

Meeting: **POLICY REVIEW COMMITTEE**
Date: **MONDAY, 12 APRIL 2021**
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 - 6)**

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 16 March 2021.

4. **Chair's Address to the Policy Review Committee**
5. **Update from the Low Carbon Working Group (Standing Item)**

To receive a verbal update on and discuss the work of the Low Carbon Working Group. The working group last met in January 2021, and will next meet in April 2021.

6. Update on Car Parking - Verbal Update

To receive an update from Officers on the current situation with car parking as requested.

7. Housing Repairs Presentation (Pages 7 - 20)

The Committee are asked to receive information about delays to housing repairs in the District, as discussed at Council in February 2021. A similar presentation has also been given to the Scrutiny Committee at its meeting on 25 March 2021. A copy of the slides is attached to this agenda.

8. Annual Report 2020-21 (Pages 21 - 42)

To agree the Committee's Annual Report for 2020-21 submitted by the Chair of the Policy Review Committee.

9. Work Programme Planning for 2021-22 (Pages 43 - 46)

To consider the Committee's draft work programme for 2021-22.

Janet Waggott

Janet Waggott, Chief Executive

<p>Dates of next meeting (5.00pm) Date Not Specified</p>

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

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Recording at Council Meetings

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Minutes

Policy Review Committee

Venue:	Microsoft Teams - Remote
Date:	Tuesday, 16 March 2021
Time:	5.00 pm
Members present remotely via Teams:	Councillors A Lee (Chair), T Grogan (Vice-Chair), M Jordan, K Arthur, J Chilvers, R Packham Executive Lead Member for Finance and Resources - Councillor C Lunn
Officers present remotely via Teams:	Karen Iveson – Chief Finance Officer, Dave Caulfield – Director of Economic Regeneration and Place, Suzan Harrington – Director of Corporate Services and Commissioning, Drew Fussey – Operational Service Manager, Tammy Fox – Revenues and Benefits Manager, Keith Cadman – Head of Commissioning, Contracts and Procurement, Michelle Dinsdale – Senior Policy and Performance Officer, Dave Herbert – Enforcement Officer, Victoria Foreman – Democratic Services Officer

26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M McCartney and J Shaw-Wright.

Councillor K Franks was in attendance as a substitute for Councillor J Shaw-Wright.

27 DISCLOSURES OF INTEREST

Councillor A Lee declared an interest in agenda item 7 – Payment of Covid-19 Business Grants, as a business he owned had received a grant, but did not leave the meeting during consideration thereof as it was a presentation item.

28 MINUTES

The Committee considered the minutes of the meeting held on 12 January 2021.

RESOLVED:

To approve the minutes of the Policy Review Committee meeting held on 12 January 2021 for signing by the Chair.

29 CHAIR'S ADDRESS TO THE POLICY REVIEW COMMITTEE

There was no Chair's address to the Committee.

30 UPDATE FROM THE LOW CARBON WORKING GROUP (STANDING ITEM)

The Committee received a verbal update from the Senior Policy and Performance Officer, who explained that the Low Carbon Project Officer had been appointed and would start in the role in April. There had been a great deal of interest in the role and applications by a number of high-quality candidates.

Members noted that there had been discussions between Officers and APSE around the Scope 3 emissions work. It had been agreed that APSE would calculate these Scope 3 emissions for the Council, which would include leisure, waste and the street scene contracts that were currently delivered by AMEY; it was hoped that this new data would be available for reporting back to Members by mid-May 2021.

The Committee were informed that the Executive had considered the draft Low Carbon Working Group Action Plan and had requested some further information. The report would be considered again at their meeting on 1 April 2021.

Members were reminded about the presentation from the White Rose Forest Partnership at the meeting of the Low Carbon Working Group in January 2021. The Working Group had proposed a tree planting target of 50% in low-risk areas. A report would be considered by the Executive on 1 April 2021 to note the Working Group's aspirations.

Lastly, Officers mentioned the Yorkshire and Humber Climate Commission who were an independent advisory body set up to guide and support climate action across the region. It had received sign-off from all the Council Leaders in the region and would be launched on 17 March 2021. The Lead Director was Professor Andy Gouldson of Leeds University; Prof. Gouldson had offered to undertake a piece of work on the district's carbon emissions, which Members agreed was an excellent opportunity.

The Committee were advised that the main funding for the commission had come from the University of Leeds, but there had also been commitments from Leaders across the region to work collaboratively to

address climate change issues.

Members confirmed that they would like Prof. Gouldson to attend a future meeting of the Low Carbon Working Group to give a presentation, and asked Officers to arrange a meeting of the Working Group in April 2021 for this purpose.

RESOLVED:

- 1. To ask Officers to arrange a meeting of the Low Carbon Working Group in April 2021 following the Executive's consideration of the Group's Action Plan; and**
- 2. To ask Officers to invite Prof. Andy Gouldson to the above meeting to give a presentation to Members on the work of the Yorkshire and Humber Climate Commission.**

31 FLYTIPPING - ENFORCEMENT

The Committee received the report of the Head of Commissioning, Contracts and Procurement which asked Members to note its content.

Officers explained that fly tipping was national problem in many communities, and whilst the Council had a responsibility to remove waste from public land it also had enforcement powers to take a proportionate response where evidence of the perpetrator was found.

Members noted that the Council had approved the introduction of a system of fixed penalty notices (FPN's) at a meeting of the Executive on 5 December 2019. The introduction of the system had involved an extensive communications campaign during January to March 2020 with full implementation commencing in April 2020, although some FPN's were issued from January to end of March 2020. The level of fine was set at the maximum of £400 with a 25% reduction for early payment. Prior to the introduction, the Council was limited to issuing warning letters, littering FPN's with a maximum penalty of £50 or legal action via the court system.

