



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY, 12 NOVEMBER 2019**
Time: **5.00 PM**
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**
To: **Councillors A Lee (Chair), K Arthur (Vice-Chair), J Cattnach, M McCartney, J Shaw-Wright, T Grogan, M Jordan and R Packham**

Agenda

1. Apologies for Absence

2. Disclosures of Interest

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

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

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

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

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

3. Chair's Address to the Policy Review Committee

4. Policies for the Collection of Waste and Recycling (Pages 1 - 22)

The Committee are asked to consider the report which summarises the draft policies and seeks their views to inform the proposals which will be presented to the Executive on 9 January 2020.

5. Work Programme 2019-20 (Pages 23 - 28)

To consider the Committee's work programme for 2019-20.

Janet Waggott

Janet Waggott, Chief Executive

Dates of next meetings (5.00pm)
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Tuesday, 10 December 2019

Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046
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Report Reference Number: PR/19/13

To: Policy Review
Date: 12 November 2019
Ward(s) Affected: All
Author: Aimi Brookes, Contracts Team Leader
Lead Executive Member: Cllr Chris Pearson, Executive Member for Housing, Health and Culture
Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning

Title: Policies for the Collection of Waste and Recycling

Summary:

The Council has approved a change from kerbside sort recycling to the collection of recycling from two wheeled bins. As part of this service change it is appropriate to review existing policies and implement new policies where necessary.

These policies are:

- Recycling contamination
- Recycling bin size and excess waste
- Assisted collections
- Residual bin size / larger residual bins
- Lane end collections
- Missed collection reporting

The purpose of this report is to summarise the draft policies and seek the views of the Policy Review Committee to inform the proposals which will be presented to the Executive on 9 January 2020.

Recommendation:

To note the draft waste and recycling policies and to provide any comments or recommendations as part of the policy development process

Reasons for recommendation:

To ensure the Policy Review Committee have the opportunity to provide comments on the draft policies prior to referral to the Executive. The new and revised policies will feed into the service changes from 2021/22.

1. Introduction and background

1.1 Selby District Council is a Waste Collection Authority (WCA) with responsibility for household waste and recycling collections across the district.

1.2 At a meeting of the Executive on 5 September 2019, the Council approved a change from a kerbside sort recycling service to a wheeled bin recycling service. This followed a public consultation which attracted over 6,700 responses and which was overwhelmingly in support of wheeled bin collections.

1.3 This change in service necessitated a review of existing waste policies and the production of new policies in consultation with a cross party members Task and Finish group. The policies were reviewed at a meeting of the Task and Finish group on 30 October 2019 and have now come to Policy Review for further review and input.

1. Waste and Recycling Collection Policies

2.1 Recycling Contamination (NEW POLICY)

2.1.1 As the Council currently provides a kerbside sort service, this means that crews can leave non-recyclable items and so a contamination policy has not previously been required. This new policy sets out how the Council will deal with contaminated recycling bins i.e. bins that contain material that cannot be recycled or composted.

2.1.2 The Materials Recycling Facility where the mixed material will be taken sets a contamination limit of between 2 and 4%. Any loads with higher levels of contamination may be rejected resulting in increased costs to the Council of transporting this waste to Allerton Waste Recovery Park and so this is a key policy.

2.1.3 Prior to the start of the service a wide range of communications material will be delivered to all residents which will inform them what can be recycled in each bin. This will include bins hangers and information packs sent by direct mail. We understand that there may still be occasions where residents contaminate bins and that additional direct contact may be necessary to provide further education.

2.1.4 As the Council is moving from a kerbside sort system to a wheeled bin system we expect contamination levels to be low as residents are used to sorting their waste and there is no change to the type of materials that residents will be able to recycle.

2.1.5 This policy covers both individual properties and communal properties and focuses on influencing behaviour change.

2.2 Recycling Bin Size and Excess Waste with Appendix G (NEW POLICY)

2.2.1 This new policy sets out under what circumstances the Council will provide larger or smaller recycling bins and how residents and the Council can safely deal with excess recycling.

