the performance management in place, 3 indicators have improved sufficiently to now have a Green Status. All of the Green Indicators previously reported remain on or above target.
- 2.2** Internal costs have been reduced year on year on non-operational sites, however it is anticipated that further reductions are unlikely throughout the remainder of the year as some costs incurred cannot be avoided.
- 2.3** The reported shortfall against the savings target has been reflected in the Efficiency & Productivity indicator. In year & one off savings have mitigated the impact of this on the year end position with Access Selby forecasting a surplus overall
- 2.4** Average time to re-let council properties - performance has improved each quarter with performance improving from quarter 1 at 28.8 days to quarter 3 at 26.3 days. Improvements to working procedures have been implemented, and results for re-letting general needs housing are anticipated in Q4.
- 2.5** Quarterly performance on % of new benefit claims/changes processed within 5 days has reduced although mechanisms have been put in place to improve performance from January 2015.
- 2.6** The debt recovery performance indicators for Council Tax, Rents and NNDR were all below target following Quarter 3 reporting. As at January 2015 both the NNDR and Rent recovery indicators were both above target.
- 2.7** Invoices paid on time has not reached target due to delays in authorisation – which is receiving attention to remedy.
- 2.8** The Capital programme KPI is amber due to delayed projects. There are a number of projects that have been put back to 15/16 onwards

due to strategic or procurement reasons (CRM, Mobile working and Housing software replacement).

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

#### **Legal Issues**

- 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 16 of the 24 performance indicators where data has been presented. 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 on-going performance issues throughout 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 –**

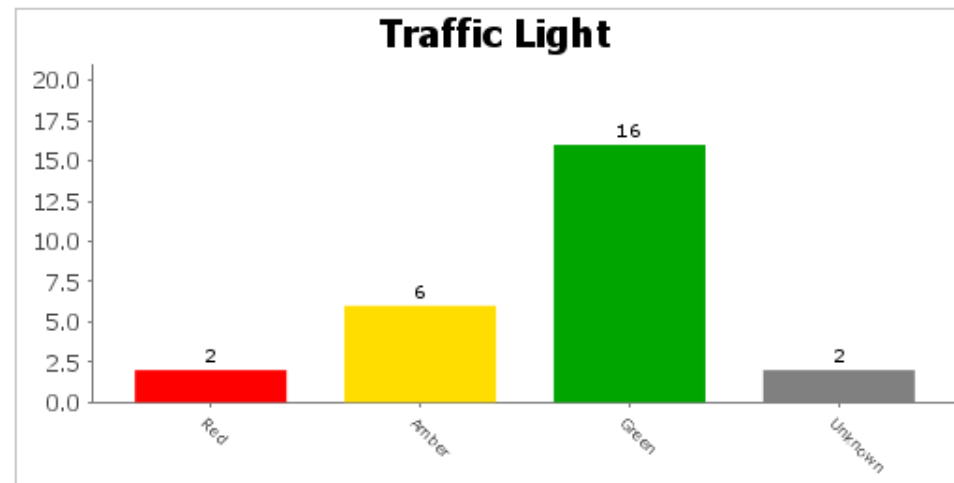
Access Selby 3rd Interim Key Performance Indicator Report: April 2014 – December 2014

# Access Selby 3<sup>rd</sup> Interim Key Performance Indicator Report: April 2014 – December 2014



**Report Type:** PIs Report  
**Report Author:** Chris Smith  
**Generated on:** 30 December 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 3 2013-2014 Performance	Latest Note
SLA_001	% of satisfied customers	<b>Aim to Maximise</b>	85.00%	<b>98.85%</b>	↑	↑	✔	98.48%	<p><b>How are we doing/Moving Forward?</b></p> <p>A total of 1,805 satisfaction surveys have been completed for the period 1 October 2014 to 31 December 2014 with 1,785 customers satisfied with the service received. For the year 4,502 surveys have been completed with 4,450 satisfied with the service.</p>
SLA_002	% of contact 'right first time'	<b>Aim to Maximise</b>	90.00%	<b>91.14%</b>	↓	↓	✔	91.75%	<p><b>How are we doing/Moving Forward?</b></p> <p>Total of 34,417 contacts were made to the CCC for the period 1 October 2014 to 30 December 2014. A total of 30,919 were dealt with at 1st point of contact. A total of 107,751 contacts have been received since April 2014 with 98,206 dealt with right first time.</p>
SLA_003	% satisfied with street cleanliness	<b>Aim to Maximise</b>	80.00%	<b>90.00%</b>	↑	↑	✔	85.00%	<p><b>How are we doing/Moving Forward?</b></p> <p>As we no longer carry out formal satisfaction surveys we have developed a method of measuring performance based on targeted complaints and response times. These categories have been weighted and individual targets have been set. December data is not yet available but between October and November performance was as follows: -</p> <p>We have achieved target on 4 out of the 5 service areas which gives us a 'satisfaction' level of 85% so far for the quarter and 90% YTD.</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
SLA_004	% satisfied with leisure facilities provided on behalf of the Council	<b>Aim to Maximise</b>	80.00%	?	?	?	?		<p><b>How are we doing/Moving Forward?</b></p> <p>The satisfaction survey is carried out in November to be reported at the end of the financial year in the annual review.</p>
SLA_009.1	% or repairs to council-owned properties completed within agreed timescales (EMERGENCY/URGENT REPAIRS combined)	<b>Aim to Maximise</b>	97.00%	<b>99.44%</b>	↑	↑	✔	99.06%	<p><b>How are we doing/Moving Forward?</b></p> <p>Target continues to be met and sustained with a performance consistently above 98.00% throughout the year despite an increase in demand of 500 repairs generated on the same period last year.</p>
SLA_009.2	% or repairs to council-owned properties completed within agreed timescales (NON-URGENT REPAIRS)	<b>Aim to Maximise</b>	90.00%	<b>99.05%</b>	↑	↑	✔	98.46%	<p><b>How are we doing/Moving Forward?</b></p> <p>Target continues to be met and sustained despite increase of 818 non urgent repairs being generated on the same period last year.</p>
SLA_010	Average time taken to re-let local authority housing	<b>Aim to Minimise</b>	24 days	<b>26.3 days</b>	↓	↓	⚠	22.0 days	<p><b>How are we doing/Moving Forward?</b></p> <p>At the end of Quarter 3 we were 26.3 days compared to 25.9 days on Quarter 2 and 28.8 days in Quarter 1.</p> <p>Following conversations with the executive lead member confirming retention of the existing allocations policy further improvements to working procedures have been implemented. Results from this should be seen in Quarter 4.</p> <p>The impact is mitigated in December due to the normal trend of reductions in allocations.</p> <p>We anticipate an improvement with regard to General Needs in accord with target and an improvement to Sheltered accommodation but not sufficient to meet</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
									target. Benchmarking has been undertaken with sub regional partners. From the responses received performance ranged from 27.8 days to 41.0 days.
SLA_013	% increase in employees confidence and perception of the organisation	<b>Aim to Maximise</b>	60.00%					58.30%	<b>How are we doing/Moving Forward?</b> This year we have taken part in the national Best Companies accreditation scheme, following agreement with the joint Core and Access Selby management team. This will enable us to see how we compare to other organisations of similar size and nature. As this is the first year of our involvement, we are awaiting a baseline position from the survey carried out in autumn 2014. This means we are unable to offer a year-on-year comparison with previous survey results as the two are not direct comparable, but in the longer-term this will give us a more effective measure of staff engagement through comparison with other organisations.
SLA_014.1	Inspection of premises in accordance with statutory code of practice (High Risk)	<b>Aim to Maximise</b>	100.00%	100.00%				100.00%	<b>How are we doing/Moving Forward?</b> Inspections of <b>high-risk premises: Food hygiene, health and safety and PPC (environmental permits)</b> . 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. To date 24 completed out of the 24 inspections due, which have fallen within the scope of the indicator. Workload is comparable to that reported at this period last year.

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
SLA_014.2	Inspection of premises in accordance with statutory code of practice (Medium Risk)	<b>Aim to Maximise</b>	100.00%	<b>96.40%</b>	↓	↓	🟢	100.00%	<p><b>How are we doing/Moving Forward?</b>  Inspections of <b>medium risk premises: Food hygiene, health and safety and PPC (environmental permits)</b>.  Resources are focussed upon higher &amp; medium risk premises (SLA14.1 &amp; 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 134 completed out of the 139 inspections, which have fallen within the scope of the indicator.  The slight shortfall currently show manageable and the primary cause has been the need to divert officer resource to provide planning consultation responses to deal with complex planning applications. These planning applications along with other routine consultations have seen a year to year increase of <b>25%</b> in that workload.</p>
SLA_015	% Response to Environmental Health enquiries and complaints	<b>Aim to Maximise</b>	100.00%	<b>100.00%</b>	▬	▬	🟢	100.00%	<p><b>How are we doing/Moving Forward?</b>  100% - 27 out of 27 food and safety complaints responded within target to date. 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 Yorkshire Quality Management System. Environmental Health business area has maintained high performance by continuing the working practices in respect of proactive &amp; reactive work streams and support from community officers in respect of general environmental health enquiries &amp; service</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
									requests.
SLA_016	Number of high risk enforcement issues resolved	Aim to Maximise	70.00%	100.00%				100.00%	<b>How are we doing/Moving Forward?</b> High risk enforcement issues are defined as those requiring action due to statutory functions and/or duties placed upon Selby District Council.
SLA_018	% of new benefit claims and changes processed within 5 days upon receipt of complete application	Aim to Maximise	90.00%	89.20%				93.83%	<b>How are we doing/Moving Forward?</b> We continue to monitor demand In terms of benchmarking our performance for days to process both new claims and changes of circumstances in November were 2nd out of 5 NY Districts.
SLA_019	% of Council Tax debt recovered	Aim to Maximise	86.00% (Profiled Target)	85.83%				78.20%	<b>How are we doing/Moving Forward?</b> Current collection rate of 85.83% against a profiled target of 86.00% which is £308.5k in cash terms.  Ongoing recovery work saw 1,068 reminders and 239 summonses being issued.
SLA_020	% of Council Rent debt recovered	Aim to Maximise	96.52% (Profiled Target)	94.55%				95.40%	<b>How are we doing/Moving Forward?</b> At 16/12/2014 the collection figure is 94.55%. The figure is calculated from system reports by using the rent debit due and the cash collected. Monthly rent targets are calculated using current year target and previous years month end performance figures.  As at 26/01/15 we are at 96.58% which is ahead of the end of January target as profiled of 96.57%.

