



Meeting: **POLICY REVIEW COMMITTEE**  
Date: **TUESDAY, 17 APRIL 2018**  
Time: **5.00 PM**  
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**  
To: **Councillor J Deans (Chair), Councillor M Hobson (Vice-Chair), Councillor J Cattanach, Councillor M McCartney, Councillor K Arthur, Councillor D Hutchinson and Councillor J Shaw-Wright**

## Agenda

- 1. Apologies for Absence**
- 2. Disclosures of Interest**

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

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

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

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

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

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

To confirm as a correct record the minutes of the meeting of the Policy Review Committee held on 13 March 2018.

- 4. Chair's Address to the Policy Review Committee**

**5. The Council's approach to supporting residents and tenants to claim and manage their Universal Credit entitlement - PR/17/9 (Pages 5 - 14)**

To note the impact Universal Credit Full Service (UCFS) and consider and comment on the proposals to reduce the risk of hardship to claimants and increasing HRA debt

**6. Review of Parks and Open Spaces Byelaws - PR/17/10 (Pages 15 - 42)**

To endorse the revised park byelaws for referral to full Council for formal adoption.

**7. Annual Report of the Policy Review Committee - PR/17/11 (Pages 43 - 54)**

To agree the Committee's Annual Report for 2017-18 and authorise the Chair of the Policy Review Committee to agree the final version of the Annual Report 2017/18 following the inclusion of details from the meeting on 17 April 2018

**8. Policy Review Committee Work Programme 2018/19 - PR/17/12 (Pages 55 - 62)**

To agree items for inclusion on the Policy Review Committee's 2018/19 work programme.

*G. Marshall*

**Gillian Marshall, Solicitor to the Council**

<p><b>Dates of next meetings (5.00pm)</b> Tuesday, 12 June 2018</p>
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Enquiries relating to this agenda, please contact Victoria Foreman on 01757 292046  
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## Minutes

### Policy Review Committee

Venue:	Committee Room
Date:	Tuesday 13 March 2018
Time:	5.00pm
Present:	Councillors J Deans (Chair), K Arthur, J Cattnach, D Hutchinson, C Pearson and J Shaw-Wright.
Officers Present:	Aimi Brookes, Contracts Team Leader, Caroline Sampson Paver, Commissioning and Procurement Team Leader and Victoria Foreman, Democratic Services Officer
Others Present:	None.

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#### **17. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mary McCartney and Mel Hobson. Councillor Chris Pearson was in attendance as a substitute for Councillor Hobson.

#### **18. DISCLOSURES OF INTEREST**

There were no declarations of interest.

#### **19. MINUTES**

The Committee considered the minutes of the meeting held on 16 January 2018. Members asked that under minute item 13 – Executive Hire Working Group Update, the spelling of 'discreet' be checked in relation to vehicle licences.

#### **RESOLVED:**

**To approve the minutes of the Policy Review Committee held on 16 January 2018 for signing by the Chair,**

**subject to Officers checking the spelling of 'discreet' in relation to vehicle licences at minute item 13.**

## **20. CHAIR'S ADDRESS**

The Chair had no address for the Committee.

## **21. DRAFT TREE MANAGEMENT POLICY**

The Committee received a report from the Contracts Team Leader and the Commissioning and Procurement Team Leader, and were asked to consider and comment on the Draft Tree Management Policy in order to inform the consultation draft of the policy prior to a period of formal public consultation.

The Committee noted that Selby District Council had a statutory responsibility for the management and maintenance of trees on Council owned land. The Council intended to formalise and publicise the policy and approach to managing trees, which would allow the Council to more efficiently manage the trees on Council owned land. It would also enable a consistent approach to managing the range of enquiries and requests for works that were received, and ensure that risks were managed effectively to ensure public safety.

Members asked if there were plans available that showed which areas of trees the Council or Parish Councils were responsible for; the Contracts Team Leader confirmed that there were plans for those areas maintained under the Environmental Services contract, and that these could be circulated to Members as required.

The maintenance of the deciduous trees on Hambleton Hough was also queried by the Committee; it was noted that management of the site was through a separate agreement with the Wildlife Habitat Protection Trust and that further information would need to be requested from the Communities Team. Members also requested clarification on tree ownership and responsibilities if a site was jointly owned by the Council and the Local Health Authority.

Officers confirmed that they would insert a sentence in the policy around privately owned trees affecting Council property and that in such an instance, the private owner of the tree should be contacted to deal with the issue. The Committee also noted that there was no responsibility for the Council to clear up leaf or blossom fall from Council owned trees if they fell on private property. However, if naturally occurring tree behaviour like blossom or leaf fall occurred on adopted highways, this would be dealt with via routine cleansing.

The Committee expressed its support for Officers exploring access to funds and projects, such as community orchards, to increase the number of trees in the District.

Members asked Officers to explain what publicity would be taking place to advertise the policy when it came into effect; it was confirmed that publicity would be carried out via the internet, social media, press releases, local or tenant newsletters and via Parish Councils. A web page was also being developed on the Council's website that would hold all relevant information relating to trees and their management that the public or Officers might find useful.

The disposal of green waste resulting from tree felling or trimming was discussed by the Committee. Officers were asked to look into the potential market for the purchase of felled tree logs for fuel or firewood, although the small numbers may make this unsustainable. Historically, any felled tree was cut up and left for local residents to take away.

Officers confirmed that the Committee's comments would be included in the draft policy where appropriate, and following consultation, the policy would be taken to the Executive for final agreement.

**RESOLVED:**

- i) To note the content of the report.**
- ii) To welcome the introduction of the Tree Management Policy as it:**
  - a) gives clarity and consistency to the Council's responsibilities;**
  - b) identifies clearly the Council's legal responsibilities for trees in its ownership; and**
  - c) ensures that the Council's resources are directed effectively.**

**22. POLICY REVIEW COMMITTEE WORK PROGRAMME 2017/18 AND PLANNING FOR 2018/19**

The Committee considered the current 2017/18 Work Programme and the draft 2018/19 Work Programme. Members asked that the Annual Report of 2017/18 be added for consideration at the next meeting of the Committee on 17 April 2018.

The Committee were asked to send any further suggestions for Work programme items for 2018/19 to the Chairman and Democratic Services Officer.

**RESOLVED:**

- i) To note the Committee's Work Programme for the remainder of the 2017/18 year, and the proposed plan for the 2018/19 year.**
- ii) To include the Policy Review Committee's Annual Report on both the 2017/18 and 2018/19 Work Programmes for consideration in April 2018 and April 2019 respectively.**
- iii) To ask Committee Members to suggest topics they would wish to see on the 2018/19 Work Programme, and to send these to the Chair and Democratic Services Officer.**

The meeting closed at 5.37pm.



## Public Session

**Report Reference Number:** PR/17/9

**Agenda Item No:** 5

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**To:** Policy Review Committee  
**Date:** 17 April 2018  
**Author:** Drew Fussey, Customer, Business and Revenue Service Manager  
**Lead Officer:** Julie Slatter, Director of Corporate Services and Commissioning

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**Title: The Council's approach to supporting residents and tenants to claim and manage their Universal Credit (UC) entitlement**

### Summary:

The Council's priorities to 'make a difference' and 'enjoy life' combined with the Council's values to be customer focused, forward thinking and work as one team have influenced and informed the Council's approach to preparing to support residents and tenants to claim and manage their Universal Credit (UC) entitlement.

Selby Universal Credit Full Service (UCFS), for new claimants only, will start in May 2018. The impact in the district will build incrementally to around 900-1200 claiming UC over the first year. Based on information gathered from the Department for Work and Pensions (DWP) and other local authorities that are already UCFS, it is estimated that between 260 and 390 will be SDC tenants with the likely result that the Housing Revenue Account (HRA) rent arrears will raise incrementally as more tenants claim UC.

The proposals in this report are proactive. The Council's aim is to adopt the "Make Every Contact Count" principle in relation to UC. A working group has been established to ensure Council services, in conjunction with relevant partners, are coordinated to reduce the well documented risks that have been identified as UC has been rolled out nationally. This will ensure that the Council is helping to reduce hardship, sustain tenancies and safeguard its reputation helping make Selby district a great place to live.

### Recommendations:

- i. **To note the impact Universal Credit Full Service (UCFS) will have on HRA rent arrears and additional workload across the Operational Services team.**

- ii. **To consider and comment on the proposals to reduce the risk of hardship to claimants and increasing HRA debt.**

## **Reasons for recommendation**

The Committee is asked to note recommendation i. and consider and comment on recommendation ii. to enable Operational Services to adopt and embed the proposals explained in this report to establish a 'Make Every Contact Count' principle in relation to UC, reducing the risk of hardship for those needing to claim UC, and mitigating the likely rise in HRA arrears.

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

- 1.1 Universal Credit (UC) aims to ensure claimants are better off in work than on benefits. There have been many criticisms of UC as it has rolled out across the United Kingdom since May 2016. The government has responded to these concerns but the key impacts of hardship for claimants and especially the impact of UC on rent arrears remain a potential concern.
- 1.2 To help the Council understand the likely impact on UC claimants that live in the district, officers have gathered information from a range of sources to provide a national context alongside local impact from visiting neighbouring local authorities that are already UCFS. The work undertaken to predict the impact of UCFS has been thorough. It is clear from the research that workloads across Operational Services will increase and HRA debt is likely to rise as more people claim UC.

