



Summons and Agenda for the
Council Meeting

to be held on

Tuesday, 26 March 2019

at

6.00 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, 26 MARCH 2019** starting at **6.00 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 or 01757 292207. Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

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.

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. Minutes (Pages 1 - 12)

To approve as a correct record the minutes of the meeting of the Council held on 21 February 2019.

4. Communications

The Chairman, Leader of the Council or the Chief Executive will deal with any communications which need to be reported to the Council.

5. Announcements

To receive any announcements from the Chairman, Leader or Members of the Executive.

6. Petitions

To receive any petitions.

7. Public Questions

To receive and answer questions, notice of which has been given in accordance with rule 10.1 of the Constitution.

8. Councillors' Questions

To receive and answer questions submitted by councillors in accordance with rule 11.2 of the Constitution.

9. Reports from the Executive (Pages 13 - 28)

The Leader of the Council, and other members of the Executive, will report on their work since the last meeting of the Council and will respond to questions from Councillors on that work.

10. Reports from Committees (Pages 29 - 38)

To receive reports from the Council's committees which need to be brought to the attention of Council. To receive questions and provide answers on any of those reports.

11. Motions

To consider any motions.

12. Annual Review of the Constitution (Pages 39 - 48)

To consider a report which highlights the proposed changes to the Constitution and asks Council to approve them so they can be implemented.

13. Calendar of Meetings 2019/20 (Pages 49 - 52)

To consider a report which asks Council to consider and approve the attached Calendar of Meetings for 2019/20.

14. Urgent Action

The Chief Executive will report on any instances where she has acted in urgent or emergency situations under the functions delegated to her in the Constitution.

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Agenda Item 3



Minutes

Council

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

Date: Thursday, 21 February 2019

Time: 6.00 pm

Present: Councillor D Buckle in the Chair

Councillors D White (Vice-Chair), J Chilvers, K Arthur, J Cattanach, I Chilvers, M Crane, J Deans, S Duckett, M Hobson, C Lunn, D Mackay, J Mackman, M McCartney, C Metcalfe, R Musgrave, W Nichols, R Packham, C Pearson, I Reynolds, J Shaw-Wright, J Thurlow and P Welch

Officers Present: Janet Waggott (Chief Executive), Julie Slatter (Director of Corporate Services & Commissioning), Karen Iveson (Chief Finance Officer (s151)) and Palbinder Mann (Democratic Services Manager)

Press: 1

Public: 18

53 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Casling, Jordan, Marshall, Peart, Sage and Sweeting.

54 DISCLOSURES OF INTEREST

There were no declarations of interest.

55 MINUTES

The Council considered the minutes of the meeting of meeting held on 18 December 2018.

RESOLVED:

To approve the minutes of the Council meeting held on 18 December 2018 for signing by the Chairman.

Council - Minutes
Thursday, 21 February 2019

56 COMMUNICATIONS

The Chairman announced that during the last week, he had been involved in two small business awards. These had been awarded to the following:

- The Blacksmiths Arms in Biggin which had been rated in the top 10 in the UK for their meals and for using local suppliers in the area within a 10 mile radius of Biggin.
- The Queen of the Old Thatch at South Milford which had received the best Sunday lunch in England and this had been awarded by the Observer newspaper.

The Chairman informed Council that tomorrow, he would be attending the opening of the Rhubarb festival in Wakefield with the Mayor of Wakefield. It was noted that the festival would on for three days with over 200 food stalls, with many from the Selby area.

Additionally, the Chairman informed Council that tomorrow night, he had been invited in his role as Chairman to the Yorkshire Hero Awards at York Racecourse. He noted that many groups and individuals from the Selby area had been nominated for an aware and he wished them all the success for their hard work.

57 ANNOUNCEMENTS

Councillor Reynolds entered the meeting at this point.

The Leader of the Council informed Council that Network Raul had written to residents regarding crossing work taking place in the town however had stated the incorrect times for the work to take place. He added that he had contacted them and they would be sending an amended letter to all residents with the correct information.

Concern was raised at the number of roadworks taking place in the town and in the surrounding areas and it was felt better communication was needed between different authorities and agencies to ensure work was appropriately scheduled to avoid disruption.

The Chairman announced two events that would taking place to raise money for his chosen charities as follows:

- There would be a Race Night at Fields Garden Centre on Friday 1 March in Sherburn in Elmet. The Chairman announced that the event had been sold out and thanked everyone who had brought a ticket or sponsored a horse.
- There would be a gala concert at Selby Abbey as part of the 950th

anniversary, this would be made up of 12 acts from the Selby area and would take place on Saturday 16th March with two shows at 2pm and 7pm. The Chairman announced that some tickets were still available if people wanted to attend.

The Chairman announced that the above events would be last main funding raising events during his year in office due to the elections and thanked everyone for their support during his year in office.

58 PETITIONS

There were no petitions received.

59 PUBLIC QUESTIONS

There were no public questions received.

60 COUNCILLORS' QUESTIONS

There were no questions submitted by Councillors.

61 REPORTS FROM THE EXECUTIVE

Councillor M Crane, Leader of the Council

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

The Leader of the Council added that with regard to the highway works taking place across the area, there should be better co-ordination between the relevant authorities and agencies and that when work had ceased for the day, roads should be open for traffic until work restarted again the next day.

In relation to the devolution proposals, the Leader of the Council informed Council that he and other local leads would be meeting James Brokenshire about the devolution proposals.

In response to a query concerning the review for Local Enterprise Partnerships (LEPs), the Leader of the Council announced that sup group was now up and running however that there was issues in relation to who would be the responsible body for the sub group with the West Yorkshire Combined Authority (WYCA) wanting to take on the role. The Leader of the Council stated that the District Council was not a member of WYCA. With regard to the proposed memberships of LEPs going forward, the Leader of the Council informed Council that he raised concern at the small number spaces that would be allocated to District Councils on LEPs.

A query was raised regarding who would be involved in the work to bid for the Selby High Street Fund. The Leader of the Council stated that this was likely to be local members and the Selby Town Enterprise Partnership (STEP).

Concern was raised at the local of provision for football pitches in Eggborough and Hensall as part of the Local Football Facilities Plan. The Leader of the Council explained that he was aware football provision was needed in a specific area and discussion had taken place with the company who would be looking after Eggborough Power Station about whether the current sports facilities could be maintained.

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, provided an update on the work he had recently undertaken, as outlined in his report.

The Lead Executive Member for Place Shaping explained that he had attended a meeting with the people who would be carrying out the demolition through controlled explosion of some of the chimneys at Ferrybridge Station. The Council was informed that the demolition process would take two years and access to the M62 would be controlled throughout the demolition process.

In response to a query concerning the responsibility for the Ferrybridge Station proposal mentioned in the report, the Lead Executive Member for Place Shaping explained that Wakefield was the main authority dealing with the application and Selby would be a statutory consultee. Additionally, it was noted that liaison meetings had been arranged for local people to attend.

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.

A query was raised regarding the considerable underspends in the General Fund (GF) and the Housing Revenue Account (HRA). The Lead Executive Member for Finance and Resources explained that HRA underspends related to work not being undertaken in completing repairs due to being understaffed in the trades team. With regard to the surplus in the GF, the Lead Executive Member for Finance and Resources explained that this was due to in year salary savings and higher investment interest.

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.

A query was raised around whether local members and parish councils would

be involved in producing the Sherburn Growth and Infrastructure Plan. The Lead Executive Member for Communities and Economic Development explained that the main priority of the plan was to look at the infrastructure deficit in Sherburn and engagement would take place with local members and parish councils.

In response to a query concerning the specific meaning of 'vertical farming', the Lead Executive Member for Communities and Economic Development explained that this was the modern way of agriculture and once the site was up and running, it would be a good idea to have a site visit for members to see for themselves. In response to an additional query concerning how high the 'vertical farming' was, the Lead Executive Member for Communities and Economic Development confirmed he would look into this and respond after the meeting.

A query was raised regarding the meaning of inward investors for Sherburn and details of the strategic sites outlined in the update on Church Fenton. The Lead Executive Member for Communities and Economic Development explained that the aim regarding the strategic sites was to enhance the connectivity in the area. With regard to inward investors, there were a number of businesses who were interested in setting up in the area however at the moment the information was commercially sensitive to release.

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

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

The Lead Executive Member for Housing, Health and Culture informed Council that he had attended the handover of 13 homes for local people at Crawford Close in Byram which was named after former District Councillor Jack Crawford. Disappointment was expressed that members of the Labour Group had not been invited to the event as Jack Crawford was a former Labour Councillor.

Council was informed that the ward Councillors for Selby East had received an email regarding a refuse collection vehicle which was smaller than normal collection vehicles had broken down. Concern was raised that this vehicle was used to undertake collections in Volta Street, Dennison Road and Darcy Street and due to it no longer being operative, residents had been asked to bring their refuse bins to the front of the properties. The Members concerned expressed concern that no consultation had taken place with either Councillors or residents and no alternatives had been proposed. It was agreed this would be looked into.

Councillor Musgrave left the meeting at this point and did not return.

While it was acknowledged work had been undertaken to bring a number of

empty properties back into use, concern was raised that there were still a number of properties in the district that had been empty for a considerable time which needed to be brought back into use.

In response to a query concerning the progress of the former Natwest Bank buildings which the District Council had purchased, the Lead Executive Member for Communities and Economic Development explained that the Director of Economic Regeneration and Place was taking this work forward.

