



Meeting: **POLICY REVIEW COMMITTEE**  
Date: **TUESDAY, 10 MARCH 2020**  
Time: **5.00 PM**  
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**  
To: **Councillors A Lee (Chair), K Arthur (Vice-Chair), J Cattanach, M McCartney, J Shaw-Wright, T Grogan, M Jordan and R Packham**

## Agenda

### 1. Apologies for Absence

### 2. Disclosures of Interest

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

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

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

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

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

### 3. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 14 January 2020.

### 4. Chair's Address to the Policy Review Committee

### 5. Update from the Low Carbon Working Group (Standing Item) (Pages 5 - 10)

To discuss the work of the Low Carbon Working Group.

Appended to the agenda are the minutes of the Working Group meeting held on 16 January 2020.

The minutes of the Working Group meeting held on 27 February 2020 are being drafted and will follow.

**6. Work Programme 2019-20 and Planning for 2020-21 (Pages 11 - 32)**

To consider the Committee's work programme for the remainder of the 2019-20 year, and to start planning for the 2020-21 year.

*Janet Waggott*

**Janet Waggott, Chief Executive**

**Dates of next meetings (5.00pm)**

Tuesday, 7 April 2020

Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046 [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk).

**Recording at Council Meetings**

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

## Minutes

### Policy Review Committee

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Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Tuesday, 14 January 2020
Time:	5.00 pm
Present:	Councillors A Lee (Chair), K Arthur (Vice-Chair), M McCartney, J Shaw-Wright, T Grogan, M Jordan and R Packham
Officers present:	Karen Iveson – Chief Finance Officer and Victoria Foreman – Democratic Services Officer
Others present:	N/A
Public:	0
Press:	0

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#### **45 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Cattnach.

#### **46 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### **47 MINUTES**

The Committee considered the minutes of the meeting held on 16 December 2019.

#### **RESOLVED:**

**To approve the minutes of the Policy Review Committee meeting held on 16 December 2019.**

#### **48 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE**

The Chair had no address for the Committee.

#### **49 DRAFT REVENUE BUDGET AND CAPITAL PROGRAMME 2020-21 AND MEDIUM TERM FINANCIAL PLAN (PR/19/18)**

The Committee received the report of the Council's Chief Finance Officer which gave the Policy Review Committee the opportunity to comment on the Draft Revenue Budget and Capital Programme 2020-21 and Medium Term Financial Plan. The consideration of the budget proposals by the Policy Review Committee formed part of the formal consultation process agreed by the Executive on 5 December 2019, before the proposals were finalised for submission to full Council in February 2020.

The Chief Finance Officer explained that 2020/21 budgets forecasted a balanced budget after taking into account planned savings and reserve transfers. In 2020/21 it was proposed that £9.89m be transferred to the Special Projects Reserve to support delivery of the Council's new Corporate Plan objectives. In accordance with the approved Medium Term Financial Strategy (MTFS), the allocation of these receipts would be subject to confirmation as part of the next MTFS refresh and budget for 2021/22 although indicatively, it was planned that these would be allocated to the Programme for Growth.

The Medium Term Financial Plan (3 year draft budget) showed an underlying gap between core spending and current assumed core funding, as a result of New Homes Bonus being phased out and the renewable energy business rates windfalls ceasing. Beyond 2020/21 the Council awaited the outcome of the Government's Fair Funding Review, further consultation on the future of New Homes Bonus and reform of the Business Rates Retention System, to confirm the need for and level of future savings.

Whilst there was capacity in reserves to smooth the impact of savings, the on-going use of reserves to support the revenue budget was not a long term sustainable solution and therefore achievement of efficiency savings and additional income generation remained crucial, as plans for Business Rates and Council Tax growth were brought to fruition. The draft budget also included recurring revenue budget growth proposals, along with Capital Programme proposals for the General Fund and Housing Revenue Account (HRA) which were funded from reserves, external funding and borrowing, along with outline proposals for an extended Programme for Growth.

