



POLICY COMMITTEE

Tuesday, 14th September 2021 at 6.30pm
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Heseltine, Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place, Rose and Wheeler.

Substitutes: Conservatives – Councillors Handley, Moorby and Whitaker; Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Brown.

Please note the following advice in advance of the meeting:

The Government temporarily removed the legal requirement for local authorities to hold meetings in person during the Covid-19 pandemic. All local authorities were given new powers to enable meetings to take place virtually. The Council's powers to hold remote meetings expired on 7 May 2021.

Whilst the return to face to face meetings provides significant challenges, the Council has undertaken a great deal of work to ensure that face to face meetings are delivered in a COVID safe environment.

Due to social distancing measures, spaces for public attendance are limited and so registration is essential to secure a place.

Everyone who attends this meeting will be required to wear a face covering, unless exempt.

Council staff, elected members and members of the public are urged to take advantage of the national 'next step safely' campaign and access a free, rapid lateral flow test in advance of the meeting:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/> Please note that whilst this is advised, it is not a requirement for entry to the meeting.

Anyone displaying Covid-19 symptoms is asked not to attend.

For more information email committees@cravendc.gov.uk

AGENDA

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 22nd June 2021. (There is also an exempt minute which is not for publication.)
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.
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.

(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. **Outturn Revenue Budget Monitoring Report - Quarter 4 2020/2021** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise of the revenue budget position of the Council, based on the quarter 4 review of income and expenditure to the end of March 2021.

6. **Capital Programme Outturn Report 2020/2021** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the outturn position of the Council’s capital programme for 202/21 and the sources of finance.

7. **Quarter 4 Performance Monitoring Update** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present performance highlights for quarter 4 of the financial year 2020/21 in accordance with arrangements set out in the Council’s Performance Management Framework.

8. **Review of Council Priority Actions** – Report of the Chief Executive.

Purpose of Report – To present an analysis of a review of all Council priority actions including actions in the Council Plan, major projects and the Climate Emergency Strategic Plan, in respect of Local Government Reorganisation.

9. **Woodland Creation in Craven 2018 - 2050** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To discuss the challenge of woodland creation in Craven and to agree a target for tree canopy coverage in Craven up to 2050 for consultation purposes.

10. **Afghan Resettlement and Assistance Policy Scheme** – Report of the Director of Services.

Purpose of Report – To inform Members of the current position with regard to the resettlement of Afghan nationals in North Yorkshire and seek approval for Craven District Council to take part in the Government’s Afghan Resettlement and Assistance Policy Scheme (ARAP), thereafter called ‘the scheme’.

11. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.
12. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.
13. **Date and Time of Next Meeting** – Tuesday, 19th October 2021.

Agenda Contact Officer: Vicky Davies
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6th September 2021

POLICY COMMITTEE

22 June 2021

Present – The Chairman, Councillor Foster and Councillors Barrett, Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place, Rose and Shuttleworth (substitute for Councillor Heseltine).

Officers – Chief Executive, Chief Finance Officer (s151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Cultural Services Manager, Chief Information Officer and Head of Assets and Commercial Services, Interim Spatial Planning Manager, Environmental Services Manager, Planning Officer, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

Apologies for Absence and Substitutes – Apologies for absence were received from Councillors Heseltine and Wheeler. Councillor Shuttleworth attended as substitute for Councillor Heseltine.

Confirmation of Minutes –

Resolved – The minutes of the Policy Committee meeting held on 30 March 2021 were confirmed as a correct record.

Chief Finance Officer – The Chairman drew Members' attention to the fact that Richard Weigh, Chief Finance Officer was leaving the Council to take up a position with Wrexham Borough Council. The Chairman and Members thanked him for all his hard work at Craven and wished him well in his new role.

EXCLUSION OF THE PUBLIC

That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minute POL.1140 marked\$) below on the grounds that it is not in the public interest to disclose the Category 3 exempt information (financial or business affairs of any particular person including the Council).

Public Participation –

There was no public participation.

Declarations of Interest –

There were no declarations of interest.

Start: 6.30pm
Councillor Myers arrived at 6.32pm.

Finish: 8.21pm

Minutes for Report

POL.1132

SELECT COMMITTEE REVIEW OF BUILDING CONTROL

The Select Committee presented their review of the Council's Building Control Service. The review considered the key roles of the services, staffing levels and the role of the North Yorkshire Building Control Partnership.

Resolved – That the review of the Building Control Services is accepted and that the recommendation within that review, that the service continues to be operated in-house, is approved.

POL.1133

LOCAL GOVERNMENT AND SOCIAL CARE
OMBUDSMAN: PUBLIC INTEREST REPORT

The Chief Information Officer submitted a report presenting a Public Interest Report issued by the Local Government and Social Care Ombudsman ('the Ombudsman') following an investigation into complaints numbered 20 001 522 and 20 001 603 which related to a discretionary grants scheme. Members were asked to consider whether to accept the Public Interest Report as set out in Paragraph 3.2 of the report now submitted.

The Ombudsman's investigation upheld two complaints regarding discretionary awards and found that there had been fault on the part of the Council and this had caused injustice to the complainants. The Ombudsman also made a number of recommendations to remedy the injustice which were set out in the Chief Information Officer's report.

Resolved – That, we reluctantly accept the Ombudsman's findings as set out in the Public Interest Report and will ask Select Committee to carry out a 'lessons learnt' exercise but we do not consider that the fault justifies an apology or payment of £500.

POL.1134

DEFRA CONSULTATION ON CONSISTENCY IN
HOUSEHOLD AND BUSINESS RECYCLING

The Director of Services submitted a report presenting the proposed Craven District Council response to the DEFRA consultation on consistency in household and business recycling. The Government's ambition, as set out in its 2018 strategy was for higher recycling rates, increased resource efficiency and a more circular economy. The Environment Bill 2020 includes for the creation of a new governance framework for the environment and a new direction for resources and waste management.

The DEFRA consultation sought to gather views on the detail of the powers in the Bill and how they should be used and implemented.

Resolved – (1) That, the draft consultation response as set out in the report now submitted is approved.

(2) That, delegated authority is given to the Director of Services, in consultation with the Lead Member, to make any final amendments and submit the consultation response.

POL.1135

TRANSFORMING CITIES FUND (SKIPTON) –
CONSULTATION FEEDBACK AND SCHEME
DEVELOPMENT

The Strategic Manager for Planning and Regeneration submitted a report updating Members on the development of the Transforming Cities Fund scheme in Skipton. In particular, the delivery arrangements for the scheme; feedback on the recent public consultation exercise; and proposals for the creation of a new pedestrian route through Aireville Park.

The proposals for Skipton included four components:

1. Improvements to the Skipton Railway Station frontage including the car park and public realm.
2. Broughton Road Active Travel Corridor - provision of improved pedestrian and cycle connectivity from the railway station towards the town centre.
3. Improvements to the public right of way along the north side of the Canal from Gawflatt Bridge to the Auction Mart with a new connection into Aireville Park.
4. Black Walk, Carleton Street and Gas Street improvements to the route providing connectivity between the railway and bus station including Gallows Bridge,

Resolved – (1) That, the feedback from the consultation exercise as detailed in Section 5 of the report now submitted is accepted and the continued involvement of the District Council in the development of the Skipton Gateway Transforming Cities Fund scheme is endorsed.

(2) That, a request is made, via North Yorkshire County Council, that the TCF Project Board and Skipton Project Team review and, where appropriate, through the preliminary and detailed design, address the opportunities and concerns raised during public consultation exercise to better serve all users of the proposed infrastructure and, that a further seminar is held with District Councillors during the design phase.

(3) That, the implementation of a pedestrian footpath on District Council land from the public right of way to the north of the Leeds Liverpool Canal towards Craven Leisure is agreed.

(3) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Enterprising Craven and the Solicitor to the Council, to confirm the final alignment of the route within the corridor detailed at Appendix B to the report now submitted and enter into all agreements required to facilitate its construction and operation.

POL.1136

PRIMARY AUTHORITY SCHEME

The Director of Services submitted a report seeking approval for the Environmental Health Food Safety Service to participate in the Primary Authority Scheme which was a statutory scheme allowing eligible businesses to form a legally recognised partnership with a single local authority in relation to regulatory compliance. The scheme applied to specified regulatory functions within environmental health, licensing trading standards and fire safety.

Resolved – (1) That, the Craven District Council's participation in the Primary Authority Scheme for the category of 'Food Hygiene and Standards' is approved.

(2) That, the Primary Authority charges of an initial set up fee of £367 and a fee per hour of £59 is approved.

POL.1137

COMMUNITY RENEWAL FUND AND LEVELLING UP FUND APPLICATIONS

The Strategic Manager for Planning and Regeneration submitted a report seeking approval for the Council to be actively involved in the delivery of four projects that are seeking funding through the Community Renewal Fund and also to act as Accountable Body for a project seeking funding through the Levelling Up Fund.

The Community Renewal Fund was a short term fund providing local authorities the opportunity to access up to £3m and applications had to be made via a county council. Applications for the much larger Levelling Up Fund aimed to support areas with specific capital projects and could be made direct by district councils, except for transport schemes.

The Levelling Up Fund was based on parliamentary constituencies and each district could only have one successful bid per MP and that MP could only give support to one bid.

With that in mind, and the fact that Craven and Harrogate had been placed in the lowest category it had been agreed that to give the best opportunity of success, Craven and Harrogate would work together as they formed the Skipton and Ripon Parliamentary Constituency with one MP.

The Strategic Manager for Planning and Regeneration's report highlighted the proposals and schemes to be included in the two funding applications.

Resolved – (1) That, it is agreed that the Council is actively involved in, and supports the delivery of four Community Renewal Fund projects: Towards a Zero Carbon Visitor Economy; 21st Century Towns – Connecting Skipton Triangle; North Yorkshire Natural Capital Work Programme and Green Futures: Energy – Craven Industrial Estates.

(2) That, the submission of an application, in partnership with Harrogate Borough Council, to the Levelling Up Fund is endorsed and that the Council acts as the Accountable Body is approved.

(3) That, subject to the application to the Levelling Up Fund being successful, delegated authority is given to the Director of Services, in consultation with the Solicitor to the Council, to enter into Government precedent legal documents, including the funding agreement.

(4) That, subject to the application to the Levelling Up Fund being successful, delegated authority is given to the Director of Services, in consultation with the Solicitor to the Council, to enter into a funding agreement with Harrogate Borough Council, including other legal documentation that may be required.

(5) That, the development of the Skipton Canal Basin element of the Levelling Up Fund is progressed with detailed designs, costing and delivery plans to be presented to a future meeting of this Committee.

POL.1138

SKIPTON TOWN HALL FLAG FLYING POLICY

The Strategic Manager for Planning and Regeneration submitted a report presenting a flag flying policy for Skipton Town Hall, its aim to clearly define when and how flags would be flown on Skipton Town Hall throughout the year.

Resolved – (1) That, the implementation of the policy as appended to the report now submitted is approved.

(2) That, delegated authority is given to the Strategic Manager for Planning and Regeneration in consultation with the Chief Executive and the Lead Member for Enterprising Craven to agree requests to fly any other flags on Skipton Town Hall.

POL.1139

APPOINTMENTS TO SUB-COMMITTEE AND PANELS

The Solicitor to the Council and Monitoring Officer submitted a report asking Members to consider the appointment of Members to the Craven Spatial Planning Sub-Committee and the Craven Employees' Consultative Group.

Resolved – (1) That the Craven Spatial Planning Sub-Committee is re-appointed for 2021/22, with a membership of seven and three named substitutes, comprising the Deputy Leader of the Council Councillor Myers and Councillors Brockbank, Pringle, Rose, Shuttleworth, Staveley and Sutcliffe. Substitutes: Councillors Madeley, Mulligan, Solloway.

(2) That the Craven Employees' Consultative Group is re-appointed for 2021/22, with a membership of five, comprising the Leader of the Council Councillor Foster and Councillors, Brown, Madeley, Myers and Solloway.

Minute not for Publication

\$POL.1140

COMMERCIAL LETTING SUPPORT PACKAGE

[A separate minute has been prepared for this item for those persons entitled to have the information]

Minutes for Decision

POL.1141

ADOPTION OF THE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The Strategic Manager for Planning and Regeneration submitted a report presenting the final version of the Affordable Housing Supplementary Planning Document (SPD) and other required documents following two six week periods of consultation with the public and stakeholders during 2020 and 2021.

The adopted Local Plan committed the Council to preparing a SPD on affordable housing which added further details to the policies in the development plan to provide further guidance for the development on specific sites, or on particular issues such as design. This SPD would contribute to the Council's priority to create sustainable communities across Craven.

RECOMMENDED – (1) That, the Affordable Housing Supplementary Planning Document as set out in Appendix A to the report now submitted, is adopted.

(2) That, the Affordable Housing Supplementary Planning Document: Adoption Statement as set out in Appendix B to the report now submitted, is approved.

(3) That, the Affordable Housing Supplementary Planning Document: Final Consultation Statement as set out in Appendix C to the report now submitted, is approved.

(4) That, the screening reports for the Strategic Environmental Assessment and Habitat Regulations Assessment on the Affordable Housing Supplementary Planning Document as set out in Appendix D to the report now submitted, is approved.

(5) That, delegated authority is given to the Strategic Manager for Planning and Regeneration to publish the above mentioned documents on the Council's website and inform those people and organisations who asked to be notified of the adoption of the Supplementary Planning Document.

POL.1142

CULTURAL STRATEGY FOR CRAVEN

The Strategic Manager for Planning and Regeneration submitted a report presented for approval a five-year Cultural Strategy for Craven, to be delivered with cross-sector partners following the opening of Skipton Town Hall as a cultural hub for the District.

Consultation about strategic cultural development and priorities had been carried out with sector colleagues, contributing partners and through a workshop and as the physical hub venue had been completed the next step was to deliver on those strategic priorities for the benefit of the community, the economy and visitors to the area.

RECOMMENDED – (1) That, the Cultural Strategy for Craven 2021-2022 as set out in Appendix 1 to the report now submitted is adopted.

(2) That, delegated authority is given to the Strategic Manager for Planning and Regeneration for the development and delivery of the Action Plan.

AGENDA ITEM 2

Any other items – There were no late items of business to consider.

Date and Time of Next Meeting – Tuesday, 27 July 2021 at 6.30pm.

