



Meeting: **POLICY REVIEW COMMITTEE**
Date: **TUESDAY, 20 OCTOBER 2020**
Time: **5.00 PM**
Venue: **MICROSOFT TEAMS - REMOTE**
[\(Click here\)](#)
To: **Councillors A Lee (Chair), T Grogan (Vice-Chair), M Jordan, K Arthur, J Chilvers, R Packham, J Shaw-Wright and M McCartney**

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. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 8 September 2020.

4. Chair's Address to the Policy Review Committee

5. Policy Review Low Carbon Working Group - Draft Low Carbon Action Plan (PR/20/5) (Pages 5 - 22)

To receive an update on the work of the Low Carbon Working Group and ask the Policy Review Committee to endorse the Draft Low Carbon Action Plan.

6. The Allocation of Housing - Update Presentation (PR/20/6) (Pages 23 - 26)

To receive a report on affordable housing in Selby District.

7. Work Programme (Pages 27 - 30)

To consider the Committee's work programme.

Janet Waggott

Janet Waggott, Chief Executive

<p>Dates of next meeting (5.00pm) Tuesday, 8 December 2020</p>

Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046 vforeman@selby.gov.uk.

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Minutes

Policy Review Committee

Venue:	Microsoft Teams - Remote
Date:	Tuesday, 8 September 2020
Time:	5.00 pm
Present remotely via Teams:	Councillors A Lee (Chair), K Arthur (Vice-Chair), J Cattanach, J Shaw-Wright, T Grogan, M Jordan and K Franks
Officers present remotely via Teams:	Karen Iveson (Chief Finance Officer) and Dawn Drury (Democratic Services Officer)
Others present remotely via Teams:	Councillor C Lunn (Lead Executive Member for Finance and Resources)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Packham and M McCartney. Councillor K Franks was in attendance as a substitute for Councillor Packham.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 MINUTES

The Committee considered the minutes of the meeting held on 10 March 2020.

RESOLVED:

To approve the minutes of the Policy Review Committee meeting held on 10 March 2020 for signing by the Chair.

4 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE

There was no address from the Chair.

5 REVISED ESTIMATE 2020/21 AND MEDIUM-TERM FINANCIAL STRATEGY (PR/20/3)

The Committee received the report of the Chief Finance Officer, which asked Members to consider the content of the report and make any comments on the proposed revised Budget for 2020-21, and updated Medium-Term Financial Strategy (MTFS), prior to consideration by Council later in September 2020.

The Chief Finance Officer explained that for the General Fund and the Housing Revenue Account (HRA) three scenarios, 'best', 'mid' and 'worst' case, had been modelled over the 10 years from 2021-22 to 2030-31 and were attached at appendix A of the report, the mid-case scenarios were proposed as the framework for the forthcoming budget.

Members acknowledged that Covid-19 had, and continued to have, a significant impact on the Council's finances. As at the end of July 2020 the full year forecast for 2020-21 totalled £3.8m, it was confirmed that £1.068m had been received from the Government to help off-set these impacts. The key assumptions that underpinned the strategy had been updated, and this forecast had informed the revised estimate put forward for approval, with £1.44m New Homes Bonus proposed to be diverted from reserves to help mitigate the impacts. Based on current assumptions a surplus of £43k was forecast but given the risk and volatility as a result of the virus, this could change.

The Chief Finance Officer explained that the MTFS highlighted further delays to the Fair Funding Review and the reform of the Business rates Retention system, as a result of Covid-19. It was assumed therefore that the settlement for 2021-22 would be another roll-forward, which could result in a further year of the renewable energy business rates income.

It was highlighted that the MTFS mid-case scenario assumed a Council Tax rise of £5 (2.8%) for 2021-22, which mirrored the referendum principles that applied in 2020/21, and an on-going CPI +1% increase in housing rents.

The Committee were informed that the MTFS also set out the Council's reserves strategy which sought to set aside sums to cover known commitments and cover financial risk, as well as earmarking resources to support delivery of the "Council Plan".

The Chief Finance Officer assured Members that despite the challenges faced, the Council was in a strong financial position but savings remained a key feature of the budget going forward.

A query was raised regarding the savings requirement which identified an estimated rise to between £2.4m and £2.9m over the next 3 years; with savings of £848k p.a. already planned from which area's would the further £2m be identified. It was confirmed that at this time the report was to

highlight the potential savings identified and that it would be subject to discussion with Members.

Members queried what effect the government's plans to introduce unitary authorities would have on the budget. The Chief Finance Officer stated that the MTFs assumed that the Council was a going concern. The Lead Executive Member for Finance and Resources assured Members that the Executive were keen to ensure that Selby District Council's resources would be used for the benefit of Selby District.