In response to a query concerning how many empty properties over two years old were council owned properties, the Director of Corporate Services and Commissioning confirmed no empty properties over two years were council owned.

A query was raised regarding the underspend in relation to Disabled Facilities Grants (DFGs) and why there was an underspend when there was a waiting list for adaptations. The Director of Corporate Services and Commissioning explained that work for DFGs was no longer implemented by the Improvement Agency and was instead undertaken by the District Council. Further to this, Council was informed that spending on DFGs had more than doubled since the Council had taken over and it was catching up with the backlog. The Director of Corporate Services and Commissioning agreed to provide a report to Councillors updating them on the progress.

RESOLVED:

To receive and note the reports from the Executive.

62 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. There were no questions for Councillor Nichols.

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 K Arthur, Chairman of the Audit and Governance Committee

Councillor Arthur, Chairman of the Audit and Governance Committee provided an update on the work of the Committee as outlined in his report. Members raised concern that the briefing note on Brexit which had been circulated to the Committee had not been circulated to all Members. It was agreed this would be circulated to all Members.

RESOLVED:

To receive and note the reports from Committees.

63 MOTIONS

The following motion had been listed on the agenda for discussion:

This Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

Councillor Packham proposed the motion and explained the following:

- The matter had been discussed at a Council meeting last February however an amended motion had been passed at that meeting which had been effectively a negative of the proposal therefore it was up for consideration again. It was noted that 156 other Councils including North Yorkshire County Council had approved the motion.
- 592,600 women had been affected by the changes in Yorkshire and of these, 6,700 were from Selby and Ainsty. Some women had been waiting six years, to the age of 66 for a pension they expected to receive for most of their life, at the age of 60.
- Many women in the affected age group had not been individually informed of the changes likely to affect them, or were given only an eighteen month notice of a six year change in their pension age. This was in contrast to when the state pension age for men increased from 65 to 66 and men had been given five years notice which was unfair.
- The changes had led to hardship for those who had been affected with impacts on other allowances such as winter fuel allowance and bus passes.
- Members had received individual letters from women affected explaining the difficult personal circumstances they were facing as a result of the changes.
- A Judicial Review of the changes had been brought on behalf of a group and this would be heard in the High Court in the spring. It was also understood that the local MP, Nigel Adams was sympathetic to the cause.

The Leader of the Council explained that he felt sorry for the people affected and would vote in favour of the motion along with writing a letter of support however outlined that this was not an issue which the District Council had control over.

RESOLVED:

To agree the following motion:

This Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

64 THE BUDGET, RESERVES AND BALANCES 2019/20

Karen Iveson, Chief Finance Officer presented the report which provided the Council with assurance on the proposed budget and the Council's reserves in order to formally set the budget and Council Tax for 2019/20.

The Chief Finance Officer confirmed that she felt that the Council's budget proposals were robust and that the reserves were adequate.

RESOLVED:

To consider the Chief Finance Officer's statements in paragraphs 2.6 and 2.12 of the report when setting the Council Tax.

REASON FOR DECISION:

To provide Council with assurance on the proposed budget and the Council's reserves in order to formally set the budget and Council Tax for 2019/20.

65 REVENUE BUDGET AND CAPITAL PROGRAMME 2019/20 AND MEDIUM TERM FINANCIAL PLAN

Councillor Lunn, Lead Executive Member for Finance and Resources provided a presentation on Executive's proposed revenue budget, capital programmes and outline Programme for Growth, for 2019/120 to 2021/22.

The key elements of the presentation were:

- In its financial strategy, the Council was taking a long term view of resources and spending and managing down the ongoing revenue budget in line with in year funding through efficiency savings and growing income.
- The budget risks included the reduction and uncertainty of Government funding, rates retention being currently under review, a rent reduction of 1% imposed for 2019/20 and concerns over the impact of Brexit and any other wider economic impacts.
- There were significant revenue and capital investments proposed over the next three years with around £10.1m from the General Fund (GF)

and £14.5m from the Housing Revenue Account (HRA).

- The Provisional Local Government Finance Settlement includes business rates baseline funding being increased to £2.427m to reflect the 75% pilot in 2019/20. Furthermore, an additional £340k will be received for the New Homes Bonus for 2019/20.
- The GF presents a balanced budget which includes increased service commitments for areas such as recycling credits and housing benefit grant. The planned efficiencies and income growth are estimated at £1.1m.
- The HRA was showing a net revenue surplus of £3.2m before the funding for the capital programme for 2019/20. This includes a 1% reduction in housing rents and £214k of planned savings.
- A council tax increase of £3 for a Band D property was being proposed which would result in an approximate increase of 1.71%.

Concern was raised around the vacancy levels and impact this could have on current staff who may have to pick up extra duties. The Lead Executive Member for Finance and Resources explained that this was reflecting what was actually happening and no added impact was expected.

Discussion took place on the proposals put forward and it was felt that the proposed £2 saving on council tax for a Band D property would result in minimal savings for residents when taking into account precept increases from other authorities along with the relevant parish. Concern was raised that by not increasing council tax by the maximum £5 for a Band D property would result in reduction in council tax over the year of £62k.

With regard to the proposed council tax increase, the Lead Executive Member for Finance and Resources explained that the Council had always aimed to keep the rise below inflation and had kept the same practice when proposing the current rise.

Council attention was drawn to the council tax figures in the amended appendices A to C that had been circulated following the agreement of the precept by the Police, Fire and Crime Commissioner.

In line with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Chairman explained that a recorded vote must be taken on the proposals which had been put forward as outlined in the report.

For the proposal: Fifteen

Councillors K Arthur, D Buckle, J Cattnach, I Chilvers, J Chilvers, M Crane, J Deans, M Hobson, C Lunn, D Mackay, J Mackman, C Metcalfe, C Pearson, I Reynolds, and D White.

Against the proposal: Seven

Councillors S Duckett, M McCartney, W Nichols, B Packham, J Shaw-Wright, J Thurlow and P Welch.

Abstain: None

The motion to approve the recommendations as outlined in the report and the amended appendices was carried.

RESOLVED:

- i) To approve the revenue budgets, savings, capital programme and programme for Growth at Appendices E to K;**
- ii) To increase Council Tax by £3 to £178.22 for a Band D property for 2019/20;**
- iii) To confirm an empty homes premium equivalent to 100% of the Council Tax charge i.e. to charge 200% of the Council Tax liability on a property that has been empty and substantially unfurnished for more than 2 years, with effect from 1 April 2019;**
- iv) To consider and approve the formal Council Tax resolution set out in the amended Appendix B;**
- v) To transfer the Surplus of £3.219m on the HRA to the Major Repairs Reserve to support the capital programme;**

REASON FOR DECISION:

To ensure the Executive's budget proposals are fully funded for 2019/20.

Councillor John Cattnach left the meeting at this point and did not return.

66 TREASURY MANAGEMENT - TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20, MINIMUM REVENUE PROVISION POLICY STATEMENT 2019/20, ANNUAL INVESTMENT STRATEGY 2019/20 AND PRUDENTIAL INDICATORS 2019/20

Councillor Lunn, Lead Executive Member for Finance and Resources presented the report which presented for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Policy Statement, Annual Investment Strategy for 2019/20, Capital Strategy 2019/20 and Prudential Indicators 2019/20 as required by the Department of Communities and Local Government and CIPFA (as updated 2017).

There were no comments on the report.

RESOLVED:

- i) **To set the Operational Borrowing Limit for 2018/19 at £79m;**
- ii) **To set the Authorised Borrowing Limit for 2018/19 at £84m;**
- iii) **To delegate authority to the Chief Finance Officer to effect movement within the agreed authorised boundary limits for long-term borrowing for 2018/19 onwards;**
- iv) **To delegate authority to the Chief Finance Officer to effect movement within the agreed operational boundary limits for long-term borrowing for 2018/19 onwards;**
- v) **To approve the treasury management strategy statement 2018/19;**
- vi) **To approve the minimum revenue provision policy statement for 2018/19;**
- vii) **To approve the treasury management investment strategy for 2018/19;**
- viii) **To approve the prudential indicators for 2018/19 which reflect the capital expenditure plans which are affordable, prudent and sustainable;**
- ix) **To approve the Capital Strategy for 2018/19.**

REASON FOR DECISION:

To ensure the Council's Treasury Management Strategy and associated policies are prudent and affordable.

67 PAY POLICY STATEMENT 2019/20

Councillor Crane, Leader of the Council presented the report which sought approval of the Council's Pay Policy Statement 2019/20 in accordance with section 38 of the Localism Act 2011.

It was noted this report needed to be produced each year.

RESOLVED:

To approve the Pay Policy Statement for 2019/20.

REASON FOR DECISION:

To comply with Localism Act 2011 (the Act) to prepare a Pay Policy Statement articulating the Council's policy towards the pay of the workforce.

68 APPOINTMENT OF THE MONITORING OFFICER

Councillor Crane, Leader of the Council presented the report which asked the Council to appoint a Monitoring Officer.

A view was expressed that it would have been better to see a permanent post advertised allowing individuals from the district to apply. The Chief Executive explained that the interim appointment would be for a maximum of six months which would sit alongside the Better Together work currently undertaken with North Yorkshire County Council. The Chief Executive further explained that the time would allow the Council to define what they wanted from the permanent role.

