



Summons and Agenda for the  
**Council Meeting**

to be held on

**Tuesday, 15 May 2018**

at

**4.00 pm**







To: All District Councillors

cc: Chief Officers

You are hereby summoned to a meeting of the Council to be held in the Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT on **TUESDAY, 15 MAY 2018** starting at **4.00 pm**. The Agenda for the meeting is set out below.

*Janet Waggott*

**Janet Waggott**  
**Chief Executive**

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted under the direction 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, prior to the start of the meeting, Palbinder Mann – Democratic Services Manager via [pmann@selby.gov.uk](mailto:pmann@selby.gov.uk) or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

***Light Refreshments will be served in the Civic Centre from 3:00 pm***

***Group photographs will be taken at 3:30 pm - please meet in the foyer***

## **AGENDA**

Opening Prayers.

### **1. Apologies for Absence**

To receive apologies for absence.

### **2. Disclosures of Interest**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

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

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

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

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

### **3. Election of Chairman**

#### **a) Nominations**

To receive nominations for the election of Chairman of the Council for the 2018/2019 Municipal Year.

#### **b) Investiture of Chairman**

The newly elected Chairman will stand and be invested with the Chairman's Chain of Office by the retiring Chairman. The retiring Chairman will then exchange seats with the newly elected Chairman.

#### **c) Declaration of Acceptance of Office**

The newly elected Chairman will make and sign the Declaration of Acceptance of Office and then take the Chair.

d) Retiring Chairman's Valedictory Address

The retiring Chairman will be invited to give her valedictory address.

The presentation by the Chairman of a Silver Salver and Past Chairman's Badge to the retiring Chairman will take place at this time.

Expressions of appreciation of the work of the retiring Chairman may be made from the Chamber at this point in the proceedings.

**The retiring Chairman will take her seat in the body of the Council Chamber.**

e) Investiture of Chairman's Consort

The Chairman of the Council will call upon the past Chairman's Consort to invest the newly elected Chairman's Consort with the Chain of Office.

**The past Chairman's Consort will duly invest the newly elected Chairman's Consort.**

**A presentation of a gift will take place to the Chairman's Consort.**

**The retiring Chairman's Consort will take his seat in the body of the Council Chamber.**

f) Newly Elected Chairman's Address

The newly elected Chairman will address the meeting.

**4. Election of Vice Chairman**

a) Nominations

To receive nominations for the appointment of Vice Chairman of the Council for the 2018/2019 Municipal Year.

b) Investiture of Vice Chairman

The Vice Chairman will approach the dais and be invested by the Chairman with the Vice Chairman's Chain of Office and take the Vice Chairman's place on the dais.

c) Declaration of Acceptance of Office

The newly appointed Vice Chairman will make and sign the Declaration of Acceptance of Office.

d) Investiture of Vice Chairman's Consort

The Chairman of the Council will call for the newly appointed Vice Chairman's Consort to be invested with the Chain of Office.

**The newly appointed vice chairman's consort will stand and be duly invested.**

**A presentation of a gift to the Vice Chairman's Consort will take place.**

**5. Minutes (Pages 1 - 8)**

To approve as a correct record the minutes of the Council meeting held on 24 April 2018.

**6. Communications**

To consider any communications received by the Chief Executive or Chairman and to pass resolutions thereon if deemed necessary.

**7. The Leader's Report on the Exercise of Executive Functions (Pages 9 - 16)**

To receive a report from the Leader of the Council setting out information regarding the discharge of executive functions for the year ahead.

**8. Appointments to the Committees of the Council, Chairs of the Community Engagement Forums and the Calendar of Meetings for the 2018/19 Municipal Year. (Pages 17 - 26)**

To consider appointments to the Committees of the Council, the Chairs of Community Engagement Forums and the Calendar of Meetings for the 2018/19 Municipal Year.

**9. Council Appointments to Outside Bodies (Pages 27 - 30)**

To consider Council appointments to Outside Bodies for the 2018/19 Municipal Year.

***Following the meeting, everyone is invited to a buffet reception which will be held in the Café area.***



## Minutes

### Council

Venue: Council Chamber - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Tuesday, 24 April 2018

Time: 6.00 pm

Present: Councillor J Chilvers in the Chair

Councillors D Buckle (Vice-Chair), K Arthur, J Cattanach, I Chilvers, M Crane, J Deans, S Duckett, K Ellis, M Hobson, D Hutchinson, M Jordan, C Lunn, D Mackay, J Mackman, B Marshall, M McCartney, C Metcalfe, W Nichols, R Packham, C Pearson, D Peart, B Sage, Councillor R Sweeting, P Welch and D White

Officers Present: Janet Waggott, Chief Executive, Dave Caulfield, Director of Economic Regeneration and Place, Karen Iveson, Chief Finance Officer, Gillian Marshall Solicitor to the Council, and Palbinder Mann, Democratic Services Manager

Press: 1

Public: 2

#### 74 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Musgrave, Reynolds, Shaw-Wright and Thurlow. Council were informed that Councillor Thurlow had sent his apologies as his wife was unwell and they passed on their best wishes for her to get well soon.

#### 75 DISCLOSURES OF INTEREST

Councillor J Chilvers declared a personal interest in agenda item 14 'Thorpe Willoughby Community Governance Review' as she was a member of the Brayton Burial Board.

Councillors Lunn and Pearson declared a personal interest in agenda item 14 'Thorpe Willoughby Community Governance Review' as they were members

of Thorpe Willoughby Parish Council.