### **2. The Report**

#### **2.1 What is Universal Credit?**

- 2.2 UC aims to ensure claimants are better off in work than on benefits. UC has been rolled out across United Kingdom local authorities since May 2016. It replaces six existing benefits and merges them into one payment that will be paid monthly in arrears:

- Working Tax Credit
- Housing Benefit
- Job Seekers Allowance
- Employment and Support Allowance
- Income Support
- Child Tax Credit.

- 2.3 UC is for working-age people only and must be claimed online. Claims can be taken from anyone of working age; this includes families with no more than two children, people with health conditions and those who are in work.

#### **3. How is Universal Credit Full Service being rolled out?**

- 3.1 UCFS rollout is Jobcentre-based. To date the district has approximately 2,860 households that now need to claim UC rather than the 'legacy benefits' (the term used for the individual benefits named above). Selby Jobcentre is



currently scheduled to go live in May 2018; impacting on the majority of households in the district should they make a new claim for benefit. The table below provides the detail on the UC rollout for the district:

Rollout date	Job Centre	Post Codes	Localities	Estimated Properties affected
13/09/17	York	LS24, 0 YO19 6, YO23 2, YO23 3, YO23 7	Acaster Selby, Appleton Roebuck, Bilbrough, Bolton Percy, Escrick, Kelfield, Riccall, Stillingfleet, Thorganby.	2,600
11/10/17	Doncaster	DN6 9	Womersley area	260
30/05/18	Selby	District wide	Includes Selby, Sherburn, Tadcaster. <i>Everywhere but post codes below</i>	22,891
01/07/18	Goole	DN14 0, DN14 9 YO8 6	East Riding of Yorkshire	4,934
01/11/18	Wakefield	WF11 9	Brotherton area	1,459

3.2 Due to the low volumes currently claiming UC the impact to date on Council services and the levels of housing debt is negligible.

#### 4. Government changes announced in the Autumn Statement 2017

4.1 Due to the Autumn Statement announcement, rollout of UCFS for the district has been rescheduled to May 2018.

4.2 A number of changes have been proposed to the way the UC will work and these should have a positive impact. However, it is too early to assess the likely impact the changes, which are listed below will have for claimants at this point as they are not all implanted as yet. The research that has been undertaken to inform this report predates these changes which will be implemented between December 2017 and April 2018

- **1 week wait removed** - 7 waiting days at start of claims will be abolished as of February 2018. Instead of 6 weeks, claimants can now expect a 5-week wait (4 weeks to process, 1 week to reach bank account).
- **Increasing UC advances** - Advance available to claimants increased to 100% of estimated entitlement (previously 50%) and this can be repaid across 12 months (previously 6 months). This was implemented in December 2017.
- **Support with transition from Housing Benefit (HB)** - From April 2018, claimants previously in receipt of HB will receive an additional 2 weeks support as a transitional payment. This change is expected to go live in April 2018. DWP have not announced the detail at this time.

- **Free helplines** - The premium call helplines are now free (from December 2017), people were paying up to 55p per minute.
- **Temporary Accommodation (TA) housing support** - From April 2018 any new UC claimants in TA will have housing costs met through HB.
- **Alternative payment arrangements for landlords** - Ensure that claimants are offered option of managed payments under UC where they previously received this from legacy HB available now.
- **Universal Credit live service closed to new claims from 31 December 2017** - The closure of the live UC gateway affects single claimants only. Single people that had been on UC in live service that need to make a new claim are reverting back to the legacy benefits. This means the HB gateway for these claimants has had to be reopened. £2,086 of new burdens funding has been provided to the Council for this change.

## 5. Impact on Council services: what the research says

5.1 The research to inform this report was carried out late in 2017. It involved visiting and reviewing information obtained from Ryedale, Richmondshire, Harrogate and York Councils, combined with national reports from a number of respected sources. All evidence suggests that work for local authorities will increase as will rent arrears. The three key areas of concern are:

- **A significant increase in Council Tax work** - every transaction has to be manually input as there is no IT integration between DWP and the leading Revenue and Benefit systems, nor has there been any development at this stage. There is also a significant increase in new Council Tax Support (CTS) claims with only a small reduction in Housing Benefit claims in the first year. The Autumn Statement did not tackle these issues.
- **Increasing Housing Revenue Account rent arrears** - those authorities with housing stock have seen increasing levels of arrears as a direct result of UC claimants in debt. The revised payment arrangements for landlords should have a positive impact.
- **More people at risk of homelessness** - those renting in the private sector struggling with UC-created arrears, and those in social housing already in arrears then switching to UC, are not coping with self-budgeting. As a result Housing Option teams in the authorities visited have reported increases in requests for support/emergency accommodation. We anticipate that the Autumn Statement will have a positive impact here as will the introduction of the Homelessness Reduction Act.

## 6. Impact on Operational Services

6.1 When Selby Jobcentre goes UCFS the impact will be slow to start, growing incrementally throughout the year. Once UCFS is operating anyone who

meets the criteria AND who would have claimed Housing Benefit will apply for UC instead. The impact of UC on Operational Services is outlined below:

### **Benefits and Taxation Service**

- 6.2 The Council will still be responsible for assessing claims for:
- All Pension age claims for HB, Supported and Exempt Accommodation
  - All Council Tax Support; and
  - Determining applications for Discretionary Housing Payments for those in receipt of UC or HB.
- 6.3 Information provided by neighbouring authorities (Richmond, Ryedale and York) show a reduction in assessments for HB, however it is the more complex cases, such as three children or more that will remain on the legacy benefit; direct CTS claims remain static. The increased UC service centre notifications will cause a significant increase in workload. This is explained below.
- 6.4 The Council will receive a daily download from DWP Universal Credit Service Centre about UC claimants who live in the district. This will be used to end Housing Benefit for UC claimants and amend their award of CTS where appropriate. The DWP UC system is not available to integrate with any Council's benefit and revenue systems; as a result all these changes must be looked at manually. As full service rolls out the number of these notifications will increase dramatically. The result will be an increased workload for the Benefits Teams. Although these are simple transactions they are high in volume.
- 6.5 UC is reviewed every month with the previous month's income determining the next award of UC. This means that any changes in earnings result in changes to UC amounts, including housing costs. This will produce a new award notification which will come through from the DWP UC Service Centre. Each change in award amount will mean the CTS has to be recalculated; this could result in up to 12 revisions of the CTS each year for every UC claimant, each revision triggering a new Council Tax bill to be issued.
- 6.6 The City of York Council intends to review their CTS scheme to re-issue bills quarterly. York believes this should ensure UC claimants continue to make regular payments and reduce stationary costs whilst also providing consistency and clarity for customers. Once the district is UCFS the impact on billing will be monitored closely. As the evidence of the impact emerges it will be important to consider whether we also need to make changes to the Council's CTS scheme to maximise effectiveness for the Council and CTS claimants.
- 6.7 Another factor is over recent years DWP have been reducing the payments made to local authorities to administer Housing Benefit. In 2017/18 the Council received £187,485 a reduction of 8.5% on the previous year; for 2018/19 DWP have provided a provisional amount of £169,817 a further 9.5% reduction.

6.8 The impact of UCFS on the Benefits and Taxation team will be monitored and once the impact of UC on the team is better understood, (after the first 6 – 12 months of going live), a review will be undertaken to ensure the Council continues to achieve best value.

## **7. Impact on the Housing Support Team (HST) and HRA debt**

7.1 Selby anticipates that, as has been the experience elsewhere, there will be increased levels of Council rent arrears to deal with and manage as a direct result of UC. With the removal of the first seven waiting days, payment should be expected within 5 to 7 weeks (made monthly in arrears). Although quicker than has been the case, it will still result in claimants being in rent arrears immediately. The HST at Selby are excellent at engaging with tenants (as evidenced by the collection rate of 98.1%). However, based on the evidence from Richmondshire, York and Harrogate it will be important to increase the support to tenants on UC to make early arrangements for payment and get updates on the progress of their UC applications.

7.2 There are numerous studies that have been carried out to evidence the impact of rent arrears. All of these project increases in arrears, some more significant than others. This report uses Survey data from National Federation of Almos (NFoA) as it evidenced the largest percentage migration to UC in the first year of full service of 22%, 'the worst case scenario'.

7.3 In December 2017 the Council had 3,006 tenants with 1,711 (56.9%) claiming benefit. Based on NFoA data it is expected 376 (22%) of the Council's tenants receiving housing benefit could migrate to UC in the first year.

7.4 Currently in Selby 19% (580) of tenants are in arrears owing an average of £330. The Council's total arrears as of December 2017 were £176,252, and the collection rate was 98.1%.

7.5 UC will not be paid to a tenant for at least 6 weeks (unless the claimant takes an advance payment). Therefore, based on the worst-case scenario, after the first year of UCFS, HRA arrears may increase to £251,470, a rise of £75,217. Also, due to the 5 to 6 week lag in claimants receiving payments it will reduce the Council's collection rate. Actions proposed to minimise HRA arrears are set out in section 10 below.

7.6 As more people/claimants migrate onto UC, debt levels will continue to rise and the collection rate will reduce but studies indicate that this should stabilise after 18 to 24 months. It is not possible to predict the final impact at this time and, with continued pressure on the government to review UC, more changes to rollout and delivery are expected.