The Committee considered the report and asked a number of questions around savings targets, the support grant, changes to the Council recycling service, rent increases, the Programme for Growth, long term investment of funds in the District, CIL and S106 funds and repairs to play areas. Members also requested that a copy of the list of play areas covered by the capital programme bid be circulated after the meeting.

Members also discussed the impact of low carbon initiatives in the future, such as the feasibility of investment in green energy; it was noted that this sort of investment would depend on business cases put forward.

Some Members expressed concern regarding the proposed rise in Council Tax. Officers advised the protection of income streams such as Council Tax as the financial assistance from central government going forward was uncertain. It was also noted that going forward, savings were becoming harder to make as the Council did not have many discretionary services it could offer up.

Members also asked about potential future investment in a solar farm, and which departments in the Council would be involved; Officers explained there would be involvement from across the Council. A detailed and comprehensive business case would need to be brought forward before any investment was considered.

In response to a question from the Committee, Officers confirmed that the financial cost of not increasing Council Tax by the proposed £5 would be in the region of £160k.

The Committee also queried the extensions to existing posts in the Programme for Growth (P4G), as set out in Appendix E of the report. Officers explained that the Economic Development Team were developing the projects for P4G and were also being funded through it. Members noted that it was a separate funding stream and that the P4G work wasn't capital projects; it was important to invest in the P4G work as it focused on growing the local economy, improving sustainability and investment, and encouraging the growth of the Council.

Some Members, including the Chair, felt strongly that instead of raising Council Tax, more comprehensive work should be undertaken to ensure that savings targets were met and delivered. The Labour Group and Yorkshire Party representatives on the Committee asked that it be made clear that they supported the proposed increase in Council Tax.

It was proposed and seconded that the Committee agreed with the 2020-21 draft budget proposals from the Executive, including the £5.00 increase in Council Tax for Band D property.

A vote was taken with four in favour, 2 abstentions and 1 against.

**RESOLVED:**

- i. To endorse the Executive's draft budget proposals for 2020-21, including the £5.00 increase in Council Tax which would take the average charge for a Band D property from £178.22 to £183.22.**
- ii. That a copy of the list of play areas covered by the capital programme bid be circulated to the Committee**

after the meeting.

## 50 WORK PROGRAMME

The Committee considered the work programme for the rest of the 2019-20 municipal year.

Members were reminded that they could request that topics be added to the work programme if there was an issue they felt required consideration.

In relation to the recommendations of the upcoming Low Carbon Working Group meetings, the Democratic Services Officer was asked to find out if the Working Group, which had the same membership as the Policy Review Committee, could report its findings directly to the Executive or Council or if these would have to come via the Policy Review Committee.

It was suggested and agreed that a standing item be added to the Policy Review Committee agenda to receive updates on the work of the Low Carbon Working Group.

### **RESOLVED:**

- i. To ask the Democratic Services Officer to ascertain if the Low Carbon Working Group, which had the same membership as the Policy Review Committee, could report its findings directly to the Executive or Council or if these would have to come via the Policy Review Committee.**
- ii. To ask the Democratic Services Officer to add a standing item to the Policy Review Committee agenda to receive updates on the work of the Low Carbon Working Group.**

The meeting closed at 5.55 pm.

## Minutes

### Low Carbon Working Group

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Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 16 January 2020
Time:	5.00 pm
Present:	Councillors K Arthur, J Cattanach, M Jordan, A Lee (Chair), R Packham and J Shaw-Wright
Officers present:	Dave Caulfield - Director of Economic Regeneration and Place, June Rothwell – Head of Operational Services, Caroline Skelly – Planning Policy Manager, Sarah Thompson – Environmental Health and Housing Service Manager, Michelle Dinsdale – Senior Policy and Performance Officer, Victoria Foreman – Democratic Services Officer
Others present:	N/A
Public:	N/A
Press:	N/A

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#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M McCartney.