## **76 MINUTES**

The Council considered the minutes of the meeting of meeting held on 22 February 2018.

### **RESOLVED:**

**To approve the minutes of the Council meeting held on 22 February 2018 for signing by the Chairman.**

## **77 COMMUNICATIONS**

There were no communications.

## **78 ANNOUNCEMENTS**

The Chairman announced that she had attended an event hosted by the Lord Lieutenant of North Yorkshire, Barry Dodd where it had been agreed that a request would be formulated for a royal visit to commemorate the 950<sup>th</sup> anniversary of Selby Abbey next year.

## **79 PETITIONS**

There were no petitions received.

## **80 PUBLIC QUESTIONS**

There no public questions received.

## **81 COUNCILLORS' QUESTIONS**

There were no questions from Councillors received.

## **82 REPORTS FROM THE EXECUTIVE**

### Councillor M Crane - The Leader of the Council

The Leader of the Council reported on the work he had recently undertaken, as outlined in his report.

In response to a query concerning the latest situation concerning devolution, the Leader of the Council explained that he had attended a meeting with the Secretary of State concerning a devolution deal for Yorkshire. It was noted that 18 out of the 20 Yorkshire authorities were in favour of a deal and further work would need to be undertaken to confirm proposals.

A query was raised around development of the masterplan for housing infrastructure and it was felt that parishes should be involved in the process so that their reviews were considered. The Director of Economic Regeneration



and Place explained that there was funding allocated in the Councils Programme for Growth the master planning of settlements and a report would be submitted to the Executive on this. The Leader of the Council added that the involvement of parishes was fundamental to the process.

Concern was raised at the number of planning applications in which the 40% target for affordable housing was not being met. The Leader of the Council explained that the Council's policy was to always aim for 40% however developers were permitted to have a lower level of affordable housing if they could come up with an economic argument stating why the target was not viable for the development site.

Councillor J Mackman, Deputy Leader of the Council and Executive Lead Member for Place Shaping

Councillor Mackman, Deputy Leader of the Council and Lead Executive Member for Place Shaping, provide an update on the work he had recently undertaken, as outlined in his report.

In response to the development of the Conditions Manuals, it was felt that conditions relating to site management needed to be included in the manual to prevent builders working early mornings and on weekends. It was noted however that the Planning Committee could consider imposing relevant conditions.

The Lead Executive Member for Place Shaping praised the work of staff involved in appeals relating to the five year housing land supply as it was noted that the Council had now won five successive appeals where Planning Inspectors had concluded that the Council did have a five year supply of deliverable land.

A query was raised at the development of 12 affordable homes on Ousegate and it was felt that consideration of the impact of the Ouse needed to be factored into any development. It was agreed this would be looked into.

In response to a query relating to the decision making on the spending of Community Infrastructure Levy (CIL) money, it was clarified that the final decision on this would be made by the Executive.

Councillor C Lunn, Lead Executive Member for Finance and Resources

Councillor Lunn, Lead Executive Member for Finance and Resources presented his update on the work he had recently undertaken, as outlined in his report.

In response to a query on reducing the hardship for those claiming Universal Credit, the Lead Executive Member for Finance and Resources explained that the Council along with the Citizens Advice Bureau would be assisting individuals by getting used to budgeting on a monthly basis. It was also noted

that the Council was encouraging people to talk to them if they had any difficulties.

Councillor C Pearson, Executive Lead Member for Housing, Leisure, Health and Culture

Councillor Pearson, Lead Executive Member for Housing, Leisure, Health and Culture, provide an update on the work he had recently undertaken, as outlined in his report.

A query was raised requesting further details of the cases highlighted in the table contained in the update relating to enforcement including locations of the crimes. It was agreed to a written reply would be provided to this query.

Concern was raised that at the decision not to replace carbon monoxide detectors in council properties as it was legal requirements for private landlords to install them. The Leader of the Council informed Council that the Executive had not made such a decision.

Councillor C Metcalfe, Executive Lead Member for Communities and Economic Development

Councillor Metcalfe, Lead Executive Member for Communities and Economic Development provided an update on the work he had recently undertaken, as outlined in his report.

The Lead Executive Member for Communities and Economic Development congratulated officers on the consultation responses that had been submitted as outlined in the report especially on the Transport for the North's Strategic Transport Plan.

With regard to improving member communications, the Lead Executive Member for Communities and Economic Development explained that a working group had been set up to look at this issue and the first meeting of the group had taken place.

Concern was raised that the response to the Transport for the North's Strategic Transport Plan did not sufficiently highlight the transport concerns in the district. The Lead Executive Member for Communities and Economic Development explained that the response had referred to infrastructure being needed along with better connectivity.

**RESOLVED:**

**To receive and note the reports from the Executive.**

**83 REPORTS FROM COMMITTEES**

Councillor W Nichols, Chairman of the Overview and Scrutiny Committee

Councillor W Nichols, Chairman of the Overview and Scrutiny Committee provided an update on the work of the Committee as outlined in her report. Council were informed that a working group looking into the scrutiny review had met earlier.

It was suggested that North Yorkshire County Council as the highways authority and Highways England be invited along with the other parties listed for the discussion on transport at a future Committee meeting.

It was suggested that social housing including the demand for social housing and waiting lists could be an area for scrutiny to explore. Clarification of the current waiting list for social housing was sought and it was thought that the Lead Executive Member for Housing, Leisure, Health and Culture could provide this information. The Chair of the Overview and Scrutiny Committee agreed to take the topic back to the Committee for consideration.

