



Meeting: **SCRUTINY COMMITTEE**
Date: **TUESDAY 27 SEPTEMBER 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 correct records the minutes of the meeting of the Scrutiny Committee held on 29 June and 11 July 2016 (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.

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. Grounds Maintenance Service – Grass Cutting

To consider the arrangements for grass cutting in the District.
(pages 7 - 10 attached).

6. Scrutiny Committee Work Programme

To review the Scrutiny Committee Work Programme 2016/17.
A copy of the Forward Plan is attached for information.
(pages 11 - 20 attached).

Gillian Marshall
Solicitor to the Council

Dates of next meeting
26 October 2016 (provisional)
22 November 2016 (provisional)

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:	Wednesday 29 June 2016
Time:	5 pm
Present:	Councillors W Nichols (Chair), Mrs S Duckett (Vice Chair), I Chilvers, Mrs J Chilvers, M Jordan and D Mackay.
Apologies:	Councillors D Buckle (substitute: M Jordan) and Mrs D White (substitute: Mrs J Chilvers)
Officers present:	Daniel Maguire, Democratic Services Officer.
Public:	0
Press:	0

1. MINUTES

The committee considered the minutes of the Scrutiny Committee held on 22 March 2016.

RESOLVED:

To approve the minutes of the Scrutiny Committee meeting held on 22 March 2016.

2. DISCLOSURES OF INTEREST

There were no disclosures of interest.

3. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

The Chair welcomed councillors to the first meeting of the municipal year. It was noted that this was the first meeting of the committee since the previous Chair, Councillor Jack Crawford, passed away. The Committee noted that

tributes had been paid to Councillor Crawford at Annual Council on 17 May 2016.

The Committee was informed that Councillor Buckle had given his apologies and had arranged for a substitute, however since then his circumstances had changed and he would attend the meeting as an observer.

The Chair reported that she had been unable to attend the recent meeting of the overview and scrutiny review working group, but that she would meet with the Solicitor to the Council for an update.

The Democratic Services Officer was asked to enquire about the possibility of a further opportunity for committee members to observe proceedings of a Scrutiny Committee at North Yorkshire County Council.

4. SCRUTINY COMMITTEE WORK PROGRAMME 2016/17

The committee considered the work programme for the municipal year 2016/17 and made the following suggestions:

Executive decisions

- (i) Co-location of North Yorkshire Police at the Civic Centre – the Committee raised a number of questions regarding the proposal and requested that an extraordinary meeting of the Scrutiny Committee be convened to consider the proposals.

RESOLVED:

To call an extraordinary meeting of the Scrutiny Committee, to consider the report on the proposed co-location of North Yorkshire Police at the Civic Centre.

- (ii) Community Engagement Strategy – the Committee noted that this was scheduled for consideration by the Executive in October 2016, and asked that the item be included at an appropriate point within the work programme.
- (iii) Green Waste Composting Tender – the Committee noted that this was scheduled for consideration by the Executive in September 2016 and asked that the item be included at an appropriate point within the work programme.
- (iv) Housing Development Programme – the Committee noted that there were currently a number of housing development sites being considered including Landing Lane, Riccall and Byram Park Road Flats, Byram, and requested that these be considered at an appropriate point in the work programme.
- (v) Car Park Strategy – the Committee agreed that it would like to consider the council's proposals.

- (vi) Annual Review of Leisure Services Contract – the Committee agreed to scrutinise the Leisure Services Contract at an appropriate stage in preparation for the next review.

Other issues

- (i) School places – the Committee agreed to consider an inquiry into issues surrounding the allocation and availability of school places in the Selby district.
- (ii) Highways – the Committee was concerned that further work was being undertaken to the Selby by-pass, and agreed that a review should be conducted to consider why the additional repair work was required and what lessons could be learnt. The Committee agreed that the scope of the review could be widened to consider traffic management issues generally.
- (iii) Air quality in Selby town – the Committee agreed to consider air quality and management within Selby town.
- (iv) The Committee noted that it had previously conducted a review into the management of community centres within the Selby district. The Committee asked that the report be included on its work programme for 2016/17.