In response to queries regarding Council employees in respect of the furlough system operated by the Government, and whose decision it was not to furlough any of the Council's personnel, and the impact of the pay award which included one extra annual leave day, it was confirmed that the rules around furloughing staff had been very strict and that as local authorities had received government grants it was felt that it would be inappropriate to furlough staff. It was further confirmed that staff across the organisation had come together to help different teams to aid in the work of awarding government business grants and safeguarding vulnerable people within our community. In terms of the associated benefits within the pay award it was noted that beyond the estimates included within the revised budget there would not be a significant financial impact.

Concern was raised regarding the proposal to divert the New Homes Bonus from reserves to help mitigate the impacts of Covid and it was suggested that Community Infrastructure Levy (CIL) reserves be used for the purpose. It was explained that the CIL reserves were restricted to the uses specified through the planning process. The Lead Executive Member for Finance and Resources further explained that the Council had no control over the CIL monies and that it was for each Parish Council to make a claim.

Finally, discussion took place regarding the proposed £5 increase in Council Tax for 2021-22 and whether this amount had been agreed, the Chief Finance Officer informed Members that the amount had not been agreed and that the final decision would sit with Council. There were mixed views about increasing Council Tax particularly when savings were needed but local communities had been hit by the pandemic and were struggling financially.

RESOLVED:

- i. To note the revised Budget for 2020-21 and the update to the Medium-Term Financial Strategy (MTFS) covering both the General Fund and Housing Revenue Account (HRA).**
- ii. To note the Policy Review Committee's comments as detailed above.**

**6 ANNUAL REPORT OF THE POLICY REVIEW COMMITTEE 2019-20
(PR/20/4)**

The Committee received a report from the Democratic Services Officer which asked them to agree the annual report for 2019-20.

Members felt that it was a very comprehensive report, and one member complimented the Committee on their work on the Taxi Licensing Policy.

The Chair thanked the Committee for their support and continued hard work.

RESOLVED:

To agree the Annual Report of the Policy Review Committee for 2019-20, submitted by the Chair of the Committee.

7 WORK PROGRAMME

Members considered the work programme for the rest of the 2020-21 municipal year.

RESOLVED:

To note the work programme 2020-21.

The meeting closed at 5.46 pm.



Report Reference Number: PR/20/5

To: Policy Review Committee
Date: 20 October 2020
Author: Michelle Dinsdale, Senior Policy and Performance
Lead Executive Member: Councillor Musgrave, Executive Member for Place Shaping
Lead Officer: Dave Caulfield – Director of Economic Regeneration and Place

Title: Policy Review Low Carbon Working Group – Draft Low Carbon Action Plan

Summary:

A Policy Review Low Carbon Working Group (LCWG) was formed in January 2020. The group have met on a number of occasions to discuss ways in which the Council can contribute to the low carbon agenda. Work has included calculating the Council's annual direct carbon footprint (based on 2018-19 data). A draft SMART Low Carbon Action Plan ('the Action Plan') has been developed which focuses on those actions which the Council can directly deliver, as well as those it can influence, through collaboration with others (see Appendix A).

Recommendation:

That the Policy Review Committee endorses the Draft Low Carbon Action Plan.

Reasons for recommendation

To provide the Policy Review Committee with the opportunity to comment on and endorse the draft Low Carbon Action Plan, prior to taking it to the Executive on 12 November 2020.

1. Introduction and background

- 1.1 At the Council meeting held on 16th July 2019 the Leader of the Council set out a proposal in his report to address the low carbon agenda by setting up a cross party working group of Members who will work with officers and report their recommendations to the Executive. Councillor Musgrave is the Executive Member that will be taking this work forward.
- 1.2 At the Council meeting held on 17 September 2019 Councillor Musgrave proposed to ask Policy Review Committee to lead on the development of the

Council's carbon reduction policy and to report to Executive with recommendations for actions with targets for delivery in line with the Government's 2050 target.

- 1.3 The Executive will then report to Council their recommendations, including justification if they differ from the views of the Policy Review Committee Working Group, so that the Council can agree and adopt an Action Plan.

2. Policy Review Low Carbon Working Group

- 2.1 At the meeting of the Policy Review Committee held on 15 October 2019, it was agreed that all members of the committee would be part of the Low Carbon Working Group ('the group').

- 2.2 The Director of Economic Regeneration and Place is the lead officer and is supported by a Senior Policy and Performance Officer and a wider officer team drawn from a number of service areas, including Policy and Performance, Planning Policy, Housing, Property & Assets and Environmental Health.

- 2.3 The group met on five occasions (16 January 2020, 27 February 2020, 23 June 2020, 28 July 2020 and 6 October 2020). Updates from these meetings are a standing agenda item on Policy Review Committee meetings.

- 2.4 Due to the impact of Covi-19, no meetings took place in March, April and May. 2020. Despite this, good progress has been made.