Councillor J Deans, Chairman of the Policy Review Committee

Councillor Deans, Chairman of the Policy Review Committee provided an update on the work of the Committee as outlined in his report. There were no questions for Councillor Deans.

Councillor M Jordan, Chairman of the Audit and Governance Committee

No update from the Audit and Governance Committee was provided.

**RESOLVED:**

**To receive and note the reports from Committees.**

**84 MOTIONS**

There were no motions submitted for discussion.

**85 CORPORATE PLAN 2015-2020: 2018 UPDATE**

Councillor Crane, Leader of the Council presented the update to the Corporate Plan that set out the key priorities for the next two years and beyond.

Members were supportive of the plan and recognised the achievements of the Council. It was suggested that the photographs outlined on the front cover contain captions to inform people of their specific locations.

**RESOLVED:**

**To approve the 2018 update to the Corporate Plan, following endorsement from the Executive.**

**REASON FOR DECISION:**

*The Corporate Plan 2015-20 sets clear long term ambitions for the Selby*

*district underpinned by a set of clearly articulated priorities. However, those priorities were born of circumstances that prevailed over three years ago. The time is now right to re-appraise those priorities in light of the circumstances that face the district in 2018.*

*Furthermore, it is a chance to refine the broad proposals set out in the original plan and set the programme of activities for the next two years - providing a clear picture of the expected outcomes, particularly as they relate to the quality of people's lives. This enables the Council to better sequence activities, performance manage them and deploy capacity more effectively by tackling the things that are most important.*

*The Corporate Plan is a key part of the Corporate Policy Framework – and is therefore subject to approval at full Council.*

## **86 THORPE WILLOUGHBY COMMUNITY GOVERNANCE REVIEW**

Councillor Crane, Leader of the Council presented the report which outlined a request from Thorpe Willoughby Parish Council to amend the parish boundary to include the land up to the Selby Bypass. The following motion was proposed and seconded:

*To approve the request from Thorpe Willoughby Parish Council to amend the Parish boundary as outlined in their request and to give delegated authority to the Solicitor to the Council to make a Selby District Council (Reorganisation of Community Governance) Order in accordance with the request.*

Concern was raised that at the lack of clarity concerning the support from Hambleton Parish Council and it was suggested any approval should be subject to final clarification on the support of Hambleton Parish Council. Following a consensus, it was agreed to withdraw the previous motion and the following motion was proposed and seconded:

*To approve the request from Thorpe Willoughby Parish Council to amend the Parish boundary as outlined in their request subject to final agreement from Hambleton Parish Council and to give delegated authority to the Solicitor to the Council to make a Selby District Council (Reorganisation of Community Governance) Order in accordance with the request.*

Upon being put the vote, this motion was carried.

### **RESOLVED:**

**To approve the request from Thorpe Willoughby Parish Council to amend the Parish boundary as outlined in their request subject to final agreement from Hambleton Parish Council and to give delegated authority to the Solicitor to the Council to make a Selby District Council (Reorganisation of Community Governance) Order in accordance with the request.**

**REASON FOR DECISION:**

*To ensure Selby District Council complies with legislation and guidance relating to Community Governance Reviews.*

**87 KIRK SMEATON COMMUNITY GOVERNANCE REVIEW**

Councillor Crane, Leader of the Council presented the report that outlined a request from Kirk Smeaton Parish Council to increase the number of parish councillors.

The Leader of the Council explained that any request to increase the number of parish councillors must be undertaken through a community governance review.

Clarification was sought on the parishes with 600 electors and how many councillors they had. It was agreed to provide this information in the final report.

**RESOLVED:**

- i) To proceed with a Community Governance Review as requested by Kirk Smeaton Parish Council.**
- ii) To agree the terms of reference as outlined at Appendix A including the timetable.**

**REASON FOR DECISION:**

*The Council is legally required to consider any valid requests for a Community Governance Review.*

**88 THE LEADER'S REPORT ON THE EXERCISE OF EXECUTIVE FUNCTIONS**

Councillor Crane, Leader of the Council presented the report which notified Council of changes to the membership of the Executive.

The Leader of the Council informed Council that Councillor Chris Pearson had replaced Councillor Richard Musgrave on the Executive.

**RESOLVED:**

- To receive and note the Leader's Report to Council on the Changes to the discharge of Executive Functions.**

**REASON FOR DECISION:**

*To meet the obligations set out in the Executive Procedure Rules within the Council's constitution.*

## **89 NOMINATIONS FOR CHAIRMAN AND VICE CHAIRMAN 2018/19**

The Council considered nominations for the role of Chairman and Vice Chairman for 2018/19.

It was proposed and seconded to nominate Councillor David Buckle as Chairman and Councillor Debbi White as Vice Chairman for 2018/19.

### **RESOLVED:**

**To approve the nomination of Councillor David Buckle as Chairman and Councillor Debbi White as Vice Chairman for 2018/19.**

### **REASON FOR DECISION:**

*To ensure the Council makes appointments to the roles of Chairman and Vice Chairman for 2018/19.*

## **90 URGENT ACTION**

The Chief Executive reported that she had taken the following urgent action since the last meeting:

- To appoint Councillor Richard Musgrave as a member of the Planning Committee to replace Councillor Chris Pearson for the municipal year 2017/18 with immediate effect.
- To appoint Councillor Keith Ellis as Chair of the Licensing Committee for the municipal year 2017/18 with immediate effect.
- To appoint Councillor Richard Sweeting as Vice Chair of the Licensing for the municipal year 2017/18 with immediate effect.

