



Meeting: **SCRUTINY COMMITTEE**
Date: **THURSDAY 6 JULY 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 23 March 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. Start time of meetings for 2017/18

To confirm the start time of Scrutiny Committee meetings for the municipal year 2017/18.

6. Forward Plan

To consider the current Forward Plan (pages 5 to 14 attached).

7. Corporate Performance Report Quarter 4 (January to March) – report S/17/1

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 15 to 38 attached).

8. Scrutiny Committee Annual Report – report S/17/2

To approve the Scrutiny Committee Annual Report 2016/17 (pages 39 to 52 attached).

9. Scrutiny Committee Work Programme – report S/17/3

To review the Scrutiny Committee Work Programme 2017/18 (pages 53 to 59 attached).

Gillian Marshall
Solicitor to the Council

Dates of next meeting
Thursday 28 September 2017
Thursday 26 October 2017 (provisional date)

Enquiries relating to this agenda, please contact Daniel Maguire on:
Tel: 01757 705101, Email: dmaguire@selby.gov.uk.

Recording at Council Meetings

Recording is allowed at Council, Committee and Sub-Committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Democratic Services Officer on the above details prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Minutes

Scrutiny Committee

Venue:	Committee Room
Date:	Thursday 23 March 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

13. MINUTES

The Committee considered the minutes of the Scrutiny Committee held on 24 January 2017.

RESOLVED:

To approve the minutes of the Scrutiny Committee meeting held on 24 January 2017 for signature by the Chair.

14. DISCLOSURES OF INTEREST

There were no disclosures of interest.

15. CHAIR'S ADDRESS TO THE SCRUTINY COMMITTEE

The Chair wished to record her thanks to the emergency services staff involved in the recent terror attack that had occurred outside the House of Parliament on 22 March 2017.

With regard to the agenda, the Chair reported that the Housing Development Programme had been scheduled to be presented to the Committee meeting. The Committee was informed that a number of key schemes were now on site and officers were currently finalising plans to speed up delivery of the remaining phase 2 projects. The Chair explained that once the work had reached a suitable point, officers would present a report to the Committee for consideration.

In addition, the Chair reported that in light of the upcoming North Yorkshire County Council elections and the Committee meeting being held with the purdah period, the Monitoring Officer had raised concerns about the Committee considering sensitive topics such as, the Housing Development Programme and community centres, scheduled for the April meeting. Members were advised that the Monitoring Officer had felt that these items could potentially open up political discussion and had suggested the items be rolled over into next year's Work Programme. The Committee agreed to reschedule the items to be considered in the new municipal year.

16. AIR QUALITY IN SELBY TOWN

The Environmental Health Officer provided the Committee with a report that outlined the arrangements for managing and improving air quality within the district, and the Council's statutory obligations.

The Committee discussed the following points:

- On 29 February 2016 Selby District Council had designated its first Air Quality Management Area (AQMA) on New Street, Selby for NO_x (nitrogen oxide) levels related to traffic emissions. The council was currently working with partners at North Yorkshire County Council on an Action Plan to reduce NO_x levels.
- Members suggested that Selby District Council acted as an ambassador and set a good example to other organisations by replacing Council owned vehicles with low emission / electric vehicles.
- The use of signage in Selby Town Centre and traffic management measures to reduce congestion and car emissions.

RESOLVED:

To note the report.

17. CORPORATE PERFORMANCE REPORT – QUARTER 3 – 2016/17

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 noted the following:

- Performance on missed bins had recovered from the Q2 dip; Q3 performance was back on target.
- There had been fewer visits to the Council's leisure centres in Q3. The Head of Business Development and Improvement reported that this was to be expected when compared to Q2. An increase in visits to the leisure centres was expected to increase. Members asked if affordability and inflation increases were deterring people from visiting the leisure centres.
- There was a £358,000 shortfall in the savings target for the year reported at Q3. Whilst the current savings plan was behind target, approval of additional savings as part of the current budget would help to mitigate the shortfall.
- With regard to empty homes in the district, the Committee was advised that a dedicated Empty Homes Officer post had been established in the organisation re-structure.
- Members highlighted employee sickness absence as a concern. Q3 had seen an increase in sickness compared to both Q2 and to the same period last year. An audit of sickness absence and associated improvement actions would be reported in Q4. Members asked if the recent organisational restructure had resulted in an increase in sickness absence.
- There was some discussion about the timescale of the Car Park Strategy being pushed back. Members raised some concerns about the state of repair of some of the car parks in the district.

RESOLVED:

To note the report.

18. SCRUTINY COMMITTEE WORK PROGRAMME

The Committee considered the Work Programme.

Members agreed not to hold the provisional meeting scheduled; and agreed the next Committee meeting would be held on 6 July 2017.

RESOLVED:

To confirm the date of the next Committee meeting as 6 July 2017.

The meeting closed at 6.00 pm.

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Selby District Council



Forward Plan of Key Decisions July 2017 to October 2017.

This Forward Plan gives notice as requested by the Local Authorities (Executive Arrangements (Meetings and Access to Information) (England) Regulations 2012, of key decisions proposed to be made by the Council's Executive over the next four months and which decisions contain confidential or exempt information as defined in the Local Government Act 1972

Contact Information:

Democratic Services
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

Email: democraticservices@selby.gov.uk

Tel: 01757 292207

Selby District Council Executive

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

Selby District Council Leadership Team

Name	Role	Contact Details
Janet Waggott	Chief Executive	01757 292001 / jwaggott@selby.gov.uk
Dave Caulfield	Director of Economic Regeneration and Place	01757 292073 / dcaulfield@selby.gov.uk
Julie Slatter	Director of Corporate Services and Commissioning	01757 292071 / jslatter@selby.gov.uk
Karen Iveson	Chief Finance Officer	01757 292056 / kiveson@selby.gov.uk
Gillian Marshall	Solicitor to the Council	01757 292095 / gmarshall@selby.gov.uk

Definition of Key Decisions

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

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

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

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

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

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

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

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

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

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

Important Note

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

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
29-Jun-17	Executive	Staynor Hall - Provision of new roundabout	Agreement to provision and funding for new roundabout	Public	Cllr John Mackman E-mail: jmackman@selby.gov.uk	Phil Crabtree, Interim Head of Planning E-mail: pcrabtree@selby.gov.uk Tel: 01757 292247
03-Aug-17	Officer	Fencing Contract	To approve the award of the fencing contract	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Julie Slatter, Director of Corporate Services and Commissioning E-mail: jslatter@selby.gov.uk Tel: 01757 292071
03-Aug-17	Executive	Adoption of the Economic Development Strategy	To approve and adopt the Economic Development Strategy	Public	Cllr Chris Metcalfe E-mail: cmetcalfe@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 James Cokeham, Head of Strategic Planning, Policy and Economic Development E-mail: jcokeham@selby.gov.uk Tel: 01757 292118