2.2.2 The change from kerbside collection vehicles to a standard rear loading fleet of RCV's means that the Council will more easily be able to deal with larger cardboard boxes as we will no longer have the restriction of the size of the collection troughs on the vehicles.

2.3 Assisted Collection (EXISTING POLICY)

2.3.1 The purpose of this existing policy is to ensure that residents who are unable to present their bins at their property boundaries due to age, disability or health reasons, are able to access assistance and so are not disadvantaged.

2.3.2 The policy has been updated to include temporary assistance for reasons such as pregnancy, illness or recovery from an operation or illness. The amended policy also provides clarification on suitable access / egress routes for collection crews.

2.4 Residual Bin Size / Larger Residual Bins (EXISTING POLICY)

2.4.1 The current standard residual bin size is 240 litres. This amended policy proposes reducing this to 180 litres as standard.

2.5.2 Prior to the introduction of kerbside recycling each household had 240 litres of waste capacity per week. This capacity has increased over time with the introduction of kerbside recycling and green waste collections and the new service will see this increase further to 360 litres of capacity per week; an overall increase of 50%. The change of service will see existing dry recycling capacity (paper/card, glass, cans and plastic) increase from 82.5 litres per week to 120 litres per week (45% more capacity) which should significantly reduce the amount that residents are putting into their residual waste bins.

2.5.3 The top 10 recycling Local Authorities in England all have either 180 litre or 140 litre residual waste bins as standard.

2.5.4 The proposal is that the new standard residual bin size would apply to new / replacement bins and not that all bins will be exchanged on mass.

2.5.5 There are current two main criteria to be met in order for households to qualify for a larger 360 litre residual bin. There either needs to be 5 or more people in permanent residency or for smaller households, that someone produces large amounts of non-hazardous medical waste. The policy on large families was previously reduced from 7 down to 5 when the Council moved to alternate waste collections in 2009. The recommendation here is that this figure is increased to 6 which would bring the Council in line with the majority of North Yorkshire District / Borough Councils and the neighbouring unitary authorities. The increase in recycling capacity brought about by the new service will allow families to recycle a higher percentage of their waste reducing the need to dispose of items in their residual bin. There will be no change to the policy relating to residents who produce large quantities of non-hazardous medical waste.

2.5.6 The Council currently holds a database of properties who have qualified for a larger residual waste bin and this is reviewed on a rolling 2 year programme. Those

households with 5 or more people living in permanent residency who have previously qualified for a larger bin will retain their larger bin until such time as the property is subject to review.

2.5 Lane End Collections (NEW POLICY)

2.5.1 This policy relates to the collection of waste from remote / rural properties. There is no existing formal policy relating to these properties. The current arrangement is that the Council will provide collections directly from these properties which often involve driving a considerable distance down un-adopted and badly maintained, private access roads and tracks to collect waste from a single property. This is inefficient and increases the environmental impact of the collection round as well as the risk of damage to the collection vehicle.

2.5.2 The implementation of this new policy seeks to ensure that collection vehicles are only accessing roads which meet a set of specified criteria to reduce the potential of damage to private roads, reduce the potential of damage to collection vehicles and ensures that collections are as efficient as possible.

2.5.3 There are currently approx. 380 properties serviced by the remote / rural round and for the majority of these properties the waste collection point will not change. The policy seeks to address the small number of properties where access continues to be challenging.

2.6 Missed Collection Reporting (NEW POLICY)

2.6.1 This new policy sets out how the Council will respond to reports of missed waste collections. Currently there is no limit to when residents can make a report of a missed collection leading on occasion to crews returning to a property over a week after a collection was due. This is inefficient and increases the environmental impact of the collection rounds.

2.6.2 The numbers of missed collections reported to the Council remain low and in the last 12 months 87% of missed collections were reported by 5pm at the end of the second working day after the collection was scheduled. The new policy proposes introducing this as a cut-off. E.g. collections missed on a Monday would need to be reported by 5pm on the following Wednesday. The Council would not return to missed bins reported after this cut-off time.

