

Selby District Council



Agenda

Meeting: **Executive**
Date: **Thursday, 11 July 2019**
Time: **4.00 pm**
Venue: **Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT**
To: **Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, C Pearson and D Buckle**

1. Apologies for Absence

2. Minutes (Pages 1 - 6)

The Executive is asked to approve the minutes of the meeting held on 13 June 2019.

3. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

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

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

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

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

4. Leisure Contract Annual Review April 2018 - March 2019 (Pages 7 - 32)

Report E/19/06 outlines the ninth formal annual review of the Leisure Contract with Inspiring healthy lifestyles (IHL) and covers the period April 2018 to March 2019

5. Annual Report 2018/19 (Pages 33 - 60)

Report E/19/07 presents the Council's Annual Report.

6. Selby District Local Plan (Pages 61 - 80)

Report E/19/08 asks the Executive to recommend to Council that work begins on the preparation of a new comprehensive Local Plan for Selby District and that the revised Local Development Scheme be approved for publication.

Janet Waggott

Janet Waggott
Chief Executive

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|------------------------------------|
| Date of next meeting |
| Thursday, 1 August 2019 at 4.00 pm |

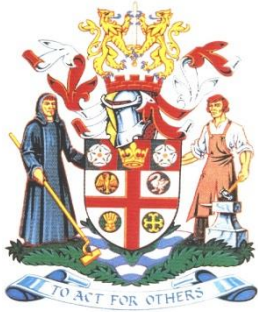
For enquiries relating to this agenda please contact Palbinder Mann, on 01757 292207 or pmann@selby.gov.uk

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Agenda Item 2

Selby District Council



Minutes

Executive

| | |
|-------------------|--|
| Venue: | Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT |
| Date: | Thursday, 13 June 2019 |
| Time: | 4.00 pm |
| Present: | Councillors M Crane (Chair), R Musgrave (Vice-Chair), C Lunn, C Pearson and D Buckle |
| Also Present: | Councillors R Packham |
| Officers Present: | Janet Waggott (Chief Executive), Dave Caulfield (Director of Economic Regeneration and Place), Julie Slatter (Director of Corporate Services & Commissioning), Karen Iveson (Chief Finance Officer (s151)), Stuart Robinson (Head of Business Development and Improvement), June Rothwell (Head of Operational Services) and Mike James (Communications and Marketing Manager) |
| Public: | 0 |
| Press: | 1 |

NOTE: Only minute numbers 10 and 11 are subject to call-in arrangements. The deadline for call-in is 5pm on Thursday 27 June 2019. Decisions not called in may be implemented from Friday 28 June 2019.

7 APOLOGIES FOR ABSENCE

There were no apologies for absence.

8 MINUTES

The Executive considered the minutes of the meeting held on 30 May 2019.

RESOLVED:

To approve the minutes of the meeting held on 30 May 2019 for signature by the Chair.

9 DISCLOSURES OF INTEREST

There were no declarations of interest.

10 CORPORATE PERFORMANCE REPORT - QUARTER 4 - 2018/19 (JANUARY TO MARCH) YEAR END 2018/19

The Leader of the Council presented the quarterly performance report which provided a progress update on delivery of the Council's Corporate Plan 2015-20 as measured by a combination of: progress against priority projects/high level actions; and performance against key performance indicators (KPIs).

The Executive made the following comments about the reports:

- The Executive acknowledged the positive performance in relation to the processing of planning application and housing delivery. Additionally it was noted there was positive performance in relation to the number of missed bin collections and the number of visits to combined leisure centres.
- It was acknowledged that the performance in relation to the average time taken to re-let vacant Council homes was still a concern. The Director of Corporate Services and Commissioning explained that during quarter four, 83 properties had been let in an average of 53.2 days. It was noted that some of these properties had required major works before they could be re-let. The Executive was informed that the current figure to re-let homes stood at 41.4 days.
- Discussion took place on whether council tenants could refuse to allow improvement work to be done to their property. The Director of Corporate Services and Commissioning explained that a tenant could refuse the council access to the property unless it was an emergency

which then meant they would have to apply to the high court for access. It was queried whether the Council could amend the contract with the tenant to ensure they were allowed access for improvement works to be undertaken. It was agreed this would be looked into and a response provided.

- The Executive noted that the performance indicator relating to council housing rent and arrears collected was lower than the target however they acknowledged that the team had done well to maintain the performance in light of the introduction of Universal Credit.
- A query was raised regarding the performance indicator relating to the renting of industrial units particularly in Sherburn. The Director of Corporate Services and Commissioning explained that a funding bid had been submitted to allow improvement works to industrial units however this was subject to a further report being submitted to Executive and this was currently being worked upon. It was noted that currently the Council was unable to re-let units once they became vacant as work relating to energy needed to be carried out before the units could be re-let.
- A query was raised regarding the confidence levels of achieving the savings target for 2019/20 considering the Council was short of the target for 2018/19. The Chief Finance Officer explained that a savings plan was in place for 2019/20 and savings had been identified with a medium or high risk. It was noted that the Council was aiming to push on with projects to assist savings such as the digital strategy and the housing management system.
- It was noted that the performance indicator listed under the processing of planning applications should state 13 weeks rather than 3. A query was raised whether the 13 week figure including planning applications where extension of time had been agreed. It was agreed this would be looked into and a response provided.

RESOLVED:

- To note and approve the report.**

REASON FOR DECISION:

The reporting of performance data enables the Council to demonstrate progress on delivering the Corporate Plan Priorities to make Selby District a great place.

11 AFFORDABLE HOUSING DELIVERY THROUGH RIGHT TO BUY

BUYBACKS

The Lead Executive Member for Housing, Health and Culture presented the report which sets out, as part of the Council's Housing Development Strategy for increasing its supply of affordable housing stock and Empty Homes programme, the case for the potential purchase of empty properties and former Right to Buy Council properties where the Council had first refusal.

The Lead Executive Member for Housing, Health and Culture explained that the Council had the potential to purchase empty properties and former Right to Buy council properties where it had first refusal. It was noted that each purchase would be dependent on a business case and the Council was able to draw down from the funding provided by Homes England in respect of the purchase and repair of empty properties.

The following discussion took place on the report:

- In response to a query concerning the price of purchasing, it was noted that the Council would always negotiate the best price for the property to ensure it wasn't overpaying.
- Discussion took place on how the demand for the buyback of council properties. The Executive was informed that around 20 former council properties were sold each year with around 10 being offered back to the Council.
- It was noted that if the property was sold by the buyer within 10 years then the Council had a legal right to know and that this should be flagged by the mortgage company or the solicitor. Furthermore, it was explained that if it was sold within five years of purchase then the seller would be required to pay back the discount they had received. It was noted this would be calculated on a sliding scale up to the five years. A query was raised whether this appeared as a local land charge on the property. It was agreed a response would be sought on this.
- In response to a query concerning if a seller could go back on the council housing waiting list after selling a property, the Head of Operational Services explained that this would only happen in certain specific circumstances.
- A query was raised regarding the works required to the properties to be purchased. The Head of Operational Services explained if work was required to the property, this would be identified in the business case.

It was proposed and seconded that the following amendments be

made to the recommendations:

- It was proposed to remove the reference to leisure for the Lead Executive Member in resolution three as this was not under their portfolio.
- It was proposed that resolution two include a reference to liaising with the Lead Executive Member for Finance and Resources to ensure there was Member input.

RESOLVED:

- i) To approve extension of the Empty Homes and Housing Development programmes to include the purchase of former Council houses previously sold under the Right to Buy scheme;**
- ii) To delegate authority to the Chief Finance Officer in consultation with the Director of Corporate Services and Commissioning and the Lead Executive Member for Finance and Resources to determine the most appropriate funding package for these acquisitions drawing on approved funding from Homes England Empty Homes Programme Grant, Section 106 affordable housing commuted sums, prudential borrowing and HRA funding approved for building/acquiring additional council homes;**
- iii) To authorise the Director of Corporate Services and Commissioning, in consultation with the Lead Executive Member for Housing, Health and Culture and the Section 151 Officer to purchase properties subject to the business case and enter into contracts to purchase properties which meet the business case, costs and available funding.**

REASON FOR DECISION:

To utilise funding available from the Empty Homes Programme and Housing Development Programme for purchase of former Right to Buy (RtB) Council properties to support the increase in affordable housing provision and contribute to meeting the Council's one for one replacement target for right to buy properties.

The meeting closed at 4.35 pm.

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Report Reference Number: E/19/06

To: Executive
Date: 11 July 2019
Status: Non Key Decision
Ward(s) Affected: All
Author: Aimi Brookes, Contracts Team Leader
Lead Executive Member: Cllr Mark Crane, Leader of the Council
Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning

Title: Leisure Contract Annual Review April 2018 - March 2019

Summary:

This is the ninth formal annual review of the Leisure Contract with Inspiring healthy lifestyles (IHL) and covers the period April 2018 to March 2019. The review covers the work at Selby Leisure Centre, Tadcaster Leisure Centre and Selby Park as well as the outreach work of the Wellbeing Team.

Recommendations:

i. It is recommended that the Executive note the key findings of the report and in particular the performance of IHL to date

Reasons for recommendation

To recognise the work IHL has made in delivering the leisure services offer across the Selby District and in delivering key aspects of the corporate plan.

1. Introduction and background

1.1 The year of this review was the fourth full year of operation of Selby Leisure Centre. This year saw an increase in combined overall visits to the Selby and Tadcaster sites, although it was slightly below target. Whilst there was a slight decline in visits to Selby, Tadcaster performed very strongly and visits were above target. As well as centre based activities the outreach and wellbeing teams continue to make significant impacts particularly around the GP referral and adult weight management programmes.

2.1 The Report

- 2.1.1 A series of draft reports were produced by IHL and evaluated by SDC Officers and the Executive member. The final review document is attached to this report as Appendix A (Inspiring healthy lifestyles Selby Annual Review 2018/19).
- 2.1.2 Once again the review has been designed to provide a summary of the leisure facilities, activities and community based work as well as information about asset maintenance, health and safety and performance.
- 2.1.3 The performance section is the fourth full year of the new extended performance framework that has largely been designed to support Sport England reporting requirements and associated age grouping requirements. Whilst the age related reporting requirements are required by Sport England for Selby Leisure Centre only, they have been replicated for Tadcaster to provide a balanced picture. Data for 2017/18 has been included along with direction of travel arrows to allow for easy comparison.
- 2.1.4 When reviewing the performance measures it is important to understand the analysis by age and user groups is based on membership information provided and school age groups but does not reflect casual users of the facilities.
- 2.1.5 Following approval of the Annual Review by the Executive, it will once again be taken to the Scrutiny Committee for further analysis.

2.2 Summary of Key Findings

2.2.1 Key findings from the report include:

- 1,780 swimmers on the Learn to Swim programme, up from 1,560 last year
- Continued investment in staff with three lifeguards upskilled to become swim teachers and three apprenticeships undertaken during the year
- The successful launch of the new Les Mills fitness programme and a range of 'family classes' increasing the diversity of the class based offer
- Continued support of the Adult Disability Football Team with one team member qualifying to represent Team GB in 2019
- Significant health improvements for residents taking part in the Move It and Lose It programme with over 1,500 participants now having completed the course
- Secured £135,000 of external funding to support a variety of wellbeing schemes
- Strengthening of partnership working with a variety of groups including the Safer Selby Hub, North Yorkshire Public Health and local GP's, North Yorkshire Sport, Age UK and Sainsbury's

3. Alternative Options Considered

N/A

4. Implications

4.1 Legal Implications

There are no legal issues to report.

4.2 Financial Implications

Within the cost model for the extended contract 2018/19 was the first year in which IHL paid the Council a management fee (£22k). For each subsequent year it is forecast that a management fee will be payment to the Council from the service provided.

4.3 Policy and Risk Implications

There are no policy or risk implications

4.4 Corporate Plan Implications

IHL's strategic objectives directly support the Council's corporate priorities of Making Selby District a great place to do business, to enjoy life and to make a difference. This is highlighted in the review's executive summary.

4.5 Resource Implications

By undertaking an annual review, this allow the Council to have confidence that resources are being best utilised.

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

5. Conclusion

5.1 IHL continue to provide high quality services to meet a wide variety of needs and health issues through a combination of facility and class based activity and more targeted specialist health programmes.

Performance is generally good and it has been recognised that some outreach work is targeting the same customer groups thereby impacting on some PI delivery. Where performance is under target there has generally been a positive improvement from the previous year. E.g. members participating in more than one session a week at both Selby and Tadcaster and facility presentation (as measured by APSE).

The performance framework continues to be reviewed on a regular basis to ensure the suite of indicators is fit for purpose. For example whist overall

visits to leisure centres was below target this does not have a direct financial impact whereas number of memberships does and we will be introducing a new PI to measure this for 2019/20., The Wellbeing PI's have also been amended to reflect current programmes.

6. Background Documents

None

7. Appendices

Appendix A Selby Leisure Services Annual Review 2018-19

Contact Officer:

Aimi Brookes
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Leisure services annual review

Introduction

- This review covers the period April 2018 to March 2019 inclusive. Inspiring healthy lifestyles (IHL) works in partnership with Selby District Council (SDC) to deliver leisure facilities across the Selby district. Services include leisure centre management at Selby Leisure Centre and Tadcaster Leisure Centre, Selby Park and the development of sport and health interventions and outreach work through the Wellbeing team. 2018/19 marks the fourth full year of the extended 15-year contract.
- As at end of March 2019 within Selby Leisure Centre (including Selby Park) there are 37 employees (19 full-time, 18 part-time). There are 6 employees at Tadcaster Leisure Centre, (3 full-time, 3 part-time).
- In November 2018 the incumbent Operations Manager left the organisation to take up a new post. Following review a new role of General Manager, overseeing the leisure operations in the District, was established and recruited to in December 2018.

Executive Summary

- This paper considers the performance and key highlights from 2018/19. Overall visits to leisure centres saw an increase compared to 2017/18, albeit the results are below target. Visits to Selby Leisure Centre showed a slight decrease on the previous year however visits to Tadcaster Leisure Centre significantly exceeded target. The number of Lifestyle members as a percentage of the District's population showed a decline during the year, which reflected the new data collection and reporting requirements imposed by the General Data Protection Regulations (GDPR). This indicator now reflects the number of active members currently engaging with our leisure centre services. The paper also outlines the broad range of targeted interventions delivered by the Wellbeing team, summarising the key projects and outcomes.
- The Wellbeing team have been successful in exceeding target for the number of people achieving a 5% weight loss and sustaining the weight loss at six

months within the first year of the adult weight management contract funded by North Yorkshire County Council, with 99 participants achieving this level against a target of 34.

