

SELECT COMMITTEE

at 6.30pm on Wednesday, 7th June 2017
Belle Vue Suite, 1 Belle Vue Square, Broughton Road, Skipton

Committee Members : The Chairman (Councillor Staveley) and Councillors Brown, Graham, Mason, Mercer, Moorby, Pighills, Shuttleworth, Solloway, Sutcliffe, Thompson and Whitaker.

AGENDA

1. **Apologies for absence**
2. **Confirmation of Minutes** – 1st March 2017.
3. **Public Participation** - In the event that any questions / statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes. (Note: Where the participation relates to any particular item on the agenda, participation will usually be when that item is considered.)
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Work Programme and Working Groups 2017-18** – Members are asked to consider and agree a work programme for the Committee in 2017-18, including the position to be adopted in respect of recommending the Waste Management Working Group and commencing the proposed examination of the new business model for Bereavement Services.

Committee Members are invited to suggest service areas / subjects they believe may merit review.

6. **Meetings : Start Time** – The Committee is asked to agree the normal start time for its meetings for the remainder of the current municipal year.

7. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Next Meeting

Select Crime and Disorder Committee at 6.30pm* on Wednesday, 28th June 2017.
Select Committee at 6.30pm* on Wednesday, 26th July 2017.

(*Provisional)

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30th May 2017

Recording at Council Meetings

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

(i) the recording being conducted with the full knowledge of the Chairman of the meeting; and

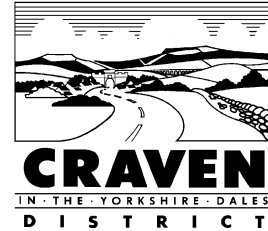
(ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

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PROVISIONAL WORK PROGRAMME 2017/18

as at April 2017



Note : In commencing each review the Committee or working group, if appointed, will be asked to scope, as necessary, the work to be undertaken eg identify the issues to be considered, information required, who is to be asked to attend.

Date	Committee,	Agenda
Weds 7 Jun	Select Committee	<ul style="list-style-type: none"> • Work Programme • Appointment of Working Groups
Wed 28 Jun	Select Committee (sitting as the Crime and Disorder Committee)	'Crime and Disorder' annual meeting <ul style="list-style-type: none"> • Local Policing – priorities, standards and performance • North Yorkshire Community Safety Partnership Update • Community Safety Local Delivery Team – priorities, projects etc
Wed 26 July	Select Committee	<ul style="list-style-type: none"> • .
Wed 6 Sept	Select Committee	<ul style="list-style-type: none"> •
Wed 18 Oct	Select Committee	<ul style="list-style-type: none"> •
Wed 15 Nov	Select Committee	<ul style="list-style-type: none"> •
Wed 6 Dec	Select Committee (sitting as the Crime and Disorder Committee)	Crime and Disorder' mid-year meeting <ul style="list-style-type: none"> • Local Policing – priorities, standards and performance, including update re implementation of the Operational Policing Model and Review. • North Yorkshire Community Safety Partnership – Update. • Community Safety Local Delivery Team Update.
Wed 10 Jan	Select Committee	<ul style="list-style-type: none"> • .
Wed 28 Feb	Select Committee	<ul style="list-style-type: none"> • .

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Wed 11 Apr	Select Committee	<ul style="list-style-type: none">• Consider draft work programme for 2018-19.
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Working Groups

The Select Committee may appoint up to two working groups of Members at any one time to deal with specific issues in the Select Committee's annual work programme, or any other matter referred to it by the Council or the Policy Committee. Members of Policy Committee will not normally be appointed to Select Committee working groups. The working groups do not have delegated authority. Working groups should include Members from more than one political group. Working groups may only deal with business referred to them by the Select Committee.

a. Waste Management Working Group – In November 2016, bearing in mind work pressures on senior management within waste management, the Working Group suspended its review of the waste management service until April 2017 unless a need arose in the intervening period. At the same time given the timescales involved, and not wishing to delay submission of the co-mingling report to Policy Committee, it was also agreed that no further action be taken by the Group at that time on the proposed changes to collection arrangements.

To date the working group has examined the following parts of the waste management service leaving the bulky and commercial waste elements to be reviewed, the working group may also wish to receive an update on implementation of the revised collection (co-mingling / recycling) arrangements.

- Collection Point Policy / Response to Health and Safety Executive concerns.
- Garden Waste Subscription Service.
- Recycling Policy (co-mingling) - work suspended.

It is understood that within its service programme for 2017-18, the Waste Management Service will be looking to make changes to the existing commercial waste service to make the service more competitive with other commercial providers, and also looking at alternative solutions for the Engine Shed Lane Depot facility.

b. Assets and Property Management – In March 2017 the following working groups were appointed by Select Committee in considering whether the restructure and refocus of assets and property management was delivering projects and maximising income as intended.

Shared Ownership Working Group - to examine the strategy for delivery of shared ownership properties so as to establish an understanding of the process involved and what lessons, if any, could be learned from the experience to date. To date the working group has met on two occasions and at its next will need to consider whether any further information is required and if not, what comments or recommendations, if any, it wishes to make in respect of the Council's involvement in shared ownership development.

Bereavement Services Working Group - bearing in mind the uplift in expenditure and assumed increase in income to be generated, to examine implementation of the new business model for Bereavement Services. At its first meeting the working group will

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need to consider how it wishes to take forward the review eg. the background information required and attendance of officers / the relevant Lead Member. To assist Members' understanding the relevant officers will be asked to deliver a briefing on the service and business model.

