

Access Selby Board MINUTES



Date: Monday 21 December 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); Mary Weastell, Chief Executive (MW); Jonathan Lund, Deputy Chief Executive (JL); Mark Steward, Managing Director (MS); and Daniel Maguire, Democratic Services Officer (DM).

Item	Business	Action
1.	<p>Apologies for Absence</p> <p>None.</p>	
2.	<p>Organisational Review</p> <p>All Officers except the Chief Executive left the meeting during discussion of this item.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The Board received the minutes of the meeting held on 7 September 2015.</p> <p>DECISION: To confirm the minutes as a correct record.</p>	
4.	<p>Financial Results and Budget Exceptions Report to 30 September 2015 (deferred from 2 November meeting)</p> <p>The Lead Officer (Finance) presented the report which showed a projected loss in the General Fund of circa £10k up to 30 September 2015 and an estimated profit in the Housing Revenue Account (HRA) of £190k. The current forecast for quarter 3 was for at least break-even or a small profit in the General Fund.</p> <p>It was confirmed that whilst the net figure for Planning receipts was a £156k positive variance, projected savings are behind target.</p>	

	<p>DECISION: To endorse the actions of officers and note the contents of the report.</p>	
<p>5.</p>	<p>Access Selby Performance Review – November 2015</p> <p>The Managing Director presented the report, which included performance results and the exceptions report to 30 November 2015. Key areas where significant progress had been achieved included the Customer Relationship Management (CRM) system and in Benefits and Taxation. It was noted that current demand upon Environmental Health was high due to various factors including the local air-quality management project in Selby, a recent workplace fatality within the District and the multi-agency response to the Great Heck fire. On-going pressures were reported with regard winter-related civil emergency response issues, although the recent flooding had not had a major effect on residential or business properties.</p> <p>Important progress had been made within Planning, due to a reduction in the number of applications to normal levels, the use of additional Business Support and Planning resources, and the continued effort of staff. The Board asked that its thanks be passed on to all staff and officers connected to the Planning service for their hard work in recent months.</p> <p>The Board was able to ask questions of the Managing Director.</p> <p>It was confirmed that the additional costs associated with the Great Heck fire would be met from reserves.</p> <p>The Board raised concerns about performance in respect of Enforcement, and in particular Planning Enforcement. It was suggested that demand was greater than the resources available, and that staffing levels and deployment be reviewed.</p> <p>In respect of Performance Indicator PA_029 the Board asked for an up to date position in respect of the number of empty properties being brought back into habitable use since the utilisation of resources from City of York Council.</p> <p>The Board asked about the effect of the recent changes to Council Tax rates for empty properties. The Managing Director agreed to report back to the Board.</p>	<p>MS</p> <p>MS</p>

	<p>The Board noted that the 'Gateways' project to improve the appearance of roundabouts in the District through sponsorship required attention to ensure that opportunities to generate revenue and improve the appearance of roundabouts were maximised. The Deputy Chief Executive agreed to take the Board's concerns to the relevant organisation.</p> <p>DECISION: To endorse the actions of officers and note the contents of the report.</p>	JL
6.	<p>Better Together</p> <p>The Deputy Chief Executive provided a verbal update on progress to date. It was noted that there were three elements to Better Together; back office functions, property and customers and communities.</p> <p>In respect of back office functions, the SDC finance team was now being piloted as a shared team with NYCC. Work was currently underway to assess the options for the current procurement partnership for district councils in North Yorkshire to join with NYCC, or vice-versa. It was noted that SDC's IT infrastructure and support would pass from Craven District Council to NYCC which would create further opportunities for joint working and cost savings. With regard to Business Support functions, it was reported that several options had been considered but none were suitable for SDC, so specific tasks were being evaluated on a case-by-case basis. The next steps in terms of back office functions would be to look at possibilities in respect of Legal, Human Resources and Media/Communications.</p> <p>With regard to property, it was reported that the SDC Assets Team had recently relocated to a shared site with NYCC highways, and that the second phase of this project would include looking at joint working on sites where both SDC and NYCC teams are working. An increasing number of guests are making use of the Civic Centre facilities following the relocation of the county Registrar service and the Youth Team.</p> <p>In respect of customers and communities there had been a broad range of projects and initiatives, with the greatest focus being on the CRM system which has now been installed. The second phase of this project would include developing further ways for customers to communicate with the Council</p>	

	electronically such as e-forms and e-payment.	
7.	Any Other Business None.	

The meeting closed at 5.55pm.

Dates of Future Meetings
Monday 1 February 2016, 4pm Monday 14 March 2016, 4pm Monday 25 April 2016, 4pm