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
SLA_021	% of applications considered within time under scheme of delegation	<b>Aim to Maximise</b>	80.00%	<b>84.69%</b>	↓	↓	🟢	89.34%	<p><b>How are we doing/Moving Forward?</b> Although the total number of applications remained constant (at 51 applications) there was again a high level of income received (£62,753 as compared to monthly budget of £45k).</p> <p>The increase in large scale applications has continued for the third consecutive month and analysis of pre-applications and NSIPs indicates that this trend will continue well into 2015.</p> <p>In order to meet this increase in major applications an agency worker has been employed for 6 months to increase capacity.</p> <p>A special committee and sub-committee will take place in February to deal with the increase in major applications and the applications contrary to Policy SP9 but which are being recommended for approval.</p>
SLA_023	% of invoices paid on time	<b>Aim to Maximise</b>	95.00%	<b>93.59%</b>	↓	↓	🟡	95.58%	<p><b>How are we doing/Moving Forward?</b> Performance has improved again slightly through Quarter 3 which has had a positive effect upon the cumulative total. There are no issues with processing invoices once authorised - areas of the business failing to authorise invoices on time receive reminders weekly. Improvements in future authorisation turnaround time will improve overall cumulative performance for the year.</p>
SLA_025	% internal rate of return on commercial assets	<b>Aim to Maximise</b>	7.00%	<b>12.15%</b>	↑	↑	🟢	9.84%	<p><b>How are we doing/Moving Forward?</b> Q3 has seen an improvement on the rate of return for industrial units with Sherburn Enterprise and Swordfish way both</p>

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
									exceeding the Q3 target and Hurricane way continuing to perform well. This mitigates the shortfall on the prospect centre and vivars.
SLA_026	Reducing internal costs on non operational sites	<b>Aim to Maximise</b>	3.00%	<b>-11.84%</b>	↑	↓	🛑	33.99%	<b>How are we doing/Moving Forward?</b> Only non-operational asset is Barlby depot. Costs have been reduced as much as possible but costs such as NNDR and insurance cannot be avoided and also increase on an annual basis meaning it will be difficult to reduce costs going forward unless the building is demolished or taken out of the NNDR ratings list, options are currently being reviewed. Another cost that cannot be avoided while the building is in ownership are water bills that are in relation to surface water drainage, costs for 14/15 are already exceeding those billed in 13/14.
SLA_027	% increase in income generation	<b>Aim to Maximise</b>	3.00%	<b>14.17%</b>	↑	↑	✅	1.87%	<b>How are we doing/Moving Forward?</b> Court costs currently £70k above target, this is being monitored fir the on-going impact of changes to recovery action. Land charges income is exceeding target by £22k. Planning income is currently forecast to be £110k up due to a number of large applications, there is currently a resource review underway that may impact this figure. Recycling income well above target as a result of increased tonnages on green waste, partially offset by poor results on the sale of recyclates due to market conditions.

Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
SLA_029	% Efficiency and productivity improvements	<b>Aim to Maximise</b>	1.88% (Profiled Target)	<b>1.85%</b>	↓	↓	🛑	2.80%	<b>How are we doing/Moving Forward?</b> The reported shortfall against the savings target has been reflected in the KPI. In year & one off savings have mitigated the impact of this on the year end position with Access Selby forecasting a surplus overall. Although productivity & efficiency are not realising cashable savings to achieve the target, Planning has seen and increase in productivity that has seen increased income generation.
SLA_030	% efficiency gain in outsourced services	<b>Aim to Maximise</b>	1.88%	<b>2.20%</b>	↑	↑	✅	2.18%	<b>How are we doing/Moving Forward?</b> 2.20% achieved upto the end of Q3, on track to achieve annual target of 2.50%
SLA_031	Capital Programme Delivery	<b>Aim to Maximise</b>	63.75%	<b>54.15%</b>	↑	↓	⚠️	78.84%	<b>How are we doing/Moving Forward?</b> 54.15% of the total capital budget has been spent to date on work carried out. There are a number of projects that have been put back to 15/16 onwards due to strategic or procurement reasons (CRM, Mobile working, Genero, Collapsed culvert) if these were to be excluded from the calculation then the figure for Q3 would be 59.22% which is below the target of 63.75% by 4.53%. Access Selby is experiencing delays with the roof replacement programme and needs to carry out further consultations, had this problem not occurred then the figure would have increased further from 59.22% to 64.26%.
SLA_032	Council Tax base	<b>Aim to Maximise</b>	28,089.00	<b>29,248.87</b>	↑	↑	✅		<b>How are we doing/Moving Forward?</b> In 2 weeks the base has grown by nearly 18 Band D equivalents



Code	Short Name	Direction of Travel	Current Target	Current Value	Short Term Trend Arrow	Long Term Trend Arrow	Traffic Light	Quarter 3 2013-2014 Performance	Latest Note
SLA_033	Amount of Business Rates Retention Income Achieved	<b>Aim to Maximise</b>	£2,189,754.91	<b>£2,379,497.64</b>	↓	↑	✓		<p><b>How are we doing/Moving Forward?</b></p> <p>Changes have been made to appeals provisions and there have been a number of reductions in rateable values as the VOA work to reduce their appeals list. Notwithstanding we are still above target on rates retention.</p>
SLA_034	Percentage of Non-domestic Rate debt recovered	<b>Aim to Maximise</b>	84.16% (Profiled Target)	<b>83.32%</b>	↑	↓	⚠	87.72%	<p><b>How are we doing/Moving Forward?</b></p> <p>A number of companies with large instalments, including Drax (who pay £914k per month) have amended their instalment plans to 12 months, from 10. The top ten largest payers account for £1.38m (3.16% of the total annual collectable) per month .</p> <p>Our monthly target profile had not been amended sufficiently to reflect this.</p> <p>As at 26/01/15 we are at 90.17% which is ahead of the end of January target as profiled of 89.32%.</p>



## **Selby District Crime and Disorder 2014/15**

Report to Scrutiny Committee 26<sup>th</sup> March 2015.

### **Overview**

Continued partnership working and problem solving has contributed to crime and disorder steadily decreasing over the past 6 years.

There are a number of national factors that are impacting on local crime and disorder statistics including- High profile sex abuse cases, Government austerity measures, changes in crime recording procedures and Anti Social Behaviour (ASB) legislation.

### **The report**

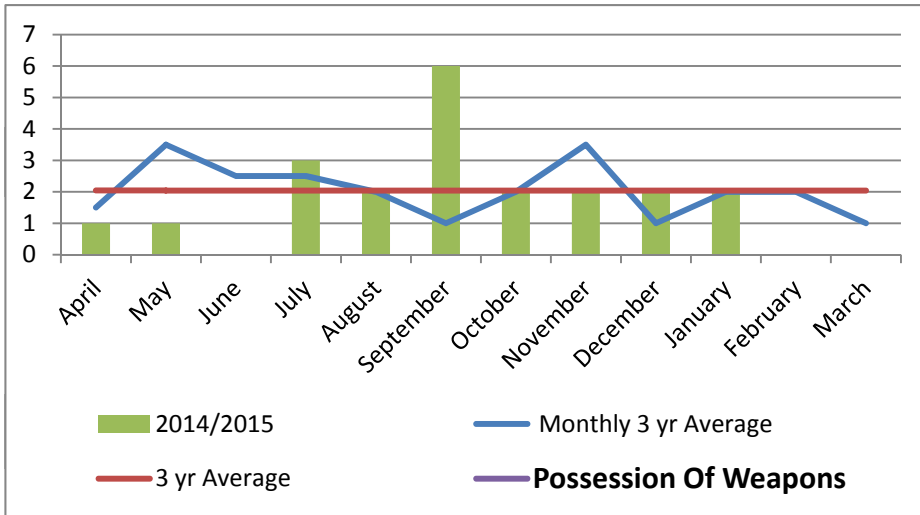
This report contains crime figures for the 2014/15 year and compares them to the average of the previous 3 years. This is a benchmarking process agreed by the Office of Police and Crime Commissioner. The figures show an overall decrease in crime by 100 and Anti Social Behaviour by 234 incidents when compared to the 3 year average.

The report is divided into;

1. Crimes below 3 year average
2. Crimes above 3 year average
3. Anti Social behaviour

The graphs show 2014/15 figures as a green bar chart with red and blue lines representing the 3 year average (general) and 3 year monthly averages (seasonal).