2.5 Carbon Baseline

In order to understand the Council's carbon baseline APSE (Association of Public Service Excellence) were commissioned to undertake work on calculating the Council's carbon footprint (based on 2018-19 data).

- 2.6 APSE calculated the Council's scope 1 and 2 emissions:

Scope 1 (direct) emissions are from activities owned or controlled by the Council. Examples include emissions from combustion in Council owned or controlled boilers, furnaces and vehicles.

Scope 2 (indirect) emissions are associated with purchased electricity, heat, steam and cooling. They are a consequence of the Council's energy use but occur at sources that the Council do not own or control. Examples include grid supplied electricity and heat provided through a heat network.

- 2.7 The Council's annual carbon footprint was calculated at 418 tonnes. Scope 1 emissions make up 38% (160 tonnes) and scope 2 emissions 62% (257 tonnes) – the table below provides details.

Emissions Source	Scope	% Split	Tonnes CO2e
Natural Gas	1	15%	64
Council Vehicles	1	23%	96
Electricity	2	59%	245
Heat	2	3%	12
Total		100%	418

2.8 Draft Low Carbon Action Plan

2.9 The low carbon work of other local authorities, including North Yorkshire County Council, and partner organisations e.g. Local Enterprise Partnerships (LEPs) was researched and discussed and contributed towards the development of the draft Action Plan. Actions are aligned with NYCC low carbon work and opportunities to jointly work on low carbon projects will be explored through the Better Together arrangements.

2.10 The Action Plan focuses on those actions which the Council can directly deliver, as well as those it can influence, through collaboration with others. The importance of collaborating at a greater scale with others is really important when you consider the different carbon footprint statistics:

- Selby District's carbon footprint is 1.2m t per year. The Council's direct contribution is 0.035% of the district's emissions
- North Yorkshire County Council (NYCC) footprint is 13,492 t per year (40,000 t if you include Ringway contract and school's property)
- The York & North Yorkshire sub-region footprint is 7.7m t per year.
- N.B. Drax Power Station has the ability to capture 17m t of carbon per year (by 2040) using Bioenergy with Carbon Capture Use and Storage (BECCS).

2.11 However it is important that the Council shows leadership by firstly addressing its own carbon footprint and focussing on projects it can directly deliver.

2.12 A number of the proposed actions will need to be subject to further work and testing. The Action Plan identifies those actions which will require feasibility funding and or project delivery funding.

2.13 The delivery of the Low Carbon Action Plan will be overseen by a new Low Carbon Projects Officer post we hope to appoint to shortly. However, the Action Plan is corporate and success in delivery will also require the direct input and lead from a number of key services including Property & Assets, Procurement, Legal, Finance, HR, and Planning. We have also recommended that a Member Low Carbon champion is appointed to drive this work forward politically.

2.14 The Draft Action Plan timescales and resourcing are subject to further agreement with Leadership Team and Heads of Service/the appropriate lead officer(s).

2.15 Net Zero Carbon Emissions Trajectory

The Council Plan states that it aims for the emissions from the operation of the Council's own activities to be carbon neutral before 2050.

APSE have produced a carbon reduction pathway report which details how the Council can achieve net zero carbon emissions. The main report recommendations are attached as Appendix B to this report.

Key report headlines:

- The Council could achieve net zero carbon emissions by 2030 (carbon reduction pathway report forecast based on this assumption).
- An estimated financial budget of £570,280 will be required to deliver the interventions (not including transition to electric vehicles which is considered further below).
- This cost is made up of £268,850 to improve efficiencies of the building estate including 100kWp of roof mounted PV, and £300,000 to install land based PV to export electricity to the grid.
- There will be 118t CO₂e from hard to reduce sources that will be unavoidable by 2030 that will need to be offset, and the report assumes that this can be offset through a 500kW land based solar scheme and a tree planting programme. The tree planting scheme is estimated to cost £1,430 - £/CO₂ saving will depend on the maturity of the trees by 2030.
- These interventions will financially benefit the Council by £88,750 annually by 2030 with payback periods for the investment in electricity and gas efficiencies estimated between 5 and 8 years.

The table below provides an estimated breakdown of the forecast capital cost and financial savings and accumulative CO₂ savings from interventions:

Intervention	Cost of all interventions	Accumulative saving up to 2030	Total annual saving of all interventions by 2030	Accumulative CO ₂ Savings by 2030	Accumulative £/CO ₂ Savings by 2030
Electricity - Energy Efficiency	£164,310	£184,320	£33,640	193	£852
500kW land based PV	£300,000	£168,800	£33,450	478	£628
Gas - Energy Efficiency	£44,540	£41,030	£7,910	38	£1,173
100kWp Building PV	£60,000	£75,330	£13,750	96	£628
Tree Planting	£1,430	N/A	N/A	57	£25
Total	£570,280	£469,480	£88,750	862	£662

'Accumulative £/CO₂ Savings by 2030' shows the ratio of accumulative CO₂ saved between 2021-2030 and the capital cost for the initiative. This Provides an indication of the total carbon that can be removed by 2030 - and the cost per tonne to achieve this.

