



Meeting: **SCRUTINY COMMITTEE**
Date: **THURSDAY 23 MARCH 2017**
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 24 January 2017 (pages 1 to 4 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. Air Quality in Selby Town

To consider a report regarding air quality in Selby District. (pages 5 to 49 attached).

**6. Corporate Performance Report - Quarter 3 – 2016/17
(October to December)**

To receive the report of the Head of Business Development and Improvement that updates the Committee on the delivery of the Council's Corporate Plan priorities.
(pages 50 to 76 attached).

7. Scrutiny Committee Work Programme

To review the Scrutiny Committee Work Programme 2016/17.
(pages 77 to 78 attached).

Gillian Marshall
Solicitor to the Council

Dates of next meeting
27 April 2017

Enquiries relating to this agenda, please contact Janine Jenkinson on:
Tel: 01757 705101, Email: jjenkinson@selby.gov.uk.

Recording at Council Meetings

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Minutes

Scrutiny Committee

Venue:	Committee Room
Date:	Tuesday 24 January 2017
Time:	5.00 pm
Present:	Councillors Mrs W Nichols (Chair), I Chilvers, D Buckle, and Mrs D White.
Apologies:	Councillor Mrs S Duckett.
Officers present:	Dave Caulfield, Director of Economic Regeneration and Place, James Cokeham, Head of Strategic Planning, Policy and Economic Development, Stuart Robinson, Head of Business Development and Improvement, and Janine Jenkinson, Democratic Services Officer.
Public:	3
Press:	1

6. MINUTES

The Committee considered the minutes of the Scrutiny Committee held on 27 September 2016.

RESOLVED:

To approve the minutes of the Scrutiny Committee meeting held on 27 September 2016 for signature by the Chair.

7. DISCLOSURES OF INTEREST

There were no disclosures of interest.

8. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

There was no address from the Chair.

9. PROGRAMME FOR GROWTH 2 AND 3 UPDATE

James Cokeham, Head of Strategic Planning, Policy and Economic Development presented a report that updated the Committee on the delivery and evaluation of Selby District Council's Programme 4 Growth (P4G) 2 and outlined the proposals for the establishment of P4G 3.

The Committee was informed that the council's P4G had been established in 2011 as a means of focussing and managing investment in key council priorities. In 2015 the Programme was reviewed, and a number of projects were completed, some were carried forward and some evolved into new initiatives, forming P4G 2.

The Head of Strategic Planning, Policy and Economic Development explained that work was currently underway to establish P4G 3. P4G 3 would be a critical delivery mechanism for the council's Corporate Plan and Economic Development Strategy. P4G 3 would be used to fund a number of new internal officer posts, which would provide a robust commissioning / enabling and project management capacity to drive the council's Corporate Plan ambitions to encourage economic growth and the provision of homes in the district. P4G 3 would focus on the following 5 priorities:

- Town Regeneration
- Tourism and Culture
- Housing
- Infrastructure
- Business

Members raised queries in relation to the following:

- The number of empty homes within the Selby district.
- The level of investment and economic benefits of the Tour de Yorkshire.
- How the council could work to promote tourism and celebrate the history of the district through the Programme for Growth strategy.

RESOLVED:

To ask the Head of Strategic Planning, Policy and Economic Development to note the comments raised by the Committee.

10. OLYMPIA PARK – UPDATE ON PROGRESS AND NEXT STEPS

The Director of Economic Regeneration and Place presented a report to the Committee on the work that had been undertaken with landowners and other key partners to unlock development of the Olympia Park site.

Members were informed that Three Swans, on behalf of land owners ForFarmers had secured planning permission for a major residential led mixed use scheme in 2014 and had taken the site out to the market in 2015 to seek a developer. There had been limited interest from the market due to the perceived risks and high up-front infrastructure costs to unlock the site. Members were advised that by the end of 2015 it had become apparent that without the public sector taking a more proactive role it was unlikely the site would be developed.

The Director of Economic Regeneration and Place explained that work had been carried out by Selby District Council and North Yorkshire County Council with the landowner, the Homes and Communities Agency (HCA) and both Local Enterprise Partnerships (LEPs) to explore alternative options for delivering the site.

Members were informed that work during 2016 had been undertaken to establish if there was a viable and deliverable public sector led option; it was anticipated that the outcome of this work would be reported by June 2017.

The Committee was advised that if, after the appropriate due diligence work had been undertaken, the council considered purchasing the site and investing up-front infrastructure funding, a report would be presented to Full Council for agreement.

Members discussed the following issues:

- Flood mitigation measures required prior to any development of the site.
- The impact on the district if the development of the Olympia Park site was not successful.
- Infrastructure issues, including traffic / access problems and the provision of additional school places.
- The use of public sector funding to enable delivery of the site.

RESOLVED:

To ask the Director of Economic Regeneration and Place to note the comments raised by the Committee.

11. CORPORATE PERFORMANCE REPORT 2016/17 – QUARTER 2

The Head of Business Development and Improvement provided an update report on the delivery of the council's Corporate Plan 2015-20, as measured by a combination of progress against priority projects / high level actions and performance against Key Performance Indicators.

Members highlighted the following:

- The simplified format of reporting the information - which was welcomed.
- The number of missed bin collections exceeding target; pressure on the service being caused by an increase in the number of dwellings.
- Data in relation to childhood obesity, noting that Selby had the highest Year 6 obesity rates in North Yorkshire.
- The economic benefits of the Selby Three Swans Sportive.
- The need to promote tourism in the district to support economic growth.
- Opportunities to promote the historical heritage of the district.

RESOLVED:

To note the report and the comments raised by the Committee.

12. SCRUTINY COMMITTEE WORK PROGRAMME

The Committee agreed to cancel the provisional meeting scheduled on 22 February 2017 and to hold the next meeting on 21 March 2017.

Members also requested that the Democratic Services Officer schedule future meetings be held on Thursday evenings.

RESOLVED:

- I. **To note that the next Scrutiny Committee meeting would be held on 21 March 2017.**
- II. **To ask the Democratic Services Officer to schedule future meetings to be held on Thursday evenings.**

The meeting closed at 6.25 pm.



Public Session

Report Reference Number S/16/6

Agenda Item No:5

To: Scrutiny Committee
Date: 23 March 2017
Author: Diana Adamson – Environmental Health Officer
Lead Officer: Wayne Palmer – Lead Officer - Environmental Health

Title: Air Quality in Selby Town

Summary:

This report is being brought before the Scrutiny Committee due to interest in air quality within Selby District.

Recommendations:

The report provides the Committee with the opportunity to scrutinise the arrangements for managing and improving air quality within the district and the need for the council to fulfil its statutory obligations.

Reasons for recommendation

This report is being brought before the Scrutiny Committee due to interest in air quality within Selby District. Local authorities have a duty, under Part IV of the Environment Act 1995 to manage local air quality.

1. Introduction and background

- 1.1 On the 29 February 2016 Selby District Council designated its first Air Quality Management Area (AQMA) on New Street, Selby for Nox levels related to traffic emissions. Selby District Council is currently working with our partners at North Yorkshire County Council on an Action Plan to reduce these levels.

Changes to the reporting structure have recently been made and the authority was required to submit an Annual Status Report to Defra in June 2016. This report has now been accepted by Defra and a copy of this is included as an appendix.

2 The Report

- 2.1 Background information is provided in the 2016 Air Quality Annual Status Report attached as Appendix A to this report.

- 2.2 Smoke Control Areas in Selby District. In the 1980's, particulate matter from the burning of domestic fuel was nationally an air pollution problem and powers were given to the local authorities to introduce Smoke Control Areas. During this period Selby DC introduced 7 areas covering parts of Selby town, Thorpe Willoughby, Brayton, Sherburn-in-Elmet and South Milford. Copies of the maps for these areas are available on the SDC website at <http://www.selby.gov.uk/smoke-control>.
- 2.3 Although the provisions for making new areas remain in force they are rarely used now since the problem of smoke pollution from domestic chimneys has been largely overcome by the areas made at the time and the changing nature of domestic fuel from coal to gas or electric.

3 Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 There are no legal issues arising from the report.

Financial Issues

- 3.2 Costs associated with producing the Air Quality Action Plan have been estimated and provisions are accounted for within existing budget estimates. Financial costs are associated with the consultation process and these again have been included within existing budget estimates. Depending on the content of the Air Quality Action Plan, a drawdown of budget may be required.

4. Conclusion

- 4.1 The report provides Councillors with the opportunity to scrutinise the arrangements for managing and improving air quality throughout Selby District.

5. Background Documents

Appendix A - 2016 Air Quality Annual Status Report

Contact Officer:

*Diana Adamson
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Selby District Council
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Appendices:

Appendix A - 2016 Air Quality Annual Status Report



2016 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

June 2016

Local Authority Officer (Principal Contact)	Diana Adamson Environmental Health Officer Selby District Council
Prepared by	Andrew Gillah Principal Environmental Protection Officer (Air Quality) YES Consultancy (City of York Council)
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Report Reference number	SDC_ASR_2016
Date	June 2016

Executive Summary: Air Quality in Our Area

Air Quality in Selby

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³.

Selby District Council has been monitoring air quality in the district and comparing levels of pollution with health based standards for a number of years. The 2014 Air Quality Progress Report highlighted a potential exceedence of the health based annual mean nitrogen dioxide objective along a short stretch of New Street, near Selby Abbey. Nitrogen dioxide is part of a group of gaseous air pollutants produced as a result of road traffic and other fossil fuel combustion processes. A Detailed Assessment of nitrogen dioxide concentrations along New Street was carried out in March 2015, demonstrating that an Air Quality Management Area (AQMA) was required.

Following a public consultation exercise, during which Selby District Council wrote to all residents and businesses within and adjacent to the proposed AQMA, Selby District Council designated the first AQMA in the district on 29th February 2016.

Monitoring results for the 2015 calendar year period have shown that concentrations of nitrogen dioxide have fallen marginally at all monitoring sites when compared with 2014, however, levels of nitrogen dioxide are still above health based standards at a number of locations along New Street.

Selby District Council is currently in the process of drawing up an Air Quality Action Plan (AQAP) for the AQMA in conjunction with North Yorkshire County Council and

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

other partners, to address elevated concentrations of nitrogen dioxide in the New Street Area. A multi-disciplinary Air Quality Action Plan officer steering group has been established to facilitate this process.

Further information on the consultation, the AQMA declaration and development of an Air Quality Action Plan (AQAP) is available at: <http://www.selby.gov.uk/air-quality-management-area>.

Based on monitoring in adjacent Local Authority areas, it is considered that national air quality objectives for PM₁₀ are currently met in Selby. Health based objective levels for ultra-fine particulates have not yet been set for local authorities to meet. The EU limit value for PM_{2.5} is 25µg/m³ as an annual average with an additional requirement to reduce average urban background concentrations by 15% by 2020 (against a 2010 baseline). In 2015, the annual average PM_{2.5} concentrations measured within one of Selby District Council's neighbouring authority areas (York) were well below the EU limit value (concentrations measured at 3 York sites were 9.1µg/m³, 10.2µg/m³ and 12.0µg/m³ respectively).

Additionally, monitoring results for particulate at Brotherton (carried out as part of a planning application) have been considered and demonstrate that the EU limit value for PM_{2.5} of 25µg/m³ as an annual average is not being exceeded.

DEFRA predict that the Yorkshire and Humberside Zone (which includes Selby) is expected to meet the EU limit values by 2020 (assuming Euro VI diesel engines perform as expected and all local Air Quality Action Plans within the zone are fully delivered).

Actions to Improve Air Quality

Selby District Council is currently drawing up an Air Quality Action Plan to address elevated concentrations of nitrogen dioxide along New Street. The Council is currently working with its partners, including North Yorkshire County Council (NYCC), to consider possible air quality improvement measures. Such measures will be subject to further public consultation during 2016/17.

An initial 'source apportionment' study has been carried out for New Street. Source apportionment refers to the process of looking at how different source categories contribute to overall concentrations of a certain pollutant in a particular area. The

study has highlighted that traffic sources are likely to be a significant contributing factor to the exceedences of the air quality objectives in the New Street area. Traffic sources are estimated to contribute around 69% to the total NO₂ in this area, with cars being the predominant source of NO₂. Selby District Council is currently refining this work based on an origin-destination study undertaken by NYCC (April 2016) to assist in identifying other key sources of pollution in the area and to establish the nature of the journeys being made through this area of Selby.

