

SELBY DISTRICT COUNCIL

MINUTES

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 28 September 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

259	Apologies for absence
260	Disclosure of interests
261	Minutes
262	Chair's Address to the Policy and Resources Committee
263	ICT Strategy Working Group Minutes
264	The Revised Constitution Task and Finish Group
265	Discretionary Rate Relief Panel
266	Minutes of Local Development Framework Task and Finish Group
267	ICT Infrastructure Upgrade
268	Shared IT Service Business Case
269	Craven, Harrogate and Selby Concordat
270	Performance Indicator Report: April 2010 – July 2010
271	Budget Exceptions to 31 July 2010
272	Strategic Programme Performance Update: April – August 2010
273	Treasury Management Monitoring Report to 30 June 2010
274	Annual Governance Report
275	The Introduction of a Petition Scheme for Selby District Council
276	Children and Vulnerable Adults Safeguarding Policy and Procedures
277	Joint Procurement Strategy
278	Planning Service Collaboration with Craven District Council
279	Pre Application Planning Advice and Charges
280	Referrals from Other Boards and Committees
281	Private Session
282	St Richards Chapel
283	Tadcaster Office 5 Westgate
284	Tadcaster Central Area Car Park

Present: Councillor M Crane in the Chair

Councillors: Mrs E Casling, J Deans (Substitute for M Jordan), Mrs G Ivey, J Mackman, N Martin (Substitute for Mrs W Nichols) C Metcalfe, Mrs E Metcalfe (for Councillor D Fagan), R Packham, B Percival and S Shaw-Wright.

Officials: Deputy Chief Executive, Strategic Director, Head of Service – Finance, Head of Service - Customers and Business Support, Head of Service Partnerships and Commissioning, Head of Service – Development Services, Solicitor to the Council, eGovernment Manager, Customer

Policy and Resources Committee
28 September 2010

Services Manager, Media and Communications Manager, Policy Officer and Democratic Services Manager.

Also in

Attendance: Marianne Dixon – Audit Commission

259 **Apologies for Absence and Notice of Substitution**

Apologies were received from Councillor D Fagan, M Jordan and Mrs W Nichols.

Substitute councillors were J Deans (for Councillor M Jordan), N Martin (for Councillor Mrs W Nichols) and Mrs E Metcalfe (for Councillor D Fagan).

260 **Disclosures of Interests**

Councillor C Metcalfe and Councillor Mrs E Metcalfe declared a personal but non prejudicial interest in item 26 (Tadcaster Central Area Car Park) which arose because they owned property in the centre of Tadcaster.

261 **Minutes**

Resolved:

That the minutes of the proceedings of this Committee held on 27 July 2010 be confirmed as a correct record and signed by the Chair.

262 **Chair's Address to the Policy and Resources Committee**

The Chair asked that best wishes be sent to Cllr Fagan, who had recently been taken ill.

The Chair noted that this was the Strategic Director's last meeting before retirement and thanked him for his hard work over many years.

The Chair reported a letter received from Selby District AVS. The letter asked that any remaining funds in the Council's Grants scheme be granted to Selby District AVS to purchase Vegetable Bags for the Stockdale Project. The Committee were advised that £480 was available and approved the proposal.

Resolved:

That the £480 in the Grants Scheme be given to Selby District AVS for the purchase of Vegetable Bags.

263

ICT Strategy Working Group Minutes

Councillors received the minutes of the ICT Strategy Working Group meeting held on 7 July 2010 and 1 September 2010.

Councillors discussed the recommendation to activate the out of office email response for external broadcasting.

Resolved: That;

- i) **The recommendation at minute 4 regarding the activation of automated out of office response be approved;**
- ii) **That the minutes of the meetings on 7 July 2010 and 1 September 2010 be noted.**

264

The Revised Constitution Task and Finish Group

Councillors received the minutes of the Task and Finish Group held on 29 July 2010.

Resolved:

That the minutes be noted and the recommendations approved.

265

Discretionary Rate Relief Panel

Councillors received the minutes of the Discretionary Rate Relief Panel held on 29 June 2010.

Resolved:

That the minutes be noted.

266

Minutes of the Local Development Framework Task and Finish Group

Councillors received the minutes of the Local Development Task and Finish Group held on 2 September 2010.

Councillor Percival offered his thanks to the Councillors and Officers involved for their hard work.

Resolved:

That the minutes be noted and the recommendations approved.

267

ICT Infrastructure Upgrade

The Head of Service – Customers and Business Support presented the report which sought approval and budget provision to upgrade the Council's ICT infrastructure.

The E-Government Manager confirmed that the upgrade would provide significant financial savings, help to reduce the Council's carbon footprint and make future shared services and partnership working easier and more cost effective.

Resolved: That;

- i) Councillors approve the implementation of an upgrade to the ICT infrastructure.**
- ii) A budget of £165,000 be approved from the ICT Replacement Reserve in 2010/11.**

268

Shared IT Service Business Case

The Head of Service – Customers and Business Support presented the report which recommended the establishment of a combined ICT service between Selby and Craven District Councils.