RESOLVED:

To appoint Bernice Elgot as the Council's Monitoring Officer.

REASON FOR DECISION:

To ensure that the Council appoints a Monitoring Officer as per section 5 of the Local Government and Housing Act 1989.

69 URGENT ACTION

The Chief Executive informed Council that the following urgent action had been taken by her since the last Council meeting under her delegated authority:

- On 28 January 2019, to appoint Councillor Chris Pearson as a substitute member of the Planning Committee for the municipal year 2018/19 with immediate effect.

The meeting closed at 7.42 pm.

Councillor Mark Crane

Leader of the Council

Report to Council on Tuesday 26 March 2019

On 1st March I attended a meeting in Ripon, with those Yorkshire Leaders who were available to attend at short notice, with the Rt Hon James Brokenshire Minister for Housing, Communities and Local Government. The meeting was requested by the Leaders of 18 Yorkshire Local Authorities to discuss the Ministers' response to the One Yorkshire devolution proposal we had submitted. In summary the response stated that whilst the One Yorkshire proposition was a novel idea it was not something that Government could agree. The outcome of the meeting was that Officials would meet to progress work on local arrangements for devolution.

One Yorkshire

I also attended the One Yorkshire Conference where the Rt Hon Jake Berry MP, Minister for the Northern Powerhouse was one of the keynote keynote speaker. Jake Berry was asked for his view on the One Yorkshire proposal which reiterated the focus on more local solutions.

Transition Sub Group Local Enterprise Partnership (LEP)

Following my report to Council in February the transition sub group met again on the 5 March 2019. The views of the North Yorkshire and York LEP were presented as a discussion document which highlighted areas of agreement and difference. Our views on the proposed arrangements were relayed to the group. We continue to hold a strong view that Districts need to be represented and have two seats at the table, this has been accepted by both LEPs. Proposals for secretariat arrangements are included in the discussion paper. The name and branding of the new Organisation is still subject to agreement. The aim is to agree recommendations for submission to the Boards of York and North Yorkshire and East Riding and Leeds City Region Local Enterprise Partnerships later in May 2019

Skills

I attended the second economic partnership forum which was held at Selby College on 7 March and was timed to coincide with Skills week. It was a very successful event which has attracted very positive feedback. As part of this Selby District Council sponsored an award ceremony at Selby College and I was pleased to see that two of our own apprentices were nominated for awards and one went on to win the apprentice of the year.

DCN Member Board

I will attend the DCN Member Board meeting on the 20 March and report any update verbally to council.

Police co-location

The move of the Selby Police Station to the Civic Centre is imminent. The extended car park has been complete subject to finalising signage and work to build an extension for the Police and the Council is almost complete. The Police Neighbourhood Teams will start to work from the Civic Centre in early April, the total transfer of North Yorkshire Police to the Civic Centre will be complete during May. In addition to the benefits that co-location will bring, enabling the Police and Council to work in a closer partnership, the Council will receive rent from the 1st April 2019, a real win win for the public sector, with the council achieving rental income and costs towards the running of the Civic Centre and the Police able to reduce revenue expenditure and a capital asset.

I am also very pleased to report that we have managed to attract Align Property Services to the Civic Centre who have a requirement for 6 desk spaces at the market rent. They will move in April 2019.

Councillor Mark Crane
Leader

Councillor John Mackman

Deputy Leader of the Council

Report to Council on Tuesday 26 March 2019

This report covers the period from the Council meeting on 21 February 2019. During this period I have attended Executive and Executive Briefings and represented the Council at local and regional meetings including deputising for the Leader as required.

Reporting on the key items:-

1) Planning Service Review

Sustained progress has been made in the following areas:

In the period between 01.02.2019 to 28.02.2019, 80% of majors were determined within the statutory period or agreed extension of time. This equates to 5 determined, 0 within the statutory 13 weeks, 4 within the extension of time period agreed and 1 which was out of time. This is compared with 100% in the same period last year which equates to 3 determined, 0 within the statutory 13 weeks and 3 within the extension of time period agreed and 0 out of time. These figures are higher than the national designation targets set by the Government for majors which is 60%.

In the period between 01.02.2019 to 28.02.2019, 67% of non-majors (minors and others) were determined within the statutory period or agreed extension of time. This equates to 55 determined, 18 within the statutory 8 weeks and 19 within the extension of time period agreed and 18 out of time. This is compared with 82% in the same period last year. This equates to 39 determined, 15 within the statutory 8 weeks, 17 within the extension of time period agreed and 7 out of time. Current performance on non-major applications is down from last year however the figure is broadly in line with the 70% national designation targets set by the Government target for non-majors. It should be noted that a higher number of cases has been dealt with than in the same period last year.

No appeals were determined in the period between 01.02.2019 to 28.02.2019.

We currently have a vacancy within the team for a Planning Officer and we are in the process of recruiting. It is anticipated that once the post is filled performance will increase.

Over the past few months there has been a focus on reducing the backlog of planning enforcement cases. There are currently approximately 250 open cases which is around a 37% reduction in the number of live cases that were open in July 2018.

The Enterprise system was launched on the 12th of March which will support workflow improvements in the DM service. This new IT case load management tool/package will be of great benefit to Planning Officers in managing their workloads

2) Planning Enforcement Management Plan

The Planning Enforcement Management Plan (PEMP) was agreed by Leadership Team, after consideration by Policy Scrutiny in February. The plan is now live and will be available on the website. An All Member Briefing presented the Plan to Members on the 4th of March and received a positive response overall and the improvements in performance to date were recognised.

The plan will now be integrated into the service review actions. Work will now be undertaken to tailor the new Enterprise system to enable workflow management for Enforcement so that we have the best chance of achieving the ambitious targets agreed in the PEMP. A Working Group is being set up including the Chair of Planning, Head of service and Principal enforcement Officer to monitor progress. A full six month review will report back to Leadership Team on performance against the Plan.

3) PLAN Selby – next steps

Technical work to look at the deliverability and viability of sites in Tadcaster is ongoing. Car Park survey to inform this work will be undertaken in April with a final report due in May. Further work on the Site Allocations Local Plan will progress pending the outcome of this additional technical work.

Preparation of an Olympia Park Site Supplementary Planning Document is almost complete. The document will include a Masterplan and Development Brief for the whole site in order to meet the requirements of Core Strategy Policy SP7. The Supplementary Planning Document will be subject to public consultation in early summer.

Initial work has commenced on a piece of work with North Yorkshire County which will consider the infrastructure requirements and potential improvements in the Sherburn in Elmet and Western Area of the District. This work is being undertaken through the Better Together initiative.

4) Housing Delivery Test

The Housing Delivery Test was introduced in the Revised National Planning Policy Framework and measures the net additional dwellings provided in a local authority against the homes required, using national statistics and local authority data.

On the 19 February 2019 the Secretary of State published the 2018 measurement results. The Housing Delivery Test period covers the previous three financial years; in the case of the 2018 measurement the years are 2015/16, 2016/17 and 2017/18.

The results showed that against the requirement of 1,046 new homes (based on housing need requirement figures) 1,615 homes had been delivered giving the Council a result of 154% and therefore no consequences will apply in Selby District.

5) Drax Power Station DCO

The Drax Repower NSIP project was received by the Planning Inspectorate (PINS) on 29 May and was 'accepted' (26 June) by PINS for 'Examination'.

The open floor/issue specific hearings commenced in the first week of December and the last of these sessions took place in mid-February. We have worked collaboratively with North Yorkshire

County Council on a joint Planning Performance Agreement (PPA) and in participating in the examination process which will formally close on 4 April 2019.

6) Ferrybridge Station

SSE is proposing to develop a new gas-fired power station and associated gas supply pipeline (together 'the project') at and near Ferrybridge, Knottingley, to be known as Ferrybridge D. The project will be located on and within the administrative boundaries of Wakefield Metropolitan District Council, Selby District Council and North Yorkshire County Council.

The power station will be capable of producing up to 2,200 megawatts. This means that the power station will be a nationally significant infrastructure project. SSE will require a Development Consent Order under the Planning Act 2008.

A Planning Performance Agreement was signed and agreed earlier this year and through this the costs to the planning service are being covered.

A report is expected to be presented to Executive in April to seek confirmation on the arrangements for responding to the draft Development Consent Order and all further necessary representations by the District Council, together with post decision monitoring of relevant planning conditions.

7) Selby and District Housing Trust

Work is still progressing on the construction of 12 homes for the Trust on the Ousegate site in Selby. We expect the first six properties to be completed and handed over on the 8th April and the second six on the 24th April. The first six houses have all been pre-allocated and we are advertising for tenants for the remaining homes using the North Yorkshire Home Choice Scheme (Choice Based Lettings) during week commencing 18th March. At Ulleskelf the final 6 properties will be completed in April. We expect the three 2 bed houses to be handed over at the beginning of April and the three 3 bed homes in mid April. We have advertised for the 2 bed homes and these have been pre-allocated - one through a management transfer and the other two having a local connection.