2.6.2 All crews complete a daily report sheet which records any bins which were not presented for collection or in the case of recycling / green waste bins, which were contaminated. As is current practice the Council would not return to any bins which are recorded as not presented. Officers would refer to the new contaminated bin policy for bins reported as contaminated.

3. Alternative Options Considered

N/A

4. Implications

4.1 Legal Implications

Section 46 of the Environmental Protection Act allows WCA's to specify the type, number and size of receptacles used to collect household waste. It also allows WCA's to specify where those receptacles must be presented for collection.

4.2 Financial Implications

There are no financial issues associated with the policies however their implementation will help to ensure that waste and recycling services are as efficient as possible.

4.3 Policy and Risk Implications

N/A

4.4 Corporate Plan Implications

By carrying out a review of associated policies the Council is 'delivering great value' by ensuring that we are providing high quality, effective and efficient waste and recycling collection services.

4.5 Resource Implications

N/A

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

Due consideration has been given to equality, diversity and community issues, and a screening document has been completed that details how the Council will mitigate against any potential impact.

5. Conclusion

As part of the implementation of the new recycling services the Policy Review Committee are being provided with the opportunity to review and comment on the associated draft policies. The Committee's comments will be included in the Executive report to be presented on 9 January 2000.

6. Background Documents

None

7. Appendices

Appendix A – Assisted Collections
Appendix B – Lane End Collections
Appendix C – Missed Collections
Appendix D – Recycling and Green Waste Contamination
Appendix E – Recycling Bin Size and Excess Waste
Appendix F – Residual Bin Size – Larger Bin Policy
Appendix G – Bespoke Collection Options Decision Tree

Contact Officer:

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Service Area	Policy Description	Version
Recycling and Waste Collection	Assisted Collection Service	1

Purpose of Policy

This policy sets out how the Council will respond to request for assistance from residents to ensure that only those who genuinely need assistance receive it.

Permanent Assisted Collections

To apply for a permanent assisted collection the following criteria must first be met:

- the resident must permanently reside at the address where the application is being made
- there must be no other able bodied people in the property over the age of 16 who could reasonably be expected to present bins at the kerbside for collection

In addition one or more of the following criteria must then be met:

- the resident is elderly or frail and could provide a written reference from a Carer or Healthcare Professional on request
- the resident is registered blind or partially sighted
- the resident holds a blue badge for parking
- the resident receives Disability Living Allowance, Personal Independence Payment (PIP) or Attendance Allowance
- the resident is not in receipt of any disability benefits, but could provide suitable documentary evidence of a disability on request

Proof of eligibility will not be required at the time of application but must be made available to the Council on request.

The collection point for the waste must be from a safe, convenient and easily accessible location for our contractor. We may need to assess private roads and tracks to properties to ensure vehicles can travel on them and will take into consideration whether they are maintained to a suitable standard. We can refuse to collect from a location if it does not meet these criteria.

The waste and recycling bins must be stored on the premises in an accessible position on a hard flat surface suitable for wheeled passage, free from steps and protrusions with sufficient access for the bins to pass through. A site visit may be required to confirm this and where the access does not meet these criteria , the resident may be required to leave

their bins permanently at their entrances and place their household waste in small quantities into the bins as they leave the premises.

Temporary Assisted Collections

Residents can apply for a temporary assisted collection for up to 6 months, which can be renewed after 6 months if needed. This may be due to pregnancy, illness, or recovery from an operation or injury.

To apply for a temporary assisted collection the following criteria must be met:

- the resident must permanently reside at the address where the application is being made
- there must be no other able bodied people in the property over the age of 16 who could reasonably be expected to present bins at the kerbside for collection

Proof of eligibility will not be required at the time of application but must be made available to the Council on request.

If applying for assistance during pregnancy, residents can receive assisted bin collection throughout their pregnancy and up to 26 weeks afterwards.