RESOLVED:

- (i) To include the above items in the Scrutiny Committee’s work programme 2016/17; and,**
- (ii) To delegate authority to the Democratic Services Officer to schedule items at the most appropriate time after consultation with relevant officers.**

Reason for decision:

To ensure that the Scrutiny Committee establishes a work programme that effectively scrutinises and contributes to supporting service improvement, delivery against the council’s Corporate Plan priorities and holding the Executive to account, in accordance with the council’s Constitution.

The meeting closed at 5.49pm.

Minutes

Scrutiny Committee

Venue:	Committee Room
Date:	Monday 11 July 2016
Time:	3 pm
Present:	Councillors W Nichols (Chair), Mrs S Duckett (Vice Chair), D Buckle, I Chilvers, E Casling, D White and D Mackay.
Apologies:	None.
Officers present:	Drew Fussey, Business Development Officer, Janine Jenkinson, Democratic Services Officer, Lisa Winward, Assistant Chief Constable, North Yorkshire Police, Phil Cain, Superintendent, North Yorkshire Police, and Daniel Hadley, Surveyor.
In attendance:	Councillor C Lunn, Lead Executive Member for Finance and Resources and Councillor R Packham.
Public:	0
Press:	0

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. CO-LOCATION OF NORTH YORKSHIRE POLICE TO CIVIC CENTRE

Drew Fussey, Business Development Officer explained that in November 2014, the Council had entered into dialogue with North Yorkshire Police (NYP) to explore the opportunity to co-locate officers currently based at Selby Police Station, within the Civic Centre. The NYP Executive Board, following approval by the Police and Crime Commissioner, approved the proposed co-location, on 22nd September 2015.

On 1 October 2015 the Council's Executive supported, in principle proposals to the co-location, provided that the issue of car parking at the Civic Centre site was fully addressed before the proposals were finalised.

The Business Development Officer reported that NYP was seeking to occupy approximately 230m² of existing space (or 8% of the existing building). In addition, a new single storey extension would be built to provide facilities such as locker rooms, showers, secure storage and a separate operational access into the building. The Committee was informed that if the proposals were supported, it was envisaged that subject to planning approval, building works would begin in the autumn of 2016 and that NYP would begin to occupy the building in March / April 2017.

With regard to funding for the extension and car park, the Committee was advised of the following two funding options:

- Option 1 - The Council to fund the entire build project, and generate an annual income through leasing the extension space to the Police, in addition to the internal office space that has been earmarked. It would require investment from reserves. The exact cost was not known as it was subject to procurement, but a drawdown of up to £415,000 was anticipated.
- Option 2 – The Police to finance its own portion of the extension build, with the Council covering the cost of the second floor extension and staff car parking only. This would require investment from reserves of up to £215K subject to procurement. The intention was that the Police would transfer ownership of the ground floor to the Council, and enter into a 30 year lease agreement for the extension, although for a lower sum to reflect their upfront investment.

It was anticipated that the proposals would deliver operational savings to both the Police and the Council.

The Committee raised the following queries:

- Why were 32 workstations being built when there would only be 15 staff in the building at any one time? The Superintendent explained that the number of workstations being built had been decided by the Police to enable sufficient work spaces during 'handover periods' and the Council would receive income for the additional space used. In addition, Councillors were advised that the co-location would enhance the working relationship of the Council and the Police, as it would improve communications and enable information to be shared more easily.
- Concern was raised in relation to the shared use of the reception area for the Police and the Council. Councillors expressed concern for the safety of reception staff and asked if a risk assessment would be undertaken. In response, the

Superintendent explained that people reporting to reception would be voluntary attendees, and there would be no custody facilities nor would people be attending reception reporting for bail. Councillors were reassured that there would be no additional risk to reception staff and many of the people reporting to the Police reception would be the same people that currently attended the Council reception. In addition, it was explained that there would be a Police presence in the office at all times, should assistance be needed. The reception would only be open during business hours and outside of office hours people would be required to use the Police 101 telephone number.

- In response to a query about what would happen to the Police Station building on Portholme Road, Councillors were informed that the building would be marketed for sale. Councillors raised some concern in relation to any future development of the Portholme Road site and impact on nearby residents.
- Concern was raised regarding the number of additional car parking spaces that would be required. Councillors were informed that there were proposals to expand the car park and create an additional 41 parking spaces. It was explained that the Police would have to submit a planning application for the proposals that would consider travel planning and impact on neighbouring properties.
- A query was raised regarding the overage clause. The Lead Executive Member for Finance and Resources explained that a significant barrier to progression of the plans had been an Overage Clause in the original agreement between Selby District Council and the National Health Service (NHS). The NHS had now indicated that it would not be activating the Overage Clause as the proposals were not for commercial enterprise purposes.