#### **2 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### **3 LOW CARBON WORKING GROUP - SCOPE AND AIMS**

The Working Group agreed that the first meeting would be an opportunity to discuss the starting points for the work of the group. Officers provided an introduction to the various aspects that could be considered as part of a low carbon agenda and made the following points:

- The Council's Corporate Plan now included a target to be carbon neutral before 2050.
- Members were asked to consider the scope of the working group's ambitions, which needed to be realistic and were focused on things that the Council could tangibly deliver.
- Timescales for the work were discussed, with a six month time frame suggested as an initial target for reporting back to the Executive.
- In relation to the Corporate Plan, the group could help to deliver the Council's understanding of moving towards low carbon, and also where the Council stood at present, i.e. baseline data gathering and information.
- Members were asked to also consider the corporate policy development that may be required, whether external assistance and additional internal resources could be needed to complete the work.

The above discussions were summarised as needing to understand:

- The scope and timescales of the work.
- The baseline evidence.
- Member ideas as to what projects were possible.

In light of the above, Members of the Working Group went on to make the following points:

- The design of the Council Offices should be looked at, and whether they were meant to be more environmentally friendly.
- It was noted that North Yorkshire County Council had set a target to be carbon neutral by 2030.
- It was queried whether the Working Group could report straight to the Executive, or if any recommendations or findings would need to go through the Policy Review Committee. Officers were asked to find out.
- That there was some ongoing work by the Woodland Trust, who were encouraging private landowners to plant trees on their land; this is something the Council could be a part of.
- Some Members felt that the Working Group should not set a date yet for reporting back their findings or completing the work, as it could limit its scope. It was initially proposed that an interim report could be produced around May 2020, with a more final report around July or August.



- The group should draw on best practice of other authorities or bodies that had been looking at the low carbon agenda.
- Members agreed about the importance of having both a deliverable and tangible plan that was not overly ambitious and achievable. Partnership working with other organisations that were already doing work in this area should be encouraged.
- It was vital that baseline data and information was collated and presented to Members as soon as practicable in order to inform the scope of the work they could suggest. Area to look at included Council owned buildings, Council related vehicle activity (such as bin lorries etc.) and Council homes.
- Officers explained that a lot of the information could be obtained relatively easily, but if Members wanted further details and to drill down into some of the data, external expertise could be needed, i.e. from organisations such as the Carbon Trust, who had done similar work at authorities such as Kirklees.
- The Working Group suggested that once the baseline information had been presented, there may be immediate and obvious changes that could be made quickly, and some which would be more medium to long term.
- Members also suggested looking at tree planting on Council land, and making more of low carbon ideas in relation to development management, such as electric vehicle charging points with new build homes, better insulation and so on. Officers emphasised the importance of a policy background to support such ideas, i.e. the new Local Plan, which climate change would be at the core of.
- Members suggested that once the baseline information had been presented, the Working Group identify a series of projects categorised as short, medium and long term.
- Officers suggested that alongside the collation of the data, some investigation into the cost of external expertise and assistance could be explored and brought back to Members at the next meeting. Officers also explained that there may be Programme for Growth funding available from April 2020, which could be used by the Working Group for particular projects.
- Other local authorities such as Ryedale, City of York, Leeds City Council and the East Riding had undertaken comprehensive work on their carbon footprints that had led to new waste and recycling strategies and other substantial policy changes.
- Officers agreed to provide the Working Group with information about

the work that other local authorities near Selby were doing, including the County Council who were also looking into the matter. Officers were asked to circulate the County Council's Action Plan to the Working Group.

- The importance of accessing central government funding for the low carbon agenda was emphasised, as was partnership working with organisations such as the Woodland Trust and the LEPs.
- Officers were asked to arrange the next meeting of the Working Group in February, and to provide an update on the Working Group at the next Policy Review Committee meeting. Members asked that any background and information documents be circulated to Members as they became available.
- Officers would look into the provision of a shared drive for information sharing that could be accessed by both the Working Group Members and Officers.
- Lastly, Members emphasised that the Low Carbon Working Group did not necessarily need to be time limited, as it may become apparent that there was scope for a lot more work and as such, it would need to continue to meet in the future.