7.7 Currently HB for Council tenants is paid direct onto tenants' rent accounts. Under UC claimants will be responsible for paying their own rent.

7.8 Evidence indicates that managed payments via UC take time and may increase arrears by a further month. A claimant can request a managed payment but it is voluntary unless they go into more than 8 weeks arrears. At that point the HST can and will ask for the payment to come directly to the

Council without the UC claimant's consent. Neighbourhood Officers will encourage new claimants to request a managed payment. This is important as although the Autumn Statement supports more managed payments, the research carried out evidenced 4 to 8 week delays in getting arrangements in place.

## **8. Impact on the Neighbourhood Officer Team**

8.1 The team will need to provide early assistance, signposting tenants to access digital and budget management support, to ensure they apply for UC as quickly as possible. Where possible, Officers will also encourage new claimants to get their advance payment to reduce hardship and to set up voluntary managed payments to reduce rent arrears. The process for signing up new tenants will also be reviewed to ensure they are offered the right advice and support to avoid hardship and rent arrears.

## **9. Impact on the Housing Options Team (HOT)**

9.1 This team will also see an impact: in a report published by the Northern Housing Consortium (NHC) in December 2017 evictions due to rent arrears in UC cases increased from 18% to 27%.

9.2 The Homelessness Reduction Act that comes into force on 1<sup>st</sup> April 2018 places a new duty on the Council to help prevent homelessness for all families and single people, regardless of priority need. Based on the research in preparing this report and the introduction of the Act, a significant concern for the HOT is that those facing homelessness are often already in crisis and struggling to manage debt. It is therefore much more difficult for them to adjust to receiving monthly payments and managing a monthly budget including paying their housing costs. The impact of UC is likely to be an increase in repeat homeless presentations as individuals and families fail to pay their rent.

9.3 The anticipated impact on the Council will be:

- An increased workload for the R&B, HST and HOT teams
- An increased need for supporting/signposting vulnerable UC claimants for Neighbourhood Officers and Customer Contact Centre Staff
- A greater demand for temporary accommodation
- An increased need to provide digital and personal budgeting support

## **10. How SDC propose to support the rollout of UCFS minimising the risks of hardship for claimants**

10.1 The proposals below explain how the Council intends to adopt the principle of "Making Every Contact Count" in relation to UC. Whichever member of customer-facing staff a customer/tenant contacts at the Council, they will be able to provide basic guidance and signposting.

10.2 **Supported online access** - It is proposed that the Council provide assistance to people to claim UC online and manage their online accounts. The DWP will provide some funding to the Council to enable the Council to provide this

service. To deliver the service SDC will need to provide secure access to public access computers, which has now been achieved. The DWP funding will also enable the Council to train staff to provide digital support and manage their accounts. Claimants will be able to access their UC accounts and get some generic IT support in the Selby, Tadcaster and Sherburn libraries/ Hubs and in Selby Jobcentre. Claimants will also be able to access their online UC account via their home computer and/or mobile devices.

- 10.3 **Personal Budgeting Support (PBS)** – It is proposed that the Council also sign up with the DWP to provide PBS to assist claimants with monthly budgeting to help them understand their responsibility to pay their bills, including rent and Council Tax. The Council currently commissions the Citizens Advice Bureau (CAB) to provide PBS on a case-by-case basis. This arrangement is separate to the grant funding provided by the Council due to the specific and limited funding awarded by DWP to provide PBS. The volumes are currently low but will increase as more people claim UCFS. The Council proposes to work with CAB to develop a mixed economy of support. Using the DWP funding available, appropriate Council staff will also be trained to provide PBS to ensure claimants can access such a vital service at the point of need in a timely manner, with CAB available to support more challenging/complex cases.
- 10.4 **Mitigate the pending increase in HRA debt** - Learning from the authorities that have been visited, Housing Support and the Benefits and Taxation teams are working with the Policy Team to review the Council's Debt Management Policy. New procedures will also be put in place to reduce the potential stress and hardship of those needing to claim UC, that go into rent arrears whilst waiting for their claim to be determined and payment made. The experience of the Housing Support team is that once the payments are set up both for arrears and rent, they are received regularly and arrears do come down.
- 10.5 **Improved system integration** - The Council is also exploring opportunities to improve integration between online forms and the back office systems that will help streamline processes and help us deliver on our aspirations for digital service delivery. This will help build capacity and release resource within Operational Services to cope with the additional workload.
- 10.6 By changing the services we offer as described above, integrating the work of the Housing Support, Benefit and Revenue and Customer Contact Centre teams the Council will ensure it has the capacity and skills to support those claiming UC, helping minimise hardship and rent arrears.
- 10.7 The Council has also established an internal working group that will include external partners when necessary. This follows best practice from other authorities that have set up teams to deal with the impact of UC as it is rolled out. The working group led by Operational Services includes members from each relevant Council department including Customer and Communities, Economic Development, Finance, and Marketing and Communications. The aim of the group is to ensure the Council has a coordinated transition to UCFS that supports claimants and business to minimise hardship and the impact of increase HRA debt.

## **11. Legal/Financial Controls and other Policy matters**

### **11.1 Legal Issues**

11.2 The Welfare Reform Act 2012 introduced UC which is being implemented pursuant to further legislative provisions. Impact Assessments and Equality Impact Assessments on the Act have been carried out by the DWP (see below).

### **11.3 Financial Issues/Risks**

#### **11.4 Increased HRA arrears**

The most significant financial impact is likely to be an increase in rent arrears (see 7.5). The Council HRA arrears could increase by £75,217 to £251,470. The steps described above explain the Council's proposals for mitigating the UC financial risk to the Council.

#### **11.5 Further reductions in local authority payments to run Housing Benefit**

Over recent years DWP have been reducing payments. In 2017/18 the Council received £187,485 a reduction of 8.5% on the previous year; for 2018/19 DWP have provided a provisional amount of £169,817 a further 9.5% reduction. The work of the Benefits and Taxation team will be monitored and reviewed following the first 6 - 12 months of UCFS roll-out to ensure best value is achieved from the available budget.

#### **11.6 Not achieving the anticipated savings from service transformation**

Service resources will have to adapt to manage increased homelessness and levels of debt alongside the changing nature and scale of workload of the benefit assessors and customer contact team.

11.7 This will be mitigated by effective planning of resource shift. As the number of claimants will be low rising throughout the year the impact will be assessed to ensure we have the right skills in the right place at the right time. The aim is to review and integrate teams more to reduce duplication and hand offs between the Customer Contact Centre, the Benefits and Taxation team and services. Also, the Council intends to review the procedures and processes of Housing Support and Neighbourhood Officer teams. This will maximise the existing resources capacity to support tenants claiming UC helping to minimise the risk of general hardship and rent arrears.

#### **11.8 Reputational Risk**

11.9 Although UC is a DWP responsibility, the Council's response to supporting residents needs to be communicated to ensure that the measures that the Council has put in place with its partners to minimise hardship are clear and well understood. The Council's UCFS working group includes a member from Marketing and Communications team. This will ensure a robust communications plan is in place to manage reputational risk for the Council.

- 11.10 The aim of the UCFS working group is to ensure the Council has a coordinated transition to UCFS that supports claimants and business to minimise hardship and the impact of increase HRA debt. Joint events have also been set up with DWP to ensure external partners and stakeholders are aware and involved in ensuring UCFS is a smooth process, mitigating the risk to claimants where possible.

## **12. Impact Assessment**

- 12.1 The Impact assessment about Universal Credit introduced under the Welfare Reform Act 2012 was published in December 2012. It is available on the government website:

**<https://www.gov.uk/government/publications/universal-credit-impact-assessment>**

## **13. Conclusion**

- 13.1 The real impact of UCFS on the District is difficult to predict, especially in light of the Autumn Statement changes. However, this report has used the latest information available taken from a number of sources to try to provide some clarity as to how the Council can work differently across service areas to support residents. The established UCFS working group will ensure service areas are working closer than ever to reduce the likelihood of hardship for those needing to claim UC whilst managing the inevitable rise in HRA rent arrears, against a backdrop of reducing DWP funding. The transition will be slow, incrementally building over the next 18 to 24 months.
- 13.2 The Council has taken the advantage of learning from others that have already gone UCFS. This has led to the creation of the UC working group and informed the proposals in this report. The Executive are in support of the proposals and the UC working group are developing an implementation plan to ensure that the Council will have the right level of resource with the right skills in the right place at the right time.

## **14. Background Documents**

A background paper on the research officers carried out to inform this report is available on request from the report author.

### **Contact Officer:**

Drew Fussey  
Customer, Business and Revenue Service Manager  
Selby District Council  
dfussey@selby.gov.uk

### **Appendices:**

None.





## Public Session

**Report Reference Number:** PR/17/10

**Agenda Item No:** 10

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**To:** Policy Review  
**Date:** 17 April 2018  
**Author:** Aimi Brookes, Contracts Team Leader  
**Lead Officer:** Julie Slatter, Director of Corporate Services and Commissioning

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## **Title: Review of Parks and Open Spaces Byelaws**

### **Summary:**

The Regulation of Pleasure Ground byelaws were adopted for Selby Park in 1899 and amended in 1925 to include four other sites (Selby Recreation Ground, Leeds Road Recreation Ground, East Common Recreation Ground and Scott Road Recreation Ground). The byelaws are outdated and we have been through a prescriptive legal process to update them to ensure they reflect how we currently use our open spaces

The purpose of this report is to set out the proposed byelaws and seek the views of the Policy Review Committee prior to their formal adoption at Full Council.