Officers also stated that the Department for Environment, Food and Rural Affairs (DEFRA) had published their Fly Tipping Statistics for England, 2019/20 on 24 February 2021. This document provided national context of fly tipping statistics and enforcement by Local Authorities and was appended to the report.

Members expressed their disappointment at the levels of fly tipping in the district, despite the community litter picks that the Council could provide kit for (which were currently halted due to Covid-19) and its monitoring of fly tipping hot spots. Officers explained that the FPNs covered both littering and dog fouling.

The Committee asked for clarification on some of the figures set out in the report and expressed further concerns about the low levels of prosecution for fly tipping and associated offences. Some Members felt very strongly that those caught fly tipping or littering should be taken to court, as FPNs did not make an example of those caught for such offences.

Members queried why CCTV cameras that were set up to monitor areas for fly tipping were not more covert; Officers explained that the Council had to put up signs to notify the public that there were cameras, and that the issues experienced with fly tipping were identifiable across the region. Some areas such as the sides of high-speed roads were particularly bad. It was suggested that more cameras should be purchased for a wider area to be monitored, and that the approach of other local authorities be examined for comparison.

The Committee asked Officers to provide some additional information as to how much litter picking was being done outside of built-up areas, in particular on high-speed roads, and that it be shared with Members, as numerous complaints were received about it from the public. Some Members felt that more resources may have to be allocated in order to tackle the problem to an appropriate level.

Officers explained that some companies, such as McDonalds, undertook community litter picks and provided extra bins in order to cater for their rubbish. The Committee agreed that this should be encouraged throughout the area.

The Chair acknowledged that Members had expressed a general dissatisfaction with the tackling of litter and fly tipping in the district; it was a constant cross-party issue and as such it was suggested that the Committee should investigate the matter in more detail. Officers were asked to come back with more information around what additional resources may be needed, how to improve performance, what engagement with local businesses there was, the general education of the population in the district about fly tipping and littering and the provision of cameras.

Officers confirmed that they would take away the issues that Members had raised and gather further data and information, and report back to the Committee in approximately three months.

RESOLVED:

To ask Officers to report back to the Committee in approximately three months (in the 2021-22 municipal year) with more detail on fly tipping and littering in the district, in particular:

- **clarification of figures set out in the report;**
- **how much litter picking was being done outside of built up areas, i.e. high speed roads;**

- if additional resources were needed, and if so, the quantity thereof;
- engagement with local businesses;
- general education of the population; and
- the provision of cameras.

32 PAYMENT OF COVID-19 BUSINESS GRANTS - PRESENTATION

Officers had circulated a presentation to Members ahead of the meeting which gave an overview of the payment of Covid-19 business grants by the Council. In summary, more than £30m had been distributed to businesses in the form of grants and business rates relief; £1.8m related to discretionary schemes, £77k had been returned to the government and in total approximately 4,600 claims had been supported.

Members acknowledged the amount of effort and time that had been put into the payment of grants by staff, who had been administering the scheme in addition to their everyday roles; it was agreed that Selby's performance had been exemplary.

Officers explained that whilst funding had been received from central government to support the Council's administration of the scheme, the final costs to the Council, including a backlog of work, were still to be covered. Planned improvements in the Revenue and Benefits Team had not been achieved and were deferred in order for staff to focus on the distribution of grants.

The Executive Lead Member for Finance and Resources was in attendance at the meeting and emphasised the importance of the work undertaken by Officers over the past twelve months. The Committee were pleased to note that Members would be kept informed when what was expected to be the final round of funding was administered in April 2021.

Questions were asked regarding the return of funds to central government and whether there was still an active discretionary grant fund. Officers explained that there was to be a new amount of funding to last through until March 2022.

Members agreed that it was very important that the most was obtained from the grants from the government, as numerous businesses in the area were still struggling. It was essential that the grants policy the Council used was not too restrictive, so that as many people and businesses as possible could be helped.

Officers acknowledged the suggestions that the Committee had made and made the point that there was an element of future predictions to also be considered, particularly around the potential for another wave of infections in autumn and winter 2021. It was imperative that the funding from the government lasted long enough if there was another wave of the

virus; sustainability was key, and as a result, some of the funding may need to be held back.

The Committee asked Officers what was being done to contact those businesses who perhaps did not understand how to apply for the grants or believed themselves to be ineligible. Officers explained that a great deal of effort had gone into communications relating to these issues, using contacts in the local press, the Economic Development Team, Licensing, and the local business community. Members were pleased to note that those who had received grants previously would not be made to reapply; funds would be sent to them automatically. Officers were also encouraged to keep up with the communication to ensure that the maximum number of businesses continued to be aware of the grants available to them.

Members commended Officers on how they had dealt with the administration and distribution of business grants and thanked them for their continued hard work.

It was agreed by the Committee that a written report on the same topic, as detailed on the work programme for the next meeting in April 2021, was not required and should be deferred in lieu of an update later in the year.

RESOLVED:

The Committee noted the update on the payment of Covid-19 business grants and agreed that an update on the matter should be brought back to the Committee by Officers later in 2021.

33 WORK PROGRAMME

The Committee considered the 2020-21 work programme and the expected reports for the next meeting on 6 April 2021. Members asked Officers to check the status of the Car Parking Policy/Strategy report; if this report was not ready for the April meeting, the other items listed for the same date could be deferred.