Chairman

Policy Committee – 27th July 2021

OUTTURN REVENUE BUDGET MONITORING REPORT - QUARTER 4 2020/02021



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 4 review of income and expenditure to the end of March 2021.

2. Recommendations

- 2.1 Members to note the outturn revenue budget monitoring position as at 31 March 2021.
- 2.2 Members note the latest position of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2021/22 budget and beyond.
- 2.3 Members confirm a revenue budget carry forward of £27,191 for completion of revenue commitments in 2021/22. Identified in Appendix D.
- 2.4 Members approve the transfer of the balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

3. Report

- 3.1 On 4th February 2020 the Council approved its Net Revenue Budget at £7,042,116 for 20120/21. This was subsequently increased by 2019/120 revenue budget slippage of £28,790. Giving a revised Net Revenue Budget £7,070,906.

3.2 Quarter 4 Financial Performance – Revenue Budget

As reported in the Q3 report, The Council's financial position has continued to be affected by the impacts of the Covid-19 pandemic. The major income streams, such as car parking and leisure have been affected by facility closure initially and will continue to be affected as activity recovers but will not

generate income levels that were assumed when the budget was approved in February 2020. The governments Sales Fees and Charges (SFC) compensation scheme has allowed the Council to claim £1,875k to support the losses of income over the financial year.

There will also be provision for a claim for the 1st quarter of 21/22 – but this will be reported in the Q1 report for 21/22.

Some additional costs have been incurred in specific areas – some one-off in nature, such as ICT expenditure to facilitate remote working and some on-going, such as the additional costs associated with safely performing waste collection services. Again, these are covered in more detail within the report.

Based on the March budget monitoring exercise, the Council's performance against budget is a forecasted underspend of £505k for the full financial year. This is made up of an overspend of £213k within the Net Cost of Services and £718k savings/income within the corporate costs. The corporate costs contain significant underspends on the revised MRP policy (£211k), unutilised corporate contingency (£75k) and the unportioned Covid-19 Response Grant from Central Government.

3.3 Service Related Costs

Services are currently showing a projected adverse variance of £213k. Details of the variances are set out in Appendix A. This includes the SFC compensation and an apportionment of £258k of the Covid-19 Response Grant.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. Final quarter performance shows net underspends in staffing costs of £358k. This consists of salary cost underspends of £809k being offset by spending on Agency staff of £451k. Some of the underspend in salaries is due to the pay award being 0.25% less than budgeted for.

3.5 The Council aims to minimise the use of agency staff, but it is sometimes unavoidable to ensure services are delivered. The amount spent on agency staff is 32.58% less compared to the same period last year.

3.6 Some staffing savings have been achieved through the continued successful application of the Modern Apprentice scheme throughout the council.

3.7 Environmental Services and Housing: (Appendix A)

- Across Waste Management there has been an increased amount of Agency staff as a result of measures taken to allow the service to continue while adhering to social distancing guidelines. The Covid response grant has been used to support these and other additional costs within Waste Management, this support equalled £113k for the year.
- Trade Waste income has been significantly reduced due to the postponement of levying charges for collection and disposal within the first few months of 20/21. There have also been further delays to collection due to the 2nd and 3rd Lockdown restrictions and businesses changing contracts as a result of closure or reduced operating times. This has been compensated through the SFC scheme and recovered well by the end of 20/21.

- Licensing has seen reductions in both Liquor and Taxi licences over the pandemic.
- 3.8 Leisure Services: (Appendix A)
Excluding those that are employee related, the following sets out the significant variances;
- After taking into consideration the SFC support and the utilisation of the Covid response Grant the Leisure Centre is showing a surplus of £57k. This is mainly due to the reduction in external costs from closure/class postponement.
 - However the The Revvie Café is forecasting a loss of income this year as a result of the closure, this is currently around £84k.
- 3.9 Planning & Building Control: (Appendix A)
- Development control costs are currently forecasting an overspend of £157k, the majority of which is the use of external staffing.
 - The income associated with this service has recovered and with significant support from the SFC has managed to support some of the overspend.
- 3.10 Assets and Commercial Services; (Appendix A)
- The Car Parking income has also been significantly impacted upon, due to the Council's decision to suspend charges in the first months of lockdown and the reduced usage as a consequence of the further lockdown measures. The current estimate is a forecasted income outturn of £1,414k, this is around 85% of the original prediction. This situation has been improved since the Q3 report as a consequence of the SFC support.
- 3.11 Economic Development; (Appendix A)
- The overspend within Economic Development is due to the planned spend on Capital programmes, where the Council gain no direct economic benefit to its assets. As such, this spend has to be recognised in Service, as a revenue cost, but can be funded by various sources, in this case the projects were approved to use NHB reserve and as such will show as a draw on reserve, below the line of Net Cost.
- 3.10 Corporate
At the end of the Quarter 4 the Corporate Costs outside the Net Cost of Service are showing a favourable variance of £718k. This is made up of the underspend in relation to the MRP policy change, £211k, unutilised contingency, £75k and the unapportioned Covid response grant, £510k. Offset by a reduced interest receivable, £39k, and an increase in the use of reserves to support the Capital Programme.
- 3.11 Projected financial performance at the end of Q4 is summarised in Appendix A.
- 3.12 Income & Savings Plan
The Council's financial pressures will continue and as a result of the COVID-19 Pandemic that will significantly impact the Council's fiscal capacity over the next year and beyond. The latest MTFP was taken to Policy in February this year. The Council is working with MHCLG and others to carefully monitor and record the increased costs and income losses as the current year

progresses and is monitoring the potential impact on future year's budgets.

- 3.13 As at the end of Quarter 4, £176k of savings have been confirmed as achieved (or classed as 'green') per the definitions of the Income & Savings Plan. This position is unchanged from quarter 3. Further in-year cash savings and better than forecast income collected in some areas have supported the latest reported position. However, of the amber savings identified, those related to income generation – in particular Commercial Waste – are likely to be impacted as a consequence of measures in response to Covid-19 and are being carefully monitored within the 2021/22 financial year.
- 3.14 Main Risk Areas
The 2020/21 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2020/21 budget. However, the impacts of Covid-19 have had a significant impact on income, however this has been supported by SFC as well as other services performing very well, such as Bereavement Services. At Q4, income from fees and charges outturn is, this is 1.7% (£124k) down on the budgeted levels.
- 3.15 Budgets are closely monitored throughout the year and statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis
- 3.16 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.
- 3.17 Business Rates:
The Council is a member of the North Yorkshire & West Yorkshire Business Rates Pool in 2020/21. The Pool operates on a 50% retained growth model and is in place for the current year only.
- 3.18 The Council estimated that it would receive £1,720k from Business Rates in 2020/21. This is being monitored and due to the final Pool outturn not being available at the reporting date, an estimate on the latest forecast was included. It is assumed that any surpluses will be transferred into the Business Rates Reserve.
- 3.19 The Business Rates Contingency Reserve had a balance of £1,132k as at 1st April 2020, but with a commitment for the Mobile Infrastructure relief approved at Policy in June 2019, £108k will be spent over the next 7 years. This reserve provides the council with some protection as a contingency for variances to be funded in the current year, if required. As part of the Revenue forecasts, it is assumed that the collection fund will require some support because of the pandemics effect on collectable rates.

3.20 Financial Position

The Council had a General Fund unallocated balance of £995k at 1 April 2020. It is possible that support from general balances may be required in the current year or over the medium term as part of the response to current financial pressures.

3.21 The Council had £6,720k in earmarked reserves at 1 April 2020. Appendix C shows the position in more detail, with previously agreed commitments noted.

3.22 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year and is a particularly significant risk in the current climate as the impacts of Covid-19 continue.

3.23 The Chief Finance Officer will determine how in-year variances are treated, taking into account the current-year and medium-term financial position of the council. The latest forecast shows an increased in-year deficit, but this should be addressed when the latest tranche of support for lost SFC income is confirmed. It is still likely that reserves may have to be applied or reallocated to support the position this financial year and indeed in future years, in a managed and prudent way. It is vital that effective budgetary control measures continue to ensure financial stability over the medium term.

3.24 This financial position is based on the current draft position and is the basis of the Draft Statement of Accounts. Any changes identified in the final stages of producing the Accounts and indeed through Audit will be presented to a later Committee once the Audit conclusion is known in the autumn.

4. Financial and Value for Money Implications

4.1 All financial implications are contained in the body of the report.

5. Legal implications

5.1 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. The Council set a balanced budget for 2020/21, and is required to annually.

6. Contribution to Council Priorities

6.1 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

7. Risk Management

7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop its plans to mitigate against the Budget Gap that is evident in the MTFP, which is

caused by the on-going reductions to council funding.

7.2 **Chief Finance Officer (s151 Officer) Statement**

The financial impact of the responses to Covid-19 has been significant. The position is mitigated by the grant support and compensation received from government. The outturn for the year is currently favourable, but it is assumed that any surplus will be used to support reserve balances for future years.

7.3 **Monitoring Officer Statement**

The Council is required under section 151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

8. **Equality Impact Assessment**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. **Consultations with Others**

- 9.1 None

10. **Access to Information : Background Documents**

- 10.1 Car Parking Income Analysis
Agency Staff Expenditure Analysis

11. **Appendices**

Appendix A – Revenue Budget – by Service Department
Appendix B – Green and Amber items on the Income & Savings plan
Appendix C – Earmarked reserve detail
Appendix D - Revenue Slippage Request Summary 20_21

12. **Author of the Report**

James Hordern, Finance Manager
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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(38,890)	Licensing Services	(30,555)	0	(30,555)	(12,330)	18,225
651,721	Environmental Health & Housing Services	675,365	0	675,365	681,327	5,962
1,569,274	Waste Management Services	1,606,133	(3,000)	1,603,133	1,588,526	(14,607)
(523,359)	Bereavement Services	(457,011)	0	(457,011)	(811,264)	(354,253)
507,375	Planning & Building Control Services	305,616	41,299	346,915	464,219	117,304
339,153	Economic Development	421,788	0	421,788	706,959	285,171
304,821	Cultural Services (incl. Museum & Town Hall)	333,088	0	333,088	237,670	(95,418)
123,324	Leisure Services	68,502	0	68,502	88,914	20,412
(405,379)	Assets & Commercial Services	(373,990)	0	(373,990)	(79,086)	294,904
112,352	Legal Services	130,481	0	130,481	160,045	29,564
265,888	Member Services	285,509	0	285,509	284,653	(856)
132,980	Election Services	161,639	0	161,639	152,468	(9,171)
745,715	Chief Execs & Business Support	1,372,373	10,815	1,383,188	1,342,191	(40,997)
432,340	Financial Management	993,652	0	993,652	1,031,081	37,429
488,980	ICT & Transformation	549,397	0	549,397	468,648	(80,749)
4,706,295	Craven District Council : NCOS	6,041,987	49,114	6,091,101	6,304,020	212,919

2019/20		2020/21				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(170,386)	0	(170,386)	(131,260)	39,126
255,177	Interest Payable (6770)	255,710	0	255,710	255,710	0
88,005	MRP for Capital Financing (8530)	300,000	0	300,000	88,883	(211,117)
75,000	Corporate Contingency	75,000	0	75,000	0	(75,000)
616,695	Revenue Contributions to Capital Outlay (8535)	498,000	0	498,000	537,014	39,014
0	Central Government COVID Grant Support <i>To be apportioned to Services</i>	0	0	0	(509,747)	(509,747)
5,554,786	Total Revenue Budget 2020/21	7,000,311	49,114	7,049,425	6,544,620	(504,805)

Craven District Council

Section 1 - Licensing Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(2,605)	Hackney Carriages	R226	2,575	0	2,575	12,083	9,508
(36,285)	Liquor Licensing	R227	(33,130)	0	(33,130)	(24,413)	8,717
(38,890)	Total Licensing Services		(30,555)	0	(30,555)	(12,330)	18,225

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
312,952	Environmental Health	R220	372,662	0	372,662	323,110	(49,552)
(15,678)	Flooding 2015/16	R228	0	0	0	0	0
(0)	Homeless Prevention Support Service	R339	(374)	0	(374)	4	378
37,406	Aireview House	R342	30,188	0	30,188	42,818	12,630
280,883	Homelessness	R343	251,238	0	251,238	223,053	(28,185)
15,559	Private Sector	R344	(4,767)	0	(4,767)	68,654	73,421
20,599	Housing (Service Unit)	R347	26,418	0	26,418	23,688	(2,730)
651,721	Total Environmental Health & Housing Services		675,365	0	675,365	681,327	5,962

Craven District Council

Section 3 - Waste Management Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
837,330	Refuse Domestic	R200	791,180	(3,000)	788,180	806,035	17,855
(318,645)	Refuse Commercial	R201	(322,578)	0	(322,578)	(435,208)	(112,630)
406,677	Street Cleansing	R202	391,200	0	391,200	392,124	924
328,695	Recycling	R203	506,837	0	506,837	472,684	(34,153)
79,711	Cleaner Neighbourhoods	R204	98,606	0	98,606	105,444	6,838
42,228	Mechanics Workshop	R209	38,030	0	38,030	60,491	22,461
370,088	Waste Management (Service Unit)	R211	274,421	0	274,421	380,062	105,641
(176,809)	Garden Waste Service	R213	(171,563)	0	(171,563)	(193,107)	(21,544)
1,569,274	Total Waste Management		1,606,133	(3,000)	1,603,133	1,588,526	(14,607)

Craven District Council

Section 4 - Bereavement Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(523,920)	Bereavement Services	R190	(444,289)	0	(444,289)	(778,476)	(334,186)
(12,805)	Skipton Cemetery	R191	(15,968)	0	(15,968)	(32,079)	(16,111)
10,801	Ingleton Cemetery	R192	(4,389)	0	(4,389)	(5,400)	(1,011)
565	Closed Churchyard St Andrews (Kildwick)	R193	5,635	0	5,635	2,451	(3,184)
1,000	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	1,086	86
1,000	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,153	153
(523,359)	Total Bereavement Services		(457,011)	0	(457,011)	(811,264)	(354,253)

