



Meeting: **SCRUTINY COMMITTEE**
Date: **WEDNESDAY 29 JUNE 2016**
Time: **5.00 PM**
Venue: **COMMITTEE ROOM**
To: **Councillors Mrs W Nichols (Chair), Mrs S Duckett (Vice Chair), D Buckle, Mrs E Casling, I Chilvers, D Mackay and Mrs 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 March 2016 (pages 1 - 2 attached).

3. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

4. Chair's Address to the Scrutiny Committee

5. Scrutiny Committee Work Programme

To consider items for the Scrutiny Committee Work Programme 2016/17 (pages 3 - 15 attached).

Gillian Marshall
Solicitor to the Council

Dates of next meeting
19 July 2016 (provisional)
27 September 2016

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

Minutes

Scrutiny Committee

Venue:	Committee Room
Date:	Tuesday 22 March 2016
Time:	5.00pm
Present:	Councillors J Crawford (Chair), D Buckle, I Chilvers, D Mackay and D White.
Apologies:	None.
Officers present:	Daniel Maguire, Democratic Services Officer
Public:	0
Press:	0

40. MINUTES

The Committee considered the minutes of the Scrutiny Committee meeting held on 26 February 2016.

RESOLVED:

To approve the minutes of the Scrutiny Committee meeting held on 26 February 2016.

41. DISCLOSURES OF INTEREST

There were no disclosures of interest.

42. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

The Chair circulated a letter received from a member of the public regarding the provision of public conveniences in Selby. The Committee noted that the provision of public conveniences was an issue affecting many local authorities, but that there were two conveniences currently provided by Selby District Council in Selby in addition to facilities provided in shops and

supermarkets in the town. The Chair informed the Committee that the Democratic Services Officer would reply to the member of the public to note the comments, explain the current provisions and advise that the Committee were unable to include the subject in the current work programme.

The Chair circulated a briefing paper from Councillors Buckle and White, which updated the Committee on a recent visit to Telford and Wrekin Borough Council as part of their work relating to the provision and management of Community Centres. The Chair noted that the Committee had previously agreed not to establish a Task and Finish Group in relation to this, but that the work of Councillors Buckle and White would be included in a separate piece of work being undertaken by the Lead Officer (Community Support Teams).

It was reported that the Council was undertaking a review of Scrutiny, and that a working group had been established comprising the Chairs of the Audit and Governance, Policy Review and Scrutiny Committees, and the Executive member for Finance and Resources. The first meeting of the working group would be Tuesday 5 April at 10am.

43. ANNUAL REPORT

The draft Annual Report was approved with no amendments, and the Committee recorded its thanks to the relevant Democratic Services Officer for her assistance in preparing the report.

RESOLVED:

To approve the Scrutiny Committee Annual Report.

The meeting closed at 5.35 pm.



Report Reference Number: S/16/1

Agenda Item No: 5

To: Scrutiny Committee
Date: 29 June 2016
Author: Janine Jenkinson, Democratic Services Officer
Lead Officer: Karen Iveson, Executive Director (S151)

Title: Scrutiny Committee Work Programme 2016/17

Summary: Councillors are asked to consider items for inclusion on the Scrutiny Committee Work Programme for the 2016/17 municipal year.

Recommendation:

That the Committee agree items for inclusion on the Work Programme for the Scrutiny Committee, in-line with the selection criteria attached at Appendix B.

Reasons for recommendation:

To ensure the Scrutiny Committee establishes a Work Programme that effectively scrutinises and contributes to supporting service improvement and delivery against the Council's Corporate Plan priorities.

1. Introduction and background

- 1.1 The Overview and Scrutiny Committee annually formulates a Work Programme setting out their planned work for the year ahead.
- 1.1 A list of scheduled meetings is provided in Appendix A of the report. A table of suggested selection criteria is provided in Appendix B of the report.

2. The Report

- 2.1 Councillors are reminded that the role of the Scrutiny Committee is to implement an annual Work Programme which effectively scrutinises the decisions, actions and performance of the Council, those of its partner organisations and agencies delivering services within Selby

District. A key aspect of the Work Programme is that it should be owned and developed by Councillors.

- 2.1 The Work Programme sets out the items to be considered at the scheduled meetings of the Committee. The provisional meetings scheduled will only be held, should the Committee decide there is an urgent issue which needs discussing.
- 2.2 Councillors may wish to supplement the scheduled meetings with an additional Task and Finish Group, to undertake an in-depth investigation.

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 will be resource implications if the Committee decide to have extra Committee meetings or additional Task and Finish reviews.

4. Conclusion

That the Scrutiny Committee considers items for inclusion on the annual Work Programme for 2016/17 and agrees the topics to be discussed over the forthcoming year.

5. Background Documents

Contact Officer: *Janine Jenkinson*
Democratic Services Officer
jjenkinson@selby.gov.uk

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Appendices:

Appendix A – List of scheduled meetings of the Scrutiny Committee 2016/17

Appendix B – Suggested Selection Criteria

Appendix C - Forward Plan July – October 2016



Scrutiny Committee Work Programme 2016/17

Date of Meeting	Topic	Action Required
27 September 2016		
24 January 2017		
21 March 2017		

Please note that any items 'called in' will be considered at the next available meeting.

Provisional meeting dates:

- 19 July 2016
- 26 October 2016

- 22 November 2016
- 20 December 2016
- 22 February 2017
- 26 April 2017

	Criteria	Is this the only body within the Council reviewing this item?	Does this topic have a potential impact on the majority of the residents in the Selby District?	Is this an issue to which the Scrutiny Committee can add value? e.g performance improvements, financial improvements	Can the topic be reviewed with existing resources?	Is the topic chosen in line with the Council's Corporate Plan and priorities?
Topics						

Selby District Council



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

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

July 2016 to October 2016

Published on 13 June 2016

Definition of Key Decisions

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

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

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

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

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

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

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

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

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

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

Important Note

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

Forward Plan of Key Decisions - July 2016 to October 2016

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

Forward Plan of Key Decisions - July 2016 to October 2016

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

Forward Plan of Key Decisions - July 2016 to October 2016

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

Forward Plan of Key Decisions - July 2016 to October 2016

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

Forward Plan of Key Decisions - July 2016 to October 2016

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