The Committee also asked Officers to check when the Council's Licensing Policy would be considered by the Committee.

RESOLVED:

To note the work programme and ask Officers to check on the status of the Car Parking Policy/Strategy and the Licensing Policy and which meetings these items would be considered at.

The meeting closed at 6.15 pm.

Council House Repairs and Maintenance

Policy Review Committee

12 April 2021

June Rothwell and Phil Hiscott

What we do



- Council house repairs
 - Repairs Policy (available <https://www.selby.gov.uk/repairs-and-maintenance>)



➤ Voids

- Lettable Standard

➤ Improvement Programme

- HRA Business Plan and capital programme

**SELBY DISTRICT COUNCIL
RESPONSIVE DAY TO DAY REPAIRS
POLICY**

Performance standard for Repairs

- Emergency, Urgent and Non-urgent

Repairs are categorised into the following groups:

Emergency: Emergency repairs are required to prevent a serious risk to health and safety.

These will be carried out within 24 hours.

Urgent: Urgent repairs are those that need attention but are no risk to health and safety.

These will be carried out within 5 days.

Non-urgent: Non-urgent repairs are those that cause only minor inconvenience and have little effect on the property.

These will be carried out in 25 day

Responsive Repairs

- ❑ During the first lockdown in March 2020 we attended emergency (P1) repairs only; urgent (P2) and routine (P3) repairs were put on hold. Void works continued but under strict 'social distancing' guidelines.
- ❑ Number of repairs raised since April 2020 is 15,754 of which 1,383 are outstanding
- ❑ The restrictions resulted in a significant backlog of P2 and P3 repairs when lockdown ended; circa 300 and 1,100 respectively.
- ❑ From July until the second lockdown in November 2020, we were able to reduce the number of outstanding P2 and P3 repairs to around 30 and 540 respectively.
- ❑ The implementation of further lockdowns have meant we have once again had to put non-urgent P3 repairs on hold. Currently circa 1,383 jobs outstanding P3 repairs in the system outstanding relating to 924 properties
- ❑ Currently reviewing the backlog to identify any which may now require attention as well as seeking to appoint external repairs where contact with others can be minimised in line with Government guidance.

Improvement Programme

- ❑ During the March 2020 lockdown, all planned works programmes were suspended as contractors' put their respective workforces on furlough.
- ❑ Following lockdown, most contractors restarted in August arranging/carrying out surveys ready for a September/October start on site.
- ❑ To date our contractors have completed:
 - ❑ 61 kitchens
 - ❑ 34 bathrooms
 - ❑ 207 electrical inspections
 - ❑ 192 properties with new doors and/or windows
 - ❑ 42 central heating upgrades
- ❑ It should be noted however that Covid is also impacting programme delivery with the number of customers refusing works (circa 45% refusal on the kitchen programme) and/or material supply chain shortages.

Working safely during Covid

The Council is working to government guidance for Housing providers.

[Other people's homes - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK](https://www.gov.uk/guidance/other-peoples-homes-working-safely-during-coronavirus-covid-19)
www.gov.uk

Government Guidance on working safely in peoples homes

“As an employer, you have a legal responsibility to protect workers and others from risk to their health and safety, including from the risks of COVID-19. COVID-19 is a hazard in the workplace and, as such, should be managed in the same way as other workplace hazards.

This includes completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk.

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.

Your risk assessment will help you decide whether you have done everything you need to.”

Working safely during Covid

Selby has carried out Covid safe risk assessments

- For the activity – new ways of working which are less efficient
- For the premises – premises adapted to make Covid safe
- Individual – leading to staff isolating

Assessing the risks – for the activities

Task	Action	Information	Risk Assessment
Emergency repairs (P1)	To continue using current procedures	Continue using current risk assessment	General Risk Assessment Working from a vehicle Working in someone else's home
Urgent repairs (P2)	To continue using current procedures	Continue using current risk assessment	General Risk Assessment Working from a vehicle Working in someone else's home
Void repairs	To continue using current procedures	Continue using current risk assessment	General Risk Assessment Working from a vehicle Working in someone else's home
External contractor repairs (P1 and P2)	To continue using current procedures	Continue using contractors own risk assessments	Contractors own
Gas servicing	To continue using current procedures	Continue using contractors own risk assessments	Contractors own
Capital programme	To continue using current procedures	Continue using contractors own risk assessments	Contractors own
Aids and adaptations – P1/P2 repairs to existing installations	To continue using current procedures	Continue using existing/ contractors own risk assessments	General Risk Assessment Working from a vehicle Working in someone else's home Contractors own
Stock condition surveys	To continue using current procedures	Continue using current risk assessment	General Risk Assessment Working from a vehicle Working in someone else's home
Cyclical inspections	To continue using current procedures	Continue using current risk assessment – includes footpath and graveyards inspections	General Risk Assessment Working from a vehicle
External contractor routine repairs (P3)	Postponed - review on 3 rd December 2020	Review in line with Government restrictions in operation at the time	
Aids and adaptations – non-emergency repairs or new installations	Postponed - review on 3 rd December 2020	Review in line with Government restrictions in operation at the time	

Assessing the risk - Repairs



RISK ASSESSMENT: WORKING SAFELY DURING COVID 19

Directorate: Property Services	
Specific activity: General repairs, voids and inspections	
Prepared by: Phil Hiscott	Signed:
Approved by: June Rothwell	Signed:
Manager responsible for action: Property and Commercial Services Manager	Completion date: 16 th July 2020
Manager responsible for review: Head of Operational Services	Review date: Every 3 months or as guidance changes

