



Meeting: **SCRUTINY COMMITTEE**  
Date: **TUESDAY 24 NOVEMBER 2015**  
Time: **5.00 PM**  
Venue: **COMMITTEE ROOM**  
To: **Councillors J Crawford (Chair), Mrs W Nichols (Vice Chair),  
D Bain-Mackay, D Buckle, Mrs E Casling, I Chilvers and  
D White.**

## Agenda

### 1. Apologies for absence

### 2. Minutes

To confirm as a correct record the minutes of the meeting of the Scrutiny Committee held on 22 September 2015 (pages 1 - 6 attached).

### 3. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](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. Edgerton Lodge and the use of dispersed temporary accommodation for homelessness**

To consider the current position in relation to decommissioning Edgerton Lodge and using dispersed accommodation for homeless households in the district. (pages 7 - 10 attached).

**6. Refugee Families in Selby District**

To consider the Government's proposal that the UK will take 20,000 Syrian Refugees over the next 5 years. (pages 11 – 14 attached)

**7. Trans Pennine Electrification**

To provide an update on the Trans Pennine Electrification. (pages 15 – 16 attached)

**8. Work Programme 2015/16**

To consider the Work Programme for 2015/16 (pages 17 - 19 attached).

**9. Forward Plan**

To consider the latest Forward Plan (pages 20 - 29 attached).

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

<b>Dates of next meetings</b>
22 December 2015 (provisional)

Enquiries relating to this agenda, please contact Janine Jenkinson on:  
Tel: 01757 292268, Email: [jjenkinson@selby.gov.uk](mailto:jjenkinson@selby.gov.uk).



# Minutes

## Scrutiny Committee

Venue:	Committee Room
Date:	Tuesday 22 September 2015
Time:	5.00 p.m.
Present:	Councillors J Crawford (Chair), J Chilvers (substitute for D Buckle), Mrs E Casling, I Chilvers, D Mackay and D White.
Apologies for Absence:	Councillor D Buckle.
Officers Present:	Jonathan Lund – Deputy Chief Executive, Simon Parkinson – Lead Officer, Community Support, Aimi Brookes – Senior Contract Officer, and Janine Jenkinson - Democratic Services Officer.
Also in Attendance:	Councillors D Peart, Lead Executive Member for Housing, Leisure, Health and Culture and J Mackman, Deputy Leader of the Council and Lead Executive Member for Place Shaping, Carl Cheetham – General Manager, Selby Leisure Centre, Dave Dryburgh – Group Manager, North Yorkshire Fire and Rescue Service, Simon Wall – North Yorkshire Fire Brigades Union, and Steve Howley – North Yorkshire Fire Brigades Union.
Press:	None
Public	0

### 10. MINUTES

In relation to Item 5 – Barlow Common Local Nature Reserve Annual Report, the Deputy Chief Executive reported that the land, over which access to the

site was taken, was not registered and enquiries were on-going in relation to ownership and responsibility for maintenance.

With regard to the lease to The Scout Association, the Committee was advised that the Council had granted a long lease to Yorkshire Wildlife Trust and, therefore was unable to grant a lease to The Scout Association. The Committee was informed that the Council was supportive of a grant of lease to the Scouts and would be sending a letter to Yorkshire Wildlife Trust confirming it had no objections.

**RESOLVED:**

- I. **To approve the minutes of the Scrutiny Committee meeting held on 21 July 2015, for signature by the Chair.**
- II. **To note the update provided.**

**11. DISCLOSURES OF INTEREST**

There were no declarations of interest.

**12. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE**

There was no address from the Chair.

**13. NORTH YORKSHIRE FIRE SERVICE / NORTH YORKSHIRE FIRE BRIGADES UNION**

The Committee considered reports provided by North Yorkshire Fire and Rescue Service (NYFRS) and North Yorkshire Fire Brigades Union (NYFBU). Dave Dryburgh, Group Manager (NYFRS), along with Steve Howley and Simon Wall from NYFBU.