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
03-Aug-17	Executive	Local Development Scheme (LDS)	To consider a revised Local Development Scheme	Public	<p>CLlr John Mackman E-mail: jmackman@selby.gov.uk</p>	<p>Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073</p> <p>Tom Ridley, Joint Interim Planning Policy Manager E-mail: tridley@selby.gov.uk Tel: 01757 292092</p> <p>Helen Gregory, Joint Interim Planning Policy Manager E-mail: hgregory@selby.gov.uk Tel: 01757 292091</p>
03-Aug-17	Executive	Car Park Tariffs	To agree a preferred option for consideration by Council.	Public	<p>CLlr Cliff Lunn E-mail: clunn@selby.gov.uk</p>	<p>June Rothwell, Head of Operational Services (Access Selby) E-mail: jrothwell@selby.gov.uk Tel: 01757 292103</p> <p>Drew Fussey, Business Development Officer E-mail: dfussey@selby.gov.uk Tel: 01757 292151</p>
03-Aug-17	Executive	Energy Efficiency and Fuel Poverty - ECO Flexible Funding	To approve a 'Statement of Intent' to allow the council full access to ECo2t funding opportunities.	Public	<p>CLlr Richard Musgrave E-mail: rmusgrave@selby.gov.uk</p>	<p>Simon Parkinson, Private Sector Housing Officer E-mail: sparkinson@selby.gov.uk Tel: 01757 292106</p>

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
3rd August	Executive	Energy Efficiency and Fuel Poverty - Energy Repayment Loans	To delegate authority to Sheffield City Council (Y&H Homes and Loans Service) to deliver Energy Repayment Loans in Selby district.	Public	CLlr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Simon Parkinson, Private Sector Housing Officer E-mail: sparkinson@selby.gov.uk Tel: 01757 292106
03-Aug-17	Executive	Car Park Strategy 2017-2020	To agree a preferred option for consideration by Council.	Public	CLlr Chris Metcalfe E-mail: cmetcalfe@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 Michelle Dinsdale, Senior Policy Officer E-mail: mdinsdale@selby.gov.uk Tel: 01757 292041 Chris Watson E-mail: cwatson@selby.gov.uk Tel: 01757 292233

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
03-Aug-17	Executive	Housing Development Programme - Byram Park Road Flats/Woodlea Garage Site	To approve the award of a contract for the redevelopment of the former flats site at Byram Park Road and the former garage site at Woodlea, Byram for affordable family housing for the HRA.	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073 James Cokeham, Head of Strategic Planning, Policy and Economic Development E-mail: jcokeham@selby.gov.uk Tel: 01757 292118 Chris Kwasniewski, Housing Development Consultant E-mail: ckwasniewski@selby.gov.uk Tel: 01757 292299
03-Aug-17	Executive	Annual Review of the Leisure Services Contract	To receive the Annual Review of the Leisure Services contract (2016/17) and consider any recommendation made as part of the review	Public	Cllr Richard Musgrave E-mail: rmusgrave@selby.gov.uk	Keith Cadman, Head of Commissioning, Contract and Procurement Email: kcadman@selby.gov.uk Tel: 01757 292252 Aimi Brookes, Contracts Team Leader Email: abrookes@selby.gov.uk Tel: 01757 292269

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
07-Sep-17	Executive	Draft Medium Term Financial Strategy	To consider and make recommendations to Council on the MTFS	Public	CLlr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
07-Sep-17	Executive	Financial Results and Budget Exceptions Report Quarter 1	To provide the Executive with details of major variations between budgeted and actual expenditure and income for quarter one of 2017/18.	Public	CLlr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056
07-Sep-17	Executive	Tresury Management Monitoring Report Quarter 1	To review the Council's borrowing and investment activity (Treasury Management) for quarter one of 2017/18.	Public	CLlr Cliff Lunn E-mail: clunn@selby.gov.uk	Karen Iveson Chief Finance Officer Email: kiveson@selby.gov.uk Tel: 01757 292056

Likely Date of Decision	Decision Maker	Title of Decision/Item	Description of Decision	Public/Private	Lead Councillor	Lead Officer/Report Author
12-Oct-17	Executive	National Non Domestic Rates Local Discretionary Relief Scheme - Consultation Findings	Report informing Executive of consultation outcome and proposal for SDC scheme	Public	<p>CLlr Cliff Lunn E-mail: clunn@selby.gov.uk</p>	<p>June Rothwell, Head of Operational Services (Access Selby) E-mail: jrothwell@selby.gov.uk Tel: 01757 292103</p>
12-Oct-17	Executive	Car Park Strategy 2017-2020	To approve the Car Park Strategy following public consultation	Public	<p>CLlr Chris Metcalfe E-mail: cmetcalfe@selby.gov.uk</p>	<p>Dave Caulfield, Director of Economic Regeneration and Place E-mail: dcaulfield.selby.gov.uk Tel: 01757 292073</p> <p>Michelle Dinsdale, Senior Policy Officer E-mail: mdinsdale@selby.gov.uk Tel: 01757 292041</p> <p>Chris Watson E-mail: cwatson@selby.gov.uk Tel: 01757 292233</p>
12-Oct-17	Executive	Car Park Tariffs	To decide Car Park Tariffs	Public	<p>CLlr Chris Metcalfe E-mail: cmetcalfe@selby.gov.uk</p>	<p>June Rothwell, Head of Operational Services (Access Selby) E-mail: jrothwell@selby.gov.uk Tel: 01757 292103</p> <p>Drew Fussey, Business Development Officer E-mail: dfussey@selby.gov.uk Tel: 01757 292151</p>



Public Session

Report Reference Number: S/17/1

Agenda Item No: 7

To: Scrutiny Committee
Date: 6 July 2017
Author: Stuart Robinson, Head of Business Development & Improvement

Title: Corporate Performance Report - Quarter 4 – 2016/17 (January to March)

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 with the relevant service area 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 4. In terms of a summary:

- 65% of projects/high level actions are on track.
- 67% of KPIs are showing improvement over the longer term.
- 69% of KPIs are on target.

2.3 What went well in quarter 4

- Progress at Sherburn 2 and the former Kellingley Colliery site where over 5,000 new jobs could ultimately be created.
- Whilst latest data shows a dip in employment rates, the picture for the last 12 months is positive with over 2000 more people in employment than a year ago.
- Positive exposure for Tadcaster with the re-opening of Tadcaster Bridge in January and a successful royal visit to Tadcaster in March.
- Set up a new partnership with Historic England, as part of long-term plans to support growth and improve the local planning service.
- STEP held a special event at the Summit in March to promote their work and develop new links between local businesses.
- Council has pledged £20,000 to support the inaugural Sherburn Craft and Food Festival – to take place in August.

- A post-Christmas promotional campaign has helped visits to leisure Centres in Q4 exceed quarterly targets. Footfall was significantly better than both the previous quarter and the same period last year.
- Performance on key housing KPIs continues to be strong – with re-let times for all Council homes exceeding 2016/17 targets and well over 99% of repairs completed within agreed timescales.
- Community Navigators scheme ahead of projected targets; it has dealt with 1,280 enquiries in 6 months – 28% more than anticipated. The scheme has also recruited nine volunteers, scored customer satisfaction levels of 99%, and seen 97% of users report improvement or benefit after using the service.
- Libraries at Sherburn and Tadcaster handed over to the new management teams on target due date. Doors are open and services being delivered with ongoing support from library staff.
- Don't Be A Waster project launched to tackle litter and improve the environment – July saw almost 40% less litter in Selby town centre with a further 34% reduction in February.
- Good progress on debt recovery with only NNDR collection slightly below target.
- A renewed focus on performance has seen significant improvements in processing Planning applications with targets met for all three KPIs and good progress on time taken to progress to committee.
- Performance on responding to complaints continues to improve from a very low base earlier in the year. However, there is more to do to ensure targets are continually met.
- Contact centre waiting times continue to improve. Despite a busier than usual period in Q4, face to face and telephone wait times have reduced.