- The table below illustrates how our performance measures align to both the IHL strategic objectives and the SDC Corporate Plan:-

| SDC Corporate Plan | Inspiring healthy lifestyles' Strategic Objectives | Management Priorities |
|--|--|--|
| Making Selby District a Great Place to Do Business | <p>We promise to make a difference to education and skills</p> <p>We promise to make a difference to the environment</p> | <ul style="list-style-type: none"> • Provision of apprenticeship opportunities • Support in continued development of Selby Leisure Village site • Number of visitors to leisure centres / sites from outside the district • Membership of STEP • Attracting external funding into the Selby District • Working with business partners such as Sainsbury's, Yorkshire Cancer Research and British Cycling and offering corporate leisure memberships • Attendance at job fairs, school interview and career awareness days |

| | | |
|---|---|---|
| <p>Making Selby District a Great Place to Enjoy Life</p> | <p>We promise to make a difference to health</p> | <ul style="list-style-type: none"> • Number of participants (leisure centres and outreach) • Increased participation rates including from key demographic groups • Number of leisure centre members • Number of participants on targeted health programmes • Support provided in delivery of key events across the District |
| <p>Making Selby District a Great Place to Make a Difference</p> | <p>We promise to make a difference to education and skills We promise to make a difference to the environment</p> | <ul style="list-style-type: none"> • Customer satisfaction surveys • Partnership working and engagement with CEFs and local community network groups to consult, share resources and secure external funding for new community projects • Quest assessments at leisure centre sites • Extension of learnings from ISO14001 accreditation • Support and |

| | | |
|--|--|--|
| | | promotion of events using the Amphitheatre and Marketplace sites |
|--|--|--|

Facility summaries

Leisure Centres - Selby

- Selby Leisure Centre brings a wide range of leisure and recreation opportunities. In addition to regular exercise and activity classes, new offers include virtual fitness sessions, three personal trainers, and an extensive range of Les Mills classes. The site also makes use of the latest leisure technology including Technogym and Swimtag which supports participants to track their activity levels, monitor their progress and illustrate the benefits of being active.
- As part of the site's development the team have developed and delivered a range of new activities including a focus on family-based activities including Parent and Child Zumba, Parent and Baby Yoga, Parent and Baby Massage, Tai Chi and Team Beats.
- The site delivers the Learn to Swim programme supported by the On Course online management system. 2018/19 saw a further growth in swimming lesson memberships with over 1,780 people accessing the lessons during the year compared to 1560 in 2017/18.
- The site has invested in developing staff to support the Learn to Swim programme. Three lifeguards were upskilled to become swimming teachers, including one undertaking disability swimming tuition, supporting the growth of the swimming lesson programme. Four Swim Teachers completed courses for baby and preschool swim teaching classes to support the daytime Learn to Swim programme.
- Leisure Centre members took part in a number of themed gym and fitness challenges throughout the year including Wimbledon Distance Covered, Invictus 1,000m row, World Cup Final Challenge and Christmas Big Burn Off. This approach continues to prove successful in engaging and motivating sustained participation. Three Les Mills launch events were held during the year showcasing the new Les Mills products and classes on offer.
- ***Selby Leisure Centre has hosted a further three apprentices over the course of the year. Two of these have been trained in qualifications including National Pool Lifeguarding and First Aid whilst the third has undertaken coaching qualifications. All apprentices also complete their NVQ in Activity Leadership and Level 2 Fitness Instructor. Whilst completing their qualifications the three apprentices have been able to apply their learning in a practical environment by supporting active camps, schools programme and leisure centre activity. As they***

approach their qualification Apprentice S is hoping to gain a full-time lifeguard position.

Apprentice E stated “The opportunities for me at IHL so far have been endless. I feel proud to come into my place of work and know that I will be providing a good quality service for everyone in the community. I hope to work my way up the ladder into a long-lasting career within leisure. My apprenticeship has not only improved my work ethic but also given me the perfect boost towards achieving my professional ambitions.”

- Alongside core fitness classes, the Wellbeing team deliver a range of low-impact exercise classes including circuits, health walks and walking football sessions as part of the Back to Sport programme. The development of these programmes has continued through upskilling and supporting volunteers to sustain low intensity activities catering for various target groups including older people, people at risk of social isolation and people with limited mobility or health conditions. There are also several programmes targeted at children and young people from the most deprived communities in the District and supporting physical activity participation and nutrition awareness, including the StreetGames Fit and Fed programme taking place on Friday evenings during school holidays until the end of summer 2019. Additionally, the Wellbeing team have developed an adult disability football team through partnership working with NLY Community Sport over the past year. The team are now also participating in the West Riding Ability Counts League and one player has been chosen to represent the GB MENCAP squad playing in Geneva later in 2019.
- Alongside the indoor leisure offer at Selby, the site’s all-weather pitch is used for bootcamp fitness sessions, walking football, five-a-side football, introductory Triathlon sessions and children’s activity camps. The site is also used as the home base for Selby Hockey Club and junior football teams.
- Selby Leisure Centre is a registered Changing Places facility, one of only two in the town, which is suitable and accessible to people with profound and multiple learning and physical disabilities. The site is also accredited as a Breast Feeding Friendly centre.
- Selby Leisure Centre is used as a home venue by local community sports clubs including Selby Tiger Sharks (swimming), Selby Aquanauts and Selby Sub Aqua Club (sub aqua). Selby Sub Aqua Club deliver training and taster sessions from the leisure centre, providing the most active training site for the sport in the country. The centre has also hosted Try Dive taster sessions throughout the year.
- The Wellbeing team works closely with the leisure centre to host a range of sporting activities and events contributing to Selby’s community sport programme. These are open to members and non-members and have seen

sports clubs such as gymnastics and tumbling, hockey, football and bowls delivering sessions at the site.

- 30 schools currently use the Selby site for their structured school swimming lessons, with two attending from outside the District, whilst four schools also use the site to support PE sessions, a further increase on the number of schools using the site in the previous year. The site also hosted two inter-school swimming galas and various school sport festivals. Selby Leisure Centre hosts visits by school groups based upon five thematic areas: sport and fitness, health, mathematics, science and career opportunities. In addition the site complements the Healthy Active Schools programme by hosting bespoke activity days aimed at primary school pupils.
- Together the leisure centre and Wellbeing team hosted events in aid of Macmillan Cancer Support, International Women's Day and Sport Relief. The teams have provided activities both at the leisure centres and in the community and have created a strategic approach to future events planning to ensure all IHL services are utilised where possible.

Leisure Centres - Tadcaster

- Leisure centre usage at Tadcaster continued to perform above target during 2018/19 and represented a continued increase from 2017/18. New classes have been introduced including Zumba, Yoga, Parent and Child Pilates and Cardio Fit. Other activities delivered from the site include gymnastics, badminton, indoor walking football, table tennis, basketball and pickleball.
- The site continues to promote swimming by including access to Tadcaster Community Swimming Pool as an element of its membership package, and over 5,000 swims were recorded by members during 2018/19, an increase of over 1,000 compared to the previous year.
- The centre hosted Friday night football sessions delivered in partnership with the Gist – a graded programme of football development aimed at children aged 5-12. The centre is also running gymnastics and junior badminton clubs and hosts two adult badminton clubs.
- The site hosts regular NHS Blood Donation sessions throughout the year in addition to the successful Macmillan Coffee Morning and the Sports Relief event showcased on BBC Radio York.
- Selby and Tadcaster Leisure Centres host weekly sessions for Selby High School and Tadcaster Grammar School respectively, and run four junior gym sessions per week, which has resulted in an increase in sales of junior memberships. Both sites also offer Year 10 student placements to schools in the North Yorkshire and East Riding catchment areas.
- The site staff were involved in the Tadcaster Sportive event by delivering a range of pop up sports to support community engagement and promote IHL's services to a wider audience.

Selby Park

- The byelaw in Selby Park has now been amended meaning that cyclists are

able to access the park using the new marked cycle pathways. There is also a dedicated noticeboard for Selby Community Cycle Hub with space to promote local health opportunities.

- The Wellbeing team are working with Selby District Council to implement a sensory orienteering course later in 2019, this will target people living with disabilities and children and young people as well as encourage an increase in general footfall in the park. The Recreational and Open Space monies will be used to partially fund this work.
- A successful bid was submitted to Central Engagement Funding securing £3,000. The funding will be used to develop and deliver a series of Picnic Brass concerts within the Park between May and August 2019.

Football Pitches – Portholme Road / Denison Road

- Throughout the year 4 local teams playing in the York and District football league used the pitches as home venues.
- The Portholme Road site was used by Selby Town Council for the Annual Family Fun day which was further supported by IHL with the delivery of Selby Vintage Car and Motorbike Rally.

Marketplace and Amphitheatre

- The Marketplace has been used for several events including a local cheerleading group, the annual Three Swans Sportive and the town's Food and Drink Festival. Plans are in place for the Amphitheatre to be revitalised and used for local performances by children's and young people's groups as part of our Wellbeing team's new project in partnership with the North Yorkshire Police and Crime Commissioner to reduce anti-social behaviour.

Wellbeing Services

The Wellbeing team is made up of the Wellbeing Manager, a Wellbeing Coordinator, two Wellbeing Specialist Instructors, the Education Coordinator and a Wellbeing apprentice. Five of these posts are core funded and one is externally commissioned by North Yorkshire Public Health. Over the course of the year the team has collectively undertaken training in the following areas: Mental Health First Aid, Safeguarding, Bomb Threats and Suspicious Packages, Cancer Champion, IOSH working safely / IOSH Managing Safely, Otago Falls Prevention, Level 1 Football, Risk Assessment, Dementia and Autism Friends, Sales/Motivational Interviewing. Two staff members are currently undertaking their Level 3 Certificate in Assessing Vocational Achievements and a further two staff have started the Level 5 Operational / Departmental Manager NVQ.

Key Commissioned Projects for Selby District

Move It and Lose It

In July 2018, Move It and Lose It started the second year of a five-year commissioned programme, contracted by North Yorkshire County Council's Public Health department. At the end of quarter three, participants achieving a 5% weight loss and sustaining the weight loss after six months had exceeded the annual target (99 against a target of 65).

Participant A said: "My fitness level has improved greatly to the point I'm looking at doing the next level of classes. My confidence has grown greatly I now interact with all members of the class, helping new members to the class as I know what it was like. My weight loss has also given me a great boost (nearly 5 stone lighter). I have loads more energy now and enjoy being active".

Healthy Active Schools

The education team have delivered 216 after school clubs (3,888 attendances), 288 curriculum sessions (8,640 participants) and 11 weeks of school holiday Active Holiday Camps (1,595 participants) using the full range of leisure facilities. In addition, a targeted holiday camp focussed upon children from the most deprived communities in the District and was supported by Morrisons, Selby Food Bank, Selby Police and Fire services and the NHS Healthy Child team.

The education team was involved in the planning and delivery of the Primary School – School Sport Partnership swimming gala and multi-skills festival as well as the Change4Life bowling and climbing festivals where a further 140 children participated

The Wellbeing team have provided a key link in supporting and signposting schools to access the leisure facilities through taster days, school festivals and end-of-term treat events as well as supporting PE within the centres. Within the past year there have been 433 school swimming lessons (17,326 attendances). The education team provide high quality PE lessons and after school clubs across the district to help tackle childhood obesity and promote social engagement within Selby and Tadcaster.

Activity Referral Scheme

The referral scheme provides tailored physical activity sessions to support patients experiencing a variety of medical conditions including cardiac and stroke recovery. Participants are primarily referred from local GPs and other health professionals such as North Yorkshire County Council's Living Well team. The programme aims to create a sustained healthy lifestyle beyond the initial intervention by linking to the leisure centres and health walk programme. The completion rate for participants attending the programme for the full 12 weeks was 47%. 83% of the new participants went on to take out a leisure centre membership upon completion of the initial intervention, significantly exceeding the target.

Additional Projects

Macmillan Active after Cancer

The Macmillan Active after Cancer project was funded for three years until the end of June 2018. Although Macmillan no longer commission the programme, it is still delivered through integration into the Activity Referral Scheme. The programme offers one-to-one and group support for recovering cancer patients taking up physical activity to aid their recovery to full health.

Active Workplaces/Workplace Health

The Selby Wellbeing Team continue to work with organisations such as Selby District Council, Clipper Logistics and Sainsbury's to promote workplace health initiatives and reduce sickness absenteeism. The leisure centres offer a discounted corporate membership for five or more employees within an organisation who would like to take advantage of the facilities, particularly supporting them to build activity around the working day. In October 2018, the Wellbeing team hosted their first Corporate Challenge which facilitated a rounders tournament for four local businesses. Due to the positive feedback received during and after the event, there are now plans to make this an annual event.

Mental Health

Local and regional insight collected from Sport England and North Yorkshire Sport demonstrates the need for programmes targeting loneliness and social isolation alongside improving mental health. The Wellbeing team have been proactive in promoting the benefits of physical activity for mental health and have completed the two day mental health first aid training. They have implemented support systems within the workplace for staff and with partners which are focussed on improving staff welfare.

Trips and Falls Prevention

Strong and Steady is a 12-week targeted falls prevention programme which has been commissioned by North Yorkshire Sport to be delivered by the Wellbeing team for up to three years. Sessions have been particularly popular in Sherburn in Elmet and have increased in numbers at Selby. In May 2019, a further session will take place at Tadcaster Leisure Centre. Selby Age UK are the triage partner for the programme to ensure participants are offered access to other support services where necessary. Classes focus on increasing strength and balance, promoting independence and facilitating social interaction to reduce feelings of loneliness.

Key Focuses

Selby Active Outdoors Programme

Selby Active Outdoors Programme aims to increase levels of cycling, walking and running within the District. The Wellbeing team are responsible for the delivery of a weekly health walk and have been encouraging volunteers to complete the free walk leader training provided by Walking for Health to expand and sustain the programme. The forthcoming year sees plans for local Couch to 5K running groups to be implemented within targeted communities to increase physical activity levels and provide grass roots level participation. Couch to 5K is a 9-week structured NHS programme which can be followed via a mobile phone app. Qualified run leaders will be delivering the sessions twice a week and encouraging participants to achieve a third session independently. They will provide motivational tips and advice as well as support to ensure participants complete the programme. On completion, each group will finish with a graduation run at a Cancer Research UK Race for Life event.