The meeting closed at 7.17 pm.



## Public Session

Report Reference Number: C/17/35

Agenda Item No: 7

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**To:** Council  
**Date:** 22 May 2018  
**Author:** Palbinder Mann, Democratic Services Manager  
**Lead Officer:** Gillian Marshall, Solicitor to the Council  
**Executive Member:** Councillor Mark Crane, Leader of the Council

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### **Title: The Leader's Report to Council on the Discharge of Executive Functions**

#### **Summary:**

Under the terms of the Constitution the Leader of Council must present a Report to the Annual Meeting of Council regarding the way in which executive functions are to be discharged in the forthcoming year.

This report satisfies that requirement and sets out

- The names of Councillors appointed to the Executive and their portfolios
- The terms of reference of, appointments to and governance of any Executive Committees
- The nature and extent of any delegation of an executive function to an individual member of Executive
- The nature and extent of any delegation of an executive function to officers
- The nature and extent of any delegation of executive functions to community engagement forums, other authorities or joint arrangements including the names of Executive Members appointed under such arrangements

The Leader may subsequently change the arrangements made in this report but on doing so must give written notice to the Chief Executive and to the

person, body or committee concerned. The Chief Executive will then make arrangements to report the changes to the next ordinary meeting of Council.

**Recommendations:**

**To receive and note the Leader's Report to Council on the discharge of Executive Functions.**

**Reasons for recommendation**

To meet the obligations set out in the Executive Procedure Rules within the Council's constitution.

**1. Role and Composition of the Executive**

The Executive Procedure Rules require that the Leader of the Council reports on the discharge of executive functions for the year ahead. For 2018/19 the arrangements shall be as follows:

**a. Members of the Executive**

- Councillor Mark Crane – Leader of the Council with specific responsibility for strategic matters, external relations, leisure and partnerships
- Councillor John Mackman – Lead Councillor for Place Shaping and Deputy Leader of the Council
- Councillor Clifford Lunn – Lead Councillor for Finance and Resources
- Councillor Christopher Metcalfe – Lead Councillor for Communities and Economic Development
- Councillor Chris Pearson – Lead Councillor for Housing, Health and Culture

The only change from the 2017/18 portfolios has been that the remit of leisure has moved under the portfolio of the Leader of the Council.

**b. Executive Portfolios**

**The Leader**

**Main Role**

To exercise the Executive Leader powers vested in the Leader in accordance with the Local Government Act 2000 as amended by section 62 of the Local Government and Public Involvement in Health Act 2007.



To provide visible political leadership in relation to citizens, stakeholders and partners in the overall co-ordination of Council policies, strategies and service delivery.

To lead on leisure, the development of external relations and local, regional, national and European policy and strategic partnerships.

### **Main Duties and Responsibilities**

- i. To Chair the Executive.
- ii. To represent and act as an ambassador for the Authority and to lead in developing strategic partnerships with agencies, citizens and stakeholders in relation to the delivery of strategic objectives in the Corporate Plan and the provision of services to citizens.
- iii. To have overall responsibility for:
  - (a) Strategic Policy and Budget issues
  - (b) Development, monitoring and implementation of the Policy Framework
  - (c) Communicating the Council's values, vision and objectives to councillors, staff and to citizens, partners and stakeholders
  - (d) The York, North Yorkshire and East Riding and Leeds City Region Local Enterprise Partnerships and Combined Authority.
- iv. To lead on external communications for the Council.
- iv. To lead on major projects.
- v. To take up corporate membership of any appropriate body or organisation whose objectives are considered to be beneficial to the pursuit of the Authority's own activities.
- vi. To monitor the performance of the Council including the implementation of the Corporate Plan and other major plans by:-
  - (a) Setting strategic performance targets
  - (b) Ensuring corporate goals and milestones are met
  - (c) Developing new policies and strategies
- vii. To ensure that systems exist to appraise the performance of senior managers.
- ix. To determine the ways in which the Council spends the funds allocated to the Programme for Growth

- x Lead political responsibility for leisure and corporate support functions such as democratic services, HR, communications and legal services

### **Deputy Leader and Place Shaping Portfolio**

Overall responsibility for the promotion, development and delivery of land use and planning activities, as an integral part of making Selby a great place to live in accordance with the Corporate Plan.

Representing the Council on regional groups relating to land use planning, such as duty to co-operate groups.

Responsibility for overseeing relationships with outside bodies which do not fall within any other portfolio (such as Internal Drainage Boards)

### **Main Duties and Responsibilities**

- i. To chair Executive Meetings when the Leader is not present
- ii. To deputise for the Leader at Leeds City region, LEP and Combined Authority meetings as necessary.
- iii. To lead on the development, promotion and delivery of policies and strategies in connection with Land Use Planning and Development.

### **Finance and Resources Portfolio**

Overall Responsibility for co-ordinating and developing the responsibilities and activities of the Council in relation to the effective and efficient use of its resources, monitoring the budget, delivering value for money and the savings plan, debt control, procurement, assets, council tax, revenues and benefits as an integral part of delivering great value in accordance with the Corporate Plan.

### **Main Duties and Responsibilities**

- i. To lead on the provision of guidance for the capital and revenue budgetary priorities of the Council together with the implementation of strategic budget monitoring policies which will ensure the proper administration of the financial affairs of the Council.
- ii. Lead political responsibility for audit and risk management.
- iii. Lead political responsibility for debt control, procurement, council tax, revenues and benefits, counter fraud and property and asset management.