The Group Manager, (NYFRS) reported that during 2014 and early 2015 a review of fire cover across North Yorkshire and the City of York had been undertaken. At its meeting on 24 June 2015, NYFRS had approved a number of location specific proposals to be taken forward for consultation. The Group Manager (NYFRS) outlined the proposals which would affect the Selby District.

In response to a question, the Group Manager (NYFRS) explained that fire brigades from neighbouring authorities often attended incidents across district boundaries. The Committee was informed that an agreement was in place for responding to such incidents and each Fire Authority was billed appropriately at the end of the year.

Councillors were advised that the public consultation period was scheduled to close on 16 October 2015.

Steve Howley and Simon Wall from NYFBU addressed the Committee and outlined their concerns about the proposals in the Fire Cover Review.

The representatives from NYFBU reported that NYFRS planned to replace six front line fire engines with smaller Tactical Response Vehicles that would carry less fire fighters and equipment. He said the NYFRS were considering using mixed crews consisting of whole-time and part-time fire fighters. The Committee was informed that part –time fire fighters could take up to five minutes to respond to their station and this would delay response times and decrease the area in which important prevention work could be carried out.

Councillors' attention was drawn to the following concerns:

- Geographical area
- Current problems experienced by the service
- Impact on fire fighters
- The statistics presented by NYFRS
- Increased response time and level of response that would impact on public safety
- Cost to each household and potential increase in Business Rates and insurance premiums

**RESOLVED:**

**To note the reports provided at the meeting.**

**14. SELBY LEISURE CENTRE**

The Chair reported that at the meeting held on 21 July 2015, Councillors had raised some concerns in relation to customer service and staff training at Selby Leisure Centre.

Carl Cheetham, General Manager, Selby Leisure Centre provided an update to the Committee. He reported that when the Centre had opened, reception staff had dealt with a high volume of enquiries and people registering to join. Since opening, improvements had been made to the automated check in-service, and this had reduced waiting times at the reception front desk. Many people were now also making telephone bookings and using the on-line booking service.

The Committee was reassured that all front desk staff had received appropriate customer care training. The General Manager, Selby Leisure Centre said that customer feedback forms were available at the front desk and on-line, via the website. Councillors were encouraged to report any bad experience to the supervisor on duty at the time, as this assisted the supervisor to effectively deal with issues raised.

**RESOLVED: To note the update provided at the meeting.**

***Note – Councillor D Mackay left the meeting at this point and did not return.***

## **15. HOUSING TRUST PROJECT**

Jonathan Lund, Deputy Chief Executive provided a presentation to the Committee, outlining the background and function of the Housing Trust Project.

The Project had been established to deliver more affordable housing in Selby District.

Councillors were advised that the Project provided the Council with the following opportunities:

- To make better use of the land and property owned by the Council.
- To achieve a more favourable rate of return on the Council's cash balances.
- To deliver more New Homes Bonus that could be used for new projects and to stimulate further economic growth within the District.
- To support the on-going viability of the Council's Housing Revenue Account service for the benefit of tenants.
- Provide assets and resources to achieve the Council's strategic objectives.

***Note – Councillor E Casling left the meetings at this point and did not return.***

### **RESOLVED:**

**To note the presentation provided at the meeting.**

## **16. ACCESS SELBY SERVICE PROVISION – CUSTOMER CONTACT CENTRE**

Simon Parkinson, Lead Officer, Community Support, presented a report that set out the services provided by the Customer Contact Centre.

The Committee was advised that over the last eight months, a number of improvements had been made to the Contact Centre.

- **Interactive Voice Response (IVR)** – this allowed a computer to interact with customers through the use of voice and input via a keypad. The system would help to build intelligence around call volumes and handing times for specific service areas.

- **Customer Relationship Management (CRM)** – the CRM system managed interactions with customers, using technology to organise, automate and synchronise customer service requests and responses.
- **Installation of TV Screens** – The TV Screens were used to display live call demand data to all phone staff.
- **New website** – A new website had been developed, which together with the Council's enhanced social media functionality was providing the foundations for an increased on-line service delivery.

The Lead Officer, Community Support, reported that customer wait times currently averaged 2.07 minutes for phone calls and 8.00 minutes for face to face contacts.