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
0	Historic Buildings	R250	4,000	0	4,000	0	(4,000)
36,473	Building Control (Non Fee Earning)	R251	37,679	0	37,679	21,117	(16,562)
(46,940)	Building Control (Fee Earning)	R252	(23,174)	0	(23,174)	(93,788)	(70,614)
327,679	Local Plan	R253	259,982	0	259,982	232,830	(27,152)
(81,845)	Local Land Charges	R254	(96,609)	0	(96,609)	(101,564)	(4,955)
272,009	Development Control	R255	123,738	41,299	165,037	322,047	157,010
0	Planning (Service Unit)	R270	0	0	0	83,577	83,577
507,375	Total Planning & Building Control Services		305,616	41,299	346,915	464,219	117,304

Craven District Council

Section 6 - Economic Development

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
39,476	Great Places	R307	77,080	0	77,080	77,080	0
6,904	Attraction Trade & Tourists	R310	21,800	0	21,800	31,800	10,000
86,565	Industrial Development	R311	79,840	0	79,840	165,618	85,778
27,862	Settle TIC	R315	29,569	0	29,569	38,322	8,753
20,867	New Homes Bonus Projects	R316	42,000	0	42,000	207,212	165,212
157,479	Economic Development (Service Unit)	R330	171,499	0	171,499	162,474	(9,025)
(9,032)	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
(433,938)	Growth Deal - Support Work R318	R318	0	0	0	28,872	28,872
0	Skipton Heritage Action Zone	R319	0	0	0	0	0
0	SERVICE Reopening High Street Safely	R324	0	0	0	(4,419)	(4,419)
339,153	Total Economic Development		421,788	0	421,788	706,959	285,171

Craven District Council

Section 7 - Cultural Services (incl. Museum & Town Hall)

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
35,097	Arts Development	R300	40,506	0	40,506	37,787	(2,719)
220,513	Museum	R301	242,680	0	242,680	108,334	(134,346)
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
74,059	Museum Development Project - Delivery Phase	R308	49,902	0	49,902	79,445	29,543
0	Rural Culture: Creating a Hub for Craven	R309	0	0	0	(0)	(0)
(10,080)	York & NY Dance Hub	R322	0	0	0	0	0
(9,128)	Rural Steps Project	R323	0	0	0	12,104	12,104
(6,944)	Museum – Indispensable	R450	0	0	0	0	0
1,303	Museum - Craven at War: The Home Front Legacy	R456	0	0	0	0	0
304,821	Total Cultural Services (incl. Museum & Town Hall)		333,088	0	333,088	237,670	(95,418)

Craven District Council

Section 8 - Leisure Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
137,558	Craven Pool & Fitness Centre	D105	66,836	0	66,836	10,313	(56,523)
(3,746)	Revive Café	D106	1,301	0	1,301	85,456	84,155
(10,488)	Healthy Lifestyles	D107	365	0	365	(6,855)	(7,220)
123,324	Total Leisure Services		68,502	0	68,502	88,914	20,412

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
13,894	Misc Property (Incl Ind Estates)	R103	12,296	0	12,296	28,725	16,429
27,060	Bus Station	R104	18,628	0	18,628	24,840	6,212
(32,129)	Private Garages	R346	(19,092)	0	(19,092)	(29,321)	(10,229)
54,918	Skipton Depot	R115	43,244	0	43,244	111,529	68,285
75	Settle Depot	R117	70	0	70	574	504
282,003	Belle View Square	R125	260,868	0	260,868	296,780	35,912
385,724	Assets & Projects (Service Unit)	R212	392,399	0	392,399	363,025	(29,374)
40,073	Amenity Areas (Incl Aireville Park)	R100	115,560	0	115,560	102,908	(12,652)
(95,270)	Estates	R425	(89,629)	0	(89,629)	(106,814)	(17,185)
(7,181)	Shared Ownership Scheme	R427	(14,688)	0	(14,688)	(51,449)	(36,761)
1,929	Joint Venture Partnership	R428	0	0	0	60,294	60,294
(1,136,610)	Car Parks	R130-151	(1,170,655)	0	(1,170,655)	(947,813)	222,842
60,136	Public Conveniences	R160-181	77,009	0	77,009	67,635	(9,374)
(405,379)	Total Assets & Commercial Services		(373,990)	0	(373,990)	(79,086)	294,904

Craven District Council

Section 10 - Legal Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
112,352	Total Legal Services	R361	130,481	0	130,481	160,045	29,564

Craven District Council

Section 10 - Member Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
83,227	Democratic Services	R362	100,348	0	100,348	101,544	1,196
182,660	Democratic Representation	R410	185,161	0	185,161	183,108	(2,053)
265,888	Total Member Services		285,509	0	285,509	284,653	(856)

Craven District Council

Section 11 - Election Services

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
86,554	Elections	R411	88,052	0	88,052	102,727	14,675
46,426	Electoral Registration	R412	73,587	0	73,587	49,740	(23,847)
132,980	Total Election Services		161,639	0	161,639	152,468	(9,171)

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
478,837	CLT	R350	494,085	0	494,085	522,305	28,220
0	Business Support	R375	201,668	0	201,668	144,359	(57,309)
0	Human Resources	R370	135,947	0	135,947	153,662	17,715
14,450	Health and safety	R373	33,943	0	33,943	21,381	(12,562)
(14,241)	Tour De Yorkshire	R306	0	0	0	28,338	28,338
0	Partnerships & Communications	R355	199,287	10,815	210,102	206,754	(3,348)
0	Sporting Events	R356	1,378	0	1,378	4,387	3,009
38,443	Craven Crime Reduction	R348	40,784	0	40,784	41,540	756
0	Safer & Stronger Communities	R349	0	0	0	0	0
228,226	Customer Services	R383	265,281	0	265,281	219,464	(45,817)
745,715	Total Chief Execs & Business Support		1,372,373	10,815	1,383,188	1,342,191	(40,997)

Craven District Council

Section 12 - Financial Management

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
439,539	Financial Services	R381	495,824	0	495,824	474,930	(20,894)
197,930	Corporate Management	R420	255,530	0	255,530	(12,024)	(267,554)
5,579	Unapportion Overheads	R422	(19,000)	0	(19,000)	91,775	110,775
(210,707)	Revenues & Benefits	R384 & R432-5	261,298	0	261,298	476,400	215,102
432,340	Total Corporate Head (Financial Management)		993,652	0	993,652	1,031,081	37,429

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 31/03/2021 (Quarter 4 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
32,630	Street Naming & Numbering /GIS	R101	45,489	0	45,489	42,460	(3,029)
456,350	ICT & Transformation	R400	503,908	0	503,908	426,187	(77,721)
488,980	Total Director of Services		549,397	0	549,397	468,648	(80,749)

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2020/21 - 2022/23 at Feb 2021

Reporting Spreadsheet

Key:

Green Income / Savings achieved - low risk

Amber Income / Savings in progress- further work required - medium risk

Income Generation/Cost Savings Ideas			RAG	Realism	Priority	2020/21	2021/22	2022/23	Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description											
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tenent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	30,000	48,400	Y	N	Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton	Paul Ellis	Jenny Kerfoot
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	0	50,000	N	Y	Income only - no estimation of costs associated yet.	Paul Ellis	Darren Maycock
		Finance Services staffing structure	Amber	M	H	0	20,000	20,000	N	N	Rationalise the Finance/perfromance Strucure	Richard Weigh	Rob Atkins
		Business Support Structure	Amber	M	H	0	46,500	46,500	N	N	Rationalise the Structure and look at shared roles	Paul Shevlin	Sharon Hudson
14	EnSe	Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven	Amber	M	H	100,000	100,000	100,000	N	N		Paul Ellis	Tracy Mc Luckie
15	EnSe	Developers to pay for new bins on housing developments.	Amber	M	H	2,000	2,000	2,000	N	N	Local plan, once adopted can have a sublemenatry arrangement, that specifies developers pay for the bins.	Paul Ellis	Tracy Mc Luckie
TOTAL AMBER SAVINGS						138,400	208,500	276,900					

16	IT	IT – Contract up for renewal. Transfer of Mitel to virgin media – savings.	Green	H	H	5,000	5,000	5,000	N	N	Contract now re-negotiated, part year savings in 19/20, full year effect from 20/21 onwards	Paul Ellis	Darren Maycock
17	IT	IT – Contract up for renewal. NYNET – savings.	Green	H	H	8,000	8,000	8,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
18	ReBe	Revs and Bens Northgate System Annual Licence Renewal 3 year £15k annual reduction & no RPI increase	Green	H	H	15,000	15,000	15,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
19	CuSe	Customer Services – Post has been deleted from structure and looking at if possible to reduce one more post. Currently target for calls is 90% but looking to reduce it to 85%. Hub – community safety officer currently in position full time but looking to see if this is required and whether this can be reduced.	Green	M	M	40,000	40,000	40,000	N	N	Complete in 19/20. 2 posts deleted from the structure for 20/21. CSO - was planning to review but the Comm. Safety Hub is progressing so loath to reduce the resource. Leave until we see how the HUB progresses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
20		Financial Management - Revise Minimum Revenue Provision Policy to later the % for older debt.	Green	H	H	108,000	0	0	Y	N	Complete in 19/20. The MRP Policy was revised to change the claucluation for the provison of older debt. This resulted in a significant redcution in the MRP originally calculated as part of the 20/21 budget.	Richard Weigh	James Hordern
TOTAL GREEN SAVINGS						176,000	68,000	68,000					

Forecasted Balances and Reserves 2021/22 to 2023/24

Reserve	2020 - 21			2021 - 22			2022 - 23			2023 -2024	Purpose of Reserve (all reserves are revenue and their purpose is reviewed as part of the budget process each year)
	Estimated Balance Apr-20 £'000	Budgeted in Year Receipts £'000	Utilisation & Commitments £'000	Estimated Balance Apr-21 £'000	Budgeted in Year Receipts £'000	Utilisation £'000	Estimated Balance Apr-22 £'000	Budgeted in Year Receipts £'000	Utilisation £'000	Estimated Balance Apr-23 £'000	
New Homes Bonus Projects	2,506	564	(303)	2,767	202	(266)	2,703	120	(266)	2,557	3 Overarching project areas - Infrastructure, Empty Homes & Localism. Plus support for budget.
Planning	465	0	0	465	0	0	465	0	0	465	To contribute towards costs of LDF and contingency for planning enquiry costs / appeals
Enabling Efficiencies	270	0	(20)	250	0	(27)	223	0	(27)	196	For use for projects to create future savings and efficiencies
Vehicles	291	30	(68)	253	30	(384)	(101)	30	(75)	(146)	Set up to fund purchase of vehicles
ICT	418	30	(89)	359	30	(20)	369	30	(20)	379	Set up to fund investment in IT (enabling technology)
Buildings	449	52	(57)	444	52	0	496	52	0	548	Set up to fund maintenance, repairs and improvements to council properties
Insurance	90	10	0	100	10	0	110	10	0	120	Fund excess on insurance claims
Business Rates Contingency	1,150	0	0	1,150	0	0	1,150	0	0	1,150	To mitigate against deficits in the North Yorkshire Business Rates Pool
Elections Reserve	21	0	0	21	0	(7)	14	0	(7)	7	Proposed new reserve to smooth funding of elections.
Future Year Budget Support	240	0	0	240	0	0	240	0	0	240	Savings achieved as per savings plan in year to support future year budgets. 2017/18 utilisation is maximum available to contribute to budget.
Contingency & Revenue Expenditure	154	0	0	154	0	0	154	0	0	154	Contingency funding and Slippage requests
Edith Stead, Bishopdale Court, Etc	666	0	0	666	0	0	666	0	0	666	VAT equalisation, LABGI & ERDF & Building Control funds
Total Earmarked Reserves	6,720	686	(537)	6,869	324	(704)	6,489	242	(395)	6,336	
General Fund	995	0	0	995	0	0	995	0	0	995	Unallocated GF reserve acts as contingency for unexpected expenditure
Total Revenue Reserves	7,715	686	(537)	7,864	324	(704)	7,484	242	(395)	7,331	

Revenue Budget Slippage Requests - 2020/21

Ref	Request Description	Cost Centre	Cost Centre (T)	Account Code	2020/21 Revised Budget £	2020/21 Draft Accounts spend £	Balance £	2020/21 Slippage Request £
	This is Ward Member grant budget that has been approved by Councillors in 2020-21 but not paid yet.	R355	Comms and Partnerships	2080	30,000		-	4,601
	As we have progressed unpacking returning museum objects we have identified further conservation required to a number of objects and fine art – we need to bolster this budget as much as possible to enable us to apply for additional match funding in order to undertake as many of these conservation projects next year as we can.	R301	Cultural Services	1550	1,900	1,060	840	840
	Exhibition commissions for x 3 artists in response to Craven Museum collections was due to take place in this financial year prior to building reopening. This has been delayed by Covid 19 pandemic impact on redevelopment project completion and will now be undertaken and installed in 2021/22.	R301	Cultural Services	1530	8,250	-	8,250	8,250
	Supply and install replacement drapes for stage area and rear of seating after completion of redevelopment project - due to be supplied and installed this financial year. This has been delayed by Covid pandemic impact on redevelopment project completion and has now been scheduled for end May 2021.	R301	Cultural Services	1150	9,550	4,835	4,715	4,000
	Maintenance painting of existing Town Hall foyer was due to take place in this financial year but has been delayed due to Covid-19 pandemic, so will now take place May 2021. Decorators have also included for rehangng paintings.	R301	Cultural Services	0515	8,000	2,582	5,418	2,800
	Canal interpretation & public art project, and Music Local project could not go ahead due to Covid-19 pandemic and have been rescheduled to be delivered 2021/22.	R300	Arts Development	2230	6,700	-	6,700	6,700
Total					64,400	8,477	25,923	27,191

Policy Committee – 27th July 2021

CAPITAL PROGRAMME OUTTURN REPORT – 2020/2021



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To inform Members of the outturn position of the Council's Capital Programme for 2020/21 and the sources of finance.

2. **Recommendations**

- 2.1 Members note the outturn position of the 2020/21 capital programme and how the programme has been financed.
- 2.2 Members confirm the carry forward of £9,380,371 for the continuation of the 2020/21 projects in 2021/22.