### **Communities and Economic Development Portfolio**

Overall Responsibility for communities and economic development as an integral part of making Selby a great place to do business and to make a difference, in accordance with the Corporate Plan.

### **Main Duties and Responsibilities**

- i. Lead political responsibility for inward investment, economic development and business partnerships such as STEP
- ii. Lead political responsibility for Community Engagement Forums, funding and support of local community and voluntary sector organisations and Community Safety.
- iii. Lead political responsibility for the access to services agenda and embedding customer focus within services.
- iv. Lead political responsibility for Equality and Diversity.

### **Housing, Leisure, Health and Culture Portfolio**

Overall responsibility for public and private sector housing, culture and health as an integral part of making Selby a great place to live in accordance with the Corporate Plan.

### **Main Duties and Responsibilities**

- i. Lead political responsibility for public and private sector housing including representation of the Council in North Yorkshire and Leeds City Region housing strategies.
- ii. To lead on the development promotion and delivery of policies and strategies in connection with Culture, Tourism and events.
- iii. To promote and develop effective partnership working arrangements with public, private and voluntary stakeholders to promote the District as a centre of cultural development and as an attractive tourist destination.
- iv. Lead political responsibility for the development and delivery of policies and strategies in connection with the provision of effective and efficient environment services. This includes streetscene services, waste collection and disposal, parks and other public spaces, enforcement and environmental health.
- v. Lead political responsibility for health including environmental health and licensing functions

### **c. Executive Committees**

No Executive Committees are to be established.

#### **d. Executive Delegations**

For 2018/19 the Leader continues to reserve individual decision making powers to himself in respect of

- (i) Any executive decisions (including key decisions), in a situation where the matter is so urgent that it does not allow time for a report to the Executive.
- (ii) the allocation of funds within the Programme for Growth.

It is not expected that these individual decision making powers will be exercised on a regular basis but the reservation of powers will allow the Council to respond quickly to emerging projects and priorities through decision making and by allocating funding. Key decisions will be taken in accordance with the Executive Procedure Rules.

An individual delegation is given to the Lead Councillor for Finance and Resources. This delegation is to approve virements above the limits delegated to officers in the financial procedure rules up to a maximum of £75 000.

Individual decisions made by the Leader and the Lead Councillor – Finance and Resources will be recorded and published in line with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

From time to time specific delegations may be made to other Lead Councillors to deal with matters specified at the time.

#### **e. Executive Delegations to Officers**

The full Scheme of Executive Delegations to Officers is contained in Part 3 of the Council's Constitution. This has been updated following the organisational review.

#### **f. Executive Delegations to Community Engagement Forums**

No changes are proposed to the arrangements for CEFs. The executive delegations remain as set out in part 3 of the Constitution.

#### **g. Executive Delegations to Joint Committees**

The Council undertakes the following functions by way of Joint Committees and the Executive Councillors appointed to serve under those arrangements are set out below:

Building Control (North Yorkshire Building Control Partnership) –  
Councillor Cliff Lunn

Procurement (North Yorkshire Procurement Partnership) – Councillor Mark Crane (with Cllr Cliff Lunn as substitute)

The Leeds City Region Partnership Committee, an Advisory Committee of the West Yorkshire Combined Authority whose terms of reference are to act as a consultative forum for matters referred to it by the WYCA and advise the WYCA in relation to i) its accountable body functions ii) duty to co-operate matters iii) appointments to the Leeds City Region LEP.

The WYCA has appointed the Leader of Selby District Council to the LCR Partnership Committee. The Leader appoints the Deputy Leader as named substitute and gives the Chief Executive and the Director of Regeneration and Place concurrent delegated authority to approve, in consultation with the Leader, any matter including funding agreements necessary to give effect to any resolution of the WYCA in respect of LEP funding arrangements for the Selby District.

#### **h. Executive Delegations to other Authorities**

##### Breathing Space

Breathing Space is a regional mortgage assistance loan scheme, operated by Wakefield Metropolitan District Council (Wakefield Council), on behalf of local authorities across the Yorkshire and Humber region, to enable them to offer loans to help home owners in the District experiencing difficulties with their mortgage and/or secured loan payments.

To enable Wakefield Council to act as the Accountable Body for the scheme and to act as administrative body and banker, formal approval is given to allow Wakefield to discharge these functions on behalf of Selby District Council under the provisions of the Local Government Act 2000 and Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2000, in accordance with the Council's well-being powers under Section 2 of the Local Government Act 2000. The Leader delegates to the Director of Corporate Services and Commissioning the power to approve amendments to the delegation to cover any changes to the scheme which do not affect its overall purpose and intent.

##### Homeless Reviews

Under s202 of the Housing Act 1996 (as amended by s9 of the Homelessness Reduction Act 2017) the Council (as Housing Authority) is required to carry out reviews of decisions on eligibility and priority need in homelessness cases. This is a highly specialised area of law and as such it is important that the reviewing officer has a detailed knowledge and understanding of the relevant statutory provisions and caselaw. Under the Deregulation and Contracting Out Act 1994 and the

Local Authorities (Contracting Out of Allocation of Housing and Homelessness Functions) Order 1996, the Council can ask that the reviews be undertaken by another person or someone employed by another. This provision enables the Council to buy in the relevant expertise as and when required.