It was explained that the combined service would result in lower operational support costs and a reduction in the combined establishment costs for both authorities. Disaster Recovery and Business Continuity systems could also be established for both authorities at no extra cost.

Recommended to Council: That;

- i) Selby District Council enter into arrangements with Craven District Council to establish a shared ICT service before 1 April 2011;**
- ii) The staffing structure as set out in the report, subject to the normal procedures for consultation, be approved;**
- iii) The Head of Service – Customers and Business Support be authorised to enter into a Memorandum of Understanding in respect of this agreement, after consultation with the Leader of the Council.**

269

Craven, Harrogate and Selby Concordat

Councillors considered the report of the Deputy Chief Executive. The report set out the findings from an investigation into a programme of collaborative work between Craven District Council, Harrogate Borough Council and Selby District Council.

The Deputy Chief Executive outlined that the programme of collaboration would bring clear financial and service benefits to each Council. Councillors were supportive of the work undertaken and asked to be kept informed of progress and to be offered the opportunity to contribute.

Recommended to Council: That;

- i) The Final Report of The Independent High Level Business Case for Shared Service Provision and its recommendations be received and noted;**
- ii) Council agree to continue to develop a long term collaboration partnership between Harrogate Borough Council, Craven District Council and Selby District Council based upon the purpose and principles set out in the Concordat;**
- iii) Council agree the draft programme of collaborative work set out in appendix 3.**

270

Performance Indicator Report: April 2010 – July 2010

The Head of Service – Finance presented the report which updated the Committee with details of performance indicator exceptions for 2010/11 up to 31 July 2010.

The Head of Service – Finance stated that action was being taken to improve performance with regard to timely invoice payments.

Resolved:

That accountable officers take the necessary action to ensure performance indicators achieve the set targets set at the beginning of the year.

271

Budget Exceptions to 31 July 2010

The Head of Service – Finance presented a report which updated Councillors with budget exceptions for the 2010/11 financial year to 31 July 2010.

The Head of Service – Finance highlighted the key features of the report. Councillors discussed the forecasted variance for Development Services created by a potential increase in costs associated with external planning expertise. The Head of Service – Development Services would bring a report with further detail to a future Policy and Resources Committee.

Resolved:

That the Head of Service – Development Services bring a report to a future Policy and Resources Committee in respect of the likely future cost of engaging external planning expertise.

Recommended to Council: That;

- i) **With the exception of the forecasted increase in the budget for external planning expertise, councillors endorsed the actions of officers and noted the contents of the report.**

- ii) **The Policy and Resources Committee budgets be adjusted to reflect the savings expected to be achieved this year as per Appendix B, and that the Council's Medium Term Financial Plan be amended to take account of projected savings in 2011/12 and 2012/13 where these are not currently allowed for in the budget.**

272 **Strategic Programme Performance Update: April 2010 – August 2010**

Councillors considered a report from the Head of Service – Finance. The report provided a progress update on the Council's Strategic Programme.

Resolved:

That accountable officers take the necessary action to bring projects back on track by the end of the next reporting period.

273 **Treasury Management Monitoring Report to 30 June 2010**

The Committee received the report of the Head of Service - Finance to update councillors on the Treasury Management activities of the Council for the period ending June 2010.

Councillors heard that the Council was relatively well positioned in this area, with investments outperforming the benchmarked average in the short term.

Resolved: That;

- i) **Councillors endorsed the actions of officers on the Council's treasury activities for the period ending 30th June;**
- ii) **The report be noted.**

274 **Annual Governance Report**

Marianne Dixon - Audit Commission presented the Annual Governance Report for 2009/10.

The report summarised the findings from the annual audit, raised minor adjustments to the financial statements and gave a value for money judgement.

Resolved:

That the Annual Governance Statement and letter of representation be approved.

275

The Introduction of a Petition Scheme for Selby District Council

The Solicitor to the Council presented the report which, in line with legislative changes, requested the adoption of a Petition Scheme and e-petition facility for Selby District Council.

The Committee were updated with details from a recently received letter from the Communities and Local Government department withdrawing the statutory guidance on petitions, but reaffirming the primary legislation.

The Committee discussed the potential impact of the proposed petitions scheme on the work of regulatory committees. Councillors asked that the Solicitor to the Council clarify the position in this regard and that a review of the scheme be undertaken after six months.

Resolved: That;

- i) Authority be granted to the Solicitor to the Council, after consultation with the Leader of the Council, to implement the scheme following legal consideration of the excluded matters relating to regulatory committees.**
- ii) The threshold levels for petitions be set at 1.5% of the population to trigger a debate at Full Council and 1% to call officers to account;**
- iii) The Head of Service – Customers and Business Support be designated as the Petitions Officer;**
- iv) The Democratic Services Manager be instructed to establish an on-line petition facility;**
- v) The Solicitor to the Council be instructed to incorporate the Petition Scheme into the Council’s Constitution and make consequential amendments;**
- vi) A review of the operation of the Scheme is undertaken six months after its implementation.**

276

Children and Vulnerable Adults Safeguarding Policy and Procedures

The Policy Officer – Community Engagement and Development presented the report which asked the Committee to agree the Children and Vulnerable Adults Safeguarding Policy and Procedures.

