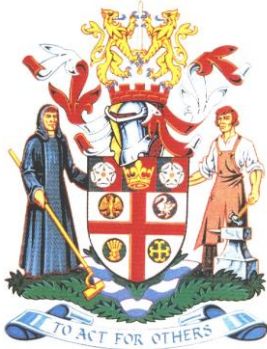


Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 4 October 2018**
Time: **4.00 pm**
Venue: **Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT**
To: **Councillors M Crane (Chair), J Mackman (Vice-Chair), C Lunn, C Metcalfe and C Pearson**

1. **Apologies for Absence**

2. **Minutes** (Pages 1 - 10)

The Executive is asked to approve the minutes of the meeting held on Thursday 6 September 2018.

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. North Yorkshire Procurement Partnership Membership Renewal
(Pages 11 - 14)

Report E/18/23 asks the Executive to consider its member of the North Yorkshire Procurement Partnership.

Janet Waggott

Janet Waggott
Chief Executive

Date of next meeting
Thursday, 8 November 2018 at 4.00 pm

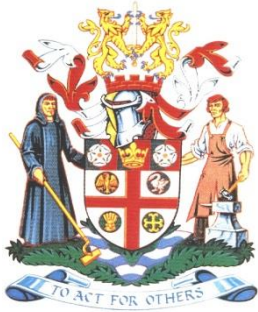
For enquiries relating to this agenda please contact Palbinder Mann, on 01757 292207 or pmann@selby.gov.uk

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Agenda Item 2

Selby District Council



Minutes

Executive

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 6 September 2018
Time:	4.00 pm
Present:	Councillors C Metcalfe (Chair), C Lunn and C Pearson
Also Present:	Councillor R Packham (Leader of the Labour Group)
Officers Present:	Janet Waggott (Chief Executive), Gillian Marshall (Solicitor to the Council), Karen Iveson (Chief Finance Officer (s151)), Iain Brown (Economy and Infrastructure Manager) (for minute item 31), Caroline Skelly (Planning Policy Manager) (for minute item 32), Richard Welch (Principal Planning Policy Officer) (for minute item 32), Stuart Robinson (Head of Business Development and Improvement) (for minute item 33), Wayne Palmer (Environmental Health Team Leader) (for minute item 34), Peter Williams (Head of Finance) (for minute items 35 to 37), Julie Walden (Communications & Marketing Officer) and Palbinder Mann (Democratic Services Manager)
Public:	0
Press:	0

NOTE: Only minute numbers 31 to 37 are subject to call-in arrangements. The deadline for call-in is 5pm on Wednesday 19 September 2018. Decisions not called in may be implemented from Thursday 20 September 2018.

27 ELECTION OF CHAIR

Due to the Chair and Vice Chair not being present, an election of Chair was held and it was proposed and seconded to elect Councillor Chris Metcalfe as chair for the meeting.

RESOLVED:

To elect Councillor Chris Metcalfe as chair for the meeting.

28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Crane and Mackman.

29 MINUTES

The Executive considered the minutes of the meeting held on 2 August 2018.

RESOLVED:

To approve the minutes of the meeting held on 2 August 2018 for signature by the Chair.

30 DISCLOSURES OF INTEREST

There were no declarations of interest.

31 PROGRAMME FOR GROWTH - UPDATE ON EXISTING PROGRAMME

Councillor Chris Metcalfe, Lead Executive Member for Communities and Economic Development on behalf of Councillor Crane, Leader of the Council introduced the report which outlined quarterly progress on delivering the Programme for Growth, in accordance with the approach agreed at Executive on 3 May 2018.

The Economy and Infrastructure Manager presented the report and explained that as part of the approach agreed by the Executive at their meeting on 3 May 2018, it was agreed quarterly updates would be provided to report progress in delivering the programme.