3. **Report:**

- 3.1 The Council agreed the 2020/21 Capital Programme of £4,495k on 4th February 2020. On 11th August 2020 the Policy Committee approved for the Capital Programme to include £5,036k of slippage from the 2019/20 Programme. Since the quarter 3 update report, there has been some significant additions to the Capital Programme. These are the redevelopment of the Council's depot and the works on the Engine Shed Lane (ESL) Link road. This gives a revised programme of £15,443k.
- 3.2 **Quarter 4 Financial Performance**
A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 31st March expenditure on the programme was £9,166k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2020/21 £	Outturn 2020/21 £	Slippage Requested 2020/21 £
Vehicles	372,323	67,500	304,823
Recreation & Leisure	648,038	454,362	37,531
Council Properties Private Sector Hsg & Empty Homes	13,495,011	8,085,269	8,667,612
ICT	160,700	109,580	52,767
Town/Village Plans	40,308	-	40,308
Total Capital Programme Costs	15,443,087	9,166,090	9,380,371

3.5 The outturn spend for 20/21 is £9,166k.

3.6 Due to the continued reliance on capital receipts and the Council's reserves to fund expenditure over the medium and long term it was agreed that 2021/22 projects would be reviewed by CLT, as would progress on projects within the wider Programme.

3.7 As part of the quarter 4 monitoring there have been a number of projects that have been identified as either being wholly slipped into 21/22 or where there is going to be expenditure across two financial years. These have been identified in the table above and also in Appendix A.

3.8 Capital Programme Financing

3.9 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.

3.10 As part of the 2020/21 budget setting process it was planned to make contributions to earmarked reserves which are available to support the Capital Programme and other projects. The latest Medium-Term Financial Plan assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2020/21 Programme

	2020/21 Indicative	2021/22 Indicative	2022/23 Indicative	2023/24 Indicative
Capital Receipts at Start of Year (CRR)	2,474	2,260	2,260	2,260
In Year resources - (Capital Grants/receipts received)	6,095	3,115	557	557
Use of in Year Capital grants	5,960	3,115	557	557
Use of Commuted Sums/S106	265	1,379	703	
Use of Capital Receipts	349	-	-	-
Total Use of Capital Resources	6,574	4,494	1,260	557
Contribution From NHB Reserve	303	140	-	-
Contribution From Enabling Efficiencies Reserve	20	0	0	0
Contribution From Vehicles Reserve	68	595	405	390
Contribution from IT Reserve	89	90	40	30
Contribution from Buildings Reserve	57	147	-	-
Underwrite the Capital Funding to cover the external funding applications	2,055	-	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	-	-	-	-
Total Use of Reserves/Borrowing	2,592	972	445	420
Forecasted Capital expenditure in year	9,166	5,466	1,705	977
Capital Receipts at end of Year (CRR)	2,260	2,260	2,260	2,260

- 3.11 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2021/22, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 3.12 The “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that have been underwritten (i.e. funded) by the Council. If external funding is secured, the amount funded by the Council will reduce accordingly.
- 3.13 There have been two recent approvals of large developments within the Council’s capital programme, these being the redevelopment of the Council’s Engine Shed Lane Depot and the development of ESL and a Link road. Both these projects have been included within the line for the utilisation of borrowing, as set out in the project reports and recent TMSS.

4. Financial and Value for Money Implications

- 4.1 At the start of 2020/21 the Council had available £2,474k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants of £5,960k to fund part of the programme, including the LEP funding for the ESL and The Langcliffe Depot project.

5. Legal implications

- 5.1 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

6. Contribution to Council Priorities

- 6.1 Capital investment in appropriate projects contributes directly to most corporate priorities.

7. Risk Management

- 7.1 There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved, it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

7.2 Chief Finance Officer (s151 Officer) Statement

It is vital that the council maintains an affordable and sustainable capital programme. The report shows how the total programme will be funded. Where borrowing has been assumed, a revenue budget provision has been identified to support the ongoing costs.

7.3 Monitoring Officer Statement

The Council is required under S.151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

8. Equality Impact Assessment

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith)

•sexual orientation, or • rural isolation.

9. Consultations with Others

9.1 None

10. Access to Information : Background Documents

10.1 None

11. Appendices

Appendix A – Capital programme detailed analysis

12. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

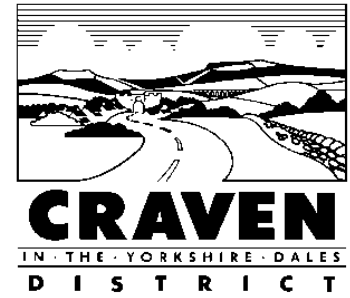
Capital Programme 2020/21

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2020/21 £	2019/20 Slippage/ B/fwd into 2020/21 £	Supplementary Estimates 2020/21 £	Total Programme 2020/21 £	Expenditure at Q4 2020/21 £	Remaining Budget 2020/21 £	Slippage Requested 2021/22 £	Forecasted Outturn 2020/21 £	Q4 comments
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009		25,564		25,564	1,618	23,946	23,946	1,618	Machine being shipped on the 21st April to installer. Need to agree a date with him to install and then engineer needs to attend to install software. Have been told there may be some delay due to Brexit as imported from France.
Assets & Commercial Services	- Skipton Town Hall - Phase III Works * year two subject to grant funding	David Smurthwaite	6023		679,149		679,149	-	679,149		-	
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Jenny Kerfoot	6026	300,000	208,959		508,959	265,314	243,645	243,835	265,124	No properties purchased this quarter, 2 properties at Gargrave, 2 properties at Bentham and 4 properties at Glusburn all due to complete in Q1 2021/22
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6026	2,787,850			2,787,850	-	2,787,850	2,787,850	-	Contract awarded for three sites, started on site at Duke Street
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	6032		144,625		144,625	2,366,104	(2,221,479)		2,366,104	
Property Services	Skipton Depot Project	Hazel Smith	6036		173,300	2,500,000	2,673,300	238,762	2,434,538	2,434,538	238,762	Waste Collection service relocated to temp depot on time. Demolition of phase 1 depot site completed as per programme. Phase 1 construction tender published via Yortender with closing date of 26th April 21. Additional ground investigations/material sampling undertaken from beneath demolished buildings. Order placed for contaminated land material removal/disposal to take place prior to main contractor possession.
Bereavement Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		13,000		13,000	-	13,000	13,000	-	Deferred to 21/22
Bereavement Services	Cremator replacement (under accrual)	Clair Cooper	6049				-	32,765	(32,765)	-	32,765	Under accrual from 19/20
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050		74,880		74,880	-	74,880	74,880	-	Developing designs, currently dealing with access issues that may arise due to the potential development
Bereavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052		28,000		28,000	-	28,000	28,000	-	Property Services have commenced with this work - work to be done in conjunction with Crem annex. Completion likely to be 21/22
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054	14,000			14,000	-	14,000	14,000	-	Work is being completed in conjunction with ERDF funding for solar panels
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057		2,800,293		2,800,293	58,554	2,741,739	2,741,739	58,554	Potentially able to use external funding to complete access works at Airedale Avenue and looking at options for Horse Close
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		27,940		27,940	1,643,856	(1,615,916)	-	1,643,856	All planning matters signed off an decision notice issued on 25th Jan 21. Conservation Management Plan S106 Agreement approved and signed. Demolition works complete. Main contractor in place by 31st March 21 for phase 1 works at a cost to meet current funding approved. LEP approved funding level expended by 31st March 21. ERDF funding approved and agreement in place.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2020/21 £	2019/20 Slippage/ B/fwd into 2020/21 £	Supplementary Estimates 2020/21 £	Total Programme 2020/21 £	Expenditure at Q4 2020/21 £	Remaining Budget 2020/21 £	Slippage Requested 2021/22 £	Forecasted Outturn 2020/21 £	Q4 comments
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129		225,000		225,000	200,000	25,000	25,000	200,000	Due to Covid-19, it has not been possible to deliver the marketing and business support element of the project; therefore it is requested that the £25,000 allocated to delivering this element of the project is carried forward to the 2021/22 financial year
Waste Management	Vehicle Lift Project	Tracy McLuckie	6136		20,000	-	20,000	-	20,000	20,000	-	Redevelopment of Engine Shed Lane has now commenced. Slippage request to 2021/22.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138		40,308		40,308	-	40,308	40,308	-	Due to the COVID-19 restrictions, Ingleton Parish Council who are leading on the preparation of designs for the development of Riverside Park decided to suspend work until it was felt that site meetings and public consultation could be carried out safely. The Parish Council will be reviewing the position after 12th April 2021
Economic Development	Grant to Greatwood and Horse Close	Hazel Smith	6140				-	9,750	(9,750)		9,750	Bridge design works complete, but still subject to final sign off by CRT & Highways prior to planning submission. Third party land requirements are still to be negotiated. LRF funding of £500k secured for infrastructure works to bridge/development site
Assets & Commercial Services	Decarbonising Skipton: Green Future for Public Buildings	Rachel Sewell	6142				-	5,800	(5,800)	-	5,800	The tenders for the PV panels, Energy Management System and Building Management system have been issued with a view to award in Q1 2021/22.
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146		-	3,411,627	3,411,627	3,462,937	(51,310)	-	3,462,937	Construction underway. The focus has been on maximising activity to ensure that the Council could spend the grant-funding that had been allocated to the scheme by the LEP. The final claim has been submitted, representing reimbursement of all costs incurred during the 2020/21 financial year.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management	Sharon Sunter	6148		313,038		313,038	153,593	159,445	-	153,593	The project has been completed and the final claim for payment of grant monies submitted
Economic Development	DNAire	David Smurthwaite	6149		75,000		75,000	78,300	(3,300)	-	78,300	
Craven Leisure	Dosing System Renewal	Hazel Smith	6158	25,000			25,000	22,469	2,531	2,531	22,469	Major part of project complete. Last remaining item has been ordered at a cost of £2,708 - project will be overspent by £177.00. Remaining budget has been requested to be slipped forward into 21/22
Craven Leisure	Poolside Grates	Hazel Smith	6159	10,000			10,000	-	10,000	10,000	-	Brexit & Covid has caused supply chain issues causing delays to the project with new supply chains now having been sourced and new PO's raised. Project will now complete into 21/22
ICT & Transformation Services	Payroll System improvements	James Hordern	6200		12,000		12,000	8,350	3,650	3,650	8,350	Phase 1 of the project is complete. Phase 2 and the roll out of Self service modules will be completed in 21/22.
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	20,000			20,000	11,495	8,505	-	11,495	Expected to be complete by end Q4

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2020/21 £	2019/20 Slippage/ B/fwd into 2020/21 £	Supplementary Estimates 2020/21 £	Total Programme 2020/21 £	Expenditure at Q4 2020/21 £	Remaining Budget 2020/21 £	Slippage Requested 2021/22 £	Forecasted Outturn 2020/21 £	Q4 comments
ICT & Transformation Services	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	6276		45,317		45,317	29,500	15,817	15,817	29,500	
Property Services	Integrated Asset Management System	Darren Maycock	6277		11,600		11,600	-	11,600	11,600	-	Deferred to 21/22 - recruiting to Facilities Manager Post
ICT & Transformation Services	Digitisation and Archiving Project	Darren Maycock	6278		30,083		30,083	39,991	(9,908)	-	39,991	Expected to be complete Q4
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	312,000	30,323		342,323	67,500	274,823	274,823	67,500	
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305	30,000			30,000	-	30,000	30,000	-	Vehicle Ordered awaiting delivery
Assets & Commercial Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX		4,000		4,000	-	4,000	4,000	-	Still no definitive answer from NYCC with regards Ashfield lighting project. Main stumbling block is the connection of electricity from new post which has been installed, to main grid. Have asked Peter Ball for update
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	683,000	43,708		726,708	449,379	277,329	277,329	449,379	During Q4 progress continued to be impacted by COVID-19 with an increasing number of contractors being overwhelmed by works required resulting in later start dates for DFG works and therefore a greater slippage requirement than in previous years. During Q4 we completed 16 Grants, paid 5 Interims, cancelled 5 enquiries and paid out 2 other payments due to COVID/Other. The total spend for Q4 was £ 158,204. We have a further 16 cases where works have begun before 31st March requiring an accrual of £ 118,347. We have a requirement to slip £107,184 in respect of 11 cases where grants have been approved and we are waiting for start dates. There are 44 enquiries in the pipe line totalling an estimated cost of £ 488,000. During Q4 we received 26 NYCC referrals and 4 Energy Efficiency referral. There has been a 30% increase in NYCC and Energy Efficiency referrals in 2020/21 (@ 91) compared to 2019/20 (@70). We received an additional £74,977 from Government in Feb 2021.
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	6280	10,000	10,000		20,000	20,244	(244)	-	20,244	Costs to be allocated Q4
Property Services	Town Hall Remedial Works	Rachel Sewell		55,000			55,000	-	55,000	55,000	-	Working up tender documents and listed building consent with a view to carry out the works in June 2021
Assets & Commercial Services	Development of CDC Land	Rachel Sewell		226,824			226,824	-	226,824	226,824	-	Some initial survey work has been undertaken to assess further sites for development.
Financial management	Agresso Upgrade	James Hordern		21,700			21,700	-	21,700	21,700	-	Project deferred to 21/22
Total Capital Programme 2020/21				4,495,374	5,036,086	5,911,627	15,443,087	9,166,279	6,276,808	9,380,371	9,166,090	

Policy Committee – 14 September 2021
Quarter 4 Performance Monitoring Update
Report of the Chief Finance Officer
Lead Member – Councillor Patrick Mulligan,
Financial Resilience



Ward(s) affected: All

1. Purpose of Report

1.1 To present performance highlights for Q4 of the financial year 2020/21 in accordance with arrangements set out in the Council’s Performance Management Framework

2. Recommendations – Members are recommended to:

2.1 Note and comment on performance highlights described in the report

3. Report

3.1 This report provides a quarterly summary of the Council’s performance against agreed actions, indicators and targets.

3.2 Despite continuing challenges resulting from the pandemic response and from planning for the forthcoming Local Government Reorganisation, the majority of Council Plan actions are still progressing as planned. Services returned updates for 19 actions. 12 of these actions (63.2%) were rated ‘Green’ and are progressing as planned. 1 action has not yet started.