### **Recommendation:**

**To endorse the revised park byelaws for referral to full Council for formal adoption.**

### **Reasons for recommendation:**

To provide the Policy Review Committee with the assurance that the prescribed legal process has been followed (including public consultation), thereby mitigating the risk of a challenge to any future enforcement activity.

## **1. Introduction and background**

- 1.1 Selby has a number of public open spaces that directly act as a leisure facility. Over time, the way these open spaces are used has changed. The Council wants to be able to manage the open spaces in a way that meets the diverse

needs of users and encourages residents and visitors to use its open spaces responsibly.

- 1.2 The existing byelaws are outdated and do not correspond with how Selby's residents and visitors are now using or wish to use the open spaces.

## **2 The Report**

- 2.1 Byelaws are local laws set by Local Authorities (and certain other public bodies) which are designed to deal with local issues. Generally, byelaws prohibit certain behaviours in a specific location, where it may cause a nuisance to others.
- 2.2 Byelaws are accompanied by a sanction or penalty for non-compliance and if validly made, breach of a byelaw can attract an offence which can be prosecuted in the Magistrates Courts.
- 2.3 Whilst Local Authorities can draft byelaws they are currently subject to the approval of the Secretary of State (SoS) before they can come into effect. The rationale for this is that byelaws create criminal offences and should therefore be subject to scrutiny by central government.
- 2.4 The Council has an existing set of byelaws covering the use of 'pleasure grounds' (parks and open spaces). The byelaws were first adopted by the Urban District Council of Selby on 11th October 1899 and initially just covered Selby Park. The byelaws were extended on 21st January 1925 to include Selby Recreation Ground (now known as Portholme Road Recreation Ground, Leeds Road Recreation Ground, East Common Recreation Ground (now known as Denison Road Recreation Ground) and Scott Road Recreation Ground (now owned by Selby Community Trust and so not included in the proposed byelaws). The byelaws are outdated and difficult to understand due to the archaic language they are written in. The Council wishes to update them to ensure they reflect how we currently use our open spaces.
- 2.5 The Council has chosen to use a set of model byelaws developed by the Department of Communities and Local Government (DCLG). As the legality of each of the byelaws in the model set has been reviewed by DCLG, their use is effectively a fast track approval process which minimise the potential challenges that bespoke byelaws may raise.

### **The Procedure for Adopting the Model Set of Byelaws**

- 2.5 There is a prescriptive process that the Council needs to follow in order to make a new set of byelaws and a summary of the steps we have undertaken is listed below:
  - Assessment and preparation of draft byelaws
  - Public consultation / analysis of feedback
  - Executive approval to make the application to the SoS

- Application to SoS
- \*Publication of proposals/consideration of representations
- \*Decision to adopt the new byelaws and revoke the existing byelaws – to be made at Full Council
- \*Making the new byelaw
- \*Publicity

\*These stages assume approval is granted from the SoS

2.6 An initial application was made to the SoS in 2016. This application was refused. We believe that the reason for the refusal to approve the proposed byelaws was due to three small amendments that we had made to the model set. These are:

i. The addition of a provision regarding dogs - no reference is made to dogs in the model set.

ii. The addition of a provision regarding rubbish - no reference is made to rubbish in the model set.

iii. The prohibition of children over the age of 10 years old on the play equipment - the model set makes reference to children under the age of 14 and not children under 10

2.7 The model set of byelaws are still relatively new and other LA's have had similar problems with applications as the SoS decides what they will and will not accept.

2.8 Following discussions with the Executive Member for Housing, Leisure, Health and Culture it was agreed to submit a second application removing the above amendments. This was done in November 2017,

### **Consultations**

2.9 Public consultations were held prior to the submission of each application to the SoS.

2.10 Following the first consultation 17 consultation responses were received in total. Some of the comments received related to the lack of reference to drug and alcohol misuse, dog fouling and the use of drones. The byelaws do not include issues such as drug and alcohol misuse and dog fouling as there is already sufficient legislation that covers this. A restriction on the use of drones is included in the proposed byelaws.

2.11 14 consultation responses were received following the second consultation. Some of the comments received related to the lack of reference to dog fouling, the use of drones, noise from remote controlled cars and restricting football in picnic areas. The byelaws do not include issues such as drug and alcohol misuse and dog fouling as there is already sufficient legislation that covers this. The proposed byelaws include a restriction on the use of drones,

restrictions on ‘...any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground...’ and ball games will only be allowed in designated areas.

- 2.12 No amendments were made to the proposed byelaws as a result of either consultation.

### **Next Steps**

- 2.13 On 9 February 2018 we received formal notification from the SoS that our application had been approved and the Council gave notice of its intention to adopt new byelaws on 22 February 2018.
- 2.14 The Council received one response to this notice relating to dogs and dog fouling. The byelaws do not include issues such as dog fouling as there is already sufficient legislation that covers this.
- 2.15 The proposed byelaws will go before Full Council for adoption on 15 May 2018.

## **3 Legal/Financial Controls and other Policy matters**

### **Legal Issues**

- 3.1 Whilst Local Authorities can draft byelaws they are currently subject to the approval of the SoS. The procedure for the adoption of the model set of byelaws has been followed.

### **Financial Issues**

- 3.3 None.

### **Impact Assessment**

- 3.4 Due consideration has been given to equality, diversity and community issues, and a screening document has been completed.
- 3.5 The existing byelaws do not allow the use of mobility scooters and similar motorised vehicles in some of our parks and open spaces. The screening acknowledges that the new byelaws will address this issue allowing all residents to have access to these sites.

## **4. Conclusion**

- 4.1 The existing byelaws are outdated and in need of review. The proposed model byelaws are designed to ensure that the Councils parks and open spaces can be enjoyed safely by all users and so that appropriate enforcement action can be taken where necessary.

## **5. Background Documents**

None

### **Contact Officers:**

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### **Appendices:**

Appendix A - Existing byelaws  
Appendix B - Proposed model byelaws  
Appendix C - Summary of changes between existing and proposed byelaws

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# BYELAWS

MADE BY

The Urban District Council of Selby

WITH RESPECT TO THE

REGULATION of a PLEASURE GROUND.

Selby:

E. H. RIMMINGTON, PRINTER, "EXPRESS" OFFICE.

1925.

URBAN DISTRICT COUNCIL OF SELBY.

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# BYELAWS

MADE BY

**The Urban District Council of Selby**

WITH RESPECT TO THE

## Regulation of a Pleasure Ground.

---

1. Throughout these byelaws the expression "The Council" means the Urban District Council of Selby, and the expression "the Pleasure Ground" means the pleasure ground situate on the East side of Park Street, in Selby, and known as the Little Park.

2. The pleasure ground shall be opened at the hour of Seven in the forenoon and shall be closed at the hour of Ten in the afternoon of every day during the months of June and July; and shall be opened at the hour of Seven in the forenoon and shall be closed at the hour of Half-past Nine in the afternoon of every day during the months of April, May, August, and September; and shall be opened at the hour of Eight in the forenoon and shall be closed at the hour of Seven in the afternoon of every day during the months of March and October; and



shall be opened at the hour of Eight in the forenoon and shall be closed at the hour of Six in the afternoon during the months of January, February, November, and December.

Provided always that this byelaw shall not be deemed to require the pleasure ground to be opened and closed at the hours hereinbefore prescribed on any day when, in pursuance of any statutory provision in that behalf, the Council may close such pleasure ground to the public

3. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not on any day on which the pleasure ground may be open to the public enter the pleasure ground before the time herein-before appointed for the opening thereof, or enter the pleasure ground or remain therein after the time herein-before appointed for the closing thereof.

4. A person shall not enter or quit the pleasure ground otherwise than through some one of the gates, wickets, passages, or openings appointed by the Council as the authorized means of entrance to or egress from the pleasure ground.

5. A person shall not wilfully or improperly remove or displace any board, plate, or tablet, or any support, fastening, or fitting of any board, plate, or tablet used or constructed or adapted to be used for the exhibition of any byelaw or notice, and fixed or set up by the Council in any part of the pleasure ground, or in or on any building or structure therein, or at or near to any one of the appointed means of entrance to or egress from the pleasure ground, or in or on any wall or fence enclosing the pleasure ground.

6. A person shall not carelessly or negligently deface, injure, or destroy any part of any wall or fence in or enclosing the pleasure ground, or any part of any building, barrier, or railing, or of any fixed or movable seat, or of any other structure or erection in the pleasure ground.

7. A person shall not wilfully, carelessly, or negligently remove or displace any barrier, railing, or post, or any fixed or movable seat, or any part of any building, structure or erection, or any monument, work of art, ornament, or decoration, or any implement, utensil, apparatus, appliance, or article provided for use or used or adapted to be used in the laying out, planting, improvement, or maintenance of the pleasure ground, or in the care, cultivation, or protection of any tree, sapling, shrub, underwood, gorse, furze, fern, herb, or plant in the pleasure ground.

8. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not at any time ride, drive, or bring, or cause or suffer to be ridden, driven, or brought into the pleasure ground any beast of draught or burden.

9. A person shall not drive or bring, or cause to be driven or brought into the pleasure ground any bull, ox, cow, heifer, steer, calf, sheep, lamb, hog, pig, or sow, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege, such person may be duly authorized to drive or bring any such animal or to cause any such animal to be driven or brought into the pleasure ground for pasturage or for any other lawful purpose.

10. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not at any time drive or wheel, or cause or suffer to be driven or wheeled into the pleasure ground any barrow, truck, or machine, or any vehicle other than a wheeled chair drawn or propelled by hand, or a perambulator or a chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.

11. A person who shall wheel or bring, or cause to be wheeled or brought into the pleasure ground a wheeled chair drawn or propelled

by hand, or a perambulator or a chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid, shall not at any time wheel or station such chair, perambulator, or chaise, or cause or suffer such chair, perambulator, or chaise to be wheeled or stationed over or upon any part of a flower bed, or over or upon any shrub, underwood, gorse, furze, fern, or plant, or any ground in course of preparation or cultivation as a flower bed, or for the reception or growth of any shrub, underwood, gorse, furze, fern, or plant.

Where, by a notice or notices affixed or set up in some conspicuous position at or near to each of the several entrances to the pleasure ground, the Council may from time to time prohibit the use by any such wheeled chair, perambulator, or chaise of such part or parts of the pleasure ground as shall be defined or described in such notice or notices, a person shall not, at any time while such notice or notices shall continue so affixed or set up, wheel or station any such chair, perambulator, or chaise, or cause, or suffer any such chair, perambulator, or chaise to be wheeled or stationed over or upon such part or parts of the pleasure ground.

12. A person, other than an officer of the Council, or a person acting in pursuance of their directions in that behalf, shall not affix or post any bill, placard, or notice to or upon any wall or fence in or enclosing the pleasure ground, or to or upon any tree, or to or upon any part of any building, barrier or railing, or of any fixed or movable seat, or of any other structure or erection in the pleasure ground.

13. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not at any time, in any part of the pleasure ground, remove or disturb any part of the soil of any flower bed, or any soil under or about any tree, sapling, shrub, underwood, gorse, furze, fern, or plant, or any soil in course of preparation or cultivation as a flower bed, or for the reception or growth of any shrub, underwood, gorse, furze, fern, or plant.

14. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not at any time, in any part of the pleasure ground, walk or run over, or stand, sit, or lie upon any part of any flower bed, or any shrub, underwood, gorse, furze, fern, or plant, or any ground in course of preparation or cultivation as a flower bed, or for the reception or growth of any shrub, underwood, gorse, furze, fern, or plant.

15. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground, shall not at any time, in any part of the pleasure ground, cut or displace any turf, or uproot or displace any gorse, furze, fern, or plant.

16. A person shall not at any time, in any part of the pleasure ground, pluck any bud, blossom, flower, or leaf of any tree, sapling, shrub, underwood, gorse, furze, fern, or plant.

17. A person shall not wilfully, carelessly, or negligently soil or defile any part of any wall or fence in or enclosing the pleasure ground, or any part of any building, barrier, or railing, or of any fixed or movable seat, or of any monument, work of art, ornament, or decoration, or of any other structure or erection in the pleasure ground, or wilfully, carelessly, or negligently throw or deposit any filth, rubbish, or refuse, or cause or suffer any filth, rubbish or refuse to fall or to be thrown or deposited upon any part of the pleasure ground.

18. A person shall not wilfully, carelessly, or negligently throw or discharge in the pleasure ground any stone or other missile to the damage or danger of any person.

19. A person shall not climb any wall or fence in or enclosing the pleasure ground, or any tree, or any barrier, railing, or post in the pleasure ground.

20. A person shall not bathe, wade, or wash in any lake, pond, stream, or other ornamental water in the pleasure ground, or wilfully, carelessly, or negligently foul or pollute any such water, or take, injure, or destroy, or attempt to take, injure, or destroy, or wilfully disturb any fish in any such water, or wilfully disturb or worry or illtreat any fowl in any such water, or elsewhere in the pleasure ground.

21. A person shall not, in any part of the pleasure ground, wilfully displace or disturb, injure, or destroy any bird's nest, or wilfully take, injure, or destroy any bird's egg.

22. A person shall not, in any part of the pleasure ground, take, injure, or destroy any bird, or spread or use any net, or set or use any snare or other engine, instrument, or means for the taking, injury, or destruction of any bird.

23. A person shall not cause or suffer any dog belonging to him or in his charge to enter or remain in the pleasure ground, unless such dog be and continue to be under proper control, and be effectually restrained from causing annoyance to any person, and from worrying or disturbing any beast, and from entering any ornamental water, and from injuring or destroying, worrying or disturbing any fowl in the pleasure ground.

24. A person shall not, except as is herein-after provided, play or take part in any game of football, quoits, bowls, hockey, cricket, or any other game which, by reason of the rules or manner of playing, or for the prevention of damage, danger, or discomfort to any person in the pleasure ground, may necessitate, at any time during the continuance of the game, the exclusive use by the player or players of any space in the pleasure ground:

Provided that where, by a notice or notices, which shall be affixed or set up in some conspicuous position in the pleasure ground, and at or near to each of the principal entrances thereto, the Council may from time to time set apart, for the playing of any such game or games as may be specified in such notice or notices, such space or spaces in the pleasure ground as shall be defined or described in such notice or

notices, this byelaw shall not be taken to prohibit any person from playing or taking part in any game or games which may be played in such space or spaces and in accordance with the following regulations:—

(i.) Every person resorting to any such space for the purpose of playing or taking part in any such game shall, in making preparation for the playing of such game and in the manner of playing, use reasonable and proper care to prevent undue interference with the reasonable and proper use of such space by any other person engaged in making preparation for playing or in playing therein, or thereafter resorting to such space for the purpose of making preparation for playing or of playing therein:

(ii.) A person resorting to any such space for the purpose of playing or taking part in any such game shall not begin to play at any time when such space is already occupied by such a number of players and in such a manner as to render any addition to the number of players incompatible with the safe and convenient use of such space by the players already in occupation:

(iii.) Except in any case where the exclusive use of any such space or of any part thereof may have been granted by the Council for the playing of any match, of which the occasion and character shall be such as to render expedient an extension of the time herein-after specified, a player or company of players shall not, in making preparation for playing and in playing any game, use any part of such space for a longer time than *one hour* continuously, if, at the expiration of that time any other player or company of players, for whose use no other part of such space or no part of any other space set apart for the purpose may be available, shall make known to such first-mentioned player or company of players an intention to use, for the purpose of playing, such part of such space as shall have been previously used by such player or company of players.

25. A person, other than an officer of the Council, or a person or a servant of a person employed by the Council in or about any work in connexion with the laying out, planting, improvement, or maintenance

of the pleasure ground, shall not, except as herein-after provided, erect any post, rail, fence, pole, tent, booth, stand, building, or other structure in any part of the pleasure ground:

Provided that the foregoing prohibition shall not apply in any case where, upon an application to the Council for permission to erect any post, rail, fence, pole, tent, booth, stand, building, or other structure in any part of the pleasure ground, upon such occasion and for such purpose, as shall be specified in such application, the Council may grant, subject to compliance with such conditions as they may prescribe, permission to any person to erect such post, rail, fence, pole, tent, booth, stand, building or other structure.

26. A person shall not, in any part of the pleasure ground, beat, shake, sweep, brush, or cleanse any carpet, drugget, rug or mat, or any other fabric retaining dust or dirt.

27. A person shall not, in any part of the pleasure ground, hang, spread, or deposit any linen or other fabric for the purpose of drying or bleaching.

28. A person shall not deliver any public address in any part of the pleasure ground.

29. A person shall not, in any part of the pleasure ground, sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire any commodity or article, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege, such person may be duly authorised to sell or let to hire in the pleasure ground such commodity or article.

30. A person shall not, in any part of the pleasure ground, wilfully obstruct, disturb, interrupt, or annoy any other person in the proper use of the pleasure ground, or wilfully obstruct, disturb, or interrupt any officer of the Council in the proper execution of his duty, or any person or servant of any person employed by the Council in the proper execution of any work in connexion with the laying out, planting, improvement, or maintenance of the pleasure ground.

31. A person shall not, in any part of the pleasure ground, play upon any musical instrument:

Provided that the foregoing prohibition shall not apply in any case where, upon an application to the Council for permission to play upon a musical instrument in the pleasure ground, the Council may grant such permission subject to compliance with such conditions as they may prescribe.

32. Every person who shall offend against any of the foregoing byelaws shall be liable for every such offence to a penalty of Five pounds:

Provided nevertheless, that the justices or court before whom any complaint may be made, or any proceedings may be taken in respect of any such offence may, if they think fit, adjudge the payment, as a penalty, of any sum less than the full amount of the penalty imposed by this byelaw.