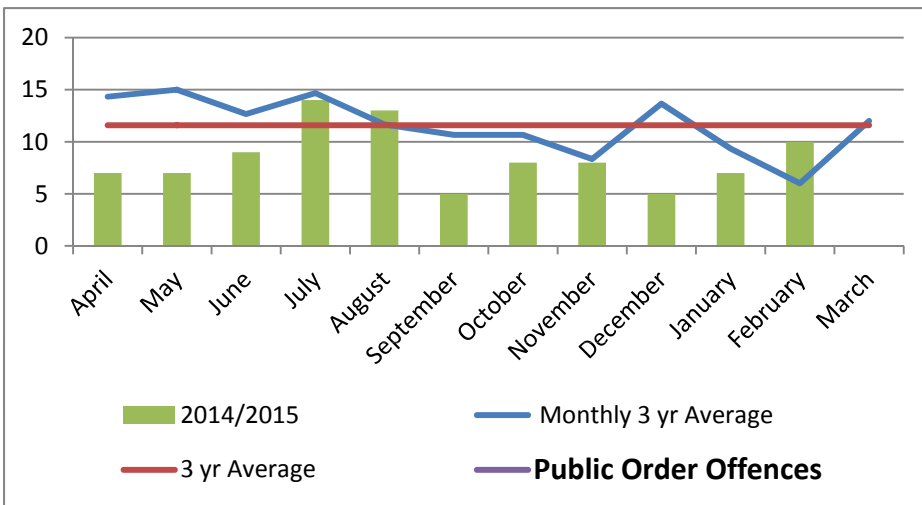
# 1 - Crime Groups 2014/15 below 3 year average



Prediction for 2014/15 against 3 year average



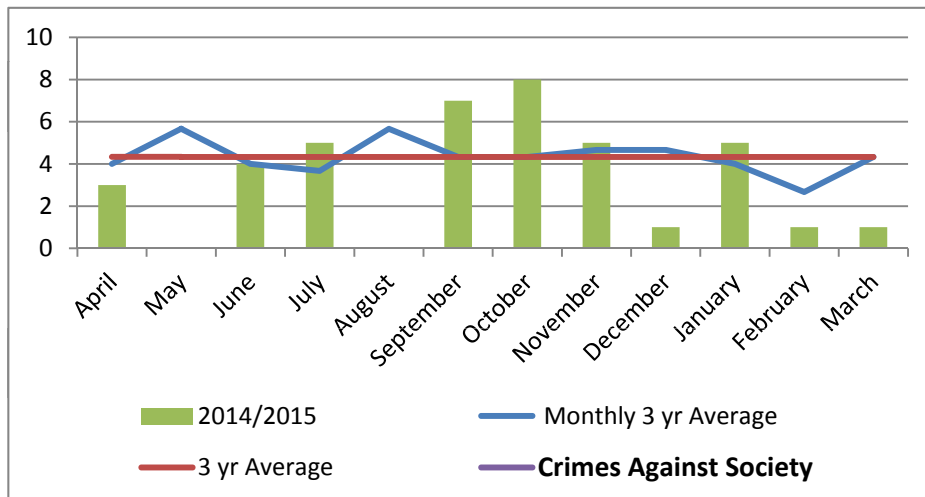
3 YA	24.50
2014/15	23.04
-	1.46



Prediction for 2014/15 against 3 year average



3 YA	139.00
2014/15	104.58
-	34.42

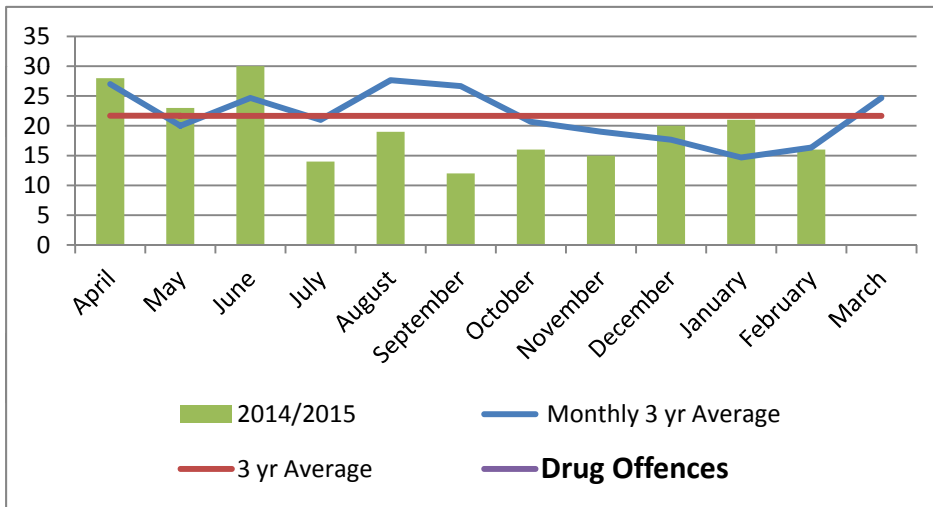


Prediction for 2014/15 against 3 year average



3 YA	52.00
2014/15	44.33
-	7.67

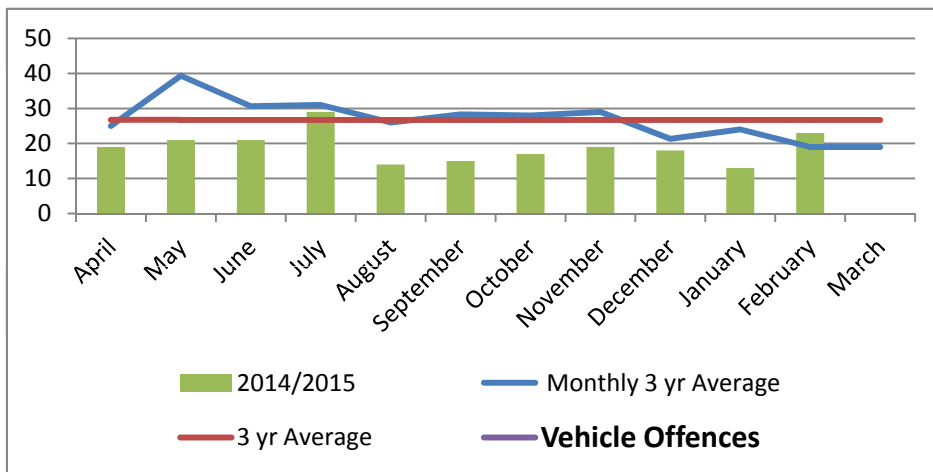
## Crime Groups 2014/15 below 3 year average cont'd



Prediction for 2014/15 against 3 year average



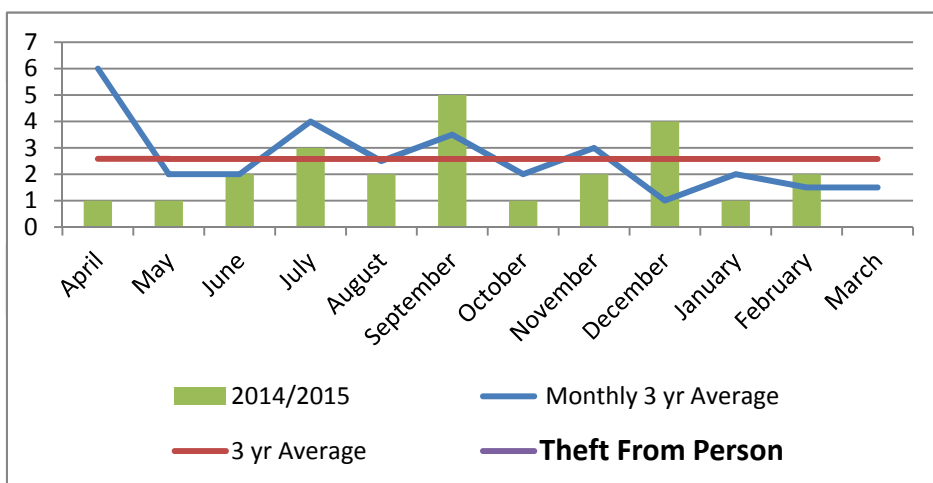
3 YA	260.00
2014/15	236.67
	- 23.33



Prediction for 2014/15 against 3 year average



3 YA	320.67
2014/15	235.72
	- 84.95

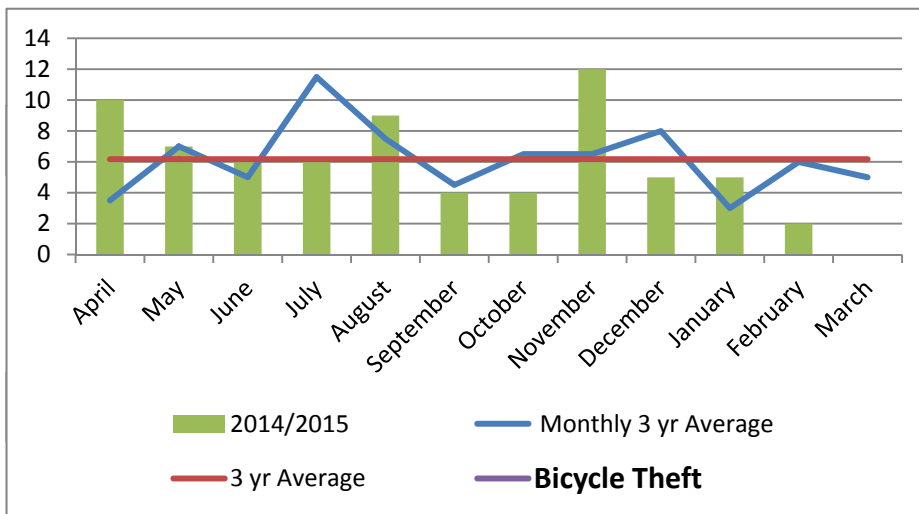


Prediction for 2014/15 against 3 year average



3 YA	31.00
2014/15	26.58
	- 4.42

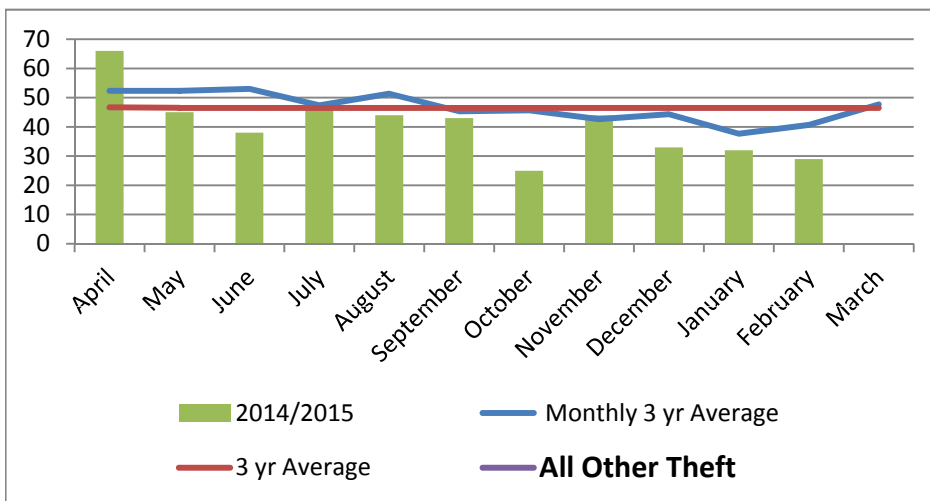
## Crime Groups 2014/15 below 3 year average cont'd