3.3 Our position in respect of Council Plan progress has not changed since Quarter 2.

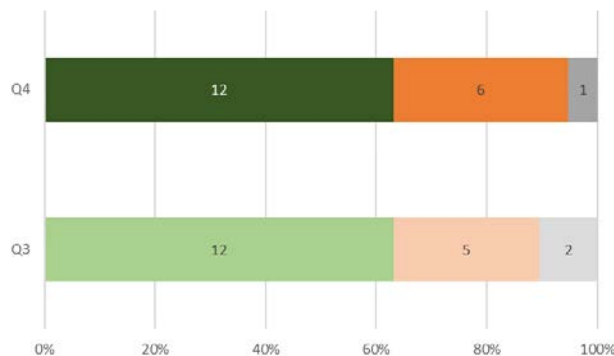


Chart: Council plan progress by RAG rating, Q3 and Q4 2020/21

3.4 The 6 actions rated ‘Amber’ are listed below:

- We are working to stimulate demand for further broadband installations, however pace has not been as quick as we would like and it would appear unlikely that we will meet the 2022 target for **universal access to high-quality broadband**.
- It is currently not clear whether we will be able to progress as planned with our development of further employment sites, beyond the Langcliffe and Engine Shed Lane projects (due to Local Government Reorganisation)
- The high level of fly tipping is impacting on our **cleaner neighbourhoods** targets.
- Our **Risk Management** activity requires some improvement; we have a plan in place to address this.
- The recycling rate decreased again in Quarter 4 2020/21. A substantial improvement will be required to achieve a **50% recycling rate**.
- We have not started a **Waste Education Programme**. We do now have a plan in place to assess our options. These will now be presented to Members in Q2 2021/22.

3.5 Service performance highlights are listed in the report under ‘Quarter 4 Performance Summaries’.

3.6 Residual waste and recycling rates remain a particular challenge. The Waste Management Team have assessed options for working to improve awareness. These options will be presented to Policy Committee in Q2 2021/22.

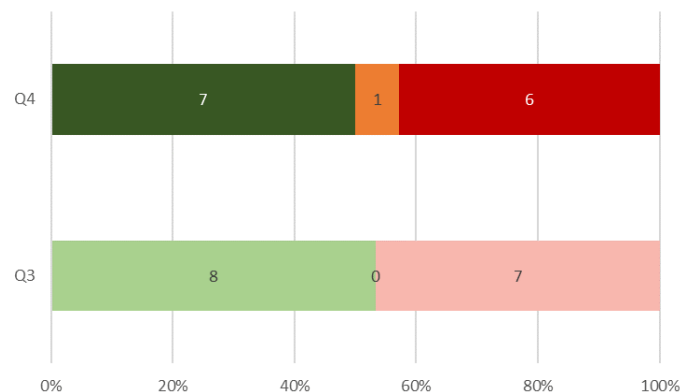


Chart: Service Performance KPIs by RAG rating, Q3 and Q4 2020/21

3.7 Sickness absence rates remain low across the Council. Rates of PDR completion are mostly high. The rate of PDR completion has improved again in Q4 and is now high for most services

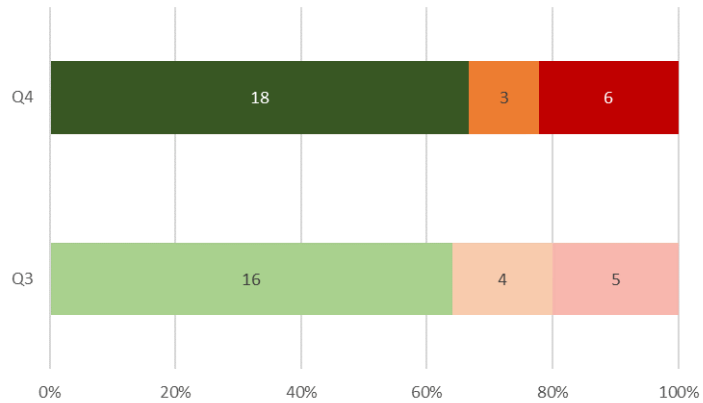


Chart: 'People' KPIs by RAG rating, Q3 and Q4 2020/21

3.8 The continuing impact of periods of lockdown as part of the pandemic response means that the net expenditure position for some services continues to be higher than expected, mostly due to the unavoidable loss of fees and charges income during the pandemic response as well as additional pressures on some services. Some services have now recovered particularly well from their previously negative position, including Leisure Services and Waste Management who are now both reporting an outturn within budget.

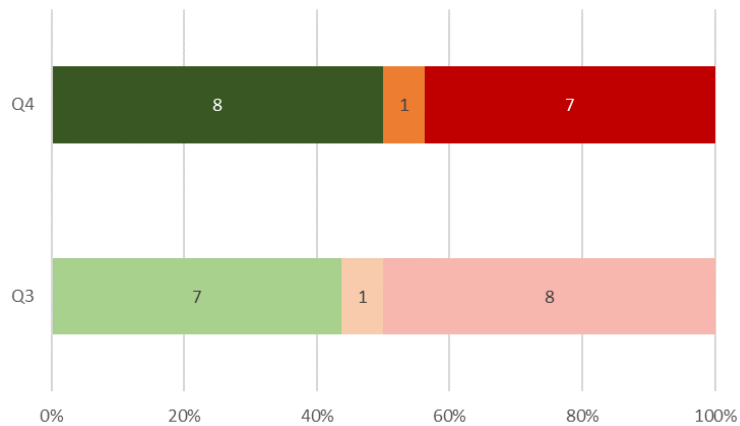


Chart: 'Finance' KPIs by RAG rating, Q3 and Q4 2020/21

4. Financial and Value for Money Implications

4.1 No financial or value for money implications apart from those already identified within the specific projects that form a part of this programme of activity.

5. Legal Implications

5.1 No legal implications.

6. Contribution to Council Priorities

6.1 This report describes our progress towards addressing all 4 priorities in the Council Plan.

6.2 Impact on the declared Climate Emergency

This report describes quarterly progress against Climate Emergency actions where those actions have been assigned to a specific service

7. Risk Management

7.1 The Council's Risk Registers form part of the Performance Management Framework.

Note that there is specific activity underway to improve the Council's approach to Risk Management. This is covered by a separate Action Plan.

7.2 Chief Finance Officer (s151 Officer) Statement

It is important that the Council has effective performance monitoring arrangements in place and this has been developed over the last year to give clear and meaningful data for consideration.

7.3 Monitoring Officer Statement

A Monitoring Officer statement is not required for this report.

8. Equality Impact Analysis

8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. Consultations with Others

9.1 Service Managers

10. Background Documents

10.1 None

11. Appendices

- Performance Overview Q4 2020-21

12. Author of the Report

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Telephone: 01756 706464
E-mail: RAtkins@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



Craven District Council

Performance Overview

Quarter 4 2020/21 (January-March)

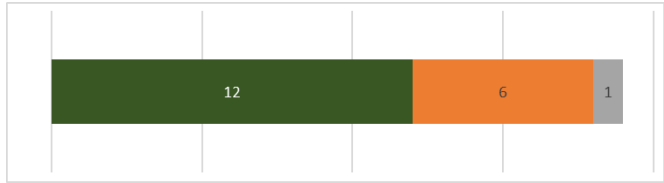
Contact: Rob Atkins, Performance & Exchequer Manager
ratkins@cravenc.gov.uk

Quarter 4 Performance Overview

Council Plan

Actions rated 'Amber' (not on track; a plan is in place)

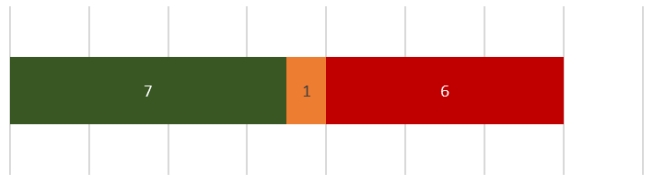
- Access to high-speed broadband
- Further employment sites
- Cleaner Neighbourhoods (fly tipping)
- Improving Risk Management
- Improving recycling rates
- Waste education programme



Service Performance

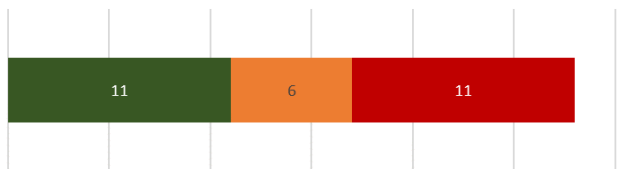
Q4 Performance (Key areas for improvement)

- Fly Tipping
- Residual Waste & Recycling rates



Q4 Performance (Direction of Travel)

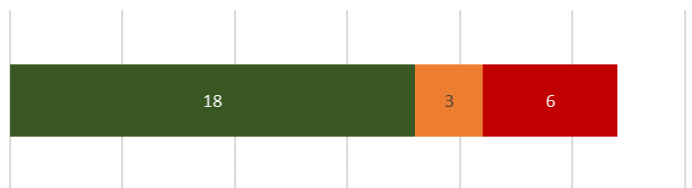
This chart shows that number of Service indicators where performance has improved (Green), declined (Red), or remained roughly the same (Amber)



People

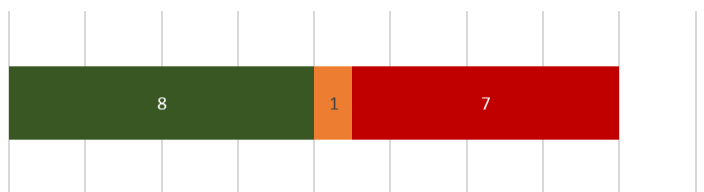
Q4 Performance (Key areas for improvement)

No areas of specific concern



Finance

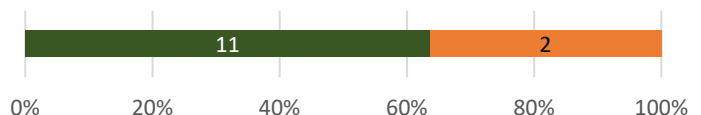
Our financial position has recovered slightly compared to Q3. Notably, the financial position of Craven Leisure has improved due partly to compensation for losses, but also due to in-year savings and an improvement in income in Q4.



Climate Emergency

Actions rated 'Amber' (a plan is in place)

- Options being reviewed for Waste Management Education Programme
- 'Low Carbon Investments' will be reviewed once a greater level of certainty about economic circumstances and future options is available



Bereavement Services - Quarter Four Performance Summary

Quarter 4 remained another busy month for the Bereavement Services team, with the third wave of pandemic cases resulting in increased pressure on the crematorium and a return to the revised pandemic schedule in February. The number of cremations began to reduce towards normal again in March.

Council Plan Progress

- There are no specific actions relating to Bereavement Services in the Council Plan

Service Performance

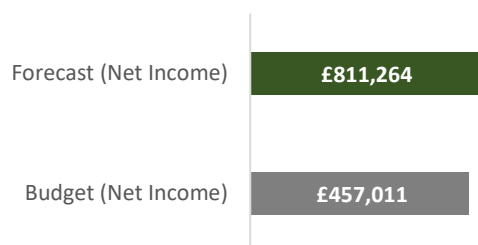
<p>No. Cremations held (per quarter)</p> <p>573</p> <p>↑ up 43% on prev. Q ↑ up 78% on Q4 2019</p>	<p>Ave. Normal Crematorium Capacity used</p> <p>74%</p> <p>↑ up 9% pts on prev. Q ↑ up 29% pts on Q4 2019</p>
<p>No. Burials</p> <p>24</p>	<p>Compliments and complaints</p> <p>0 compliments / 0 complaints</p>

People

<p>% PDRs completed on time</p> <p>100%</p> <p>0%pts below target ● ↑ up 14% on prev. Q</p>	<p>Ave. days absent through sickness</p> <p>0.55 days</p> <p>7.95 days below target ● ↑ up 0.55 on prev. Q</p>
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Finance

Forecast Net Expenditure against Budget
Forecast expenditure is **£354,253** below budget



Internal Audit

No outstanding recommendations.

Contract Management

3 contracts over £10k, total value £64k p.a.

All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

Risk Management

7 risks on the risk register are monitored by Bereavement Services
2 risks are rated 'Amber'. Plans are in place to reduce exposure to these risks.

Climate Emergency Strategic Plan

- **On Track – Woodland Memorial Site** – we intend to open a Woodland Memorial Site by 2024. We are currently looking for a suitable site to progress this project.
- Note that Bereavement Services will also benefit from the 'Decarbonising Skipton' project, with renewable energy generation facilities to be installed at our properties. This will include solar panels, a heat recovery system and connection to the Council's intelligent Buildings Energy Management System.

Craven Leisure - Quarter Four Performance Summary

Quarter 3 and Quarter 4 we saw the imposition, and the relaxation, of further restrictions. This limited the number of sessions available and closure and uncertainty have had a further impact on membership. We substantially reopened our services during Quarter 4. This is reflected by some recovery in membership figures. We believe that staff have been well supported at this difficult time, and sickness absence rates continue to be low. We have also completed 100% of PDRs.

Following a particularly challenging year for income, our end of year financial position has recovered to provide a small net income to the Council. This is due to a central government reimbursement covering some loss of income, as well as the strong performance of the Revive café.

Council Plan Progress

- We have continued work to **reduce health and wellbeing inequalities** despite the challenges resulting from Covid-19, including delivering some sessions over the Internet during this period and return to safe, socially distanced activity at the earliest opportunity.

Service Performance

Ave. Number of Members

1670

↓ 5% decrease on prev. Q ↓ 72.4% on Q4 2019

Net No. New Members

56

↑ 124% increase on prev. Q

Casual Swimming Attendance

2961

↑ 980 up on prev. Q ↓ 11,776 down on Q4 2019

Fitness & Studio Attendance

228

↑ 100 higher than prev. Q ↓ 385 down on Q4 2019

People

% PDRs completed on time

100%

0%pts below target ↑ 6% on prev. Q

Ave. days absent through sickness

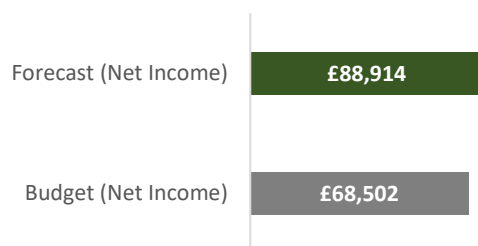
3.83 days

4.33 days below target ↑ 2.62 days higher than Q3

Finance

Forecast Net Expenditure against Budget

Forecast income is £20,412 above budget



Internal Audit

No outstanding recommendations.

Contract Management

3 contracts over £10k, total value £78k p.a.
Two contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.
One contract (Food and Beverage Supplies) has expired and is now **overdue**.

Risk Management

7 risks on the risk register are monitored by Leisure Services. All risks have sufficient control measures in place.

Climate Emergency Strategic Plan

- Following the success of the 'Decarbonising Skipton' bid, we will install renewable energy generation at Craven Leisure including a solar roof and the use of ground source heat pumps for pool heating.