Severity	3	3	6	9
	2	2	4	6
	1	1	2	3
Likelihood	1	2	3	

KEY			
SEVERITY		LIKELIHOOD	
3	Likely to result in death, major injury or damage to property or equipment	3	Extremely likely to occur
2	Likely to result in reportable injury or damage to property or equipment	2	Potential to occur
1	Likely to result in minor injury or minor damage to property or equipment	1	Slight chance of occurring

Assessing the risk – in the home



RISK ASSESSMENT: WORKING SAFELY DURING COVID 19

Directorate: Property Services	
Specific activity: Working in other people's homes	
Prepared by: Phil Hiscott	Signed:
Approved by: June Rothwell	Signed:
Manager responsible for action: Property and Commercial Services Manager	Completion date: 16 th July 2020
Manager responsible for review: Head of Operational Services	Review date: Every 3 months or as guidance changes

Severity	3	3	6	9
	2	2	4	6
	1	1	2	3
Likelihood	1	2	3	

KEY			
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1	Likely to result in minor injury or minor damage to property or equipment	1	Slight chance of occurring

Affect on capacity

Staffing – to date: As with the general population some members of the repairs team were shielding or on amended duties (no customer contact) due to medical conditions. This remains the case.

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- Carrying three vacancies (soon to be five) – these cannot be advertised as want them to be on new grade, T&C's etc.
- One member of staff CEV – shielding at home unable to work
- Two members of staff CV – have been removed from duties in occupied properties due to additional risks
- Approximately 115 days lost to Covid related sickness/isolation

Gaining access during Covid

- Kitchens:

109 properties on programme

61 kitchens properties complete

25 households refused works due to Covid

- Windows and Doors:

192 properties new windows and/or doors

15 properties refused any works

- Boiler upgrade:

102 properties on programme

Anticipate only 42 will be completed due to Covid restrictions, refusals and parts availability

- Gas servicing:

41 properties currently with Enforcement colleagues due to Covid related refusal of access

Roadmap to recovery

Recovery will focus on our internal resource on repairs and utilising additional contractor support to minimise impact on the voids; offering overtime to staff including Saturday working and increased contractor usage. We are also seeking to increase resource to bring the backlog down as swiftly as possible.

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- Review of structure, grades and T & C's to increase capacity to clear the backlog
- Review Risk assessment and safe working practices when staff begin to the Covid tested
- Review individual risk assessments when staff have been vaccinated
- Consider recruiting additional staff to clear the backlog or pass work to sub contractors – **if available**
- Review the contractors work programmes for planned works



Report Reference Number: PR/20/14

To: Policy Review Committee
Date: 12 April 2021
Status: Non-Key
Ward(s) Affected: All
Author: Victoria Foreman, Democratic Services Officer
Lead Executive Member: Councillor Mark Crane, Leader of the Council
Lead Officer: Palbinder Mann, Democratic Services Manager

Title: Annual Report of the Policy Review Committee 2020-21

Summary:

The report provides an update on the work of the Policy Review Committee for 2020-21.

Recommendations:

- i. **To agree the Committee's Annual Report for 2020-21 submitted by the Chair of the Policy Review Committee.**
- ii. **To authorise the Chair of the Policy Review Committee to agree the final version of the Annual Report 2020-21 following the inclusion of details from the meeting on 12 April 2021.**

Reasons for recommendation

The Committee ensures the contribution of Policy Review is effective in supporting service improvement and delivery against the council's priorities.

1. Introduction and background

1.1 In the 2020-21 municipal year the Policy Review Committee met on 5 occasions, less than usual due to the coronavirus pandemic which halted meetings of all Committees until summer 2020, when remote meetings were introduced by Democratic Services.

1.1 The Annual Report 2020-21, attached at Appendix A, provides an update on the topics considered and the work of the Committee.

2. The Report

2.1 The Committee has considered a number of items in 2020-21, despite the delay in resuming its meetings due to Covid-19.

2.1 The topics examined and the subsequent findings of the Committee are outlined in more detail at the full report at Appendix A.

2.2 The details of the discussions at the final meeting of the 2020-21 municipal year have not yet been included in the Annual Report. The Committee is asked to authorise the Chair of the Committee to agree the final version of the Annual Report 2020-21 once these discussions have been included.

3. Alternative Options Considered

None.

4. Implications

4.1 Legal Implications

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

4.2 Financial Implications

Travel expenses may be incurred for Councillors attending meetings.

4.3 Policy and Risk Implications

Not applicable.

4.4 Corporate Plan Implications

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

4.5 Resource Implications

Not applicable.

4.6 Other Implications

Not applicable.

4.7 Equalities Impact Assessment

Not applicable.

5. Conclusion

5.1 That the Policy Review Committee endorse the Annual Report for 2020-21.

6. Background Documents

None.

7. Appendices

Appendix A – Draft Policy Review Committee Annual Report 2020-21

Contact Officer:

Victoria Foreman
Democratic Services Officer
vforeman@selby.gov.uk
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Policy Review Committee

Annual Report 2020-21

Introduction by Councillor Andrew Lee - Chair of the Policy Review Committee



I am pleased to present the Policy Review Committee with the Annual Report for 2020-21.

The Policy Review Committee only met 5 times in 2020-21 due to the coronavirus pandemic, an event which has changed the way the Council works in many ways. Despite having held fewer meetings, the Committee still considered a range of different issues, including (amongst others) the allocation of housing, the Council's finances and budgets, Universal Credit, the Local Plan, affordable housing, fly-tipping, Covid-19 business grants, and the low carbon agenda.