Prediction for 2014/15 against 3 year average



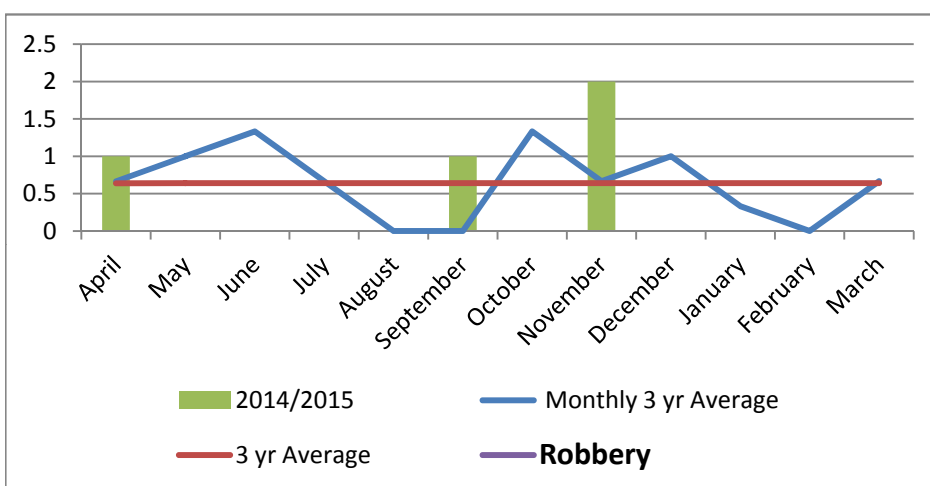
3 YA	74.00
2014/15	74.00
	<b>0</b>



Prediction for 2014/15 against 3 year average



3 YA	560.33
2014/15	497.49
	<b>- 62.84</b>

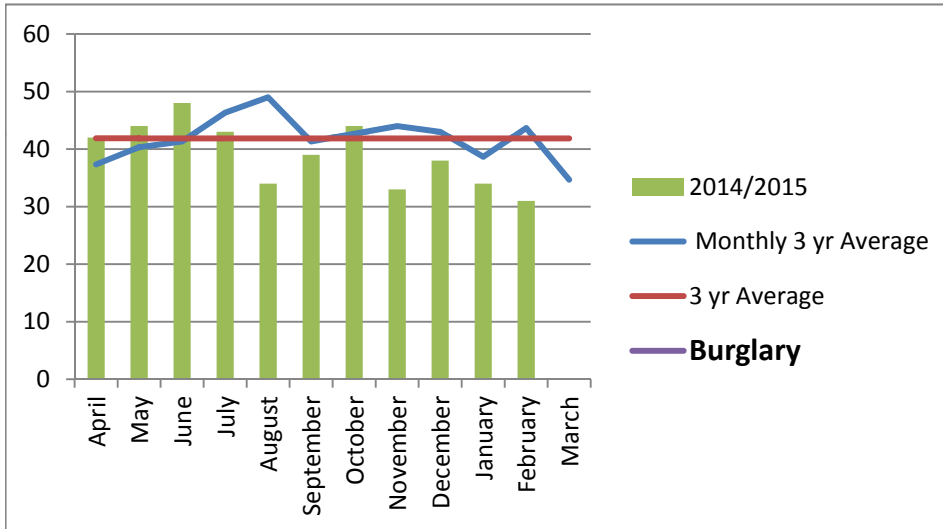


Prediction for 2014/15 against 3 year average



3 YA	7.67
2014/15	4.64
	<b>- 3.03</b>

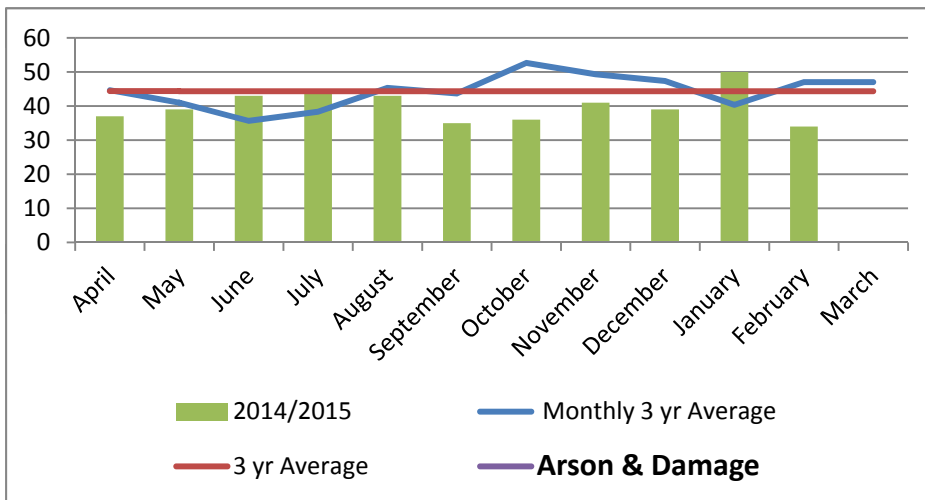
### Crime Groups 2014/15 below 3 year average cont'd



Prediction for 2014/15 against 3 year average



3 YA	502.33
2014/15	475.86
	- 26.47

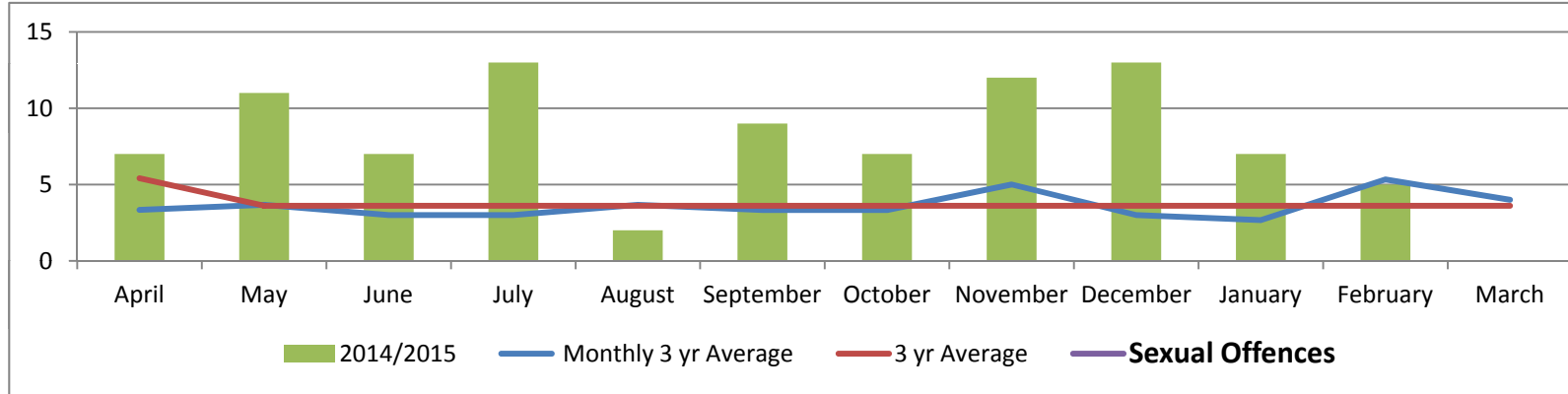


Prediction for 2014/15 against 3 year average



3 YA	532.33
2014/15	486.36
	- 45.97

## 2 - Crime Groups 2014/15 over 3 year average

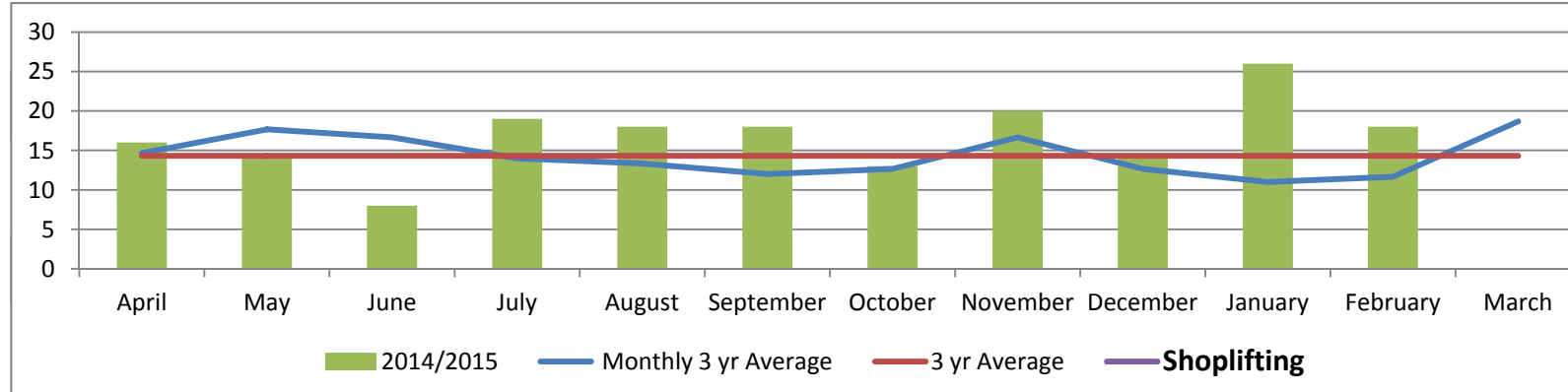


Prediction for 2014/15 against 3 year average



2 YA	65.00
2014/15	97.00
	<b>+ 32.00</b>

**Sexual Offences** - The predicted 2014/15 total compared to the previous 2 year average shows an increase of 32. There was a similar increase from 2012/13 to 2013/14 this trend is similar across other areas and could be as a result of increased reporting in the light of the many high profile historical sexual offences. Also increased public confidence in reporting and effective support through Sexual assault referral Centre.