John Mackman
Deputy Leader of the Council

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Councillor Cliff Lunn

Executive Member for Finance and Resources

Report to Council on 26 March 2019

Universal Credit Update

In the Selby District the largest area went full service Universal Credit (UC) in June 2018 and all the district was full service by November 2018. The numbers of claimants receiving UC has been steadily increasing and stood at 558 claimants as at Jan 2019. Claimants of legacy benefits were due to begin migration onto Universal Credit (UC) from January 2019, this has now been put back and a 12 month delay in the timetable has been announced. The process will begin now in July 2019 on a very small scale, and it has been announced this week that Harrogate will be one of the pilot sites. Due to our close links with the benefits teams in the North Yorkshire authorities we can use the experience that will be gained from Harrogate to ensure we are well prepared when the mass migration begins in our area.

Some further exceptions have recently been announced to new claims for UC, and those claimants with a severe disability premium included in their legacy benefit already will not claim UC. This means they will still be entitled to claim Housing Benefit from the local authority.

From April 2019 local Citizens Advice Bureau's will be funded to provide UC claimants with assisted digital and personal budgeting support.

From May 2019 new rules regarding mixed aged couples come into place, and previously those couples have been able to claim pension credit as a couple but from 15 May 2019 if the partner is not state pension age they will have to make a claim for UC. This change means these couples could be up to £500 worse off.

75% Business Rate Pool

Work is progressing on the preparations for the 2019/20 West and North Yorkshire Business Rates Pool. As a safety net authority, Selby will benefit from the increase in the threshold from 92.5% in the current 50% system, to 95% in the 75% pool pilot. As I highlighted in the budget report, this means an extra £63k for this Council in 2019/20.

The governance arrangements were specified in the application that was submitted to the government back in September 2019 – the district councils in North Yorkshire will be represented on the pool board by Harrogate and Scarborough borough councils.

It is anticipated that there will be opportunity to bid for project funding from the shared pool funds but we await further detail before we are able to assess any such opportunity from Selby's perspective.

Cliff Lunn

Lead Member for Finance and Resources

Councillor Chris Metcalfe

Executive Member for Communities and Economic Development

Report to Council on Tuesday 26 March 2019

This report covers the period from the Council meeting on 21 February 2019

Economic Development:

Three of the five new economic priorities agreed by the Executive in January 2019 have moved forward to inception and become active work streams in the short time since the Council last met:

- The joint project between the District Council, NYCC, East Riding and Hull for the **M62 Strategic Development Zone Study**, has moved forward with contracts being awarded to Cushman and Wakefield working in partnership with Richard Wood Associates and Fore Consulting. The work will consider options for long term strategic growth in the M62 / A63 / Leeds – Selby – Hull rail line corridor and how the existing strengths in the low carbon energy sector can be expanded. The Study is scheduled to start late March with a final report to the stakeholder group expected during August 2019.
- The District Council is also working with NYCC, with support from their partner consultants WSP, on projects to improve access to Selby station, its facilities and the linkages with the town centre and current and future residential areas, as part of the bid by Leeds City Region to the Transforming Cities Fund bid. Business cases are being worked up for a range of projects and these must be submitted to government by June 2019. The primary focus of the bids will be on the area between the station and the Abbey, together with a new foot and cycle bridge across the Ouse to Olympia Park. Funding will also be sought for other cycleways and facilities for station users.
- The **Sherburn Growth and Infrastructure Plan** will examine how local transport and infrastructure can be improved to provide better links to local employment and growth and strengthen connections with the town. This will be delivered in partnership with NYCC and a project Team met for the first time late February 2019. The meeting agreed a process to take the programme forward defining the project scope; an outline Project Plan and Vision and a stake holder agreement aimed at ensuring the programme embraces the views and opinions of business and communities across area. An agreed Strategy and Action Plan is anticipated for approval in August 2019 with implementation commencing September 2019.

Strategic Employment Sites

There is no new information to report since the last Council report

SME Support Events

The week of March 4th saw the start of the first **Selby District Business Week** which aligned with the National Apprenticeship Week, as a consequence the primary theme for week was: “**Skills – how to future proof your business**”. The Council’s Economic Development team delivered the week’s programme of events in partnership with the LEP’s business and skills support services; private sector providers such as the FSB; North Yorkshire Police; Selby College and business leaders from across the District.

Thursday the 7th of March saw two key events: the Council’s Economic Partnership Forum met at Selby College to discuss the skills agenda with particular focus on growing the Apprentice programme to the release the future potential of the next generation of employees across the District. Attended by business leaders from Selby District’s SME’s, large businesses, Executive members and the local MP it was an important platform to discuss the future of skills growth within the District.

The Forum was followed by a celebration of Apprentice Achievement by students from across all sectors attending Selby College with the first ever Selby District Apprenticeship Awards. Over 50 students were nominated across 7 different sectors plus two overall awards for “Young Apprentice” and “Adult Apprentice”. I’m pleased to say that a Selby District Apprentice, Tom Wilcock, training to be a plumber, won both the Best Construction Apprentice Award and the Young Apprentice Award, an outstanding achievement.

Key statistics for the Business Week include:

- Engaged with 28 new businesses
- 11 themed business events over the 5 days
- 26 service and business support exhibitors attended
- 235 delegates attended the events
- Selby Business Week Communications were ranked 35th and 44th highest of **all** National and Local Government tweets during the period

And what did the delegates think:

“It’s not just words on the banner - @SelbyDC mean BUSINESS - and their business week has been a real help to so many businesses with advice sessions, but it’s not just this week, they offer help all year round.” - FSB Tweet

Future High Streets

At the February Council I reported that work was underway to consider how we can develop a long term future plan for revitalising our town centres and also take advantage of recent funding calls from the Government's release of a £675 million Future High Streets Fund.

As planned, the council has undertaken an engagement approach with local businesses and residents to understand their priorities for the high street. We had an unprecedented response from 108 businesses, 120 on-street residents and 470 on-line residents. High level messages from this are that businesses and residents are proud of their town, its heritage and it's local convenience and that there are local, loyal customers to the high street. However, there are a number of areas to reflect on including, lower than average footfall to the high streets, businesses perception of decreasing trade. Respondents highlighted around greater need for quality retail and activity offers, enhancing a perceived aging, tired environment and the need to open up access and movement in the streets to relieve congestion and encourage easy access. This reflects well with other analysis of the town centre's needs around digital and built infrastructure to bring it forward as a 21st Century market town and place to enjoy life and do business. Findings have been shared with the Selby Town Enterprise Partnership and at the Central Community Engagement Forum as a start of a conversation to work on the longer term vision of how the local town can come together to work on these issues as a strong collective.

The Future High Streets Fund application will focus on exploring the resources needed for the physical and digital infrastructure elements of this work and will align with project opportunities that are being scoped as part of a wider regional focus on the town's rail station as an important transport hub for the town centre and the commuting work force.

Pocket Parks

In January, Selby District Council supported Groundwork North Yorkshire to submit applications for the district's three towns to The Ministry of Housing, Communities and Local Government's 'Pocket Parks' fund. The fund was to support local community groups to repurpose or bring back to life derelict or underdeveloped community space into a park/garden environment for all to access. I am pleased to say that Groundwork and SDC's support has meant successful applications from the fund for Sherburn in Elmet Parish Council to develop a plot of land next to the library and community hub, and for Selby Big Local to develop a piece of SDC owned land next to St James Church. This plot will also be used by Selby Abbey Primary School as a community garden. The fund awards totalled £40,000. Although an application to enhance the Quaker Burial Garden at Tadcaster was not successful, Groundwork and local, interested community representatives will look at other opportunities to support this work. This is great news in helping support the 'grass roots' development of our town centre areas to encourage local footfall and activity.

Update on the car park improvement programme

Improvements to Selby Bus Station are now completed. New bus shelters were installed at the end of February. Although replaced on a like-for-like basis (in terms of style), the

replacements shelters benefit from solid roof construction (thereby negating the previous issues of the perspex roof panels which constantly required cleaning), solar powered LED lighting and colour SDC logos.

The car park improvement programme is progressing. Refurbishment works at Audus Street car park commenced on 25th February 2019 as scheduled and are progressing well. There have been a couple of minor issues regarding access arrangements for neighbouring properties which have been addressed. Feedback received thus far via the contractor has been positive.

Works to upgrade the mains power supply to the South Parade car park in readiness for the installation of electric vehicle charging points as part of improvement programme have been completed by Northern Power Grid. The main improvement works to the car park have been slightly delayed in order to avoid any potential clash with the Tour de Yorkshire.

Design works for the remodelling of the Back Micklegate and Micklegate car parks is continuing apace. Initial budget estimates have just been received for the various options and Officers are currently assessing these proposals. Subject to available funding, works are anticipated to commence later in the year.

Chris Metcalfe

Executive Member for Communities and Economic Development



Councillor Christopher Pearson - Executive Member for Housing, Health, & Culture

Report to Council on Tuesday 26 March 2019

A review of the waste and recycling collection service has been completed to inform our future collection requirements and the fleet replacement decision. It has been approved to replace the current fleet that is almost 10 years old with a standard fleet of rear loading collection vehicles and to issue a letter of commitment to Amey plc to place orders. In addition it has been approved that a public consultation exercise will be undertaken in the summer to inform the decision making process for an alternative recycling service.

The replacement of a collapsed culvert under Portholme road was due to commence in early March, however due to unforeseen delays the Highways licence to occupy the highway for the works expired. Officers from the District and County Council with input from our consultants are working through a number of matters to ensure a new licence is issued as soon as possible so we can expedite the works.