2.4 What did not go so well in quarter 4 – and what will we do about it

- Latest ONS qualifications data suggests more working age residents have no qualifications whilst the proportion qualified to level 4 or above as fallen.
- A combination of post-Christmas catch up and vehicle breakdowns contributed to an increase in the number of missed bin collections during quarter 4 – although the Q4 figure still only relates to 78 missed bins out of a total of 231,000 collections.
- Delays on progression of a number of strategic documents such as Car Park Strategy, Tourism Strategy and ICT Strategy – primarily due to resourcing. Increased capacity following restructure should see this progress in 2017/18.
- Proactive work on Empty Homes during Q4 was hampered by the Organisational Review but we have now created a Private Sector Housing resource including a dedicated Empty Homes role within the Council.

- Employee sickness absence is a concern.2016/2017 saw an increase of 2 days per FTE on average compared to the previous year. Action is being taken in response to recommendations from Audit.

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

Contact Officer:

Stuart Robinson
Head of Business Development & Improvement
Selby District Council
srobinson@Selby.gov.uk

Appendices:

Appendix A. Corporate Performance Report Quarter 4 2016/17

Summary

67% KPIs improved* **69%** KPIs on target **63%** Projects on track

Priorities

A great place to...	Overall	Exceptions	Reason
...to do business		<ul style="list-style-type: none"> • age 16-65 with no qualifications • age 16-65 qualified to Level 4+ • Community Skills & Capacity Building Project • Selby District USP Project • Green Energy Investment Project Feasibility Study • Tourism Strategy adopted and agreed • Car Park Strategy adopted 	<ul style="list-style-type: none"> • KPI: Trend worse; Target not met • KPI: Trend worse; Target not met • Project: cancelled • Project: Deadline missed • Project: Cancelled • Project: Deadline missed • Project: Deadline missed
...to enjoy life		<ul style="list-style-type: none"> • Empty homes brought back into use • Missed bins • Adult physical activity • Y6 children defined as obese • Commission/deliver review of affordable housing 	<ul style="list-style-type: none"> • KPI: Target missed • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target missed • Project: Deadline missed
...to make a difference		<ul style="list-style-type: none"> • Performance reporting • Volunteer strategy developed and agreed 	<ul style="list-style-type: none"> • KPIs: to be developed • Project: Cancelled
...deliver great value		<ul style="list-style-type: none"> • % NNDR collected in year • Time to process benefit claims • % of major applications to committee in time • Average sick days per employee • Review and update ICT Strategy • Pilot a new Customer Portal in 2/3 services • Customer engagement • Commercialisation strategy • Organisational Development Strategy adopted 	<ul style="list-style-type: none"> • KPI: Trend worse • KPI: Trend worse • KPI: Trend worse; Target not met • KPI: Trend worse; Target not met • Project: Deadline missed • Project: Cancelled • Project: Deadline missed • Project: Deadline missed • Project: Deadline missed




Selby District Council


Corporate Performance Report


Quarter 4 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

Q4 2016/17

Key focus of our work	What's gone well; what are we concerned about	Overall Progress
<p>Secure new investment in the district (Lead Director: D Caulfield)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Work started on site Sherburn 2, a £105 million business park; which has the capacity to create 2,550 sustainable jobs. • Kellingley Colliery has had an application approved at April's Planning Committee for a 120 acre, £200 million park with the capacity to create 2900 new jobs. • Working with Eggborough Power Ltd to secure consent for a major new gas fired power station. • Collaborative working with the owner of the Rigid Paper site to bring forward a new masterplan to see new residential and commercial uses on the site. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • No significant concerns 	<p> On track</p>
<p>Improve employment opportunities (D Caulfield)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Whilst the latest data (December) shows a slight fall in employment rates, the overall picture for the last 12 months is positive with over 2000 more people in employment than a year ago. • An estimated 2,900 new jobs could be created following the resolution to grant planning consent for a major new redevelopment in Yorkshire, at the site of the former Kellingley Colliery. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • No significant concerns 	<p> On track</p>
<p>Improve access to training and skills for work (D Caulfield)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Selby College £1.4m specialist Construction trades training facility has now opened. • Negotiated a major Employment and Training Agreement as part of the Kellingley Colliery planning application that will provide significant opportunities for local people. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • Latest ONS qualifications data suggests more working age residents have no qualifications whilst the proportion qualified to level 4 or above has fallen. The proportion gaining some basic, entry level qualifications – but not yet up to level 1 (GCSEs) has increased. However, it should be noted that there is a time lag on this data. 	<p> Some concerns</p>
<p>Help Selby, Tadcaster and Sherburn reach their potential (D Caulfield)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> • Supported wider communication campaign publicising the re-opening of Tadcaster Bridge in January and a successful royal visit to Tadcaster in March – Duke of York visited businesses affected by the floods • Put in place a new partnership with Historic England, as part of long-term plans to support growth and to make continual improvements to the local planning service. This included a visit to Selby by Sir Laurie Magnus, chair of Historic England to explore future opportunities to work together • STEP held a special event at Summit in March to promote their work and develop new links between local businesses. • Council has pledged £20,000 to support the inaugural Sherburn Craft and Food Festival – to take place in August. • Tadcaster is hosting the start of the women's and men's races on day 2 of the Tour de Yorkshire (29/4/17), which will give the town an international media profile. <p>What are we concerned about:</p> <ul style="list-style-type: none"> • No significant concerns 	<p> On track</p>









A great place...to do BUSINESS: KPIs

Q4 2016/17

KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% working age population in employment	Aim to Maximise	80%	80%	87%	84%				Data at December 2016 84% equates to 45,900 people – over 2000 more than a year ago. Employment rates are 12percentage points (pp) higher than the regional average and the gap has widened in the last 12 months. Rates for men (89%) in the district are 10pp higher than for women (79%)
% working age population claiming Job Seekers Allowance	Aim to Minimise	1.2%	1.0%	0.8%	0.9%				Data at March 2017 Equates to 482 people – 157 fewer than 12 months previous. Selby remains below regional and national averages and follows wider recent trends. Rates are higher for males (1.1%) than females (0.7%).
% working age population receiving all main out of work benefits	Aim to Minimise	6.1%	6.0%	5.8%	5.7%				Data at November 2016 Equates to 3050 people – 220 fewer than 12 months previous. Selby remains below regional and national averages and follows wider recent trends.
% working age population qualified to Level 4+ (annual measure)	Aim to Maximise	34.8%	35%	34.8%	31.0%	n/a			Latest annual data (Dec 2016) suggests a reduction in the proportion of working age population qualified to level 4+ - a trend that has continued from a peak of 41% in 2012 - counter to regional and national trends. We aim to increase the skills of the district's workforce and work with education providers to support access to training and education that will skill residents for work.
% working age population with no qualifications (annual measure)	Aim to Minimise	8.2%	7.5%	8.2%	8.9%	n/a			Latest annual data (Dec 2016) suggests a further increase in the proportion of working age population with no qualifications – 7.9% in 2014, 8.2% in 2015 and now 8.9% - counter to regional and national trends. The % in receipt of 'other' qualifications – < level 1 (basic skills, entry level, some professional qualifications) - increased.
Amount of Business Rates retained (£s)	Aim to Maximise	£7,429,533	£7,500,000	£7,505,068	£7,505,257				The effect of retaining renewables means that the monies shared between Government; SDC; NYCC & NYFRA are reduced. Our share of £14.5m is below the tariff of £14.8m we are due to pay the Government. As this leaves us below the Baseline Funding Level of £2.25m, we qualify for a Safety Net payment.
23 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 Glentrol Estate Group 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