Cultural Services - Quarter Four Performance Summary

We have continued to provide services throughout the pandemic. Providing opportunities for engagement for our NLHF project has been a particular challenge while our buildings have been closed. There has been little opportunity to provide formal education engagement, however we did manage to transfer a lot of informal learning online and continued to see good engagement results. Similarly, volunteers have engaged with training sessions offered by the museum digitally, and staff/volunteers have attended online training and seminars throughout this year. Work on the Town Hall refurbishment is now progressing very well and we have begun the museum fit-out.

Council Plan Progress

- The redevelopment of the **Town Hall** is now complete. The refurbished venue and museum were ready to reopen in Q1 2021/22.
- We are on track with our plans to **stream live events into our rural communities**.
- Our work to **support the delivery of external festivals** has continued, including planning to support the 2021 Puppet Festival as a flagship partner.
- Work to establish a **Cultural Apprenticeship scheme** has not yet started

Service Performance

<p>Informal Learning Engagement</p> <p>2673</p> <p>● on target ↑ 841 than prev. Q</p>	<p>Formal Education Engagement</p> <p>53</p> <p>↓ 1840 below target ↑ 24 than prev. Q</p>
<p>Volunteer Engagement and Training</p> <p>83</p> <p>● on target ↑ 28 than prev. Q</p>	

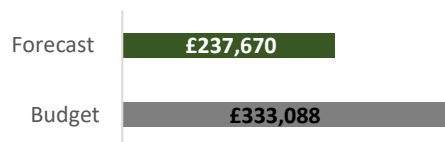
People

<p>% PDRs completed on time</p> <p>90%</p> <p>10%pts below target</p>	<p>Ave. days absent through sickness</p> <p>0 days</p> <p>8.5 days below target</p>
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Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £95,418 below budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

8 contracts over £10k, total value £770k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

Risk Management

4 risks on the risk register are monitored by Cultural Services. 1 of these risks is a Corporate Risk (Craven Museum & Art Gallery). 1 risk is rated 'Amber' (Events Safety). A plan is in place to reduce exposure to this risk.

Climate Emergency Strategic Plan

- As part of 'Decarbonising Skipton', we will install insulation and solar panels at the Town Hall.
- We have also reviewed our use of materials and will be using almost no single-use plastics in our online retail operation. We will also be moving to VegWare biodegradable containers for refreshments.

Customer Services - Quarter Four Performance Summary

Following a mini restructure in Business Support the Customer Service Team Leader is now shared with the Business Support Service. The two teams are working together more closely so that during busy periods of time in Customer Services, Business Support staff can provide reception cover (when open) and likewise during busy times for Business Support members of the Customer Service team can help with admin support. Therefore, it makes sense for the Team Leader role to have oversight of the two services to understand the pressures both teams are facing. This arrangement has enabled savings of £60k to be made in the Business Support service.

Council Plan Progress

No specific Council Plan actions

Service Performance

% Calls Answered

97.2%

↑ 7.2% above target ↑ 6.8 since Q2

Emails received to 'Contact Us'

6427

↑ 520% increase compared to Q3 2020

People

% PDRs completed on time

67%

33%pts below target

Ave. days absent through sickness

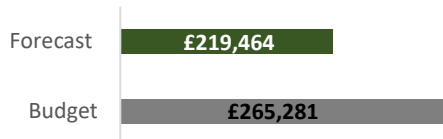
0 days

8.5 days below target

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £45,817 below budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

8 contracts over £10k, total value £770k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

Risk Management

No specific Risk Management activity.

Climate Emergency Strategic Plan

No specific Risk Management activity.

Economic Development - Quarter Four Performance Summary

This has been a particularly busy period of time for the Economic Development team, with a number of major projects beginning on site as well as planning for and seeking funding for future work. Contractors have been appointed to and work has started on both the Langcliffe Quarry and Engine Shed Lane developments. These new sites will provide long-term employment and enterprise opportunities to the Settle and Skipton areas.

The team has also taken a lead role on planning for the future, including bidding for Community Renewal Fund funding in 4 thematic areas (tourism, natural capital, 21st century towns and green energy), and assessing options for any potential community transfer of assets.

All PDR forms have now been completed and should be reflected in the next report. The high sickness absence rate reflects one long-term absence in the team.

Council Plan Progress

- The **production of a masterplan** for the Skipton Railway Station is well underway.
- With regard to **ensuring all businesses and residents have access to high-quality broadband**, a route to connect Langcliffe Quarry to the local hyperfast broadband connection has been identified with the network provider. Other work continues though it is unlikely the ambitious target will be met.
- **Development and improvement of employment sites** in South Skipton/Engine Shed Lane and Langcliffe Quarry is progressing well. The ERDF funding application was successful and contractors have started on site.
- Development of further employment sites in Bentham, Ingleton, Settle and Threshfield has not yet started and there is some risks to these developments given the position around Local Government Reorganisation.

Service Performance

New Business Starts

58

↓ % decrease on Q4 2019

Claimant Count

1065

↓ since Q4 2019

People

% PDRs completed on time

0%

100%pts below target No change on Q3

Ave. days absent through sickness

43.3 days

34.8 days above target ↑ 0 days increase

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£285,151** above budget

£706,959

£421,788

Internal Audit

No outstanding Internal Audit requirements.

Contract Management

No ongoing contracts (some contracts for works, procured in compliance with Contract Procedure Rules).

Risk Management

No entries in Risk Register monitored by Economic Development

Climate Emergency Strategic Plan

The Economic Development team lead on a wide range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the 6-month plan update.

Environmental Health - Quarter Four Performance Summary

The team have continued to provide a high-quality service throughout 2020 despite the increased demands of the pandemic response.

There remains a particular concern around the number of fly-tipping incidents. The number reduced slightly during Quarter 3 but has unfortunately increased again during Quarter 4. This is likely to be related to either perceived or actual restrictions on appropriate waste disposal at this present time. As well as placing cameras at known hotspots and actively monitoring areas where incidence is particularly high, the Cleaner Neighbourhoods Team has allocated 2 additional members of staff to dealing with this issue and has recently run a tender for an enforcement pilot programme with an experienced third-party provider which is currently under evaluation.

Council Plan Progress

● **Cleaner Neighbourhoods:** The number of dog fouling and littering incidents remains low, however the number of fly-tipping incidents is high and has increased quite substantially again since Quarter 3.

Service Performance

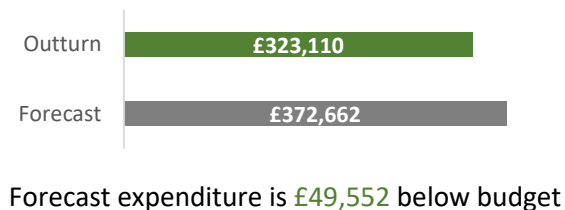
<p>Fly Tipping Incidents</p> <p style="font-size: 24pt; color: red;">61</p> <p>↑ 51 above target ↑ 28 more than Q3 2020</p>	<p>Littering Incidents</p> <p style="font-size: 24pt; color: red;">9</p> <p>↑ 4 more than Q3 2020</p>
<p>Dog Fouling Incidents</p> <p style="font-size: 24pt; color: red;">8</p> <p>● no change on prev. Q</p>	

People

<p>% PDRs completed on time</p> <p style="font-size: 24pt; color: orange;">82%</p> <p>18%pts below target ● no change on prev. Q</p>	<p>Ave. days absent through sickness</p> <p style="font-size: 24pt; color: green;">0 days</p> <p>8.5 days below target ↓ 1.9 day decrease on Q4 2019</p>
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Finance

Forecast Net Expenditure against Budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.

Risk Management

4 risks in the Council's operational risk registers. All risks have sufficient control measures in place.

Climate Emergency Strategic Plan

No specific actions relating to Climate Emergency Plan.

Financial Management - Quarter Four Performance Summary

Most actions and indicators are on track despite increased demands from the covid-19 recovery programme. Payment of invoices continues to be timely. We have seen a continued slight increase in the proportion of payments with an official order and we are continuing to work with Service Managers to improve this – whilst we accept that overall performance is still too low there have now been 5 consecutive quarters of improvement and an improvement of almost 20 %pts over the past year. Although of the team’s PDRs have now been completed, and sickness absence remains low.

Council Plan Progress

- The Council’s **financial plans remain robust**. A 2020/21 balanced budget has been agreed pending audit.
- The Council **continues to explore and exploit opportunities presented by grant funding and devolution**. A range of grants have been taken up. CDC jointly commissioned KPMG to explore devolution options.
- The team continues to support Members and Officers to understand the **financial impact of decision-making**.
- The team has promoted **understanding of the balance of risk and award**, agreeing a new Risk Appetite Statement and reviewing risk registers in light of the covid-19 response and recovery. However, a recent audit giving only Partial assurance for Risk Management raised some concerns; an action plan is in place to address this.

Service Performance

<p>% Invoices paid within 30 days</p> <p>96%</p> <p>● on target ● no change on Q4 2020</p>	<p>% payments with an official order</p> <p>39%</p> <p>21%pts below target ↑ 5%pts improvement</p>
<p>No. NFI Matches outstanding (Payroll)</p> <p>13</p>	<p>No. NFI Matches outstanding (Creditors)</p> <p>216</p>

People

<p>% PDRs completed on time</p> <p>100%</p> <p>● on target ↑ 91%pts improvement on Q3 2020</p>	<p>Ave. days absent through sickness</p> <p>0 days</p> <p>8.5 days below target ↓ 4.2 days fewer than Q3 2019</p>
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Finance

Forecast Net Expenditure against Budget
Forecast expenditure is £20,894 under budget

£474,930

£495,824

Internal Audit

1 recommendation is outstanding from Q4 2019/20, rated ‘Amber’ (review of Procurement Card Policy).

Contract Management

9 contracts over £10k. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

Risk Management

17 risks on the risk register are monitored by Financial Management. 3 of these are Corporate Risks. 2 risks are rated ‘Amber’ (Insurance, and Payroll Capacity). Plans are in place to reduce exposure to these risks.

Climate Emergency Strategic Plan

- **On Track – Low Carbon Procurement** – A question on supplier action to reduce Carbon is included in the Council’s procurement policies. The Council is engaged in a regional exercise to improve sustainable procurement.
- **Not yet started – Low Carbon Investments** – This will require a review of options, not yet resourced due to other immediate priorities (particularly the covid-19 response).

Housing Needs Services - Quarter Four Performance Summary

Throughout the pandemic we have worked with partners to make sure that we provide the strongest possible response to the risk of homelessness in the District, as well as maintaining our DLG programme of support for home improvements to enable residents to live independent and healthy lives in their own homes.

In addition to the existing support offered in partnership with Horton Housing, we have recently commissioned additional support services for Drug and Alcohol Support, and support with Mental Health, to further assist those at risk of experiencing homelessness.

Council Plan Progress

● We have continued to work with partners to provide **improved support and intervention services for rough sleepers and those at risk of sleeping rough**. These services have been successfully delivered throughout the pandemic response.

Service Performance

No. Supported at Pinder House this quarter	No. supported through Supported Lettings
9	5

The Council has entered into a contract with Horton Housing to provide supported accommodation for rough sleepers, which will run until the 30th June 2022. Horton are providing 10 units of supported housing at Pinder House, and in addition four new units of move on accommodation have been completed at Highfield Terrace in Skipton.

In partnership with North Yorkshire County Council, the Council is also delivering a homeless prevention support service which provides assistance to any resident in Craven experiencing difficulties in their housing situation, with the aim of achieving positive outcomes and developing or sustaining a person's capacity to live independently within the community, thus preventing loss of their home or tenancy.

People

Contracted services – no staff managed directly.

Finance

Forecast Net Expenditure against Budget
Forecast expenditure is £55,136 over budget

£358,213

£303,077

Internal Audit

No specific requirements.

Contract Management

4 contracts over £10k, total value £337k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

Risk Management

No specific risks identified in the Risk Register.

Climate Emergency Strategic Plan

● **On Track – Residential energy efficiency** – Our joint 'LAD2' bid with Better Homes Yorkshire was successful. This will provide further insulation and energy efficiency retrofit to residents on low incomes. We are currently working together on a bid for the next round of funding ('LAD3').

Parking Services - Quarter Four Performance Summary

Some car parks showed reduced use during the 3rd wave pandemic period, and this is reflected in a reduction in Pay & Display income. Permit income has increased slightly year on year, and the proportion of card vs cash payments is now almost exactly 50/50.

We were pleased to commission our first Electric Vehicle charging points in June 2020. We reviewed the usage of these charging points with our contracted supplier, Osprey, and have agreed that we will continue with our installation programme for further sites – further charge points will be installed in Ashfield, Settle and in Coach Street, Skipton, during 2021.

Council Plan Progress

- Our EV charging point installation supports the Council Plan action 'Enabling the use of Electric Transport in Craven.'

Service Performance

<p>Pay & Display Income</p> <p>£276,100</p> <p>↓ £144,443 lower than Q3 2020 ↓ £137,048 on Q4 2019</p>	<p>Permit Income</p> <p>£31,120</p> <p>↑ £12,186 on Q4 2019</p>
<p>Faults Raised</p> <p>14</p> <p>↑ 4 higher than Q3 2020 ↑ 1 higher than Q4 2019</p>	<p>% Payments made by Card vs Cash</p> <p>49.9%</p> <p>(Q4 2020)</p>

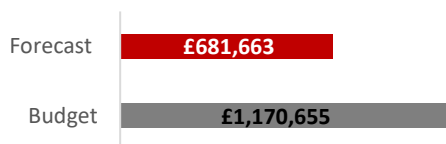
People

No directly employed staff (enforcement is via shared service contract)

Finance

Forecast Net Income against Budget

Forecast income is **£488,992** below budget



Internal Audit

No outstanding recommendations.

Contract Management

Enforcement services delivered via a significant shared service contract with Harrogate Borough Council. 3 other contracts in place, either via framework or open competitive tender.

Risk Management

No specific risks on the Council's Risk Registers

Climate Emergency Strategic Plan

● EV charging point successfully installed. Usage of the charging point was strong in 2020/21; further charging points planned as a result. Parking Services also supported the Yorkshire Dales National Park Authority to access ORCS grant funding for EV charge points for villages inside the National Park area.