Electric Vehicles

The table below is illustrative to show the forecast capital cost to upgrade all vehicles to electric, which is just over £1million for 24no. medium sized vans. The capital cost is not applicable to the Council as all vehicles are leased.

Intervention	Cost of all interventions	Accumulative saving up to 2030	Total annual saving of all interventions by 2030	Accumulative CO2 Savings by 2030	Accumulative £/CO2 Savings by 2030
Transition to EV	£1,008,000	£82,190	£17,510	84	£12,036

The cost to lease an electric vehicle is currently higher than leasing a similar fuel-based car. It is unknown how the leasing market will change up to 2030, but it is envisaged that the cost to lease vehicles will come down and will become cheaper than fuel cars as the sale of fuel cars is phased out. A detailed feasibility study is required to determine the extra over cost required to lease electric vehicles compared to fuel-based vehicles.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

On 12th June 2019 the Prime Minister committed the UK to net zero carbon emissions by 2050. It was enshrined in law through an amendment to the Climate Change Act laid in parliament on that day. The Action Plan will help to ensure that the Council plays its part in supporting this commitment.

4.2 Financial Implications

Delivery of the Action Plan will require financial resources, including a dedicated resource to co-ordinate delivery, and in the case of more detailed/large scale projects funding will be necessary to carry out feasibility studies and then dedicated business cases where required. Where possible, options to apply for external funding for specific projects will be explored, and there could be significant match-funding opportunities or grants we could secure or bid for. At Council on 22 September 2020 £1.2 million Programme for Growth funding over three years was agreed for project feasibility and delivery and £135k for a dedicated officer resource.

The APSE report is clear in stating that the costings and potential savings are high level and identifies generic measures that could be taken to reduce energy usage from the baseline emissions. It was a desktop assessment based on the consumption data and typical saving initiatives and is not based on site specific information. Estimated energy savings and forecast capital

costs shown are for representative purposes to give an illustrative outcome and should not be used for budgeting purposes. APSE recommend that a detailed audit and feasibility study is carried out for all assets to determine the site-specific initiatives. This will provide an indication of the realistic interventions that could be provided and the likely cost savings, capital cost and carbon savings.

4.3 Policy and Risk Implications

The Action Plan provides a clear direction of how the Council will address climate change and will ensure a coordinated approach across the Council.

4.4 Corporate Plan Implications

The Corporate Plan 2020-2030 priorities include Selby district is 'a great place to enjoy life', and one of the objectives of this priority is improved environmental quality. The headline delivery priority is to respond to our developing understanding of the impacts of climate change to foster local resilience and assurance through identifying and promoting low carbon – including aiming for the Council to be carbon neutral before 2050. This work will enable the council to progress with this priority.

4.5 Resource Implications

The working group is currently being delivered within existing resources. However, a dedicated resource will be required to take the Action Plan forward, for which funding has been agreed. The Action Plan is corporate and success in delivery will also require the direct input and lead from a number of key services including Property & Assets, Procurement, Legal, Finance, HR, and Planning.

4.6 Other Implications

No other implications identified at this stage.

4.7 Equalities Impact Assessment

None at this stage. An Equality, Diversity and Community Impact Assessment screening will be undertaken for individual actions where appropriate, prior to commencement.

5. Conclusion

- 5.1** The Policy Review Low Carbon Working Group have developed a draft Action Plan which details actions which the Council can take in order to reduce its carbon footprint. The Action Plan focuses on those actions which the Council can directly deliver, as well as those it can influence, through collaboration with others.

6. Background Documents

Council agenda and minutes - 16 July 2019
Council agenda and minutes - 17 September 2019
Policy Review Committee agenda and minutes - 15 October 2019
Policy Review Committee agenda and minutes - 10 March 2020

Appendices

Appendix A: Draft Low Carbon Action Plan
Appendix B: APSE Carbon Reduction Pathway Report Recommendations

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Selby District Council Draft Low Carbon Action Plan