The greatest factors determining the amount of pollution emitted by traffic are vehicle age and type. In the case of New Street, due to the volume of traffic using this route, other factors are also likely to be very important, such as the speed at which traffic moves along the street and the presence of queuing/idling vehicles, particularly at the junction with Ousegate to the north east of the street. It is possible that the Air Quality Action Plan for this area will need to consider junction signal timings both in the immediate vicinity of New Street, and potentially the wider network, to help reduce queuing, engine idling and stop-start driving behaviour. Measures which reduce the need to travel, especially by car, and encourage essential journeys to be undertaken by more sustainable modes will also need to be considered as part of any Action Plan for the New Street area. Such measures will also contribute to air quality improvement across the wider district.

Local Priorities and Challenges

The priority for Selby District Council for the coming year is to continue monitoring air quality in the district and to develop and consult upon an Air Quality Action Plan for the New Street Area, following the declaration of an Air Quality Management Area in February 2016.

There are a number of challenges faced by Selby District Council (and indeed the UK as a whole) with respect to air quality improvement measures and the ability of local authorities to meet health based air quality objectives in their areas. These include:

- The failure of current vehicle emission standards to deliver reductions in NO_x emissions. There is still considerable uncertainty about the on-road performance of Euro VI diesel vehicles (as highlighted by the recent VW scandal). If Euro VI vehicles do not perform as expected, the number of UK zones and

agglomerations exceeding the EU limit values in 2020 may be greater than the number currently predicted by central government.

- The increasing number of diesel vehicles in the UK vehicle fleet (which have increased primary emission of NO₂ and carcinogenic diesel particulate).
- The cumulative emissions impact of development throughout the district.

How to Get Involved

Air quality improvement measures proposed for inclusion in the Air Quality Action Plan will be subject to further public consultation during 2016/2017.

Further information on development of an Air Quality Action Plan and any consultation will be posted at the following web address when available:

<http://www.selby.gov.uk/air-quality-management-area>

If you have any queries on the Air Quality Management Area or Air Quality Action Planning process, please contact us using the details below:

Email: AQMA@selby.gov.uk

Phone: 01757 705101

Write to: Environmental Health, Selby District Council, Civic Centre,
Doncaster Road, Selby, YO8 9FT

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1. Local Air Quality Management

This report provides an overview of air quality in Selby District Council during 2015. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely, the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Selby District Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Table E.1 in Appendix E.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of the objectives.

A summary of AQMAs declared by Selby District Council can be found in Table 0.1. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at <http://www.selby.gov.uk/air-quality-management-area>. A full list of local authority AQMAs can be viewed online at <http://uk-air.defra.gov.uk/aqma/list>.

Table 0.1 – Declared Air Quality Management Areas

AQMA Name	Pollutants and Air Quality Objectives	City / Town	One Line Description	Action Plan
AQMA Order No.1	NO ₂ annual mean	Selby	An area encompassing a section of New Street and number of properties flanking the road, between Selby Abbey and the junction with Ousegate	Currently being developed and expected in 2017

2.2 Progress and Impact of Measures to address Air Quality in Selby

Selby District Council is currently developing an Air Quality Action Plan (AQAP) for the recently declared AQMA along New Street. Progress made with measures to address air quality in Selby will be reported in future Annual Status Reports, following publication of the AQAP.

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

It is widely accepted that fine particulate matter has a significant impact on both morbidity and mortality and diesel emissions have been classified as carcinogenic by the International Agency for Research on Cancer (part of the World Health Organisation). There is particular concern about the 'black carbon' fraction of particulate matter due to its health impacts, and its strong ability to absorb light energy and increase global warming. Black carbon emissions in urban environments arise predominantly from diesel transport, but are also a product of biomass combustion, used increasingly for energy production and space heating.

Policy Guidance LAQM.PG(16) acknowledges that many local authorities will consider how to address PM_{2.5} alongside other pollutants when tackling their own fleets and services and/or work with communities and business to achieve improvements in air quality and that few standalone PM_{2.5} measures will be chosen (unless in order to address a very specific local problem).

Through development of its first Air Quality Action Plan, Selby District Council will demonstrate a commitment to addressing PM_{2.5}. Further details will be provided as part of a draft Air Quality Action Plan, due later in 2016/17.

Some specific items relating directly to reducing fine particulate emissions include:

- **Exposure Reduction through the Planning Process** – Environmental Health staff routinely comment on planning applications to ensure that new developments are designed in a way which minimises exposure to air pollution and further emission growth. Pre-planning advice is often provided on locations for key exposure sites (e.g. housing, schools, sports facilities, medical facilities etc) and the use of biomass heating systems is generally discouraged in urban areas and near sensitive receptors. Selby District Council is currently considering the adoption of low emission planning

guidance that requires developers to calculate the damage cost of the additional emissions that their developments will cause and to mitigate this using a range of sustainable transport and low emission vehicle measures. Such measures must be considered reasonable and proportional, relative to the damage costs associated with the development.

- **Policy Led Exposure Reduction** – Selby District Council’s Environmental Health team work alongside other council departments to have joint input into key council policies that can impact on air quality and exposure reduction. Examples include the Local Transport Plan (NYCC) and Local Plan/PLAN Selby.
- **Power Station Closure** - The recent closure at the end of March 2016 of both the Ferrybridge C (SSE) and Eggborough coal fired power stations will result in a decrease of particulate emissions in the Selby District Council area. Both stations were regulated by the Environment Agency in regards to emissions to air including particulate and were fitted with electrostatic precipitators and flue gas desulphurisation (FGD) to some units, which are designed to remove over 99.9% of the particulate in the flue gases. However research work undertaken has indicated that the PM_{2.5} fraction of the dust emitted from an FGD unit is high (>85%).

Selby District Council acknowledges the impact of PM_{2.5} on the health of its population and that it must work towards a reduction of 15% at urban background locations. As a result, SDC is starting to consider the background levels in the district, together with the mobile and stationary sources and the impacts that SDC can have on emissions via planning controls and environmental permitting. Working alongside NYCC in relation to traffic/transport planning issues is also a priority. SDC is also in the initial stages of considering the development and adoption of a Low Emission Strategy, where the emission of PM_{2.5} will be prioritised.

Further specific items relating to reducing emissions of fine particulate and reducing exposure to such emissions will be addressed in future Annual Status reports, post development of the Air Quality Action Plan.

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

During the 2015 calendar year, Selby District Council has undertaken nitrogen dioxide diffusion tube monitoring at a number of sites within and around the district.

In line with the recommendations of Selby District Council's Update and Screening Report, submitted to DEFRA in April 2015, additional diffusion tubes were installed in the New Street area to help inform the exact boundary of the Air Quality Management Area. This has also allowed more accurate monitoring of air quality in the vicinity of relevant locations⁴ in the area. An Air Quality Management Area was declared on 29th February 2016.

In addition to the above, nitrogen dioxide diffusion tube monitoring has also been reinstated to the facade of 24-28 Gowthorpe, Selby, YO8 4ET. Selby District Council has previously undertaken monitoring of nitrogen dioxide along Gowthorpe (previous tube reference 7N). Whilst breaches of the annual mean objective have been recorded at this site in previous years, monitoring ceased in 2010 on the basis that there was no relevant exposure in the vicinity of the monitoring site. Since this time, Selby District Council became aware of a planning application for the conversion and extension of a former grocery store and outbuildings in this area to create eleven residential units at first and second floor (planning reference 2010/0866/FUL). It was considered appropriate to reinstate monitoring to the facade of this building once the construction works had been completed to the front elevation and the scaffolding/sheeting removed. This was done in December 2015.

3.1.1 Automatic Monitoring Sites

No automatic monitoring of any pollutants was undertaken by Selby District Council in 2015. However, national monitoring results for other areas are available at <http://uk-air.defra.gov.uk/data/>

⁴ A relevant location is an outdoor, non-occupational location, where members of the public may be regularly exposed to air quality over the averaging time of the relevant Air Quality Objective.

Automatic monitoring⁵ was undertaken in Brotherton for PM₁₀ in relation to the discharge of a planning condition. The annual mean result of 18.2µg/m³ and 5 exceedences of the 24 hour mean of 50µg/m³ indicate that the Air Quality Strategy Objectives for this pollutant are not being breached.

3.1.2 Non-Automatic Monitoring Sites

Selby District Council undertook non-automatic (passive) monitoring of NO₂ at 18 sites during 2015. Table A.1 in Appendix A shows the details of the sites (note that 3 of the sites were triplicate tube sites and the actual number of exposed tubes is 24).

Maps showing the location of the monitoring sites are provided in Appendix D.

Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment for the diffusion tubes are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for “annualisation” and bias. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.2 in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40µg/m³.

For diffusion tubes, the full 2015 dataset of monthly mean values is provided in Appendix B.

The latest monitoring results for the 2015 calendar year period have shown that concentrations of nitrogen dioxide have fallen marginally at all monitoring sites when compared with 2014. However, there is no emerging clear trend in concentrations of nitrogen dioxide when considered across multiple years.

Based on current monitoring, the only location currently in breach of the health based annual mean nitrogen dioxide objective is New Street. For this reason, an AQMA was declared along New Street in February 2016. Based on monitoring in 2015, the area of air quality exceedance is consistent with the boundary of the declared AQMA.

⁵ Ferrybridge Multi-Fuel Power Station Discharge of Planning Condition Number 68 April 2016 Rev 01.

Diffusion tubes that were in breach of the annual mean objective in 2015 are shown below. Commentary is also provided on whether the locations are considered to be areas of relevant exposure for the purposes of Local Air Quality Management.

Table 3.1 - Diffusion tubes in breach of the Annual Mean NO₂ Objective in 2015

Diffusion Tube	Location	2015 Bias Corrected Result (µg/m ³)	Commentary
S3a	Flats, Former Rose and Crown Pub, New Street	40.4	This former pub was redeveloped to residential accommodation in 2013. It contains residential accommodation at ground floor level facing New Street and is therefore considered to be a relevant location in terms of the annual mean nitrogen dioxide objective. This location is included within the AQMA boundary.
S3b	Flats, Former Rose and Crown Pub, New Street	40.5	
S4	Tattoo Studio, New Street	48.2	There are no relevant locations at ground or first floor in this exact location on New Street. This would not be considered a relevant location for the purposes of Local Air Quality Management. This location is included within the AQMA boundary on the basis of other breaches at relevant locations in the vicinity of this tube.
S5a	Froko Furniture, New Street	45.3	Whilst there are no relevant locations at ground floor in this exact location on New Street, Froko Furniture has residential accommodation on the upper floor levels (3 flats). On this basis, this monitoring location would be considered a relevant location in terms of the annual mean nitrogen dioxide objective.
S5b	Froko Furniture, New Street	43.2	
S5c	Froko Furniture, New Street	46.8	
S7a	21 New Street	53.3	This location is adjacent to the traffic lights on New Street, near the junction with Ousegate. There are flats at first floor level at this

S7b	21 New Street	55.9	location. Opening windows to the flats are located around 1m from the monitoring locations. On this basis, this monitoring location would be considered a relevant location in terms of the annual mean nitrogen dioxide objective.
S7c	21 New Street	53.3	

Results in the table above indicate that the boundary of AQMA declared in February 2016 is correct and includes all areas of exceedance where there is the potential for relevant exposure. The declared AQMA includes the area of New Street (including the two rows of terraced buildings flanking New Street) between Selby Abbey and Ousegate. This was the wider area of New Street ('Option 2') proposed as part of the AQMA consultation and was the preferred option, taking account of monitoring uncertainties and all points of relevant exposure along the street.

3.2.2 Particulate Matter (PM₁₀)

Selby District Council does not undertake any local monitoring of particulate matter (PM₁₀).

3.2.3 Particulate Matter (PM_{2.5})

Selby District Council does not undertake any local monitoring of fine particulate matter (PM_{2.5}).

3.2.4 Sulphur Dioxide (SO₂)

Selby District Council does not undertake any sulphur dioxide monitoring in the district.

3.3 Road closures during 2015

Whilst the air quality impact of any road closures/traffic diversions during 2015 cannot be precisely quantified, the Annual Status Report provides an opportunity to log such events and provide some commentary on how traffic flows have been affected. This information can be useful when examining trends in air quality in future Annual Status Reports.

Between 27 April and 17 July 2015, the A63 was closed between the A19 roundabout in Barlby and the A1041 roundabout to the south of Selby. This meant that any traffic wanting to cross the river needed to use the “old toll bridge” (or now called the swing bridge) on the A19 adjacent to New Street, Selby. Alternatives included using the bridge at Cawood or via the bridges near Goole.

The second road closure was the A645 over the River Aire near Newland, which was closed from June to October 2015. The A645 is the route that Drax traffic would normally use from the M62 and the alternative route was via A19 from the M62 at Eggborough, to the A63 Selby by pass and out on the A1041.