Q4 2016/17

Action Title	Managed By	Due Date	Progress	Latest Update
Improving employment opportunities				
Community Skills & Capacity Building Project	James Cokeham	29-Mar-2018		Project not delivered in P4G2 due to ongoing work on Economic Development Strategy and lack of internal capacity (both now being addressed). Project cancelled and funds returned to be re-allocated in P4G3.
Securing new investment in the district				
Supporting Improvements to Infrastructure	James Cokeham	31-Mar-2017		Funds used to explore the potential of a range of sites, option and plans including Selby Station, Kellingley Colliery, Portholme Road, Rigid Paper Mills and Olympia Park. Project marked as complete – however activity to continue into 2017/18
Development Fund Project	James Cokeham	29-Mar-2018		Funds for this project – alongside those to support improvements to infrastructure (above) - will continue to be targeted towards unlocking strategic sites.
Selby District USP Project	James Cokeham	31-Mar-2016		Project not completed due to lack of resources. However, detailed work has been undertaken to develop new marketing approach for the Council and significant new marketing material developed. Plans now in place for communication and engagement campaigns created for: Overall 'Place Branding'; Communications & Marketing to support the visitor strategy; Planning Service narrative; and Business Investment communications. Project now led by Communications Manager – revised deadline to be agreed.
Growing Enterprise Programme	James Cokeham	29-Mar-2018		Business networks still being supported, and contributions made to broader Leeds City Region business support projects (Ad:Venture & Digital Enterprise) and local growth programme. Unspent element of budget returned for reallocation in P4G 3.
Green Infrastructure - Commissioning Phase	James Cokeham	29-Mar-2018		Work now delivered in-house by Planning Policy team as part of PLAN Selby development.
Economic Development Strategy	James Cokeham	31-Mar-2017		Economic Development Strategy and Action Plan finalised for prospective adoption in Q1 2017/18.
Green Energy Investment Project - Feasibility Study	James Cokeham	31-Mar-2016		No further update after previous exploration of potential. No further action to be taken on this specific project and remaining funds in project returned for reallocation in P4G3.

Tourism Strategy adopted and agreed	Angela Crossland	31-Mar-2017		Project brief currently being developed to deliver the strategy and action plan for visitor and cultural economy. This work will support the delivery of the Economic Development Action Plan. In the meantime work commenced to support and invest in high profile local events to attract visitors to the area, e.g. Tour de Yorkshire at Tadcaster, Sherburn Food and Craft Festival and Selby Arts festival. A number of engagement events took place in April 2017 to bring together local creative leaders in the sectors for: festivals and events, heritage, community arts and visual arts. Propose to extend project deadline to March 2018.
Working with education providers to support people in accessing training				
Construction Skills Hub Project	James Cokeham	29-Mar-2018		Project currently under review pending further productive discussion with Selby College and ongoing feasibility work on Olympia Park. Consideration underway as to whether to continue with this project in its current format or to combine with opportunities arising from P4G3.
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		Project rolled over for P4G 3. Briefs currently being finalised.
Car Park Strategy adopted	James Cokeham	31-Mar-2017		Significant further progress made in Q4 although project deadline has been missed. Usage survey work in Tadcaster and Sherburn took place in Q4 – ensuring decisions are based on the most robust evidence. Data collection from machines in Selby has also added further evidence in this quarter. A process of tariff modelling and scrutiny is now taking place to inform reports. Decisions on the new strategy are expected in July.

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

Q4 2016/17

Key focus of our work	What's gone well; what are we concerned about	Overall Progress
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Improving the supply of housing

(Lead Director: D Caulfield)

What's gone well this quarter:

- Over 560 additional homes were completed in 2016/17 – significantly exceeding target.
- New Council homes in the Byram and Eggborough area open to bidding via the North Yorkshire Home Choice system. The properties at Byram are completed and the first tenants received keys on 4th May.
- Council local land charges team scooped national award for improvements to the service that supports people to have access to land information.
- Work is progressing well to develop sites at Riccall in partnership with the Selby District Housing Trust. Planning consent has been obtained.
- Work commissioned to help unlock key 'stuck sites' including potential to review s106 agreements if necessary.
- Performance on council house re-lets – despite a slight dip in Q4 – was excellent in 2016/17 with 255 properties let in an average of 23 days (it was 244 in 24 days last year). Repairs performance was also strong.

What are we concerned about:

- Progress on bringing empty homes back into use was limited in Q4 due to lack of internal resources. However, following the Organisational Review, we have now created a Private Sector Housing resource including a dedicated Empty Homes role. We are in the process of adopting the York and North Yorkshire Empty Homes Strategy and will develop a local action plan to support our aspirations.
- The Council is reviewing our Five Year Housing Land Supply position in light of a number of recent significant consents and will be reporting back our position in summer
- Whilst the number of new affordable homes built in the last two years is currently below target, discussions are still ongoing with providers for affordable completions on the large sites so the figures could increase.



Some concerns

Improving healthy life choices

(D Caulfield)

What's gone well this quarter:

- Selby District Council teamed up with Selby College and Students' Union to create a new Youth Wellbeing Fund to offer small grants for local young people between the ages of 16 and 24 from within the Selby district to help them overcome challenges affecting their education and impacting on their mental wellbeing.
- Third mental health workshop looking at mental health issues and provision in the district took place in March.
- A post-Christmas promotional campaign has helped visits to Leisure Centres in Q4 exceed quarterly targets. Football was significantly better than both the previous quarter and the same period last year

What are we concerned about:

- No significant concerns



On track

Great Place...to Enjoy Life: KPIs







Q4 2016/17

KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Increase in Council Tax base	Aim to Maximise	30,254	30,500	30,695	30,710	↑	↑	🟢	The year-end outcome has been an increase of 569 dwellings from March 2016 (total number of properties 37779 to 38348) which has resulted in the base increasing by the equivalent of 457 dwellings (30253 to 30710) after taking into account discounts and exemptions.
Number of additional homes provided in the district (annual)	Aim to Maximise	439	450	142	562	↑	↑	🟢	The target for provision of additional homes has been significantly exceeded. Numbers are also greater than for last year.
Number of affordable homes provided in the district (biennial)	Aim to Maximise	n/a	180	38	125	↑	n/a	🔴	These affordable completions have all taken place on the large sites allocated for housing in Sherburn, Selby and Eggborough. Whilst the target has not been met, discussions are still ongoing with providers for affordable completions on the large sites so the figures could increase.
Average time taken to re-let General Need Housing	Aim to Minimise	23.4 days	24 days	19.4 days	20.9 days	↓	↑	🟢	34 properties let in Q4 - an average of 26.3 days. Whilst performance dipped in Q4, overall performance for the year was excellent (135 properties; average 20.9 days). This is an improvement on the result in 2015/16 when we re-let 133 properties in average of 23.4 days.
Average time taken to re-let Sheltered Need Housing	Aim to Minimise	24.5 days	28 days	22.2 days	25 days	↓	↑	🟢	32 sheltered properties let in Q4 - an average of 32.8 days. Whilst performance dipped in Q4, overall performance for the year was excellent (120 sheltered properties; average 25 days). This is an improvement on the result in 2015/16 when we re-let 111 properties in average of 24.5 days.
% of repairs to council-owned properties completed within agreed timescales	Aim to Maximise	98.83%	97.00%	99.42%	99.17%	↑	↑	🟢	Performance maintained over the year with an increase in jobs completed. with 6366 jobs, against 6160 in the previous year
The number of empty properties brought back into habitable use	Aim to Maximise	0	12	2	2	▬	↑	🔴	Two previously empty properties were brought back into use in 2016/17. We have now created a Private Sector Housing resource including a dedicated Empty Homes role within the council. We are in the process of adopting the York and North Yorkshire Empty Homes Strategy and will develop a local action plan to support our aspirations.

KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 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	0.29	0.29	0.27	0.33				A combination of post-Christmas catch up and vehicle breakdowns has increased the number of missed collections this during quarter 4. Reported figure equates to 78 missed bins out of a total of 231,000 collections.
% of relevant land and highways assessed as being within contract standard for litter (annual)	Aim to Maximise	97%	95%	98%	98%				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	97,216	103,750	92,180	105,322				Promotion campaign has increased footfall to highest quarterly figure. Q4 target met and significantly exceeded. However, <u>annual</u> target missed by 3.8%.
Number of 'Lifestyle' members as % of population	Aim to Maximise	14%	11%	17.50%	18.47%				Recent promotional campaign has helped increase membership.
% 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.
% 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 Selby Wellbeing Team and Summit Indoor Adventure Team have been working with Food Trading Standards at NYCC on a project called Healthier Choices to recognise and promote business selling food and drink having healthier choices to their customers. Trading Standards gave Summit a Silver star rating.
Number of GP Referrals	Aim to Maximise	261	250	207	336				Significant increase in Q4 was expected due to the end of the Move it and lose it scheme

A Great Place...to Enjoy Life: Projects

Q4 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 GP referral scheme exceeded the annual target for attendance and customers completing the 12 week course also exceeded the 52% target by 20% points.
Healthy Living - Concept Fund	Keith Cadman	29-Mar-2019		Selby Wellbeing Team and Summit Indoor Adventure Team have been working with Food Trading Standards at NYCC on a project called Healthier Choices to recognise and promote business selling food and drink having healthier choices for customers. Trading Standards awarded Summit a Silver star rating. This project is a positive move for the Summit as it will go on the Health Choices website from NYCC as a place in Selby to visit and get healthy food choices
Improving the supply of housing				
The Sites and Policies Local Plan (PLAN Selby)	James Cokeham	31-Dec-2018		Ongoing discussions with Executive re: PLAN Selby.
SDC Affordable Homes Programme	James Cokeham	27-Mar-2020		Sites in Sherburn, Selby and Eggborough have delivered over 100 affordable homes with more expected to be notified as being completed before the end of 2016/17.
Selby & District Housing Trust Affordable Homes Programme	James Cokeham	27-Mar-2020		Work is progressing well to develop sites at Riccall in partnership with the Selby District Housing Trust. Planning consent has been obtained.
Commission/deliver review of affordable housing	James Cokeham	31-Mar-2017		Progress delayed whilst resources secured through restructure. Ongoing dialogue re) 'Stepping Up' review. Housing Development Consultant appointed to revise Housing Development Programme for Executive comment/approval. Propose to extend this project deadline to March 2018

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

Q4 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:

- Harold Mills Community Centre re-opened in Sherburn in Elmet following fire. SDC worked closely with residents to ensure the new £60,000 centre meets the needs of the community it serves.
- An all-weather pitch is being provided in Sherburn

What are we concerned about:

- No significant concerns

 **On track**

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


(D Caulfield)

What's gone well this quarter:

- The Community Navigators scheme has dealt with 1,280 enquiries in 6 months – 28% more than anticipated. The scheme has also recruited nine volunteers, scored customer satisfaction levels of 99 per cent, and seen 97 per cent of users report improvement or benefit after using the service.
- Libraries at Sherburn and Tadcaster handed over to the new management teams on target due date. Doors are open and services being delivered with ongoing support from library staff.
- Don't Be A Waster project launched to tackle litter and improve the environment – January saw almost 40% less litter in Selby town centre with a further 34% reduction in February

What are we concerned about:

- Initial plans to develop a Volunteer Strategy have been shelved. The focus will now be to prioritise our approach to engaging the community more effectively.

 **Some concerns**

Facilitating people to access and use alternative service delivery methods

(D Caulfield)

What's gone well this quarter:

- Customer survey completed to identify opportunities/barriers to delivering services online and to shape future improvement's to the customer services.
- Selby library is running a pilot for Digital Engagement.
- Tablet devices are on order for the community hubs – once in place these will facilitate residents to get on line

What are we concerned about:

- Slower than hoped for pace of delivery around the customer strategy. This should improve in 2017/18 with a number of initiatives to support residents to access online services.

 **Some concerns**





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

Q4 2016/17

KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 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

Q4 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		Project cancelled. Volunteer strategy unlikely to be in forward planning. Service planning 2017 will focus on wider community engagement framework. New priority to be set.
Enabling people to get involved, volunteer and contribute to delivering services locally				
Strong communities (Community Navigators)	Angela Crossland	29-Mar-2018		Quarterly report received in March 2017 with some excellent key points. Navigators are above target for both the volunteer recruitment and the amount of referrals (reaching the 6 month target before the 5th month was completed). Numerous soft benefits are also being achieved through this scheme with many volunteer navigators taking on further roles within the community to help their residents, IT classes and scam awareness training are just two of these examples.
Facilitating people to access and use alternative service delivery channels				
Community Hubs/Networks	Angela Crossland	29-Mar-2018		Libraries at Sherburn and Tadcaster handed over to the new management teams on target due date.
Delivering the customer strategy	Angela Crossland	29-Mar-2018		As part of developing plans for delivery of customer services a survey of customers accessing services at the contact centre and on line has taken place during February and March. Outputs are now being reviewed that will be used to inform future actions around digital empowerment, channel shift and the contact centre. The plan is to update Executive on progress against the strategy in Q1 followed by proposals for delivering a refined set of priorities.

Delivering Great Value: Overall Progress

Q4 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"> Award submissions made to APSE on Better Together and ICT collaboration with NYCC Libraries at Sherburn and Tadcaster handed over to the new management teams on target following close working with NYCC and community groups. Police Co-location: Work on the extension will commence in May with the police moving in the Autumn. Beyond the shared financial benefits it will enhance the already strong integrated working between the partners <p>What are we concerned about:</p> <ul style="list-style-type: none"> No significant concerns 	<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"> Agreed to extend the Environmental Services Contract with Amey Plc for seven years from 1st April 2017 on the terms agreed within the variation. Procurement of Housing Management System has progressed to bid evaluation. Decision on successful bidder expected in May. <p>What are we concerned about:</p> <ul style="list-style-type: none"> No significant concerns 	<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"> Delivered survey to support a better understanding of how customers prefer to engage with the Council. Delivered an extensive programme of communications focused on raising the profile of Tadcaster. Delivered the first three months of a year-long Don't Be A Waster campaign – with significant impact (e.g. reduced litter in Selby town centre) and recognition <p>What are we concerned about:</p> <ul style="list-style-type: none"> Despite improvements towards the end of the year, we have not met our target for responding to complaints on time. A stronger management focus on complaints in Q4 is expected to deliver further improvements. 	<p> Some concerns</p>
<p>Helping people access services digitally (J Slatter)</p>	<p>What's gone well this quarter:</p> <ul style="list-style-type: none"> Customer survey commenced to identify opportunities/barriers to delivering services online – results will support a more robust business case for future activity. ICT Strategy development activity progressed – including theme around 'Digital Customers' - Digital Transformation Officer now in place to lead this workstream <p>What are we concerned about:</p> <ul style="list-style-type: none"> Previous decisions to halt the work to develop a Customer Portal – justified as the business case did not stack up – have put progress behind schedule. We expect to progress this agenda in 2017/18 as we roll out a new housing management system and invest in technology to support customers to access services online. 	<p> Some concerns</p>