The Council is supporting Keep Britain Tidy's Great British Spring Clean which runs from 22 March to 24 April. As parish council, schools and community groups sign up to run their own litter picking events we are providing them with litter picking equipment and removing all the bags of waste. At the time of writing we already have 8 events booked in across the district with more expected. The Council has also produced new anti-litter signage which is being offered to Parish Councils as a way to reduce littering in hot spot areas. This is part of the legacy of last years Don't Be a Waster campaign.

Disabled Facilities Grant

The Disabled Facilities Grant (DFG) is a mandatory means tested Grant and a statutory requirement of every strategic housing authority. A DFG is available to people who own their own home (including caravans and river boats), private tenants and tenants of social landlords to enable them to live well and independently for as long as possible in their own home.

Unfortunately DFG is NOT available to council tenants. Adaptations to Council properties have to be funded via the HRA.

Since April 2018 the full administration including means testing, design and procuring contractors to carrying out the work has been carried out by the council. Prior to that the means test and technical support role was part of a wider NYCC Supporting People Home Improvement Agency (HIA) contract including Craven, Harrogate, Hambleton, Richmondshire and Selby, delivered by Yorkshire Housing. Following reductions in Supporting People funding it was agreed to bring the service back in-house to improve delivery and efficiency.

Staff transferred to SDC through TUPE transfers and the DFG team was incorporated into the Lifeline Service in August 2018 to improve efficiency and promote both services.

Bringing the service in house has seen real improvement. We are working closely with NYCC Occupational Therapists to streamline the processes that to-date has seen a significant reduction in days to complete down from 127 last year to just 79 (YTD). The number of completions has also increased, up 41% (YTD) that's 27 more people with their home adapted than last year (YTD total 51 completed) *The table below provides key stats*

Year	Total budget Available	Total budget spent	Applications approved	DFGs completed	Days from Approval to Completion
2016/17	£ 358,870	£ 276,600	N/A	42	129
2017/18	£ 448,206	£ 179,173	N/A	24	127
2018/19 (YTD)	£ 644,629	£ 318,621	58	51	79

We will continue to work collaboratively with NYCC to speed up delivery and increase the numbers of DFGs in the district.

Visitor Economy Strategy and Action Plan:

The visitor economy strategy and high level action plan were agreed at the Executive on 1st March 2018 including a £460,000 additional investment to develop a 3 year programme of delivery. Year one of the plan has progressed well and been in line with planned, main deliverables. In short we have:

- Secured high quality officers for 3 years to deliver the action plan.
- Invested £150k as part of the Selby 950 events to successfully bid for and gain hosting responsibility for the Stage 1 finish of the Tour de Yorkshire at Selby.
- Invested £65k to successfully bid for and gain hosting responsibility for the staged start of the Yorkshire 2019 para cycling international at Tadcaster.
- Invested £50k in match funding and officer support as part of a partnership with Selby Abbey, Selby Civic Society, Selby Town Council, Selby College, Inspiring Healthy Lifestyles and Drax Power Ltd to deliver a high quality programme of events to celebrate the Abbey's 950th anniversary.

Current focus is now on:

- Delivering the two major cycle races. There is a clear emphasis on the events being safe, inclusive and locally led.
- Awaiting the outcome of applications for funding to support some of the 950 celebrations. If successful, this should attract external funding of circa £135k in the first instance. Results for this will be announced at the end of March 2019.
- Developing baseline and evaluation data to build a picture of what events and activities bring to local business and audiences.

Some success stories for the district include raising the profile of local businesses such as:

- Sweet Finkle in Sherburn in Elmet – creating gifts for SDC to present to the Tour de Yorkshire winners, and securing a contract to develop unique Braille Easter Eggs
- Stillingfleet Gardens – an award winning local visitor destination now linked to global booking systems for the German market holiday packages as part of a Discover England initiative. This should also benefit Towton Battlefield and other key local visitor destinations as the package develops.

Selby 950:

Alongside the Chairman's Charity Concert on 16th March, the official Selby950 partner events calendar kicks off on 28th March with a 4 hour Abbey Bell Peal. This marks the beginning of the celebration for our historic Abbey and also recognises some of the great activity that Selby District Council has been helping to realise through its 3 year funding investment into the Visitor Economy Strategy and Action Plan and subsequent arts, heritage and culture. We have spent a great deal of time working with local groups to support the 950 plans as well as raise the profile of the town and district with regional funders as a great place to commit investment and support local development. We should hear at the end of March about whether funding applications to enhance some of the events have been successful (totalling approximately £135k). However, the important message is also about how these events will help to create a legacy of creative community and creative business development in the district. Keep an eye on the Selby Abbey website for information on the events.

Tour de Yorkshire:

We are less than 50 days away from the Tour and final plans for the community activity are coming together. We would encourage local groups and residents along the extent of the route to use the day to celebrate and showcase themselves as a great place to live. Plans for the finish include a community fan zone in Micklegate. The content of the zone is informed by local businesses and a recent public survey about what people want. Rigid Paper have been secured as the headline sponsor for the zone. Activities include (although not exhaustive!!): a Minster FM roadshow, a Drax Power sponsored Greenpower race cars exhibition from local schools, plus a large screen which will convert into an outdoor cinema at the end of the race. The Market Cross Shopping Centre businesses have also come together to plan a community area with food, drink and socialisation areas as well as a potential screen. We want the event to be as inclusive as possible for all but recognise that this can sometimes be difficult for some to access. In conjunction with the Selby Disability Action Group we are planning a disabled viewing area close to the race finish line (this will be bookable space so keep an eye on the website for details). For those who want to be involved but would potentially need a quieter or less crowded experience, Selby Park has been designated a quiet activity zone and will be run by Inspiring Healthy Lifestyles. We really want this space to be inclusive, to offer cycling advice and information and to kick start awareness of the Cycle Information Hub launch there on Saturday 4th May.

Once again, we have seen community groups come forward to contribute to music and activity which shows the real will of our town to be involved and create a local legacy of experience and contribution. There are knitting and decorating groups planned at the Abbey Coffee Shop on Tuesdays 1pm-4pm and the Salvation Army Church on Thursdays 10.30am-12.30pm

To support this further, SDC held a window dressing session for high street business in early March. This will help to create attractive shop spaces and show how all elements of our high street are part of enhancing the celebration environment.

We are committed to delivering an engaging and safe event with Pennine Events appointed as the events management company for the Selby Stage 1 finish of the Tour de Yorkshire.

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Agenda Item 10



Councillor Wendy Nichols – Chair of Scrutiny Committee

The Scrutiny Committee has met once, on 12 March 2019, since Council in February 2019.

12 March 2019

The main items of business on the agenda for this meeting were the Committee's work programme 2018-19 and 2019-20, Corporate Performance Report Quarter 3, Financial Results and Budget Exceptions Quarter 3, Treasury Management Update for Quarter 3, the Review of Community Centres, Olympia Park Update and an Emergency Planning Update.

Work Plan 2018-19 and draft for 2019-20

Members considered the work programme for 2018-19 and the draft programme for 2019-20 and asked that Yorkshire Water be invited to the July 2019 meeting of the Committee to talk about the management of, and any future plans for, Brayton Barff.

Corporate Performance Report – Quarter 3 2018-19 (October to December)

The Committee noted that performance had improved or exceeded targets in relation to economic growth service delivery, housebuilding, emergency and urgent repairs to council owned properties, empty homes brought back into use, missed bins, planning application processing, processing new benefit claims, average wait times for customer phone calls and advisors and the responses to Stage 2 complaints.

However, performance in relation to the re-letting of properties, average sick days, visits to combined leisure centres and delivery of savings had not gone so well.

In relation to visits to the leisure centres, the Committee suggested that advertising at Sherburn train station be looked into, as the service between Sherburn and Selby was now better and more regular. Northern Rail had provided community noticeboards at Sherburn station which could be easily utilised.

Members acknowledged the ongoing issues with recruiting trades staff, which had an impact on the Council's ability to turn around vacant properties, some of which were in a poor state of repair and needed a great deal of remedial work. Members were pleased to note that some temporary staff had been recruited to the repairs team in order to improve the time taken to do repairs work. The Committee were pleased to note that the winner of Selby's Apprentice of the Year award had also been nominated for a national award.

A query was raised regarding the use of the showers at the leisure centre in Selby, including unpleasant smells that had been raised by members of the public. Officers

explained that they were aware of occasional difficulties with drainage on the site which was likely to be the cause of the smell.

Financial Results and Budget Exceptions Report to 31 December 2018 (Q3)

Members noted that at the end of quarter 3, the General Fund was indicating an outturn surplus of (£71k). There were a number of variances (positive and negative) which made up the surplus, including a shortfall on planned savings, staffing savings, changes in waste and recycling income and higher investment income. The HRA was indicating an outturn surplus of (£401k), (£348k) at Q2, which was mainly driven by lower external borrowing requirements, investment income, offset by lower rents and grants.

The Committee acknowledged that planned savings for the year had already been achieved in the HRA. However, General Fund savings were showing a forecast shortfall of £198k. The capital programme was currently forecasting an underspend of (£8,425k); (£4,817k) GF and (£3,608k) HRA. In the general fund, the majority related to loans to Selby and District Housing Trust, Disabled Facilities Grants, asset maintenance and ICT systems, some of which would be required to be carried forward to 2019/20 to meet project profiles. Similarly within the HRA slippage in the Housing Development Programme would mean that funds would need to be carried forward to complete planned work.