The collection point for the waste must be from a safe, convenient and easily accessible location for our contractor. We may need to assess private roads and tracks to properties to ensure vehicles can travel on them and will take into consideration whether they are maintained to a suitable standard. We can refuse to collect from a location if it does not meet these criteria.

The waste and recycling bins must be stored on the premises in an accessible position on a hard flat surface suitable for wheeled passage, free from steps and protrusions with sufficient access for the bins to pass through. A site visit may be required to confirm this and where the access does not meet these criteria, the resident may be required to leave their bins permanently at their entrances and place their household waste in small quantities into the bins as they leave the premises.



Service Area	Policy Description	Version
Recycling and Waste Collection	Lane End Collections	1

Purpose of Policy

This policy sets out how the Council will collect waste from remote / rural properties.

Background

The Council operates a kerbside collection for waste and recycling which in the majority of circumstances requires residents to present their waste for collection at the boundary of their property and the public highway. Exceptions to this are residents in receipt of an assisted collection and rural / remote properties. This policy deals with rural / remote properties. Please also see separate 'Assisted Collection' policy.

Collection from Rural / Remote Properties

Where there are fewer than three properties down a lane, collections will normally be from the lane end where bins can be stored on even and firm ground.

Where there are more than four properties, collection vehicles will only travel on un-adopted roads where the following criteria have been met:

- Roads must have a minimum width of 5 metres allowing the collection vehicles to continue in a forward direction.
- There must be a minimum turning circle of 23 metres at the end of a dead end road.
- The bearing strength of the road and any associated structure must be adequate for a 15 tonne vehicle.
- The condition of the road surface must be maintained to an acceptable standard and not subject to multiple deep potholes which may cause damage to the collection vehicle.
- There should be no requirement for the collection vehicle to access any verge.
- There should be no risk of vehicle damage (including but not limited to hydraulics, mirrors or paintwork) resulting from overhanging or projecting trees/bushes.
- There should be no risk of damage to the collection vehicle or increase health and safety risk to the collection crew resulting from excessive road gradient or camber.

Where un-adopted roads do not meet the criteria the Council will agree alternative collection arrangements at the lane end.

Neither the council nor its contractor will accept any liability for damage to un-adopted lanes by collection vehicles.

This approach is consistent with many other Councils and would support the Council to

- Reduce the environmental impact of its waste and recycling fleet by reducing vehicle miles
- Deliver a cost effective waste and recycling service
- Reduce the potential to cause damage to private roads
- Reduce the risk of damage to collection vehicles



Service Area	Policy Description	Version
Recycling and Waste Collection	Missed Bins	1

Purpose of Policy

This policy sets out how the Council will respond to reports of missed refuse, recycling and green waste collections.

Procedure

Missed bins can be reported on line or via the Customer Contact Centre.

Residents reporting a missed bin on the day of collection will be asked to contact the Council again the next working day. This is to ensure that crews are not just running late.

All crews complete a daily report sheet which records any bins which were not presented for collection or in the case of recycling / green waste bins, which were contaminated.

We will not return to empty bins which were not presented at the time of collection or which the crew has recorded as contaminated. Where bins are contaminated, the contamination will need to be removed by the resident before the next scheduled collection.

Missed collections must be reported by 5pm two working days after the scheduled collection. E.g. bins missed on a Monday must be reported by 5pm on the Wednesday. We will not return to bins reported as missed after this time.

We aim to return to any missed bins by the end of the following working day.

Where a street or larger area has been missed due to road works, vehicle breakdown or adverse weather conditions we will return as soon as feasibly possible. We will inform the relevant District Councillor and Parish Council Clerk and where appropriate share the information via our social media channels.

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Service Area	Policy Description	Version
Recycling and Waste Collection	Recycling and Green Waste Contamination	1

Purpose of Policy

The Council will provide clear and detailed information about what materials can be put into the recycling and green waste bins.

This policy sets out how the Council will deal with the contamination of recycling and green waste bins. I.e. what will happen when materials that can't be recycled / composted are put into the bins for collection.