Delivering Great Value: KPIs

Q4 2016/17






KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% of Council Tax debt recovered	Aim to Maximise	97.87%	97.90%	85.63%	97.91%	↑	↑	✔	We finished the year 0.01% ahead of target, which is equivalent to almost £7k more of the total Council Tax debt recovered.
% of Council Rent debt recovered	Aim to Maximise	98.02%	97.59%	97.78%	98.20%	↑	↑	✔	Collection target achieved and year end processes completed. Collection rate has slightly improved on last year by 0.18%. Arrears at year end are £15k lower than last year. Continued improvement in performance is a combination of earlier intervention on problem cases, increased stability of resources and a committed team
Percentage of Non-domestic Rate debt recovered	Aim to Maximise	98.99%	98.55%	82.77%	98.20%	↑	↓	⚠	We were short of the target by 0.35% - equivalent to £154k. This shortfall was not helped because a rateable value increase of £435k was actioned for Drax Power with effect from October 2016 giving us limited time to collect this amount in the financial year.
% of Sundry Debt recovered	Aim to Maximise	92.23%	92.23%	79.62%	92.50%	↑	↑	✔	Performance is above target. Invoices totalling £3.85m have been raised & to date 92.5% has been collected. During this quarter we have also been involved in testing and implementing an upgrade to the system which has seen improvements to functionality for bulk invoicing
External auditor Value for Money conclusion	Aim to Maximise	Unqualified	Unqualified	Unqualified	Unqualified	▬	▬	✔	Unqualified value for money conclusion achieved September 2016
Amount of planned savings achieved (£000s)	Aim to Maximise	£-	£633	£290	£582	↑	n/a	⚠	Overall General Fund savings delivery was positive in the year - just £51k short of the £633k target despite some slippage and re-profiling of schemes. Work to develop a refreshed saving plan for 2017/18 onwards identified savings in debt repayments (Minimum Revenue Provision) and contributions to the Private Finance Initiative which have been taken a year early, saving £245k in 2016/17.
Time taken to process Housing Benefit new claims and change events	Aim to Minimise	4.65 days	6.50 days	5.99 days	5.55 days	↑	↓	✔	Annual upratings and rent changes are all processed prior to the date of change meaning these are classed as one-day calculations. We also see a vast increase in ATLAS transactions during this quarter ready for the new financial year which again are one-day calculations which brings the average days to process down.
Average time to process new claims (total)	Aim to Minimise	17.36 days	22.00 days	15.68 days	19.25 days	↓	↓	✔	Annual billing saw us have over a week's downtime from 22/02/17 - 03/03/17 - the knock on effect can be seen in the days to process figures. However we still finished the year with an average of 19.25 days compared to the target of 22.00 days.

KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
Average days to process Change of Circumstances	Aim to Minimise	4.64 days	8.40 days	5.57 days	4.93 days				See above re: downtime due to annual billing.
Processing of planning applications: % Major applications processed in 13 weeks	Aim to Maximise	64.29%	70.00%	63.33%	71.74%				The performance of determining majors in time has increased significantly by approximately 30% since quarter 3. This is due to having a system in place to monitor performance to ensure there are Extensions of Time in place when required to maintain performance. It is anticipated that performance will continue to improve into the next quarter.
Processing of planning applications: % Minor applications processed in 8 weeks	Aim to Maximise	43.37%	65.00%	61.21%	67.70%				Performance has risen by 12% since quarter 3 and has seen continual increase in performance each quarter. This is due to having a system in place to monitor performance and ensuring Extensions of Time are in place. Regular caseload meetings with Planning Officers are taking place on a weekly basis.
Processing of planning applications: % 'Other' applications processed in 8 weeks	Aim to Maximise	78.64%	80.00%	92.06%	93.40%				Performance maintained over the year and consistently above the required target.
% of major applications presented to committee within time	Aim to Maximise	93.10%	95.00%	50.00%	60.87%				Performance has continued to improve each quarter. This is a result of effective performance monitoring taking place within the team. It is anticipated performance will continue to improve into the next quarter.
Total number of (stage 1) complaints received	Aim to Minimise	68	n/a	57	71	n/a	n/a	n/a	We have received 71 Stage 1 complaints during 2016/17 (compared to 68 during 2015/16).
% (stage 1) complaints responded to in required timescale (20 days)	Aim to Maximise	n/a	90%	74%	81%		n/a		In 2016/17 we responded to 55 out of 74 (74%) Stage 1 complaints within 20 days. Performance improved steadily over the year after a very poor start (54% in Q1 to 81% in Q4). ELT have strengthened the focus on complaints since February. Planning (61%) and Legal & Democratic Services (70%) are both below the Council average. Q4 also saw an improvement on Stage 2 response times.






KPI	Direction of Travel	Previous YTD (Q4 15/16)	2016/17 Target	Previous Value (Q3 16/17)	Latest Value (Q4 16/17)	Short Term Trend	Long Term Trend	Traffic Light	Latest Note
% complaints upheld	n/a	n/a	n/a	31%	29.5%	↓	n/a	n/a	Of the 74 Stage 1 complaints received during 2016/17, 22 (30%) have been upheld (10 assessed as Justified and 12 assessed as Partly Justified).
The average wait time - in minutes - before a customer is seen by an advisor.	Aim to Minimise	7.10 min	10.00 min	7.00 min	6.35 min	↑	↑	✔	5115 face to face customers were seen in Q4 – 412 more than in Q3 and 569 less than in Q4 last year. For the year as a whole, the average wait time is 6m35s compared to 7m10s for 2015/16. Overall visitor numbers for 2016/17 were 21,325 with 348 more visits to the Contact Centre in comparison to 2015/16.
The average wait time - in minutes - before a customer phone call is answered by an advisor	Aim to Minimise	1.32 min	2.00 min	1.32 min	1.27 min	↑	↑	✔	30,524 phone calls were received by the Contact Centre in Q4 - average wait time 59 secs. Q4 includes annual billing in March contributing to 4368 more calls than in Q3. There were also 2923 more than in Q4 last year. For the year as a whole, the average wait time is 1m27s compared to 1m32s for 2015/16. We are answering phone calls over 30 seconds faster than we were in 2014/15 and in 2016/17 we answered 71% of calls in 2 minutes or less.
% 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
Health & Safety: Accidents	Aim to Minimise	12	12	7	10	↓	↑	✔	10 accidents have been reported in 2016/17 – 2 fewer than last year. Two of the accidents were classed as reportable under RIDDOR as they were injuries preventing the injured person from working for more than 7 days. The HSE were satisfied with the submitted reports and requested no further information. All 10 incidents have been investigated, risk assessments reviewed and action taken where appropriate to prevent recurrences.
% 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/summer 2017
Average Days sick per FTE (full time employee)	Aim to Minimise	6.02 days	6.00 days	7.77 days	8.09 days	↓	↓	⬛	Sickness increased significantly over the winter months (Q3 & Q4). Overall, sickness is on average 2 days per FTE higher than a year ago. This is being driven by increases in long term sickness – which has a disproportionate impact on relatively small councils. We are implementing recommendations from the recent audit of sickness absence – 1:1 training with line managers will commence next month – starting with those new in role.