Councillors heard that, in line with the requirements of the policy, training would be provided on this topic.

Resolved:

That councillors adopted the Children and Vulnerable Adults Safeguarding Policy and Procedures.

277

Joint Procurement Strategy

The Head of Service – Partnerships and Commissioning presented the report which set out the Procurement Strategy for the Council's partnership with Scarborough and Ryedale Councils.

Councillors welcomed the Strategy and the work undertaken by the partnership in providing increased value for money across the three councils.

Resolved:

That the Joint Procurement Strategy be adopted.

278

Planning Service Collaboration with Craven District Council

The Deputy Chief Executive presented the report to update the Committee on the collaborative work being undertaken with Craven District Council in respect of planning services at Craven. The report also sought the Committee's approval for changes at Selby District Council to accommodate the new collaborative arrangements.

It was explained that the collaboration had numerous benefits for the Council, these included providing an opportunity to demonstrate its willingness to work collaboratively and constructively with other organisations.

Resolved that:

- i) The Policy and Resources Committee endorse the collaborative working now underway with Craven District Council in respect of Planning Services.**
- ii) The report be received and noted;**

Recommended to Council:

That the necessary changes (as amended) to existing arrangements and procedures set out in paragraphs 4.6 to 4.11 of the report be supported and reviewed in 6 months time'.

Continuation of Meeting

Councillors were informed that the meeting had been running for three hours.

Resolved:

That the meeting continue to the conclusion of the remaining items.

279

Pre Application Planning Advice and Charges

The Head of Service – Development Services presented a report which outlined a formal approach to pre planning application discussions and associated fees.

Recommended to Council that;

- i) Councillors approve the Pre Application Advice Note and Protocol for Planning Performance Agreements;**
- ii) Councillors approve the introduction of fees and charges for pre-application planning discussions.**

Referrals from Other Boards and Committees

Social Board 21 September 2010

a) Minute 225 – Gas Central Heating Overspend

Councillors discussed the requirement for the supplementary estimate and asked that a report giving further detail be received at Social Board.

Recommend to Council: That;

- i) **Approval be given for the supplementary estimate of £816,000 to fund the work to the Gas Central Heating and Fire appliances;**
- ii) **The supplementary estimate is funded from internal borrowing;**
- iii) **Additional savings from 2010/11 to 2012/23 be achieved to cover the reduced investment earned by the HRA.**

b) Minute 226 – Disabled Facilities Grant Request for Supplementary Estimate

Recommended to Council:

That the Policy and Resources Committee approve the funding of the Supplementary Estimate of £43,000 from Capital Receipts and £7,000 from General Fund Revenue Budget Savings.

c) Minute 227 – Mortgage Rescue Scheme/Repayment of Right to Buy Discount

Recommended to Council:

That in circumstances where the repayment of a Right to Buy Discount is the only barrier to the Mortgage Rescue case proceeding, the Head of Service – Finance after consultation with the Head of Service – Housing and Property, should have delegated powers to write off the discount on a case by case basis having referred to the guidance issued by the government.

d) Minute 231 – Community Centre Review Update

Resolved:

That the centre at Womersley be closed and sold on the open market.

Recommended to Council:

That approval be granted for a supplementary estimate of £18,000 (to be financed by HRA balances) to enable the required works to commence this financial year to the convert the Kellington Centre into a residential unit.

e) Minute 235 – Rural Exception Site – Appleton Roebuck

Resolved:

That, subject to there being no central Government ‘pooling’ at 75% of the sale proceeds, the demolition of two council bungalows in order to facilitate the development of ten affordable homes in West End Avenue Appleton Roebuck and in exchange, Broadacres HA provide within the new development one new two bedroom bungalow at no cost to the Council, be approved.

281

Private Session

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 3 of Part 1 of Schedule 12A to the Act.

282

St Richards Chapel

The Solicitor to the Council presented the report which informed councillors of the proposed affordable housing development of land at St Richard’s Chapel.

The Committee discussed the various elements of the report and the different options available, councillors requested that a further report be received at the Policy and Resources Committee on 14 December 2010.

Resolved:

That the matter be referred to the Head of Service – Housing and Property Services and that a further report to be brought back the Policy and Resources Committee on 14 December 2010 to consider the options available.

283

Tadcaster Office 5 Westgate

The Committee received a report of the Strategic Director which sought approval to terminate the lease of the Tadcaster Office.

Councillors heard that the expiry of the lease gave the Council the opportunity to review how the service operates. Councillors were provided with an update on the discussions with North Yorkshire County Council regarding future working practices.

Resolved: That;

- i) **That the lease for the Tadcaster Office be terminated before the scheduled renewal date of 24 October 2010.**
- ii) **That the premises be vacated by 24 January 2011.**

284

Tadcaster Central Area Car Park

The Committee received a report of the Strategic Director seeking approval to submit a planning application to undertake urgent repairs to Tadcaster Central Area Car Park.

Resolved:

That officers be authorised to submit a planning application at Tadcaster Central Area Car Park in accordance with the approved capital programme.

The meeting closed at 8:27 pm.