RESOLVED:

To note the issues and discussion raised at the meeting.

The meeting closed at 4.20 pm.



Report Reference Number: S/16/2

Agenda Item No: 5

To: Scrutiny Committee
Date: 27 September 2016
Author: Janine Jenkinson, Democratic Service Officer
Lead Officer: Keith Cadman, Head of Commissioning,
Contracts and Procurement

Title: Grounds Maintenance Service – Grass Cutting

Summary:

This report is being brought before the Scrutiny Committee due to concerns raised by Councillor Hutchinson regarding grass cutting throughout Selby District.

Recommendation:

The report provides the Committee with the opportunity to scrutinise the arrangements for grass cutting throughout the District.

Reasons for recommendations

The report has been brought before the Scrutiny Committee, following concerns raised by Councillor Hutchinson regarding grass cutting in the District.

1. Introduction and background

1.1 Background information is provided in the briefing note attached as Appendix A to this report.

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

The report provides Councillors with the opportunity to scrutinise the arrangements for grass cutting throughout Selby District.

5. Background Documents

Appendix A - Grounds Maintenance Service – Grass Cutting

Contact Officer:

Janine Jenkinson
Democratic Services Officer
jjenkinson@selby.gov.uk
ex 2268

Grounds Maintenance Service – Grass Cutting

Background

The ground maintenance service is part of the Environmental Services contract which also includes waste collection, recycling collection and street cleansing. The ground maintenance service includes a range of horticultural activities including, hedge cutting, weed control, arboriculture, bedding displays, playground inspections and repairs and the fitting of litter and dog bins and street name plates.

With regard to grass cutting the total area to be maintained is approximately 350,000 m². Consisting of a combination of highway verges (cut on behalf of NYCC), communal housing areas, formal parks and gardens, recreational open spaces and closed burial grounds.

The start and finish of the growing season is weather dependant and so will vary but grass cutting operations generally commence around March / April and continue until around September / October.

The contract is output based which means that there is no requirement for the contractor to carry out a fixed number of cuts each year or to cut at a prescribed frequency. There are different contract standards for different areas based on usage and location with formal parks and gardens being cut to a higher standard than verges or other amenity areas.

On average each site will receive around 12 cuts per year (a three weekly cut).

Resources

There are 6 full time operatives and 2 seasonal workers. The following items of plant are available to the contractor in relation to grass cutting:-

3 x ride on cylinder mowers
1 x walk behind cylinder mower
5 x strimmers
4 x blowers

During winter all equipment receives a full maintenance check.

Grass Cutting During 2016

This year, the first cuts of the season took place w/c 4th April. Very shortly after this we began to experience multiple and repeated breakdowns of the three main mowers as follows:-

Mower 1	18 th to 22 nd April 3 rd to 4 th May 9 th to 10 th May 12 th to 13 th May 16 th to 19 th May
Mower 2	18 th April 12 th to 13 th May 16 th to 19 th May

Mower 3 18th April
 9th to 13th May
 16th to 19th May
 20th to 23rd May

When a fault occurred a report was immediately made to the repair company who attended and either carried out the repair or ordered parts as required. An order was placed for additional mowers to be hired which were available from 25th May and 13th June. As this is specialist equipment and the faults occurred during peak season, there was a delay in being able to acquire spare mowers to provide additional cover.

Grounds maintenance crews worked overtime on Saturday and Sunday for the first three weeks of June.

The following table shows justified complaints relating to grass cutting in the last three years.