33. Every person who shall infringe any byelaw for the regulation of the pleasure ground may be removed therefrom by any officer of the Council, or by any constable, in any one of the several cases herein-after specified; that is to say—

(i.) Where the infraction of the byelaw is committed within the view of such officer or constable, and the name and residence of the person infringing the byelaw are unknown to and cannot be readily ascertained by such officer or constable:

(ii.) Where the infraction of the byelaw is committed within the view of such officer or constable, and, from the nature of such infraction, or from any other fact of which such officer or constable may have knowledge, or of which he may be credibly informed, there may be reasonable ground for belief that the continuance in the pleasure ground of the person infringing the byelaw may result in another infraction of a byelaw, or that the removal of such person from the pleasure ground is otherwise necessary as a security for the proper use and regulation thereof.

*The foregoing Byelaws were approved and adopted at a Meeting of the Selby Urban District Council, held the 16th day of August, 1899.*

*As witness the Seal of the said Council, this 11th day of October, 1899.*

THOS. LIVERSIDGE,  
*Chairman.*

JNO. HY. BANTOFT,  
*Clerk.*



*Allowed by the Local Government Board this First day of November, 1899.*

S. B. PROVIS,  
*Secretary.*

*Acting on behalf of the said Board, under the Authority of their General Order, dated the 26th day of May, 1877.*



## BYELAW

Made by the URBAN DISTRICT COUNCIL OF SELBY with respect to the PLEASURE GROUNDS known as

SELBY RECREATION GROUND,  
LEEDS ROAD RECREATION GROUND,  
EAST COMMON RECREATION GROUND, and  
SCOTT ROAD RECREATION GROUND.

1. From and after the date of the confirmation of this byelaw, the series of byelaws relating to the regulation of a pleasure ground, which was made by the Urban District Council of Selby on the Eleventh day of October, 1899, and was confirmed by the Local Government Board on the First day of November, 1899, shall be deemed to extend and apply to the pleasure grounds known as

SELBY RECREATION GROUND, situate in James Street, Selby;  
LEEDS ROAD RECREATION GROUND, situate in Leeds Road, Selby;  
EAST COMMON RECREATION GROUND, situate in Volta Street, Selby; and  
SCOTT ROAD RECREATION GROUND, situate in Scott Road, Selby.

The forgoing byelaw was approved and adopted at a meeting of the Selby Urban District Council, held on the Twenty-first day of January, 1925.

As witness the Seal of the said Council, this Twenty-first day of January, 1925.



JOHN THOMPSON, Chairman.

JNO. HY. BANTOFT, Clerk to the Council.

Allowed by the Minister of Health this Twenty-ninth day of April, 1925.



A. B. MACHLACHLAN,

Assistant Secretary,

Ministry of Health.

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**SELBY DISTRICT COUNCIL**

**BYELAWS FOR PLEASURE GROUNDS, PUBLIC  
WALKS AND OPEN SPACES**

ARRANGEMENT OF BYELAWS

**PART 1**

**GENERAL**

1. General interpretation
2. Application

**PART 2**

**PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC**

3. Protection of structures and plants
4. Unauthorised erection of structures
5. Climbing
6. Grazing
7. Protection of wildlife
8. Gates
9. Camping
10. Fires
11. Missiles
12. Interference with life-saving equipment

**PART 3**

**HORSES, CYCLES AND VEHICLES**

13. Interpretation of Part 3
14. Horses - Horse riding prohibited (subject to any bridleway, etc)
15. Cycling
16. Motor vehicles

#### **PART 4**

### **PLAY AREAS, GAMES AND SPORTS**

17. Interpretation of Part 4
18. Children's play areas
19. Children's play apparatus
20. Skateboarding, etc - Skateboarding, etc permitted only in designated area
21. Ball games - Ball games permitted throughout the ground but designated area for ball games also provided
22. Ball games - Rules
23. Archery
24. Field sports
25. Golf - Permitted where part of ground is set aside as a golf course

#### **PART 5**

### **MODEL AIRCRAFT**

26. Interpretation of Part 5
27. Model aircraft - Model aircraft permitted in certain grounds (on specified days and at specified times).

#### **PART 6**

### **OTHER REGULATED ACTIVITIES**

28. Provision of services
29. Excessive noise
30. Public shows and performances
31. Aircraft, hang-gliders and hot air balloons
32. Kites
33. Metal detectors

#### **PART 7**

### **MISCELLANEOUS**

34. Obstruction
35. Savings



- 36. Removal of offenders
- 37. Penalty
- 38. Revocation - General

SCHEDULE 1 - Grounds to which byelaws apply generally

SCHEDULE 2 - Rules for playing ball games in designated areas

Byelaws made under section 164 of the Public Health Act 1875, section 15 of the Open Spaces Act 1906, sections 12 and 15 of the Open Spaces Act 1906 by the Selby District Council with respect to the pleasure grounds, public walks and open spaces specified in Schedule 1.

## **PART 1**

### **GENERAL**

#### **General Interpretation**

1. In these byelaws:

“the Council” means Selby District Council;

“the ground” means any of the grounds listed in Schedule 1;

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

- (a) the unladen weight of which does not exceed 150 kilograms,
- (b) the width of which does not exceed 0.85 metres, and
- (c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

#### **Application**

2. These byelaws apply to all of the grounds listed in Schedule 1 unless otherwise stated.

## **PART 2**

### **PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC**

#### **Protection of structures and plants**

3. (1) No person shall without reasonable excuse remove from or displace within the ground:
- (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
  - (b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.
- (2) No person shall without reasonable excuse deface, injure or destroy any part of any wall or fence enclosing the pleasure ground, or any part of any building, barrier or railing, or of any fixed or movable seat, or of any other structure or erection in the pleasure ground.

- (3) No person shall wilfully or improperly remove or displace any board, plate, or tablet, or any support, fastening, or fitting of any board, plate or tablet used or constructed to be used for the exhibition of any notice, and fixed or set up by the Council in any part of the pleasure ground, or in or on any building or structure therein, or at or near to any one of the appointed means of entrance to or egress from the pleasure ground, or in or on any wall or fence enclosing the pleasure ground.
- (4) No person shall walk on or ride, drive or station a horse or any vehicle over:
  - (a) any flower bed, shrub or plant;
  - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
  - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

#### **Unauthorised erection of structures**

4. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

#### **Unauthorised posting of signs, boards, plates or tablets**

5. No person shall without the consent of the Council erect any sign, board, plate or tablet anywhere in the ground.

#### **Climbing**

6. No person shall without reasonable excuse climb any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

#### **Grazing**

7. No person shall without the consent of the Council turn out or permit any animal for which he is responsible to graze in the ground.

#### **Protection of wildlife**

8. No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.

#### **Gates**

9. (1) No person shall leave open any gate to which this byelaw applies and which he has opened or caused to be opened.
  - (2) Byelaw 10(1) applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

## **Camping**

10. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping except in a designated area for camping.

## **Fires**

11. (1) No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.
- (2) Byelaw 13(1) shall not apply to:
- (a) the lighting of a fire at any event for which the Council has given permission that fires may be lit; or
  - (b) the lighting or use, in such a manner as to safeguard against damage or danger to any person, of a properly constructed camping stove, in a designated area for camping, or of a properly constructed barbecue, in a designated area for barbecues.

## **Missiles**

12. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

## **Interference with life-saving equipment**

13. No person shall except in case of emergency remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

## **PART 3**

### **HORSES, CYCLES AND VEHICLES**

#### **Interpretation of Part 3**

14. In this Part:

“designated route” means a route in or through the ground which is set aside for a specified purpose, its route and that purpose to be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically-propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means any mechanically-propelled vehicle other than a motor cycle or an invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle and includes a caravan.

## **Horses**

15. (1) No person shall ride a horse except in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

## **Cycling**

16. No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles or on a designated route for cycling.

## **Motor vehicles**

17. (1) No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way or a designated route for that class of vehicle.
- (2) Where there is a designated route for motor cycles, motor vehicles or trailers, it shall not be an offence under this byelaw to bring into or drive in the ground a vehicle of that class for the sole purpose of transporting it to the route.

## **PART 4**

### **PLAY AREAS, GAMES AND SPORTS**

#### **Interpretation of Part 4**

18. In this Part:

“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

#### **Children’s play areas**

19. No person aged 14 years or over shall enter or remain in a designated area which is a children’s play area unless in charge of a child under the age of 10 years.

### **Children's play apparatus**

20. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 10 years by a notice conspicuously displayed on or near the apparatus.

### **Skateboarding, etc**

21. (1) No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles except in a designated area for such activities.
- (2) Where there is a designated area for skating, sliding or riding on rollers, skateboards or other self-propelled vehicles, no person shall engage in those activities in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

### **Ball games**

22. No person shall play ball games outside a designated area for playing ball games in such a manner:
- (a) as to exclude persons not playing ball games from use of that part;
  - (b) as to cause danger or give reasonable grounds for annoyance to any other person in the ground; or
  - (c) which is likely to cause damage to any tree, shrub or plant in the ground.
23. It is an offence for any person using a designated area for playing ball games to break any of the rules set out in Schedule 2 and conspicuously displayed on a sign in the designated area when asked by any person to desist from breaking those rules.

### **Archery**

24. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

### **Field sports**

25. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council or on land set aside by the Council for that purpose.

### **Golf**

26. (1) No person shall play golf on the golf course unless he holds a valid ticket issued by or on behalf of the Council entitling him to do so, which ticket shall be retained and shown on demand to any authorised officer or agent of the Council.
- (2) No person shall enter on to or remain on the golf course unless:
- (a) taking part in the game of golf or accompanying a person so engaged; or

- (b) doing so in the exercise of a lawful right or privilege.
- (3) No person shall offer his service for hire as an instructor on the golf course without the consent of the Council.