Officers explained that the Programme for Growth was established as part of the budget setting process; the P4G projects would be delivered over multiple years, and therefore showed a total project value rather than in-year delivery.

Treasury Management Quarterly Update Q3 2018-19

Members noted that on average the Council's investments totalled £64.3m over the first three quarters at an average rate of 0.77% and earned interest of £331k (£231k allocated to the General Fund; £100k allocated to the HRA) which was £171k above the year to date budget. Whilst cash balances were expected to reduce over the year, and Brexit was creating uncertainty in the markets, returns were forecasted in the region of £491k (£343k GF, £148k HRA), a budget surplus of £251k. It was proposed that any amount allocated to the General Fund above £300k was transferred to the contingency reserve, in line with the approved Medium Term Financial Strategy.

Officers explained that long-term borrowing had totalled £59.3m at 30 November 2018, (£1.6m relating to the General Fund; £57.7m relating to the HRA), interest payments of £2.5m were forecast for 2018/19, a saving of £0.3m against budget, which was due to deferral of borrowing assumed for the Housing Development Programme. The Council had no short term borrowing in place as at 31 March 2018, and had not undertaken any during 2018-19. The Council's affordable limits for borrowing were not breached during this period.

The Committee acknowledged that at the end of October, £5m was invested in Property Funds, split equally between Blackrock and Threadneedle. Returns achieved against Property Fund investments would be allocated against the GF savings target. Entry fees would be treated as revenue expenses and offset against returns in year one.

Members queried the recent acquisitions by the Council of the two former Natwest banks in Selby and Tadcaster. Officers explained that the development of future plans for both of the premises had been slower than anticipated, but that a project group was

looking at potential uses for both sites, and Members would be kept informed as to any developments.

The Committee were keen for the buildings to be brought back into use as soon as possible, and supported the idea of a mix of residential and commercial spaces at both the Selby and Tadcaster sites.

Review of Community Centres

The Committee were asked to agree the scope and methodology to review and establish a Task and Finish Group, in partnership with the Council's Tenant Scrutiny Panel, to help facilitate a review of Community Centres, which would include a district-wide consultation.

The Committee discussed the report and agreed it would be better to pick members for the Task and Finish Group after the May 2019 local elections. However, it was suggested that Scrutiny Committee members could assist Officers with the scoping of the work in the few weeks prior to the elections; the Chair asked for volunteers to do so. Councillors Buckle, Duckett and the Chair herself volunteered to meet Officers and undertake this work in the next few weeks.

Olympia Park – Update on Progress and Next Steps

Members were pleased to note that Homes England had now issued a formal offer letter to the Council confirming the award of the £8.878 million grant, subject to certain conditions being satisfied, mainly relating to the Council providing details about how the grant would be spent and ensuring that a comprehensive scheme was delivered for the whole site. The Council was required to complete a Grant Determination (funding) Agreement with Homes England by the 31 March 2019 to enable the funding to be drawn down.

The Committee understood that the HIF investment would have a major impact on accelerating the delivery of the site, targeting funding at the construction of the access road from the by-pass and contributing to the cost of utilities and site preparation works. The investment would act as a catalyst for future development, but a crucial role for the Council would be to guarantee that mechanisms were put into place to ensure that comprehensive proposals were developed for the site, and that landowners/developers contributed towards the provision of common infrastructure.

Officers explained that the HIF investment had to be spent by 31 March 2021. In order to achieve this critical deadline the Council would be working collaboratively with all of the landowners to prepare the necessary legal agreements for them to commit to the design and delivery of a comprehensive, integrated scheme for the whole site. Until legal agreements were signed with the respective landowners, this would remain a project risk that would need to be actively managed by the Council.

The Committee acknowledged that the HIF funding could be supplemented by additional investment from the York, North Yorkshire and East Riding LEP. Up to £1.2 million of investment had been agreed in principle, subject to the approval of a Detailed Business Case, which was being prepared. It was anticipated that this would be considered by the LEP's Board for approval in June 2019.

Members noted that to help ensure the delivery of a comprehensive scheme, the Council was developing a planning strategy for the Olympia Park site based on the preparation of a Planning Brief and Masterplan for the area, likely to be published in consultation draft form in June 2019. The document would set out design principles and an overall vision for the site, including the indicative location of key infrastructure such as the primary school, neighbourhood centre and open space and it will establish a planning framework for determining future planning applications. The document was dependent on approval by the Council's Executive, after which it would be subject to a 6 week public consultation period in June/July. Representations made at this stage would be considered prior to the document being formally approved in the autumn of 2019.

It was expected that a detailed planning application for the construction of the access road was likely to be submitted in June 2019 in order to meet the HIF investment timescales. Subsequent outline/hybrid planning applications for the development of the site for housing, employment and community uses would be submitted by the landowners and/or their development partners towards the end of 2019 once the Development Brief and Masterplan had been approved by the Council.

Members were pleased to hear that the Council had established a strong governance structure to oversee the development of the Olympia Park project that included a Board (chaired by the Director of Economic Regeneration and Place) and a Project Team that met on a monthly basis.

The Council was continuing its important enabling role, brokering meetings between the landowners who control the site and their potential development partners, to ensure that a comprehensive development strategy was agreed for the site for a scheme that had appropriate links to the town centre and neighbouring communities.

Members asked Officers to check a recently submitted planning application for two additional silos by Cemex who were present occupiers of the Olympia Park site. Officers explained to the Committee that the impacts on future residential development of existing employment activities on the site, such as noise and smells, were being considered carefully as part of the design of the scheme.

Emergency Planning Update

The Committee were pleased to note that during the last year there had only been one incident which had required the North Yorkshire Resilience Forum to notify NYLRF of an incident which may have a serious public or community impact in the Selby District. This related to a methane gas leak in Tadcaster, which was still a live incident.

Members were informed that a multi-agency group including Selby District Council, North Yorkshire County Council, North Yorkshire Police, NY Fire Service, Northern Gas Network, Yorkshire Water, Public Health, Northern Powergrid, and the Environment Agency had responded to the incident.

The Committee noted that the incident was first reported on 23 December 2018 and was an unusual event which had focused on identifying the source of the gas and ensuring the safety of the community affected until such time as the source could be found and mitigated. In addition to the live incident, the Council was also involved in planning for the Tour de Yorkshire, the UCI and Brexit.

Members suggested that the Committee could undertake further work on flood preparedness, emergency planning and how to encourage flood wardens to volunteer. Members agreed that North Yorkshire County Council's emergency planning lead, Wendy Muldoon, be invited to a future meeting of the Committee to talk about flooding and its links to emergency planning.

Councillor W Nichols
Chair, Scrutiny Committee

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Councillor Jim Deans – Chair of Policy Review Committee

The Policy Review Committee has met once, on 12 March 2019, since the previous update given to Council in February 2019.

12 March 2019

The main items of business on the agenda for this meeting were the Digital Strategy, work programme for 2019-20 and the Committee's Annual Report 2018-19.

Digital Strategy

The Committee was asked to note the progress made against the objectives of the Digital Strategy, since its approval by the Council's Executive in July 2018. The report gave an up to date position on the Digital Strategy and highlighted successes, as well as areas of concern; along with detailing the projects coming up within the next twelve months.

The Committee noted that the Digital Strategy set out how technology would be used to support and enable the improvement and acceleration of the digital and transformational agenda, with the focus for the next three years on: modernising and simplifying the ICT infrastructure to improve resilience and security, to improve accessibility and increase the services delivered on line to increase customer engagement; and to create a digital culture and improve digital skills within the workforce.

The Committee queried the resource within the current software systems team and whether there would still be a need, Officers confirmed that the need would be more so now, as although IT was outsourced to North Yorkshire County Council through Better Together, the software systems team would be dealing with new updates as they came through.

Members raised a number of concerns regarding customers who may not have access to IT equipment or have problems with connectivity, the Committee were assured that the Contact Centre and telephone options would still be available and that the Strategy was about adding more options for customers who wanted to help themselves, not limiting them.

It was noted that work had already begun to procure a Microsoft Partner to design, implement, and roll out the necessary software, with the team meeting potential suppliers to ensure that a new system integrated into the back office systems already in place, whilst also delivering value for money.

In relation to queries regarding the possibility of security breaches and disaster recovery, the officers confirmed that the Digital Strategy would ensure that all the systems would be on the latest version and would therefore be secure from a cyber

attack; and should the IT system fail a new back-up solution had been configured through North Yorkshire County Council, enabling information to be pulled back at any time.

Annual Report of the Policy Review Committee 2018-19

The Committee agreed their Annual Report for 2018-19, and authorised the Chair to agree the final version of the Annual Report 2018-19 following the inclusion of details from the current meeting.

Work Programme 2019-20

Members expressed concern regarding the issue of litter, as this was a topic that the public contacted their local Councillors about regularly, and agreed that they would like to see a “deep-dive” of street cleansing and re-cycling added to the work programme, and brought to the next meeting of the Policy Review Committee.

The Committee also considered and agreed the work programme for 2019-20, with the addition of the above item. It was expected that more items would be added to the 2019-20 draft work programme in the coming months.