**RESOLVED:**

- To ask Officers to establish whether the Low Carbon Working Group could report directly to the Executive, or if it would need to be fed through the Policy Review Committee first as its parent committee.**
- To agree an initial timescale of an interim report of the Working Group to the Executive (subject to clarification of point (i) above) in May 2020 and a more final report in July/August 2020.**
- That the work and best practice of other local authorities in relation to the low carbon agenda be examined and considered by the Working Group, and that partnership working with other authorities and organisations be encouraged.**
- To ask Officers to gather baseline data and information as discussed for circulation to the Working Group at the next meeting (or before). Once this information had been received, the Working Group could identify short, medium and long term projects for the Council.**
- To ask Officers to investigate the cost of external**

**expertise and assistance with the low carbon work, and report this back to the Working Group.**

**vi. That North Yorkshire County Council's Climate Change Action Plan be circulated to the Working Group.**

**vii. To ask Officers to arrange the next meeting of the Working Group in February 2020, and to provide an update on the Working Group at the next Policy Review Committee meeting.**

**viii. That any background or information documents be circulated to Members as they became available.**

**ix. To ask Officers to investigate the provision of a shared drive that could be accessed by both the Working Group Members and Officers.**

The meeting closed at 6.00 pm.

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**Draft Policy Review Committee Work Programme 2019-20**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
<b>11 June 2019</b>	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
	North Yorkshire Home Choice – Choice Based Lettings	To receive information regarding the impact of changes to the North Yorkshire Home Choice, i.e. withdrawal of City of York Council from the scheme, and the effect this will have on Selby District.
	Taxi Licensing Policy	To receive an update on the refresh of the Council's Taxi Licensing Policy.
<b>23 July 2019</b>	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
	Empty Homes Strategy	To examine the Council's Empty Homes Strategy.
<b>10 September 2019</b>	Air Quality Action Plan	To examine the Air Quality Action Plan and any progress made against it a year on from its adoption in September 2018.
	Housing, Affordable Housing and Housing Need at SDC – An Overview	To receive a presentation and accompanying report giving an overview of the housing service at Selby District Council, including affordable housing and housing need.
	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.

	Medium Term Financial Strategy	To comment on the Medium Term Financial Strategy.
15 October 2019	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
	Draft Council Plan 2030	To consider and comment on the Draft Council Plan 2030.
	Housing Revenue Account Business Plan	To comment on the HRA Business Plan, following consideration and (recommended) approval of the Business Plan for consultation by the Executive on 5 September 2019.
	Empty Homes Targets Benchmarking	To consider targets for empty homes with additional benchmarking information from other local authorities.
	Planning Enforcement Management Plan	To review and comment on the implementation of the Planning Enforcement Management Plan following 6 months of operation.
	Universal Credit Update	<del>To receive an update on the implementation and running of Universal Credit.</del> <b>Update moved to April 2020 due to availability of figures from central government.</b>
	The Low Carbon Agenda / Proposals for establishing a Policy Review Low Carbon Working Group	This report looks to progress Councillor Musgrave's proposal at Council on 17 September that the Council establishes a Policy Review working group to lead on the development of the Council's approach to the challenges of low carbon. It requests that Members discuss and agree a Terms of Reference, which sets out options for the scope of the group. It also provides Members with details of current projects and suggests potential opportunities for further action to address climate change.