Pursuant to that provision the Leader delegates the power to carry out a review under s202 Housing Act 1996 (and ancillary functions) to Melanie Cant LLB (Hons) CIHM, Homelessness Review Officer and to similarly specialised officers from partner North Yorkshire Local Authorities. The Leader delegates to the Director of Corporate Services and Commissioning the power to approve amendments to the delegation to cover any changes to the arrangements which do not affect the overall purpose and intent.

### Energy Efficiency

Under the provisions of the Local Government Act 2000 and Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012, the executive function of administering Energy Repayment Loans and Home Appreciation Loans, including deciding whether to award the loan and making the loan payments, as approved under Selby District Council's Private Sector Housing Policy in accordance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, be discharged on Selby District Council's behalf by the Executive of Sheffield City Council.

#### **e) Urgent Decisions**

There have been no urgent decisions taken in the last 12 months.

#### **f) Legal/Financial Controls and other Policy matters**

None arising from this report

#### **4. Background Documents**

None

#### **Contact Details:**

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**Democratic Services Manager**  
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[pmann@selby.gov.uk](mailto:pmann@selby.gov.uk)



## Public Session

Report Reference Number: C/17/36

Agenda Item No: 8

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**To:** Council  
**Date:** 22 May 2018  
**Author:** Palbinder Mann, Democratic Services Manager  
**Lead Officer:** Gillian Marshall, Solicitor to the Council  
**Executive Member:** Councillor Mark Crane, Leader of the Council

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**Title:** Appointments to the Committees of the Council, Chairs of the Community Engagement Forums (CEFs) and the Calendar of Meetings for the 2018/19 Municipal Year.

### Summary:

This report provides, for approval, the calendar of meetings, the group nominations for the appointment of Councillors to Committees and the appointments of CEF Chairs at Annual Council on 22 May 2018.

### Recommendations:

- i) That the Council appoints the Chairs, Vice Chairs, Committee Members and CEF Chairs as outlined in Appendix A for the 2018/19 municipal year.
- ii) That Council approves the Calendar of Meetings 2018/19 as outlined in Appendix B.

### Reasons for recommendations

To meet legislative requirements and to enable the proper functioning of the Council in the 2018/19 municipal year.

#### 1. The Report

- 1.1 Each year Annual Council receives Group Leaders' nominations for appointments to Chairs and Vice Chairs and for the membership and substitutes for Council committees. The list of nominations for

the Chairs, Vice Chairs and members and substitutes for Council committees for 2018/19 are attached at Appendix A.

- 1.2 Council also receives nominations for the post of CEF Chair for each CEF. The CEFs operate as advisory committees in that they include in their membership persons who are not Councillors of the District. The nominations for the posts of CEF Chairs for 2018/19 are also outlined at Appendix A.
- 1.3 Each year Council also approves the calendar of meetings. The proposed calendar is attached at Appendix B.

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

#### **3.1 Legal Issues**

Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to allocate seats on Ordinary Committees of the Council between the political groups in accordance with the following principles :-

- a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
- b) That the majority of seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- c) That subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.

For the purpose of this process there are three political groups making up the Council; the Conservative Group, the Labour Group and the Independent Group. A group consists of two or more members of Council who have indicated that they wish to be treated as a group. Councillors that are not members of political groups have no entitlement to an allocation of seats on Committees. Political groups are entitled to their proportion of seats and once their entitlement has been reached, any remaining seats may be



filled by Councillors not belonging to a political group. Such Councillors are called 'non-aligned'.

These rules apply to the Planning Committee, Overview and Scrutiny Committee and Policy Review Committee. They do not apply to Licensing Committee which is a statutory committee. Nonetheless nominations for seats on that Committee have been received in line with the general principles outlined above and are included in the Appendices.

### **3.2 Financial Issues**

Councillors are entitled to claim for travel expenses incurred when attending meetings.

## **4. Conclusion**

That the Council makes its appointments to Committee places, appoints CEF Chairs and approves the calendar of meetings, for the 2018/19 municipal year.

### **Contact Details**

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**Appendix A – 2018/19 - Appointments of Committee  
Chairs/Vice Chairs, Committee Members and CEF Chairs**

**Appendix B – 2018/19 – Calendar of Meetings**

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**Executive**

<b>Leader (Conservative)</b>	<b>Councillor Crane</b>
<b>Councillor (Conservative)</b>	<b>Councillor Lunn</b>
<b>Councillor (Conservative)</b>	<b>Councillor Mackman</b>
<b>Councillor (Conservative)</b>	<b>Councillor Metcalfe</b>
<b>Councillor (Conservative)</b>	<b>Councillor Pearson</b>

**Planning Committee**

<b>Chair (Conservative)</b>	<b>Councillor Cattanach</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Peart</b>
<b>Councillor (Conservative)</b>	<b>Councillor Casling</b>
<b>Councillor (Conservative)</b>	<b>Councillor I Chilvers</b>
<b>Councillor (Conservative)</b>	<b>Councillor Deans</b>
<b>Councillor (Conservative)</b>	<b>Councillor Jordan</b>
<b>Councillor (Conservative)</b>	<b>Councillor Musgrave</b>
<b>Councillor (Labour)</b>	<b>Councillor Welch</b>
<b>Councillor (Labour)</b>	<b>Councillor Packham</b>
Substitute (Conservative)	Councillor Sweeting
Substitute (Conservative)	Councillor Hobson
Substitute (Conservative)	Councillor White
Substitute (Conservative)	Councillor Reynolds
Substitute (Conservative)	Councillor Hutchinson
Substitute (Conservative)	Councillor Buckle
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Duckett
Substitute (Labour)	Vacancy