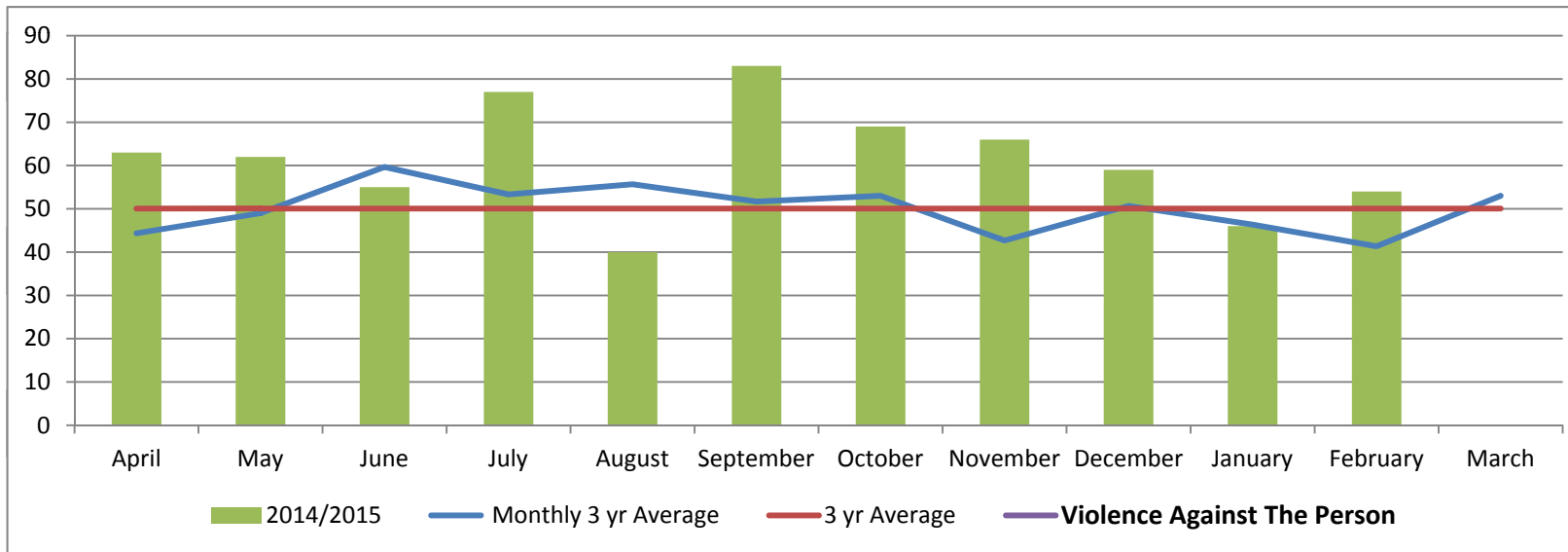
Prediction for 2014/15 against 3 year average



3 YA	171.67
2014/15	199.31
	<b>+ 27.64</b>

**Shoplifting** - Although shop theft is slightly higher this year against the 3 year average it is reduced in relation to 2013/14 by 6.7% (14 offences). The Selby Against Retail Crime (SARC) initiative has over 40 members in Sherburn and Selby and runs an exclusion scheme for prolific offenders. The main items routinely stolen are meat, alcohol and items that can be sold easily ie razor blades, cosmetics etc. It is believed this could be a direct consequence of the economic situation and seen as an easy means for food and income generation. This is also reflected in the increased use of foodbanks nationally.

## Crime Groups 2014/15 over 3 year average cont'd



Prediction for 2014/15 against 3 year average



3 YA	600.67
2014/15	736.06
+	135.39

### Violence against the person - Main increase in the Violence without injury category

Levels of Violence Without Injury have been on a sustained upward trajectory at a force level since February 2014 and have been in exception since April 2014, with the number of monthly reports almost doubling to 300 in July 2014 across this time period. This trend is replicated across the country with NYP being one of 16 forces experiencing a change of more than +5% over the last 12 months (as at May 2014). Notwithstanding, levels of Violence Without Injury in the county are the fifth lowest per 1000 population when compared to other forces. The overall increase in North Yorkshire has been 6.8% over the last 12 months, accelerating since April 2014.

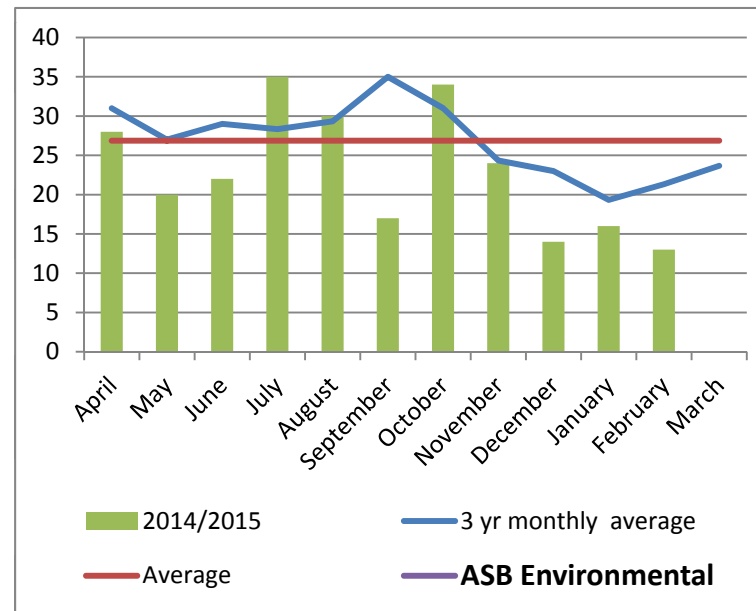
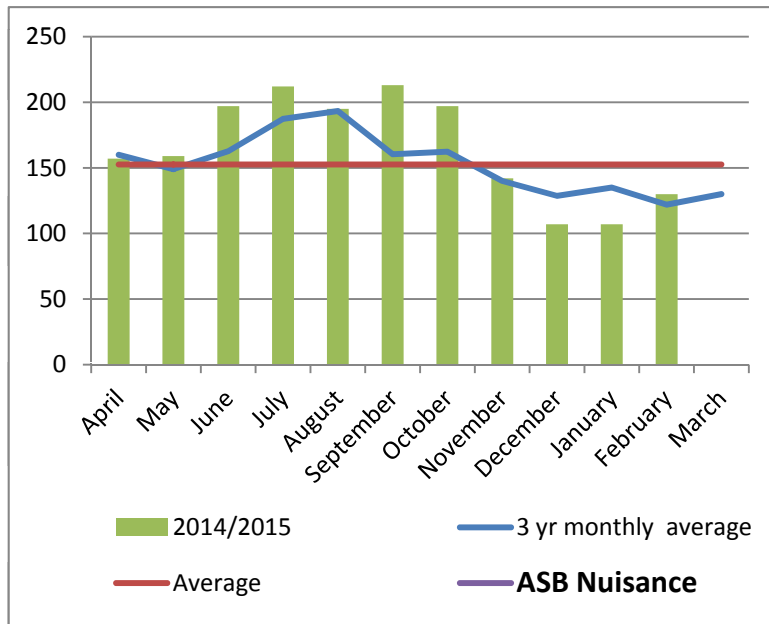
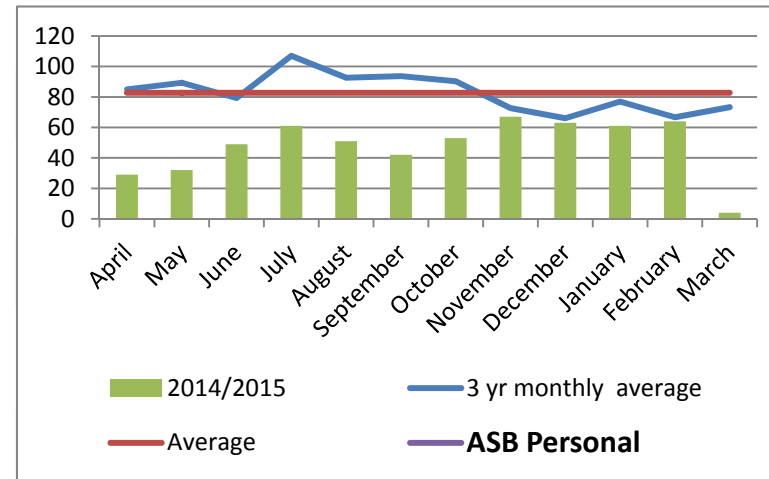
The wide geographical extent of the increase shows that there is not a particular series or hot spot driving the increase. Some of the contributing factors could include the Introduction of THRIVE ethical reporting system in Police control room, public confidence to report historical crimes, proactive Policing and improved victim support.



### 3 - Anti Social Behaviour (ASB)

ASB is split into 3 categories Personal, Environmental and Nuisance. Over the past year there have been some changes to the Personal / Nuisance categories that affect how the incidents are recorded. Personal incidents are considered the most important and for each incident the Police attend a Vulnerable Risk Assessment is completed. Depending on the risk assessment grading cases are referred to relevant agencies or to the monthly Multi Agency Problem Solving group (MAPS).