<b>12 November 2019</b>	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
	Policies for the Collection of Waste and Recycling	To note the draft waste and recycling policies and to provide any comments or recommendations as part of the policy development process.
<b>16 December 2019</b>	North Yorkshire Home Choice	To consider the current North Yorkshire Home Choice arrangements for Selby and discuss the Council's future involvement in the scheme.
	Private Sector Housing Assistance Policy	To review the Private Sector Housing Assistance Policy adopted by the Executive in April 2018.
	Tenant Participation Strategy 2019-2022	To consider and comment on the Tenant Participation Strategy 2019-222 before submission to the Executive in January 2020.
	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
<b>14 January 2020</b>	Work Programme 2019/20	To review and amend the committee's work programme for the rest of the 2019-20 year as required.
	Financial Budget 2020-21	To review and comment on the Council's proposed 2020-21 Financial Budget.

<b>10 March 2020</b>	Statement of Licensing Policy (Alcohol)	To consider the revised Licensing Policy ahead of full Council in April. <b>To be considered in June 2020.</b>
	Animal Licensing Policy	To consider the revised Animal Licensing Policy. <b>To be considered in June 2020.</b>
	Work Programme 2019/20 and Work Programme Planning for 2020/21	To review and amend the committee's work programme for the rest of the 2019-20 year as required, and begin to plan the Committee's Work Programme for the 2020-21 year.
	Low Carbon Working Group Update <b>(Standing Item)</b>	To receive an update on the work of the Low Carbon Working Group.
<b>7 April 2020</b>	Work Programme Planning for 2020-21	To review and finalise the Committee's Work Programme for the 2020-20 year.
	Annual Report of the Policy Review Committee 2019-20	To review and approve the draft Annual Report 2019-20 of the Policy Review Committee.
	Housing Development Strategy	To review the Housing Development Strategy, adopted in 2013.
	Affordable Housing Policy	To review the Council's Affordable Housing Policy.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.
	Low Carbon Working Group Update <b>(Standing Item)</b>	To receive an update on the work of the Low Carbon Working Group.



The following **provisional** dates are also in the Democratic Services calendar for provisional meetings if required: **16 December 2019 and 10 March 2020.**

**Other potential items for 2019-20 and beyond: (*It is for the Committee decide when they feel it would be appropriate to consider these matters, i.e. at which meetings*)**

- **PLAN Selby** – will be re-added to work plan when new timetable for consideration is known.
- **Taxi Licensing Policy** – add back on to the work programme ***if*** referred back to the Committee by the Executive.
- **Recycling** – It may be better for Scrutiny Committee to look at this - elements could be considered by Policy Review Committee but it would need to be at the right point. A Task and Finish Group has been established to consider the matter – look at again when the T&F group have finished their work.
- **Street Cleansing** – As above, this could be considered separately from the recycling service element.
- **AirBnB Homes and their Impact** – The Committee agreed that this was not currently an issue for the Selby District but could be in the future – keep under review.
- **Car Parking Policy/Strategy** - To review and receive an update on the Car Parking Policy/Strategy originally adopted in 2017. ***Removed from January 2020 meeting of Committee due to further work on this being undertaken by the Executive.***
- Statement of Licensing Policy (Alcohol) - To consider the revised Licensing Policy ahead of full Council in April. **June 2020**
- Animal Licensing Policy - To consider the revised Animal Licensing Policy. **June 2020**

#### **Deep Dives/Working Groups – potential items**

- Housing Matters - ongoing

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**Report Reference Number:** PR/19/19

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**To:** Policy Review Committee  
**Date:** 10 March 2020  
**Status:** Non-Key  
**Ward(s) Affected:** All  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Executive Member:** Councillor Mark Crane, Leader of the Council  
**Lead Officer:** Palbinder Mann, Democratic Services Manager

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## **Title: Policy Review Committee Work Programme 2020-21**

### **Summary:**

Councillors are asked to consider items for inclusion on the Work Programme for the Policy Review Committee for the 2020-21 municipal year.

### **Recommendation:**

**That the Committee agree items for inclusion on the 2020-21 Work Programme.**

### **Reasons for recommendation:**

To ensure the Policy Review Committee establishes a Work Programme that effectively scrutinises and contributes to the development of the policies contained in the Budgetary and Policy Framework of the Council.