Delivering Great Value: Projects

Q4 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		3rd Mental Health workshop - run at SDC alongside NYCC colleagues to look more at the overall strategic view and options relating to providing a Mental Health forum within Selby District.
Commissioning strategy adopted and milestones delivered	Keith Cadman	31-Mar-2018		A Commissioning and Sourcing strategy is currently being scoped and developed for discussion. It is planned to present it for approval by members in September 2017.
Helping people to access services digitally				
Review and update ICT Strategy	Stuart Robinson	31-Mar-2017		Delays on Strategy due to limited resources. Strategy development workshops delivered in Q4. Draft Strategy being considered at ELT in May prior to working with NYCC on implementation plan. Currently recruiting to a number of posts which will secure capacity to deliver the Strategy once approved. Significant ICT improvement work ongoing. Helpdesk performance at 100% for the last 4 months; SAN migration complete; DR arrangements on track to transfer in Q1; approval for Members use of tablets secured; mobile phone replacement project started. PSN accreditation now secured following completion of improvement plan
Pilot a new Customer Portal in 2/3 services	Stuart Robinson	31-Mar-2017		Decision taken to revisit the business case for the customer portal as the original pilot projects did not demonstrate good value for Selby Council. A number of actions implemented in Q4 will, in future, support customers to access services digitally. New Digital Transformation Officer recruited in April with responsibility for progressing on line service delivery/channel shift. A new project/programme to be agreed for 2017/18.
Making sure we communicate well with customers to help us understand what matters				
Customer engagement	Angela Crossland	31-Mar-2017		Not progressed in 2016/17 due to lack of capacity. Following the Organisational Review, capacity for the service has been created which will be used to deliver a new service priority around developing our arrangements for engaging with and empowering communities.

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 undertaken – with statutory fees/charges reviewed in the first instance. Proposals developed as part of annual budget. Work to formalise our approach in progress – expect to finalise the ‘Business-Like Statement’ of principles in Q1.
New Structure in place	Janet Waggott	31-Mar-2017		New structure went live on 1 April. External recruitment now underway to fill vacant posts.
Planning Review completed with agreed Action Plan	James Cokeham	31-Mar-2017		Planning Review concluded. Agreed recommendations being implemented.
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		Initial phase complete. Next phase will be driven by service plans which are currently being developed by Heads of Service.
Leadership programme delivered	Stuart Robinson	30-Jun-2017		20 most senior managers signed up to research programme to help us identify leadership styles and preferred ways of working. Research will take place in June. Outcomes will inform development programme.
Financially sustainable inc investments (MTFS)	Karen Iveson	31-Mar-2017		Financial results reported to Executive. Progress on delivering savings will feature as part of performance reporting in 2017/18 and beyond.
Organisational Development Strategy adopted	Stuart Robinson	31-Mar-2017		Project deferred to 2017/18. As previously reported, OD Strategy to follow employee survey (linked to Investors in People Assessment which we can't do until early 2017/18). Project brief being developed. Significant OD work delivered in Q4 to support delivery of the restructure.
Devolution deal/decision - Selby's asks reflected in deal	Dave Caulfield	31-Mar-2017		Action completed. 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. Progress on headline projects for P4G3 will be reported through quarterly performance reports during 2017/18 and beyond.



Public Session

Report Reference Number: S/17/2

Agenda Item No: 8

To: Scrutiny Committee
Date: 6 July 2017
Author: Janine Jenkinson, Democratic Services Officer
Lead Officer: Palbinder Mann, Democratic Services Manager

Title: Scrutiny Committee Annual Report 2016/17

Summary:

A draft Annual Report is provided for the Committee's consideration and approval.

Recommendations:

To approve the Scrutiny Committee Annual Report 2016/17.

Reasons for recommendation

The Scrutiny Committee is required, under Article 6 of the Constitution, to prepare an Annual Report reviewing its work during the previous municipal year.

1. Introduction and background

- 1.1 Article 6 of the Constitution requires the Scrutiny Committee to prepare an Annual Report which should review its work during the previous municipal year.

2 The Report

- 2.1 A draft Annual Report is attached at Appendix A. This has been drafted by the Chair and the Democratic Services Officer and it is now available for the Committee to consider.

- 2.2 The Report includes:
- An introduction from the Chair
 - A summary of the membership, role and work of the committee
 - An appendix comprising a retrospective work programme and summary of decisions for 2016/17
- 2.3 The Committee is asked to consider any amendments and approve the report for publication.

3 Legal/Financial Controls and other Policy matters

- 3.1 None.

4. Conclusion

- 4.1 The Committee is asked to approve the draft Annual Report 2015/16 to comply with the requirement of Article 6 of the Constitution.

5. Background Documents

None.

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Appendices:

A – Draft Scrutiny Committee Annual Report 2016/17



Selby District Council

OVERVIEW AND SCRUTINY
COMMITTEE
ANNUAL REPORT
2016/17

Scrutinising the work of the council
and its partners

Overview and Scrutiny Committee Annual Report

Introduction by Councillor Nichols - Chair of the Scrutiny Committee



I am pleased to present the Scrutiny Committee's Annual Report 2016/17, which sets out the work undertaken by the Committee over the course of 2016/17 municipal year.

The Scrutiny Committee has met six times during 2016/17 and considered a range of different topics and issues.

I would like to express my thanks to my fellow members of the Committee for their support and continued hard work. Many people have contributed to the success of Scrutiny, including officers, external partner organisations and my thanks goes out to all of them.

The Overview and Scrutiny Committee

The Scrutiny Committee membership comprised the following members during the 2016/17 municipal year:

7 Members

Conservative	Labour	Independent
D Buckle	W Nichols (Chair)	D Mackay (from 21 February 2017)
L Casling	S Duckett (Vice Chair)	
I Chilvers		
D White		

The Committee met six times during the year.

The Role of the Overview and Scrutiny Committee

Overview and Scrutiny was introduced by the Local Government Act 2000.

Selby District Council operates a Leader and Executive model, where the Executive is responsible for most day-to-day decisions. The role of the Scrutiny Committee is to scrutinise decisions and performance and to hold the Leader and Executive to account.

Overview and Scrutiny's main roles are:

- To scrutinise the performance of the Council and that of its partner organisations and other agencies delivering services within the Selby District.
- To exercise the Council's statutory obligations and powers in relation to Overview and Scrutiny.
- Exercise the right of call-in of decisions and recommendations made, but not yet implemented.
- To issue reports and make recommendations, where appropriate, and in relation to any matters listed above, for consideration by the Council, Executive or the relevant Committee of the Council.

In addition, throughout the year the Scrutiny Committee has scrutinised the work of the following external partners:

- North Yorkshire Fire and Rescue Service
- North Yorkshire Police and Crime Commissioner
- North Yorkshire Police and Crime Panel
- North Yorkshire County Council Director of Public Health
- Nigel Adams MP Selby and Ainsty

2016/17 Work Programme

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

Conclusion

The Scrutiny Committee has fulfilled its Overview and Scrutiny role and taken forward its development through a varied Work Programme over the year.

Scrutiny Committee - Work Programme 2016/17

Date of Meeting	Topic	Discussion / Resolution
29 June 2016	Scrutiny Committee Work Programme 2016/17	The committee considered the work programme for the municipal year 2016/17 and made the following suggestions.
11 July 2016	Co-location of North Yorkshire Police to the Civic Centre	<p>Business Development Officer explained that in November 2014, the Council had entered into dialogue with North Yorkshire Police (NYP) to explore the opportunity to co-locate officers currently based at Selby Police Station, within the Civic Centre.</p> <p>It was anticipated that the proposals would deliver operational savings to both the Police and the Council.</p> <p>The Committee raised queries regarding the following:</p> <ul style="list-style-type: none"> • Concern was raised in relation to the shared use of the reception area for the Police and the Council. • Councillors raised some concern in relation to any future development of the Portholme Road site and impact on nearby residents. • Concern was raised regarding the number of additional car parking spaces that would be required.