The Executive were informed that while there had only been a small proportion of expenditure for the programme, this was not a reflection on activity in delivering the programme with work being done to line up the delivery of projects in the programme. As an example, the Economy and Infrastructure Manager explained that in relation to the Commercial Property Acquisition Fund, work had been done to complete the purchase of the sites of the former

Executive

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Natwest Banks in Tadcaster and Selby.

In response to a query concerning the prioritising of the programme, the Economy and Infrastructure Manager explained that work to prioritise the programme was currently being done and the Economic Development Framework which was to come before the Executive in November would contain what had been delivered in the previous year.

In response to a query concerning the progress of the Green Energy project, the Economy and Infrastructure Manager explained that there had not been any progress to date as discussions were taking place at the York and North Yorkshire Local Enterprise Partnership to determine the region's long term energy strategy.

Members acknowledged the work and progress that had been undertaken on the programme to date.

RESOLVED:

To note the quarter one progress on the Programme for Growth as set out in this report and Appendix A and to endorse the approach to delivery of the identified projects and use of associated budgets.

REASON FOR DECISION:

The P4G is a significant Council investment programme that must deliver a wide range of outcomes. Therefore, regular monitoring and management of performance is required.

32 2018-2023 FIVE YEAR HOUSING LAND SUPPLY REPORT

Councillor Chris Metcalfe, Lead Executive Member for Communities and Economic Development on behalf of Councillor Mackman, Lead Executive Member for Place Shaping introduced the report which updated the Executive on the housing land supply in the District, at the beginning of the 2018-19 financial year.

The Principal Planning Policy Officer presented the report and explained that at the time of the last update at the end of 2017, the Council had a 6.2 year supply of deliverable housing land. The Executive was informed that the supply had been successfully tested by a Planning Inspector at various appeals.

It was explained that there had been 623 housing completions in the past year which was the above the target in the Council's Core Strategy of 450. Additionally, it was acknowledged that the Council had passed the Core Strategy target in the last three years.

The Principal Planning Policy Officer explained there had been a new National Planning Policy Framework released in July which had outlined that a Housing Delivery Test must be undertaken by the local authority to ensure they had met at least 95% of their housing target or supply an action plan if they had not. It was noted that as the Council had been above its target, it had successfully passed the test.

The Executive were informed that the figure as of 31 March 2018 currently stood at a 6.5 year supply of deliverable housing land.

In response to a query concerning affordable housing, the Principal Planning Policy Officer explained that the Council was currently delivering around 20% of the completions as affordable housing however the Council's the policy had a target of 40% subject to viability. It was explained that each planning applications affordable housing allocation was viability tested to ensure it was correct and deliverable.

The Executive praised officers for the work that had been undertaken on the land supply.

RESOLVED:

To note the update on the housing land supply in the District.

REASON FOR DECISION:

To ensure the Council has an effective housing land supply in the District.

33 CORPORATE PERFORMANCE REPORT - QUARTER 1 - 2018/19 (APRIL TO JUNE)

Councillor Chris Metcalfe, Lead Executive Member for Communities and Economic Development on behalf of Councillor Crane, Leader of the Council introduced the report which provided a progress update on delivery of the Council's Corporate Plan.

The Head of Business Development and Improvement presented the report and highlighted the following points from the quarter one update:

- The average wait time for customers at the Contact Centre both in terms of being seen by an advisor and via a phone call was quicker than the target.
- The number of empty homes being brought back into use had exceeded the target.

- The average time taken to re-let vacant council homes was still considerably higher than the target. The Head of Business Development and Improvement explained that this was partly down to struggle to recruit to trade positions.
- The number of missed bins per 1,000 collections was higher than the target however this was a significant improvement from the previous quarter.
- Contrary to recent trends, there had been an increase in staff sickness in the quarter however rates were expected to improve in quarter two.

A query was raised around why the Council Tax collection rates were showing a downward trend. It was acknowledged that collection rates did fluctuate throughout the year however an update would be sent to Executive Members once it had been looked into.