#### **1. Introduction and background**

**1.1** The Policy Review Committee annually formulates a Work Programme setting out their planned work for the year ahead. A list of scheduled meetings is provided at Appendix A of the report, alongside a table of suggested selection criteria at Appendix B of the report.

**1.2** The Committee's Terms of Reference are also attached at Appendix C.

#### **2. The Report**

**2.1** The role of the Policy Review Committee is to contribute to the development of the policies contained in the Budgetary and Policy Framework of the Council and to undertake policy reviews referred by the Executive. In addition, the Committee can consider and comment upon the implications on Selby District of the policies of partner organisations and other agencies delivering public services in the District.

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

**3. Alternative Options Considered**

None.

**4. Implications**

**4.1 Legal Implications**

Effective scrutiny arrangements form part of the governance framework of the Council.

**4.2 Financial Implications**

Travel expenses may be incurred for Councillors attending meetings.

**4.3 Policy and Risk Implications**

Not applicable.

**4.4 Corporate Plan Implications**

The Council's Corporate Plan sets out long term plans to make Selby District a great place to do business, enjoy life, make a difference, supported by the Council delivering great value. An effective scrutiny function is essential to fair and transparent decision making, which underpins the work of the Council.

**4.5 Resource Implications**

Through improving the work of scrutiny at Selby there may be some minor resource implications for officers in supporting the work of the Committee, such as reviews or 'deep dives' into specific subjects. It is anticipated that these will be contained within existing budgets.

**4.6 Other Implications**

Not applicable.

**4.7 Equalities Impact Assessment**

Not applicable.

**5. Conclusion**

**5.1** That the Policy Review Committee considers items for inclusion on the Work Programme for 2020-21 and agrees the topics to be discussed over the forthcoming year.

**6. Background Documents**

None.

**7. Appendices**

Appendix A – Draft Work Programme for 2020-21

Appendix B – Suggested Selection Criteria

Appendix C – Policy Review Committee Terms of Reference

**Contact Officer:**

Victoria Foreman  
Democratic Services Officer  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)  
01757 292046

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**Policy Review Committee Work Programme 2020-21**

The following **provisional** dates are also in the Democratic Services calendar if required: **8 December 2020 and 16 March 2021**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
<b>16 June 2020</b>	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
	Statement of Licensing Policy (Alcohol)	To consider the revised Licensing Policy ahead of full Council in April.
	Animal Licensing Policy	To consider the revised Animal Licensing Policy.
<b>21 July 2020</b>	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
<b>15 September 2020</b>	Animal Licensing Policy	To consider and comment on the proposed Animal Licensing Policy ahead of Council on 22 September 2020.

	Statement of Licensing Policy (Alcohol)	To consider and comment on the proposed Animal Licensing Policy ahead of Council on 22 September 2020.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
	Medium Term Financial Strategy	To comment on the Medium Term Financial Strategy.
<b>13 October 2020</b>	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
<b>12 January 2021</b>	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
	Financial Budget 2021-22	To review and comment on the Council's proposed 2021-22 Financial Budget.
<b>6 April 2021</b>	Work Programme Planning for 2021-22	To review and finalise the Committee's Work Programme for the 2021-22.



	Annual Report of the Policy Review Committee 2020-21	To review and approve the Annual Report 2020-21 of the Policy Review Committee.
	Low Carbon Working Group Update ( <b>Standing Item</b> )	To receive an update on the work of the Low Carbon Working Group.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.

**Other potential items for 2020-21 and 2021-22**

*It is for the Committee decide when they feel it would be appropriate to consider these matters, i.e. at which meetings.*

- **PLAN Selby** – will be re-added to work plan when new timetable for consideration is known.
- **Recycling** – It may be better for Scrutiny Committee to look at this - elements could be considered by Policy Review Committee but it would need to be at the right point. A Task and Finish Group established to look at this have not finished their work.
- **Street Cleansing** – As above, this could be considered separately from the recycling service element.
- **AirBnB Homes and their Impact** – The Committee agreed that this was not currently an issue for the Selby District but could be in the future – keep under review.
- **Car Parking Policy/Strategy** - To review and receive an update on the Car Parking Policy/Strategy originally adopted in 2017.  
*Removed from January 2020 meeting of Committee due to further work on this being undertaken by the Executive.*

**Deep Dives/Working Groups – potential items**

- **Housing Matters** – Ongoing
- **The Low Carbon Agenda** – Working Group established – work ongoing.

