

Access Selby Board MINUTES



Date: 7 September 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); Janette Barlow, Director (JB); June Rothwell, Business Development Manager (JR); Jodie Taylor, Lead Officer (Finance) (JT); and Daniel Maguire, Democratic Services Officer (DM).

Item	Business	Action
1.	<p>Apologies for Absence</p> <p>Karen Iveson.</p>	
2.	<p>Minutes of the Previous Meeting</p> <p>The Board received the minutes from the meeting on 6 July 2015.</p> <p>DECISION: The minutes were confirmed as a correct record.</p>	
3.	<p>Access Selby Performance Review</p> <p>The Managing Director (MS) presented the report which updated the Board with interim performance results and details of exceptions between targets and actual performance for the 2015/16 financial year, in relation to Key Performance Indicators (KPIs) and Access Selby projects. The Managing Director explained that officers are developing the report to provide the Board with a broader range of data, and as such the report presented to the Board included 43 new performance indicators alongside Access Selby projects.</p> <p>It was reported that performance is healthy with only one 'red' indicator (PA_029, number of empty properties being brought back into habitable use). Results had exceeded target on 14 indicators, and there were 6 'amber' indicators. In</p>	

	<p>relation to the 'red' indicator the Board was advised that Access Selby is working with City of York Council and is confident of meeting the target in the future. In addition changes made to the Council Tax rates for empty properties will have an effect.</p> <p>Strong performances were reported in relation to processing Housing Benefit/Council Tax and at the Contact Centre (both face to face and phone response times). In respect of Planning it was reported that the Authority had received an additional 11% increase in applications and an over 200% increase in pre-application enquires. This unprecedented demand for the Authority's Planning Service was related, in part, to not having a five-year land supply which was resulting in a large number of speculative applications by potential developers. The Managing Director confirmed that actions had been taken to ensure adequate staffing and resource levels within the Planning Service, and that there are now 8.8 Full-time equivalent (FTE) planning officers and support.</p> <p>The Board was able to ask questions of the Managing Director. The Board was concerned at the response rate amongst 'Core' staff in PA_023, and expressed its wish to hear the views of staff. Officers will work to encourage greater response rates to staff surveys. It was recognised that PA_005 relates specifically to 'major' planning applications, which reflects the Core's wish to judge performance based on the experience of stakeholders rather than just crude numbers. Furthermore the timeframe of eight weeks for 'minor' applications can sometimes be exceeded due to protracted dialogue with applicants, which is generally felt to be preferable to rejecting an application at the eight week point. It was noted that the Board could amend future reports to include 'minor' applications if desired.</p> <p>DECISION: To note the report and endorse the actions of officers.</p>	MS/JR
4.	<p>Access Selby Business Plan 2015/18 Workshop and Next Steps</p> <p>The Managing Director introduced the draft Business Plan and explained that it had been drafted with the previous Board, but in recognition of changes to the membership of the Board it was appropriate to understand current expectations.</p>	

	<p>The Business Development Manager facilitated a broad ranging discussion which included a focus on the Vision statements in sections 1 and 2 of the draft Plan.</p> <p>The Board recognised that the commercial aspect of the Business Plan will help support continued delivery of excellent services to residents and customers, and would help to maximise existing income channels to provide resilience against the background of funding reductions.</p> <p>It was noted that there are a number of models that local authorities are currently adopting with regard the provision of services to commercial customers and clients, and that full-cost recovery models can provide a useful contribution to Central Executive Function Costs (CECs).</p> <p>The Board considered that the Vision as set out in sections 1 and 2 of the draft Business Plan is appropriate, but it would be useful to have a specific long-term target of how the split between commercially generated income and other income should evolve. Furthermore, it was noted that 'in-sourcing', bringing some contracts back in-house, could also feature as part of increased commercial activity.</p> <p>DECISION: To continue discussions on the Business Plan at a future meeting, to be arranged in conjunction with the Chief Executive's Organisational Review.</p>	<p>MS/JR</p> <p>DM</p>
5.	<p>Any Other Business</p> <p>None.</p>	

The meeting closed at 6.00pm.

Dates of Future Meetings
<p>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</p>
<p>In addition, a provisional meeting to schedule in October, subject to the Chief Executive's review.</p>