Concern was raised around the performance figure of the time taken to re-let Council homes and it was felt that work needed to be done to explore the different options to improve the performance in this area. It was agreed that Executive Members would be provided with a briefing note setting out options for improving performance.

RESOLVED:

- i) **To note and approve the report.**
- ii) **To highlight the concerns around the time taken to re-let vacant Council homes and to ask for a briefing note from officers exploring different options to improve this figure.**

REASON FOR DECISION:

To enable the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

34 AIR QUALITY ACTION PLAN

Councillor Pearson, Lead Executive Member for Housing, Health and Culture presented the report which outlined a draft report and Air Quality Action Plan as required by the Environment Act 1995 and statutory guidance.

The Lead Executive Member for Housing, Health and Culture explained that the Council was legally required to prepare a report on the air quality in the area and provide a written Air Quality Action

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Plan.

In response to queries at what was being done to address the air quality issues in Selby, the Executive were informed that the executive summary contained a list of immediate priorities and appropriate actions which would be completed to address the issues. Additionally, the Executive were informed that the plan had been developed in association with North Yorkshire County Council, who would also consider and were expected to approve the report, to ensure responsibilities were dealt with by the relevant authority.

The Environmental Health Team Leader explained that the Council had a responsibility to report progress on the action plan to the Department of Environment, Food and Rural Affairs (DEFRA) on an annual basis and it was agreed that a report would also be brought before the Executive at the same time. It was also agreed that it be recommended to the Selby and Ainsty Area Constituency Committee that they monitor progress on the plan.

RESOLVED:

- i) To approve the draft report and action plan;**
- ii) To bring an update to the Executive at the same time as the annual update is given to DEFRA;**
- iii) To recommend to the Selby and Ainsty Area Constituency Committee that they monitor progress of the plan.**

REASON FOR DECISION:

Selby District Council made an Air Quality Management Area Order on 29th February 2016. The Order places duties on the local authority, in this case Selby District Council, under Section 84 of the Environment Act 1995 to prepare a report on the air quality in the area and a written Air Quality Action Plan (AQAP).

35 MEDIUM TERM FINANCIAL STRATEGY

Councillor Lunn, Lead Executive Member for Finance and Resources presented the report which provided an update to the Medium Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA), prior to consideration by Council later this month.

The Lead Executive Member for Finance and Resources explained that the direction of the strategy remained unchanged from last year with ongoing reductions to the General Fund and a reduction of 1% per year to council rents. It was noted that 2019/20 would be the

final year of the Government's current four year plan to reduce social housing rents.

The Executive was informed that the business rates system was due to reset from 2020/21 which meant greater uncertainty for the revenue budget. The Lead Executive Member for Finance and Resources explained that the New Homes Bonus (NHB) was secured to 2019/20 and that the Government was considering potential alternatives. It was noted that to mitigate this potential loss, the MTFS had phased the NHB out of the revenue budget which meant reducing base income by around £700k to £800k each year.

The Executive was informed that over the coming three years, the general fund savings requirement was forecast to increase to £2.5m per annum and the Lead Executive Member for Finance and Resources emphasised the importance of delivering the necessary savings.

The Lead Executive Member for Finance and Resources highlighted the potential for Selby to be part of a 75% business rates pilot. It was explained that further work was needed to assess the implications and due to the tight timescales it was proposed that subject to a favourable outcome for Selby, delegated authority be given to the Chief Finance Officer in conjunction with the Lead Executive Member for Finance and Resources to submit a pool application.

RESOLVED:

- i) **To submit the Medium Term Financial Strategy to Council for approval;**
- ii) **To give delegated authority be given to the Chief Finance Officer, in consultation with the Lead Member for Finance and Resources, for the submission of an application for a 75% Business Rates Pilot, as part of a wider North Yorkshire pool, should this present a favourable outcome for Selby District Council.**

REASON FOR DECISION:

To set the framework for the 2019/20 budget and Medium Term Financial Plan to 2021/22.