Selby Community Cycle Hub

Plans to launch Selby Community Cycle Hub have progressed strongly and the launch will take place on 4th May in Selby Park, as part of the Tour De Yorkshire Weekend. Community volunteers and Triathlon clubs have committed to completing relevant British Cycling training courses to ensure a variety of guided rides, including women only and family rides, are embedded across the District. Other projects will include community bikeability and cycle coaching courses, bike maintenance workshops and taster events. The overall aim of the hub is to promote cycle friendly routes and increase cycling participation. The Wellbeing team will be working with the volunteers to deliver this programme and have formed an active travel working group to manage the aims and objectives of the project. Positive Youth Bike Library will be a key partner in ensuring bikes and safety equipment are donated to individuals and/or families in need.

Anti-Social Behaviour/Selby Safer Hub

The Wellbeing team continue to attend the Safer Selby Hub supporting clients identified as being at risk of social hardship, crime or exploitation and experiencing multiple aspects of deprivation. The North Yorkshire Police and Crime Commissioner granted funding for an innovative project designed to reduce anti-social behaviour to commence in April 2019. Workshops focussed on the following areas: play the right way; rail safety; building resilience; self-efficacy; values and first aid will be delivered within targeted groups in identified primary schools informed by the Safer Selby Hub reports of anti-social behaviour. Community sessions will be placed in key areas where anti-social behaviour is prevalent to use sport and physical activity as a diversionary activity.

Cross-Service Working and Events

Sportives

Over 1,000 riders took part in Selby's sixth annual Three Swans Sportive. The event, organised by Yorkshire Cancer Research in partnership with Selby Cycling Club and

IHL featured three routes of 30, 60 and 100 miles and incorporated Selby Abbey as a feature on the finishing medal.

Tour de Yorkshire / UCI Championships

The Wellbeing Manager is a board member of Cycle Yorkshire and the Trans-Pennine Trail Steering Group and played an integral part in the planning of community activities for the stage one finish of the 2019 Tour de Yorkshire in Selby. The Selby Community Cycle Hub project aims to build on the success of these major events, including the first Para Cycle road race taking place at Tadcaster in September 2019.

Selby Health Matters

The Selby Health Matters steering group finalised the three-year health action plan to be worked on as a whole-systems approach to combating local health priorities. IHL are the key delivery partner for leisure and green space, tackling obesity, working with children and young people and community engagement.

Community Outreach Events

Over the course of the year the team have supported the following events :-

The NHS Turns 70 Summer Celebration Event

The launch of the Tier 3 weight management service provided by the Vale of York Clinical Commissioning Group

The Sherburn Retirement Fair

Workplace health rounders tournament

Pop up sports in Selby Park in aid of Parks Week

Heart Age Event in partnership with NYCC Public Health

Parkrun takeover at Burn Airfield

In addition the team have been represented on the following groups :-

Tadcaster Community Engagement Forums

Selby Big Local Partnership Board

Tour de Yorkshire and UCI Championships Committee and Working Group

Trans Pennine Trail steering group

North Yorkshire Sport County Sports Partnership

Selby Health Matters steering group

Healthy Lives, Healthy Weight strategy (North Yorkshire) physical activity sub group

Active Travel sub-group (chaired by the Wellbeing Manager)

Community First Yorkshire Volunteers Network

Selby Three Swans Sportive Working Group

Vale of York CCG and local GPs Tier 3 events

Parkinsons and MS Society groups

Cancer Champion training and workshops in partnership with East Riding CCG and North Yorkshire Weigh Management Provider Networks.

Funding

Over the past year, the Wellbeing team have secured more than £135,000 in funding from external sources to support the continuation of the successful adult weight management scheme – Move It and Lose It and to additionally implement a variety of new and innovative programmes. Move It and Lose It was awarded over £20,000 of additional funding from North Yorkshire County Council Public Health Department due to the performance within the first year of the commissioned service. New funding from North Yorkshire Sport has supported the introduction of the Strong and Steady falls prevention service targeting people aged 65 and older. Funding from the Police and Crime Commissioner was granted to develop a project addressing anti-social behaviour by young people in the District whilst monies from the Wildcats FA programme has supported football sessions for girls aged 5-11 to be provided in schools and community settings across the District.

Asset management

The programme of investment, funded from SDC's Programme for Growth, affecting Selby Leisure Centre was completed in February 2019. The works within the Leisure Centre supported an extension of the gym into the adjoining studio to enhance the functional training offer and support membership growth. The loss of studio space at the leisure centre was offset by the provision of two studios within the adjacent Summit Indoor Adventure.

Alongside a comprehensive pre-planned maintenance programme covering statutory inspections a programme of planned maintenance was delivered as outlined below :-

Selby Leisure Centre

- Decoration to the gym to support the wider project
- Heating pump replacement
- Boiler Repairs
- Water heater repairs

Tadcaster Leisure Centre

- Male changing rooms damp repairs/decoration
- Air conditioning unit repairs
- Twin heating pumps replacement
- Replacement expansion vessels

Health & Safety

Health and Safety Audits

The standard of health and safety management across the Selby Leisure Contract sites continues to be high. Selby Leisure Centre was audited by the Compliance Audit Tool (CAT) in August 2018 and achieved an outstanding score of 99.5% with a rating of 'Excellent'. There were nine Green Category remedial actions including in

relation to updating of documentation and provision of protective hearing equipment in the site plant room, which were all completed by February 2019. Tadcaster Leisure Centre was not scheduled to be audited in 2018/19, the status from the previous audit in February 2018 at the last HSSG Meeting in February saw seven Amber Category remedial actions (including in relation to checklists and documentation and site inspections), six completed and 24 Green Category remedial actions (including in relation to documentation and recording of information and training), 23 completed. Both sites will be audited in 2020/21.

Accidents and Incidents

2018/19 saw two employee accidents at the leisure contract sites. The accident at Tadcaster Leisure Centre was reportable under RIDDOR, due to the employee being absent for 14 days with a back strain sustained in setting up sporting equipment. There was one accident involving a volunteer cycle leader.

There were a total of 21 public accidents across the leisure facilities. The majority of these involved participants suffering sporting injuries.

Health and Safety Training

The training of staff continued through 2018/19;

- 7 Managers / Supervisors have completed IOSH Managing Safely, ensuring that a health and safety competent person is always on duty to deal with any safety issues
- 17 staff have completed IOSH Working Safely
- 22 staff have completed Manual Handling Training
- 8 staff have completed Ladder Safety Training
- 6 staff have completed Legionella Training
- 5 staff have completed Fire Safety Awareness
- 5 staff have completed Risk Assessment Training

The above complements the on-the-job and site-specific training undertaken on an ongoing basis.

Accident / Incident Reporting System

A new cloud-based accident / incident reporting system has been introduced at both facilities with effect from the start of 2019/20 with sixteen staff trained in its use. This is an on-line system developed in partnership with Innove Solutions which tracks all accident / incident reports through the various stages of Submitting, Completing and Approving, making the process more efficient and streamlined.




Enforcing Authority Action

No Enforcing Authority Action was taken during 2018/19.

Performance Summary

- The extended contract has a suite of performance measures designed to measure utilisation (footfall), accessibility (target groups), satisfaction and financial performance. The performance measures also provide the basis of reporting to Sport England and external funders to provide a single view of the truth for all reporting.
- Whilst this report refers to performance measures, this should be viewed in its broadest terms regarding service performance, rather than contractual performance. Contained within the 28 performance measures are seven service improvement indicators agreed for the extended contract. These indicators have been selected for consistent reporting year on year to determine the ongoing service improvement. These indicators are CILE1000, 1001,3006, 4001, 4002, 4007 and 4008. Some of these form part of the Council's quarterly performance report for 2019/20 onwards.

| Indicator | 2016/17 | 2017/18 | 2018/19 |
|---|----------------|----------------|----------------|
| CILE1000 – visits to leisure centres | 399,213 | 395,893 | 397,352 |
| CILE1001 – visits to leisure centres per 1,000 population | 4783.91 | 4744.13 | 4761.61 |
| CILE3006 - % overall user satisfaction | 71.2% | 78.4% | 80.2% |
| CILE4001 – net cost per visit (£) Tadcaster | -0.49 | -0.81 | -0.75 |
| CILE4002 – net cost per visit (£) Selby | -1.01 | -1.09 | -1.21 |
| CILE4007 – income per visit (£) Tadcaster | 4.54 | 4.87 | 5.12 |
| CILE4008 – income per visit (£) Selby | 4.25 | 4.57 | 4.48 |

| Number of PIs | % | % | % |
|----------------------|---|--|---|
| |  |  |  |
| 28 | 57% (16) | 33% (9) | 10% (3) |

- Following the review of Sport England priorities and changes to the Wellbeing contracted delivery, the suite of indicators and in particular the demographic breakdowns being reported underwent review ahead of 2017/18.

- In addition to the performance measures related to the leisure contract, this section also includes the indicators linked to the projects delivered by the Wellbeing team and funded externally (section 5). These indicators are not included in the totals in the table above.

Headline Indicators

The indicators below have been identified as headline indicators based upon their importance to the business and their longer-term impact upon SDC's and IHL's priorities for the district's health, wellbeing and lifestyles.

- Overall visits to leisure centres – 397,352 (target – 405,000 – rating – amber). This is a combined total for both centres. Selby showed a slight decline compared to the previous year although Tadcaster was significantly ahead of target and represented an increase on 2017/18.
- Number of Lifestyle members as a percentage of population – 10.27% (target – 19.3% - rating – red). New GDPR considerations demanded a change to how this indicator is collected and reported, with the indicator now recording members who have actively engaged with our services during the reporting period.
- Percentage of active members participating in one or more sessions per week – Selby 47.92% (target – 51% - rating amber) and Tadcaster 48.78% (target – 51% - rating amber). Previously this target had been reported as a combined percentage. 6.01% of active members participated in three or more sessions per week, a slight increase on 2017/18. Although no direct correlation can be made given the different reporting methods and indicator definitions, the latest Active Lives survey data showed 62.4% of Selby District residents were active for 150 minutes per week or more, a decrease compared to the previous year's survey.
- Number of GP referrals – 247 (target – 300 – rating – red). Performance fell below target for the year and was impacted by potential participants being signposted to the Move It and Lose It programme as a more appropriate pathway.
- Percentage of GP referrals completing 12 week course – 47% (target – 60% - rating – red).
- Percentage of GP conversions to full membership – 83% (target – 30% - rating – green). Whilst numbers accessing the referral programme has fallen below target, the percentage of participants converting to a full leisure centre membership upon completion of the intervention is significantly ahead of the conversion target of 30%, reflecting a successful approach to sustaining healthy and active lifestyles. Ongoing collaboration continues with services to increase recruitment into the referral programme.
- Percentage overall user satisfaction 80.2% – (target – 81% - rating – amber). The satisfaction survey indicator is across both sites. This represented a continued improvement from the previous year. Specific comments and

observations are fed back to sites and incorporated into service improvement plans.

| PI Ref | Indicator | Reporting Frequency | 2017/18 | 2018/19 | Direction of Travel | Target | Variance / RAG |
|---|--|---------------------|---------|---------|---------------------|---------|----------------|
| 1. UTILISATION (scale and nature of usage) | | | | | | | |
| CILE1000 | Visits to Leisure Centres | Quarterly / Annual | 395,893 | 397,352 | | 405,000 | |
| CILE1001 | Visits to Leisure centres per 1000 population (83,449) | Quarterly / Annual | 4744.13 | 4761.61 | | 4853.26 | |
| CILE1002 | Visits to Selby Leisure Centre | Quarterly / Annual | 329,671 | 325,703 | | 340,000 | |
| CILE1003 | Visits to Tadcaster Leisure Centre | Quarterly / Annual | 66,222 | 71,649 | | 65,000 | |
| CILE1004 | Number of lifestyle members as % of population | Quarterly / Annual | 19.3% | 10.27% | | 13% | |
| CILE1004a | Percentage of Lifestyle members aged 0-13 | Quarterly / Annual | 13.85% | 12.82 | | | |
| CILE1004b | Percentage of Lifestyle members aged 14-25 | Quarterly / Annual | 20.5% | 20.16% | | | |
| CILE1004c | Percentage of Lifestyle members aged 26 and older | Quarterly / Annual | 65.5% | 67.02% | | | |
| CILE1004d | Percentage of Lifestyle members disabled | Quarterly / Annual | 0.04% | 1.02% | | | |
| CILE1004e | Percentage of Lifestyle members BAME | Quarterly / Annual | 0.05% | 1.15% | | | |
| CILE1004f | Percentage of Lifestyle members from top 20% most deprived communities | Quarterly / Annual | 4.86% | 3.88% | | | |
| CILE1005 | % of active members participating in 3 or more sessions per week | Quarterly / Annual | 5.78% | 6.01% | | 5.8% | |
| CILE1006 | % of active members participating in 1 or more sessions per week (TADCASTER) | Quarterly / Annual | 48.76% | 48.78% | | 51% | |

| | | | | | | | |
|--|--|--------------------|-------------|-------------|---|---------|--|
| CILE1007 | % of active members participating in 1 or more sessions per week (SELBY) | Quarterly / Annual | 44.53% | 47.92% | ✓ | 51.0% | |
| CILE1008 | Number of Leisure Centre visits from beyond the District | Quarterly / Annual | 37,719 | 33,384 | | | |
| 2. ACCESS (use of facilities / service by user group) | | | | | | | |
| CORP50 | Number of GP Referrals | Quarterly / Annual | 377 | 247 | ✗ | 300 | |
| CILE2002 | Percentage of GP Referrals finishing 12 week course | Quarterly / Annual | 63.7% | 47% | ✗ | 60% | |
| CILE2003 | % of GP referral conversions to full membership | Annual | 19% | 83% | ✓ | 30% | |
| CILE2004a | Number of participants 0-13 Tadcaster | Quarterly / Annual | 34 | 15 | | | |
| CILE2005a | Number of participants 0-13 Selby | Quarterly / Annual | 1,620 | 1,692 | | | |
| CILE2008a | Number of participants 14-25 Tadcaster | Quarterly / Annual | 545 | 559 | | | |
| CILE2009a | Number of participants 14-25 Selby | Quarterly / Annual | 1,784 | 1,670 | ✗ | 1,800 | |
| CILE2012a | Number of participants 26 and older Tadcaster | Quarterly / Annual | 1,771 | 1,908 | ✓ | 1,800 | |
| CILE2013a | Number of participants 26 and older Selby | Quarterly / Annual | 5,406 | 5,444 | ✓ | 4,295 | |
| CILE2028a | Gender ratio (male : female participation) Tadcaster | Quarterly / Annual | 44.7 : 55.3 | 40.8 : 59.2 | ✗ | 44 : 56 | |
| CILE2028b | Gender ratio (male :female participation) Selby | Quarterly / Annual | 45.6 : 54.4 | 45.4 : 54.6 | - | 44 : 56 | |
| CILE2029a | Number of disabled participants Selby | Quarterly / Annual | 5 | 71 | | | |
| CILE2029b | Number of disabled participants Tadcaster | Quarterly / Annual | 2 | 24 | | | |
| CILE2029c | Number of BAME participants Selby | Quarterly / Annual | 5 | 76 | | | |
| CILE2029d | Number of BAME participants Tadcaster | Quarterly / Annual | 4 | 28 | | | |