The Low Carbon Working Group, set up to closely examine the low carbon agenda of the Council, has continued to meet throughout the year. The examination of low carbon in the district continues to feel very timely due to ongoing concerns about global temperatures rising and environmental destruction. The group has met on numerous occasions and has produced an action plan which is to be considered by the Executive very soon. The group has reported back regularly to the Policy Review Committee throughout 2020-21.

I would like to thank all members of the Policy Review Committee for their support and continued hard work. Many people have contributed to the success of Policy Review, including officers, external partner organisations and my thanks goes out to all of them.

I look forward to the continuing progress of Policy Review and the Low Carbon Working Group in 2021-22.

Cllr A Lee

Policy Review Committee Annual Report 2020-21

The Policy Review Committee membership comprised the following Members during the 2020-21 municipal year:

Conservative	Labour	Selby Independents and Yorkshire Party Group
Andrew Lee (Chair)	Jennifer Shaw-Wright	Mary McCartney
Tim Grogan (Vice Chair)	Robert Packham	
Karl Arthur		
Judith Chilvers		
Mike Jordan		
Substitutes	Substitutes	Substitutes
Mark Topping	Keith Franks	John McCartney
Neil Reader	Stephanie Duckett	

The Committee met 5 times during the 2020-21 year, which is fewer times than usual due to the coronavirus pandemic.

The Role of the Policy Review Committee

The Policy Review Committee is one of the Council's three Overview and Scrutiny committees. It is responsible for contributing to the development of Council policy, reviewing and making recommendations regarding existing Council policy and considering and commenting upon the implications on Selby District of the policies of partner organisations and other agencies delivering public services in the District.

2020-21 Work Programme

During 2020-21 the Policy Review Committee reviewed and commented upon several topics, including:

Standing Update from Low Carbon Working Group (every meeting)	Flytipping
MTFS and revised Budget	Payment of Covid-19 Business Grants
Annual Report of the Committee 2019-20	Annual Report of the Committee 2020-21
Allocation of Housing	Car Parking Policy/Strategy
Universal Credit Update	Financial Budget 2021-22
Preferred Options Report from Local Plan Programme Board	Empty Homes
Affordable Housing Strategy	Work Programme 2020-21 and Draft for 2021-22

Date of Meeting	Topic	Discussion/Resolution
8 September 2020	Work Programme 2020-21	Members noted the work programme for the rest of 2020-21.
	Medium Term Financial Strategy and Revised Budget	<p>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.</p> <p>Members raised queries and concerns about:</p> <ul style="list-style-type: none"> - the savings requirement which identified an estimated rise to between £2.4m and £2.9m over the next 3 years; - what effect the government's plans to introduce unitary authorities would have on the budget; - Council employees in respect of the furlough system operated by the Government; - whose decision it was not to furlough any of the Council's personnel; - the impact of the pay award which included one extra annual leave day; - the proposal to divert the New Homes Bonus from reserves to help mitigate the impacts of Covid; - the proposed £5 increase in Council Tax for 2021-22 and whether this amount had been agreed. <p>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.</p>

		The Committee noted 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).
	Annual Report of the Policy Review Committee 2019-20	<p>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 complimented the Committee on their work on the Taxi Licensing Policy. The Chair thanked the Committee for their support and continued hard work.</p> <p>The Committee agreed the Annual Report of the Policy Review Committee for 2019-20, submitted by the Chair of the Committee.</p>
20 October 2020	Work Programme 2020-21	The Committee considered the Policy Review work programme for 2020-21 and asked that the following items be added; the consultation report for the preferred options from the Local Plan Programme Board; and the draft Affordable Housing Strategy.
	The Allocation of Housing – Update Presentation	<p>The Committee received a presentation and report from the Housing Service Manager which updated them on the allocation of housing in the district.</p> <p>Members were pleased to note that a new Affordable Housing Development Strategy was currently being developed and would be brought to Policy Review Committee for consultation in due course.</p> <p>The Committee asked several questions regarding housing around variations to S106 Agreements and comments on planning applications from the Housing Team, the advertising of rural area restrictions, the future of the Home Choice scheme once York City Council had left and the acquisition of empty homes. Officers confirmed that seven empty homes had been acquired by the Council so far, and that there was a list of around 20 to 30 properties that were long</p>

		<p>term empty which the Council had identified.</p> <p>The Committee noted the report and presentation of the Housing Service Manager and asked that an update report on empty homes in the district be brought back to a future meeting of the Committee.</p>
	Low Carbon Working Group Update (Standing Item)	<p>The Committee received the report of the Senior Policy and Performance Officer which asked Members to endorse the Draft Low Carbon Action Plan.</p> <p>Members discussed the report and agreed that the work of the group had been collaborative and cross party, and that it should continue following consideration by the Executive in December.</p> <p>The potential for tree planting at Burn Airfield was queried and joint working with the LEP (Local Enterprise Partnership) for the development of a low carbon economy. The Deputy Leader was in attendance and confirmed that he would speak on the matter at the Executive meeting in December. Officers confirmed that the 418t carbon footprint of the Council did not include outsourced services.</p> <p>The Chair of the Committee asked about low carbon interventions and expressed concern that by increasing use of green technology the Council would be unwittingly generating carbon elsewhere.</p> <p>Officers explained that the calculation of the Council's carbon footprint did not include emissions from manufacturing the interventions because this would fall under Scope 3, which was outside of the scope of this piece of work. APSE could be asked to look at Scope 3 emissions as a separate commission, but it was difficult to obtain the raw data for this as it was heavily reliant on third party information being submitted, i.e., by organisations delivering outsourced services and contractors, and could take some time.</p>