Councillor Lunn, Lead Executive Member for Finance and Resources presented the report which outlined the financial results and budget exceptions report to 30 June 2018.

The Lead Executive Member for Finance and Resources informed the Executive that an outturn deficit of £30k was indicated in the first quarter as a result of lower planned savings and changes to the lifeline service but that this had been mostly offset by staff savings, higher than expected income in waste and recycling and higher investment income. A surplus in the HRA was also noted, resulting from lower external borrowing.

RESOLVED:

- i) To endorse the actions of officers and note the contents of the report;**
- ii) To approve virements totalling £54k from planning fee income (£30k to planning enforcement and £24k to Legal Services).**

REASON FOR DECISION:

To ensure that budget exceptions are brought to the attention of the Executive in order to approve remedial action where necessary.

37 TREASURY MANAGEMENT - QUARTERLY UPDATE Q1 2018/19

Councillor Lunn, Lead Executive Member for Finance and Resources presented the report which reviewed the Council's borrowing and investment activity (Treasury Management) for the period 1st April to 30th June 2018 (Q1) and presented performance against the prudential indicators.

The Lead Executive Member for Finance and Resources explained that the Council's investments had totalled £60.6m with interest earned of £98.8k. It was noted that forecast returns were in the region of £360k for the year.

With regard to the second recommendation, the Lead Executive Member for Finance and Resources explained that it was proposed that £5m be invested in property funds applying a procurement process undertaken by North Yorkshire County Council. The Executive were asked to approve an exemption to the Council's own procurement rules given the process undertaken by North Yorkshire. Discussion took place on this proposal and in response to a query concerning how the funds would be invested, the Chief Finance Officer explained that the Council would buy units in the two fund proposed with the Property Funds would own the physical

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assets and fund members would, in simple terms, receive a share of the income generated by the funds.

The Chief Finance Officer highlighted that such investment is in accordance with the Council's approved Treasury Management Strategy but emphasised that whilst returns are forecast they were not guaranteed and that the value of property could go down as well as up. The Chief Finance Officer advised that the funds proposed had a broad range of assets to help mitigate market fluctuations and that historically the funds had a strong track record of managing such risk but again this could not be guaranteed going forward.

The Executive was informed that the Council's Investment Strategy allowed an investment of up to 20% of the Council's balances however the Council had would be taking a cautionary approach by investing 10% at this stage.

RESOLVED:

- i) To endorse the actions of officers on the Council's treasury activities for Q1 2018/19 and approve the report.**
- ii) To approve the exemption to the Council's procurement rules for the investment of £5m in property funds as set out in this report.**

REASON FOR DECISION:

To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular treasury management monitoring reports.

In relation to investment in property funds, the Council's treasury team has been through an equivalent procurement process for North Yorkshire County Council to select suitable funds for investment by Selby District Council.

The meeting closed at 5.02 pm.

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Report Reference Number: E/18/23

To: Executive
Date: 4 October 2018
Status: Non Key Decision
Ward(s) Affected: All
Author: Keith Cadman, Head of Commissioning, Contracts and Procurement
Lead Executive Member: Cllr Cliff Lunn, Lead Executive Member for Finance and Resources
Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning

Title: North Yorkshire Procurement Partnership Membership Renewal

Summary:

Selby District Council entered the North Yorkshire Procurement Partnership joint committee on 1st August 2009 with Rydale District and Scarborough Borough Councils. The purpose of the partnership was to build procurement capacity, aggregate demand and deliver procurement efficiencies. To date the partnership has delivered the core requirements, however the current and future requirements of Selby have changed from those in 2009 and internal capacity has been developed to meet the commissioning & procurement requirements as part of the organisational review in 2016. The allocation of resources from the partnership was subsequently reduced from 3 days to 1 day per week from April 2017, reflecting internal capacity building. The result of this is that Selby has enough capacity to deliver current and future procurement requirements beyond the expiry of the current agreement on 31st March 2019.