| | | | | | | | |
|--|---|--------------------|-------|-----------|---|-----------|--|
| CILE2029e | Number of participants from top 20% most deprived communities Selby | Quarterly / Annual | 425 | 381 | | | |
| CILE2029f | Number of participants from top 20% most deprived communities Tadcaster | Quarterly / Annual | 3 | 2 | | | |
| CILE2030 | Visits to activities from disabled participants | Quarterly / Annual | 269 | 1,764 | ✓ | 460 | |
| CILE2031 | Number of swimming lesson participants | Quarterly / Annual | 1,560 | 1,782 | ✓ | 900 | |
| CILE2031a | Number of improved swimming ability qualifications achieved | Quarterly / Annual | 1,764 | 2,580 | | | |
| CILE2032 | Number of Gym Members | Quarterly / Annual | 3,915 | 4,168 | ✓ | 4,115 | |
| 3. SATISFACTION (service effectiveness) | | | | | | | |
| CILE3001 | Number of reportable accidents per 1000 visits Tadcaster | Quarterly / Annual | 0.09 | 0.03 | | | |
| CILE3002 | Number of reportable accidents per 1000 visits Selby | Quarterly / Annual | 0.09 | 0.07 | | | |
| CILE3003 | Number of complaints received per 1000 visits Tadcaster | Quarterly / Annual | 0.18 | 0.2 | ✗ | 0.5 | |
| CILE3004 | Number of complaints received per 1000 visits Selby | Quarterly / Annual | 0.13 | 0.12 | ✓ | 0.5 | |
| CILE3005 | % of customer complaints responded to within timescale | Quarterly / Annual | 100% | 100% | - | 95% | |
| CILE3006 | % Overall user satisfaction | Annual | 78.4% | 80.2% | ✓ | 81% | |
| CILE3007 | Quest Assessment Score - Tadcaster | Annual | - | Good | | | |
| CILE3008 | Quest Assessment Score - Selby | Annual | - | Very Good | - | Excellent | |
| CILE3009 | APSE performance score - Value for money | Annual | 78.4% | 78% | ✗ | 77% | |
| CILE3010 | APSE performance score - facility presentation | Annual | 79% | 81.6% | ✓ | 84% | |
| CILE3011 | APSE performance score - staff & information | Annual | 77.8% | 80% | ✓ | 77% | |

| 4. FINANCIAL (efficiency & economy VFM) | | | | | | | |
|--|--|--------------------|---------|------------|--|--|--|
| CILE4001 | Net cost per visit (£) - Tadcaster | Quarterly / Annual | -0.81 | -0.75 | | | |
| CILE4002 | Net cost per visit (£) - Selby | Quarterly / Annual | -1.09 | -1.21 | | | |
| CILE4003 | Net cost per resident (£) - Tadcaster | Quarterly / Annual | -0.64 | -0.64 | | | |
| CILE4004 | Net cost per resident (£) - Selby | Quarterly / Annual | -4.31 | -5.16 | | | |
| CILE4005 | Net cost per M2 (£) - Tadcaster | Quarterly / Annual | -27.48 | -51.58 | | | |
| CILE4006 | Net cost per M2 (£) - Selby | Quarterly / Annual | -121.13 | -145.08 | | | |
| CILE4007 | Income per Visit (£) - Tadcaster | Quarterly / Annual | 4.87 | 5.12 | | | |
| CILE4008 | Income per Visit (£) - Selby | Quarterly / Annual | 4.57 | 4.48 | | | |
| 5. COMMUNITY WELLBEING | | | | | | | |
| CILE6001 | External funding secured (£) | Quarterly / Annual | £98,830 | £135,715.8 | | | |
| CILE6002 | Number of FANS athletes | Quarterly / Annual | 6 | 3 | | | |
| CILE6003 | Percentage of FANS athletes delivering at least 3 hours' volunteer support per quarter | Quarterly / Annual | 0 | 0% | | | |
| CILE6004 | Number of volunteers | Quarterly / Annual | 19 | 17 | | | |
| CILE6005 | Number of volunteer hours delivered | Quarterly / Annual | 934 | 96 | | | |
| CILE6007 | Number of surgeries engaged with on GP referral scheme | Quarterly / Annual | 36 | 7 | | | |
| CILE6008 | Number of cycling events delivered / supported in Selby District | Quarterly / Annual | 7 | 3 | | | |

| | | | | | | | |
|-----------|---|--------------------|--------|-------|--|--|--|
| CILE6009 | Number of people trained as walk leaders | Quarterly / Annual | 5 | 7 | | | |
| CILE6010 | Number of health walk sessions delivered in Selby District | Quarterly / Annual | 69 | 104 | | | |
| CILE6011 | Number of health walk attendances | Quarterly / Annual | 819 | 1,027 | | | |
| CILE6012 | Number of activities delivered / offered from Selby Park | Quarterly / Annual | 7 | 1 | | | |
| CILE6013 | Number of people accessing offers from Selby Park | Quarterly / Annual | 129 | 11 | | | |
| CILE6014 | Number of new partnerships created to enable sport, physical activity and health | Quarterly / Annual | 31 | 61 | | | |
| CILE6015 | Percentage of primary schools taking up the Daily Mile | Quarterly / Annual | 14% | 0 | | | |
| CILE6016a | Percentage of Selby District schools engaged with | Quarterly / Annual | 51% | 47% | | | |
| CILE6016b | Number of non-Selby District schools engaged with | Quarterly / Annual | 17 | 18 | | | |
| CILE6017 | Percentage of schools accessing school coaching service | Quarterly / Annual | 21% | 18% | | | |
| CILE6018 | Number of school visits to leisure centres / Park | Quarterly / Annual | 432 | 819 | | | |
| CILE6019 | Number of children supported on school programmes | Quarterly / Annual | 12,941 | 6,123 | | | |
| CILE6020 | Number of apprenticeships established | Quarterly / Annual | 3 | 19 | | | |
| CILE6021 | Percentage of GP referral participants completing IPAQ at 12 weeks | Quarterly / Annual | 57% | 66% | | | |
| CILE6022 | Percentage of GP referral participants increasing physical activity at 12 weeks (of those that complete IPAQ) | Quarterly / Annual | 88% | 35% | | | |
| CILE6023 | Percentage of GP referral participants increasing physical activity levels at 12 months | Quarterly / Annual | - | - | | | |
| GIAC0001 | Number of people accessing Macmillan programme | Annual | 28 | 0 | | | |

| | | | | | | | |
|----------|--|--------------------|-------|-----|--|--|--|
| GIAC0002 | Number of volunteers on the Macmillan programme | Annual | 2 | 0 | | | |
| GIAC0003 | Number of new programmes within the Macmillan programme | Annual | 0 | 0 | | | |
| GIHL001 | Number of individuals completing the weight management (MILI) programme | Quarterly / Annual | 1,526 | 327 | | | |
| GIHL0003 | Individuals completing MILI programme and achieving 5% weight loss after 6months | Quarterly / Annual | 782 | 204 | | | |
| GIHL0004 | Number of new clients accessing the MILI programme | Quarterly / Annual | 2,264 | 99 | | | |



Report Reference Number: E/19/07

To: Executive
Date: 11 July 2019
Status: Non key decision
Ward(s) Affected: Whole district
Author: Mike James, Communications Manager
Lead Executive Member: Cllr Mark Crane, Leader of the Council
Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning

Title: Annual Report 2018/19

Summary:

The annual report is a key way in which we tell the story of progress against our Corporate Plan priorities as well as giving important information about our finances and day-to-day performance.

Recommendation:

Executive agrees to the approach and design format for this year's annual report.

Reasons for recommendation:

The Executive is asked to approve publication of the annual report in order for it to be used as a document to explain how the Council has performed and used its money; this also enables the Council to use information within the report to support a range of other public and internal communications.

1. Introduction and background

- 1.1 Each year we produce an annual report for the Council – a review of our key achievements and our financial position.
- 1.2 Last year's report was presented as a special edition of our residents' newspaper, Citizenlink, and delivered to every home in the district. The proposed approach for this year's report is to return to an online-only format, presented primarily through infographics and images.

2. The report

- 2.1 This year's report is designed to be an online-only document. Material is presented through a series of infographics and photo stories.

2.2 With this design we can use extracts from the main document as stand-alone infographics and photo stories for other external communication channels (e.g. social media) and for internal communications (e.g. intranet). We know this type of 'bite-sized' update brings higher rates of audience engagement.

2.3 We'll proactively send links to the full documents to a range of stakeholders, including the organisations we work alongside.

3. Alternative Options Considered

Last year's report was published in the format of our residents' newspaper and distributed to every home. This required significantly more funding than this year's proposed approach, which is designed to create a set of material that can be used through different channels alongside the main document.

4. Implications

4.1 Legal Implications

Not applicable.

4.2 Financial Implications

The report enables us to publish the year-end financial details.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

The report enables the Council to explicitly report progress on work to support the Corporate Plan priorities.

4.5 Resource Implications

Not applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Whilst the main report will be an online-only document, the infographics and photo updates included will be used in a wide range of other communications about the Council's work. This will be included printed documents, such as the residents' newspaper and updates for Council tenants. This will help to maximise the reach of the material across all audience groups.

5. Conclusion

- 5.1** The annual report gives the Council an opportunity to reflect on achievements and challenges and supports our on-going dialogue with residents, businesses and partners.
- 5.2** Publishing the report in the proposed format enables the Council to make the best use of the material in a cost effective way, as infographics and images can be used to support other external and internal communications.

6. Background Documents

Not applicable.

7. Appendices

Appendix A: draft Annual Report 2018/19.

Contact Officer:

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Selby District Council Annual Report 2018/19

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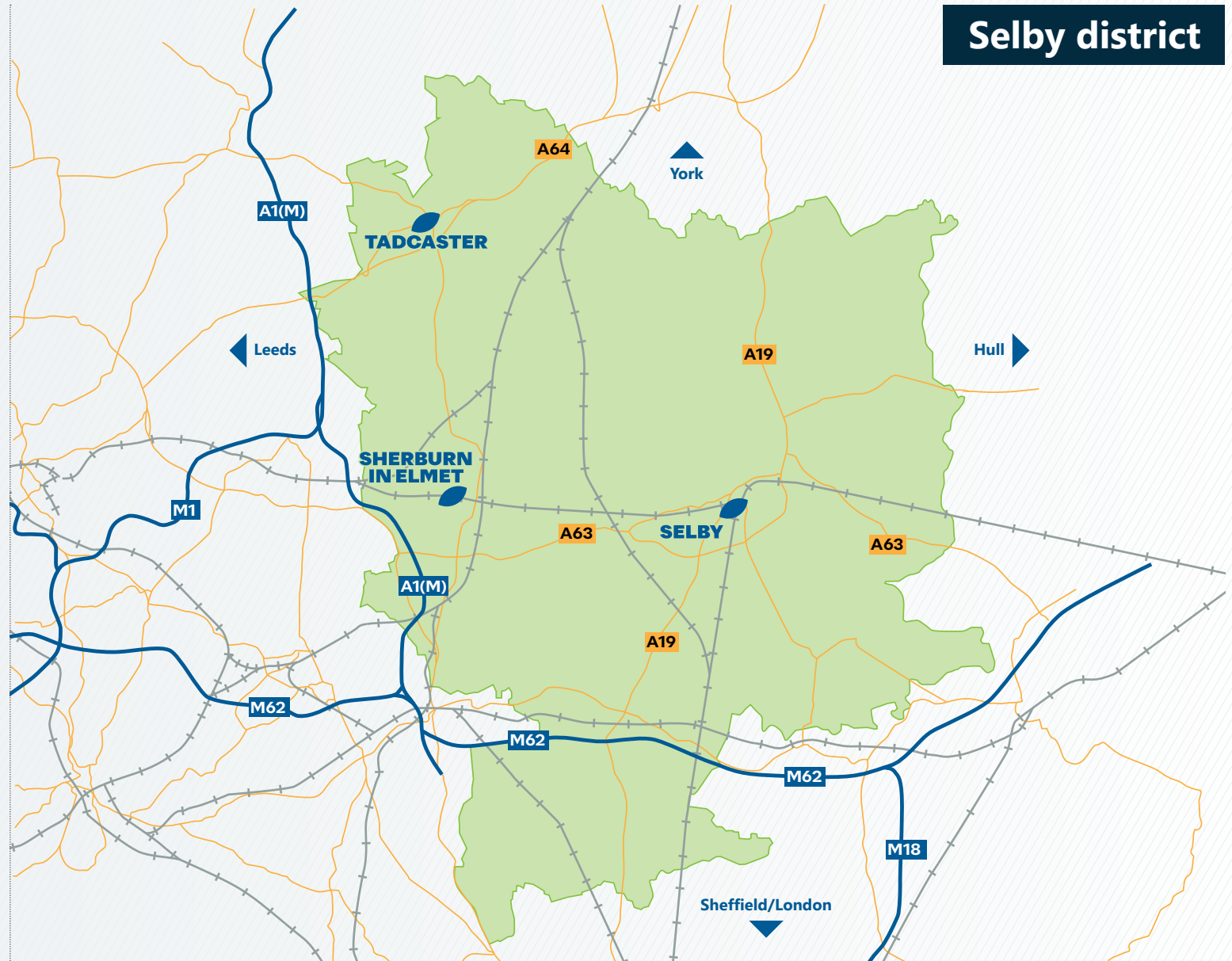
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Selby district



Map courtesy of Andrea Hall Design

Services we deliver



Waste and recycling services



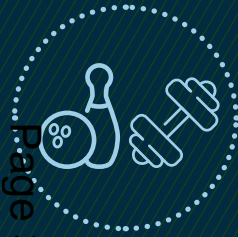
Managing land and property, including bus stations, industrial units and car parks



Planning policy



Environmental health and enforcement



Leisure centres and community leisure services



Housing – repairs and maintenance of Council homes



Benefits and Council Tax support



Business support



Parks and public spaces



Housing support – delivering new affordable homes



Council Tax administration



Business regulation



Off street car parks



Planning applications

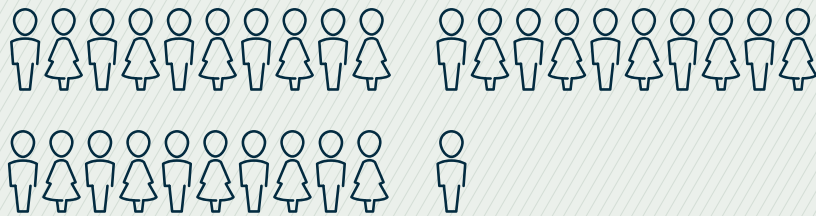


Delivering elections and electoral registration

Political leadership

During 2018/19 this was the Council's political position.