APPENDIX A

Title	Actions	Completion Date	Responsible Officer(s)	Low Carbon Project Officer role?	Feasibility funding required?	Project Delivery funding required? Capital/Revenue
Council Plan	<ul style="list-style-type: none"> Already included specific priorities around carbon reduction and the environment in the Council Plan - Under the strategic priority 'a great place to enjoy' 	<ul style="list-style-type: none"> Council Plan agreed December 2019 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Additional Resources	<ul style="list-style-type: none"> Recruit a Low Carbon Project Officer 	<ul style="list-style-type: none"> January 2021 	<ul style="list-style-type: none"> Director of Economic Regeneration & Place 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Service Delivery Plans	<ul style="list-style-type: none"> Service Delivery Plans should contain reference to actions and activities specifically to contribute to carbon reduction. Training for Officers should be provided in this respect. 	<ul style="list-style-type: none"> 2021/22 Service Plans April 2021 	<ul style="list-style-type: none"> Heads of Service Low Carbon Project Officer with support through NYCC and LEP 	<ul style="list-style-type: none"> Y Y 	<ul style="list-style-type: none"> N N 	<ul style="list-style-type: none"> Depends if new projects identified through Service Plans need capital or revenue funding Revenue pot for training programme and resources
Carbon and	<ul style="list-style-type: none"> Include 'Impact on Climate 	<ul style="list-style-type: none"> April 2021 	<ul style="list-style-type: none"> Report authors 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> N 	<ul style="list-style-type: none"> N - work with

Council decisions	<p>Change' in all reports presented to all committees of the Council.</p> <ul style="list-style-type: none"> Develop Climate Change Impact Assessments 	<ul style="list-style-type: none"> April 2021 	<ul style="list-style-type: none"> Low Carbon Project Officer, with support through NYCC 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> N 	<p>NYCC to adapt their approach</p> <ul style="list-style-type: none"> N - work with NYCC to adapt their approach
Elected Members	<ul style="list-style-type: none"> Encourage all Members to read and complete the LGA Workbook - "A Councillor's workbook on acting on Climate Change". Include a Member briefing on Climate Change as part of Member training. Appoint a Member champion 	<ul style="list-style-type: none"> January 2021 April 2021 January 2021 	<ul style="list-style-type: none"> Members Low Carbon Project Officer, with support from Y & NY LEP Nominate a Member, supported by Low Carbon Project Officer 	<ul style="list-style-type: none"> Y Y Y 	<ul style="list-style-type: none"> N N N 	<ul style="list-style-type: none"> N N N
Carbon Baselineing	<ul style="list-style-type: none"> Develop a procedure for gathering and storing data as it is made available for the council's own carbon footprint. Explore options for gathering scope 3 data Undertake an Asset Energy 	<ul style="list-style-type: none"> April 2021 January 2021 June 2021 	<ul style="list-style-type: none"> Low Carbon Project Officer Low Carbon Project Officer Property 	<ul style="list-style-type: none"> Y Y Y 	<ul style="list-style-type: none"> N N Y 	<ul style="list-style-type: none"> N N N

	Audit (Council buildings etc.)		Management Team Leader, supported by Low Carbon Project Officer			
Working with North Yorkshire County Council	<ul style="list-style-type: none"> Discuss with NYCC the options for close working under Better Together arrangement to explore low carbon action plan projects/opportunities 	<ul style="list-style-type: none"> January 2021 	<ul style="list-style-type: none"> Low Carbon Project Officer 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> N 	<ul style="list-style-type: none"> N
Energy Use & Supply	<ul style="list-style-type: none"> Explore how the Council can source its energy supply from a more sustainable source for corporate buildings Introduce measures and staff training to encourage energy efficiency in Council buildings 	<ul style="list-style-type: none"> March 2021 April 2021 	<ul style="list-style-type: none"> Low Carbon Project Officer, with support from NYCC Low Carbon Project Officer, with support from NYCC and HR 	<ul style="list-style-type: none"> Y Y 	<ul style="list-style-type: none"> N N 	<ul style="list-style-type: none"> Y Y
Assets – Council Housing	<ul style="list-style-type: none"> Explore opportunities to reduce carbon emissions through energy efficiency and use of alternatives to fossil fuels e.g. install ground source heat pumps in Council houses 	<ul style="list-style-type: none"> June 2021 	<ul style="list-style-type: none"> Head of Operational Services, supported by Low Carbon Project Officer and NYCC 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> Y – would need to be funded from Housing Revenue Account
Energy Generation	<ul style="list-style-type: none"> Explore options for fitting Solar PV to Council houses 	<ul style="list-style-type: none"> June 2021 	<ul style="list-style-type: none"> Head of Operational 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> Y