Planning - Quarter Four Performance Summary

We acknowledge that our performance in processing planning applications is currently not as good as it should be. We invited the LGA to carry out a Peer Review focussing specifically on our Planning services. This is now complete. We are already acting on early feedback received from the review and have started to change structures and processes for determining planning applications. Some further improvement in the timeliness of applications can be seen in Q4, with 100% of major applications determined on time.

Council Plan Progress

- The **Local Plan** was successfully adopted. We have started preparing for the next iteration, with a review to be completed by 2025. We are working on Supplementary Planning Documents and Monitoring Papers which support the Local Plan and its implementation.

Service Performance

Major applications processed within timescale

100%

40%pts above target ↑ 15% up on Q3
(4 of 4 applications determined within timescale)

Minor applications processed within timescale

65.38%

0.38pts above target 1.62%pts down
(37 of 55 applications determined within timescale)

Other applications processed within timescale

64.54%

15.46%pts below target 0.46%pts down
(46 of 71 applications determined within timescale)

People

% PDRs completed on time

33%

67%pts below target ↑ 4%pts improvement

Ave. days absent through sickness

1.35 days

7.15 days below target ↑ 1.25 up on prev. q.

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£117,304** above budget

£464,219

£346,915

Internal Audit

No outstanding Internal Audit recommendations.

Contract Management

No current contracts on the Contract Register.

Risk Management

3 risks on the Risk Register are owned by Planning. 1 risk is currently rated **Amber** (Performance below Government targets). An appropriate plan is in place to address this.

Climate Emergency Strategic Plan

The Planning Policy team lead on a range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the Climate Emergency Strategic Plan.

Revenues and Benefits - Quarter Four Performance Summary

Throughout the pandemic the Revenues and Benefits Team who have continued to step up to make sure that our businesses and residents received the financial support that have needed. Despite the large volume of additional work the team have continued to improve on the time to process Change of Circumstances requested, and have collected the majority of tax and rates. The time to process new claims has increased slightly this quarter due to the number and volume of additional tasks carried out during the pandemic period.

Council Plan Progress

No specific council plan actions

Service Performance

Time to process Change of Circumstances

3.1 days

3.9 days below target ↓ 0.5 days improvement

Time to process new claims

26.1 days

5.1 days above target ↓ 2 days decrease

No. Council Tax Support Claims

2715

Tax and Rates collected

97.8% of Council Tax collected

96.1% of Non Domestic Rates collected

People

% PDRs completed on time

93%

7%pts below target ↓ down 7%pts on prev. Q

Ave. days absent through sickness

0.38 days

8.12 days below target ↑ 0.18 days increase

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£215,102 above** budget

£476,400

£261,298

Internal Audit

No outstanding Internal Audit recommendations.

Contract Management

No external contracts over £10k.

Risk Management

4 risks on the risk register are monitored by Revenues and Benefits. All 4 risks have appropriate mitigation in place.

Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

Waste Management - Quarter Four Performance Summary

Throughout the Covid-19 response our Waste Management team have continued to collect all refuse and recycling safely and professionally. The team continue to receive a great many compliments from members of the public regarding the service that they are providing at this time. We have continued to apply high safety standards to our work, and this was confirmed following a successful visit to Engine Shed Lane by the Health and Safety Executive (HSE) who confirmed that our arrangements are safe. Unfortunately recycling rates are still not improving as quickly as we would like. This challenge appears to have become greater during the pandemic as some residents appear to have found advice for the safe disposal of waste somewhat confusing. Residual waste rates have also been high during the pandemic. We have now dedicated some resource to assessing our options for waste education and behaviour change. The pandemic response resulted in additional costs and in a large reduction in chargeable commercial waste collections. Following a challenging financial year we are pleased to have now recovered our financial position and are below budget. We have now completed almost all PDRs for the service.

Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Our opportunities for delivering a **Waste Education Programme** are now being assessed. The presentation of an options paper to Policy Committee has been delayed by the Purdah period and will now be presented in Q2 2021/22. Publicity has already been increased with an article on the website and a press release.


Service Performance

<p>Residual waste – average volume per household</p> <p style="text-align: center; font-size: 1.2em; color: red;">113.40kg</p> <p style="text-align: center; color: red;">30kg above target ↓ 13.9kg decrease</p>	<p>% Waste recycled</p> <p style="text-align: center; font-size: 1.2em; color: red;">37.26%</p> <p style="text-align: center; color: red;">(estimated)</p> <p style="text-align: center; color: red;">12.74%pts below target ↓ 3.1%pts decrease on Q3</p>
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People

<p>% PDRs completed on time</p> <p style="text-align: center; font-size: 1.2em; color: green;">100%</p> <p style="text-align: center; color: green;">on target ↑ 2%pts improvement</p>	<p>Ave. days absent through sickness</p> <p style="text-align: center; font-size: 1.2em; color: green;">8.39 days</p> <p style="text-align: center; color: green;">0.11 days below target ↑ 0.99 days increase</p>
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Finance

<p>Forecast Net Expenditure against Budget</p> <p>Forecast expenditure is £14,607 above budget</p>	
Outturn	 <p style="font-size: 0.8em; color: green; text-align: center;">£1,588,32</p>
Forecast	<p style="font-size: 0.8em; color: grey; text-align: center;">£1,603,13</p>

Internal Audit

No outstanding Internal Audit recommendations.
Contract Management
6 contracts over £10k, total value £1.03m p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. Contracts for fuel and vehicle spares have expired ; a new procurement exercise is planned

Risk Management

6 risks on the Risk Register are owned by Waste Management. All risks currently have appropriate mitigation.

Climate Emergency Strategic Plan

- On Track** – 3 actions in place to improve the fuel efficiency of the Waste Management fleet (● **Route Optimisation**, ● **Electric Components** and ● **Smaller Compaction Vehicles**). All 3 actions are being progressed.
- Options now being assessed for a **Waste Management Education Programme**

Central Services – Key Performance Indicators

Assets & Commercial Services	
People	
% PDRs completed on time 100% On target Same as prev. Q	Ave. days absent through sickness 0.5 days 8 days below target ↑ 0.4 days increase
Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £72,062 above budget	

Business Support Services	
People	
% PDRs completed on time 60% 40%pts below target Same as prev. Q	Ave. days absent through sickness 0 days 8.5 days below target No change
Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £53,309 below budget	

Legal Services	
People	
% PDRs completed on time 67% 33%pts below target Same as prev. Q <i>(note – 1 PDR not completed, due to maternity leave)</i>	Ave. days absent through sickness 0 days 8.5 days below target No change
Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £29,564 over budget	

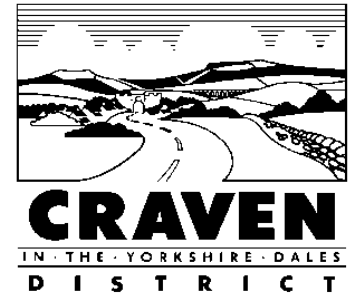
Human Resources	
People	
% PDRs completed on time 100% On target Same as prev. Q	Ave. days absent through sickness 0 days 8.5 days below target No change
Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £17,715 over budget	

Policy Committee – 14 September 2021

Review of Council priority actions

Report of the Chief Executive

Lead Member – Leader of the Council, Richard Foster



Ward(s) affected: All

1. Purpose of Report

1.1 To present an analysis of a review of all Council priority actions, including actions in the Council Plan, major projects and the Climate Emergency Strategic Plan, in respect of Local Government Reorganisation

2. Recommendations – Members are recommended to:

2.1 Note and comment on the analysis of priority actions

2.2 Note increased risks to delivery during the period of Local Government Reorganisation

2.3 Agree the changes to Council priorities described in the report

3. Report

3.1 The reorganisation of Local Government in North Yorkshire, which will create a single unitary across the footprint of North Yorkshire County Council from April 2023, will impact on the Council's ability to deliver on the priorities described in the Council Plan.

3.2 This report describes areas where activity is unlikely to be completed before the date of transfer of responsibilities, any suggested action relating to that activity, and the overall impact on the Council's ability to deliver on its priorities as a result.

3.3 The Council **will not** deliver the following Council Plan priority delivery activities, which will be marked as a priority for inclusion in the corporate plan of the new authority:

- Delivering a range of schemes through our Joint Venture Company
- Using Council Assets to build 25 homes per annum (in 2022/23)
- Creation of new employment sites in Bentham, Ingleton and Settle (Anley Crag)

3.4 There are significant **risks to delivery** for the following Council Plan priority delivery activities that are still planned for delivery but will continue beyond

April 2023. The risks associated with the delivery of these activities will be closely monitored:

- Attracting and retaining younger people and families
- Working in partnership with North Yorkshire Police to continue to develop the community safety hub

3.5 The following Council Plan priority delivery activities are expected to deliver before April 2023, but with **risks to delivery** during Local Government Reorganisation:

- Invest in new assets to improve the financial sustainability and well-being of the district
- Deliver the May 2022 elections
- Deliver the Community Champion Awards
- Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough.
- Facilitate and support initiatives to extend the Electric Vehicle Charging Network, across the main settlements

3.6 8 Major Projects will not yet be completed prior to the transfer of responsibilities. These should be reviewed for inclusion in the Service Plan of the new authority.

3.7 A range of actions relating to the Climate Emergency Strategic Plan have also been reviewed. Some actions will not be complete by April 2023 and will be recommended to transfer to the new authority.

4. Financial and Value for Money Implications

4.1 The requirement to reallocate resource to support the Local Government Reorganisation process is likely to mean that the Council will not deliver some projects and programmes. These are detailed in the report.

4.1.2 There is a need to achieve a balance between resource dedicated to support the Local Government Reorganisation process and resource dedicated to ensuring that services and projects continue. Dedicating resource to the reorganisation process will reduce the immediate number of projects that can be completed, and introduce risks for others, but is more likely to result in greater local input into the countywide reorganisation and therefore better outcomes for Craven residents in the longer term.

5. Legal Implications

5.1 There are no specific legal implications arising from this report.

6. Contribution to Council Priorities

6.1 This report describes the likely impact of Local Government Reorganisation on addressing the 4 priorities described in the Council Plan.

6.2 Impact on the declared Climate Emergency

This report describes areas of the Climate Emergency Strategic Plan which may be delayed, or at risk, due to the Local Government Reorganisation process.

7. Risk Management

7.1 Risks to the delivery of Council priority activities due to Local Government Reorganisation have been raised for inclusion on the Council's Corporate Risk Register.

7.2 Chief Finance Officer (s151 Officer) Statement

7.3 Monitoring Officer Statement

A Monitoring Officer statement is not required for this report.

8. Equality Impact Analysis

8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. Consultations with Others

9.1 CLT, Group Leaders, Service Managers

10. Background Documents

- Review of Council Plan Priority Actions

11. Appendices

A – Priorities and Projects Review Data

B – Major Project Templates

C – Review of Climate Emergency Strategic Plan actions

12. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



Craven District Council

CLT Review of Council and Service Plans and Priorities

Appendix A – All risk data collected regarding delivery prior to the intended North Yorkshire Local Government Reorganisation, April 2023

Current Council Plan and Service Plan actions unlikely to complete before April 2023	page 2
Council Plan and Service Plan actions with risks to successful delivery by April 2023	page 5
Major Projects projected to end after April 2023	page 14
Climate Emergency Strategic Plan – actions to be reviewed or at risk by April 2023	page 15

Appendices

- June 2021 Data Collection – *All data supplied for this exercise by Service Managers relating to Council and Service Plan activities*
- Project Templates – *Detailed descriptions of the Council's major projects*
- *Climate Emergency Strategic Plan – Review of Actions to April 2023*

Contact: Rob Atkins, Exchequer & Performance Manager

1. Current Council Plan and Service Plan actions unlikely to complete before April 2023

The table below shows actions where Service Managers have indicated in the June 2021 data collection that activity is unlikely to complete by the likely date of LGR (April 2023)

Full data for all activities for which data was returned is included in the Appendix (June 2021 Data Collection).

Service Area	Activity	Financial and compliance implications	Further comments
Assets & Commercial Services	Airedale Avenue development	Meeting Council Priority of: Delivering a range of schemes through our Joint Venture Company that support regeneration, growth and income generation across the district.	Potential option to sell the land with planning approval. Would give Council capital receipt and possibly see a start on site prior to April 2023. No capacity to develop site in house. SIGNIFICANT external/internal legal support required to either dispose of the site to the JV Co or on the open market.
Assets & Commercial Services	Developments on Council Land - Cawder Rd, Dalacres, Bucklar Hill, South Parade, Collinge Road	Meeting Council Priority of: Use Council assets to build 25 homes per annum from 2020	Not a priority – ensure project reflected as a priority in the Corporate Plan for the new Unitary. STANDARD legal support required to deal with the conveyancing. This should be dealt with ‘in house’ if someone in post.
Assets & Commercial Services	Horse Close development - Large housing development scheme on Council owned grazing land	Meeting Council Priority of: Delivering a range of schemes through our Joint Venture Company that support regeneration, growth and income generation across the district.	Not a priority – ensure project reflected as a priority in the Corporate Plan for the new Unitary

Assets & Commercial Services	Low Demesne development	Meeting Council Priority of: Delivering a range of schemes through our Joint Venture Company that support regeneration, growth and income generation across the district.	Not a priority – ensure project reflected as a priority in the Corporate Plan for the new Unitary
Customers, Communities and Partnerships	Identifying and implementing a range of projects to reduce health inequalities, including supporting the development of Dementia Friendly Craven	No financial and compliance implications	None
Customers, Communities and Partnerships	Support a cross sector partnership to look at the feasibility of the provision of a health and wellbeing hub for north Craven	None	At the moment none. Will need to review if hub provision is agreed.
Great Place - Lakes & Dales	Great Place Lakes and Dales programme phase two:	Budget of £85,000 provided by four local authority partners, Craven District Council, South Lakeland District Council, Yorkshire Dales National Park Authority and Lakes District National Park Authority for 2021/22 (also to be used for match funding for wider funding applications	Risk of non-continued partner funding contributions External support required is new FA or variation to the existing agreement.
Planning Policy	Authority Monitoring Report (AMR); Details provided in Local Development Scheme (LDS)*	Statutory requirement to prepare and publish an AMR annually.	Local Government Review is likely to impact on the ongoing preparation of AMRs i.e., single AMR likely to be prepared for entire unitary authority.