Councillor J Deans
Chair, Policy Review Committee



Councillor Karl Arthur – Chair of Audit and Governance Committee

Update to the Council 26th March 2019

The Audit and Governance Committee has not met since the last update provided to the Council on 21st February 2019. The next meeting of the Committee will take place on Wednesday 10th April 2019 and will discuss the following items of business:

- The External Audit Progress Report;
- The External Audit Strategy Memorandum;
- The Work Programme for 2019/2020;
- The Annual Report of the Committee;
- The Internal Audit and Counter Fraud Progress Report;
- The Internal Audit and Counter Fraud Plan for 2019/2020;
- The Consideration of Internal Audit Reports; and
- The Review of Local Government Ethical Standards on Standards in Public Life.

I commend my statement to the Council.

Councillor Karl Arthur

Chair, Audit and Governance Committee

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Report Reference Number: C/18/13

To: Council
Date: 26 March 2019
Ward(s) Affected: All
Author: Palbinder Mann, Democratic Services Manager
Lead Executive Member: Councillor Mark Crane, Leader of the Council
Lead Officer: Janet Waggott, Chief Executive

Title: Annual Review of the Constitution

Summary:

As part of the preparations for Annual Council a review of the Constitution is undertaken to ensure it is up to date and fit for purpose.

This report highlights the proposed changes to the Constitution and asks Council to approve them so they can be implemented.

Recommendations:

To approve the changes as outlined in Appendix A

Reasons for recommendation

To ensure the constitution is up to date and fit for purpose.

1. Introduction and background

1.1 The constitution is a key document in the Corporate Governance Framework of the Council. The two overarching principles of good governance as set out in the CIPFA code are:

- Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law
- Ensuring openness and comprehensive stakeholder engagement.

1.2 A review is undertaken of the Constitution on an annual basis to consider whether there are any changes required as a result of legislative change, any recommendations from internal or external auditors or in the light of experience and best practice.

1.3 Under Article 15 of the Constitution responsibility for the review lies with the Monitoring Officer. The changes proposed have been considered by the Executive on 10 January 2019 and the Audit and Governance Committee on 30 January 2019. The changes were proposed were recommended to Council for approval.

2. The Report

2.1 The review has been undertaken by relevant officers across the Council and considered by the corporate leadership team. The review has considered any changes to legislation, recommendations of audit and best practice. Any changes proposed seek to strike a balance between ensuring that powers are available to use to deliver the Corporate Plan in a timely way whilst ensuring that decision making is open and transparent and subject to appropriate levels of oversight and scrutiny.

2.2 The current review only proposes minor amendments or those which are required. A more complete consideration of all aspects of the Constitution will take place during the next review.

2.3 The table at Appendix A sets out the proposed changes.

2.4 Unless any other operative date is specified, any changes that are proposed are effective from the date of the next Council meeting following the date of the decision to effect the change.

3. Alternative Options Considered

Not to make any changes. However this would not ensure that the Constitution is fit for purpose.

4. Implications

4.1 Legal Implications

A local authority is under a duty to prepare and keep up to date its constitution under the Local Government Act 2000 as amended.

4.2 Financial Implications

None

4.3 Policy and Risk Implications

If the Constitution is not up to date there is a risk that decisions will not be made on a lawful basis.

4.4 Corporate Plan Implications

The proposed changes enable delivery of the Corporate Plan and other Council policies in a timely manner striking a suitable balance between delivery and transparency.

4.5 Resource Implications

None

4.6 Other Implications

None

4.7 Equalities Impact Assessment

Not required.

5. Conclusion

The amendments proposed will ensure delivery of priorities in an open and transparent manner and will enable delivery of Corporate objectives.

6. Background Documents

None

7. Appendices

Appendix A – Schedule of Proposed Changes

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Section	Changes Proposed
Part 1 - Summary and Explanation	<ul style="list-style-type: none"> • Minor changes to update wording and move wording under the correct section.
Part 2 - Articles	<ul style="list-style-type: none"> • Minor changes to update wording across all Articles. • Article 2 (Councillors) - Inclusion of wording to state that role descriptions have been developed for the following posts: <ul style="list-style-type: none"> ○ The Leader of the Council ○ Executive Member ○ Chair of the Overview and Scrutiny Committee ○ Chair of the Policy Review Committee ○ Chair of the Audit and Governance Committee. • Article 4 (The Council) - Remove Sustainable Community Strategy and Community Safety Partnership Plan from the Policy Framework List as these are the responsibility of North Yorkshire County Council. • Article 5 (Chairing the Council) - Move the wording for the Chairman's role under one section and add some wording about the Vice Chairman's role. • Article 7 (Executive) – Minor changes to wording of article for clarification. Confirmation that Executive members are appointed on an annual basis and that neither the Chairman nor Vice Chairman can be appointed to the Executive. • Article 10 – (Community Engagement Forums) – As per the change to Article 4 listed above, remove paragraph (g) under section 10.3 (Role and Function) which refers to the Sustainable Community Strategy and Community Safety Partnership Plan which are now the responsibility of North Yorkshire County Council. • Article 12 (Joint Arrangements) – Removal of the North Yorkshire District Council Joint Procurement Partnership as this is no longer operational. Rename the North Yorkshire Police and Crime Panel to the

	North Yorkshire Police, Fire and Crime Panel to include the responsibility of the fire service under the North Yorkshire Police, Fire and Crime Commissioner.
Part 3 - Responsibility for Functions	<ul style="list-style-type: none"> • (3.2) – Remove Sustainable Community Strategy and Community Safety Partnership / Crime and Disorder Reduction Strategy from the table of shared functions. • (3.3) – Ensure the Executive portfolios are up to date with leisure coming under the portfolio of the Leader of the Council. • (3.6) – Delete paragraph (g) as this is no longer relevant. • (3.5.1) - Amend the Terms of Reference for Policy Review Committee to clarify that they can consider proposed new Council policy documents as well as scrutinising existing policies. • (3.9.5) – Add delegation to the Solicitor to the Council to undertake all of the Council’s function in connection with The Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018. • (3.9.9) – Correct the Head of Service title under the Planning and Development Management delegation. • (3.9.9) - It is proposed that the Specific Officer Delegations for Non Executive (council) functions with respect to Planning and Development Management be amended to require that applications submitted for determination by or on behalf of the authority for its own developments or on its owned land are presented to Planning Committee unless they are ‘minor applications’ and no objections have been received • Clarify insurance arrangements as responsibility for different aspects sit between Directors, the Chief Finance Officer and the Solicitor. • (Leaders Annual Report) - Amend date for Individual Executive Councillor Decision making so that it reflects the current municipal year. • (3.7.3) – Amend the wording of the North Yorkshire Police and Crime Panel to include wording about

	responsibility for the fire service in the title and description.
Part 4 – Rules of Procedure (4.1 - Council Procedure Rules)	<ul style="list-style-type: none"> • (1.1) - To update the wording on the timing and business of Annual Council. • (1.2) - To update the wording to clarify how Councillors are appointed to Committees and Outside Bodies. • (2.1) - To confirm the regular business for ordinary meetings. • (3.2) - Clarification of wording for extraordinary meetings to confirm that Council can only consider the business outlined on the agenda for such meetings • (6) – Clarification that in the absence of the Chairman, the Vice Chairman can exercise any power or duty of the Chairman in relation to the conduct of the meeting. Similarly to anyone chairing the meeting in the absence of the Chairman and Vice Chairman. • (10.3) – To change the deadline for the receipt of questions by the public for Council meetings from 5 working days to 6 working days to allow them to be listed when the agenda is published. • (10.5) – Clarification of the details needed to be provided by the person asking a question at Council. Additionally clarification that questions can be asked on a similar subject as previously asked within the last 6 months if there has been a material change of circumstances. • Confirm that rules 15.1 and 15.6 (a) do not apply to the Planning Committee (these rules are currently suspended by the Committee at each meeting). • Add in reference to the Council procedure on Audio/Visual Recording and Photography at meetings.
Part 4 – Rules of Procedure (4.2 - Access to Info Procedure Rules)	<ul style="list-style-type: none"> • (1.1) – To insert that the access to information procedure rules apply to the decisions of individual members and officers. • (6) – Clarification of wording about public access to agenda and reports before the meeting.

	<ul style="list-style-type: none"> • (7) – Minor changes to wording about the supply of copies of agendas and reports. • (8) - Minor changes to wording about records of decisions taken at meetings. • (8.2) – Inclusion of section about keeping records of decisions taken by Individual Executive Members in line with legislation. • (8.3) - Inclusion of section about keeping records of decisions taken by officers in line with legislation. • (9) – Minor changes to wording concerning background papers. • (11) – Minor changes to wording concerning confidential information. • (15.1) – Minor changes to wording concerning rights of copies.
Part 4 – Rules of Procedure (4.3 -Budget and Policy Framework Rules)	<ul style="list-style-type: none"> • (3) – Minor change to include the Leader of the Council in paragraph (a) regarding decisions outside the budget and policy framework • (4) - Minor change to include the Leader of the Council in paragraph (a) regarding urgent decisions outside the budget and policy framework
Part 4 – Rules of Procedure (4.4 - Executive Procedure Rules)	<ul style="list-style-type: none"> • (1) Minor change to move information about decisions by the Executive to the beginning of these rules. • (5.2) Additional wording inserted into section about the Forward Plan so that it is consistent with legislation. • (6.4) Inclusion of apologies for absence on the list of items for an Executive agenda. • (7) – Inclusion of section concerning record of executive decisions taken at Executive meetings in line with legislation.