	2016/17	2015/16	2014/15
Apr	3	2	0
May	13	1	0
Jun	12	5	6
Jul	1	5	5
Aug	4	2	2
Sep		2	2
Oct		2	1
Nov		0	0
Dec		0	0
Jan		0	0
Feb		0	0
Mar		0	0
TOTAL	33	19	16



Scrutiny Committee Work Programme 2016/17

Date of Meeting	Topic	Action Required
27 September 2016	Community Engagement Strategy	To feed into the Community Engagement Strategy
	Grass Cutting	To consider grass cutting in Selby District Council
24 January 2016	School Places	To review issues surrounding the allocation and availability of school places in the Selby District.
	Highways	To review works undertaken to the Selby by-pass and traffic management issues.
	Housing Development Programme	To consider the Housing Development Programme
21 March 2016	Air quality in Selby Town	To consider air quality and management within Selby Town
	Council owned Community Centres	To consider the management of Council owed Community Centres.
	Scrutiny Committee – Annual Report 2016/17	To agree the Annual Report 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:

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

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

October 2016 to January 2017

Published on 7 September 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.

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	PLAN Selby Preferred Options Consultation	Agreeing draft document for consultation purposes	Public	Councillor Mackman	Phil Wadsworth
06-Oct-16	Executive	Review of Green Waste Options	Application of the corporate charging policy with respect to the Green Waste Collection Service	Public	Cliff Lunn	Keith Cadman

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	Housing Development Programme - Landing Lane Riccall	Agree the final housing mix for this site	Public/Private - Part of this item will be considered in private as it relates to confidential cost estimates. The public interest lies in taking this information in private as these costings are commercially sensitive and to ensure any future tenders deliver best value	Cllr Richard Musgrave	James Cokeham/Sally Rawlings
03-Nov-16	Executive	Fees and Charges 2016/17	To approve proposals for discretionary fees and charges for the coming financial year (within the overall budget and policy framework)	Public	Cllr Cliff Lunn	Karen Iveson

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
03-Nov-16	Executive	Housing Management System Replacement	To approve the procurement of a replacement Housing Management system	Private	Cllr Cliff Lunn	June Rothwell
03-Nov-16	Executive	Housing Development Programme – Redevelopment at Edgerton Lodge	To approve the outline business case for the redevelopment of the former hostel and grounds at Edgerton Lodge in Tadcaster	Public/Private	Cllr Richard Musgrave	Dave Caulfield/Sally Rawlings
03-Nov-16	Executive	Housing Development Programme - Phase 2	Approval of a re-configured phase 2 following the review of the Housing Development programme	Public	Cllr Richard Musgrave	Dave Caulfield/Sally Rawlings
03-Nov-16	Executive	2nd Interim Budget Exceptions report	To monitor major revenue and capital budget exceptions and agree remedial action where necessary	Public	Cllr Cliff Lunn	Karen Iveson

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
03-Nov-16	Executive	2nd Interim Treasury Management report	To monitor progress against the Treasury Management Strategy	Public	Cllr Cliff Lunn	Karen Iveson
01-Dec-16	Executive	Draft Budget and Medium Term Financial Plan	To set out proposals for revenue budgets and the capital programme for the period 2017/18 to 2019/20 Budgets will be subject to scrutiny and consultation with key stakeholders during December/January and final proposals will be considered in February 2017 along with recommendations on Council Tax	Public	Cllr Cliff Lunn	Karen Iveson
01-Dec-16	Executive	Adoption of the Economic Decvelopment Strategy	To approve and adopt the Economic Development Strategy	Public	Cllr Chris Metcalfe	Dave Caulfield/James Cokeham

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
01-Dec-16	Executive	Independent Remuneration Panel Review of Member Allowances	To discuss the recommendations arising from the review into Member Allowances	Public	Cllr Mark Crane	Gillian Marshall/Palbinder Mann
05-Jan-17	Executive	Housing Rents 2017/18	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	Cllr Cliff Lunn	Karen Iveson
05-Jan-17	Executive	Gas Servicing, Maintenance, Installation and Inspections	To approve the award of the contract for Gas Servicing, Maintenance, Installation & Inspections	Public	Cllr Richard Musgrave	Dave Maycock

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
05-Jan-17	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	Dave Caulfield/Sally Rawlings
05-Jan-17	Executive	Provision of a loan and grant to Selby and District Housing Trust	Approval of loan and grant (and land transfer) to Selby & District Housing Trust for the redevelopment of the former garage site at Woodlea and former flats site at Byram Park Road, Byram	Public/Private	Cllr Richard Musgrave	Dave Caulfield/Sally Rawlings
05-Jan-17	Executive	Community Engagement Strategy	Final draft of community engagement strategy. Approval to adopt.	public	Cllr Chris Metcalfe	Dave Caulfield/Catherine Milan