**RESOLVED: To note the report.**

## **17. COUNCIL FUNDED COMMUNITY CENTRES**

Simon Parkinson, Lead Officer, Community Support, presented a report that provided background information in relation to Council funded Community Centres, in order to assist the Committee to scope the focus of their Task and Finish Group review.

It was noted that a review of Council funded Community Centres had been suggested by Councillor Buckle at the previous Committee meeting.

In the absence of Councillor Buckle at the meeting, the Chair suggested the Lead Officer, Community Support met with Councillor Buckle to discuss the issues and the outcome of the discussion be reported at the next Committee meeting.

**RESOLVED:**

- I. **To note the report.**
- II. **To receive an update regarding the discussion between Councillor Buckle and the Lead Officer, Community Support, at the next Committee meeting.**

## **18. WORK PROGRAMME 2015/16**

The Chair informed the Committee that the Nigel Adams, MP for Selby and Ainsty would only be able to attend a Committee date on a Friday, due to his parliamentary commitments. It was agreed that a Committee meeting during February, on a suitable Friday at 2 p.m. be scheduled.

Councillors agreed to confirm the provisional meeting date, Tuesday 24 November 2015, for consideration of the following items:

- Trans Pennine electrification;
- Selby District Council's Homelessness Strategy and Action Plan, and;
- Information in relation to the possible housing of refugee families in the District.

**RESOLVED:**

- I. **To note the Work Programme 2015/16.**
- II. **To confirm the provisional Committee date, Tuesday 24 November for consideration of the items listed above.**

**19. FORWARD PLAN**

The Committee considered the Forward Plan, October 2015 – January 2016.

**RESOLVED:**

**To note the Forward Plan.**

The meeting closed at 7.30 p.m.



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**To:** Scrutiny Committee  
**Date:** 24<sup>th</sup> November 2015  
**Author:** Sarah Thompson – Lead Officer Housing  
**Lead Officer:** Sarah Thompson - Lead Officer Housing

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**Title: Edgerton Lodge and the use of dispersed temporary accommodation for homelessness**

**Summary:**

Scrutiny Committee wish to consider the current position in relation to decommissioning Edgerton Lodge and using dispersed accommodation for Homeless households in the district.

**Recommendation:**

**That councillors note the current position in relation to dispersed temporary accommodation.**

**Reason for recommendation**

**1. Introduction and background**

Under the Housing Act 1996, Part VII, the council has a statutory duty to provide any person/s that apply to the authority as homeless and is found to be eligible, homeless and are in a priority need category, suitable temporary accommodation. Under S188 of the same act, the council is also required to provide interim accommodation where there is reason to believe that the applicant may be homeless, eligible and in priority need, pending a decision on an application. In addition there is a duty to provide temporary accommodation for those who are intentionally homeless and in priority need for a “reasonable period” to give them the opportunity to secure accommodation.

A review of our Temporary accommodation requirements was undertaken as a part of the wider Asset Management Strategy and it was agreed to decommission the use of Edgerton Lodge as Hostel style accommodation and for future temporary accommodation to be provided through using Ousegate Lodge and supplementing this with dispersed properties from our own housing.

The occupancy levels for both hostels had dramatically reduced due to the large amount of prevention work that has been carried out by the housing options team and other partnering agencies. The occupancy rates for the last two financial years are as:-

Year	Ousegate Lodge	Edgerton Lodge
2013/14	84.25%	39.75%
2014/15	66.5%	34.75%

At times of highest demand a maximum of 12 units have been required suggesting 5 are now always surplus to our requirements.

Analysis confirmed that there was a need for temporary accommodation to remain in Selby town centre, with around 70% of demand coming either directly from within the town or from villages immediately adjacent. To a lesser degree, there is also evidence that there is demand from the West and North of the district, the area currently being served by Edgerton Lodge, with 20% of customers coming from the Sherburn and Tadcaster areas.

The predicted impact of Welfare Reform has to date, been partially negated by the Housing Options work to prevent homelessness. Currently 1-bed accommodation is in highest demand in terms of temporary accommodation, as fits the current stock profile, but there is demonstrable need for larger accommodation, in particular 2-beds to meet the needs of 33% of households who enter the service.