	and other Council buildings		Services, supported by Low Carbon Project Officer and NYCC			
Grey Fleet	<ul style="list-style-type: none"> ▪ Explore options to reduce Officer and Member mileage e.g.: <ul style="list-style-type: none"> ○ Remote/virtual meetings ○ Journey planning ○ Working from home where appropriate 	<ul style="list-style-type: none"> ▪ March 2021 	<ul style="list-style-type: none"> ▪ Director of Economic Regeneration & Place, with support from other officers (e.g. IT; HR) 	<ul style="list-style-type: none"> ▪ Y 	<ul style="list-style-type: none"> ▪ N 	<ul style="list-style-type: none"> ▪ N
Electric Vehicles	<ul style="list-style-type: none"> ▪ Undertake a feasibility study into the use of Electric Vehicle Pool cars - utilising electric vehicles for unavoidable Officer travel ▪ Explore options for changing lease vehicles for use by trade teams etc to EV, including leasing schemes and purchase. ▪ Explore options for EV charging point at Civic Centre and other public buildings and car parks 	<ul style="list-style-type: none"> ▪ January 2021 ▪ April 2021 ▪ By March 2021 	<ul style="list-style-type: none"> ▪ Low Carbon Project Officer, with support from Senior EHO ▪ Low Carbon Project Officer and Property Management Team Leader ▪ Senior Environmental Health Officer, Low Carbon Project Officer 	<ul style="list-style-type: none"> ▪ Y ▪ Y ▪ Y 	<ul style="list-style-type: none"> ▪ Y ▪ N ▪ N 	<ul style="list-style-type: none"> ▪ N ▪ N ▪ Y
Cycle to Work Scheme	<ul style="list-style-type: none"> ▪ Continue to offer and promote with a view to 	<ul style="list-style-type: none"> ▪ On-going 	<ul style="list-style-type: none"> ▪ Human Resources 	<ul style="list-style-type: none"> ▪ Y 	<ul style="list-style-type: none"> ▪ N 	<ul style="list-style-type: none"> ▪ N

	increasing employee take-up rates		Officer			
Taxi Fleet	<ul style="list-style-type: none"> ▪ Explore the feasibility of achieving a lower carbon taxi fleet through licensing and access to grant funding 	<ul style="list-style-type: none"> ▪ April 2021 	<ul style="list-style-type: none"> ▪ Licensing Manager, Low Carbon Project Officer 	<ul style="list-style-type: none"> ▪ Y 	<ul style="list-style-type: none"> ▪ N 	<ul style="list-style-type: none"> ▪ Y – access to grant funding will be explored
Planning	<ul style="list-style-type: none"> ▪ Develop Planning Policies which support Climate Change aspirations through the new Local Plan e.g.: <ul style="list-style-type: none"> ○ Emerging Policies will require all new proposals to address measures to minimise energy and water consumption and support low carbon development ○ Look into the viability of introducing requirements for all new residential development to provide electric charging points ○ Introduce a Policy approach which supports employment opportunities around carbon capture technology 	<ul style="list-style-type: none"> ▪ December 2020 ▪ December 2020 ▪ December 2020 	<ul style="list-style-type: none"> ▪ Planning Policy Manager ▪ Planning Policy Manager ▪ Planning Policy Manager 	<ul style="list-style-type: none"> ▪ N ▪ N ▪ N 	<ul style="list-style-type: none"> ▪ N ▪ N ▪ N 	<ul style="list-style-type: none"> ▪ N ▪ N ▪ N
Tree Planting	<ul style="list-style-type: none"> ▪ Explore options for working in partnership with White 	<ul style="list-style-type: none"> ▪ December 2020 	<ul style="list-style-type: none"> ▪ Director of Economic 	<ul style="list-style-type: none"> ▪ N 	<ul style="list-style-type: none"> ▪ N 	<ul style="list-style-type: none"> ▪ N

	<p>Rose Forest Partnership and others (e.g. the Woodland Trust)</p> <ul style="list-style-type: none"> Identify Council and other land available for tree planting Introduce a programme of tree planting on Council and other land 	<ul style="list-style-type: none"> January 2021 March 2021 	<p>Regeneration & Place, Head of Community, Partnerships & Customers</p> <ul style="list-style-type: none"> Head of Operational Services, Planning Policy Manager, Low Carbon Project Officer Low Carbon Project Officer 	<ul style="list-style-type: none"> Y Y 	<ul style="list-style-type: none"> N Y 	<ul style="list-style-type: none"> Y Y
Waste Services	<ul style="list-style-type: none"> Explore options for further reducing waste sent to landfill Explore options for further increasing the amount of recycled waste 	<ul style="list-style-type: none"> June 2021 June 2021 	<ul style="list-style-type: none"> Head of Commissioning, Contracts & Procurement Head of Commissioning, Contracts & Procurement 	<ul style="list-style-type: none"> N N 	<ul style="list-style-type: none"> N N 	<ul style="list-style-type: none"> N N
Support the development of a low carbon economy	<ul style="list-style-type: none"> Work with the LEP to support the provision of a pathway towards a low carbon economy, including provision of advice for local businesses on opportunities to improve environmental 	<ul style="list-style-type: none"> June 2021 	<ul style="list-style-type: none"> Senior Business Advisor, Low Carbon Project Officer 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> Y - possibly 	<ul style="list-style-type: none"> Y - possibly