		<ul style="list-style-type: none"> • A query was raised regarding the overage clause. The Lead Executive Member for Finance and Resources explained that a significant barrier to progression of the plans had been an Overage Clause in the original agreement between Selby District Council and the National Health Service (NHS). The NHS had now indicated that it would not be activating the Overage Clause as the proposals were not for commercial enterprise purposes.
27 September 2016	Grass Cutting	<p>The Head of Commissioning, Contracts and Procurement presented a briefing note that outlined the arrangements in relation to grass cutting throughout the District and responded to the concern raised by Councillor Hutchinson that the service had been insufficient during the summer.</p> <p>The Head of Commissioning, Contracts and Procurement reported that the contract was output based, meaning there was no requirement for the contractor to carry out a fixed number of cuts each year or to cut at a prescribed frequency.</p> <p>Members were informed that the first cuts of the season had taken place the week beginning 4 April 2016. Shortly afterwards there had been multiple and repeated machinery breakdowns of three of the main mowers. It was explained that the current mowers were seven years old and new replacement kit was required.</p> <p>The Head of Commissioning, Contracts and Procurement explained that the faults were reported, and the repair company had either carried out the repair or ordered parts as required. The Committee was informed that additional mowers had been hired</p>

		<p>between 25 May 2016 and 13 June 2016. It was explained that due to the equipment being specialist and the faults occurring during peak season, there had been a delay acquiring the spare mowers to provide additional cover. Members were advised that the grounds maintenance crews had worked overtime at weekends for the first three weeks of June to manage the workload.</p>
<p>24 January 2016</p>	<p>Programme for Growth 2 and 3 Update</p>	<p>The 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.</p> <p>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.</p> <p>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:</p>

		<ul style="list-style-type: none"> • Town Regeneration • Tourism and Culture • Housing • Infrastructure • Business <p>Members raised queries in relation to the following:</p> <ul style="list-style-type: none"> • 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.
	<p>Olympia Park Update and Progress on Next Steps</p>	<p>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.</p> <p>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</p>

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.

		<ul style="list-style-type: none"> The use of public sector funding to enable delivery of the site.
	Corporate Performance Report 2016/17 – Quarter 2	<p>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.</p> <p>Members highlighted the following:</p> <ul style="list-style-type: none"> 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.
21 March 2016	Air Quality in Selby Town	The Environmental Health Officer provided the Committee with a report that outlined the arrangements for manging and improving

air quality within the district, and the Council's statutory obligations.

The Committee discussed the following points:

- On 29 February 2016 Selby District Council had designated its first Air Quality Management Area (AQMA) on New Street, Selby for NOx (nitrogen oxide) levels related to traffic emissions. The council was currently working with partners at North Yorkshire County Council on an Action Plan to reduce NOx levels.
- Members suggested that Selby District Council acted as an ambassador and set a good example to other organisations by replacing Council owned vehicles with low emission / electric vehicles.
- The use of signage in Selby Town Centre and traffic management measures to reduce congestion and car emissions.

Corporate Performance Report – Quarter 3 – 2016/17

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 noted the following:

- Performance on missed bins had recovered from the Q2 dip; Q3 performance was back on target.

		<ul style="list-style-type: none">• There had been fewer visits to the Council's leisure centres in Q3. The Head of Business Development and Improvement reported that this was to be expected when compared to Q2. An increase in visits to the leisure centres was expected to increase. Members asked if affordability and inflation increases were deterring people from visiting the leisure centres.• There was a £358,000 shortfall in the savings target for the year reported at Q3. Whilst the current savings plan was behind target, approval of additional savings as part of the current budget would help to mitigate the shortfall.• With regard to empty homes in the district, the Committee was advised that a dedicated Empty Homes Officer post had been established in the organisation re-structure.• Members highlighted employee sickness absence as a concern. Q3 had seen an increase in sickness compared to both Q2 and to the same period last year. An audit of sickness absence and associated improvement actions would be reported in Q4. Members asked if the recent organisational restructure had resulted in an increase in sickness absence.• There was some discussion about the timescale of the Car Park Strategy being pushed back. Members raised some concerns about the state of repair of some of the car parks
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		in the district.
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Public Session

Report Reference Number: S/17/3

Agenda Item No: 9

To: Scrutiny Committee
Date: 6 July 2017
Author: Janine Jenkinson, Democratic Services Officer
Lead Officer: Palbinder Mann, Democratic Services Manager

Title: Scrutiny Committee Work Programme 2017/18

Summary: Councillors are asked to consider items for inclusion on the Scrutiny Committee Work Programme for the 2017/18 municipal year.

Recommendation:

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

Reasons for recommendation:

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

1. Introduction and background

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

2. The Report

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

partner organisations and agencies delivering services within Selby District. A key aspect of the Work Programme is that it should be owned and developed by Councillors.

2.1 The Work Programme sets out the items to be considered at the scheduled meetings of the Committee. The provisional meetings scheduled will only be held, should the Committee decide there is an urgent issue which needs discussing.

2.2 Councillors may wish to supplement the scheduled meetings with an additional Task and Finish Group, to undertake an in-depth investigation.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

There are no legal issues arising from the report

3.2 Financial Issues

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

4. Conclusion

That the Scrutiny Committee considers items for inclusion on the annual Work Programme for 2017/18 and agrees the topics to be discussed over the forthcoming year.

5. Background Documents

The current Forward Plan is included in the agenda pack under agenda item 6.

A guide to Overview and Scrutiny at York City Council will be available for committee members as an example of a neighbouring authority.

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Appendices:

Appendix A – List of scheduled meetings of the Scrutiny Committee
2017/18

Appendix B – Suggested Selection Criteria

Appendix C – Scrutiny Terms of Reference

Scrutiny Committee Work Programme 2017/18

Date of Meeting	Topic	Action Required
6 July 2017	Annual Report	For the Committee to agree the Scrutiny Annual Report 2016/17.
	Performance	
	Work Programme	To agree the Scrutiny Committee Annual Work Programme.
28 September 2017	Programme For Growth	
	Olympia Park Development	
	Housing Development Programme	
	Performance	
25 January 2018	Economic Development Strategy Action Plan	
	Leisure Annual Review	

	Performance Report	
22 March 2018		
	Performance	

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

Councillor Call for Action will also be considered at the next available meeting.

Provisional meeting dates:

- 26 October 2017
- 23 November 2017
- 21 December 2017
- 22 February 2018
- 25 April 2018

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

TERMS OF REFERENCE

PART 3.5 - Overview And Scrutiny Arrangements

The Policy Review Committee, Scrutiny Committee and Audit and Governance Committees will each perform Overview and Scrutiny roles but only the Policy Review Committee and Scrutiny Committee will undertake the Council's statutory Overview and Scrutiny functions.

3.5.2 Scrutiny Committee

1. To scrutinise the performance of the Council and that of its partner organisations and other agencies delivering services within the Selby District.
2. To exercise the Council's statutory obligations and powers in relation to Overview and Scrutiny.
3. Exercise the right of call-in of decisions and recommendations made but not yet implemented.
4. To issue reports and make recommendations, where appropriate, and in relation to any matters listed above, for consideration by the Council, Executive or the relevant committee of the Council.