Procedure

Individual Properties

Contaminating a bin once

1. A bin is identified as contaminated and the crew will log a contamination report
2. The crew leave the contaminated bin and put a tag on it to explain why it hasn't been emptied
3. The bin will not be cleared and the householder will need to clear the contamination from the recycling bin / green waste bin in order for the bin to be collected on the next scheduled collection
4. The Council will not return to empty a recycling bin / green waste bin that has been recorded as being contaminated before the next scheduled collection

Contaminating a bin twice (in rolling three month period)

1. A bin is identified as contaminated and the crew will log a contamination report
2. The crew leave the contaminated bin and put a tag on it to explain why it hasn't been emptied
3. The Council will issue a letter and information leaflet to the address. The letter explains that if the contamination continues the recycling bin won't be collected in future. The information leaflet reiterates what materials can be put in each bin and includes graphics as well as text
4. The Council will not return to empty a recycling bin / green waste bin that has been recorded as being contaminated before the next scheduled collection

Contaminating a bin three times (in rolling three month period)

1. A bin is identified as contaminated and the crew will log a contamination report
2. The crew leave the contaminated bin and put a tag on it to explain why it hasn't been emptied
3. The recycling / green waste bin will be removed from the property and a supply of clear plastic sacks will be issued for the household to use to recycle their paper/card, cans and plastic. We will be unable to collect glass from a plastic bag because of the risk of breakage / injury.

If at any stage the bin is not reported as contaminated then the process ends. However, any future report of contamination within a three month period will lead to further action.

Where a bin has been removed and the Council is notified of a change of occupier bins will be returned to the property.

Communal Properties

Where the information is available, the Council holds a database of management companies who have responsibility for communal properties.

1. A bin is identified as contaminated and the crew will log a contamination report
2. The crew leave the contaminated bin and put a tag on it to explain why it hasn't been emptied
3. The Council will notify the management company of the contamination
4. The bin will not be cleared and the management company will either need to arrange to clear the contamination from the recycling bin in order for it to be collected on the next scheduled collection
5. If the management company are unable to arrange for the contamination to be removed, the Council may arrange for the bin to be emptied for a charge



Service Area	Policy Description	Version
Recycling and Waste Collection	Dry Recycling Bin Size / Excess Recycling	1

Purpose of Policy

This policy sets out the Council's policy on dry recycling bins and under what circumstances residents may qualify for larger or smaller bins.

Background

The Council provides two standard dry recycling bins of 240 litres for residents living in an individual property. All waste must be contained within the bins with the lid closed flat.

Larger Recycling Bins

Where residents are regularly producing more recycling than will fit into their bins they can request an exchange to a larger 360 litre recycling bin. If they are still producing more recycling than will fit into this larger bin they can request an exchange to 2 x 240 litre recycling bins.

Alternative methods of collection may be provided to flats, communal properties or properties on a rural / remote collection.

Smaller Recycling Bins

In some circumstance residents can request an exchange to smaller, 140 litre dry recycling bins. Residents who request smaller bins must still ensure that all waste is contained within the bin and the bin is closed flat. Please see Appendix i Decision Tree for more information.

Excess Recycling

With the exception of large cardboard boxes all recycling must be contained within the relevant bin and extra waste will not be taken.

Large cardboard boxes must be flattened and left neatly at the side of the brown recycling bin on the scheduled collection day.

Extra glass, cans or plastic can be taken to one of the Household Waste and Recycling Centers or one of the Councils recycling bring sites. Details of these sites can be found at www.selby.gov.uk/recycling

Residents who are producing more recycling than will fit into their bin on a regular basis can request a larger bin – see Larger Recycling Bins above



Service Area	Policy Description	Version
Recycling and Waste Collection	Residual Waste Bins / Larger Bin Policy	1

Purpose of Policy

This policy sets out the Council's policy on residual waste bins and under what circumstances residents may qualify for a larger bin.

Background

The Council is moving from a standard residual waste bin of 240 litres to 180 litres for residents living in an individual property. This standard size will apply to all requests for a new or replacement wheeled bin.