	performance.					
Procurement and Commissioning	<ul style="list-style-type: none"> Build low carbon value into procurement exercises to ensure that greenhouse gas emissions derived from procured goods, works and services are reduced 	<ul style="list-style-type: none"> March 2021 	<ul style="list-style-type: none"> Commissioning & Procurement Team Leader 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> N 	<ul style="list-style-type: none"> N
Working with others	<ul style="list-style-type: none"> Work closely with Drax Power and the Y & NY LEP to make the case to government for Bio-economy carbon capture storage and use Implement Local Cycling and Walking Infrastructure Plan Tap into low carbon opportunities from the Local Enterprise Partnership (LEP) and the Devolution deal. Work with partners, including Amey and Inspiring Healthy Lifestyles (IHL), to develop policies to influence others and 	<ul style="list-style-type: none"> January 2021 June 2021 April 2021 June 2021 	<ul style="list-style-type: none"> Director of Economic Regeneration & Place, Low Carbon Project Officer, Y & NY LEP Head of Community, Partnerships & Customers Director of Economic Regeneration & Place, Head of Economic Development & Regeneration Head of Commissioning, Contracts & Procurement, Low Carbon 	<ul style="list-style-type: none"> Y N Y Y 	<ul style="list-style-type: none"> N N N N 	<ul style="list-style-type: none"> N Y – possibly – also depends on external funding N N

	<p>encourage climate change reduction</p> <ul style="list-style-type: none"> Actively communicate what the Council is doing to address its own carbon footprint and work with others to address the wider district footprint 	<ul style="list-style-type: none"> January 2021 	<p>Project Officer</p> <ul style="list-style-type: none"> Communications & Marketing Officer, Low Carbon Project Officer 	<ul style="list-style-type: none"> Y 	<ul style="list-style-type: none"> N/A 	<p>N/A</p>
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APPENDIX B

APSE Carbon Reduction Pathway Report (September 2020) Recommendations

Short Term Action – Up to 6 Months
Collect and save emissions data as it is made available for all core Scope 1, 2 and 3 emissions.
Set up processes and procedures to request and record emissions data from suppliers and staff.
Carry out detailed energy audits of all buildings.
Medium Term Action – Up to 18 Months
Develop detailed feasibility studies to identify viable energy efficiency projects, localised power generation projects and carbon offsetting schemes.
Carry out detailed engineering design.
Develop a procurement strategy to deliver projects.
Understand which funding options are available and develop a strategy on how to fund specific projects.
Liaise with the Distribution Network Operator (DNO) to understand the grid capacity and how this relates to future electricity demands.
Long Term Action – Within 10 Years
Make a transition away from fossil fuel vehicles.
Increase electric vehicle charging network and sustainable travel infrastructure.
Develop large scale renewable heat and power generation projects.
Roll out energy efficiency and power generation projects to all buildings.
Develop an on-going tree planting and biodiversity improvement schemes.

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Report Reference Number: PR/20/6

To: Policy Review Committee
Date: 20 October 2020
Author: Sarah Thompson, Housing Service Manager
Lead Executive Member: Councillor Chris Pearson, Lead Member for Housing Health and Culture
Lead Officer: June Rothwell, Head of Operational Services

Title: The Allocation of Housing – Update Presentation

Summary:

Members have requested an update on the allocation of housing as part of the Committees deep dive into Housing. A presentation will be made to members and will focus on the allocation of Housing.

This report highlights what the presentation will cover.

Recommendations:

That the content of the presentation be noted and any comments provided.

Reasons for recommendation:

To provide the Policy Review Committee with an update on housing allocations.

1. Introduction and background

The North Yorkshire Home Choice Policy is our allocations policy. This is the policy we use to allocate our council owned housing and links to the wider sub-regional Housing Strategy and Tenancy Strategy, the Homelessness Strategy and our own Tenancy Policy.

The allocations policy is delivered in partnership with other local authorities and registered providers across North Yorkshire and is focused on meeting housing need, making the best use of stock and supporting sustainable tenancies.

Choice Based Lettings works by the public advertisement of all available social housing vacancies, allowing applicants to select the home they are interested in through a bidding process.

Key elements of the existing allocations scheme are:

- A single unified 'housing register' that covers the whole partnership area.
- A single policy for determining eligibility to the register and/or determining the level of priority of applicants
- Prioritisation of bids for advertised properties on the basis of priority banding
- Bids for properties are ranked in order of Housing Need (e.g. priority banding); local connection to the partnership area; household size and time waiting on Councils should consult with housing associations with which they have nomination agreements over new schemes or major changes in policy
- A summary of the allocation scheme must be published.

The Policy makes clear that some landlords may restrict who is eligible to bid on some of the properties advertised. If restrictions are in place these are stated on the advert.