31 councillors



19 wards



Full Council (all 31 councillors meeting together) – sets the overall budget and policies, including setting the type of decisions that can be made by the Council's Executive.

Executive (comprising 5 councillors) – makes decisions within the budget and policy framework set out by Full Council.

Policy Review Committee – contributes to development of new policies and reviews the effectiveness of existing policies.

Scrutiny Committee – looks at decisions made by the Executive and reviews the overall performance of the Council.

Audit and Governance Committee – monitors control procedures and risk management.

Planning Committee – decides on planning applications where these are not delegated to council officers.

Licensing Committee – decides on licensing applications, covering issues such as alcohol licenses and taxis.

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1 leader of Council



5 councillors as Executive members



3 scrutiny committees



2 regulatory committees



1 Chairman of Council (ceremonial post)



Councillor allowances 2018/19

| | |
|------------------------------|------------|
| Leader of the Council | £10,934.99 |
| Deputy Leader of the Council | £5,686.19 |
| Executive Councillors | £5,248.80 |
| Opposition Group Leader | £2,187.00 |
| Scrutiny Chair | £3,280.49 |
| Policy Review Chair | £3,280.49 |
| Audit Committee Chair | £2,187.00 |
| Planning Committee Chair | £4,373.99 |
| Licensing Committee Chair | £3,280.49 |

Workforce 2018/19

Political decisions are implemented by Council officers. The workforce is led by the Chief Executive, Janet Waggott.



263
Employee headcount



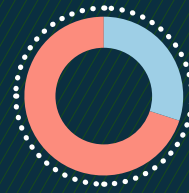
Top earners:
8 male
7 female



Working patterns:
37% part-time
63% full-time



44.6 years
Average age for employees



Gender:
30% male
70% female



8% of employees have declared themselves to have a disability (16% of residents declared themselves as having a disability)



6.8%
Turnover rate



97% of employees declared themselves White British (slightly less than resident population)



Starters and leavers:
33 new starters
18 leavers



£26,638 average annual wage of Council employee

A great place to do business

We've been achieving this by:

Increasing levels of investment in the district

Facilitating the creation of more and higher-paid jobs

Creating conditions for current and future workforce to achieve higher skills and qualifications

Making our market towns more attractive places to live, work and visit

in focus... Yorkshire Studios

My dream is to become a film director. Sitting and working on the set of Victoria is a step closer to this dream", explained Jack Howard who is studying Creative Media Production at Selby College.

Jack is one of a number of students who've been able to do work experience at The Yorkshire Studios in Church Fenton. Most recently, this is where the ITV hit drama, Victoria, has been filmed. During 2018/19 Selby District Council worked closely with owners of the Church Fenton site to develop a proposal for a brand new 'creative industries hub', building on the success of the studios. Creative industries is a growing sector

in the UK economy and with the move of Channel 4 to nearby Leeds, the Selby district is well-placed to take advantage.

The Council's role has been to help shape the proposal for the development and we've offered rate relief to make sure that new investment at the site has the biggest benefit for the local area. It's designed to support well-paid and good quality jobs in creative industries, which also has a positive knock-on benefit for the rest of the local economy. It also has a direct benefit to young people in the area, giving them opportunities that others don't have access to, "We're incredibly lucky to have



the studios so close to the College", explained Jack. "Most colleges just offer theory for a course like mine, but

I can gain really useful and enjoyably practical knowledge and experience".

A great place to do business

We were recognised by the business community as 'Council of the Year' in 2018, for our work to support business growth and jobs.



We've created an economic partnership forum for the district with an initial focus on how businesses and the public sector can work together to secure investment in transport – our work on this has been recognised at a high level in government.



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We've started to map out plans for the redevelopment of Selby station, to improve links into the town centre and proposed new housing and business development at Olympia Park. This has been supported by a recent announcement of new funding to improve accessibility at the station.



We devised and delivered Selby Business Week 2019, offering a range of practical support for our business community through a series of events.

A great place to do business

Our work with the developers of Sherburn2 has helped to secure the first occupiers for this major new development site – Cromwell Polythene. The Sherburn2 site has the potential to support over 2,000 new jobs and is one of the Council's strategic development locations.



We offered free parking in our Selby town centre car parks in the run-up to Christmas, to support town centre retailers. This complemented existing free parking in Tadcaster and Sherburn-in-Elmet.



In summer 2018 we invested in new street furniture in Selby town centre to help brighten up the streets and encourage visitors into the town. This also included new seated areas for shoppers and community musicians testing the new event spaces. This has supported the early stages of our work on setting a long-term vision for our town centres.

A great place to do business



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We've invested in making improvements to Selby bus station, to make it more welcoming and safe. This is part of our long-term improvement work to support our town centres.

We've been making improvements to our car parks in Selby, which supports our ambitions of helping local retailers and bringing more visitors into our town centres. During the year improvement work was completed at New Lane and Audus Street, with other works already in the pipeline.



Our work to raise the profile of the district as a business destination has received national recognition during the year and we worked with ITN Productions to create a film about our investment opportunities. Watch the film [here](#).

A great place to enjoy life

We've been achieving this by:

Developing our Local Plan, which will deliver more homes in our area

Building new council homes and working with the Selby & District Housing Trust to develop new affordable homes

Creating conditions for you to be healthier, including more opportunities for leisure and exercise

In focus... New Council Homes

Page 46

This has been absolutely life changing for us as a family", explained Debra Thomas, who's just moved into one of Selby District Council's brand new family homes at Byram.

Debra has three children, one of whom is severely autistic. "We've been living in the village for nearly 20 years so to get a four-bedroom house in the local area was amazing", she explained. "It's especially important for our youngest son, James. Because of his autism, James really needs support when dealing with change. Moving to a new home so close by has meant that we've been able to remain really settled".

Debra's new home is one of 13 Council-owned family homes that were built during 2018/19. The development is part of a long-term £22m investment in new affordable homes across the area by the

Council. At Byram, the new family homes replace previously hard-to-let flats. "These new homes offer people in the area the type of properties they need", explained Council Leader, Cllr Mark Crane. "It's also a chance for us to invest in the community, to create better spaces and homes for local people."

Cllr Crane continued, "Investing in affordable homes is part of our commitment to making the Selby district a great place to enjoy life. We know we've got a really good quality of life here and it's important to ensure that the Council continues to support this and to support people's access to good quality homes."



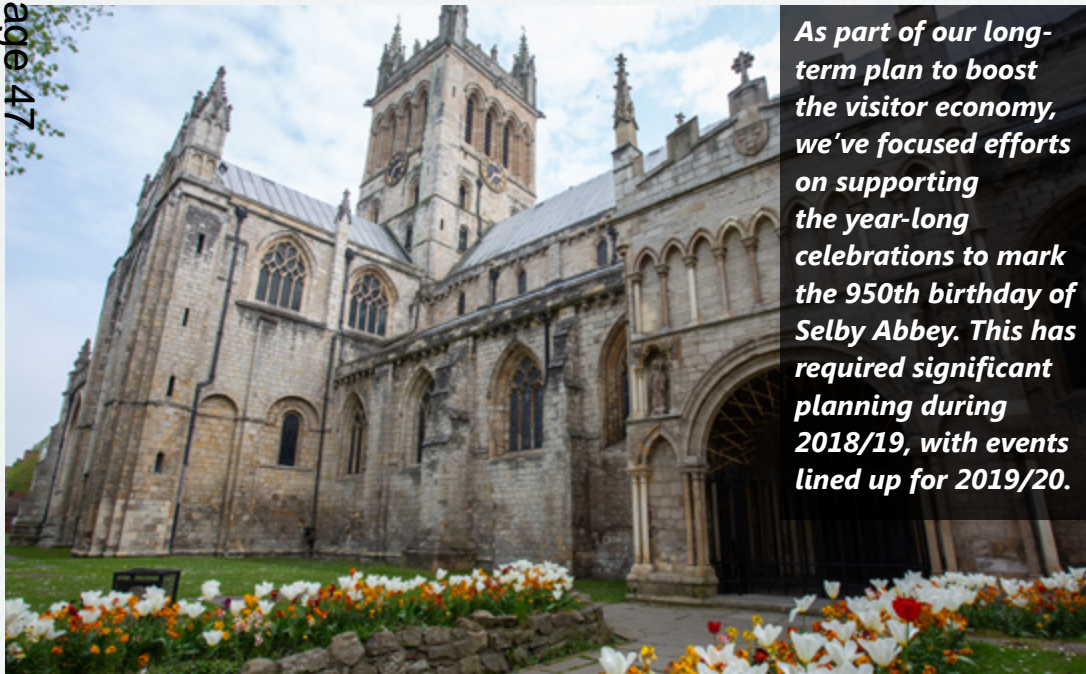
A great place to enjoy life



Alongside building new council homes, we've also been working with the Selby & District Housing Trust to build new affordable properties. As part of this partnership, in autumn 2018 five families were able to move into brand new affordable homes at Riccall.



We've invested £1.5m in our council homes during the year to improve standards for our tenants to fund improvements such as upgrades to heating systems, damp protection works, footpaths and new boilers. During the year, we also agreed to double the money we're investing in our homes for 2019/20.



As part of our long-term plan to boost the visitor economy, we've focused efforts on supporting the year-long celebrations to mark the 950th birthday of Selby Abbey. This has required significant planning during 2018/19, with events lined up for 2019/20.



As part of the Selby 950 celebrations, in 2018/19 we agreed to invest in bringing the Tour de Yorkshire international cycle race back to Selby, with a significant amount of work to deliver this event (which took place in May 2019) during the year.

A great place to enjoy life

We want the legacy of Selby hosting cycling events to be long-term, which is why we updated the byelaws covering Selby Park during the year to enable people to use the space for cycling – there are plans to launch a bike hub in the park in 2019/20. We've also invested £20,000 to improve lighting in the park and there have been improvements to signage and important tree works.

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In December we created a special Christmas film to promote our recycling services at the busiest time of year for the service. Social media posts sharing the film reached around 12,000 people. Watch the film [here](#).



We invested £200,000 to refresh facilities and improve visitor numbers to Selby Leisure Centre and Summit Indoor Adventure. This included improving access between the two buildings, an extension of the children's party rooms, new meeting rooms and fitness rooms and an extension to the gym.



Our nationally-recognised Don't be a Waster campaign has continued, with the launch of a partnership with businesses to offer re-usable plastic bottles, a re-usable nappy project, a new scheme to help prevent litter from lorry drivers using the Sheburn industrial park and work with schools to raise awareness of the problems of litter.

Great place to make a difference

We've been achieving this by:

Increasing the number of people and organisations we talk to about the things we're planning to do, so we get a better understanding of needs and aspirations.

Involving more people in the delivery of services

Giving people more opportunities to confidently access our online services

In focus... Selby Health Matters

Page 49



"Taking tests like this can help us all to make any changes we need to make sure we can continue to be healthy", explained Cllr Chris Pearson who was one of many people who took advantage of free 'heart age' tests offered as part of the work of the Selby Health Matters partnership.

The Council is a key member of this group, which brings together local authorities and health and community providers. By working together, we can better focus on the key health priorities for the community we jointly serve. This supports our ambition to reduce health inequality in the district.

In September we were able to host a drop-in event at The Summit to give people a chance to take a 'heart age test' and have their blood pressure checked. The aim was to give people support and information about lifestyle choices that impact on heart health. "Heart disease is one of the biggest killers", explained Dr Nigel Wells who is a GP at a surgery in Selby, "This is a way of working together to focus on this priority".

Great place to make a difference

We've been investing in our car parks and asking the people who live and work in our area for their thoughts on what we're doing – we received over 250 direct responses to surveys about improvement work to Audus Street, Micklegate and Back Micklegate car parks and social media posts explaining our plans reached nearly 13,000 people.



Throughout the year we've supported Community Engagement Forums (CEFs) to invest in their local areas. Community groups are able to bid for money if their project directly supports the CEF's priorities - such as a £1,000 grant to a gymnastic club in Sherburn to offer more young people the chance to take part in something that supports their health and wellbeing.



During the year we supported 960 people through our Lifeline service, which helps people to continue living independently in their own homes.



We've been expanding tenant participation in decisions about our housing service. During the year we had 60 new tenants show an interest in taking a more active role and we introduced a brand new Repairs and Maintenance Panel, which focuses on how we manage reactive and planned work to council-owned homes.

Delivering great value

We've been achieving this by:

Developing and delivering more services in partnership with others

Commissioning services from others where this offers better value for money

More effective communication with residents to help us better understand what matters most

Increasing the income we generate and collecting a greater proportion of the debt owed to us

Delivering more services online

In focus – Staff awards

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"It's a real privilege to be part of the group that decides who wins a staff award each month", explained Rachel Bradshaw who works at the Council's customer contact centre. Rachel is one of a group of staff who each month review submissions for a staff award to recognise people who've done a fantastic job for the council and – importantly – the people we serve.

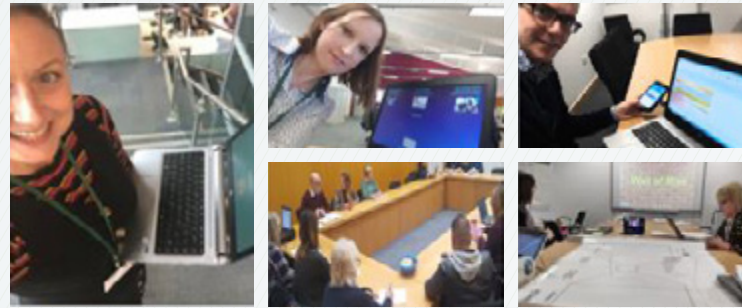
This helps us to celebrate our success and to motivate staff – celebrating good work is a way of encouraging and supporting everyone in the council to continually improve what we do and how we do it.