Recommendations:

- i. That the Executive approve the withdrawal of Selby District Council from the North Yorkshire Procurement Partnership Joint Committee from 31st March 2019 through a mechanism of not renewing membership upon expiry of the current agreement.

Reasons for recommendation

Organisational capacity has been developed as part of the organisational review to meet the Councils commissioning and procurement requirements from internal

resources. Support from NYPP has reduced from 3 days to 1 per week during the same period, reflecting the development of internal capacity. The current partnership agreement expires on 31st March 2019 and provides an opportunity to exit the arrangement on this date. Notification of the intention not to renew can be made at the partnership committee meeting mid October 2018 allowing time to agree an exit plan to mitigate any risks.

1. Introduction and background

- 1.1 The North Yorkshire Procurement Partnership Joint Committee was entered into from 1st August 2009 and initially consisted of Selby, Ryedale and Scarborough Councils. Scarborough Council also acted as the accountable body for the partnership, employed the partnership staff and provided the secretariat for the partnership.
- 1.2 The Partnerships primary tasks were to develop contract registers, forward procurement plans and conduct annual spend analysis to minimise off contract expenditure. Where possible the partnership was required to aggregate the demand of the three councils to achieve procurement efficiencies and provide a professional procurement service to ensure compliance with European and national procurement regulations.
- 1.3 The original resource allocation of the partnership was Scarborough 54.89%, Selby 26.68% and Ryedale 18.44% requiring an annual financial contribution from Selby of £35,000.
- 1.4 The organisational review in 2016 recognised the need to develop the organisations strategic commissioning capacity to support the delivery of the corporate plan. Internal capacity building has been ongoing since April 2016 and resulted in a reduction of support from NYPP from April 2017 from 26.68% to 19.835% producing a net saving of £11,000.
- 1.5 Dialogue with North Yorkshire County Council (NYCC) as part of the Better Together project has also been taking place to assess the merit or otherwise of aligning commissioning and procurement with NYCC. The dialogue has identified where common spend categories exist both organisations are using the same framework contracts so no further efficiencies would transpire from a formal joint working arrangement. However, it has been agreed an informal sharing of knowledge with NYCC and other District and Borough councils would be of benefit. NYCC agreed to set up and chair a County wide procurement group that meets quarterly and has been operating since 2017.
- 1.6 Dialogue with the NYPP manager has also been taking place to ensure the withdrawal of Selby from the partnership has a minimal impact on both partner Councils and any staff directly affected are kept fully informed.
- 1.7 Dialogue has also taken place with the NYPP manager about formally dissolving the current partnership upon expiry which would also allow for an

allocation of partnership reserves between all partners upon dissolution. In addition this would allow the remaining partners to form a new joint committee that meets their needs should this be their preferred option. Early indications are that dissolving the partnership is the preferred option that will be reported to the joint committee in October 2018.

3. Alternative Options Considered

- 3.1 A shared procurement service with NYCC has been explored but has been discounted as an option.

4. Implications

4.1 Legal Implications

Executive approval is required to withdraw from a joint committee and the timing of this decision allows sufficient notice to be served as required in the partnership agreement.

4.2 Financial Implications

The current annual NYPP charge of £24,000 (£12K general fund and £12K HRA) will be built into the budget savings from 19/20. In addition there will be a share of partnership reserves built up during membership upon withdrawal. Reserve balances as at April 2018 were £117,534

4.3 Policy and Risk Implications

The main risks of withdrawal from NYPP have been identified and are being managed to ensure a smooth transition.

4.4 Corporate Plan Implications

There proposals support the delivery of the corporate plan

4.5 Resource Implications

The current and future procurement requirements can be delivered within existing staffing resources.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

N/A

5. Conclusion

5.1 Withdrawal from the NYPP is the next natural step for the commissioning and procurement service.

6. Background Documents

None

7. Appendices

None

Contact Officer:

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