Restrictions could include:

- Specially adapted properties for those with an identified physical disability or a mobility need
- Section 106 (S106) properties – where there is a legal agreement between Local Authorities and developers linked to planning permissions and applicants must meet specific conditions.
- Properties could have a minimum age criteria
- Rural area restrictions – a landlord can restrict applications for rural properties to applicants with a local connection to the parish. The first advert is a rural initiative and if there are no successful applicants the property will be advertised to the wider partnership area.
- A sensitive let – a landlord can manage specific local housing issues and carry out additional checks on applicants.
- A local letting initiative enables landlords to allocate particular accommodation to people of a particular description. They are used to address a wide range of housing management objectives such as creating balanced and mixed communities.
- Priority band restrictions in local authority areas of high demand.

In some cases, properties may be subject to a direct offer and will not be advertised but offered directly to an applicant. Any direct offers are approved by a senior manager and are monitored by the North Yorkshire Home Choice Partnership Board on a quarterly basis.

On 16 December 2019 a report was presented to Members which considered the objectives of the North Yorkshire Home Choice Policy and demonstrated how they had been met. Inward migration remained a concern for members and therefore this update concentrates on how the needs of the residents of Selby district are being met and provides feedback on the use of the rural area restrictions.

2. The allocation of housing through North Yorkshire Home Choice

A presentation will be made to members and will include information on the following:

- Demand for affordable housing and Homelessness across Selby district.
- Affordable housing delivery across the district
- The acquisition of empty homes and Right to buy, buy backs.
- The allocation of Affordable housing through North Yorkshire Home Choice
- Local lettings and the Rural Area Restrictions.
- The new Affordable Housing Delivery Strategy timeline.

3. Next steps

A new Affordable Housing Development Strategy is currently been developed. This will be brought to Policy Review for consultation in due course.

4. Implications

4.1 Legal Implications

There are no specific legal implications associated with this report.

4.2 Financial Implications

There are no specific financial implications associated with this report

5. Conclusion

The presentation provides an update on the allocation of housing through North Yorkshire Home Choice. The presentation continues to support Policy Review's deep dive into Affordable Housing and update and inform members on the allocation of affordable housing.

6. Background Documents

[North Yorkshire Home Choice Policy \(hold down Ctrl and click to access the link\)](#)

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Policy Review Committee Work Programme 2020-21

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

Date of Meeting	Topic	Action Required
4 August 2020 - CANCELLED	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update (Standing Item)	To receive a verbal update on the work of the Low Carbon Working Group.
	Statement of Licensing Policy 2020	To consider the Licensing Policy ahead of full Council in September 2020.
	Animal Licensing Policy	To consider the Animal Licensing Policy.
8 September 2020	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update (Standing Item)	To consider the draft Low Carbon Action Plan. <i>The draft Low Carbon Action Plan was not ready for consideration by the Committee and as such was moved to the October meeting at the request of the Director of Economic Regeneration and Place.</i>

	Medium Term Financial Strategy and Revised Budget	To comment on the Medium-Term Financial Strategy and revised Budget.
	Annual Report of the Policy Review Committee 2019-20	To review and approve the Annual Report 2019-20 of the Policy Review Committee.
20 October 2020	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	The Allocation of Housing – Update Presentation	To receive an update presentation on the allocation of housing, linking to the look at affordable housing in Selby District, as the final part of the 'deep dive' into housing matters by the Committee which began in 2019-20.
	Low Carbon Working Group Update (Standing Item)	To consider the draft Low Carbon Action Plan.
8 December 2020 (Provisional)	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.
	Low Carbon Working Group Update (Standing Item)	To receive an update on the work of the Low Carbon Working Group.
12 January 2021	Work Programme 2020-21	To review and amend the committee's work programme for 2020-21 as required.
	Low Carbon Working Group Update (Standing Item)	To receive an update on the work of the Low Carbon Working Group.
	Financial Budget 2021-22	To review and comment on the Council's proposed 2021-22 Financial Budget.

6 April 2021	Work Programme Planning for 2021-22	To review and finalise the Committee's Work Programme for the 2021-22.
	Annual Report of the Policy Review Committee 2020-21	To review and approve the Annual Report 2020-21 of the Policy Review Committee.
	Low Carbon Working Group Update (Standing Item)	To receive an update on the work of the Low Carbon Working Group.
	Universal Credit Update	To receive an update on the implementation and running of Universal Credit.
	Car Parking Policy/Strategy	A report was taken to the Executive in September 2020 setting out proposed changes to the parking charges and provision of cashless payments. This was called in by the Scrutiny Committee and considered on 17 September 2020. Officers advised that following call-in and once proposals had been agreed it would take some time to implement the changes. If the Committee want to consider whether the changes have delivered the improvements as expected, Officers have suggested undertaking this work in April 2021.

Other potential items for 2020-21 and 2021-22

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

- **PLAN Selby** – will be re-added to work plan when new timetable for consideration is known.
- **Street Cleansing**
- **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 - Affordable Housing** – Ongoing – Officers reminded. To be considered in October 2020.
- **The Low Carbon Agenda** – Working Group established – work ongoing.

Further suggestions to be advised by Members.