"It's staff themselves who use the awards to recognise the work of their colleagues – which is a great way of getting everyone involved and thinking about how we can continually do our best and improve things", continued Rachel. She helps to coordinate the awards which are then presented to staff at 'all staff' briefing sessions led by the chief executive or council leader.

Staff have been given awards for a wide range of reasons. Recently this has included to a member of staff who went above and beyond to help someone with very complex needs who'd come into our contact centre for support; another person for their work with the police to secure a special control order to tackle antisocial behaviour in Selby; and to someone else for the way in which they dealt with an abusive customer.

Delivering great value

We've been making progress during the year for the move of North Yorkshire Police into the civic centre building in Selby. This will help to save money for the police and deliver an income to the Council. We've also recently welcomed to the building a County Council-owned property design company, which brings additional income.



We signed the government-backed Digital Declaration, which sets out key standards for delivering access to online services and keeping data safe – this will help to shape our work to provide more online services in the future.

We launched a new interactive map on our website during the year, which gives you information about a range of local services – including those run by other organisations - and local councillors.



We introduced a new and more efficient way for people to submit information about benefit claims. This can now be done all online, which makes it easier for our customers and also more efficient for us to deal with.






















In response to issues raised by our residents, we've been developing our enforcement function during the year. This covers lots of different aspects of our work including planning, environmental health and housing. It's included work on our first ever 'Closure Order' for a council home, to stop certain people from entering the property to help others living in the local area.












Our performance

We measure how well we're doing through a number of 'key performance indicators'. These enable us to test the impact and effectiveness of our work in our community. Here is how our performance looked at the end of 2018/19.

Delivering corporate priorities: KPIs year end 2018/9

| KEY |  Trend - Improving |  Trend - Getting Worse |  Trend - No Change |  Data Only |
|-----|---|--|---|---|
| |  OK - target met |  Alert - target not met |  Warning - target not met but within acceptable limit | |

| KPI | Direction of Travel | 2017/2018 | 2018/2019 | Trend | Traffic Light | What does this mean? |
|---|---------------------|-----------|-----------|---|---|--|
| Number of SMEs supported | Aim to Maximise | 100 | 256 |  |  | The success of Business Week in March contributed to this excellent performance. |
| Number of additional homes provided in the district | Aim to Maximise | 524 | 639 |  |  | Well above the 450 pa target (exceeded for the last three years) and helps us to sustain our 5YHLS. |
| Number of affordable homes provided in the district | Aim to Maximise | 86 | 182 |  |  | 157 through section 106 agreements, 13 built by the Council and 11 by Selby District Housing Trust |
| Number of new Selby District Housing Trust units delivered | Aim to Maximise | 0 | 11 |  |  | We have built new homes in Riccall and taken ownership of new build properties in Ulleskelf this year. |
| Number of new Selby District Council/HRA units delivered | Aim to Maximise | 15 | 13 |  |  | We have built new family homes in Byram this year. |
| Average time taken to re-let vacant Council homes (General Need & Sheltered combined) | Aim to Minimise | 34.2 | 50.3 |  |  | 290 properties re-let in 2018/19. |

| KPI | Direction of Travel | 2017/2018 | 2018/2019 | Trend | Traffic Light | What does this mean? |
|--|---------------------|-----------|-----------|---|---|--|
| % of emergency/urgent repairs to council-owned properties completed within agreed timescales | Aim to Maximise | 99.55 | 99.48 |  |  | We have maintained performance across another busy year - 4997 repairs this year. |
| The number of empty properties brought back into habitable use (Year to date) | Aim to Maximise | 18 | 24 |  |  | We continue to benefit from dedicated resources – annual target exceeded at Q3. |
| Number of missed bins per 1,000 collections (Note: average collections per month 77,000) | Aim to Minimise | 0.34 | 0.35 |  |  | Number of developments is putting pressure on rounds. |
| % of relevant land and highways assessed as within contract standard for litter | Aim to Maximise | 95.99 | 97.06 |  |  | During 2018/19 792 out of 816 streets inspected were within contract standard. |
| Number of visits to combined Leisure Centres | Aim to Maximise | 395,893 | 397,352 |  |  | This has improved since last year and we are just below target. We continue to actively promote our leisure services. |
| Number of gym 'Lifestyle' members as % of population | Aim to Maximise | 19.3 | 10.63 | N/A |  | Lifestyle cards enable us to monitor service use. This is less useful as a performance measure and will be replaced in future. |

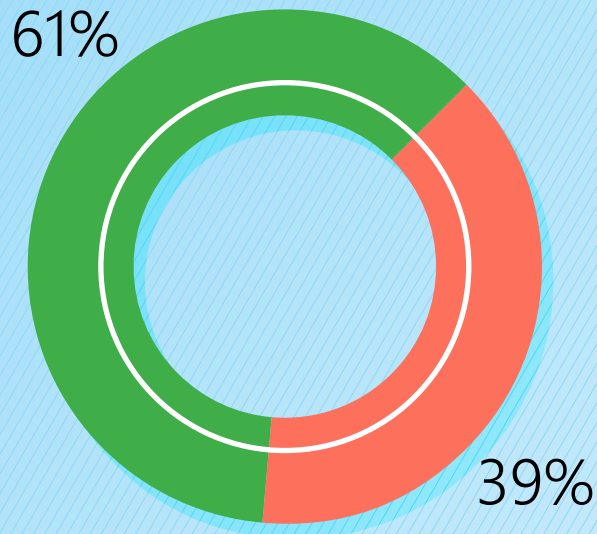
Delivering corporate priorities: KPIs year end 2018/9

| KPI | Direction of Travel | 2017/2018 | 2018/2019 | Trend | Traffic Light | What does this mean? |
|--|---------------------|-----------|-----------|-------|---------------|---|
| Council Tax Base | Aim to Maximise | 30,798 | 31,094 | ↑ | 🟢 | During the year there has been an increase of 698 dwellings, which increased the base by 296, after taking into account discounts and exemptions. |
| % of active gym 'Lifestyle' members participating in 1 or more sessions per week | Aim to maximise | 46.65 | 48.4 | ↑ | 🟢 | Strong performance. We continue to actively promote services. |
| Number of GP referrals | Aim to maximise | 377 | 237 | ↓ | 🔴 | Performance is directly affected by our other health programmes. We continue to work with local health services to promote the programme. |
| External auditor Value for Money conclusion | Maintain | Yes | Yes | 📊 | 📊 | The external auditor continues to agree we are delivering value for money. |
| Amount of planned savings achieved (£000s) | Aim to Maximise | £923k | £855k | ↓ | 🔴 | Some savings expected this year will be delivered in 2019/20. Savings made in planning, IT, process transformation, use of assets and loans |
| Average days sick per FTE (full time employee) in the last 12 months | Aim to Minimise | 6.33 | 8.91 | ↓ | 🔴 | We have implemented measures to tackle absence including training managers. |
| Average time to process new benefit claims (total) | Aim to Minimise | 21.34 | 19.7 | ↑ | 🟢 | System efficiencies have contributed to good performance. |
| Average days to process Change of Circumstances | Aim to Minimise | 4.61 | 4.20 | ↑ | 🟢 | Consistent performance – target may be revised in future. |
| Processing of planning applications: % Major applications processed in 13 weeks | Aim to Maximise | 79.63 | 83.33 | ↑ | 🟢 | We continue to see the benefits of our planning review and the additional resources we put in place. |
| Processing of planning applications: % Minor & Other applications processed in 8 weeks | Aim to Maximise | 88.32 | 77.78 | ↓ | 🔴 | Following on from the planning review, we introduced new software at the end of the year which should contribute to improved performance |
| % of stage 1 complaints responded to within 20 working days | Aim to Maximise | 80 | 91 | ↑ | 🟢 | We have improved our efficiency in dealing with complaints. |

| KPI | Direction of Travel | 2017/2018 | 2018/2019 | Trend | Traffic Light | What does this mean? |
|--|---------------------|-----------|------------|-------|---------------|---|
| % of stage 2 complaints responded to within 20 working days | Aim to maximise | 79 | 100 | ↑ | 🟢 | 100% performance achieved throughout the year. |
| % Freedom of Information requests responded to within 20 days | Aim to Maximise | 86 | 89.16 | ↑ | 🟢 | Improvements to our open data have allowed us to respond to FOIs quicker. |
| The average wait time - in minutes - before a customer is seen by an advisor. | Aim to Minimise | 7.33 | 5 | ↑ | 🟢 | Recruitment and self-serve options have helped to improve performance. |
| The average wait time - in minutes - before a customer phone call is answered by an advisor | Aim to Minimise | 1.54 | 1.03 | ↑ | 🟢 | Recruitment and access to online information has impacted positively on performance. |
| % of people accessing Benefits forms and Taxation direct debits forms online in relation to other channels | Aim to Maximise | N/A | 35 | N/A | 🟢 | There has been a good take up rate for the new on-line forms. 70% of direct debit forms submitted in Q4 were on-line. |
| Health & Safety: Accidents in the last 12 months (Year to date) | Aim to Minimise | 15 | 17 | ↓ | 🟡 | One of these accidents was classed as reportable to the HSE – they were satisfied with the submitted report and requested no further information. |
| % of Council Tax debt collected | Aim to Maximise | 98.37 | 98.35 | ↓ | 🟢 | We are 0.45% ahead of target which is equivalent to 251k. |
| % of Council Housing rent and arrears collected | Aim to Maximise | 98.52 | 97.81 | ↓ | 🟡 | Universal Credit and some staff shortages have impacted on performance. |
| % of Non-domestic Rate debt collected | Aim to Maximise | 99.36 | 99.62 | ↑ | 🟢 | £433k above target and 0.26% ahead compared to last year. |
| % of Sundry Debt collected | Aim to Maximise | 98.09 | 95.62 | ↓ | 🟡 | Staff shortages and systems issues (under investigation) have impacted on performance. |
| Amount of Business Rates Retained (£s) | Aim to Maximise | 9,720,451 | 10,009,411 | ↑ | 🟢 | Improved performance as we continue to receive the renewable energy windfall. |

Delivering corporate priorities: KPIs year end 2018/9

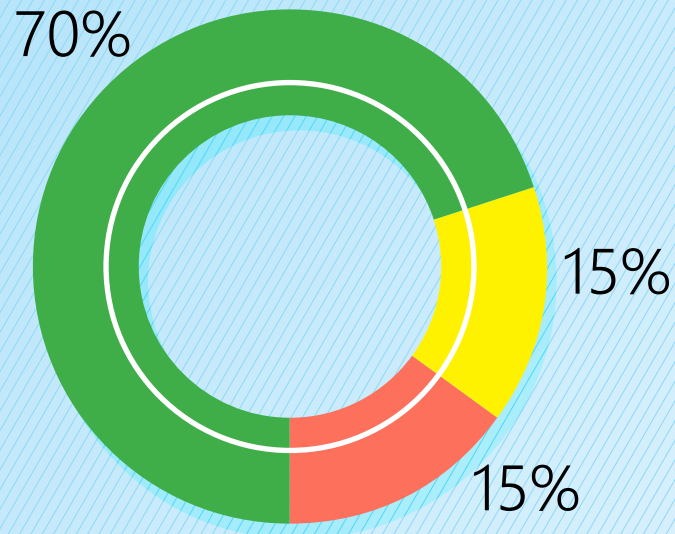
2018/19 Trend Analysis



- Trend - improving
- Trend - getting worse

This table shows how we have performed in 2018/19 in comparison to 2017/18. It only includes those indicators which are directly comparable.

2018/19 Target Analysis



- OK
- Warning
- Alert

This table shows how we have performed in 18/19 against our annual targets. This does not include those indicators which are for data only.

Our money

During 2018/19

- We spent £50.2m running our services
- We delivered £0.2m of new savings and efficiencies
- We invested in our priorities to make the Selby district...
 - A great place to do business
 - A great place to enjoy life
 - A great place to make a difference
 - Supported by us delivering great value

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Cost of our services

| | |
|--|---------------|
| Housing | £22.2m |
| Leisure, licensing, planning and environmental health services | £7m |
| Programme for Growth investment, economic development and partnerships | £0.8m |
| Drainage Boards | £1.7m |
| Management services (including support functions, management and the cost of democracy) | £4.7m |
| Other services (including customer contact centre, Lifeline support service, homelessness support and waste collections) | £3.1m |
| TOTAL COST OF SERVICES | £39.6m |
| Interest payable | £2.5m |
| Accounting adjustments, including pension adjustments and contributions to reserves | £8m |
| TOTAL COST | £50.2m |

Where the money came from

We received £50.2m income last year. £26.5m came from central government contributions covering specific grants to cover spending on some services such as housing benefits and also providing general grants

Housing rents, amounting to £11.8m is another large income source. This is used to cover the running costs of our council homes and property.

Council Tax revenue made up around 10.7% of our total income. This figure does not include parish council precepts.

| | |
|---|---------------|
| Government grants and other contributions | £16.5m |
| business rates | £10.6m |
| Housing rents | £11.8m |
| Fees, charges and other income | £6m |
| Council Tax | £5.4m |
| TOTAL INCOME | £50.2m |

Council Tax

The average Council Tax bill in the Selby district (for a Band D property) in 2018/19 was £1,784.42. The District Council kept a small proportion of this. The rest went on other public sector organisations.

| | |
|---|-----------|
| North Yorkshire County Council | £1,248.85 |
| North Yorkshire Police Authority | £232.82 |
| Selby District Council | £175.22 |
| North Yorkshire Fire and Rescue Authority | £69.20 |
| Parish councils (average) | £58.33 |

The £175.22 we received from the average Council Tax bill was equal to just £3.37 per week. It helped pay for a wide range of services, such as waste and recycling collections, recreation and sport, the cost of democracy, environmental health and planning, among others.

Waste collection and recycling

Recreation and sport

Electoral registration and elections

Emergency planning

General grants

Open spaces

Environmental health

Food safety

Pollution reduction

Public conveniences

Community safety

Street cleaning

Building control

Planning development control

Planning policy

Land charges

Car parking

Concessionary travel

Private sector housing grants

Helping to prevent homelessness

Housing Benefits administration

Other housing

Local tax collection

Cost of democracy

Economic development

Corporate management

Internal Drainage Board levies

Corporate risks

Financial sustainability is a major risk for the Council as we see our funding from central government reduce. We are managing this through careful and long-term financial planning and have a savings strategy and action plan to reduce our costs and grow our income so that valued frontline services can continue. We're also planning for the future and setting aside money to help us deal with unforeseen circumstances as well as to meet future commitments and provide resources for investment in our district.