Spend at both hostels was high. When the Hostels are occupied the residents have a combined charge to pay for heating and lighting and are also liable for council tax. When the units are unoccupied SDC are liable for the Council Tax and rental and service charge income reduces. Supporting People still offer financial support but this funding continues to reduce. As the occupancy levels at Edgerton Lodge have been particularly low the financial impact has been particularly high, as costs continue to rise yet income is reducing. The costs of running Edgerton Lodge have increased and are expected to increase again in 2015/2016. The income received over the last two financial years has also decreased and again, is expected to decrease further in 2015/16. Supporting People funding is likely to reduce again in 2016/17 and is not guaranteed to continue. As Housing Options continue to prevent homelessness the aim is not to maximise use of the accommodation and it was determined it was not sustainable or cost effective to continue to use Edgerton Lodge for the purpose of Temporary Accommodation.

## 2. The Report

The decision was made to supplement Ousegate Lodge with Dispersed accommodation which could be either local authority owned or in the private sector. The properties will be used in the same manner as they were intended but just for shorter periods – any used would need to be furnished the same way as a unit in the hostel would be and customers will usually still only stay temporarily, any duty will be discharged as happens now into suitable long term accommodation. Dispersed accommodation allows for flexibility over areas and

size and also allows for responding quickly to changing demand if there is a need to increase available accommodation (or decrease) whilst retaining the stability of Ousegate Lodge. The customers most likely to be using dispersed accommodation are those who would previously have used Edgerton Lodge – families and residents with a connection to that area ie for work or school.

## **Options for delivery**

### **Option 1**

We could allocate and furnish stock for use as temporary accommodation taking them permanently out of management. As there is evidence that 20% of customers present to us from the Sherburn and Tadcaster areas a property in one of the North/North West locations could be allocated from this area to supplement what is already available in Selby through Ousegate lodge. The properties used could be harder to let properties.

#### **Advantages**

- Locations can be identified based on demand (both for Temporary accommodation and to prevent impact on the general needs waiting list)
- Properties would be available and ready for use
- Has a positive impact on VOID re-let times

#### **Disadvantages**

- Properties can be stood empty which would conflict with the objective of making best use of our stock
- Public opposition to short term tenancies is likely to be higher if in their area
- Choice of location is limited to those pre-allocated

### **Option 2**

Another option would be to look at our own available stock each time there is a homelessness presentation.

#### **Advantages**

- Flexibility of stock location and type based on availability at the time.
- Neighbouring tenants/residents would be unaware of the nature of the let
- Properties could be allocated to the occupier on a longer term let as a tenancy if they are owed a homeless duty
- More properties remain available for the general needs housing waiting list
- Properties would not be stood empty (reduced income/increased costs)

## Disadvantages

- Void properties are allocated through the Housing register whilst they are in the notice period meaning availability may be limited.
- This would be unsuitable for anyone needing accommodation out of hours or in an emergency
- There may be an increase in bed and breakfast use if there isn't any suitable stock available.
- There is a cost associated with furnishing each property each time one is brought into use
- If the property does not remain as temporary accommodation that cost associated with furnishing the property is not recovered.

### **3. Conclusions**

In summary there are two main delivery options, option 1, keeping a stock of furnished accommodation in case of the need for temporary provision and option 2, looking at void stock when the need arises and furnishing it at the time.

Work is still on-going to plan for the move to dispersed accommodation. We will decommission Edgerton Lodge in March 2016 and we are using the time now to analyse demand further.

We are currently using the Hostel when there is no alternative and therefore we have already seen the occupancy rate reduce even further since 2015/2015. This additional analysis will help us determine the type of dispersed accommodation we need and which is the best option for delivery. We are also speaking to neighbouring authorities who use this type of accommodation for ideas on best practice.

There are advantages and disadvantages to each option and the best way forward may be a combined approach.