All waste must be contained within the bin with the lid closed flat. Waste left on top or at the side of the bin will not be removed.

Alternative methods of collection may be provided to flats, communal properties or properties on a rural / remote collection.

Smaller / Larger Bins

As the standard residual waste bin size is 180 litres the Council will no longer be supplying smaller, 140 litre residual waste bins.

Residents can request a larger bin if they meet the following criteria:

- The household is recycling as much as possible and present all recycling bins on every collection
- There are 6 or more people living permanently in the property (previously 5 or more). **Proof of residency of all residents must be provided.**

Or

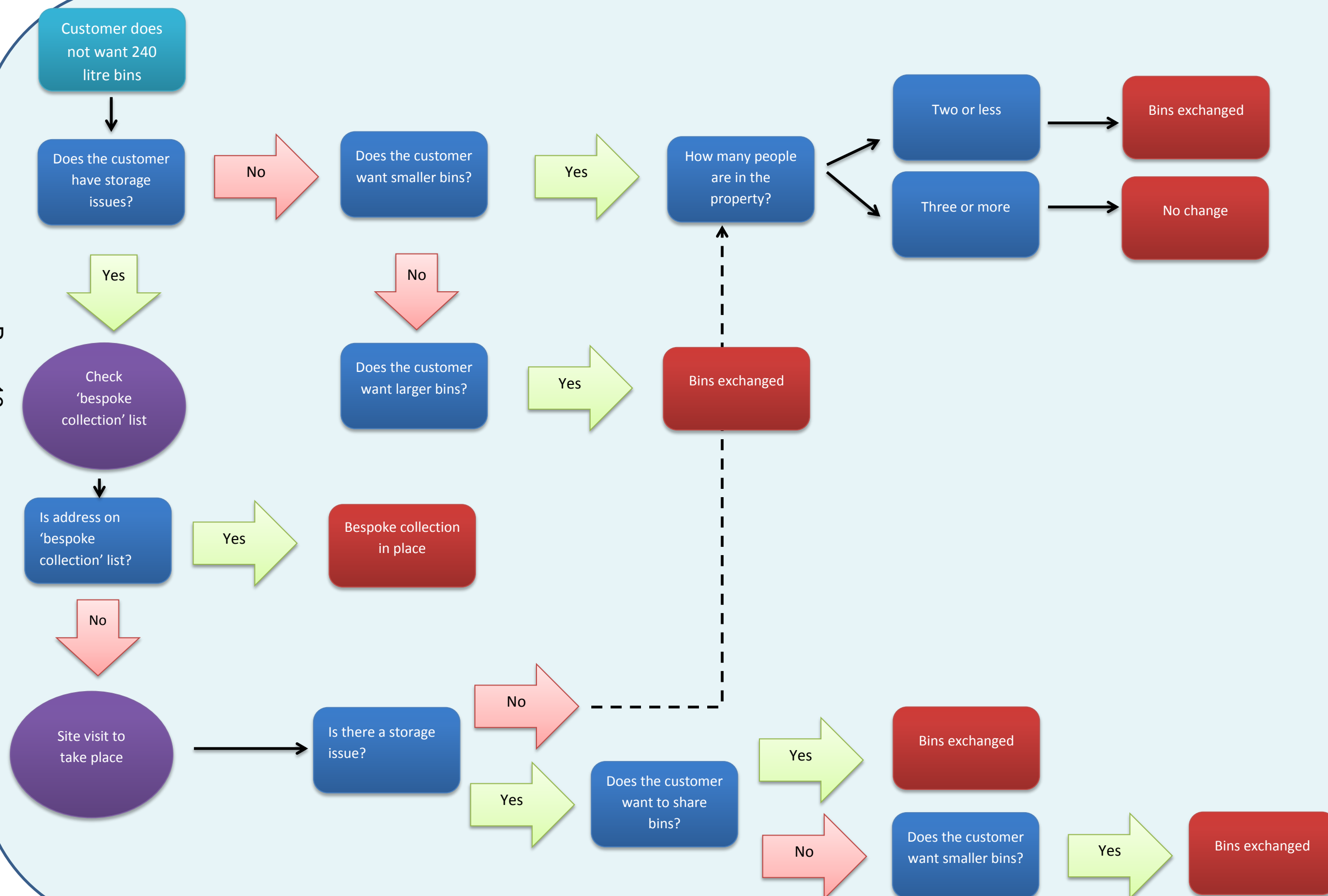
- There are less than 6 people living permanently in the property (previously 5 or more) but they are producing large quantities of non-hazardous medical waste. **This does not include nappies.**