An Intergrated Neighbourhood Management Unit has been created between SDC and NYP that will identify ASB and Community Safety issues and deal with them quickly.



Prediction for 2014/15 against 3 year average



Combined 3YA	3146.00
Prediction 2014/15	2912.17
	- 233.83



**Report Reference Number: SC/14/18**

**Agenda Item No: 9**

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**To:** Scrutiny Committee  
**Date:** 26 March 2015  
**Author:** Karen Iveson, Executive Director (and s151)  
**Lead Officer:** Mary Weastell, Chief Executive and Mark Steward  
Access Selby Managing Director

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**Title: Joint Development Plan**

**Summary:**

V4 Services Ltd was commissioned to look specifically at a review of the commissioning approach between the Core and Access Selby and to review service delivery arrangements. The review was completed in March 2014 and they were further commissioned to provide capacity and support aimed at improving skills within the organisation associated with commercialisation, commissioning and savings delivery.

The recommendations have been integrated into a programme of work which is now being progressed by the Business Development Team within Access Selby and by the Core's commissioning officers. To date achievements include: a refreshed approach to savings; a clear plan for Access Selby to develop commercially; a new approach to strategic commissioning and a new Corporate Plan; and plans to align Access Selby's own Business Plan to the Council's corporate objectives.

**Recommendations:**

**It is recommended that the actions taken are endorsed.**

**Reasons for recommendation**

To ensure that the learning from the review is fully embedded into the Council's operations, systems and processes and the benefits are realised as planned.

## **1. Introduction and background**

- 1.1 The initial V4 review identified areas for potential development across the whole organisation and provided a list of recommendations. The recommendations were grouped into four projects which make up the Joint Development Plan.
- 1.2 The Joint Development Plan was commissioned jointly by Access Selby and the Core and was delivered by V4 Services Ltd in the four months to 31<sup>st</sup> July 2014. This programme followed an initial peer review challenge by V4 Services Ltd which was scoped to review the commissioning approach and current service delivery arrangements.
- 1.3 The four projects have now been completed resulting in implementation plans forming further phases of work:
  - Internal Commercialisation
  - Developing Commercially
  - Effective Commissioning
  - Access Selby Business Plan
- 1.4 This report provides a review of the actions taken to date and where appropriate, on-going monitoring will form part of the Council's performance management framework (KPI's, budgets and strategic projects).

## **2. The Report**

- 2.1 On the appointment of a new Chief Executive and three years into service delivery through a new model, it was timely to undertake a programme of peer challenges in line with our principles of Learning and Growth. The work described in this report was initiated through one of a number of reviews.
- 2.2 V4 Services Ltd was commissioned to look specifically at a review of the commissioning approach and to review service delivery arrangements and this was completed in March 2014. Their review extended to support aimed at improving skills within the organisation associated with commercialisation, commissioning and savings delivery.
- 2.3 The cost of this work was covered through the use of a Business Manager held vacancy. The consultant worked with Business Management, Transformation Team and Core Officers throughout this period which gave added value to the teams through the learning and development gained.
- 2.4 The initial scope for the peer review undertaken in January/February 2014 included a review of:
  - The vision and ambition for Access Selby in terms of investment

strategy and growth

- Growth potential and the Business Plan, income strategy and income generation
- Savings plan and opportunities for further cost reduction
- Commercial options and how best to support and deliver the investment plan
- How well the current arrangements meet the strategic needs of the Council and the operational needs of Access Selby
- The efficiency and effectiveness of management and operational arrangements between the Council and Access Selby
- The effectiveness of governance and contract management arrangements
- The effectiveness of performance and risk management arrangements
- The capacity and development of the workforce

2.5 The review resulted in a number of recommendations to deliver the following outcomes:

- A well-defined commissioning process
- A common understanding of what commissioning means in Selby
- A consistent approach to processes and procedures
- The Core has sufficient capacity to commission effectively
- Roles and responsibilities in the commissioning process are clear
- Access Selby's Business Plan links to the outcomes of the Corporate Planning process and defines ambitions for Access Selby
- Staff are clear about longer term ambitions for Access Selby and the Corporate and Business Planning processes are used to articulate to staff about the future for the organisation
- The Business Plan prioritises areas for development and provides focus.
- There is sufficient capacity, skills and focus upon Business Development
- Governance and approval arrangements are suitable for commercial arrangements
- Procurement Officers provide increased strategic capability to support supplier engagement and contract monitoring
- Access Selby maximises its buying power and reduces cost through consolidation
- Costs and pricing structures for individual products are developed
- It is clear whether products are marketable and how sales opportunities can be maximised
- There are appropriate trading mechanisms in place as products are ready for the market

2.6 The recommendations were grouped into four projects to make up the programme.

## **Progress**

- 2.7 The status of the projects is set out at Appendix A and the key activities and outputs from each are as follows:

### **Internal Commercialisation**

The focus for this project changed as the initial view of the consultant in the peer review report was that significant savings could be made through managing procurement activity more effectively. Further research once the project was commissioned identified that there was limited opportunity for large savings on the scale first estimated through contract management, but that there were other opportunities to pursue.

The savings plan was challenged and revised in order to provide a consistent approach to co-ordinating savings and for a formal approvals process. A refreshed savings plan has since been produced and a further £375k p.a. has been identified through a range of service transformation projects including the Better Together collaboration with NYCC.

### **Developing Commercially**

The business case for developing the Repairs and Maintenance service focused upon understanding the service and what would need to happen to enable it to trade (in terms of internal service improvements), along with some market assessment and costing. An outline Business Case was developed which included detailed product descriptions and options for delivery and development of the service. This was presented to the Access Selby Board on 8<sup>th</sup> September 2014 with recommendations for next steps including identifying resources to take forward this and other business development opportunities and the full Business Plan worked up to be presented to the Executive for approval. An initial target of £50k p.a. by 2017/18 has been included in Access Selby's savings plan with £150k targeted through green energy generation as part of the proposed new Programme for Growth.

### **Effective Commissioning**

The brief for this element covered supporting/mentoring staff with responsibility for commissioning and to provide training to all staff involved in the commissioning process as plans were already in place to develop the Council's commissioning approach. Work focused on supporting aspects of the corporate planning process and proposals to incorporate customer insight into the prioritisation process.

Training sessions were provided for all Directors, Business Managers and Lead Officers and workshops were held with Members to reinforce the commissioning approach at Selby, in terms of the Corporate Plan but also at a service-specific level.

It also incorporated theory and practice sessions linked to many of the skills Access Selby and commissioners need when working in a commercial environment, such as business development, negotiation and benchmarking.

By adopting a robust approach to strategic commissioning, the Executive have been able to articulate their vision for Selby District based upon a clear assessment of need; they have identified priorities and assigned resources to target these priority areas. In addition £405k p.a. savings from improved commissioning have been identified.

### **Access Selby Business Plan**

The Access Selby Business Plan has been drafted on the basis of *its own* priorities (taking in account the overall strategic vision and objectives for the Council as the new Corporate Plan has been drafted). This includes delivering the SLA, generating an income and delivering efficiencies. It is expected that it will be used to articulate (reaffirm) the vision for Access Selby to its staff over the coming year, and then reviewed more fully in line with the planned refresh of the SLA and new Corporate Plan. The Plan will articulate the future vision for Access Selby and provide the strategic map for future performance management of the business units.

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

### **3.1 Legal Issues**

There are no legal issues as a direct result of this report.

### **3.2 Financial Issues**

There are no financial implications as a direct result of this report.

The initial peer review challenge was commissioned at a cost of £3.5k and the Joint Development Plan was commissioned at a cost of £30k. The cost was met within existing resources. The savings identified through the projects have been incorporated into the Council's savings plans.

## **4. Conclusion**

- 4.1 A significant amount of work has been completed since the initial peer review and a number of improvements have been implemented. The work has provided a solid basis for the development and implementation of a new strategic approach to the delivery of services. The lasting legacy of this work is a series of projects and initiatives which have been embedded with the Core's and Access Selby's work programmes (savings plans, business plans and strategic projects).

4.2 The work to strengthen the Council's Strategic Commissioning framework will lead to improved outcomes for citizens as we work towards the Council's newly stated priorities.

**5. Background Documents**

**None**

**Contact Officer:** *Karen Iveson, Executive Director*  
[kiveson@selby.gov.uk](mailto:kiveson@selby.gov.uk)

**Appendices:**

Appendix A - Joint Development Plan Progress

## Appendix A

### Joint Development Plan: Progress

Project	Activities	Status
Internal Commercialisation	<p>Progress the current plans to update the contracts register to provide full visibility; initiate a supplier engagement programme;</p> <p>Any off-contract spend is migrated to existing contracts;</p> <p>A savings plan is developed to focus on procurement activity that will rationalise the supplier base and create savings.</p>	<p>On-going procurement activity monitored through the North Yorkshire Procurement Partnership.</p> <p>Refreshed savings plan included within the draft budget.</p> <p>£375k savings identified</p>
Developing Commercially	<p>Identify and source an appropriate support mechanism to help Access Selby develop its approach to Business Development;</p> <p>Work with the Board, Executive and management teams to ensure robust routes for decision making and accountability;</p> <p>A pricing mechanism is developed and implemented. Costs are monitored;</p> <p>A marketing and business development strategy is put in place for each product;</p> <p>Appropriate trading mechanisms are put in place as products are ready for the market.</p>	<p>Outline Business Case presented to AS Board 8<sup>th</sup> September</p> <p>Business Development Manager appointed within existing resources.</p> <p>A project group has been established to deliver the first stage of developing and preparing the repairs and maintenance service for trading.</p> <p>The ability to sell chargeable services to residents will be established by April 2015</p> <p>The Business Development Manager is working across the business to put in place individual service improvement plans for service units.</p> <p>£200k p.a. savings target agreed and projects to be initiated following approval of the</p>