### **Contact Officer**

Sarah Thompson  
Lead Officer – Housing  
sthompson@selby.gov.uk

**To:** Scrutiny Committee  
**Date:** 24<sup>th</sup> November 2015  
**Author:** Simon Parkinson, Lead Officer – Community Support  
**Lead Officer:** Simon Parkinson, Lead Officer - Community Support

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**Title:** Refugee families in Selby District

**Summary:** Scrutiny Committee wish to consider the Government's proposal that the UK will take 20,000 Syrian Refugees over the next 5 years and what it means for Selby district.

**Recommendation:**

**That councillors note the current information relating to the Syrian Refugee scheme.**

**Reason for recommendation**

The Committee ensures the contribution of Scrutiny is effective in supporting service delivery against district wide and Council priorities.

**1. Introduction and background**

1.1 The Government has indicated that over the course of this parliament they will offer 5 years '**humanitarian protection**', e.g. discretionary temporary leave to remain to 20,000 Syrian refugees. The refugee's will be selected from refugee camps in countries neighbouring Syria (Jordan, Iraq, Lebanon and Turkey).

1.2 At present there are three Refugee Resettlement Schemes operating in the UK;

- An existing Syrian Resettlement Scheme;
- A Specific Afghan Resettlement Scheme and
- A Gateway Resettlement Scheme covering all nationalities.

The latest Government initiative expands the existing Syrian scheme. This is currently resourced to manage the resettlement of 750 Syrian refugees over the next 3 years and therefore a significant 'scale-up' of the current scheme is

required to deliver the new target. The Home Office is continuing to develop processes to manage the delivery of this new target.

1.3 In simple terms the plan is that the UNHCR (United Nations High Commissioner for Refugees) will 'select' people in the registered camps that meet the criteria laid down by the British Government. The current criteria is that the UK will aim to take people in any of the following 7 vulnerable groups:

- Women with Children at risk
- Those that have suffered violence/torture
- Those with severe medical needs.

Criteria for existing scheme

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- At risk because of social group/ethnicity etc
- Vulnerable elderly
- Children/adolescent at risk
- Gender and sexual orientation

Criteria for expanded scheme

1.4 After the initial 5 years 'humanitarian protection', each refugee will have their limited leave to remain reviewed by the Home Office, at which time the Home Secretary can determine whether a person qualifies for indefinite leave to remain.

1.5 Those granted refugee status, humanitarian protection or discretionary leave to remain in the UK have similar rights to British citizens in terms of housing and welfare support. They are entitled to seek work, claim benefits, and to access all available housing tenures, including social housing.

1.6 Sheffield, Leeds, Hull, Bradford and Calderdale currently run resettlement schemes in the Yorkshire and Humber region. These schemes make use of mainly Council and Housing Association owned stock although there have also been successful partnerships established with Private Sector landlords. The Home Office has indicated that there is no expectation that the Government would make use of individual offers of rooms from the public (ie: lodgers) to meet the new target.

## 2. Current Position

2.1 An informal partnership has been established between the County Council and the seven district/borough councils to consider how we can collectively support the Syrian Refugee scheme. The partnership is working with Migration Yorkshire (a local-authority led regional migration partnership which works with national and local government and others to ensure the region can deal with and benefit from migration) and local Authorities from South and West

Yorkshire and the Humber to see what additional support they may be able to provide to the partnership.

- 2.2 Based on population breakdown there is likelihood that around 1600 Syrian refugees may be resettled in the Yorkshire and Humber region under the terms of the current scheme.
- 2.3 The Home Office is continuing to develop the processes for administration of the new scheme. This includes establishing the financial support package that would be made available to participating Local Authorities. This support package comes in the form of a Home Office Resettlement Grant. The Resettlement Grant covers Housing, English language support, educational and health needs and any other specific support that may be required for the first 12 months of resettlement. The Home Office is currently working with the Treasury and local government associations to agree the level of funding that will be available. They are also considering extending the grant commitment beyond the first year but no official announcement will be made on this before the Comprehensive Spending Review.
- 2.4 The Home Office accepts that local authorities will need certainty about the financing of the scheme in order to enter into contracts and commit resources. There is an expectation that this clarity will not arrive until the New Year.
- 2.5 In the meantime, Access Selby Officers are currently identifying possible housing options to support any agreed commitment for Selby district. Discussions are on-going with the Education Authority and North Yorkshire Police to identify potential geographical areas on which to concentrate.
- 2.6 We are currently looking at all housing tenures for support. Some housing may come from our own stock; no additional amendments to the current North Yorkshire Home Choice Scheme would be needed to cover refugee status. However, officers have also commenced discussions with private sector landlords to assess available capacity in the private rented sector. In addition, a number of individual offers of full property accommodation have been made. Such offers are being gratefully received and will be considered once the geographical scoping process is completed.