4 Planning Application Review

The land use planning system is recognised to play an integral part in improving air quality. This requires close cooperation between planners and environmental health officers.

Selby District Council regularly reviews applications with respect to potential air quality and other environmental impacts. Table 4.1 below provides a list of those planning applications that have been considered in relation to air quality by Selby District Council Environmental Health during 2015. A formal Air Quality Impact Assessment has been requested for some of these applications and this is indicated in the table below.

The Annual Status Report provides an opportunity to keep a record of such applications to provide a picture of where changes in air quality may occur in the future. The information presented in Table 4.1 is also useful to identify where combined impacts of several developments may become important.

Table 4.1 - Planning Applications considered during 2015

Planning Reference	Address	Description	AQ Assessment	Comments
PINS Ref: EN10048	Drax Power Station, Brigg Lane, Camblesforth	Biomass/coal fired power station	Yes	Refused
2015/0007/FUL 2015/0672/DPC	Selby Leisure Centre, Scott Road, Selby, North Yorkshire, YO8 4BL	Erection of a two storey building to accommodation new social & leisure facilities	No	Approved – Air quality impacts not considered significant
2015/0005/FUL	Mansion House Care Home, 164 Main Road, Drax, Selby, North Yorkshire, YO8 8NJ	Installation of a 198kW Biomass Heating System within Housing Unit	Yes	Approved – Air quality dispersion modelling was carried out and the impacts were not considered significant based on the boilers modelled. A condition was requested restricting the installation to two 99kWth Guntamatic Biocom Pellet Boiler burning the Grade 1 EN Plus virgin wood pellets
NY/2014/0383/A30	Brotherton Quarry, Byram Park, Brotherton, Knottingley	Application for the approval of details reserved by condition No's 7, 16 & 17 of Planning Permission Reference No. C8/2013/1064/CPO	No	Approved - Air quality impacts not considered significant

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Planning Reference	Address	Description	AQ Assessment	Comments
NY/2014/0348/73 NY/2014/0113/ENV	Went Edge Quarry, Went Edge Road, Kirk Smeaton, Pontefract.	Application for the variation of condition No's 7 & 13 of Planning Permission Ref. No. C8/45/13AE/PA which relates to excavation depth and hours of working	Information requested	Not yet determined
NY/2014/0292/ENV	Former ARBRE Power Station, Selby Road, Eggborough, Goole, North Yorkshire, DN14 0BS	Re-consultation on planning application for the purposes of the change of use of biomass renewable energy facility to waste management facility with Advanced Thermal Treatment (ATT), with extensions to the existing buildings and amendments to existing site layout	Yes	Approved - A cumulative air quality impact assessment was undertaken to consider emissions from the proposed ATT Facility in conjunction with those from other proposed large combustion plants in the locality. The cumulative impacts were shown not to be significant.
NY/2015/0255/SCR NY/2016/0002/SCO	Went Edge Quarry, Went Edge Road, Kirk Smeaton, Pontefract.	Request for an EIA Scoping Opinion for extraction of limestone in an extension (Area 5) to the existing quarry	AQ assessment requested	Scoping Opinion Issued
NY/2014/0393/ENV	Barnsdale Bar Quarry, Long Lane, Kirk Smeaton	3.5 hectare extension to Barnsdale Bar including use of existing processing plant with restoration to a mix of agriculture and nature conservation	No	Not yet decided

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Planning Reference	Address	Description	AQ Assessment	Comments
<p>NY/2013/0128/ENV</p>	<p>UK Coal Mining Limited, Kellingley Colliery, Kellingley Road, Knottingley, WF11 8DT</p>	<p>Planning application (ref. no. NY/2013/0128/ENV) for the purposes of the Relocation of Colliery activities and construction of an Energy Centre to recover energy from waste with ancillary development including offices and utility uses (e.g. workshops and electrical rooms); parking; a new access point and improvements to the existing access; internal roads; railway sidings; a weighbridge and gatehouse; a substation and transformer compound; a National Grid connection, private wire connection to the Colliery</p>	<p>Yes</p>	<p>Approved – It was demonstrated that there would be no significant cumulative air quality impacts as a result of the construction or operation of the development schemes. The energy centre stack height has been chosen to ensure adequate dispersion of emissions, whilst minimising the visual impact. Dust emissions during construction phases can be adequately controlled via suitable mitigation. A Construction Environmental Management Plan was requested.</p>
<p>NY/2015/0071/73</p>	<p>Drax Power Station, Selby, North Yorkshire, YO8 8PQ</p>	<p>Application for the variation of condition No's 2, 3 & 5 of Planning Permission Ref. No. C8/2012/0796/CPO for the construction of a lightweight aggregate manufacturing plant and ancillary development, to allow a minor material amendment to that part of the approved scheme lying north of the haul road (addition of a dust silo and a walled concrete stocking area, and alternative finish to existing single storey office cabin</p>	<p>Yes</p>	<p>Not yet determined</p>

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Planning Reference	Address	Description	AQ Assessment	Comments
2015/0299/EIA	Drax Power Ltd, Drax Power Station, Brigg Lane, Camblesforth, Selby, North Yorkshire, YO8 8PH	Proposed carrying out of site raising and preparation works, new and altered accesses and roads, footbridge and road bridge and ancillary works	Yes	Approved
NY/2012/0100/ENV	Womersley Quarry, off Stubbs Lane, Womersley, North Yorkshire, DN6 9BB	Planning Application (ref no. NY/2012/0100/ENV) for extension to the existing Womersley Quarry spoil disposal scheme involving the importation of colliery spoil, including the increase in height of the existing tip and creation of an altered land form, and extension into two adjoining former limestone quarries	Yes	Withdrawn
2015/0284/FUL	Unit 1B, East Common Lane, Barlow, Selby, North Yorkshire	Proposed installation of a 16MW embedded Short Term Operating Reserve (STOR) generating plant, together with minor alterations to the existing building and associated works to meet operational requirements at Unit 1b	Yes	Approved – An Air quality assessment was undertaken, to include the worst-case scenario where engines are fully operational for every hour of the year. Predictions of likely future air quality were also made at a nearby approved housing development to the West of the site. The assessment demonstrated that the impacts at the proposed housing development would be well below Air Quality Objective values, even

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Planning Reference	Address	Description	AQ Assessment	Comments
				if the STOR were to operate every hour of the year.
2015/0132/FUL	Selby R.U.F.C., Sandhill Lane, Selby, North Yorkshire, YO8 4JP	Roof line modifications including new balcony, internal remodelling of club house and new bio-mass boiler and compound	Yes	Approved – An air quality assessment was undertaken and the impacts were not considered significant, subject to a number of conditions relating to the type of boiler, the stack height, the type of fuel used and a suitable service and maintenance schedule for the installation.
2015/0367/FUL	Barff Lane, Brayton, Selby, North Yorkshire.	Proposed development of 125 no. dwellings with associated access from Barff Lane, landscaping, new footpath and drainage pond	No	Approved - Air quality impacts not considered significant
2015/0455/REM	Staynor Hall Development, Bawtry Road, Selby, North Yorkshire, YO8 8RX.	Reserved matters app. for the erection of 44 dwellings following outline approval CO/2002/1185 (8/19/1011C/PA) for the erection of 1200 dwellings (4 existing to be demolished)	No	Approved - Air quality impacts not considered significant
2015/0452/REM	Staynor Hall Development, Bawtry Road, Selby, North Yorkshire, YO8 8RX.	Reserved matters application for the erection of 201 dwellings following outline approval CO/2002/1185 (8/19/1011C/PA) for the erection of 1200 dwellings (4 existing to be demolished)	No	Approved - Air quality impacts not considered significant

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Planning Reference	Address	Description	AQ Assessment	Comments
2015/0356/OUT	Selby Road, Eggborough, Goole	Outline planning permission (with all matters reserved) for a residential development	No	Approved - Air quality impacts not considered significant
NY/2015/0149/A27	Staynor Hall Development, Bawtry Road, Selby, North Yorkshire, YO8 8RX.	Consultation on planning application for the purposes of the Application for the approval of details reserved by condition No's 3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 21, 24 & 27 of Planning Permission Ref. No. C8/2014/0835/CPO	No	Approved - Air quality impacts not considered significant
2015/0341/OUT	Flaxley Road, Selby, North Yorkshire	Hybrid application comprising outline proposals for the erection of circa 200 new dwellings	No	Approved - Air quality impacts not considered significant
2015/0240/OUT	Selby Road, North Duffield	Residential Development	No	Refused – appeal lodged
2015/0389/FUL	Barff Lane, Brayton, Selby, North Yorkshire	Proposed erection of 52 residential dwellings including site access	No	Approved - Air quality impacts not considered significant
2015/0532/FUL	Bridge Wharfe, Ousegate, Selby, North Yorkshire.	Section 73 application for the variation of conditions 08 (flood defence), 11 (air quality screening assessment) and 12 (noise assessment) of approval 2014/0541/FUL (8/19/435F/PA) for erection of 13 dwellings, bin and cycle stores and flood wall	Yes	Approved – An air quality screening assessment was carried out that demonstrated that air quality outside the development would be unlikely to be in breach of the Air Quality Objectives. No specific mitigation measures were considered necessary to make the development acceptable in air

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Planning Reference	Address	Description	AQ Assessment	Comments
				quality terms.
2015/0449/FUL	Sedalcol UK Ltd, Denison Road, Selby, North Yorkshire, YO8 8EF	Installation of new gas turbine and gas compressor	Yes	Approved – An air quality dispersion modelling assessment was undertaken. The assessment indicated that the installation of the new gas turbine would result in an overall net reduction in emissions. As such, no objections were raised with respect to air quality.
2015/0190/OUT	Church Fenton Lane, Ulleskelf, Tadcaster.	Outline Planning Permission for residential development including access	No	Approved - Air quality impacts not considered significant
NY/2015/0121/A30	The Maltings Organic Treatment Facility, The Maltings In Vessel Composting Facility, Turpin Lane, South Milford, Nr Leeds, North Yorkshire.	Consultation on planning application for the purposes of the Application for the approval of details reserved by condition No's 4, 15 & 16 of Planning Permission C8/57/530/PA which relates to measures for the prevention of discharge of surface water	No	Approved - Air quality impacts not considered significant
2015/0367/FUL	Barff Lane, Brayton, Selby, North Yorkshire	Proposed development of 125 no. dwellings with associated access from Barff Lane, landscaping, new footpath and drainage pond	No	Approved - Air quality impacts not considered significant
2015/0257/OUT	21 Chapel Street, Hambleton, Selby, North Yorkshire.	Outline application with all matters reserved for 200 dwellings	No	Refused

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Planning Reference	Address	Description	AQ Assessment	Comments
2015/0580/FUL	Staynor Hall Development, Bawtry Road, Selby, North Yorkshire, YO8 8RX.	Reserved matters application for the erection of No.44 dwellings, community facilities and retail units following outline approval 8/19/1011C/PA (CO/2002/1185)	No	Approved - Air quality impacts not considered significant
2015/0579/REM	Staynor Hall Development, Bawtry Road, Selby, North Yorkshire, YO8 8RX.	Reserved matters application for the erection of 150 dwellings following outline approval CO/2002/1185	No	Approved - Air quality impacts not considered significant
2015/0240/OUT	Selby Road, North Duffield.	Residential development	No	Refused – appeal lodged
2015/0544/OUT	Hodgsons Lane, Sherburn In Elmet, Leeds, North Yorkshire	Outline application for up to 270 residential dwellings including details of vehicular access (all other matters reserved)	No	Refused – appeal lodged
2015/0389/FUL	Barff Lane, Brayton, Selby, North Yorkshire	Proposed erection of 52 residential dwellings	No	Approved - Air quality impacts not considered significant
NY/2015/0131/A27	Eggborough Pit, Weeland Road, Hensall, Goole, DN14 0RL	Consultation on planning application for the purposes of the Application for the approval of details reserved by condition No's 13 & 14 of Planning Permission C8/2012/1045/CPO which relates to a dust control scheme and a drainage scheme	Scheme to control dust	Approved