Items Carried Forward from the 2016-17 Work Programme

- 1. Garden Waste Subscription Service** - Select Committee briefing note December 2016 to Policy Committee re Garden Waste Subscription Fee states that it will be the Select Committee's intention to further review the service and implementation of the position on cost recovery within the next two year period.
- 2. Partnerships Review** - Committee to conduct bi-annual reviews of the Council's partnership arrangements; next review of partnerships was to be carried out in 2016/17. Standards Committee was asked to produce guidance for Members appointed to outside bodies, consideration of partnerships held in abeyance pending the outcome of Standards Committee's consideration of guidance for Members serving on outside bodies.
- 3. Green Travel Plan** - Outcome of the proposed green travel survey of staff and the Council's position when measured against the travel plan, attached as a condition of planning consent for the redevelopment of Belle Vue Mills, item retained within the work programme - Select Committee 5 February 2015 refers.
- 4. Effectiveness of any Public Spaces Protection Orders.** Note : Committee Terms of Reference amended in Summer 2016 to include : To review annually the effectiveness of any Public Spaces Protection Orders made by the Council under the Anti-Social Behaviour Crime and Policing Act 2014.
- 5. Sickness Absence** : Six monthly monitoring reports on sickness absence, vacant positions and any arrangements in place to cover those vacancies through use of contractors / consultants is presented to this Committee. ***see below**
- 6. *Call Handling Performance** : When presenting the six monthly report on sickness absence etc, the manager to also submit an update on progress being made in taking forward the measures aimed at improving performance now presented (Select Committee December 2016)
- 7. North Yorkshire Police and Crime Panel** – Update.

Potential Future Items

Member Ward Grants potentially an issue to review after a period of time – pilot scheme in 2016-17 – Annual report to be presented to Audit and Governance Committee.

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SELECT COMMITTEE

1st March 2017

Present –The Chairman (Councillor Staveley) and Councillors Mrs Fairbank, Graham, Mason, Mercer, Pighills, Shuttleworth, Solloway, Sutcliffe and Whitaker.

Officers – Director of Services, Assets and Commercial Services Manager and Committee Officer.

An apology for absence was received from Councillor Thompson.

Start: 6.30pm

Finish: 8.34pm

The minutes of the Committee's meeting held on 7th December 2016 were confirmed and signed by the Chairman.

Minutes for Report

OS.382

ASSETS AND COMMERCIAL SERVICES

Members were reminded that in agreeing its work programme for the current year, the Committee had included a review to examine whether the restructure and refocus of the Assets and Property Management Service was delivering projects, including the shared ownership scheme, and maximising income as intended from discretionary services. To assist Members' understanding of the Service, the Director of Services, accompanied by the Assets and Commercial Services Manager, delivered a briefing, summarising

- how the Service was structured,
- the services it delivered,
- current / planned projects,
- operational and financial successes, and
- areas where there was considered to be room for improvement

In commencing his presentation the Director pointed out that bearing in mind the changed climate in which local authorities were now having to / would have to operate, a change to a more commercially orientated focus to the operation of the council's assets and property management service had been considered necessary. The revised departmental structure had been implemented in February 2016.

In responding to comments and questions during the course of the above presentation, the Director and Manager

- clarified the role of the proposed arms length trading company and the relationship with work being carried out in respect of the provision of shared ownership properties; shared ownership properties would not be placed under the control of the company but residential properties built for market rent and commercial property would be. As yet the company had not been registered but the necessary approvals were in place to proceed at the appropriate time.
- indicated that the change in focus had not created a problem in terms of resources available within the finance Department, but had presented challenges in terms of the level of resource available within Legal Services. Legal support costs were built into project costs and if necessary external legal support could be sourced.
- clarified the changes made within Bereavement Services in seeking to introduce more resilience and deliver income generation.

- stated that to deliver the income target of £128,000 in the savings plan for the period 2016-2020 from the shared ownership initiative, 50 shared ownership units would be required. He was confident the target would be achieved. The compulsory purchase of empty properties for shared ownership was an option which could be considered as part of the Council's accelerated construction fund application.
- indicated that the target return on developments and acquisitions was 8%.
- stated that to cover skill shortages / vacancies within the Team other local authorities had been approached but spare capacity had not been available within those authorities contacted, however work was being carried out in building a local network of local suppliers and companies whom the Service could call upon.
- reported that the commercial surveyor would be / was looking at the rent levels and valuations on Council assets. A list of assets by ward would be made available to Members.
- agreed that, although unlikely, if the Service's maintenance team was to be scaled up it may be appropriate for that service to sit within the proposed trading company, but consideration may be given, for example, to placing some waste management commercial operations within the company.
- having been made aware of concerns regarding the lack of shelter and seating for mourners gathering outside the crematorium chapel, the Business Services Manager had been asked to look at possible means of addressing those concerns.

Having concluded their presentation the Chairman thanked the Officers who then left the meeting.

The Chairman asked Members to consider whether they wished to conduct a wide ranging service review or identify particular aspects of the service which they considered merited examination at this time. After a discussion it was

Resolved – That given the importance of the two areas in terms of income generation and delivery of other aspects of the Council Plan, working groups are established as follows to consider the Assets and Commercial Service areas indicated and report back to this Committee in due course.

- a. Shared Ownership Development : to examine the strategy for delivery of shared ownership properties so as to establish an understanding of the process involved and what lessons, if any, could be learned from the experience to date – first meeting to be held in the week commencing 27th March 2017; and
- b. Bereavement Services : bearing in mind the uplift in expenditure and assumed increase in income to be generated, to examine implementation of the new business model for Bereavement Services – first meeting to be held on 19th April 2017.

Date of Next Meeting :

Combined meeting of the Crime and Disorder Committee and Parishes Liaison Group at 6.30pm on Wednesday 22nd March 2017.

Select Committee at 6.30pm on Wednesday, 19th April 2017.

Chairman.