		<p>The approach that APSE had taken in producing the report was a standard methodology that had been used across the country in other local authority areas. Scope 3 data was problematic, mainly due to the amount of time it would take to collect. The elements included in Scopes 1 and 2 would have a positive effect. Some local authorities had tried to trace their carbon footprint for everything, but it had proved problematic in places.</p> <p>Concerns around gathering further data were noted; the general consensus from the Committee was that the action plan as set out should be submitted to the Executive and the work be taken forward, without the need for the additional data.</p> <p>The Policy Review Committee endorsed the Draft Low Carbon Action Plan for submission to the Executive at their meeting in December 2020.</p>
12 January 2021	Work Programme 2020-21	<p>The Committee considered the Policy Review work programme for 2020-21 and made a number of suggestions and amendments:</p> <ul style="list-style-type: none"> - That following a recent decision by the Licensing Committee, the Licensing Policy be brought back to the Policy Review Committee for further consideration by the next meeting in March. - Regarding the provision of business grants during the Covid-19 outbreak to ask Officers to give an overview to Committee about the scheme, when grants were being paid out, to how many businesses, how many fraudulent or erroneous applications there had been etc. Members agreed it would also be useful for the Committee to understand the Council's policies and protocols in relation to business grants as it was a live issue. - Members asked if a summary of public consultation comments on the

		<p>Council's 2021-2022 Budget and the Local Plan could be brought to Committee to give them a more complete picture of the process and residents' thoughts on both matters once the consultations had closed. It was also suggested that a summary of comments on the Local Plan should be sent to all Councillors.</p>
	Universal Credit Update	<p>The Committee received the report of the Revenues and Benefits Manager which asked Members to consider the content of the report, note any changes, and make any comments on Universal Credit.</p> <p>Members asked several questions in relation to the report on matters such as the future of the hardship fund, incidences of homelessness relating to the number of people on Universal Credit and council tax support.</p> <p>The Committee agreed that they should still receive regular updates on Universal Credit, but that just headline figures would suffice as opposed to longer written reports; these next set of figures were requested for around six months' time. Officers confirmed that this would be possible as the Council received a quarterly report from the Department for Work and Pensions, which could feed into the figures to be presented to Members.</p> <p>The Committee noted the report and requested that headline figures relating to the management of Universal Credit at the Council be presented to the Committee in six months' time.</p>
	Preferred Options Report from Local Plan Programme Board	<p>The Committee received the report of the Planning Policy Manager which asked Members to consider and endorse the Preferred Options Local Plan Consultation Document.</p> <p>Some Members expressed concerns relating to the consultation, in that there were members of the public that did not have access to the internet and as a</p>

		<p>result would not be able to respond if they could not attend in-person events. Officers acknowledged that this may be the case for some residents but explained that a great deal was being done to ensure that people could still engage with the consultation and submit their views for consideration. It was also essential that the development of the Local Plan continued to give clarity and certainty to planning and development arrangements in the district.</p> <p>The Committee suggested that further communications work be undertaken on the consultation to ensure that as many residents as possible were aware that it was going ahead. Members agreed that maintaining control of strategic planning in the district was very important in order to prevent inappropriate development.</p> <p>Officers were thanked for the work they had done on the Local Plan so far; Members emphasised the importance of encouraging responses to the consultation in their local communities.</p> <p>The Committee endorsed the Preferred Options Local Plan Consultation Document.</p>
	Draft Development Strategy for Affordable Housing	<p>The Committee received the report of the Housing Service Manager which introduced the new Draft Development Strategy for Affordable Housing and asked Members to consider and submit their comments on it.</p> <p>The Committee expressed the view that the Council should be pursuing new housing stock alongside housing associations. Officers confirmed that they would be able to look into this approach in more detail, but that some types of units were harder to bring forward than others. The Council needed to ensure that there was sufficient flexibility and opportunities that could be identified as they arose; the build costs for local authorities were often high, but that it was possible to find a solution to the delivery of housing with the right resources.</p>

		<p>The Committee agreed that as a local authority, the Council was best placed to know what development the area needed and where, but that developers needed to offer affordable housing and it should be pursued accordingly.</p> <p>The Deputy Leader and Lead Executive Member for Place Shaping who was also in attendance at the meeting explained that it was costly for the Council to build housing compared to buying it. In the last year 120 affordable homes had been built in the district, but they had all been procured by housing associations. Members were informed that there was approximately £8m in reserves with which the Council could buy or build homes, and he was determined to see more done in this regard.</p> <p>Officers explained the process for Right to Buy buybacks, and acknowledged that in some circumstances it was viable, but not always.</p> <p>The Committee noted the report and requested that the matter be brought before them again in the future when further work had been undertaken on the policy.</p>
	Empty Homes	<p>The Committee received the report of the Housing Service Manager which asked Members to consider the content and submit comments on the Empty Property Strategy and Action Plan.</p> <p>Officers explained that the North Yorkshire Empty Property Strategy and local Selby District Action Plan was agreed and adopted in January 2018. The strategy aimed to reduce the number of long-term empty homes through a co-ordinated approach and the local action plan set out how the Council would target empty homes across the district, and encourage, support and enforce owners to bring empty homes back into use.</p>