**Licensing Committee**

<b>Chair (Conservative)</b>	<b>Councillor Ellis</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Sweeting</b>
<b>Councillor (Conservative)</b>	<b>Councillor J Chilvers</b>
<b>Councillor (Conservative)</b>	<b>Councillor Hobson</b>
<b>Councillor (Conservative)</b>	<b>Councillor Buckle</b>
<b>Councillor (Conservative)</b>	<b>Councillor Peart</b>
<b>Councillor (Conservative)</b>	<b>Councillor White</b>
<b>Councillor (Labour)</b>	<b>Councillor Marshall</b>
<b>Councillor (Labour)</b>	<b>Councillor Thurlow</b>
<b>Councillor (Labour)</b>	<b>Councillor Duckett</b>
Substitute (Conservative)	Councillor Deans
Substitute (Conservative)	Vacant
Substitute (Conservative)	Vacant
Substitute (Conservative)	Councillor I Chilvers
Substitute (Conservative)	Councillor Pearson
Substitute (Labour)	Councillor Shaw-Wright
Substitute (Labour)	Councillor Welch

**Overview and Scrutiny Committee**

<b>Chair (Labour)</b>	<b>Councillor Nichols</b>
<b>Vice Chair (Labour)</b>	<b>Councillor Duckett</b>
<b>Councillor (Conservative)</b>	<b>Councillor Buckle</b>
<b>Councillor (Conservative)</b>	<b>Councillor Casling</b>
<b>Councillor (Conservative)</b>	<b>Councillor I Chilvers</b>
<b>Councillor (Conservative)</b>	<b>Councillor White</b>
<b>Councillor (Independent)</b>	<b>Councillor Mackay</b>
Substitute (Conservative)	Councillor Sweeting
Substitute (Conservative)	Councillor J Chilvers
Substitute (Conservative)	Councillor Jordan
Substitute (Labour)	Councillor Marshall
Substitute (Labour)	Councillor Packham
Substitute (Labour)	Councillor J Shaw-Wright

**Policy Review Committee**

<b>Chair (Conservative)</b>	<b>Councillor Deans</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Hobson</b>
<b>Councillor (Conservative)</b>	<b>Councillor Arthur</b>
<b>Councillor (Conservative)</b>	<b>Councillor Cattanach</b>
<b>Councillor (Conservative)</b>	<b>Councillor Hutchinson</b>
<b>Councillor (Labour)</b>	<b>Councillor Shaw-Wright</b>
<b>Councillor (Independent)</b>	<b>Councillor McCartney</b>
Substitute (Conservative)	Councillor Pearson
Substitute (Conservative)	Councillor Reynolds
Substitute (Conservative)	Councillor Casling
Substitute (Labour)	Councillor Welch
Substitute (Labour)	Councillor Thurlow

**Audit and Governance Committee**

<b>Chair (Conservative)</b>	<b>Councillor Jordan</b>
<b>Vice Chair (Conservative)</b>	<b>Councillor Reynolds</b>
<b>Councillor (Conservative)</b>	<b>Councillor Arthur</b>
<b>Councillor (Conservative)</b>	<b>Councillor Sage</b>
<b>Councillor (Conservative)</b>	<b>Councillor J Chilvers</b>
<b>Councillor (Labour)</b>	<b>Councillor Marshall</b>
<b>Councillor (Independent)</b>	<b>Councillor McCartney</b>
Substitute (Conservative)	Councillor White
Substitute (Conservative)	Councillor Buckle
Substitute (Conservative)	Councillor Cattanach
Substitute (Labour)	Vacant
Substitute (Labour)	Councillor Duckett

**CEF Chairs**

<b>Central</b>	<b>Councillor I Chilvers</b>
<b>Southern</b>	<b>Councillor M Jordan</b>
<b>Tadcaster and Villages</b>	<b>Councillor R Sweeting</b>
<b>Western</b>	<b>Andy Pound</b>
<b>Eastern</b>	<b>Bob Proctor</b>