		budget.
Effective Commissioning	<p>Use the ongoing Corporate Planning and Business Planning process to articulate the commissioning relationship and communicate this effectively with staff;</p> <p>Develop processes and procedures that effectively document the relationship;</p> <p>Work with the Chief Executive and Executive Directors of Selby District Council to define their needs as commissioners and support the formulation of a new needs based Corporate Plan;</p> <p>Work with HR to identify training needs and develop an appropriate training package for those involved; where appropriate, include commercial skills training;</p> <p>Design and realign resources.</p>	<p>Needs defined and training delivered for appropriate members of staff.</p> <p>New evidenced based Corporate Plan drafted and approved.</p> <p>Refreshed Strategic Commissioning framework will be completed by April 2015.</p> <p>Project management training delivered to Senior responsible Officers and Project Managers.</p> <p>A new Partnership Agreement (SLA) with the Core drafted for approval.</p> <p>£405k p.a. savings target agreed and projects to be initiated following approval of the budget.</p> <p>Resources are currently under review.</p>
Business Plan	<p>The Business Plan is re-drafted based on the outcomes of the Corporate Planning process; external support is sought for this where needed;</p> <p>Access Selby supports the Core in the development of the Corporate Plan (work is already taking place) to articulate the vision for Access Selby, focusing on exploiting the wider gains that business development and new delivery mechanisms can bring;</p> <p>The Business Plan is reviewed and updated to take account of the external commercialisation work.</p>	<p>A new Business Plan linked to improved Business Performance Management and Service Improvement Plans are being developed.</p> <p>The Performance Management Framework is under review to enable reporting of the key measures for the Corporate Plan alongside Access Selby's operational activity.</p>

**Selby District Council**

**SCRUTINY**  
**ANNUAL REPORT**  
**2014/2015**

**Scrutinising the work of the Council**  
**and its Partners**

## **Scrutiny Committee Annual Report**

### **The Scrutiny Committee**

The Scrutiny Committee membership comprised the following members during the 2014/15 municipal year:

9 Members

<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>
L Casling	J Crawford (Chair)	M McCartney
I Chilvers	W Nichols (Vice Chair)	
M Dyson		
M Hobson		
D Mackay		
D Peart		

The Committee met seven times during the year.

The following Officers provided the main support to the Committee:

- Palbinder Mann, Democratic Services Manager
- Jonathan Lund, Deputy Chief Executive
- Karen Iveson, Executive Director (s151)

### **The Role of the Scrutiny Committee**

The role of the Scrutiny Committee is to scrutinise decisions and performance and help hold the Leader and Executive to account. In addition, throughout the year the Scrutiny Committee has scrutinised the work of the following partners:

- North Yorkshire Fire and Rescue Service
- North Yorkshire Police / Selby District Community Safety Partnership
- North Yorkshire County Council Transport / Highways Services

### **2014/15 Work Programme**

A summary of the Committee's work over the year is set out at Appendix A.

### **Conclusion**

The Scrutiny Committee has fulfilled its overview and scrutiny role and taken forward its development through a varied work programme over the year. In particular the use of Task and Finish Groups has allowed the Committee to take a more in-depth look at issues in order to add value to the Council's work.

**Scrutiny Committee Annual Report 2014/15**

Date of Meeting	Topic	Discussion/Resolution
25 June 2014	Bus Timetables – Verbal Report	<p>Richard Owens, Assistant Director, Passenger Transport, North Yorkshire County Council was in attendance to discuss the impact on bus timetables following the announcement of cuts to bus subsidies in North Yorkshire.</p> <p>Concern was raised in particular around two services in the Fairburn and Brotherton areas where the frequency of the service had been reduced and route had changed. The Committee also heard from a resident in the village who requested that the service should be brought back to its previous frequency and route to allow people in the village to attend medical and other appointments.</p> <p>Richard Owens agreed to raise the above concerns with the operator.</p>
	Call In – Decision E/14/11 – Executive Representatives on Outside Bodies	<p>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.</p> <p>Discussion took place on the reasoning behind officers attending meetings of the Internal Drainage Board as representatives of the Council. The Committee were informed that the officers who had</p>

		<p>been appointed brought a range of experience and expertise in different areas.</p> <p>It was acknowledged that due to the Council having a high number of seats on the Drainage Board, these were 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.</p> <p>The Committee asked 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.</p>
	<p>Programme for Growth</p>	<p>Councillor Mark Crane, Leader of the Council provided an update on all Programme for Growth projects.</p> <p>The Committee discussed issues relating to empty homes, house building and garage sites.</p>
	<p>A New Leisure Centre in Selby</p>	<p>The 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.</p> <p>The Committee were informed 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</p>

		<p>compared to the budget estimate and it was intended that the new leisure centre would be running at break even or surplus by 2018.</p>
	<p>Access Selby Service Provision – Community Support</p>	<p>The Lead Officer, Community Support Teams was present to provide information of the services offered by the Community Support Teams.</p> <p>The Committee were provided with an overview of the community support service area and the three separate teams – Customer Services, Community Officers and Housing Support.</p> <p>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.</p> <p>Discussion took place on the roles of Community Officer Team and identifying performance measures for them.</p>
	<p>Task Group – Community Support Service Area</p>	<p>The Committee selected the Community Support service area as a topic for its next review and it was agreed to set up a Task and Finish Group to conduct this review. It was agreed that Councillors Crawford, Chilvers, Dyson and Mackay would form the Task and Finish Group.</p>
<p><b>23 September 2014</b></p>	<p>North Yorkshire Fire and Rescue Service</p>	<p>Tony Walker, Dave Dryburgh and Colin Hunter from North Yorkshire Fire and Rescue Service were present to provide an update on the position of North Yorkshire Fire and Rescue services</p>

		<p>within the district.</p> <p>The Committee were informed that there would be a review of North Yorkshire Fire and Rescue Service which would look at all aspects of the brigade including how services were delivered and staff.</p> <p>Discussion took place on the fire service attending false calls from business premises with their being the possibility of introducing a charge for such an attendance in the future. The Committee were also informed of the agreement between fire services from neighbouring authorities on attending fires in the district.</p> <p>It was agreed that there would be a further update at the next meeting in January 2015 concerning the review.</p>
	<p>Access Selby 1<sup>st</sup> Interim Key Performance Indicator Progress Report: April 2014 to June 2014</p>	<p>Councillor Mark Crane, Leader of the Council presented the Access Selby first Interim Key Performance Indicator Progress Report.</p> <p>Concern was raised at the robustness of the performance indicator concerning customer satisfaction. It was felt more evidence was needed with regard to how the data was collected as the figures did not match comments made by some residents and tenants. Concern was also raised regarding the robustness of the street cleanliness figures. The Leader of the Council stated that the Executive had asked for more robust ways to gather people's views for both of these performance indicators.</p> <p>The Committee agreed to have a discussion regarding the</p>

		performance indicator for customer satisfaction at its next meeting.
	Access Selby Service Provision – Debt Control	<p>Helen McNeil, Lead Officer, Debt Control and Enforcement was present to provide information on the services offered by the Debt Control team.</p> <p>The Committee were provided with an overview of the Debt Control service and how it worked in conjunction with other services to support residents if they were in difficulty with payments.</p>
	Community Infrastructure Levy - Update	<p>Ruth Lucas, Lead Officer, Policy was present to provide an update concerning the progress of the Community Infrastructure Levy (CIL).</p> <p>The Committee were informed that the consultation on the amended charging levy has recently closed and 23 responses had been received. The consultation responses had been sent to the appointed Consultants who would analyse all the responses. The Committee were informed that subject to any major changes, the CIL would be submitted to the examination in public stage in December and subject to approval from the examiner, it could be introduced in April next year. It was explained that if there were any changes as a result of the consultation, then a further consultation would have to be carried out.</p>
	Access Selby Service Provision – Community Support	The Lead Officer, Community Support Teams was present to provide information of the services offered by the Community Support Teams.



		<p>The Committee were provided with an overview of the community support service area and the three separate teams – Customer Services, Community Officers and Housing Support.</p> <p>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.</p>
	Waste and Recycling Task and Finish Group	<p>The Committee were informed of the current progress concerning the trail of recycling bags instead of boxes as per the Scrutiny Task and Finish Group recommendations that had been accepted by the Executive. It was explained that a procurement exercise had been conducted with regard to the supplier of the bags and a final decision on the manufacturer would be taken by the end of September. There would then be a 10 to 12 week manufacturing and delivery period. The six week trial would then commence towards the end of February 2015 which would avoid the post-Christmas recycling potentially distorting the figures.</p>
	Community Support Team Task and Finish Group	<p>The Task and Finish Group are still undertaking this review at the current time. A meeting was held on 2 September where the Task and Finish Group requested officers to provide some further information. Another meeting of the group will be held in due course.</p>

<p><b>25 November 2014</b></p>	<p>Call In – Decision E/14/40 – Financial Results and Budget Exceptions Report</p>	<p>The Committee met to discuss the call in of decision E/14/40 by the Executive regarding the Financial Results and Budget Exceptions Report to 30 September 2014. Councillor Cliff Lunn was in attendance for this item.</p> <p>The Committee were concerned that the original decision had been made without taking all relevant matters into account. At the meeting, the Committee were informed that the funding was needed for repair to the bus station and that over half the costs were being met by North Yorkshire County Council.</p> <p>The Committee were informed that the work had been brought forward instead of being considered under the 2015/16 as originally planned so that the work could be completed earlier.</p> <p>The Committee also discussed car parking charging in Tadcaster and noted that a review of usage was being undertaken by the Tadcaster Community Interest Company.</p> <p>Upon consideration of all the issues and explanation from Councillor Lunn, the Committee agreed to take no further action and agree with the original decision made by the Executive.</p>
<p><b>20 January 2015</b></p>	<p>Call In – Decision E/14/62 – Selby Leisure Centre</p>	<p>The Committee met to discuss the call in of decision E/14/62 by the Executive regarding the Selby Leisure Centre Report. Councillor Gillian Ivey was in attendance for this item.</p> <p>The Committee were concerned that the original decision had been made without taking all relevant matters into account and that all</p>