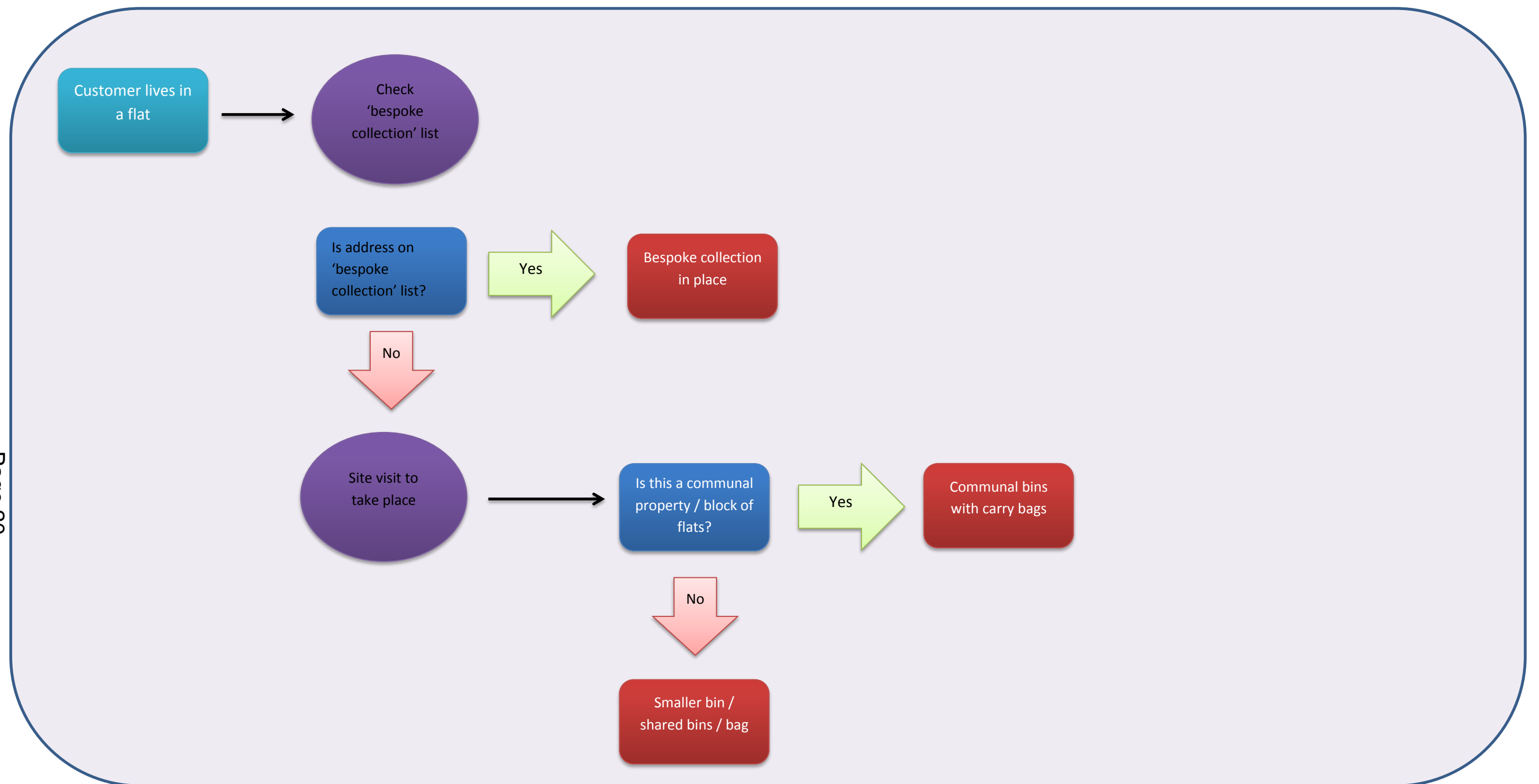
Any household requesting a larger bin must complete the application form and a decision will be made on the basis of the information supplied. The Council will keep a list of