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Planning Reference	Address	Description	AQ Assessment	Comments
NY/2009/0523/ENV	Jackdaw Crag Quarry, Moor Lane, Stutton, Tadcaster, LS24 9BH.	Extension of mineral extraction on land to the south of the existing quarry	No	Not decided
2015/0674/FUL 2015/1034/FUL	Gascoigne Wood Mine, Lennerton Lane, Sherburn In Elmet, Leeds, North Yorkshire, LS25 6LH.	Installation of bio-fuelled (STOR) power generation plant	Yes	Approved – Conditions were recommended regarding the types of engines installed, the number of operating hours, minimum stack height, servicing and maintenance requirements and permissible fuel type. Comments were also made regarding a minimum emission standard for vehicles accessing the site and potentially limiting the distance from which fuel could be sourced to limit transport based emissions to air and to maximise carbon savings.
2015/0750/DPC	Selby Busines Park, Oakney Wood Road, Selby, North Yorkshire	Discharge of conditions 4 (Noise Emissions), 5 (Atmosphere Emissions) and 11 (Drainage) of approval 2014/1251/FUL Construction of new build industrial units on land known as Plot E Land Selby Business Park Oakney Wood Road	No	Withdrawn
NY/2015/0189/73	Eggborough Pit, Weeland Road, Hensall, Goole, DN14 0RL.	Application for the variation of Condition No.1 of Planning Permission Ref. C8/2012/1045/CPO for an extension of time for the	No	Approved - Air quality impacts not considered significant

Planning Reference	Address	Description	AQ Assessment	Comments
		continued use of land for the operation of a mobile crusher and mobile screen with double deck and associated conveyors for the purpose of recycling of inert waste until 06 January 2019		
2015/0862/FUL	Street Houses Farm, York Road, Steeton, Tadcaster	Proposed installation of an agricultural anaerobic digestion facility including digester, digestate storage tank, hydrolysis tank, clamps, CHP unit and associated infrastructure	Odour Management Plan	Approved
2015/0863/FUL	Myrtle Grange Farm, Main Street, Hensall, Goole, DN14 ORA.	Installation of an agricultural anaerobic digestion facility including digester, digestate storage tank, hydrolysis tank, clamps, CHP unit and associated infrastructure.	Yes	Approved – An air quality assessment was undertaken to consider the likely impacts on local air quality. Predicted concentrations of all pollutants were below the relevant air quality objectives at all locations within the assessment. As such, no objections were raised to the application.
2015/0895/OUT	Hodgsons Lane, Sherburn In Elmet, Leeds, North Yorkshire	Outline application including access (all other matters reserved) for erection of 135 dwellings	No	Not decided
2015/0341/OUT	Flaxley Road, Selby, North Yorkshire.	Hybrid application comprising outline proposals for the erection of circa 200 new dwellings including the construction of a new junction	No	Approved - Air quality impacts not considered significant

Planning Reference	Address	Description	AQ Assessment	Comments
		onto Flaxley Road, the laying out of open space and children's play area, pumping station, siting of electricity substation, landscaping and creation of areas for sustainable drainage including connection to water course and detailed proposals for the conversion of agricultural buildings to form 2 dwellings together with associated works including the creation of curtilages and areas of driveways/hard standing (including external areas relating to the existing farm house)		
NY/2015/0263/SCO	Broach Road, Hensall, North Yorkshire, DN14 0UD	Request for EIA Scoping Opinion		Screening Opinion issued and air quality and dust assessment requested.
2015/0517/OUT	York Road, North Duffield, Selby, North Yorkshire	Outline application to include access and layout for residential and associated development (35 dwellings)	No	Approved - Air quality impacts not considered significant
2015/0884/OUT	Barr Lane, Hambleton, Selby, North Yorkshire.	Outline application for residential development with retail units with all matters reserved on land	No	Not yet determined
2015/0389/FUL	Barff Lane, Brayton, Selby, North Yorkshire	Proposed erection of 52 residential dwellings including site access	No	Approved - Air quality impacts not considered significant

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Planning Reference	Address	Description	AQ Assessment	Comments
2015/0367/FUL	Barff Lane, Brayton, Selby, North Yorkshire	Proposed development of 125 no. dwellings with associated access	No	Approved - Air quality impacts not considered significant
2015/0914/OUT	Whitecote Lane, South Milford, Leeds	Outline application with all matters reserved for erection of 62 dwellings on land at	No	Not yet determined
2015/1089/OUT	Weeland Road, Hensall, Goole	Outline application to include access for residential development up to 33 dwellings (all other matters reserved)	No	Not yet determined
2015/1033/FUL	Main Street, Hillam, Leeds, North Yorkshire	Full planning application for the demolition of two existing dwellings and the residential development of 52 dwellings, including means of access, layout and landscaping	No	Not yet determined
SCO/2015/0001 2015/1392/FUL	Saint Gobain Glass UK Limited, Weeland Road, Eggborough, Goole, DN14 0FD.	Request for a scoping opinion for proposed development for construction of a rigid board manufacturing plant / Proposed development of a new, single storey production facility to the east of the existing Saint-Gobain glass factory.	Yes	Not yet determined
2016/0333/DOC		Air quality assessment to support the reserved matters application for a consented B2/B8 development on land at the former airfield in Sherburn in Elmet (approval	Discharge of Condition (DOC)	Based on a review of the air quality assessment, it was not considered that the air quality impacts would have been grounds on which to raise objection to the outline

Planning Reference	Address	Description	AQ Assessment	Comments
		2013/0467/OUT).		<p>application. The results of the operational phase assessment predicted a negligible impact at all considered sensitive receptors. Provided good practice control measures were implemented, construction phase impacts were not considered to be significant. However, it was recommended that the Construction Management Plan (CMP) was revised in line with the recommendations of the air quality assessment.</p>

Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA ?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
3N	17 Carantan Cl	Urban Background	460855	432820	NO ₂	No	Y (7m)	1.50	No	2.50
4N	Brook St	Roadside	461096	432191	NO ₂	No	Y (5m)	1.00	No	2.50
9N	20 Bryony Ct	Urban Background	460899	430935	NO ₂	No	Y (6m)	2.00	No	2.50
S1	Bailey & Haigh	Roadside	461638	432345	NO ₂	Yes	Y (0m)	2.36	No	2.52
S2	Lampost 52 (Bridge)	Roadside	461689	432422	NO ₂	Yes	Y (5m)	1.67	No	2.54
S3a	Rose & Crown 1	Roadside	461670	432408	NO ₂	Yes	Y (0m)	1.54	No	2.54
S3b	Rose & Crown 2	Roadside	461670	432408	NO ₂	Yes	Y (0m)	1.54	No	2.54
S3c	Rose & Crown 3	Roadside	461670	432408	NO ₂	Yes	Y (0m)	1.54	No	2.54
S4	Tattoo Studio	Roadside	461681	432407	NO ₂	Yes	N/A	1.30	No	2.52
S5a	Froko Furniture 1	Roadside	461659	432405	NO ₂	Yes	Y (0m)	1.45	No	2.50
S5b	Froko Furniture 2	Roadside	461659	432405	NO ₂	Yes	Y (0m)	1.45	No	2.50
S5c	Froko Furniture 3	Roadside	461659	432405	NO ₂	Yes	Y (0m)	1.45	No	2.50
S6	Preston Baker Est Agent	Roadside	461635	432372	NO ₂	Yes	Y (0m)	1.49	No	2.70
S7a	21 New Street - SP (1)	Roadside	461688	432434	NO ₂	Yes	Y (0m)	1.00	No	3.00
S7b	21 New Street (2)	Roadside	461688	432434	NO ₂	Yes	Y (0m)	1.00	No	3.00
S7c	21 New Street (3)	Roadside	461688	432434	NO ₂	Yes	Y (0m)	1.00	No	3.00
S8	30 New St (Chevin)	Roadside	461697	432424	NO ₂	Yes	Y (0m)	6.00	No	3.00
S9	2 The Crescent	Roadside	461650	432370	NO ₂	Yes	Y (0m)	2.50	No	4.00

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA ?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
	(Con Club)									
S10	Gowthorpe Lamp post	Roadside	461317	432356	NO ₂	No	Y(0m)	1.00	No	2.50
S11	10 The Crescent (Florist)	Roadside	461507	432319	NO ₂	No	Y (0m)	3.00	No	3.00
T1	Nat West Bank	Roadside	448642	443349	NO ₂	No	N/A	2.00	No	2.50
T2	Cancer Research	Roadside	448703	443380	NO ₂	No	Y (0m)	2.40	No	2.50
T3	Cancer Research Display	Roadside	448690	443405	NO ₂	No	Y (0m)	1.20	No	2.50
T4	Lamp post 44	Roadside	448704	443412	NO ₂	No	N/A	1.00	No	2.50

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

Table A.2 – Annual Mean NO₂ Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2015 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2011	2012	2013	2014	2015
3N	Urban Background	Diffusion Tube	100	100	19.8	19.9	18.8	18.8	16.8
4N	Roadside	Diffusion Tube	100	100	28.5	36.0	27.9	28.2	26.8
9N	Urban Background	Diffusion Tube	100	100	16.9	17.9	16.9	17.9	16.7
S1	Roadside	Diffusion Tube	100	100	-	37.4	36.7	38.6	36.3
S2	Roadside	Diffusion Tube	100	100	-	38.7	36.8	39.9	34.8
S3a	Roadside	Diffusion Tube	100	100	-	-	43.0	43.2	40.4
S3b	Roadside	Diffusion Tube	75	75	-	-	-	-	40.5
S3c	Roadside	Diffusion Tube	75	75	-	-	-	-	39.2
S4	Roadside	Diffusion Tube	100	100	-	59.5	53.6	53.4	48.2
S5a	Roadside	Diffusion Tube	100	100	-	43.0	46.1	46.0	45.3
S5b	Roadside	Diffusion Tube	75	75	-	-	-	-	43.2
S5c	Roadside	Diffusion Tube	75	75	-	-	-	-	46.8
S6	Roadside	Diffusion Tube	100	100	-	32.8	33.4	33.5	30.8
S7a	Roadside	Diffusion Tube	75	75	-	-	-	-	53.3
S7b	Roadside	Diffusion Tube	75	75	-	-	-	-	55.9
S7c	Roadside	Diffusion Tube	75	75	-	-	-	-	53.3
S8	Roadside	Diffusion Tube	67	67	-	-	-	-	33.0

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2015 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2011	2012	2013	2014	2015
S9	Roadside	Diffusion Tube	75	75	-	-	-	-	33.3
S10	Roadside	Diffusion Tube	8 (only 1 month's data available)	8 (only 1 month's data available)	-	-	-	-	N/A
S11	Roadside	Diffusion Tube	75	75	-	-	-	-	36.1
T1	Roadside	Diffusion Tube	92	92	-	38.1	37.2	40.4	32.3
T2	Roadside	Diffusion Tube	100	100	-	31.3	29.9	29.9	27.9
T3	Roadside	Diffusion Tube	100	100	-	40.3	38.3	38.7	35.3
T4	Roadside	Diffusion Tube	92	92	-	39.5	32.1	33.3	29.1

Notes: Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Technical Guidance LAQM.TG16 if valid data capture for the full calendar year is less than 75%. As only 1 month’s data was available for tube S10, it was not considered appropriate to annualise this diffusion tube result. See Appendix C for details.

Appendix B: Full Monthly Diffusion Tube Results for 2015

Table B.1 – NO₂ Monthly Diffusion Tube Results - 2015

Site ID	NO ₂ Mean Concentrations (µg/m ³)													Annual Mean	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted ⁽¹⁾	
3N	24	25	20	17	12	12	12	13	15	24	24	24	18.5	16.8	
4N	36	33	33	27	25	25	27	22	30	33	30	33	29.5	26.8	
9N	24	26	20	17	10	10	11	13	14	34	23	18	18.3	16.7	
S1	39	40	32	38	49	46	44	38	40	41	36	36	39.9	36.3	
S2	44	41	35	40	39	36	37	34	34	39	40	40	38.3	34.8	
S3a	38	49	36	44	54	50	47	44	40	49	40	42	44.4	40.4	
S3b	-	-	-	46	48	45	49	45	41	47	41	39	44.6	40.5	
S3c	-	-	-	38	52	49	46	42	38	48	40	35	43.1	39.2	
S4	52	47	44	52	63	57	59	54	46	55	54	52	52.9	48.2	
S5a	53	41	33	43	66	55	56	47	44	51	65	43	49.8	45.3	
S5b	-	-	-	41	58	51	34	43	44	53	68	35	47.4	43.2	
S5c	-	-	-	43	60	57	55	46	50	58	54	40	51.4	46.8	
S6	37	36	31	33	38	17	38	32	36	41	37	30	33.8	30.8	
S7a	-	-	-	54	67	63	74	52	55	57	55	50	58.6	53.3	

Site ID	NO ₂ Mean Concentrations (µg/m ³)													Annual Mean	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted ⁽¹⁾	
	S7b	-	-	-	56	74	68	73	52	63	57	62			48
S7c	-	-	-	57	65	65	68	51	55	60	58	48	58.6	53.3	
S8	-	-	-	-	34	29	32	33	30	37	39	37	36.2 (annualised)	33.0	
S9	-	-	-	31	46	40	38	37	33	33	37	34	36.6	33.3	
S10	-	-	-	-	-	-	-	-	-	-	-	32	N/A	N/A	
S11	-	-	-	35	35	39	39	39	38	43	46	43	39.7	36.1	
T1	37	39	41	35	31	28	-	33	37	44	35	31	35.5	32.3	
T2	32	37	38	29	28	22	25	30	27	34	34	32	30.7	27.9	
T3	45	47	45	34	34	34	37	36	37	47	37	32	38.8	35.3	
T4	38	46	32	29	26	13	28	32	32	34	42	-	32.0	29.1	

(1) See Appendix C for details on bias adjustment

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

Air Quality Monitoring data QA/QC

The nitrogen dioxide diffusion tubes used in Selby during 2015 were supplied and analysed by Gradko International, St. Martins House, 77 Wales Street, Winchester, Hampshire SO23 0RH. The preparation method used for the diffusion tubes was 20% TEA in Water. Gradko confirmed as part of their tender submission for Selby District Council's diffusion tube contract, that they could adhere to the best practice guidance provided in the 'Diffusion Tubes for Ambient NO₂ Monitoring: Practical Guidance for Laboratories and Users'. In the WASP inter-comparison scheme for comparing spiked Nitrogen Dioxide diffusion tubes (now AIR-PT scheme), Gradko achieved 100% for all rounds in 2013, 2014, 2015 and 2016 reported to date (to Feb 2016).