6690959

Capital spend

In addition to the money we spend on delivering day to day services we also invest in our assets to ensure we have facilities that are fit-for-purpose and help us deliver the services you need. Last year we spent £6m on this.

| | |
|---|-------|
| Council house improvements | £2.6m |
| Other land and buildings, including our leisure centres | £1.1m |
| Home improvement grants, including facilities for the disabled | £0.4m |
| Vehicles and equipment, including computer equipment and our Lifeline service | £0.3m |
| Supporting community projects, including support to voluntary groups and Selby & District Housing Trust | £1.6m |

We paid for this investment through

| | |
|---|-------|
| Our housing major repairs | £1.6m |
| Other reserves and contributions from reserves income | £2.9m |
| Internal borrowing using our cash balances | £1.2m |
| Capital receipts | £0.3m |

What are we worth?

Each year we draw up a balance sheet that represents how much our land and property is worth, what we owe to others, what others owe to us and how much cash we have. As of 31 March 2019 the balance sheet looked like this.

| | |
|-------------------------------------|----------------|
| The value of our land and property | £187.1m |
| Our investments and cash | £56.7m |
| Money owed to us | £8.8m |
| Less: | - |
| Money we owe to others | £7m |
| New borrowing and other liabilities | £70.8m |
| OUR NET WORTH | £174.8m |

Contact us

For more information about Selby District Council look online: www.selby.gov.uk

You can also follow us on  [@SelbyDC](https://twitter.com/SelbyDC)  Search for **Selby District Council**

If you need to contact us, you can get in touch via

Our website: www.selby.gov.uk

Email: info@selby.gov.uk

Telephone: **01757 705101**

Address: **Market Cross shopping centre, Selby YO8 4JS**

Phone lines are open

Monday, Tuesday and Thursday . . . **8.30am - 5pm**

Wednesday **10am - 5pm**

Friday **8.30am - 4.30pm**

Customer contact centre opening hours

Monday to Friday **9.30am - 4pm**

Wednesday **10am - 4pm**

(Closed weekends and bank holidays)

If you want to contact your local ward councillor, full contact details can be found online: www.selby.gov.uk/councillors. Details can also be found in our councillor guide available in local libraries and at our customer contact centre.

Our main civic centre office

Selby District Council, Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT

If you would like this information in another language or format such as Braille, large print or audio, please ring **01757 705101** or email communications@selby.gov.uk



Report Reference Number: E/19/08

To: Executive
Date: 11 July 2019
Status: Non-key decision
Ward(s) Affected: All Wards
Author: Caroline Skelly, Planning Policy Manager
Lead Executive Member: Cllr Richard Musgrave, Lead Councillor for Place Shaping
Lead Officer: Dave Caulfield, Director of Economic Regeneration and Place

Title: Selby District Local Plan

Summary:

The Council adopted the Core Strategy in October 2013 and have subsequently been working on the preparation of a Site Allocations Local Plan which will identify specific sites to meet the delivery of the current spatial strategy. Following this it was the intention to prepare a Development Policies Plan which was anticipated to be adopted in 2021. This has been a sound approach supported through ongoing legal advice however the context is now shifting and a different approach needs to be considered.

Recent changes to National Planning Policy and the Council's strong position relating to 5 year housing supply enables us to consider the merits of producing a new plan which reflects current government advice to prepare a single Local Plan for an area. The short timescales remaining post adoption of both the emerging Site Allocations Local Plan and the Development Policies Document means that a tipping point has now been reached and consideration should be given to commencing preparation of a new comprehensive Local Plan for the District, which properly reflects the Council's Corporate Priorities and its social, economic and environmental ambitions.

Recommendations:

That Executive recommend to Council that:

- 1. Work begins on the preparation of a new comprehensive Local Plan for Selby District utilising the evidence base and work that has already been undertaken to support the emerging Site Allocations Local Plan.**
- 2. The revised Local Development Scheme which sets out the timescales for the preparation of a new Local Plan at Appendix A is approved for publication.**

Reasons for recommendation

The preparation of a new Local Plan will help to ensure that the Council has a robust development plan for the whole District, prepared in line with current national planning guidance which properly reflects its Economic Strategy and Corporate Priorities.

1. Introduction and background

1.1 The Planning and Compulsory Purchase Act 2004 underpins the 'plan led' system in which certain planning decisions must be made in accordance with the adopted local development plan unless material considerations indicate otherwise. The Council adopted the Core Strategy in October 2013 which includes development policies that set out the vision and strategic policies that broadly direct how much development should take place and where it should be located across the District. Since the adoption of the Core Strategy work has been underway on the preparation of the Site Allocations Local Plan which would specifically allocate sites to deliver the policy aspirations set out in the Core Strategy. A further Development Policies Document was due to be progressed to complete the Local Development Framework.

1.2 Although work has been progressing on the Site Allocations Local Plan the evolving local context and approach set out in revised national planning policy suggests that it is the right time to consider a new approach. These key contextual changes are:-

- Implications of Revised National Planning Policy
 - Housing Policies
 - Five Year Housing Supply and Housing Delivery Test
 - Affordable Housing Provision
 - Employment Land Requirements
 - Requirement to Review Strategic Policies

- Changing Local Context
 - Council's Economic Framework and Corporate Priorities
 - Infrastructure Planning
 - Maintenance of Housing Supply
 - Spatial Strategy Approach

1.3 This report considers each of these issues in more detail.

2. Implications of Revised National Planning Policy Framework

2.1 The Revised National Planning Policy Framework (NPPF) was published in July 2018 with an updated version published in February 2019. The presumption in favour of sustainable development remains at the core of the NPPF and for plan making this means that plans should positively seek opportunities to meet the development needs of their area and be sufficiently flexible to adapt to rapid change. The tests of soundness have been amended and now the requirement is for Local Plans to demonstrate an 'appropriate

strategy' rather than 'the most appropriate strategy'. A number of changes were introduced in the revised NPPF which have implications for Selby District Council and the continuation of the Site Allocations Local Plan and preparation of a Development Policies Document.

Housing Policies

- 2.2 Paragraph 60 of the revised NPPF provides that strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals. The standard methodology is based on the government's household projection figures with an additional uplift applied where high affordable housing needs are identified. Unlike previous calculations of Objectively Assessed Housing Need the new standard methodology does not consider the implications of economic growth or requirements to meet specific demographic challenges for example addressing an ageing population.
- 2.3 The Core Strategy sets out a housing requirement for the delivery of 450 dwellings per annum up to 2027. Based on the latest standard methodology calculation the draft SHMA (February 2019) states that Selby District's housing requirement is 365 dwellings per annum (this is updated from the 371 figure published in 2017 with the 2014 household projection figures). This figure is below the Core Strategy housing requirement.

Five Year Housing Land Supply and Housing Delivery Test

- 2.4 The NPPF requires that local planning authorities identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years supply against their housing requirement set out in adopted strategic policies or against their local housing need where the strategic policies are more than five years old (unless these strategic policies have been reviewed and found not to require updating).
- 2.5 The Council produces an Annual Five-Year Housing Land Supply statement which is published on our website. The most recent statement is currently being prepared and will show that 625 net dwellings were completed between April 1st 2018 and 31st March 2019. We are currently consulting the development industry on the assumptions which underpin the 5 Year Supply position, however the current draft shows that we currently have 5.6 years of supply against the 450 dwellings per annum target and 6.1 years against the 365 target. This means that further allocations/permissions will need to be added in order to maintain supply over the long term.
- 2.6 The revised NPPF also introduces the Housing Delivery Test which applied from November 2018. The test assesses Local Planning Authorities on the total net homes they have delivered over the last three years against the total number of homes required. Where housing requirements are more than five years old the Housing Delivery Test is based on the minimum annual local housing need figure i.e. the 365 figure.

- 2.7 The Housing Delivery Test applies penalties to all local planning authorities that, in the three years up to the preceding April, do not meet their housing requirement or come very close to it, with the severity of the sanction varying according to the extent of the underperformance. Authorities delivering under 95 per cent of their housing requirement have to produce an action plan detailing the reasons why they are under-delivering and how they will address them. Those under 85 per cent of their requirement are required to add a 20 per cent buffer to their five-year housing land supply requirement, instead of the usual five per cent buffer. Meanwhile, the worst performers - those under 25 per cent in November 2018, rising to 45 per cent in November 2019 and 65 per cent in November 2020 - face the NPPF's presumption in favour of sustainable development.
- 2.8 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 negative consequences will apply. This shows that the Council is currently in a good position in relation to the Housing Delivery Test.
- 2.9 The preparation of a new Local Plan will allow for the consideration of further sites through the allocations process which will help with the District's supply over the longer term and maintain both the 5 year housing supply position and the assessment against the Housing Delivery Test.

Affordable Housing Provision

- 2.10 The revised NPPF says that the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies. It goes on to say that where a need for affordable housing is identified, planning policies should specify the type of affordable housing required and expected it to be met onsite. Paragraph 63 says that the provision of affordable housing should not be sought for major developments (i.e. those less than 10 dwellings) other than in designated rural where policies may set out a lower threshold of 5 or fewer.
- 2.11 The Core Strategy requires that provision of up to 40% affordable housing is sought on developments greater than 10 dwellings dependent on the outcome of a viability assessment. The current approach also seeks the provision of an off-site contribution on sites of less than 10 dwellings.
- 2.12 The revised NPPF requires that affordable housing provision and other planning obligations should be established through the local plan. Affordable housing is another strategic policy which should be reviewed as we will need to re-consider the policy relating to off-site contributions on smaller sites and new home ownership models such as Starter Homes.

Employment Land Requirements

- 2.13 The Revised NPPF says that planning policies should set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth. The Core Strategy identifies a requirement of deliver 37-52 hectares across the District.
- 2.14 Since the start of the plan period up 31st March 2017, approximately 117 ha (net) of employment land has been granted consent, the majority of which is located in Sherburn in Elmet. In addition there are a number of further proposals for the development of employment land in the District.
- 2.15 The 2018 Employment Land Review update considers that there is justification in delivering a greater amount of employment land than that set out by the Core Strategy and this is supported in the NPPF which says that planning policies should help create the conditions in which businesses can invest, expand and adapt.
- 2.16 Nevertheless the Core Strategy is no longer aligned with the priorities set out in the Council's current Economic Development Framework. Since the adoption of the Core Strategy opportunities for the development of employment land have arisen following the closure of Kellingley Colliery. The successful redevelopment of Sherburn Industrial Estate has now led to the development of Sherburn 2. In addition the Council is now working with adjacent authorities to consider the potential opportunities associated with the M62 energy corridor. The Council is also considering the improvements of the town centres through the Transforming Cities Fund and Heritage Action Zone bids. The preparation of a new Local Plan will provide the opportunity to set out policies which provide the development framework to support the Council's economic growth ambitions.

Requirements to Review Strategic Policies

- 2.17 It is a legal requirement to carry out reviews of local plans at least every five years as set out in Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. Paragraph 33 of the NPPF says that reviews should be completed no later than 5 years from the adoption of a plan and should take account of:-
- changing circumstances affecting the area,
 - or any relevant changes in national policy.
- 2.18 The NPPF goes onto say that relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly. Strategic policies are defined in the NPPF as those which set out an overall strategy for the pattern, scale and quality of development and make sufficient provision for:
- housing (including affordable housing), employment, retail, leisure and other commercial development;

- infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management and the provision of minerals and energy (including heat);
- community facilities (such as health, education and cultural infrastructure); and
- conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.

2.19 The Core Strategy was adopted in October 2013 and therefore a review of the strategic policies contained in the document is required. The evidence which underpinned many of these policies is now considered out of date, especially in relation to housing numbers and employment land requirements. Although consideration has been given to a partial review of the Core Strategy, the scope of the changes are seen to be fundamental and therefore it would be difficult to undertake this within the context of the current plan. For these reasons it is considered that the preparation of a new Local Plan is a more appropriate way forward.

2.20 The NPPF states that strategic policies should look ahead over a minimum 15 year period from adoption. It is important to note that due to the time taken to complete the Site Allocations Local Plan by the time this is formally adopted there will be less than seven years remaining within the plan period. In addition, the Local Development Framework will still not be complete until the Development Policies Document is subsequently completed. The remaining plan timescale is likely to be challenged through the examination process as the NPPF requires plan to look forward over at least a 15 year period.

3. Changing Local Context

Council's Economic Development Framework and Corporate Priorities

3.1 The adopted Core Strategy is not aligned with the Council's ambitions for growth and doesn't reflect new opportunities which have emerged over recent years for example closures of existing industrial uses such as Kellingley Colliery. The Council's recently adopted Economic Development Framework identifies opportunities for the development of a number of locations across the District which are not identified spatially in the Core Strategy. The preparation of a new Local Plan will allow for these ambitions to be properly aligned and to provide the spatial development support for proposals and provide certainty to site promoters. By working with NYCC and other stakeholders we will be able to plan over the long term for the provision of a range of infrastructure including rail, highways, walking and cycling so that they are an integral part of our growth ambitions.

3.2 The preparation of a new Local Plan will allow the Council to articulate its vision for the growth of the District and reflect issues around health, well-being, inclusive growth, and the priorities set out in the Corporate Plan. By

having a robust spatial approach we will be able to maximise opportunities for new business rates and council tax revenue generated from new development to help with the future sustainability of the Council.

Infrastructure Planning

- 3.3 Work is being undertaken to consider the development and infrastructure requirements around Sherburn in Elmet and Church Fenton over the short, medium and long term with a view to ensuring sustainable growth is achieved. The aim of the work is to develop a joint approach through 'Better Together' to facilitate economic growth, investment and enhanced transport and infrastructure
- 3.4 Through 'Better Together' we can work collaboratively with North Yorkshire County Council on the preparation of a new Local Plan to ensure that we are planning properly over a longer period for new infrastructure such as the provision of new schools and improvement to the highway network alongside new development, making the optimum use of CIL and S106 contributions.
- 3.5 The preparation of a new Local Plan also provides the opportunity to develop a robust infrastructure delivery plan and ensure we are in a strong position to capitalise from funding through Homes England, Highways England, the LEPs and Transport for the North.

Maintenance of Housing Supply

- 3.6 We are currently able to robustly demonstrate 5 years supply of housing however this is predicted to fall off around 2026 without new sites being brought forward given the current supply and current build out rates. If we start to prepare a new Local Plan now this will help to ensure that we have further sites to draw on post 2026 in order to retain a five year housing supply over the long term whilst ensuring we can deal appropriately with planning applications over the short term.