households with larger bins, which is reviewed on a rolling two year basis to ensure that residents still qualify for the larger bin.

Those households with 5 or more people living in permanent residency who have previously qualified for a larger bin will retain their larger bin until such time as the property is subject to review.

There are three factors to bear in mind when deciding which bespoke option is appropriate for a particular household with the default or standard offer being two X 240ltr wheeled bins. However, the new service is not a one size fits all so the Council is offering a number of options depending on a combination of storage capacity at the property and the individual householders needs. The decision tree or chart below has been designed to define the most appropriate containment option based on a logical decision making process.





Containment	Circumstances (examples)
240 litre bin	Standard
140 litre bin	Fewer than 2 residents
360 litre bin	Recycle more / large household
Share 240 litre bin	Storage issues / small household
Share 360 litre bin	Storage issues / small household
Carry bag (communal)	Communal properties
Sack collection	Refuse is currently sack collection

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Draft Policy Review Committee Work Programme 2019-20

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

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

12 November 2019	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
	Policies for the Collection of Waste and Recycling	To note the draft waste and recycling policies and to provide any comments or recommendations as part of the policy development process.
10 December 2019	Financial Budget 2020-21 <i>It has been suggested by the Quarterly Exec/Scrutiny Work Programme Group for this provisional date to be used to consider the Budget 2020-21.</i>	To review and comment on the Council's proposed 2020-21 Financial Budget.
	North Yorkshire Home Choice	To consider the current North Yorkshire Home Choice arrangements for Selby and discuss the Council's future involvement in the scheme.
	Private Sector Housing Assistance Policy	To review the Private Sector Housing Assistance Policy adopted by the Executive in April 2018.
	Work Programme 2019-20	To review and amend the committee's work programme for 2019-20 as required.
14 January 2020	Work Programme 2019/20 and Work Programme Planning for 2020/21	To review and amend the committee's work programme for the rest of the 2019-20 year as required, and begin to plan the Committee's Work Programme for the 2020-21 year.
	Car Parking Policy/Strategy	To review and receive an update on the Car Parking Policy/Strategy originally adopted in 2017.

10 March 2020	Statement of Licensing Policy (Alcohol)	To consider the revised Licensing Policy ahead of full Council in April.
	Animal Licensing Policy	To consider the revised Animal Licensing Policy.
7 April 2020	Work Programme Planning for 2020-21	To review and finalise the Committee's Work Programme for the 2020-20 year.
	Annual Report of the Policy Review Committee 2019-20	To review and approve the Annual Report 2019-20 of the Policy Review Committee.
	Housing Development Strategy	To review the Housing Development Strategy, adopted in 2013.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.

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

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

- **PLAN Selby** – will be re-added to work plan when new timetable for consideration is known.
- **Taxi Licensing Policy** – add back on to the work programme if referred back to the Committee by the Executive.
- **Recycling** – It may be better for Scrutiny Committee to look at this - elements could be considered by Policy Review Committee but it would need to be at the right point. A Task and Finish Group has been established to consider the matter – look at again when the T&F group have finished their work.
- **Street Cleansing** – As above, this could be considered separately from the recycling service element.
- **AirBnB Homes and their Impact** – The Committee agreed that this was not currently an issue for the Selby District but could be in the future – keep under review.

Deep Dives/Working Groups – potential items

- Housing Matters - ongoing

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