A database of bias adjustment factors determined from Local Authority co-location studies throughout the UK has been collated by the Local Air Quality Management Helpdesk. Combined bias adjustment factors have been calculated for each laboratory, year and preparation method combination for which data are available. The suggested bias correction factor for Gradko in 2015, with tube preparation method of 20% TEA in Water, is 0.91. This factor has been used for correction of the 2015 diffusion tube data presented in this report. This factor is consistent with that used in previous years.

Annualising diffusion tube data (period to annual correction)

LAQM.TG16 states that for those nitrogen dioxide diffusion tube sites with fewer than 9 months work of data, it is necessary to perform annualisation. Data capture for diffusion tube S8 (30 New Street) was 67% and thus an estimate of the annual mean has been made following the approach below.

In line with LAQM.TG16, and following discussions with the National Air Quality Helpdesk⁶, two AURN background monitoring sites within a 50 mile radius (approx) of Selby have been used for the annualisation, namely Barnsley Gawber and Leeds Centre. Period means for both of these sites (01/05/15 – 07/01/16) have been

⁶ E-mail correspondence with Max Nancarrow, LAQM Helpdesk Team 03/05/2016

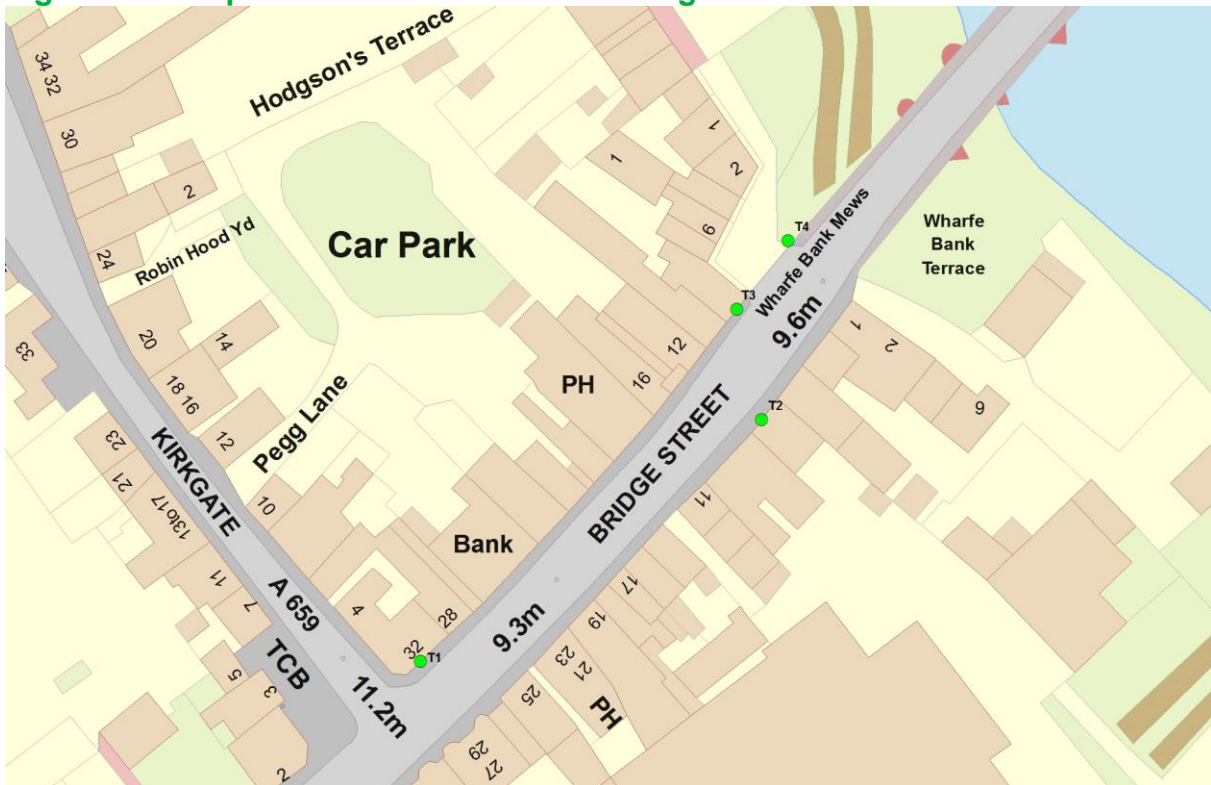
calculated and compared to the respective annual means. This has been used to calculate an average ratio with which to adjust the diffusion tube result to give an indication of the annual mean. Data capture at all continuous morning sites was greater than 95%. The predicted annual mean result has then been bias corrected using the 2015 bias correction factor (as described above).

Table C.1 – Annualisation of Diffusion Tube S8

	Diffusion Tube S8	Barnsley Gawber (UB)	Leeds Centre (UB)
NO ₂ Period Mean [PM] (µg/m ³)	33.88	17.64	29.13
NO ₂ Annual Mean [AM] (µg/m ³)	-	18.93	31.03
Ratio of PM to AM	-	1.07	1.07
Average Ratio / correction factor	1.07		
Estimate of Diffusion Tube Raw Annual Mean (µg/m ³)	33.88 x 1.07 = 36.2		
Estimate of Diffusion Tube (S8) Bias Corrected Annual Mean (µg/m ³)	36.21 x 0.91 = 33.0		

Appendix D: Maps of Monitoring Locations

Figure D.1: Map of Non-Automatic Monitoring Sites in Tadcaster



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Figure D.2: Map of Non-Automatic Monitoring Sites in Selby



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Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective ⁷	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁷ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- DEFRA (2007) The Air Quality Strategy for England, Scotland, Wales and Northern Ireland.
- DEFRA (2016) Technical Guidance LAQM.TG(16) and Policy Guidance LAQM.PG(16)
- Environment Act (1995), HMSO.
- Selby District Council (2015) Air Quality Updating and Screening Assessment.
- Selby District Council (2015) Detailed Assessment of Nitrogen Dioxide on New Street, Selby
- The Air Quality (England) (Amendment) Regulations, 2002, Statutory Instrument 3043 (2002), HMSO.
- The Air Quality Regulations, 2000, Statutory Instrument 928 (2000), HMSO, London.



Public Session

Report Reference Number S/16/7

Agenda Item No: 6

To: Scrutiny Committee
Date: 23 March 2017
Author: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 3 – 2016/17 (October to December)

Summary:

The quarterly Corporate Performance Report provides a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against KPIs.

Recommendations:

- i. The report is noted.
- ii. That Scrutiny Committee consider any aspect of performance they wish to explore further at subsequent committees.

Reasons for recommendation

The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

1. Introduction and background

- 1.1 High level performance reporting of progress against the Council's priorities – as set out in the Corporate Plan 2015-20 – is a key element of the performance management arrangements. The Corporate Performance Report clearly follows the structure of the Corporate Plan, with a report card for each of the four main priority areas.
- 1.2 Progress on delivering the Council's priorities is demonstrated by a combination of:

- progress against priority projects/high level actions (are we meeting/expecting to meet delivery timescales); and
- performance against KPIs (are targets being met; are we getting better)

1.3 The Corporate Performance Reporting framework is kept under review. Recent changes include the introduction of a one page exception report. It should be noted that a review of the KPIs and priority projects selected as part of this report will be undertaken at the end of 2016/17 and will be reported from Q1 2017/18. This review will be informed by service plans developed by each Head of Service.

2. The Report

2.1 The specific focus of this report covers the period October to December 2016. This has been a period of significant change at Selby District Council – both in terms of changes to the operating model and to the senior management structure. However, the Corporate Plan 2015-20 has provided consistency in terms of the direction the Council is seeking to follow and the specific priorities.

2.2 Summary of progress

The Corporate Performance Report (see appendix) sets out the detail in terms of progress (or otherwise) against the Council's priorities during quarter 3. In terms of a summary:

- 53% of projects/high level actions are on track.
- 68% of KPIs are showing improvement over the longer term.
- 70% of KPIs are on target.

2.3 What went well in quarter 3

- Latest data shows that recent increases in employment rates are being sustained – along with corresponding reductions in the numbers claiming out of work benefits (see p.4 of the attached report)
- On skills: Q3 saw accolades for Selby College – scoring highly for transitions into employment – and also the start of work on a Selby College, working with Leeds City Region LEP began work on a new centre for construction skills training (p.3)
- Tadcaster was announced as a stage start for the 2017 Tour de Yorkshire – helping the town reach its potential and supporting the drive to encourage healthy leisure activities. (p.3)
- Around 140 new homes added to the Council Tax Valuation List – above the quarterly target and reflecting the continued upturn in the housing market. (p.8)
- Performance on key housing KPIs continues to improve – with re-let times reducing for all Council homes and well over 99% of repairs completed within agreed timescales.(p.8)

- Performance on missed bins recovered from the Q2 dip; Q3 performance was back on target. (p.9)
- Successful launch event held for the Community Navigators project.(p.12)
- Second mental health workshop held in November - Building on the success of the first ever Selby mental health conference in September. (p.12)
- Sherburn Community Trust is now up and running with a volunteer Trustee.(p.12)
- Performance is on track to hit targets on all four debt collection KPIs. (p.16)
- Performance has improved significantly on processing new Benefit claims. However, time taken to process changes in circumstances increased slightly.(p.17)
- Time taken to process the majority of planning applications improved in Q3. Performance on 'major' applications remains a concern. (p.17)
- The average waiting time for customers to be seen/have their call answered continues to reduce. (p.17)

2.4 What did not go so well in quarter 3 – and what will we do about it

- Fewer visits to Council leisure centres in Q3. This was to be expected when compared to Q2 but also lower than 12 months previous. We anticipate an increase in attendance in the New Year with a number of promotions planned to capitalise on this. (p.9)
- A £358k shortfall in the savings target for the year reported at Q3. Whilst the current savings plan is behind target, approval of additional savings as part of the forthcoming budget could help to mitigate the shortfall. (p.16)
- Despite improvement in Q3, performance on complaints processing continues to be well below target. ELT reviewing Complaints processing in Q4 with a view to strengthening processes and improving customer service. (p.17)
- Employee sickness absence is a concern. Q3 saw an increase compared to both Q2 and to the same period last year. An audit of sickness absence is expected to report in Q4 and associated improvement actions undertaken (p.19).

3. Legal/Financial Controls and other Policy matters

Legal Issues

3.1 None

Financial Issues

3.2 Financial – Delivery of Corporate Plan priorities is reflected in the MTFs.

Impact Assessment

- 3.3 An Equality, Diversity and Community Impact Assessment screening report has been undertaken on the Corporate Plan and its priorities – and due regard has been given.

4. Conclusion

- 4.1 Despite concerns around the delivery of some priority projects, the performance report demonstrates continued performance improvement and delivery against Corporate Plan Priorities – particularly in those aspects of performance measured by KPIs.

5. Background Documents

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Appendices:

Appendix A. Corporate Performance Report Quarter 3 2016/17





Summary

68% KPIs improved* **70%** KPIs on target **53%** Projects on track

Priorities

Note: it is the intention to only highlight those measures showing as 'red' in the Corporate Performance Report, i.e.:

- KPIs where the *long term* trend is worse and/or agreed targets are not being met; and
- Priority projects that are overdue/passed completion date.