		<p>Members noted that the report provided an update on the progress of the implementation of the strategy and the action plan.</p> <p>The Committee noted the report.</p>
	Low Carbon Working Group Update (Standing Item)	<p>The Committee received updates from the Director of Economic Regeneration and Place and Senior Policy and Performance Officer on the Executive's consideration of the Low Carbon Working Group report.</p> <p>The Deputy Leader and Lead Executive Member for Place Shaping was in attendance at the meeting and asked that representatives from the Working Group accompany him to talk to the Executive about the report.</p> <p>Also in attendance at the meeting was Guy Thompson from the White Rose Forest Partnership (WRFP), who gave an overview of the organisation's work. The Council was well placed to develop a strategic partnership with WRFP that could bring numerous benefits to the district.</p> <p>The Committee asked if it was possible to begin tree planting in the district quickly; Mr Thompson explained that sites needed to be identified and analysed first, landowners communicated with, and the design and funding of the scheme supported.</p> <p>Members were pleased to note that the WRFP also had a 'landscapes for water' project which looked at the effects of tree planting on areas prone to flooding.</p> <p>The Committee asked that the WRF attend the next meeting of the Low Carbon Working Group in order for further discussions on tree planting to take place; Officers emphasised the importance of the work being evidence based and linked to the Council's new Local Plan.</p>

		The Committee noted the update on the work of the Low Carbon Working Group and requested that a representative from the White Rose Forest Partnership attend the next meeting of the Working Group.
	Financial Budget 2021-22	<p>The Committee received the report of the Chief Finance Officer which asked the Committee to provide comments on the Draft Revenue Budget, Capital Programme and Medium-Term Financial Plan 2021-2022. Also in attendance at the meeting was Councillor L Lunn, Lead Executive Member for Finance and Resources.</p> <p>Members were pleased to note that the proposal was to freeze council tax for the 2021-22 year, as many people were under a great deal of financial pressure due to the Covid-19 pandemic. It was suggested by some Members that rents should also have been frozen.</p> <p>The Committee asked questions relating to the improvement of industrial units, grants, loans, savings and rents. Officers confirmed that numerous Council resources would be directed towards tackling Covid-19 in the coming year, and that the majority of proposed savings would be pushed back. Members were reminded that with regards to housing rents, this was a ringfenced account and as such these monies would go directly back into the service to invest in the planned improvements to tenants' homes.</p> <p>The Policy Review Committee endorsed the Executive's draft budget proposals for 2021-22 including the proposed freeze in Council Tax.</p>
16 March 2021	Low Carbon Working Group Update (Standing Item)	The Committee received a verbal update from the Senior Policy and Performance Officer, who explained that the Low Carbon Project Officer had been appointed and would start in the role in April. There had been discussions between Officers and APSE around the Scope 3 emissions work. It had been agreed that APSE would calculate these Scope 3 emissions for the Council,

	<p>which would include leisure, waste and the street scene contracts that were currently delivered by AMEY; it was hoped that this new data would be available for reporting back to Members by mid-May 2021.</p> <p>The Committee were informed that the Executive had considered the draft Low Carbon Working Group Action Plan and had requested some further information. The report would be considered again at their meeting on 1 April 2021.</p> <p>Members were reminded about the presentation from the White Rose Forest Partnership at the meeting of the Low Carbon Working Group in January 2021. The Working Group had proposed a tree planting target of 50% in low-risk areas. A report would be considered by the Executive on 1 April 2021 to note the Working Group's aspirations.</p> <p>Lastly, Officers mentioned the Yorkshire and Humber Climate Commission who were an independent advisory body set up to guide and support climate action across the region. It had received sign-off from all the Council Leaders in the region and would be launched on 17 March 2021. The Lead Director was Professor Andy Gouldson of Leeds University; Prof. Gouldson had offered to undertake a piece of work on the district's carbon emissions, which Members agreed was an excellent opportunity.</p> <p>Members confirmed that they would like Prof. Gouldson to attend a future meeting of the Low Carbon Working Group to give a presentation, and asked Officers to arrange a meeting of the Working Group in April 2021 for this purpose.</p> <p>The Committee asked Officers to arrange a meeting of the Low Carbon Working Group in April 2021 following the Executive's consideration of the Group's Action Plan, and to invite Prof. Andy Gouldson to the meeting</p>
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		<p>to give a presentation to Members on the work of the Yorkshire and Humber Climate Commission.</p>
	Fly Tipping	<p>The Committee received the report of the Head of Commissioning, Contracts and Procurement which asked Members to note its content. Officers explained that fly tipping was national problem in many communities, and whilst the Council had a responsibility to remove waste from public land it also had enforcement powers to take a proportionate response where evidence of the perpetrator was found.</p> <p>Members expressed their disappointment at the levels of fly tipping in the district, asked for clarification on some of the figures set out in the report and expressed further concerns about the low levels of prosecution for fly tipping and associated offences. Some Members felt very strongly that those caught fly tipping or littering should be taken to court, as FPNs did not make an example of those caught for such offences.</p> <p>Members queried why CCTV cameras that were set up to monitor areas for fly tipping were not more covert; it was suggested that more cameras should be purchased for a wider area to be monitored, and that the approach of other local authorities be examined for comparison.</p> <p>The Committee asked Officers to provide some additional information as to how much litter picking was being done outside of built-up areas, in particular on high-speed roads, and that it be shared with Members, as numerous complaints were received about it from the public. Some Members felt that more resources may have to be allocated in order to tackle the problem to an appropriate level.</p> <p>The Chair acknowledged that Members had expressed a general dissatisfaction with the tackling of litter and fly tipping in the district; it was a constant cross-party issue and as such it was suggested that the Committee should investigate</p>