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		2018/19																											
		2018														2019													
	May	June		July		August		September		October		November		December		January		February		March		April		May					
M				2	Licensing					1	Licensing				3	Licensing							1					M	
T	1			3						2					4		1	Bank Hol					2					T	
W	2			4	Central CEF Partnership Board	1	Planning			3	Central CEF Partnership Board				5	Planning	2						3	Planning	1			W	
T	3	Executive		5	SCRUTINY	2	Executive			4	Executive	1	Executive		6	Executive	3						4	Executive	2	Election		T	
F	4		1	6		3				5		2			7		4		1		1		5		3			F	
M	7	Bank Hol	4	Licensing	9		6	Licensing	3	Licensing	8		5	Licensing	10		7		4	Licensing	4	Licensing	8	Licensing	6	Bank Hol		M	
T	8		5		10	Western CEF Forum	7		4	Western CEF Partnership Board	9		6		11		8		5		5		9		7			T	
W	9	Planning	6	Planning	11	Planning	8		5	Planning	10	Planning	7	Planning	12	Central CEF Forum	9	Central CEF Partnership Board	6	Planning	6	Planning	10	Central CEF Partnership Board	8				W
T	10		7	Executive	12	Executive	9		6	Executive/Southern CEF Forum	11	Southern CEF Partnership Board	8		13	Southern CEF Forum	10	Executive/Southern CEF PB	7	Executive	7	Executive/Southern CEF Forum	11	Southern CEF Partnership Board	9			T	
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M	14	Licensing/Tadcaster CEF Partnership Board	11	Tadcaster CEF Forum	16		13		10	Tadcaster CEF Partnership Board	15		12	Tadcaster CEF Partnership Board	17		14	Licensing/Tadcaster CEF Forum	11		11	Tadcaster CEF Forum	15		13	Licensing		M	
T	15	ANNUAL COUNCIL	12	POLICY REVIEW	17	COUNCIL	14		11	POLICY REVIEW	16	POLICY REVIEW	13	POLICY REVIEW (provisional)	18	COUNCIL	15	POLICY REVIEW	12		12	POLICY REVIEW (Provisional)	16	POLICY REVIEW	14	ANNUAL COUNCIL		T	
W	16		13	Central CEF Forum	18	Eastern CEF Partnership Board	15		12	Central CEF Forum	17	Eastern CEF Partnership Board	14	Eastern CEF Forum	19		16	Planning	13		13	Central CEF Forum	17	Eastern CEF PB	15			W	
T	17		14	Executive BRIEFING/Southern CEF Forum	19	Executive BRIEFING	16	Executive BRIEFING	13	Executive BRIEFING	18	Executive BRIEFING	15	Executive BRIEFING	20	Executive BRIEFING/SCRUTINY (Provisional)	17	Executive BRIEFING	14	Executive BRIEFING	14	Executive BRIEFING	18	Executive BRIEFING	16	Executive BRIEFING		T	
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T	22	Western CEF Forum	19		24	POLICY REVIEW	21		18	COUNCIL	23	Western CEF Forum	20		25	Bank Hol	22	Western CEF Partnership Board	19		19	Western CEF Partnership Board	23	COUNCIL	21				T
W	23		20	Eastern CEF Forum	25	AUDIT	22		19	Eastern CEF Forum	24	AUDIT	21		26	Bank Hol	23	Eastern CEF Partnership Board	20		20	Eastern CEF Forum	24	Planning/AUDIT	22				W
T	24	Executive/Executive Briefing	21		26	Southern CEF Partnership Board	23		20		25	SCRUTINY (Provisional)	22	SCRUTINY	27		24	SCRUTINY	21	COUNCIL/Scrutiny (Provisional)	21	SCRUTINY	25	SCRUTINY (Provisional)	23			T	
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M	28	Bank Hol	25		30		27	Bank Hol	24	Tadcaster CEF Forum	29		26		31		28	Tadcaster CEF Partnership Board	25		25		29		27	Bank Hol		M	
T	29		26	Western CEF Partnership Board	31		28		25		30		27				29		26	Western CEF Forum	26		30		28			T	
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## Public Session

Report Reference Number: C/17/37

Agenda Item No: 9

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**To:** Council  
**Date:** 22 May 2018  
**Author:** Palbinder Mann, Democratic Services Manager  
**Lead Officer:** Gillian Marshall, Solicitor to the Council  
**Executive Member:** Councillor Mark Crane, Leader of the Council

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**Title: Council Appointments to Outside Bodies**

### Summary:

This report informs Council of the proposed representatives for 2018/19 on Outside Bodies which it appoints and seeks approval of the proposals.

### Recommendations:

- i) **That Council make its appointments to outside bodies for the 2018/19 municipal year.**
- ii) **To authorise those appointed to act on behalf of the Council in accordance with the legal and constitutional requirements of both the Council and the outside body.**

### Reasons for recommendation

To ensure the Council is represented on Outside Bodies as necessary in 2018/19.

#### 1. Introduction and background

Under Executive arrangements, the responsibility for appointing representatives on Outside Bodies is split between the Executive and the Council. This report asks Council to consider those appointments within its remit.

## **2. The Report**

**2.1** The proposals for Council appointments to Outside Bodies is attached at Appendix A and Council is asked to consider the list and confirm its appointments for 2018/19 or make any changes as appropriate.

**2.2** There are currently the following vacancies on the Outside Bodies list:

- Association of Voluntary Services for Selby
- Citizens Advice Bureau – Selby

**2.3** To ensure the Council is kept informed and its interests are represented, it is essential that representatives attend all outside body meetings they have been allocated.

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

### **3.1 Legal Issues**

None within the context of the report.

### **3.2 Financial Issues**

Travel expenses may be incurred for Councillors attending meetings.

## **4. Conclusion**

That Council should make its appointments to Outside Bodies for 2018/19

### **Contact Details**

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**Appendix A – Proposed Council Representatives on Outside Bodies 2018/19**

**Selby District Council  
Council Appointments on Outside Bodies 2018/2019**

OUTSIDE BODY	PLACES	REPRESENTATIVE
National Association of Councillors (National and Northern Branch)	1	Cllr J Mackman
NYCC Scrutiny of Health Panel	1	Cllr J Chilvers
Association of Voluntary Services for Selby	1	Vacancy
Citizens Advice Bureau – Selby	1	Vacancy
Drax Power Station Consultative Committee	1	Cllr I Chilvers
Eggborough Power Station Consultative Committee (formerly Gale Common)	1	Cllr D Peart
Selby College Board of Governors	1	Cllr C Lunn

OUTSIDE BODY	PLACES	REPRESENTATIVE
Selby Area Committee	4	Cllr I Chilvers Cllr C Metcalfe Cllr D Hutchinson Cllr B Marshall
Selby and District Rail Users Group	1	Cllr D Buckle
North Yorkshire Older Peoples' Partnership Board	1	Cllr B Marshall