A great place to...	Overall	Exceptions	Reason
...to do business		<ul style="list-style-type: none"> • age 16-65 with no qualifications 	<ul style="list-style-type: none"> • KPI: Trend worse; Target not met
...to enjoy life		<ul style="list-style-type: none"> • Missed bins • Leisure Centre visits • Adult physical activity • Y6 children defined as obese 	<ul style="list-style-type: none"> • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target not met
...to make a difference		<ul style="list-style-type: none"> • Performance reporting 	<ul style="list-style-type: none"> • KPIs: to be developed
...deliver great value		<ul style="list-style-type: none"> • Stage 1 complaint response time • Council tax debt recovery • Sundry debt recovery • Time to process benefit changes • % of major applications to committee in time • Planned savings • Average sick days per employee 	<ul style="list-style-type: none"> • KPI: Target not met • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target not met • KPI: Target not met • KPI: Trend worse; Target not met

Key:  Priority on track overall  Some concerns overall  Significant concerns on overall delivery




Selby District Council


Corporate Performance Report


Quarter 3 2016/17


Key


Projects

-  Cancelled


-  Overdue – Passed completion date


-  Check Progress – Milestone missed


-  In Progress – On track


-  Completed


KPIs


-  Alert – target not met


-  Warning – target not met but within acceptable limit


-  OK – target met/on target

-  Unknown

-  Data Only





-  Trend - Improving

-  Trend - No Change

-  Trend - Getting Worse

A great place...to do BUSINESS: Overall Progress

Q3 2016/17

Key focus of our work	What's gone well; what are we concerned about	Overall Progress
Secure new investment in the district (Lead Director: D Caulfield)	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Work is continuing to bring forward S2 for development; • Outline planning application submitted for Kellingley Colliery. • Approx. £10m invested in British Gypsum manufacturing plant near Sherburn-in-Elmet. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this new agenda forward – this is being addressed by creating new posts to drive forward economic development, regeneration and housing as part of the Organisational Review. 	 Some concerns
Improve employment opportunities (D Caulfield)	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Q3 data shows a further increase in employment rates with a corresponding reduction in those claiming out of work benefits. Data follows broad national trends; • Economic Development Strategy provides strategic framework to enhance employment opportunities. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this new agenda forward – this is being addressed by creating new posts to drive forward economic development, regeneration and housing as part of the Organisational Review. 	 On track
Improve access to training and skills for work (D Caulfield)	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Q3 saw Selby College revealed as the highest-performing in Yorkshire and the joint second highest-performing nationally an FE Week survey ranked colleges on apprenticeships, helping learners find work and both learner and employer satisfaction. The College was also named the best in England for getting jobseekers into employment (DfE). • Selby College, working with Leeds City Region LEP began work on a new £1.4m project to redevelop its existing Aspiration Building facilities specifically for training young people and adults in a variety of construction skills trades - , supporting growth in key business and employment sectors identified in the Economic Development Strategy. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Lack of internal capacity to drive this forward – this is being addressed as part of the Organisational Review. 	 Some concerns
Help Selby, Tadcaster and Sherburn reach their potential (D Caulfield)	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Tadcaster announced as the stage two start for 2017 Tour de Yorkshire – to take place in May 2017 • Rebuild work on the brand new Harold Mills Community Centre in Sherburn started in October <p>What are we concerned about:</p> <ul style="list-style-type: none"> • N/A 	 On track







A great place...to do BUSINESS: KPIs






Q3 2016/17

KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% working age population in employment	Aim to Maximise	75.7%	80%	84%	87%	↑	↑	✔	Latest data at September 2016 87% equates to 46,400 people. Employment rates are 15% higher than the regional average. Investment is ongoing in the district, and the Council is working with Harworth Estates to bring forward redevelopment of the Kellingley Colliery site.
% working age population claiming Job Seekers Allowance	Aim to Minimise	1.3%	1.0%	1.2%	1.0%	↑	↑	✔	Latest data at May 2016 Equates to 560 people – 150 fewer than 12 months previous. Selby remains below regional and national averages and follows wider recent trends.
% working age population receiving all main out of work benefits	Aim to Minimise	6.4%	6.0%	6.1%	5.9%	↑	↑	✔	Latest data at May 2016 Equates to 3,170 people. Selby remains well below both regional and national averages. 250 fewer claimants than 12 months earlier.
% working age population qualified to Level 4+ (annual measure)	Aim to Maximise	34.6%	35%	34.8%	34.8%	▬	↑	✔	Annual measure – no new data for Q3 Around 18,500 working aged residents are qualified to at least Level 4 (HND, Degree or higher). Selby College is working to increase skill levels with its strong programme of construction and engineering skills training, supporting key employment sectors in the district.
% working age population with no qualifications (annual measure)	Aim to Minimise	7.9%	7.5%	8.2%	8.2%	▬	↓	⛔	Annual measure – no new data for Q3 We are aiming to increase the skills of the workforce in the district and will work with education providers to support people to access training and education that will skill them for work. Selby College began work on a £1.4m construction and engineering training facility.
Amount of Business Rates retained (£s)	Aim to Maximise	£7,418,763	£7,500,000	£7,492,359	£7,505,068	↑	↑	✔	Our income is comprised of 2 elements: the safety net payment of £2.1m and retained renewables income of £5.4m - giving the total of £7.5m.
PLACEHOLDER - a measure of private sector investment in the Selby District	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI to be developed. Positive discussions with Glentool on bringing forward the Proving Ground, Sherburn-in-Elmet and with Harworth Estates on bringing forward regeneration of Kellingley Colliery

A great place...to do BUSINESS: Projects

Q3 2016/17

Action Title	Managed By	Due Date	Progress	Latest Update
Improving employment opportunities				
Community Skills & Capacity Building Project	James Cokeham	29-Mar-2018		This fund is potentially critical to the delivery of the Economic Development Strategy. Funding is required whilst an action plan for this is developed.
Securing new investment in the district				
Supporting Improvements to Infrastructure	James Cokeham	31-Mar-2017		A number of potential infrastructure projects have been identified through the Economic Development Strategy and PLAN Selby. Further work will be carried out with partners to build detailed business cases where relevant, potentially through the Programme 4 Growth.
Selby District USP Project	James Cokeham	31-Mar-2016		Will be committed, plans in place for Communication and engagement campaigns created for 4 areas – to be agreed by the end of February 2017 which will determine the actions for each priority; 1. Overall 'Place Branding'; 2. Communications & Marketing to support the visitor strategy; 3. Planning Service narrative and 4. Business Investment communications.
Growing Enterprise Programme	James Cokeham	29-Mar-2018		Support continuing for local business networking groups including Selby Enterprise Café and Sherburn & Tadcaster Business Networking Group. Difficulties in recruiting a short-term Business Advisor/SME Growth Manager in partnership with the LCR Local Enterprise Partnership. A fixed term post is therefore planned for the new structure from April 2017. A match funding contribution of £9k has been made to LCRs 'Digital Enterprise' programme – an EU funded scheme to support businesses to invest in their digital infrastructure and capabilities to achieve business growth through business support and connection grants/vouchers
Green Infrastructure - Commissioning Phase	James Cokeham	29-Mar-2018		Work is progressing, the Council has now taken the development of the GI strategy in-house and is working with Natural England on key methodological aspects of the work.
Economic Development Strategy	James Cokeham	31-Mar-2017		Consultation draft of Strategy produced and publically consulted upon over September-November 2016. ERYC will be asked to complete final amends, after additional business consultation, with aim of adopting Strategy in 2016 Q4 or 2017 Q1.

Development Fund Project	James Cokeham	29-Mar-2018		Fund used to explore potential for development of a 'Garden Village' at Church Fenton Airfield and potential complementary site uses. Arup have recently been commissioned to drive forward work on a number of key strategic sites over the next 6 months. This includes Olympia Park, Kellingley Colliery/M62, Rigid Paper/Selby Marina and a new masterplan for Selby Rail Station and its environs.
Green Energy Investment Project - Feasibility Study	James Cokeham	under review	tbc	Exploration of a ground mounted solar farm concluded it was not possible to deliver a scheme by the end of 2015/16 in order to take advantage of the subsidy regime before changes were implemented. Therefore plans have been deferred until 'grid parity' is reached (anticipated within the next 2-3 years). Potential to prepare a planning application for a ground mounted scheme but further funds would be required. Further work on the feasibility of a roof mounted scheme on the Council's general assets and housing stock not progressed due to internal capacity but will be factored into future resource plans. Preparatory work for schemes (including a grid connection and planning application) are expected to require £50k which has been included in the proposals for P4G3 – and project timescale will be reviewed.
Tourism Strategy adopted and agreed	Angela Crossland	31-Mar-2017		Work to progress development of the strategy is to commence soon. However, to support the principles of the new tourism strategy we have used the Council's corporate channels of communication to support greater awareness of the district's tourism offer over the summer months. Specifically, we have linked our social media posts to relevant organisations and individuals to increase the audience 'reach' of our messages: this strategy has supported these updates to be amongst the most popular online content and posts over recent months. Capacity is now in place to support the development of work around the visitor economy, arts, heritage and culture. The date for completion of this work will need to be reviewed and anticipate a May completion date of the outline strategy and developing action plan.
Working with education providers to support people in accessing training				
Construction Skills Hub Project	James Cokeham	29-Mar-2018		Project on hold pending further productive discussion with Selby College and ongoing feasibility work on Olympia Park. Roll into Project Delivery Fund for P4G 3 and can then bid for it depending on progress with OP.
Working with people and businesses to help Selby, Tadcaster and Sherburn reach their potential				
Masterplanning for Towns Programme - Phase 1 Options	James Cokeham	29-Mar-2018		Ongoing piece of work to set a direction of growth for our market towns. Initial work has been completed and Phase 2 will be commissioned following agreement on the approach to the Local Plan and there will be other sub-projects to commence on the back of the Local Plan. An initial brief on the approach for this work should be in place during Q4.
Car Park Strategy adopted	James Cokeham	31-Mar-2017		Significant consultation took place in Q3 including presentations to a number of community groups. To allow time to collect further data/evidence – particularly to take account of usage in Tadcaster once the bridge is re-opened – a report seeking approval of the Strategy initially planned for March will now not be considered until August – resulting in a slight delay.

A Great Place...to Enjoy Life: Overall Progress

Q3 2016/17

Key focus of our work

What's gone well; what are we concerned about

Overall Progress

Improving the supply of housing

(Lead Director: D Caulfield)

What's gone well this quarter:

- New partnership between Selby and York councils and Hunters announced to bring empty, homes back into use. Initiative during Empty Homes Week to advise local property owners on bringing homes back into use.
- Around 140 new homes added to the Council Tax Valuation List – above the quarterly target and reflecting the continued upturn in the housing market on a range of sites the Council allocated in the last development plan
- Performance on the re-letting and repair of Council homes continues to improve and exceed targets
- Arup commissioned to provide resource/expertise to bring forward key strategic sites (Rigid Paper Mills/Selby Marina and Olympia Park).

What are we concerned about:

- Decision taken to no longer progress work to explore the possibility of a new garden village in the Church Fenton area – removing a potential longer term opportunity to deliver new homes. However now focussing on shorter term housing delivery through Plan Selby and a focus on unlocking stuck sites.
- Set back on progress towards securing a five year supply of housing land in Selby District
- No further progress on actually bringing additional empty homes back into use in Q3.



Some concerns

Improving healthy life choices

(D Caulfield)

What's gone well this quarter:

- Following a public consultation, the Council agreed proposals to adapt byelaws – relating to specific open spaces such as Selby Park, allowing cycling in designated areas.
- Inspiring Healthy Lifestyles and SDC have secured £12k from the Tesco Bags of Help campaign, through partnership with Groundwork North Yorkshire – to improve Selby Park and support the changes related to developing the park as a cycling hub and building on developments as a sensory area.
- Following completion of the SDC funded project in Q2, The Active Children scheme is becoming self-sustaining with 8 paid for bookings being taken in Q3 for local primary schools.
- The Tier 2 Adult Weight Management and the GP Referral schemes continue to be very successful and the number of participants in the GP Referral scheme completing the course is ahead of target in Q3. A two month extension to the Tier 2 programme has been agreed with North Yorkshire Public Health.

What are we concerned about:

- Fewer visits to Council leisure centres in Q3. This was to be expected when compared to Q2 but also lower than 12 months previous. We anticipate an increase in attendance in the New Year with a number of promotions planned to capitalise on this.