Further suggestions to be advised by Members.

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Policy Review Work Programme Selection Criteria

	Is this the only body within the Council reviewing this item?	Does the topic/policy have a potential impact on the majority of the residents in the Selby District?	Is this an issue to which the Policy Review Committee can add value? e.g. performance improvements, financial improvements	Is the topic/policy chosen in-line with the Committee's Terms of Reference and the Council's Corporate Plan and priorities?
Topics				

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## **PART 3.5 - Overview And Scrutiny Arrangements**

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

### **3.5.1 Policy Review Committee**

1. To contribute to the development of the policies contained in the Budgetary and Policy Framework of the Council.
2. To consider and undertake policy reviews referred by the Executive.
3. To propose and undertake an annual programme of work of policy reviews or inquiries into existing Council policy.
4. To consider and comment upon the implications on Selby District of the policies of partner organisations and other agencies delivering public services in the District.

### **3.5.2 Scrutiny Committee**

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

### **3.5.3 Audit and Governance Committee**

1. To monitor and report on the effectiveness of the Council's Constitution.
2. To receive reports from the Monitoring Officer on the effectiveness of the Standards Arrangements adopted by the Council.
3. To scrutinise and approve the Council's Annual Governance Statement, statement of accounts, income and expenditure and balance sheet or records of receipts and payments (as the case may be).

4. To be satisfied that the Council's assurance statements, including the Annual Governance Statement, have been properly developed and considered by councillors.
5. To scrutinise and monitor the control systems, procedures and risk management systems operating at the Council.
6. To receive, but not direct, internal audit service strategy and plan and monitor performance.
7. To receive the annual report of the internal audit service
8. To review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary
9. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
10. To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
11. To consider the reports of external audit and inspection agencies relating to the actions of the Council.
12. To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
13. To review the financial statements, external auditor's opinion and reports to councillors, and monitor management action in response to issues raised by external audit.
14. To issue reports and make recommendations, where appropriate, and in relation to any matters listed above, for consideration by the Council, Executive or the relevant committee of the Council.
15. To monitor the Council's use of the Regulation of Investigatory Powers Act (RIPA) 2000 for the use and authorisation of surveillance.

#### **3.5.4 Policy Review Committee Chair's Role Profile**

##### **1. Providing leadership and direction**

- Provide confident, effective leadership and management of the Committee
- Promote and publicise the role of Policy Review both inside and outside of the Council, liaising effectively within the Council and externally with

- the Council's partners to build understanding of its role
- Maintain effective liaison with the Executive and the Leadership Team to ensure that Policy Review contributes to effective decision making in Selby
- Develop a balanced work programme with the Committee that contributes to the development of new Council policy and reviews the effectiveness of existing Council policy
- Maintain an overview of Policy Review in order to ensure the effective progress of all work, and learn from best practice elsewhere
- Represent Policy Review in Council meetings and relevant board and panel meetings, and be accountable for the actions of Policy Review
- Evaluate the impact and added value of Policy Review activity and identify areas for improvement
- Encourage the involvement of all interested parties and stakeholders in Policy Review matters
- Be responsible for personal development, encourage high performance from all Committee Members, assess individual and collective performance and oversee training and development of all involved in the work of Policy Review
- Demonstrate an objective and evidence based approach to Policy Review

## **2. Effective meeting management**

- Set agendas containing clear objectives and outcomes for the meeting
- Chair meetings of the Policy Review Committee and manage the progress of business at meetings, ensuring that meeting objectives are met and the Code of Conduct, Standing Orders and other Constitutional requirements are adhered to
- Ensure that the necessary preparation is done before a meeting
- Ensure that all participants have an opportunity to make an appropriate contribution.