### **3. Conclusion**

- 3.1 Full details of how the expanded Syrian Refugee scheme are still being considered by the Home Office.
- 3.2 Alongside this work, the Council continues to work with North Yorkshire and other regional partners to develop a partnership approach to managing the scheme.

3.3 We are considered the use of a mix of housing tenures to deliver accommodation in Selby district.



**To:** Scrutiny Committee  
**Date:** 24 November 2015  
**Author:** Janine Jenkinson, Democratic Service Officer  
**Lead Officer:** Jonathan Lund, Deputy Chief Executive

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**Title:** Trans Pennine Electrification

**Summary:**

The Scrutiny Committee had invited a representative from Network Operations to attend the Committee meeting to discuss the enhancement of the Trans Pennine line. Unfortunately, a representative was not available to attend the meeting, but had agreed to provide a briefing note (the briefing note was to follow after the publication of the agenda).

**Recommendation:**

That Councillors note the update.

**Reasons for recommendations**

To provide the Committee with an update regarding the enhancement of the Trans Pennine line.

**1. Introduction and background**

1.1 The Scrutiny Committee had scheduled in the Work Programme to receive an update on the electrification of the Trans Pennine line. A representative from Network Operations had been unable to attend the meeting, but had agreed to provide a briefing note to Councillors.

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

**3.1 Legal Issues**

There are no legal issues arising from the report.

**3.2 Financial Issues**

There are no financial issues arising from the report.

**4. Conclusion**

That the Committee receives the update provided in the briefing note.

**5. Background Documents**

None

**Contact Officer:**

**Janine Jenkinson**  
**Democratic Services Officer**  
[jjenkinson@selby.gov.uk](mailto:jjenkinson@selby.gov.uk)  
**ex 42268**



**Scrutiny Committee Work Programme 2015/16**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
<b>24 June 2015</b>	Time of Meetings	To consider and agree a start time for future meetings
	Transport	To discuss transport provision in Selby
	Business Rates	To get an Cover Review update on the latest situation concerning Business Rates
	Call In	Provisional Item on the agenda
<b>21 July 2015</b>	Barlow Common	To get an update report concerning Barlow Common
	Access Selby Service Provision – Customer Services	To scrutinise performance of the Customer Services.
<b>22 September 2015</b>	Access Selby Service Provision – Customer Services	To scrutinise performance of the Customer Services.
	Selby and District Housing Trust	To get further information about the work of the Selby and District Housing Trust
	North Yorkshire Fire Service	To get an update concerning the Fire Cover Review
	Council Funded Community Centres	Task and Finish Group Review of Council Funded Community Centres. Lead Officer to provide information.
	Selby Leisure Centre	To get an update report regarding Selby Leisure Centre.
	Call In	Provisional Item on the agenda.

<b>24 November 2015</b>	Trans Pennine Electrification	To get further information about the Trans Pennine Electrification line.
	SDC Homelessness Strategy and Action Plan	To consider SDC Homelessness Strategy and Action Plan
	Refugee families in Selby District	To consider housing refugee families in the District.
<b>26 January 2016</b>	Police and Crime Panel Update	To receive an update from the Police and Crime Panel on their work scrutinising the work of the Police and Crime Commissioner.
	Call In	Provisional Item on the agenda
	Health	To discuss health provision in the district
	Crime and Disorder Update	To review the levels of crime and disorder across Selby District – NYP and CSP representatives in attendance.
<b>24 February 2016</b>	Selby and Ainsty MP	To ask questions of the Selby and Ainsty MP regarding issues of concern for Councillors and local residents.
<b>22 March 2016</b>	3 <sup>rd</sup> Quarter Corporate Plan Report	To review performance against the Corporate Plan – Leader of the Council in attendance.
	Crime and Disorder Update	To review the levels of crime and disorder across Selby District – NYP and CSP representatives in attendance.
	Scrutiny Annual Report 2015/16	To discuss the Scrutiny Annual Report for 2015/16
	Council Funded Community Centres Task and Finish Group	To agree final report.