	<ul style="list-style-type: none"> • (8) – Inclusion of section concerning record of executive decisions taken by individual members in line with legislation. • (9) – Inclusion of section concerning record of executive decisions taken by officers in line with legislation. • (10.4) – Removal of wording regarding the call in process as already repeated in the Overview and Scrutiny Procedure Rules and instead a reference to this section.
Part 4 – Rules of Procedure (4.5 - Overview and Scrutiny Rules)	<ul style="list-style-type: none"> • (2) – Additional information includes regarding the composition and the terms of reference of the Overview and Scrutiny Committee. • (5) – Reference to the adopted role profiles for the Chairs of Overview and Scrutiny Committees. • (6) - Inclusion of wording relating to the quarterly meeting between the Chairs of Overview and Scrutiny Committees and the Executive. Additional minor wording changes to this section. • (7) - Minor wording changes to this section relating to Call-In. • (8) – Minor wording changes to the order of business for Overview and Scrutiny Committees.
Part 4 – Rules of Procedure (4.6 – CEF Procedure Rules)	<ul style="list-style-type: none"> • (1.1) – Minor amendments to the wording of the structures of Forums and Partnership Boards to reflect current working and practice. • (1.5) – Clarification regarding how the Vice Chair of a Partnership Board is appointed. • (1.6) – Minor amendment to the section regarding the attendance of non-members of CEFs.
Part 4 – Rules of Procedure (4.7 Petition Procedure Rules)	Proposal removal of these procedure rules and replace with a procedure which sits outside of the Constitution due to it no longer being a statutory requirement to have a petitions scheme.

Part 4 – Rules of Procedure (4.8 Financial Procedure Rules)	<p>Changes proposed in consultation with the Chief Finance Officer which include:</p> <ul style="list-style-type: none"> • Minor changes and clarification to wording. • Changes to rules around the disposal of land and capital assets to remove acquisitions and clarify the financial value of a major disposal. • Clarification on the wording for grant applications and claims with delegations to Directors.
Part 4 – Rules of Procedure (4.9 Contract Procedure Rules)	<p>Changes proposed in consultation with the Head of Commissioning, Contracts and Procurement which include:</p> <ul style="list-style-type: none"> • Minor changes and clarification to wording to reflect current practice. • Additional wording on duties to be undertaken during pre-procurement activity. • Clarity on estimating the contract value.
Part 4 – Rules of Procedure (4.10 Officer Employment Procedure Rules)	No changes proposed.
Part 5.1 - Councillor Code of Conduct	No changes proposed although there is a potential for changes to be required in future if national legislation changes.
Part 5.2 - Standards Arrangements	No changes proposed although there is a potential for changes to be required in future if national legislation changes.
Part 5.3 - Protocol on Councillor/Officer Relations	No changes proposed.

Part 5.4 - Councillor Consultative Charter	No changes proposed.
Part 5.5 - Officer Code of Conduct	Minor wording changes for clarity and updates to reflect current practice.
Part 5.6 - Planning Code of Conduct	Item 4 of the Planning Committee Agenda- Suspension of Council Procedure Rules be incorporated into the Code to save having to agree at each meeting to suspend Council Procedure Rules 15.1 and 15.6 (a) for the duration of the meeting. Minor wording changes for clarity and updates to reflect current practice.
Part 5.7 - Licensing Code of Conduct	No changes proposed.
Part 5.8 - Protocol on filming/recording meetings	No changes proposed.
Part 5.9 - CEF Code of Conduct	Minor wording changes for clarity and updates to reflect current practice.
Part 6 - Members Allowances Scheme	Updates to reflect any changes.
Part 7 - Management Structure	Updates to reflect any changes.



Report Reference Number: C/18/14

To: Council
Date: 26 March 2019
Ward(s) Affected: All
Author: Palbinder Mann, Democratic Services Manager
Lead Executive Member: Councillor Mark Crane, Leader of the Council
Lead Officer: Janet Waggott, Chief Executive

Title: Calendar of Meetings 2019/20

Summary:

Council is asked to consider and approve the attached Calendar of Meetings for 2019/20.

Recommendations:

To approve the Calendar of Meetings for 2019/20.

Reasons for recommendation

To enable the proper functioning of the Council in the 2019/20 municipal year.

1. Introduction and background

1.1 Each year the Council is asked to consider the Calendar of Meetings for the forthcoming municipal year. The proposed calendar is attached at Appendix A.

1.2 Consideration has been given to avoid clashes of meetings where possible with North Yorkshire County Council to avoid the impact on dual hatted members.

2. The Report

2.1 Council is asked to approve the Calendar of Meetings for 2019/20.

3. Implications

3.1 Legal Implications

None

4.2 Financial Implications

None

5. Conclusion

The Council is asked to approve the Calendar of Meetings for 2019/20.

6. Background Documents

None

7. Appendices

Appendix A – Calendar of Meetings 2019/20

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		2019/20																											
		2019														2020													
	May	June		July		August		September		October		November		December		January		February		March		April		May					
M				1	Licensing									2	Licensing													M	
T				2						1				3														T	
W	1			3						2	Central CEF Partnership Board			4	Planning	1	Bank Hol					1	Planning					W	
T	2	Election		4	SCRUTINY	1	Executive			3	Executive			5	Executive	2						2	Executive					T	
F	3			5		2				4		1		6		3						3		1				F	
M	6	Bank Hol	3	Licensing	8		5	Licensing	2		7	Licensing	4	Licensing	9		6		3	Licensing	2	Licensing	6	Licensing	4	Bank Hol		M	
T	7		4		9	Western CEF Forum	6		3	Western CEF Partnership Board	8		5		10	POLICY REVIEW (provisional)	7		4		3		7	POLICY REVIEW	5			T	
W	8		5	Planning	10	Planning	7	Planning	4	Planning	9	Planning	6	Planning	11	Central CEF Forum	8	Central CEF Partnership Board	5	Planning	4	Planning	8	Central CEF Partnership Board	6			W	
T	9		6		11	Executive	8		5	Executive	10	Southern CEF Partnership Board	7	Executive	12	Southern CEF Partnership Board	9	Executive	6	Executive	5	Executive	9	Southern CEF Partnership Board	7	PCC Election		T	
F	10		7		12		9		6		11		8		13		10		7		6		10	Bank Hol	8			F	
M	13		10	Tadcaster CEF Partnership Board	15		12		9	Licensing/Tadcaster CEF Partnership Board	14		11	Tadcaster CEF Partnership Board	16		13	Licensing/Tadcaster CEF Forum	10		9	Tadcaster CEF Forum	13	Bank Hol	11			M	
T	14	ANNUAL COUNCIL	11	POLICY REVIEW	16	COUNCIL	13		10	POLICY REVIEW	15	POLICY REVIEW	12		17	COUNCIL	14	POLICY REVIEW	11		10	POLICY REVIEW (Provisional)	14	COUNCIL	12	ANNUAL COUNCIL		T	
W	15		12		17	Eastern CEF Partnership Board	14		11		16	Eastern CEF Partnership Board	13	Eastern CEF Forum	18		15	Planning	12		11		15	Eastern CEF Partnership Board	13			W	
T	16		13	Executive/Southern CEF Forum	18	Executive BRIEFING	15	Executive BRIEFING	12	Executive BRIEFING	17	Executive BRIEFING	14	Executive BRIEFING/Southern CEF Forum	19	Executive BRIEFING/SCRUTINY (Provisional)	16	Executive BRIEFING/Southern CEF Forum	13	Executive BRIEFING	12	Executive BRIEFING	16	Executive BRIEFING / Scrutiny (Provisional)	14	Executive BRIEFING		T	
F	17		14		19		16		13		18		15		20		17		14		13		17		15			F	
M	20		17		22		19		16		21		18		23		20		17		16		20		18			M	
T	21	Western CEF Forum	18		23	POLICY REVIEW	20		17	COUNCIL	22	Western CEF Forum	19		24		21	Western CEF Partnership Board	18		17	Western CEF Partnership Board	21		19			T	
W	22		19	Eastern CEF Forum	24		21		18	Central CEF Forum	23	AUDIT	20		25	Bank Hol	22	Eastern CEF Partnership Board	19		18	Eastern CEF Forum	22	AUDIT	20			W	
T	23	Executive BRIEFING	20	Executive BRIEFING	25	Southern CEF Partnership Board	22		19	Southern CEF Forum	24	SCRUTINY (Provisional)	21	SCRUTINY	26	Bank Hol	23	SCRUTINY	20	COUNCIL	19	SCRUTINY	23		21			T	
F	24		21		26		23		20		25		22		27		24		21		20		24		22			F	
M	27	Bank Hol	24		29	Tadcaster CEF Forum	26	Bank Hol	23	Tadcaster CEF Forum	28		25		30		27	Tadcaster CEF Partnership Board	24		23		27		25	Bank Hol		M	
T	28		25	Western CEF Partnership Board	30	AUDIT	27		24		29		26		31		28		25	Western CEF Forum	24		28		26			T	
W	29		26	Central CEF Forum	31	Central CEF Partnership Board	28		25		30		27				29	AUDIT	26	Central CEF Forum	25		29		27			W	
T	30	Executive	27				29		26	Eastern CEF Forum/Scrutiny	31		28				30		27	SCRUTINY (Provisional)	26		30		28			T	
F	31		28				30		27				29				31		28		27				29			F	

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