

Access Selby Board MINUTES



Date: 6 July 2015
Time: 4:00pm
Place: Meeting Room 8, Civic Centre, Doncaster Road, Selby, YO8 9FT

Present: Councillor Musgrave, Chair (RM); Councillor Cattanach (JC); Councillor Hutchinson (DH); Councillor Packham (RP); Jonathan Lund, Deputy Chief Executive (JL); Mark Steward, Managing Director (MS); Karen Iveson, Executive Director (s151) (KI); Dean Richardson, Head of Operations (DR); Phil Jeffrey, Veritau (PJ); and Daniel Maguire, Democratic Service Officer (DM).

Item	Business	Action
	The Chair welcomed new members to the first meeting of the municipal year.	
1.	Apologies for Absence None.	
2.	Minutes of the Previous Meeting The Board received the minutes from the meeting on 27 April 2015. A spelling mistake was noted in the second paragraph of minute number 3. DECISION: The minutes were confirmed as a correct record, subject to the correction.	DM
3.	Dates and times of future meetings The Chair sought the Board's view on the provisional schedule of meeting dates and proposed 4pm as the start time for all meetings. DECISION: The provisional schedule of meeting dates was agreed with the exception of the March meeting which will take place on Monday 14th March. The start time for meetings was set at 4pm.	DM

<p>4.</p>	<p>Financial Results and Budget Expectations report to 31 March 2015</p> <p>The Executive Director (s151) presented the report and advised that 2014/15 had been a positive year for Access Selby with a £220k surplus on services provided to Selby District Council. The Board's attention was drawn to the £161k of additional planning income (a trend which has continued into the current year) and £111k salary savings which has had no demonstrable impact on services and delivery. It was reported that there was a shortfall in savings of £42k, however the in-year savings and revenue increases cover the shortfall.</p> <p>In response to a question from the Board it was reported that the work to repair the collapsed culvert at Portholme Road had gone out to tender, but returned tenders were significantly over budget. Further work is now being undertaken before retendering, but Access Selby is not exposed to any risk in relation to this.</p> <p>The executive Director (s151) was asked to source a response to a question from the Board regarding improvements to the roads at the industrial units at Hurricane Close.</p> <p>DECISION: To note the report, and specifically:</p> <ul style="list-style-type: none"> (i) the carry forwards of £2.006m (£727k revenue and £1.279m) submitted to the Executive for approval; and (ii) the transfer of £63k General Fund profit to 'Access Selby Reserve' and the £157k Housing Revenue Account profit to 'HRA Balances (Access Selby)' submitted to the Executive for approval. 	<p>KI</p>
<p>5.</p>	<p>Annual Internal Audit Report 2014/15</p> <p>The Executive Director (s151) introduced Phil Jeffrey, Audit Manager at Veritau, to the Board and explained the role and structure of Veritau as the Council's internal auditors.</p> <p>Phil Jeffrey presented the report which concludes that the risk management and control framework operated by the Council provides 'Substantial Assurance'. Some weaknesses had been identified in the control environment around Taxi Licensing, Partnerships, IT access controls and compliance with the Payment Card Industry Data Security Standard (DCI DSS).</p>	

	<p>The Board were able to ask questions of the Audit Manager. The Board asked that subsequent reports include an additional column in the 'Summary of Key Issues from Audits' table (pages 30 to 34 in the agenda pack) to highlight any actions and/or follow ups this will provide additional reassurance that risk is being managed effectively.</p> <p>DECISION: To approve the Annual Internal Audit Report 2014/15.</p>	KI/PJ
6.	<p>Partnership Agreement between Selby District Council and Access Selby 2015-2020</p> <p>The Deputy Chief Executive presented the report and explained that the initial Service Level Agreement was extended in 2014 for one year in order that a new Partnership Agreement could be considered by the new Council following the local government elections in May 2015. The new Partnership Agreement reflects the aim of maintaining genuine partnership working between the Core and Access Selby. The new Agreement also switches the focus from input specifications to outcome specifications, with outcome specifications reflecting the Corporate Plan.</p> <p>The Board were advised that the draft Partnership Agreement had been approved by the Executive at its meeting on 4 July 2015 and that the Executive had authorised the Chief Executive to sign off after consultation with the Access Selby Board. It was noted that the outgoing Board had been involved with the drafting of the Partnership Agreement but it was felt that, given the proximity of the local government elections, it would be appropriate for the new Board to be given the opportunity to provide input.</p> <p>The Board were able to ask questions of the Deputy Chief Executive and the Managing Director. Concern was expressed that it may be premature to sign a new Partnership Agreement before the conclusion of the on-going review being undertaken by the Chief Executive. It was noted that the previous Service Level Agreement had expired and that Access Selby and Selby District Council were currently operating without an agreement, but any risk to either Access Selby or the Council remains a managed risk.</p> <p>The Board felt that it would be appropriate to consider the draft Partnership Agreement at a special board meeting to be</p>	JL/DM

	<p>held upon completion of the Chief Executive's review.</p> <p>DECISION: To defer a decision on the Partnership Agreement to a special meeting to be held on a date after completion of the Chief Executive's review. The Board confirmed its approval for Access Selby to work to the principal of the Partnership Agreement, but also noted the existence of the previous Service Level Agreement.</p>	
7.	<p>Access Selby Draft Business Plan</p> <p>The Managing Director presented the report and advised that the draft Business Plan had been completed in April 2015 in line with the draft Partnership Agreement. The Business Plan seeks to draw on the strengths of both the commercial and public sectors and the trusted Selby District Council brand. The Plan is based on four strategic priorities, these being: to deliver the Partnership Agreement, to create commercial opportunities, to create resilience through shared working and to deliver efficiencies and maximise current income opportunities. The Board will receive a report on all Key Performance Indicators (KPIs), not just those in the Partnership Agreement, and a quarterly report will be provided to the Executive.</p> <p>The Board felt that it would be appropriate to defer a decision on the Business Plan to the September meeting, to allow Board members more time to consider the contents.</p> <p>DECISION: To defer a decision on the draft Business Plan to the September meeting.</p>	DM
8.	<p>Better Together – update on progress with the NYCC collaboration</p> <p>The Deputy Chief Executive provided a verbal update on progress with 'Better Together'. There are three areas where Better Together is enabling collaboration between Selby District Council and North Yorkshire County Council: customers and community services (led by Rose Norris), property services (led by Jonathan Lund) and back office functions (led by Janette Barlow). So far the project has generated savings of £120k, with total savings over the five years projected to be £1.4m.</p> <p>DECISION: To note and endorse the report.</p>	

Dates of Future Meetings
Monday 7 September 2015, 4pm Monday 2 November 2015, 4pm Monday 21 December 2015, 4pm Monday 1 February 2016, 4pm Monday 14 March 2016, 4pm Monday 25 April 2016, 4pm Plus an additional meeting to schedule in late September / early October.