On track

Great Place...to Enjoy Life: KPIs

Q3 2016/17







KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Increase in Council Tax base	Aim to Maximise	30,086	30,500	30,673	30,695	↑	↑	✔	During Q3 we have added 136 new dwellings to the Valuation List
Number of additional homes provided in the district (annual)	Aim to Maximise	439	450	n/a	142	n/a	n/a	n/a	The number of dwellings added to council tax is above the quarterly target of 113. Of these completions, over half (81) have occurred in Selby and Sherburn, on mostly larger sites being built out by major national housebuilders. Other large sites being built out at Eggborough (11), Newton Kyme (19) and Barby (8) contribute over a quarter of the total completions.
Number of affordable homes provided in the district (biennial)	Aim to Maximise	n/a	tbc	n/a	38	n/a	n/a	n/a	Completions by registered provider partners & other delivery partners. Q3 & Q4 data will be gathered in April 2018.
Average time taken to re-let General Need Housing	Aim to Minimise	22.7 days	24 days	21.9 days	19.4 days	↑	↑	✔	34 general needs properties re-let in Q3 (6 less than in Q2) in an average of 16 days – slightly better than the same period in 2015/16 (32 properties; average 18 days). To date, 106 general needs properties have been let in 2016/17 (average 19 days).
Average time taken to re-let Sheltered Need Housing	Aim to Minimise	24.7 days	28 days	23.1 days	22.2 days	↑	↑	✔	We re-let 25 (3 less than in Q2) sheltered properties in Q3 in an average of 20 days – slightly better than the same period in 2015/16 (22 properties; average 25 days). To date in 2016/17, we have re-let 88 sheltered properties in an average 22 days.
% of repairs to council-owned properties completed within agreed timescales	Aim to Maximise	98.95%	97.00%	99.11%	99.42%	↑	↑	✔	Performance maintained above target during third quarter. A total of 1555 repairs were generated throughout Q3 this is an decrease of 80 repairs on the same period in 2015. A total of 4684 repairs have been generated since April 2016.
The number of empty properties brought back into habitable use	Aim to Maximise	0	12	2	2	▬	↑	⚠	Work continues with City of York Council. The planned audit of all properties (including those in Tadcaster) has now identified a priority list of properties that require specialist involvement by the council.

KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Number of missed bins per 1,000 collections (Note: average collections per month 77,000)	Aim to Minimise	0.18	0.29	0.42	0.27				Performance in Q3 is back within target with a significant improvement being made against Q2. The collection service continues to be under stress due to continued property growth.
% of relevant land and highways assessed as being within contract standard for litter (annual)	Aim to Maximise	96.81%	95%	98.39%	98.39%				No data update – annual measure The inspection process is designed to provide evidence that contract standards are being maintained, whilst also identifying localised issues that may require rescheduling resources.
Number of visits to combined Leisure Centres	Aim to Maximise	95,555	103,750	101,412	92,180				Footfall is down in Q3 but this is traditionally a quiet time of the year for leisure facilities. We anticipate an increase in attendance following the Christmas and New Year periods and a number of promotions are planned to capitalise on this.
Number of 'Lifestyle' members as % of population	Aim to Maximise	14%	11%	17.17%	17.50%				Promotion activity in quarter one is showing a positive impact in retained full memberships
% of active members participating in 1 or more sessions per week (annual)	Aim to Maximise	45.20%	47%	49.13%	49.13%				No data update – annual measure The latest Active People Survey resulted in a figure of 39.6% from the responses on the participation question for Selby District – this is above the national and regional average
% adults achieving at least 150 mins physical activity per week (annual)	Aim to Maximise	60.4%	65%	60.1%	60.1%				No data update – annual measure Improved attendance at leisure centres and the opening of Summit in May 2016 will help improve this. Selby Council also supported the 3 Swans cycling sportive in September.
% of adults 16+ who do less than 30 minutes exercise per week (annual)	Aim to Minimise	n/a	21%	n/a	n/a	n/a	n/a	n/a	No data update – annual measure See comment above.

KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% adults defined as overweight or obese (annual)	Aim to Minimise	n/a	65%	n/a	n/a	n/a	n/a	n/a	Over 1200 commenced the adult lifestyles management programme – almost 70% completed the scheme. 408 people lost 3% of their starting body weight in 12 weeks; 303 lost 5% of their body weight.
% children defined as obese at year 6 (annual)	Aim to Minimise	17.4%	17%	17.6%	17.6%				No data update – annual measure Whilst the SDC funded Active Children project ended in Q2, Inspiring Healthy Lifestyles continued to build upon this work in Q3. A successful Active Holiday Camp was delivered in October and joint school visits to Selby Leisure Centre and The Summit were undertaken by Brayton, Wistow and Selby CP Schools. The Active Children project continues to be offered to local primary schools at cost; so far 8 bookings have been made for Y1 and Y4 children with more interest in 2017.
Number of GP Referrals	Aim to Maximise	86	150	188	207				GP referral scheme participation continues to increase in conjunction with other outreach work

A Great Place...to Enjoy Life: Projects

Q3 2016/17

Action Title	Managed By	Due Date	Progress Icon	Latest Update
Improving healthy life choices				
Healthy Lifestyles & Weight Management	Keith Cadman	29-Mar-2018		The Tier 2 Adult Weight Management and the GP Referral schemes continue to be very successful and the number of participants in the GP Referral scheme completing the course is ahead of target in Q3. A two month extension to the Tier 2 programme has been agreed with North Yorkshire Public Health.
Healthy Living - Concept Fund	Keith Cadman	29-Mar-2019		Following completion of the SDC funded project in Q2, The Active Children scheme is becoming self-sustaining with 8 paid for bookings being taken in Q3 for local primary schools.
Improving the supply of housing				
The Sites and Policies Local Plan (PLAN Selby)	James Cokeham	31-Dec-2018		PLAN Selby is currently evaluating recent evidence base documents and will be preparing for a consultation in 2017.
SDC Affordable Homes Programme	Karen Iveson	27-Mar-2020		Phase 1 schemes - Byram St Edwards Close/East Acres started on site on 5 September 2016. The two Eggborough schemes have been held up by planning issues. Building contract signed on 5 September 2016
Selby & District Housing Trust Affordable Homes Programme	Dave Caulfield	27-Mar-2020		Phase 1 - Riccall - Planning application submitted in September 2016. Scheme tenures under review by Executive. Phase 2 - reconfiguration reports now delayed until January 2017
Commission/deliver review of affordable housing	James Cokeham	31-Mar-2017		Full 'Stepping Up' review to inform the Council's approach to housing development/delivery to be commissioned in April 2017, following publication of the Government's new Housing White Paper.

A great place...to Make a Difference: Overall Progress

Q3 2016/17

Key focus of our work

What's gone well; what are we concerned about

Overall Progress

Empowering and involving people in decisions about their area and services

(Lead Director: D Caulfield)

What's gone well this quarter:

- Work underway with Selby College Student's Union to develop their own charitable organisation to support students in hardship and with emotional and mental health difficulties - a direct result of engagement with local mental health community groups and the SU identifying need at early intervention levels.

What are we concerned about:

- N/A

 **On track**

Enabling people to get involved, volunteer and contribute to delivering services locally


(D Caulfield)

What's gone well this quarter:

- Successful launch event held (17 Nov) for the Community Navigators project. Community Navigators are volunteers who can signpost service users to support that is available in the community. The Scheme is funded by Selby Council and NYCC working with Selby and District DIAL and Age UK Selby District, who deliver the project.
- Sherburn Community Trust is now up and running with a volunteer Trustee

What are we concerned about:

- The funding for the Navigator Scheme is time limited until August 2017. Evaluation of the impact of the scheme is in progress and options for sustainability will need to be identified.

 **Some concerns**

Facilitating people to access and use alternative service delivery methods

(D Caulfield)

What's gone well this quarter:

- Agreed Tadcaster Library would become the Community Hub for Tadcaster and Sherburn Hub progressing to plan.
- As identified, the Community Navigator scheme is a pilot in working with communities to provide support for local vulnerable groups which promote independence and self-sufficiency.

What are we concerned about:

- Set back in the development of Community Hub for Selby due to cost implications – future workshop to be held to explore options.

 **Some concerns**





A great place...to Make a Difference: KPIs

Q3 2016/17

KPI	Direction of Travel	Previous YTD (Q2 15/16)	2016/17 Target	Previous Value (Q1 16/17)	Latest Value (Q2 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
PLACEHOLDER – No. of engagement events enabling local areas and different customer segments to be involved in designing services	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED
PLACEHOLDER - Number of internal volunteering hours allocated	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED
PLACEHOLDER - Number of external volunteering events brokered by SDC	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED
PLACEHOLDER - % SDC resident who are satisfied with the area as a place to live	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED





A great place...to Make a Difference: Projects

Q3 2016/17

Action Title	Managed By	Due Date	Progress Icon	Latest Update
Empowering and involving people in decisions about their area and their services				
Volunteer strategy developed and agreed	Angela Crossland	31-Mar-2018		Sherburn Community Trust is now up and running with a volunteer Trustee. SDC have supported a number of events encouraging volunteering from within and without the organisation including TDY, Sportive and community property marking. We need to identify and develop more opportunities for structured volunteering within the district. Work yet to progress on the strategy. Within set timescales
Enabling people to get involved, volunteer and contribute to delivering services locally				
Strong communities (Community Navigators)	Angela Crossland	29-Mar-2018		Celebration Launch event held - very successful and well attended. Excellent publicity for the service. Review of the service to commence in January 2017 to establish funding past August 2017.
Facilitating people to access and use alternative service delivery channels				
Community Hubs/Networks	Angela Crossland	29-Mar-2018		22nd November - Programme Board discussed status of Community Hubs. Agreed Tadcaster Library would become the Community Hub for Tadcaster. If a move is required to Manor Hall Farm at a later date this will be managed outside the scope of this programme. Sherburn Hub progressing to plan. Separate workshop to be held regarding Selby Hub given cost implications.
Delivering the customer strategy	Angela Crossland	29-Mar-2018		Annual Review of the Customer Strategy taking place and will inform further activity and milestones for this area. Navigators/ digital champions will support people in accessing services which are delivered digitally. NYCC are funding a Digital Neighbours scheme in Selby, which has already been piloted in Scarborough.

Delivering Great Value: Overall Progress

Q3 2016/17

Key focus of our work	What's gone well; what are we concerned about	Overall Progress
<p>Working with others and co-developing the way in which services are delivered (Lead Director: J Slatter)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Following a six week public consultation, the Council Tax Support Scheme (for persons of working age) proposed for the next two years approved by Council. Review launched to seek views on proposed changes to polling stations in light of feedback from recent elections and the availability of facilities with the aim to improve access to and the facilities at polling stations. <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A 	<p> On track</p>
<p>Commissioning those best placed to deliver services on our behalf (J Slatter)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Progress on exploring opportunities to share Communications resources with Ryedale DC. Significant progress on delivering the procurement forward plan and commissioning strategy to deliver VFM and business continuity, including finalising the negotiations for an extension of the Environmental Services contract (to be reported to members in March). <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A 	<p> On track</p>
<p>Making sure we communicate well with customers to help us understand what matters, to listen and learn and to enable us to offer the right support (J Slatter)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Council budget consultation launched Council Communications team received a national award for its work to support the Fire Service, Environment Agency and others in dealing with the major fire of illegally dumped waste earlier in the year. Developing a survey of customer contact centre customers to better understand their needs and requirements, understand why they access services in the way they do and support how we can drive the shift to self service <p>What are we concerned about:</p> <ul style="list-style-type: none"> N/A 	<p> On track</p>
<p>Helping people access services digitally (J Slatter)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Work to support customers engage with service digitally, e.g.: new customer computers at the Customer Contact Centre; and a demonstration pilot to support customers access the website on their own devices. Significant updating of website to ensure content remains up to date and accessible. <p>What are we concerned about:</p> <ul style="list-style-type: none"> Customer portal development on hold pending further discussions as to viability. 	<p> Some concerns</p>







Delivering Great Value: KPIs

Q3 2016/17

KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% of Council Tax debt recovered	Aim to Maximise	85.81%	85.60%	57.50%	85.63%	↑	↓	🟢	December collection sees us at 0.03% ahead of target of 85.60% equivalent to £14.7k. We are 0.18% behind last year, equivalent to £89.3k. New properties being brought into Tax increasing the collectable debt.
% of Council Rent debt recovered	Aim to Maximise	97.51%	97.59%	95.50%	97.78%	↑	↑	🟢	Monthly DD's are now up to date and collection is slightly ahead of target and YTD. We will shortly be preparing the year end timetable as year-end processes will start next month
Percentage of Non-domestic Rate debt recovered	Aim to Maximise	82.23%	82.00%	58.42%	82.77%	↑	↑	🟢	December collection sees us 0.77% ahead of target, equivalent to £330.4k. We are 0.54% ahead of last year, equivalent to £231k.
% of Sundry Debt recovered	Aim to Maximise	87.99%	73.62%	71.54%	79.62%	↑	↓	🟢	Performance is above target. During this quarter we have also been involved in testing and implementing an upgrade to the system which has seen improvements to functionality
External auditor Value for Money conclusion	Aim to Maximise	Unqualified	Unqualified	Unqualified	Unqualified	🟡	🟡	🟢	Annual Audit Letter received October 2016. Mazars issued an unqualified opinion on both the statement of accounts and on the value for money conclusion.
Amount of planned savings achieved (£000s)	Aim to Maximise	£-	£648	£290	£290	🟡	n/a	🔴	A £358k shortfall in the savings target for the year reported at Q3 caused by slippage and re-profiling of schemes such as mobile working, digital transformation, supplier engagement and Civic Centre office space. Whilst current savings are behind target, approval of additional savings as part of the forthcoming budget could help to mitigate the shortfall in 2016/17 and deliver an overall surplus of £216k for the year
Time taken to process Housing Benefit new claims and change events	Aim to Minimise	5.17 days	6.50 days	5.94 days	5.99 days	↓	↓	🟢	Benchmarking against neighbouring councils show we have the 4th best performance behind Richmondshire (4.16), ERYC (5.28) and Scarborough (5.97). The average for the region being 9.59 days. We have just had an Assessor leave, which will negatively affect performance until we are able to recruit and train a replacement.






KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Average time to process new claims (total)	Aim to Minimise	17.00 days	22.00 days	19.77 days	15.68 days	↑	↑	🟢	Benchmarking New Claims we were 3rd best with 15.68 days, behind ERYC (12.49) and Richmondshire (13.23). The average for the region was 22.24 days.
Average days to process Change of Circumstances	Aim to Minimise	4.70 days	8.40 days	5.29 days	5.57 days	↓	↓	🟢	Benchmarking processing of Change in Circumstances we were 4th best with 5.57 days, behind Richmondshire (3.86), ERYC (4.55) and Scarborough (4.96). The average for the region being 8.27 days.
Processing of planning applications: % Major applications processed in 13 weeks	Aim to Maximise	62.50%	70.00%	64.00%	63.33%	↓	↑	🟡	60% of majors determined in time or with an extension of time in place in Q3. To date in 16/17, 30 applications determined with 19 processed within 13 weeks (63%). We have reviewed all remaining 'out of time' applications - including majors - to ensure that there is an extension of time in place for all applications that cannot be determined within the statutory period. There is a process in place for Officers to obtain extensions of time which will be monitored.
Processing of planning applications: % Minor applications processed in 8 weeks	Aim to Maximise	41.94%	65.00%	54.43%	61.21%	↑	↑	🟡	The target for minors was 65% and in Q3 80% of minors were determined in time or with an extension of time in place. YTD a total of 214 applications has been determined with 131 processed within 8 weeks (61.21%)As with the majors there is a clear process for Officers to ensure that Extensions of Time are obtained if a decision cannot be made within the 8 week statutory period.
Processing of planning applications: % 'Other' applications processed in 8 weeks	Aim to Maximise	87.50%	80.00%	91.10%	92.06%	↑	↑	🟢	The target for others was 80% and in Q3 94% of other applications were determined in time or with an extension of time in place. YTD a total of 403 applications has been determined with 371 processed within 8 weeks (92.06%) As with the majors there is a clear process for Officers to ensure that Extensions of Time are obtained if a decision cannot be made within the 8 week statutory period. This target should increase in Q4.
% of major applications presented to committee within time	Aim to Maximise	92.31%	95.00%	50.00%	50.00%	▬	↓	🔴	Since the reports run we have obtained extensions of time so these figures should improve. Officers have been advised that they must obtain extensions of time for all applications and procedures are being put in place to monitor. YTD a total of 14 major applications have been presented to committee with 7 within time.

KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Total number of (stage 1) complaints received	n/a	n/a	n/a	39	57	n/a	n/a	n/a	18 Stage 1 complaints (requiring a response) were received in Q3 – slightly more than Q2 (15) but less than Q1 (24).
% (stage 1) complaints responded to in required timescale (20 days)	Aim to Maximise	n/a	90%	61.54%	67.00%	↑	n/a	🛑	Of the 57 Stage 1 complaints received that required a response, 38 (67%) have been responded to within 20 days. Q3 performance shows an improvement compared to Q2. Of the 19 complaints responded to outside the target time, only 7 received holding letters. ELT are reviewing complaints in January.
% complaints upheld	n/a	n/a	n/a	33%	31%	↓	n/a	n/a	Of the 57 Stage 1 complaints received during the first 3 quarters of 2016/17, 18 (31%) have been upheld (8 assessed as Justified and 10 assessed as Partly Justified)
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	7.44 min	10.00 min	7.50 min	7.00 min	↑	↑	✅	In December 2016 we received 1344 face to face customers, compared to 1505 in December 2015. The average wait time in December 2016 was 5 minutes, compared to 6 minutes in December 2015. We have received 15862 face to face customers in the first 3 quarters of 2016/17 which is around the same number received at the same time last year.
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.36 min	2.00 min	1.77 min	1.32 min	↑	↑	✅	In December 2016 we received 7205 phone calls - 94% were answered. In December 2015 it was 7680 calls; 96% answered. So far in 2016/17 we have answered 72% of calls in 2 minutes or under. The total number of calls received to date in 2016/17 is 88582 compared to 91336 at the same time in 2015/16. The reduction will be partly due to advances in on-line services.
% of people accessing SDC services online in relation to other channels	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED
% eligible employees receiving appraisal in last 12 months	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	KPI BEING DEVELOPED






KPI	Direction of Travel	Previous YTD (Q3 15/16)	2016/17 Target	Previous Value (Q2 16/17)	Latest Value (Q3 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Health & Safety: Accidents	Aim to Minimise	9	12	4	7				One HSE reportable accident in Q3, which occurred on non-SDC premises. In addition there was a non-reportable accident recorded for this quarter. To date this year we have made two RIDDOR reports - both reported as 7 day injuries i.e. an injury preventing the injured person from working for more than 7 days. In 2015/16 there were zero RIDDOR reportable accidents (2 in 2014/15). Following the receipt of the RIDDOR F2508 report the HSE requested no further information and is satisfied with the detail reported.
% employees satisfied	Aim to Maximise	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The next staff survey will be undertaken in spring 2017
Average Days sick per FTE (full time employee)	Aim to Minimise	6.48 days	6.00 days	5.96 days	7.77 days				An increase in short term absence accounts for the increase in overall absence. Positive front line employee uptake of a voluntary flu immunisation. Audit of sickness absence under way.






Delivering Great Value: Projects

Q3 2016/17

Action Title	Managed By	Due Date	Progress Icon	Latest Update
Commissioning those best placed to deliver services on our behalf				
Health and Social Care Integration	Angela Crossland	29-Mar-2018		Successful Mental Health workshop held in November. Next event is to be held on the 15th of December which is to be hosted at SDC but led by NYCC to look at the more strategic approach to resources. Community Campervan scheme to be piloted in December 2016 with a review to follow early 2017. Potential to role this out further following a review of the uptake. Working in partnership with North Yorkshire Fire & Rescue Services.
Commissioning strategy adopted and milestones delivered	Keith Cadman	31-Mar-2018		A new project. A commissioning forward plan is in place to ensure business continuity where there is an ongoing service requirement. A key element of the forward plan will be to assess future demand to ensure services commissioned meet both current and future needs.
Helping people to access services digitally				
Review and update ICT Strategy	Stuart Robinson	31-Mar-2017		Strategy development workshops scheduled for January/February – including wider workforce representatives, senior management and key partners. Still on track to have draft strategy in place by the end of March. Significant progress made in Q3 including: PSN compliance work; developing DR plan; improving business engagement; and improved help desk performance.
Pilot a new Customer Portal in 2/3 services	Stuart Robinson	31-Mar-2017		Business case not viable at this point. Wider exploration to happen pending business decisions. Work to support customers engage with service digitally, e.g: <ul style="list-style-type: none"> • 2 new customer computers in place at the Customer Contact Centre - giving customers direct access to our digital services and supporting self-service • A trial started in the Contact Centre, with a Customer Services Advisor using a tablet to support customers to access the website on their own devices. Over time this will reduce wait times at the Contact Centre by enabling customers to learn how they could access our services at home.
Making sure we communicate well with customers to help us understand what matters				
Customer engagement	Angela Crossland	31-Mar-2017		Resource in place to evaluate the effectiveness of different types of communications and customer engagement with a view to targeting future resources as effectively as possible. Links to review of customer strategy.

Other

Develop a more strategic approach to commercialisation and increase income generation	Stuart Robinson	31-Mar-2017		Opportunities to increase income generation still being actively explored, e.g. Police co-location project. Review of fees and charges commenced – with statutory fees/charges reviewed in the first instance. Proposals being developed as part of annual budget. Work on developing a commercial strategy underway - expect to conclude early 2017.
New Structure in place	Janet Waggott	31-Mar-2017		Focus now on structures below heads of service. HR support secured from NYCC. Trade Union updated. Staff consulted on proposals in November. Final outcomes report issued in December. Formal discussion with at risk staff and assimilation appeals to be heard in January. Ring fenced recruitment for at risk staff to commence in February. Aim to complete and fully implement by April 2017.
Planning Review completed with agreed Action Plan	James Cokeham	31-Mar-2017		<p>Review concluded. Recent actions include:</p> <ul style="list-style-type: none"> • Improvements to back office processes, moving towards an electronic response service and making the service more efficient and cost effective. • Improvements made to the environment for Planning Committee to ensure the public can see and hear the presentations and discussions being held. • Stronger relationships and new ways of working with NYCC Highways, Conservation, Ecology and Archaeology, as part of Better Together. • New partnership set up with Historic England to improve consultations and decision making, including a 6 month officer placement. • Member and Officer training programme in place, focusing on different elements of the service - to improve decision making. • Working closer with Parish Councils to advise on developments and implementation of funding from CIL/S106 applications.
Councillor development programme agreed and delivered in 2 years	Gillian Marshall	31-May-2017		Project deferred to 2017/18. Discussed with Executive. Officer Working Group to report to ELT in March/April with a view to go live in May 2017.
Performance Management Framework implemented	Stuart Robinson	31-Mar-2017		Outline proposals for revised performance framework discussed with ELT. New Corporate Performance Reporting arrangements in place. Proposals to address capacity issues as part of organisational restructure. Draft appraisal documentation consider by ELT – subject to refinement in consultation with staff. Proposals for service planning drafted – to be considered by ELT in January.

Leadership programme delivered	Stuart Robinson	30-Jun-2017		Specifications developed for three modules to be delivered late 2016 and early 2017. Procurement exercise to commence in Q3 – depending on progress of Organisational Restructure.
Financially sustainable inc investments (MTFS)	Karen Iveson	31-Mar-2017		Financial results reported to Executive.
Organisational Development Strategy adopted	Stuart Robinson	31-Mar-2017		Initial meeting held with IIP representative with a view to updating accreditation in the autumn. IIP review to provide basis for OD Strategy. IIP Strategic Review completed – awaiting report. Opportunity to utilise IIP40 staff survey methodology for cost effective staff survey to inform new OD Strategy – however, not practically available until early 2017/18. This will impact on delivery date for the Strategy.
Devolution deal/decision - Selby's asks reflected in deal	Dave Caulfield	31-Mar-2017		We continue to play an active role in Devolution discussions in both the Leeds City Region and York, North Yorkshire & East Riding to ensure Selby's interests are properly recognised.
Agree & start to implement the next P4G programme	Dave Caulfield	31-Mar-2017		Programme for Growth (P4G) Executive workshop session held. Priorities to be agreed with members for investment from April 2017.



Scrutiny Committee Work Programme 2016/17

Date of Meeting	Topic	Action Required
27 September 2016	Grass Cutting	To consider grass cutting in Selby District Council.
24 January 2017	Programme for Growth	To review the Programme for Growth.
	Olympia Park	To review the Olympia Park development.
	Performance Report	To review Performance information.
23 March 2017	Performance Report	To review Performance information.
	Air quality in Selby Town	To consider air quality and management within Selby Town.

27 April 2017 (provisional)	Olympia Park	To consider an update regarding the Olympia Park development.
	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:

- 27 April 2017