## **PART 5**

### **MODEL AIRCRAFT**

#### **Interpretation of Part 5**

27. In this Part:

“model aircraft” means an aircraft which weighs not more than 7 kilograms without its fuel;

“power-driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

#### **General prohibition**

28. No person shall cause any power-driven model aircraft to:

- (a) take off or otherwise be released for flight or control the flight of such an aircraft in the ground; or
- (b) land in the ground without reasonable excuse.

## **PART 6**

### **OTHER REGULATED ACTIVITIES**

#### **Provision of services**

29. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

#### **Excessive noise**

30. (1) No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise

which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:

- (a) shouting or singing;
  - (b) playing on a musical instrument; or
  - (c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device.
- (2) Byelaw 34(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

#### **Public shows and performances**

31. No person shall without the consent of the Council hold or take part in any public show or performance.

#### **Aircraft, hang gliders and hot air balloons**

32. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hang glider or hot air balloon.

#### **Kites**

33. No person shall fly any kite in such a manner as to cause danger or give reasonable grounds for annoyance to any other person.

#### **Metal detectors**

34. (1) No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.

### **PART 7**

#### **MISCELLANEOUS**

##### **Obstruction**

35. No person shall obstruct:
- (a) any officer of the Council in the proper execution of his duties;
  - (b) any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
  - (c) any other person in the proper use of the ground.

##### **Savings**

36. (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.



- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

#### **Removal of offenders**

37. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

#### **Penalty**

38. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

#### **Revocation**

39. The byelaws made by The Urban District Council of Selby on 21 January 1925 and confirmed by the Local Government Board on 29 April 1925 relating to the ground are hereby revoked.

# **SCHEDULES**

## **SCHEDULE 1**

### **GROUNDS TO WHICH BYELAWS APPLY**

The grounds referred to in Byelaw 1 and 2 are:

- Selby Park, Park Street, Selby, YO8 4PW
- Leeds Road Recreation Ground, Leeds Road, Selby, YO8 4JQ
- Portholme Road Recreation Ground, Portholme Road, Selby, YO8 4HQ
- Denison Road Recreation Ground, Denison Road, Selby, YO8 8AN

## **SCHEDULE 2**

### **RULES FOR PLAYING BALL GAMES IN DESIGNATED AREAS (BYELAW 23)**

Any person using a designated area for playing ball games is required by byelaw 23 to comply with the following rules:

- (1) No person shall play any game other than those ball games for which the designated area has been set aside.
- (2) No person shall obstruct any other person who is playing in accordance with these rules.
- (3) Where exclusive use of the designated area has been granted to a person or group of persons by the Council for a specified period, no other person shall play in that area during that period.
- (4) Subject to paragraph (5), where the designated area is already in use by any person, any other person wishing to play in that area must seek their permission to do so.
- (5) Except where they have been granted exclusive use of the designated area for more than two hours by the Council, any person using that area shall vacate it if they have played continuously for two hours or more and any other person wishes to use that area.
- (6) No person shall play in the designated area when a notice has been placed in a conspicuous position by the Council prohibiting play in that area.

## **Regulation of a Pleasure Ground – Changes to the Byelaws**

The current byelaws came into force for Selby Park in 1899. The byelaws were amended to include Selby Recreation Ground (James Street), Leeds Road Recreation Ground, East Common Recreation Ground (Denison Road) and Scott Road Recreation Ground in 1925.

We are proposing the following changes to the existing byelaws:-

### **Sections 2 and 3 - Opening Hours**

The existing byelaws contain the following opening hours:-

January, February, November and December	8am to 6pm
March and October	8am to 7pm
April, May, August and September	7am to 9.30pm
June to July	7am to 10pm

We are proposing to remove the section on opening hours

### **Section 10 – Wheeled Vehicles**

In the existing byelaws this section prevents anyone other than an officer of the Council from driving or wheeling a barrow, truck or machine (other than a pram or wheelchair) in to the parks.

We are proposing to replace this with a section from the model byelaws which will allow cycling in designated areas. There is a section in the new byelaws which covers other motor vehicles.

### **Section 20 - Watercourses**

As there are no lakes, ponds, streams or other ornamental water features in any of these areas we are proposing to remove the section relating to this.

### **Section 26 – Carpets and Rugs**

This section prohibits people from beating, shaking, sweeping or brushing a carpet, rug or similar in the parks. We are proposing to remove this section.

### **Section 27 – Drying Linen**

This section prohibits the spreading, drying and bleaching of linen in the parks. We are proposing to remove this section.

### **Additions**

There are a number of sections in the new model byelaws which are not covered in the existing ones.

Interference with life-saving equipment – will be prohibited

Horses – horse riding will be prohibited (subject to bridleways etc.)

Childrens' Play Areas – no person age 14 or over will be permitted to use any apparatus for the exclusive use of those aged 13 and under

Skateboard etc. – will only be permitted in designated areas

Archery and Field Sports – will only be permitted in connection with an event organised by or held with the consent of the Council

Golf – will only be permitted in areas set aside as a golf course

Model aircraft – will only be allowed with the consent of the Council

Aircraft, hang gliders and hot air balloons – will only be allowed in the case of emergency or with the consent of the Council

Kites – will be allowed provided they are not flown in such a manner as to cause danger or give reasonable annoyance to others

Metal Detectors – will only be allowed with the consent of the Council



**Report Reference Number:** PR/17/11

**Agenda Item No:** 7

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**To:** Policy Review Committee  
**Date:** 17 April 2018  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Officer:** Palbinder Mann, Democratic Services Manager

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**Title:** Annual Report of the Policy Review Committee 2017-18

**Summary:**

The report provides an update on the work of the Policy Review Committee for 2017/18.

**Recommendation:**

- 1. To agree the Committee's Annual Report for 2017-18 submitted by the Chair of the Policy Review Committee.**
- 2. To authorise the Chair of the Policy Review Committee to agree the final version of the Annual Report 2017/18 following the inclusion of details from the meeting on 17 April 2018.**

**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 2017-18 municipal year the Policy Review Committee met on four occasions; 13 June 2017, 16 January 2018, 13 March 2018 and 17 April 2018.
- 1.2 The Annual Report 2017-18, 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 2017-18.
- 2.2 The topics examined and the subsequent findings of the Committee are outlined in more detail the full report at Appendix A.

- 2.3 The details of discussions at the final meeting of the 2017/18 municipal year (17 April 2018) have not yet been included on the Annual Report. The Committee is asked to agree that the Chair of the Committee be authorised to agree the final version of the Annual Report 2017/18 once these details have been included.

**3. Conclusion**

- 3.1 The Committee is asked to endorse the Policy Review Annual Report for 2017-18.

**Contact Officer:**

Victoria Foreman  
Democratic Services Officer  
Selby District Council  
[vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk)

**Appendix:**

Appendix A – Annual Report 2017-18



# **Policy Review Committee**

## **Annual Report 2017/18**

## **Introduction by Councillor James Deans - Chair of the Policy Review Committee**



I am pleased to present the Policy Review Committee with the Annual Report for 2017/18.

The Policy Review Committee met four times in 2017/18 and considered a range of different issues, including (amongst others) Welfare Reform, Tackling Deprivation in Selby District, the Council's Budget for 2018/19, Taxi Licensing, Tree Management and Parks and Open Spaces Byelaws. Some Members of the Policy Review Committee were also appointed to serve on Licensing Committee Working Groups, alongside Licensing Committee Members, to look at Executive Hire Vehicles and the Wheelchair Accessible Vehicles Policy.

I would like to thank all Councillors 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 in 2018/19.

Cllr J Deans



## Policy Review Committee Annual Report 2017/18

### The Policy Review Committee

The Policy Review Committee membership comprised the following Members during the 2017/18 municipal year:

<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>
J Deans (Chair)	J Shaw-Wright	Mary McCartney
M Hobson (Vice Chair)		
K Arthur		
J Cattanach		
D Hutchinson		
<b>Substitutes</b>	<b>Substitutes</b>	
E Casling	J Thurlow	
C Pearson	P Welch	
I Reynolds		

The Committee met four times during the year (June 2017, January 2018, March 2018 and April 2018).

### 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.

### 2017/18 Work Programme

During 2017/18 the Policy Review Committee reviewed and commented upon a number of topics, including:

- Welfare Reform/Universal Credit Rollout Updates
- Tackling Deprivation within Selby District
- Draft Revenue Budget and Capital Programme 2018/19 and Medium Term Financial Plan
- Executive Hire Working Group Update
- Wheelchair Accessible Vehicles Policy Review
- Private Sector Assistance Policy
- Draft Tree Management Policy
- Parks and Open Spaces Byelaws

**Policy Review Committee Work Programme 2017/18**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Discussion/Resolution</b>
13 June 2017	<b>Welfare Reform Update</b>	<p>The report provided a review of the impact of the Welfare Reform changes in Selby District and highlighted future developments. The Committee asked a number of questions including how many tenants were in arrears, the UC application process how people in need were identified.</p> <p><b>The Committee noted the report and asked the Taxation, Benefits and Debt Team Leader to provide an update report to the Policy Review Committee in 12 months' time.</b></p>
	<b>Policy Review Committee Work Programme 2017-18</b>	<b>The Committee considered the items for inclusion on the Committee Work Programme 2017/18 and agreed the revised Policy Review Work Programme.</b>
16 January 2018	<b>Tackling Deprivation in Selby District</b>	<p>The Committee received a presentation on the Council's work and policies aimed at supporting residents living in areas of high deprivation, and were asked to review the effectiveness of the policies.</p> <p>Selby District had been identified as a generally prosperous area with low levels of deprivation, ranked 254 out of England's 326 Local Authorities by the Index of Multiple Deprivation. However, there were</p>

two small areas within Selby Town with comparatively high levels of deprivation; to the north of Selby Town centre near Charles Street and Flaxley Road, and near Abbots Road estate in the south of Selby Town.