	Call In	Provisional Item on the agenda
	Scrutiny Committee Work Programme 2016/17	To agree the Scrutiny Work Programme for 2016/17

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

Provisional meeting dates:

- 22 December 2015

Selby District Council



# Forward Plan


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

December 2015 – March 2016

Published on 4 November 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 and Lead Member for Strategic Matters, External Relations and Partnerships	Councillor Mark Crane	<a href="mailto:mcrane@selby.gov.uk">mcrane@selby.gov.uk</a>
Deputy Leader of the Council and Lead Member for Place Shaping	Councillor John Mackman	<a href="mailto:jmackman@selby.gov.uk">jmackman@selby.gov.uk</a>
Lead Member for Finance and Resources	Councillor Cliff Lunn	<a href="mailto:clunn@selby.gov.uk">clunn@selby.gov.uk</a>
Lead Member for Housing, Leisure, Health and Culture	Councillor David Peart	<a href="mailto:dpeart@selby.gov.uk">dpeart@selby.gov.uk</a>
Lead Member for Communities and Economic Development	Councillor Chris 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>

# December 2015

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
<b>Exec</b> <b>03/12/15</b> 	Draft Budget and Medium Term Financial Plan	To set out proposals for revenue budgets and the capital programme for the period 2016/17 to 2018/19 Budgets will be subject to scrutiny and consultation with key stakeholders during December/January and final proposals will be considered in February 2016 along with recommendations on Council Tax	Public



# January 2016

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
<b>Exec</b> <b>07/01/2016</b> ☞	Review of the Corporate Charging Policy	To approve the revised Corporate Charging Policy subject to public consultation	Public
<b>Executive</b> <b>07/01/16</b> ☞	Housing Rents and Misc. Charges 2016/17	To approve the increase in Housing rents in line with the rent restructure policy and the approval of the increase in Miscellaneous fees and charges in line with the Council policy	Public

Councillor D Peart – Executive Lead for Housing, Leisure, Health and Culture dpeart@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>07/01/16</b> ☞	Lifeline Options Appraisal	To gain approval for the future of the Lifeline Call Alarm service from a proposed recommendation, following an options appraisal.	Public

# February 2016

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
<b>Exec</b> <b>04/02/16</b> ☞	3rd Interim Budget Exceptions report	To monitor major revenue and capital budget exceptions and agree remedial action where necessary	Public
<b>Exec</b> <b>04/02/16</b> ☞	3rd Interim Treasury Management report	To monitor progress against the Treasury Management Strategy	Public
<b>Exec</b> <b>04/02/16</b> ☞	Treasury Management Strategy	To consider the statutory annual Treasury Management, Investment management and Minimum Revenue Provision (MRP) policy and Prudential Indicators	Public
<b>Exec</b> <b>04/02/16</b> ☞	Medium Term Financial Plan	To set out final proposals for revenue budgets and the capital programme for the period 2016/17 to 2018/19 following scrutiny and consultation with key stakeholders To consider and make recommendations to full Council on Council Tax levels for the coming financial year	Public

Councillor D Peart – Executive Lead for Housing, Leisure, Health and Culture dpeart@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>Executive 4<sup>th</sup> February 2016</b>  	Local Air Quality Management – Designation of an Air Quality Management Area (AQMA).	1a) To consider the consultation responses in respect of the designation of an AQMA and;  1b) To determine the extent of the designated area and;  1c) To designate an AQMA by means of an Order and;  1d) To delegate the making of the AQMA Order to the Chief Executive.	Public
<b>Executive 04/02/2016</b>  	Housing Development Programme – Phase 1 – Detailed business cases	To approve the detailed business cases for East Acres, Byram; Sites 1 and 2, Eggborough – all part of phase one of the housing development programme	Public

# March 2016

**There are no key decisions currently planned.**