Spatial Strategy Approach

- 3.7 The current spatial strategy is focused on an approach based on evidence dating back to 2005. The preparation of a new Local Plan will allow the Council, in consultation with local people, to review the spatial strategy approach and reflect the Council's current priorities. It will provide the opportunity to explore other spatial development options for future development. It will also allow us to exploit the wider opportunities around low/zero carbon growth and renewable energy along the M62 corridor, working with Neighbouring Authorities and consider wider regional priorities.

4. Preparation of a New Local Plan

- 4.1 The preparation of a new comprehensive Local Plan would build on the work that has already been undertaken to support the Site Allocations Local Plan and draw significantly on the evidence base underpinning this, although some updates will be required. It is envisaged that it will continue to support

developments in Selby and Tadcaster, which are supported through the Core Strategy and/or the Selby District Local Plan (this includes Olympia Park, Rigid Paper and Crosshills) but will also allow for the consideration of an alternative long term spatial strategy.

- 4.2 The preparation of a new Local Plan is estimated to take four years to reach adoption. Work on a new Local Plan will begin with local engagement during the summer with a view to consulting on an Issues and Options document in January/February 2020. The key stages of the preparation of the Plan are outlined in the table below.

| Year | Key Stages |
|------|---|
| 2019 | July to November - Initial Evidence Gathering and Stakeholder Engagement Preparation of Issues and Options Consultation Document Call for Sites Exercise |
| 2020 | Jan/Feb - Consultation on Issues and Options March to November – Preparation of Draft Local Plan |
| 2021 | Jan/Feb – Consultation on Draft Local Plan March to November – Preparation of Publication Version of Local Plan |
| 2022 | Jan/Feb – Consultation on Publication Version of Plan March to June – Prepare Proposed Modifications June – Formal Submission to Secretary of State for Examination June – Examination Commences |
| 2023 | March – Adoption of new Local Plan |

5. Local Development Scheme

- 5.1 A Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS sets out the timetable for the production of Local Development Documents which make up the Council's Local Plan. The process for the preparation of a Local Plan is prescribed in statute and regulations which are reflected in the work programme. There is a requirement to keep the LDS up to date and make it publicly available.
- 5.2 In September 2017 Council approved the publication of the sixth LDS which set out the timetable from 2017 to 2020. This timetable stated that consultation on the Publication version of the Site Allocations Local Plan would take place in June and July 2018 with Submission taking place in November 2018.
- 5.3 A revised LDS has been prepared to reflect the timetable for the preparation of a new Local Plan. The new timetable shows that formal consultation will take place on an Issues and Options document in January and February 2020 and adoption is anticipated in early 2023.

6. Alternative Options Considered

- 6.1 The alternative option is to proceed as planned with the completion of the Site Allocations Local Plan and Development Policies Document. This will involve consulting on a Publication Version of the Plan this summer with a view of formally Submitting the Plan to the Secretary of State for examination in January 2020. Work will also commence on the preparation of the Development Policies Document. Given the current timescales for completion of the two Development Plan Documents there will be less than seven years in the case of the Site Allocations Local Plan remaining. As indicated above, the timescale is likely to be challenged through the examination process.
- 6.2 A partial review of the Core Strategy has also been considered, however the scale of the potential changes that are required in relation to strategic policies appear to be extensive and not compatible with a partial review.

7. Implications

7.1 Legal Implications

The new Local Plan will be prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended). The plan must be positively prepared and as such the public participation and other on-going engagement is essential part of the process.

7.2 Financial Implications

Significant resources remain in the existing Local Plan budget for the completion of the Site Allocations Local Plan, although additional resources will be required to complete the Development Policies Document. It is considered that the remaining Local Plan budget will be sufficient to complete the initial stages of a new Local Plan although further funds will be required to complete the Local Plan examination. Staffing resources will be considered through the review of the Planning Service which is currently underway.

7.3 Policy and Risk Implications

There are a number of risks as outlined below.

| Risk | Commentary |
|--|---|
| Availability of land for development of new Local Housing and Employment | Olympia Park is a key strategic site and is already allocated in the Core Strategy so is highly likely to be supported. Sites can still be approved in accordance with Core Strategy to maintain supply in the short term. |
| 5 year housing land supply and Housing Delivery Test | Current commitments mean that supply should be maintained until 2026 but the preparation of a new Local Plan will support the introduction of more sites to provide supply post 2026 and over a longer timeframe than the 2027 end date to the current Core Strategy. |

| | |
|------------------------------------|--|
| Timescales | A new Plan will set a new time period which will be a minimum of 15 years in line with NPPF. Continuing with the current LDF approach is likely to be challenged as it only runs to 2027. |
| Economic ambitions | A new plan will allow the Council's economic ambitions as currently set out in the Economic Development Strategy to be properly considered. |
| Staffing and Resource Implications | The remaining Local Plan budget resources will be used to complete initial stages but further resources required to complete through to adoption. The timescales for the preparation of a new Local Plan are dependent on the maintenance of existing staff resources. |

7.4 Corporate Plan Implications

The preparation of a new Local Plan will help the Council to deliver its Corporate Plan objectives to make Selby a great place to do business and to enjoy life. More specifically it will contribute to the objective to have a local plan in place which will deliver more houses in the District, business opportunities, promote health and well-being and protect and enhance the local environment. Working through 'Better Together' on the preparation of a new plan will enable us to plan over a longer time period and provide and invest in local infrastructure.

7.5 Resource Implications

The preparation of a new Local Plan will have staffing and financial resources as outlined above.

7.6 Other Implications

None

7.7 Equalities Impact Assessment

An equalities impact assessment will be prepared to support the emerging Local Plan.

8. Conclusion

8.1 The changing national and local context in addition to the Council's current housing supply position provide the opportunity to alter the current approach and move towards the preparation of a single Local Plan, which will allow for the proper consideration of different spatial approaches and how to best achieve the long term sustainable growth of the District. The remaining timescales of the adopted Core Strategy and the emerging Site Allocations Local Plan and Development Policies Document mean that together with this changing context a tipping point has now been reached and preparation on a new Local Plan should begin. The preparation of a new Local Plan will allow the Council to reflect its Corporate Policies, its economic ambitions as set out

in the Economic Development Framework and to plan properly for new infrastructure provision.

9. Background Documents

None

10. Appendices

Appendix A –Local Development Scheme 2019

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Selby District Council

**Seventh Local Development Scheme
2019 – 2023**

1. What does an LDS include?

- 1.1 The Local Development Scheme (LDS) sets out the key planning policy documents we will be producing over the next four years. This document is Selby District Council's Seventh Local Development Scheme (LDS). In terms of content there are particular requirements set out in the Planning and Compulsory Purchase Act 2004, Section 15(2) as amended. This specifies that the LDS should include:
- the local development documents which are to be development plan documents;
 - the subject matter and geographical area to which each development plan document is to relate;
 - which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
 - any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee under section 29;
 - the timetable for the preparation and revision of the development plan documents;
 - such other matters as are prescribed.
- 1.2 The Seventh LDS was brought into effect from July 2019 by resolution of the Council
- 1.3 Copies of the Local Development Scheme are available for inspection at the Customer Contact Centre, Access Selby, Selby or may be downloaded from the Council's website www.selby.gov.uk.

2 What are the current Local Plan documents?

2.1 The Local Plan currently consists of the following documents:

- a) The Selby District Core Strategy Local Plan 2013 – this sets out a long-term vision and strategic policies to guide development and shape the growth of the District
- b) Some ‘saved’ detailed policies from the previous 2005 Local Plan - which remain part of the Council’s planning policies until replaced (those that were not replaced by policies in the Core Strategy)
- c) Policies in the Minerals Local Plan (December 1997) and Waste Local Plan (October 2006) prepared by North Yorkshire County Council - which have been ‘saved’ until they are replaced by the emerging Joint Minerals and Waste Local Plan.

2.2 The Selby District Core Strategy Local Plan 2013 provides a strategic context with which subsequent Local Plan documents must conform. The Core Strategy covers the period from 2011 to 2027.

2.3 The Selby District Local Plan was adopted in February 2005. Transitional arrangements enabled policies and proposals in adopted development plans to be ‘saved’, initially for up to three years from commencement of the new legislation or until replaced by individual DPD policies. In the case of Selby District Local Plan the three year ‘saved’ period ran until February 2008 but those policies which remained consistent with national and regional policy at that time were further extended indefinitely (or until replaced), by Direction of the Secretary of State’s approval. The ‘saved’ policies can be viewed on the Council website.

2.4 Policies in the Minerals Local Plan (December 1997) and Waste Local Plan (October 2006) prepared by North Yorkshire County Council have also been ‘saved’ until replaced by the Joint Minerals and Waste Local Plan which is currently in preparation.

2.5 Neighbourhood Plans are prepared for a particular neighbourhood area. The Localism Act 2011 introduced statutory neighbourhood planning in England, enabling communities to draw up their own plans and have more say in the planning of their area. The usual lead in this is the Parish Council who submits the proposed boundary (Neighbourhood Area) and supporting statement to Selby District Council. Once this is approved, the plan is drawn up by local people. The plan can be used to influence the type, design, location and mix of new sustainable development - it must generally be in line with the Local Plan, national and local planning policies and other laws. The plan is then checked by an independent examiner to ensure that it meets the standards for a Neighbourhood Plan. The final plan is then subject to a local referendum

and is brought into force by Selby District Council if more than 50% voters support it.

- 2.6 At the time the LDS was adopted only Appleton Roebuck and Acaster Selby Neighbourhood Plan had been adopted. The progress of the Neighbourhood Plans are monitored and set out in the latest Authority Monitoring Report.

3. What Plans Are We Producing?

- 3.1 We are required to provide details of all our Local Development Documents within this Local Development Scheme.
- 3.2 We are now producing a new Local Plan which will provide a long term strategy for the whole District. The Local Plan will replace the Core Strategy Document which was adopted in 2013 and the ‘saved’ policies from the 2005 Local Plan. Together with any adopted Neighbourhood Plans and emerging Joint Minerals and Waste Plan the new Local Plan will make up the development plan for the District. It will be supported by a Policies Maps which will identify allocations of land and constraints to development.

The Statement of Community Involvement.

- 3.3 The current document was adopted in 2007 and sets out how the Council will involve people in plan Making. The Statement of Community Involvement sets out how and when we will consult interested parties in developing our planning policies. A revised Statement of Community Involvement is currently being prepared.

The Annual Monitoring Report.

- 3.4 Local Authorities must prepare and publish an annual monitoring report to cover a period of a minimum of 12 months. The Annual Monitoring Report demonstrates how effectively the Council’s planning policies are working.

4. Preparation of Local Plan

- 4.1 The preparation of a Local Plan will provide a comprehensive Development Plan Document for the whole of Selby District. It will set out the overall spatial approach for new development, allocate specific sites and set out the policy framework for decision making up to 2040. A detailed timetable for the preparation of the plan is set out at Appendix 1.

| Key Stage of Local Plan Preparation | |
|-------------------------------------|---|
| Year | Key Stages |
| 2019 | Initial Evidence Gathering and Stakeholder Engagement Preparation of Issues and Options Consultation Document (Regulation 18) |
| 2020 | Preparation of Draft Local Plan (Regulation 18) |
| 2021 | Preparation of Publication Version of Local Plan (Regulation 19) |

| | |
|------|---|
| 2022 | Formal Submission to Secretary of State (Regulation 22) |
| 2023 | Adoption of new Local Plan (Regulation 26) |

| Local Plan | |
|--|--|
| Document Details | |
| Role and Subject | <ul style="list-style-type: none"> • Will set out the volume and spatial approach for new development across the District. • Will identify site specific allocations for housing (including gypsy and traveller sites), retail/town centre uses, employment and other purposes and related policies and requirements. • Where necessary, will set out local standards and criteria against which planning applications for the development and use of land and buildings will be assessed and • Will provide more detailed policies to manage land and development. • Site specific allocations, designations and the areas to which policies apply will be identified on the Policies Map. |
| Coverage | District – wide |
| Status | Local Development Plan |
| Chain of Conformity | Consistent with national guidance |
| Arrangements for Production | |
| Lead Section | Planning Policy Team |
| Joint preparation | No |
| Resource Requirements | <p>Planning Policy Manager, Policy Officers, Development Management, Legal, Economic Development and Regeneration, Environmental Health, Housing and Business Support roles.</p> <p>External support provided by North Yorkshire County Council, and other key stakeholders (including public health).</p> <p>Evidence base studies undertaken by consultants.</p> |
| Approach to involving Stakeholders and the Community | In accordance with the Regulations and the Statement of Community Involvement (SCI). |

5. Joint Working

- 5.1 It is not currently proposed to prepare any joint Local Plan documents with neighbouring local authorities. However, the Council is working in partnership with other local authorities to ensure that cross boundary issues are fully addressed under its duty to cooperate (Localism Act 2011 and the National Planning Policy Framework (NPPF, 2018).
- 5.2 North Yorkshire County Council will contribute to the Council's plan making, particularly with regard to transport and education matters, and advice on strategic planning, monitoring and intelligence, biodiversity, landscape, archaeology and sustainability aspects, but are not specifically jointly preparing any Local Plan documents.
- 5.3 The Council will also work with other public bodies such as the Environment Agency and Highways Agency, as well as key stakeholders in preparing the Local Plan.

6. Monitoring and Review

- 6.1 The Local Development Scheme will be monitored on an annual basis through the Authorities Monitoring Report (AMR). As a result of monitoring, the Council will consider what changes, if any, need to be made to its Local Plan, and will bring these forward through reviews of this LDS.
- 6.2 The Council will continue to monitor annually how effective its planning policies and proposals are in meeting stated objectives. This includes publishing its AMR each year covering the period 1 April to 31 March. Depending on the stage reached in the process, the AMR will assess:
- Whether the Council is meeting the timescales and milestones in the LDS and, if not the reasons why;
 - The extent to which policy objectives are being achieved;
 - Whether any policies need to be replaced to meet sustainable development objectives; and
 - What action needs to be taken if policies need to be replaced.

Appendix 1

Timetable for the Preparation of a New Local Plan

| 2019 | | | | | 2020 | | | | | 2021 | | | | | 2022 | | | | | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Key

| | |
|--------------------------------|--|
| Issues and Options Preparation | |
| Draft Plan (Preferred Options) | |
| Publication | |
| Preparation of Submission Docs | |
| Submission | |
| Adoption | |
| Consultation | |
| Executive and Council | |