The presentation provided an overview of deprivation levels in Selby District and the District's particular strengths and challenges, before emphasising the need to take a long term, whole system approach to various challenges.

The Committee discussed a number of points:

- How areas of deprivation were identified
- The links of the work on deprivation to a recent report circulated to Members on 'Children's Lives in North Yorkshire' produced by the Children's Society
- The difficulty of engaging with some residents
- Housebuilding and transport in some areas; and
- The importance of working with local schools to raise the aspirations of children from the areas identified as deprived, in order to try and break the cycle of deprivation.

**The Committee noted the content of the presentation and endorsed the strategic approach to improving quality of life across the District outlined in the presentation, which focused on fostering inclusive growth to improve prospects for all of the District's residents, and supporting residents and local communities.**

	<p><b>Draft Revenue Budget and Capital Programme 2018/19 and Medium Term Financial Plan</b></p>	<p>The Committee received a report setting out the Executive's draft budget proposals and were asked to provide comments.</p> <p>Members queried various aspects of the report, including funding for housing purchases, the Contact Centre move to the Civic Centre, council housing rents, renewable energy business rates and use of reserves. The Committee noted that there were still significant savings to be made by the Council and that further reductions in funding by the government were likely.</p> <p>The Committee were also of the opinion that the Better Together Programme with North Yorkshire County Council could be developed and explored further in order to share other services and potentially save additional money.</p> <p><b>The Committee noted the Draft Revenue Budget, Capital Programme 2018/19 and Medium Term Financial Plan and recommended that Officers explore further the future development and scope of the Better Together programme with a view to achieving future savings.</b></p>
	<p><b>Executive Hire Working Group Update</b></p>	<p>The Committee received a report which asked it to note and endorse a number of changes to the application process and conditions upon the grant of discreet vehicle licences, and to agree the appointment of Policy Review Committee Members to a Working Group to look at amendments to the Licensing Policy.</p> <p>The Committee nominated and agreed the Chair, Vice Chair and Councillor Mrs J Shaw-Wright as appointments to the Working Group.</p>

		<p>The Committee noted and endorsed the changes to the application process, and agreed the Policy Review Committee's appointments to the Working Group that would meet in the coming weeks to agree the necessary amendments to the Taxi Licensing Policy for Executive approval.</p>
	<p><b>Wheelchair Accessible Vehicles Policy Review</b></p>	<p>The Committee received a report and were asked to nominate members to serve on a Working Group to consider the review of the Wheelchair Accessible Vehicles Policy. The Working Group would also include Members of the Licensing Committee.</p> <p>The Committee discussed and agreed the membership of the Working Group and nominated the Chair, Vice Chair and Councillor Mrs J Shaw-Wright.</p> <p><b>The Committee agreed to the formation of a Working Group and the Committee's appointments to the Working Group.</b></p>
	<p><b>Private Sector Assistance Policy</b></p>	<p>The Committee were asked to note the contents of the report and comment on the policy.</p> <p>The Committee asked Officers about the policy, specifically about the expected budget for discretionary disabled facilities grants and emergency repairs.</p> <p>Members were pleased to note that assistance had already been offered over the Christmas period to a vulnerable resident who required emergency repairs to a household boiler.</p> <p><b>The Committee noted the contents of the report.</b></p>

	<p><b>Policy Review Committee Work programme 2017-18 and Planning for 2018-19</b></p>	<p>The Committee considered the work plan for the rest of the 2017/18 year, and the draft work plan for 2018/19.</p> <p>The Committee's Annual Reports for 2017/18 and 2018/19 were added to the work programme, and Members were advised that consideration the Tree Management Policy would be at the provisional meeting in March 2018.</p> <p>The Chair also asked Members to think about topics they would like to look at in 2018/19, and send any suggestions to the Chair and the Democratic Services Officer.</p> <p><b>The Committee included the Annual Report on both the 2017/18 and 2018/19 Work Programmes, agreed to consider the Tree Management Policy at the provisional meeting of the Committee on 13 March 2018, noted the Committee's Work Programme for the remainder of the 2017/18 year and the 2018/19 year, and agreed to suggest topics for the 2018/19 Work Programme to the Chair and Democratic Services Officer.</b></p>
<p><b>13 March 2018</b></p>	<p><b>Draft Tree Management Policy</b></p>	<p>The Committee discussed a range of issues across the Draft Tree Management Policy including:</p> <p>The Council's statutory responsibility for the management and maintenance of trees on Council owned land, trees the Council or Parish Councils were responsible for, maintenance of the trees on Hambleton Hough, the Council's responsibilities if a site was jointly owned by the Council and the Local Health Authority, the matter of privately owned trees affecting Council property, responsibility for naturally occurring tree behaviour like blossom or leaf fall, access to funds and projects, such as community orchards, to increase the</p>

		<p>number of trees in the District and the disposal of green waste resulting from tree felling or trimming was discussed by the Committee.</p> <p><b>The Committee noted the content of the report and welcomed the introduction of the Tree Management Policy as it a) gave clarity and consistency to the Council's responsibilities, b) identified clearly the Council's legal responsibilities for trees in its ownership and c) ensured that the Council's resources were directed effectively.</b></p>
17 April 2018	<b>Review of Parks and Open Spaces Byelaws</b>	Details of the discussion on this item will be added to the Annual Report 2017/18 after the meeting.
	<b>The Council's approach to supporting residents and tenants to claim and manage their Universal Credit entitlement</b>	As above.

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**Report Reference Number:** PR/17/12

**Agenda Item No:** 8

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**To:** Policy Review Committee  
**Date:** 17 April 2018  
**Author:** Victoria Foreman, Democratic Services Officer  
**Lead Officer:** Palbinder Mann, Democratic Services Manager

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**Title:** Policy Review Committee Work Programme 2018-19

**Summary:**

The Policy Review Committee is asked to consider items for inclusion on Work Programme for the Policy Review Committee for the 2018-19 municipal year.

**Recommendation:**

**That the Committee agree items for inclusion on the 2018-19 Work Programme.**

**Reasons for recommendation**

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

**1. Introduction and background**

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

**2. The Report**

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

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

### **3. Legal/Financial Controls and other Policy matters**

#### **3.1 Legal Issues**

There are no legal issues arising from the report

#### **3.2 Financial Issues**

There will be resource implications if the Committee decide to have extra Committee meetings.

### **4. Conclusion**

That the Policy Review Committee considers the draft Work Programme for 2018-19 and agree items to discuss over the forthcoming year.

### **5. Background Documents**

#### **Contact Officer:**

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

#### **Appendices:**

Appendix A – Draft Work Programme 2018-19  
Appendix B – Suggested Selection Criteria  
Appendix C – Policy Review Committee Terms of Reference



**Policy Review Committee Work Programme 2018/19**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Action Required</b>
<b>Tuesday 12 June 2018</b>	Work Programme 2018/19	To consider the Work Programme for 2018/19.
	PLAN Selby	To review PLAN Selby.
	Corporate Debt Policy	To consider the proposals for the Council's Corporate Debt Policy.
<b>Tuesday 24 July 2018</b>	Implementation and impact of GDPR Regulations	To consider the implementation and impact of the new GDPR (General Data Protection Regulation) that came into force on 25 May 2018.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.
<b>Tuesday 11 September 2018</b>	Universal Credit/Welfare Reform Rollout – Update	To consider an update on the rollout of Universal Credit in Selby District.
	Taxi Licensing Policy	To reconsider the Council's Taxi Licensing Policy following consultation.
	Work Programme 2018/19	To consider the Work Programme for 2018/19.

<b>Tuesday 15 January 2019</b>	Work Programme 2018/19 and Work Programme Planning for 2019/20	To consider the current Work Programme for the rest of 2018/19 and begin to plan the Committee's Work Programme for the 2019/20 year.
	Financial Budget 2019-20	To review the Council's Budget.
<b>Tuesday 16 April 2019</b>	Work Programme Planning for 2019/20	To finalise and agree the Committee's Work Programme for the 2019/20 year.
	Annual Report of the Policy Review Committee 2018-19	To consider the Annual Report 2018-19 of the Policy Review Committee.

The following **provisional** dates are also in the Democratic Services calendar for provisional meetings if required: **13 November 2018** and **12 March 2019**.

Other potential items for 2018/19:

- Empty Homes Strategy
- Air Quality Action Plan
- Digital Strategy and Transformation Plan

Policy Review Work Programme Selection Criteria

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

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### TERMS OF REFERENCE

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

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

##### **3.5.1 - Policy Review Committee**

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

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