		<p>the relevant rules and particularly the Council Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and Access to Information Procedure Rules may not have been complied with.</p> <p>The Committee were informed of the reasoning behind the decision to revise the car park plans at Selby Leisure Centre and the reasoning additional funding was needed.</p> <p>Concern was raised at the lack of detailed discussion at the Executive meeting where it was considered. The Deputy Leader of the Council acknowledged that the discussion on the decision was limited at the meeting, but she reassured the Committee that extensive discussions had taken place between officers and the Executive previously and all issues had been taken in account when making the decision.</p> <p>Discussion took place on the potential for sending the relocation of the car park out to tender however it was agreed that the time constraints rendered this impossible.</p> <p>Upon consideration of all the issues and explanation from Councillor Ivey, the Committee agreed to take no further action and agree with the original decision made by the Executive.</p>
<b>27 January 2015</b>	North Yorkshire Fire and Rescue Service	<p>Dave Dryburgh, Group Manager North Yorkshire Fire &amp; Rescue Service, updated the Scrutiny Committee on the progress of the Fire Cover Review currently being undertaken. The Committee were informed that the review was currently at internal consultation stage, and the proposals were due to go to be considered by the</p>

		<p>Fire Authority in June. It was agreed a further update would be brought to the Committee after consideration from the Fire Authority.</p>
	<p>Access Selby 2<sup>nd</sup> Interim Key Performance Indicator Progress Report: April 2014 – September 2014</p>	<p>Councillor Mark Crane, Leader of the Council, presented the Access Selby second interim key performance indicator progress report.</p> <p>Concern was raised around cleanliness in central Selby over the Christmas period which contrasted to the cleanliness rating given in the report. Another area of concern highlighted was around the time taken to re-let local authority housing. It was explained however that some properties in certain areas were very difficult to let.</p> <p>The Committee also stated that they should be considering the reports sooner after their publication and agreed to amend their work programme to this effect.</p>
	<p>Barlow Common Nature Reserve</p>	<p>Kevin Bayes of Yorkshire Wildlife Trust (YWT) presented an updated report for Barlow Common Local Nature Reserve. Mr Bayes summarised the work of Yorkshire Wildlife Trust and their role at Barlow Common.</p> <p>The Committee raised concerns about the accessibility of the whole site to visitors and residents, and the lack of presence seen on site by YWT. Further concern was expressed by the Committee that there was not enough information at the site for members of the public and that some of the footpaths needed improving.</p>

		<p>The Committee were informed that YWT had limited resources available with regard to attending the site however would look into the improvements concerning the footpaths. The Committee accepted that it was impossible to maintain the common at the same level with the level of funding and resources, however stated that improvements concerning the footpaths and accessibility could be made.</p> <p>It was agreed that a further update would be provided to the Committee at a future meeting.</p>
	Reviewing Customer Satisfaction	<p>The Lead Officer for Marketing and Communications presented the report on reviewing customer satisfaction. It was explained that the customer pledge card was currently used to measure satisfaction at the point of receiving service.</p> <p>Discussion was held around the different options available for the Committee including mystery shopper exercises and independent market research. The option of independent market research was discussed in more detail, including the results of research carried out in autumn 2014, and it was agreed that the Committee would recommend carrying out biannual independent market research to the Executive to achieve the best measurement of customer satisfaction.</p>
<b>18 February 2015</b>	Call In – Decision E/14/67 Taxi Licensing Policy	The Committee considered a report from the Democratic Services Manager which outlined a call in for Executive decision E/14/67 which was the Taxi Licensing Policy.

Councillor R Sweeting presented the reasons behind the call in and explained that the signatories disagreed with the Executive's proposal over the split between wheelchair accessible and non-wheelchair accessible vehicles. Councillor R Sweeting stated that the Licensing Committee had recommended split of 60% adapted vehicles and 40% unadapted however the Executive had decided to approve a 75/25% split. He explained that as there was no attendance from any member of the Licensing Committee at the Executive meeting where the decision was made, it was felt that the Executive had not heard all the reasoning behind the Licensing Committee's proposal.

The Leader of the Council explained that there had been no evidence presented by the Licensing Committee in argument of the 60/40% split. The Committee was informed that in compiling the policy, officers had consulted both disabled groups and taxi drivers who had both supported the 75/25% split. The Leader of the Council reiterated that the Council had a responsibility in supporting disabled people. It was explained that the current policy was to move to 100% adapted vehicles over time and that the consultation showed that the 75/25 ratio currently in operation on the ground was about right.

The Committee were informed that members of the Licensing Committee had heard anecdotal evidence that some disabled customers wished to travel in saloon vehicles rather than specific wheelchair accessible vehicles. It was stated that this was due to the step into saloon vehicles being lower.

		<p>The Committee were of the view that the Licensing Committee should be given an opportunity to present further evidence to support their view that a 60/40 ratio was the most appropriate. As a consequence they agreed to refer the matter, back to the Executive for reconsideration and invited the Licencing Committee to produce and present its further evidence to the Executive.</p>
<p><b>26 March 2015 (Next Meeting)</b></p>	<ul style="list-style-type: none"> <li>• Meeting with Nigel Adams MP</li> <li>• Local Development Plan</li> <li>• 3<sup>rd</sup> Quarter Key Performance Indicator Progress Report</li> <li>• Scrutiny Annual Report 2014/15</li> <li>• Crime and Disorder Update</li> <li>• Community Support Team Task and Finish Group Report</li> <li>• Scrutiny Committee Work Programme 2015/16</li> </ul>	

Selby District Council



# Forward Plan

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


April 2015 – July 2015

Published 4 March 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 Palbinder Mann, Democratic Services Manager on 01757 292207 or [pmann@selby.gov.uk](mailto:pmann@selby.gov.uk). A copy is also available at the Council's website [www.selby.gov.uk](http://www.selby.gov.uk)

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

<b>Paragraph</b>	<b>Category/explanation</b>
<b>1</b>	Information relating to any individual.
<b>2</b>	Information which is likely to reveal the identity of an individual.
<b>3</b>	Information relating to the financial or business affairs of any particular person. (Including the authority holding that information)
<b>4</b>	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.
<b>5</b>	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
<b>6</b>	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.
<b>7</b>	Information relating to any action taken or to be taken in connection with the prevention, investigation of prosecution of crime.

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

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

#### **Important Note**

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

## Leader and Executive

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

## SENIOR MANAGEMENT STRUCTURE

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

# April 2015

Councillor M Crane – Leader of the Council mcrane@selby.gov.uk		Mary Weastell – Chief Executive Tel 01757 202001 mweastell@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
Exec 05/03/15 ☞	Tour De Yorkshire	To agree the final proposals.	Public

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](http://www.selby.gov.uk)

# May 2015

There are no meetings scheduled this month.

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](http://www.selby.gov.uk)

# June 2015

Councillor M Crane – Leader of the Council mcrane@selby.gov.uk		Mary Weastell – Chief Executive Tel 01757 202001 mweastell@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
Exec 04/06/15	Start Time of Meetings	For the Executive to determine what time meetings will commence	Public
Exec 04/06/15	Executive Appointments of Representation on Outside Bodies	To make the Executive's appointments to outside bodies	Public
Exec 04/06/15	Scrap Metal Dealer Policy Consultation responses	To inform Executive of the consultation responses and present a final version of the Policy for approval.	Public
Exec 4/6/15	SDC Partnership Agreement with Access Selby	To approve a partnership agreement with Access Selby to replace the existing Service Level Agreement	Public/Private

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](http://www.selby.gov.uk)

Councillor G Ivey – Executive Lead for Partnerships and External Relations givey@selby.gov.uk		Jonathan Lund – Deputy Chief Executive Tel 01757 292056 jlund@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
Exec 04/06/15 🔑	York, North Yorkshire & East Riding Housing Strategy & Selby Action Plan	Housing Strategy developed jointly and approved by NY Housing Board, and local Selby action plan	Public
Exec 04/06/15 🔑	Selby Homelessness Strategy & Action Plan	Homelessness Strategy and action plan developed below the YNY&ER Housing Strategy	Public

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](http://www.selby.gov.uk)



Councillor C Lunn – Executive Lead for Finance and Resources clunn@selby.gov.uk		Karen Iveson – Executive Director Tel: 01757 292056 kiveson@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
Exec 04/06/15 ☞	Treasury Management Outturn report	To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.	Public
Exec 02/04/15 ☞	S106 Affordable Housing Commuted Sums Allocation	To approve the allocation of funding from s106 commuted sums to be received in respect of housing development schemes.	Public

Councillor J Mackman –Executive Lead for Place Shaping jmackman@selby.gov.uk		Keith Dawson - Director of Community Services Tel: 01757 292053 kdawson@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
Exec 04/06/15 ☞	Flood Risk SPD	To note the updated Flood Risk SPD document and approve for second round of consultation	Public

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](http://www.selby.gov.uk)

# July 2015

Councillor M Crane – Leader of the Council mcrane@selby.gov.uk		Mary Weastell – Chief Executive Tel 01757 202001 mweastell@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
<b>Exec</b> <b>02/07/15</b> ☞	Customer Strategy and Blueprint	To agree the Council’s draft Customer Strategy and Blueprint	Public

Councillor G Ivey – Executive Lead for Partnerships and External Relations givey@selby.gov.uk		Jonathan Lund – Deputy Chief Executive Tel 01757 292056 jlund@selby.gov.uk	
Decision Process & Date of Decision	Decision Item / Report Heading	Item / Report Summary	Public or Private Session
<b>Exec</b> <b>02/07/15</b> ☞	Annual Review of Leisure Contract	To receive the Annual Review of the Leisure Contract (2014/15) and to consider any recommendation made as part of the of the review	Public

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](http://www.selby.gov.uk)