### **1.5.5 Scrutiny Committee Chair's Role Profile**

#### **1. Providing leadership and direction**

- Provide confident, effective leadership and management of the Committee
- Promote and publicise the role of Scrutiny both inside and outside of the Council, liaising effectively within the Council and externally with the Council's partners to build understanding of its role
- Maintain effective liaison with the Executive and the Leadership Team to ensure that Scrutiny contributes to effective decision making in Selby
- Develop a balanced work programme with the Committee that includes pre-decision scrutiny, performance monitoring and investigative Scrutiny on issues of benefit to the local community
- Maintain an overview of Scrutiny in order to ensure the effective progress of all work, and learn from best practice elsewhere

- Represent Scrutiny in Council meetings and relevant board and panel meetings, and be accountable for the actions of Scrutiny
- Evaluate the impact and added value of Scrutiny activity and identify areas for improvement
- Encourage the involvement of all interested parties and stakeholders in Scrutiny matters
- Be responsible for personal development, encourage high performance from all Committee Members, assess individual and collective performance and oversee training and development of all involved in the work of Scrutiny
- Demonstrate an objective and evidence based approach to Scrutiny.

## **2. Effective meeting management**

- Set agendas containing clear objectives and outcomes for the meeting
- Chair meetings of the Scrutiny Committee and manage the progress of business at meetings, ensuring that meeting objectives are met and the Code of Conduct, Standing Orders and other Constitutional requirements are adhered to
- Ensure that the necessary preparation is done before a meeting
- Ensure that all participants have an opportunity to make an appropriate contribution
- Be responsible for the constitutional arrangements relating to the waiving of call in where decisions are “urgent” and / or not on the forward plan.

## **3. Holding the Executive to account**

- Consider Executive reports the Chairman deems appropriate prior to an Executive meeting
- Evaluate Executive decisions and where appropriate challenge decisions through call-in.

### **3.5.6 Audit and Governance Committee Chair’s Role Profile**

#### **1. Providing leadership and direction**

- Provide confident, effective leadership and management of the Committee
- Promote and publicise the role of Audit and Governance within the Council and externally with partners to build understanding of its role
- Maintain effective liaison with the Executive and the Leadership Team to ensure that Audit and Governance contributes to effective decision making in Selby
- Develop a balanced work programme with the Committee that includes scrutinizing and monitoring the Council’s control systems, procedures and risk management systems
- Maintain an overview of Audit and Governance in order to ensure the effective progress of all work, and learn from best practice elsewhere
- Maintain a clear focus on the role of the committee and lead it in line with



- good governance principles
- Represent Audit and Governance in Council meetings and relevant board and panel meetings, and be accountable for the actions of Audit and Governance
- Evaluate the impact and added value of Audit activity and identify areas for improvement
- Encourage the involvement of all interested parties and stakeholders in Audit and Governance matters
- Liaise and maintain a positive working relationship with both the Council's Internal and External Auditors
- Be responsible for personal development, encourage high performance from all Committee Members, assess individual and collective performance and oversee training and development of all involved in the work of Audit and Governance
- Demonstrate an objective, apolitical and evidence based approach to Audit and Governance.

## **2. Effective meeting management**

- Set agendas containing clear objectives and outcomes for the meeting
- Chair meetings of the Audit and Governance Committee and manage the progress of business at meetings, ensuring that meeting objectives are met and the Code of Conduct, Standing Orders and other Constitutional requirements are adhered to
- Ensure that the necessary preparation is done before a meeting
- Ensure that all participants have an opportunity to make an appropriate contribution
- Ensure that meetings have a focus on improvement and securing agreement on actions.

### **3.5.7 Standards Sub-Committee**

***To include two Parish Council representatives as co-opted members***

1. Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011.

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