		<p>the matter in more detail. Officers were asked to come back with more information around what additional resources may be needed, how to improve performance, what engagement with local businesses there was, the general education of the population in the district about fly tipping and littering and the provision of cameras.</p> <p>Officers confirmed that they would take away the issues that Members had raised and gather further data and information, and report back to the Committee in approximately three months.</p> <p>Officers were asked to report back to the Committee in approximately three months (in the 2021-22 municipal year) with more detail on fly tipping and littering in the district, in particular:</p> <ul style="list-style-type: none"> - clarification of figures set out in the report; - how much litter picking was being done outside of built up areas, i.e. high speed roads; - if additional resources were needed, and if so, the quantity thereof; - engagement with local businesses; - general education of the population; and - the provision of cameras.
	Payment of COVID-19 Business Grants – Presentation	<p>Officers had circulated a presentation to Members ahead of the meeting which gave an overview of the payment of Covid-19 business grants by the Council. Members acknowledged the amount of effort and time that had been put into the payment of grants by staff, who had been administering the scheme in addition to their everyday roles; it was agreed that Selby's performance had been exemplary.</p> <p>The Executive Lead Member for Finance and Resources was in attendance at the meeting and emphasised the importance of the work undertaken by Officers</p>

		<p>over the past twelve months. The Committee were pleased to note that Members would be kept informed when what was expected to be the final round of funding was administered in April 2021.</p> <p>Questions were asked regarding the return of funds to central government and whether there was still an active discretionary grant fund. Officers explained that there was to be a new amount of funding to last through until March 2022.</p> <p>Members agreed that it was very important that the most was obtained from the grants from the government, as numerous businesses in the area were still struggling. It was essential that the grants policy the Council used was not too restrictive, so that as many people and businesses as possible could be helped.</p> <p>The Committee asked Officers what was being done to contact those businesses who perhaps did not understand how to apply for the grants or believed themselves to be ineligible. Officers explained that a great deal of effort had gone into communications relating to these issues, using contacts in the local press, the Economic Development Team, Licensing, and the local business community. Members were pleased to note that those who had received grants previously would not be made to reapply; funds would be sent to them automatically. Officers were also encouraged to keep up with the communication to ensure that the maximum number of businesses continued to be aware of the grants available to them.</p> <p>Members commended Officers on how they had dealt with the administration and distribution of business grants and thanked them for their continued hard work.</p> <p>It was agreed by the Committee that a written report on the same topic, as detailed on the work programme for the next meeting in April 2021, was not required and should be deferred in lieu of an update later in the year.</p>
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		The Committee noted the update on the payment of Covid-19 business grants and agreed that an update on the matter should be brought back to the Committee by Officers later in 2021.
	Work Programme 2020-21	<p>The Committee considered the 2020-21 work programme and the expected reports for the next meeting on 6 April 2021. Members asked Officers to check the status of the Car Parking Policy/Strategy report; if this report was not ready for the April meeting, the other items listed for the same date could be deferred.</p> <p>The Committee also asked Officers to check when the Council's Licensing Policy would be considered by the Committee.</p>
12 April 2021	Work Programme Planning for 2021-22	To be completed after the meeting.
	Annual Report of the Policy Review Committee 2020-21	As above.
	Housing Repairs Presentation	As above.
	Low Carbon Working Group Update (Standing Item)	As above.
	Car Parking Update	As above.

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Policy Review Committee Work Programme 2021-22

The following **provisional** dates are also in the Democratic Services calendar if required: 17 August 2021, 19 October 2021 and 15 March 2022

Date of Meeting	Topic	Action Required
20 July 2021	Work Programme 2021-22	To review and amend the committee's work programme for 2021-22 as required.
	Low Carbon Working Group Update (Standing Item)	To receive a verbal update on the work of the Low Carbon Working Group.
	Licensing Policy	To consider any refresh of the Council's Licensing Policies ahead of adoption by Council.
	Universal Credit Update (Standing Item - Every 6 Months)	To receive a short update on Universal Credit (figures only).
	Flytipping and Littering	To receive a detailed report on flytipping and littering in the district, in particular what resources (including funding/costs) are needed to improve the collection of litter and tackling of flytipping. Also include approaches to education, enforcement and collection.
	Summary of Local Plan Preferred Options Consultation Responses	To ask Officers to provide a summary of the Local Plan Preferred Options consultation responses to the Committee.

14 September 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 a verbal update on the work of the Low Carbon Working Group.
	Medium Term Financial Strategy and Revised Budget 2022-23	To comment on the Medium-Term Financial Strategy and revised Budget for 2022-23 ahead of its consideration at Council in February 2022.
	Payment of COVID-19 Business Grants - Update	Following on from Officer's presentation in March 2021, an update on the payment of COVID-19 Business Grants by the Council.
11 January 2022	Work Programme 2021-22	To review and amend the committee's work programme for 2021-22 as required.
	Low Carbon Working Group Update (Standing Item)	To consider the draft Low Carbon Action Plan.
	Universal Credit Update (Standing Item - Every 6 Months)	To receive a short update on Universal Credit (figures only).
12 April 2022	Work Programme Planning 2022-23	To review and finalise the Committee's Work Programme for the 2022-23.
	Low Carbon Working Group Update (Standing Item)	To receive an update on the work of the Low Carbon Working Group.
	Annual Report of the Policy Review Committee 2021-22	To review and approve the Annual Report 2021-22 of the Policy Review Committee.

Other potential items for 2021-22 and 2022-23

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

- **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.
- **Development Strategy for Affordable Housing** – Bring back to the Committee when further work has been undertaken on the policy.

Deep Dives/Working Groups – potential items

The Low Carbon Agenda – Working Group established – work ongoing.

Further suggestions to be advised by Members.

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