Planning Policy	Review of the adopted Craven Local Plan (2019); Including review and updating of local plan evidence base etc. This activity links to Council Plan delivery activities relating to achieving a carbon neutral Craven, Improve the economic vitality of Craven's market towns and villages, Enable active communities and improve quality of life etc.		EXTERNAL/internal legal support will be needed.
Planning Policy	Review of the Statement of Community Involvement (SCI); Details provided in Local Development Scheme (LDS)*	Statutory requirement to review every five years, therefore completion of review required during 2023.	Local Government Review is likely to impact on the ongoing review and update to the SCI programmed to be completed during 2023 i.e., single SCI likely to be prepared for entire unitary authority.
Strategic Planning / Economic Development	Creation of new employment sites in Bentham, Ingleton and Settle (Anley Crag)	No	Work Settle through planning process
Strategic Planning / Economic Development	Heritage Action Zone – Coach St and Ginnels	Would need to return unspent funding	
Strategic Planning / Economic Development	Heritage Action Zone – Skipton Market	Would need to return unspent funding	

Strategic Planning / Economic Development	Ingleton Riverside Park	Risk of missing an opportunity to secure external funding to deliver the project	This project is the focus of the Ingleton Action Plan for the rejuvenation of Ingleton Village Centre and approved by Policy Committee with a budgetary allocation from the Council's New Homes Bonus receipts
Strategic Planning / Economic Development	Leeds Liverpool Canal towpath	No funding currently linked to the project	Require £400k to finish the LL Canal stretch

2. Current Council Plan and Service Plan actions projected to complete before April 2023 with risks to successful delivery by April 2023

The table below shows actions where Service Managers have indicated in the June 2021 data collection that activity is likely to complete by the likely date of LGR (April 2023), but that there are risks to completion by this date.

Full data for all activities for which data was returned is included in the Appendix (June 2021 Data Collection).

Service Area	Activity	Resources Req'd to complete	Financial and compliance implications	Further comments
Assets & Commercial Services	Appeal the Rating Assessments - Appealing the rating assessments of all CDC pay and display car parks due to the large percentage increases	Estimated 60 days effort – property resources		Not a priority.
Assets & Commercial Services	Decarbonising Skipton Project - ERDF funded project to retrofit renewable technologies in public buildings	Estimated 500 days effort – property, contract and project resources (whole project)	ERDF 50% funding (of £1.2m)	Priority. Makes significant progress towards the Council's Climate Emergency commitment and already committed to funders that project will be delivered. SIGNIFICANT external/internal legal support to assist with contracts, etc. (and possibly legal charges).
Assets & Commercial Services	Developments on Council Land - Duke St, Banks Way, North Parade - Contract to create 11 shared ownership properties on three parcels of Council land	Estimated 20 days effort – property and project resources	Meeting Council Priority of: Use Council assets to build 25 homes per annum from 2020	Priority. Delivers much needed affordable housing for local residents. Contractors on site. STANDARD legal support required to deal with the conveyancing.

				This should be dealt with 'in house' if someone in post.
Assets & Commercial Services	Developments on Council Land - Station Road, Hellifield	Estimated 20 days effort – property and project resources	Meeting Council Priority of: Use Council assets to build 25 homes per annum from 2020	Not a priority. Dependent on outcome of Planning decision sell land with planning approval. STANDARD legal support required to deal with the conveyancing. This should be dealt with 'in house' if someone in post.
Assets & Commercial Services	Engine Shed Lane Depot Redevelopment - Redevelopment of Waste Management Depot and Mechanics Workshop and creation of business units	Estimated 50 days effort – property and project resources	Meeting Council Priority of: Invest in appropriate new assets to improve the financial sustainability and well-being of the district. New operating base for Waste Management Operations, reduction of cost in temporary facilities.	Priority. Provides modern fit for purpose accommodation for the Council's Waste Management Service and secures local employment. The creation of the business units is not a priority as no grant funding opportunities currently exists. SIGNIFICANT external/internal legal support required to deal with Funding Agreements, leases etc.
Assets & Commercial Services	EVCPs on Coach Street and Ashfield and Outlying Car Parks	Estimated 30 days effort – property and project resources	Meeting Council Priority of: Facilitate and support initiatives to extend the Electric Vehicle Charging	Priority. Contributes to the Council's Climate Emergency commitment

			Network, across the main settlements	STANDARD legal support required to deal with amendments to the PPOs. This should be dealt with 'in house' if someone in post.
Assets & Commercial Services	Langcliffe Depot Redevelopment - Creation of business units in current depot area of the site.	Estimated 100 days effort – property and project resources	Requires a supplementary capital budget of approximately £500k to construct the phase 2 business units Meeting Council Priority of: Invest in appropriate new assets to improve the financial sustainability and well-being of the district.	Priority. Provides employment opportunities and committed to phase 1 with contractors already on site. SIGNIFICANT external/internal legal support required to deal with the Funding Agreements and conveyancing (leases or sales).
Assets & Commercial Services	Otley Street - Purchase of the Otley Street centre to then let to Craven Arts	Estimated 20 days effort – property resources	Meeting Council Priority of: Invest in appropriate new assets to improve the financial sustainability and well-being of the district.	Priority. Provides employment opportunities STANDARD legal support required to deal with the lease to Craven Arts. This should be dealt with 'in house' if someone in post.
Assets & Commercial Services	Re-roof Book of Remembrance Chapel	Estimated 10 days effort – property and project resources	Maintaining integrity of existing facility.	Priority, affordability, pending award of contract

Assets & Commercial Services	Skipton Crematorium Chapel extension and Exit Drive, Creation of entrance shelter to accommodate more attendees at services, Creation of exit drive to prevent incoming and outgoing funeral vehicles meeting	Estimated 50 days effort – property and project resources	£20k contribution from estate of Cllr Pat Fairbank, stipulation must be complete by Oct 2021	Priority subject to affordability and Planning approval
Assets & Commercial Services	Skipton Town Hall Frontage	Estimated 10 days effort – property and project resources	Heritage funding	Priority subject to affordability, pending award of contract
Assets & Commercial Services	Establish Community Interest Organisation for Culture and Leisure Services	Significant internal resource requirement across the authority	Approximate £250k supplementary revenue estimate required	Priority subject to affordability, and Member approval
CIO / Information Services	Infrastructure Development – Broadcast of Govroam / Eduroam at remote sites	Estimated 30 days effort – technical resources	Good practice not adhered to.	Priority
CIO / Information Services	iTrent Self Service Facilities – develop functionality to deliver workflow functionality, self service leave management, mileage claims.	Estimated 50 days effort – technical and project resources	Improved efficiency releasing capacity	Not a priority
CIO / Information Services	Migration of the Parking Permit database to CRM, replacing legacy Access database	Estimated 20 days effort – technical resources & business support	Legacy solution failing and unable to be maintained.	Not a priority

CIO / Information Services	Replacement & Development Programme: To replace equipment that has come to the end of its useful or supportable life. Ensuring new equipment is energy efficient and old equipment disposed of or recycled appropriately.	Estimated 60 days effort – technical resources	Risk of failing equipment impacting productivity and placing an increased burden on support facility.	Priority
CIO / Information Services	Server OS upgrade programme: Technical Imperative ensure Server OS's remain in support and continue to be security patched. Legacy OS notified as End Of Life by Microsoft	Estimated 120 days effort – technical resources	Non-compliance with PSN, unable to security patch servers, data put at risk.	Priority
CIO / Information Services	Waste Management System - Phase Two - Implementation of In Cab Solution for trade and residential rounds, intergation with CRM & reporting.	Estimated 40 days effort – technical resources	Improved visibility for Operational and customer service staff, ability to improve efficiency of operational activity and reduce cost.	Priority
Customers, Communities and Partnerships	13. Tour de Yorkshire	Sport Development Officer 0.75 FTE 6 months	None	The Council has agreed to underwrite funding for stage hosting and the event is intended to go ahead in 2022. STANDARD legal support required to deal with the Funding Agreement etc.

Customers, Communities and Partnerships	17. LGR Implementation	Comms and Partnership Manager initially 0.1 FTE but will increase over the next 18 months	None	Waiting on government decision and time needed to commit to this will impact on availability for other priorities and may need further delegation and support.
Customers, Communities and Partnerships	2. Actively participating in the Health and Care Partnership Board to encourage investment in prevention activities for the benefit of Airedale, Wharfedale and Craven residents including the Craven Communities Together Programme	Comms and Partnerships Manager 0.1 FTE ongoing; Partnerships Officer 0.05 FTE ongoing.	No financial and compliance implications.	CDC are part of the AWC Health Care Partnership and have committed to supporting the programme. Council commitment to joint MOU with CCG.
Customers, Communities and Partnerships	4. Working in partnership with North Yorkshire Police, continue to develop the community safety hub, with a focus on prevention and anti-social behaviour	Community Safety Officer 1 FTE	Have a statutory duty to address antisocial behaviour plus our Prevent Duty	Risk of NYP resource being pulled when current Inspector retired as the NYP resource are still not substantive posts
Customers, Communities and Partnerships	9. Deliver Community Champion Awards	Partnerships Officer 0.2 FTE 5 months; Communications Officer 0.5 FTE for one month	None	Staff vacancy may affect delivery

Electoral Services	Deliver May 2022 Elections	£100-120k		<p>May 2022 will be the first set of elections since 2018 where there will be no central government funding, so all the costs will fall on us. They won't cost any more to run, but there will be no funding to offset them. For example, the elections for the elections this May, we can reclaim around 75% of the costs from central government and another 10% from NYCC.</p> <p>The main risk is going to be losing staff (either the core elections team, or wider CDC staff with elections experience) due to the LGR.</p>
Great Place - Lakes & Dales	Future Creatives (Partnership project managed by National Portfolio Organisation Brewery Arts Centre)	Programme Manager (0.1)	Arts Council project funding applied for (lead by Brewery Arts Centre)	Unsuccessful funding application

Great Place - Lakes & Dales	Green Place Lakes and Dales – Creative Nature	Programme Manager (0.4 x 19 months), Officer (0.4 x 19 months), GRCF £418,000 (total budget £492,000 funding application for project and activity delivery including engagement, consultation and events inc staffing for Support Officer (0.5 x 18 months), Team Leader (1 x FTE x 18 months), Rangers (2 x FTE x 18 months), Intern (0.2 x FTE x 18 months), Apprentice x 1 (x 0.4 X 6 months), Apprentice x 1 (x 0.4 x 6 months) and partner contributions	Green Recovery Challenge Fund (DEFRA/NLHF) funding applied for (decision July 2021)	Unsuccessful funding application STANDARD external legal support required to deal with the Funding Agreement(s).
Great Place - Lakes & Dales	Nurturing Creativity	Programme Manager (0.5 x 12 months), Officer (0.5 x 12 months); ACE project application for £49,000 (total budget £88,000) for project and activity delivery including digital resources, workshops and creative commissions, 0.2 comms consultant, 0.1 legacy consultant and partner contributions	Arts Council project funding applied for (decision Sep 2021)	Unsuccessful funding application STANDARD external legal support required to deal with the Funding Agreement(s).

Housing Needs Services	2.Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough	£149,000 per annum to provide funding to partners to provide the following services: · Drugs and alcohol worker · Supported Lettings · Supported Housing	None – activity completed	Priority. All funding is delivered via MHCLG grant. There is uncertainty around the grant funding for 2022/23.
Housing Needs Services	Council Plan: Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough.	Funding through Homelessness Prevention Grant. Bid successful for small amount of funding under Rough Sleeper Initiative Funding, although offset by other funding cuts.		Priority. Note significantly reduced funding allocation for CDC from NYCC for mental health and young persons funding will have an impact on service provision.
Planning Policy	Preparation & adoption of six Supplementary Planning Documents (SPDs) linked to elements of the Council Plan listed above. Details provided in Local Development Scheme (LDS)*	Spatial Planning Team currently comprising of: • Four permanent p/t planning officers (equivalent to 2.8FTE), • Two contractors, one full time and the other 10 hours per week.	If SPDs were not adopted by deadlines set out in the Council's LDS, this would mean that the agreed work programme has not been met with no supplementary planning guidance adopted by the Council. There is an allowance for slippage from LDS, however CDC are expected to meet the deadlines set out in its LDS.	Local Government Review is likely to have an impact on the work programme for preparing and adopting the SPDs.

Development Control	Deliver recommendations in Planning Peer Challenge Report	All Planning Service, Legal, Committee Services and Comms	Supplementary Revenue Estimate of approx. £120k to provide for additional management and agency support	Priority
Property Services	Council Plan: Facilitate and support initiatives to extend the Electric Vehicle Charging Network, access the main settlements	Property Manager, Parking Manager, Legal Officer. We have a capital bid for CDC's contribution and plan to submit an external funding bid	None	Priority. Dependent on external funding being available
Waste Management	Council Plan: Review the Waste Management Strategy and aim to achieve a 50% recycling rate	Review of Strategy – 0.1 FTE during review; 50% recycling rate – Dependent on success of Waste Education Programme (below)	Increased costs related to waste tonnages and contamination – £20k-£30k per annum depending on waste levels.	Priority. Current Government Strategy and Environment Bill will have a significant impact on waste management services.

3. Major Projects List – Projects with planned end dates beyond April 2023

Major Projects listed on the Major Projects list with a planned end of implementation beyond the intended date of Local Government Reorganisation (April 2023).

See Appendix – Project Templates – for full details of major projects.

- Increase Housing Supply (end 2025)
- Developing Craven Communities Together (end 2024)
- Support Cultural Hubs across Craven (end 2026)
- Natural Craven and the Northern Forest (end 2028)
- Skipton Station Masterplan (end 2030)
- Create an enterprise park for high-growth, knowledge-based businesses (end 2030)
- Grow and strengthen the industrial base of Bentham (end 2030)
- Growth of settlements along improved transport routes (end 2030)

4. Climate Emergency Strategic Plan – Council and Review Actions to be reviewed

This review covers specific actions that the Council has agreed to take either as part of a Climate Emergency Strategic Plan priority, or as a result of the recent review. It does not cover all partnership activity and does not include Climate Emergency activity completed as part of Business As Usual by our services.

See Appendix – Council Climate Emergency actions: LGR review – for full details of actions agreed by the Council.

2021 review priority: Tree planting

Additional resources are required to complete this activity.

- *Option 1: Assess remaining sites for tree planting (will require financial and people resource to be allocated)*
- *Option 2: Fund partner organisation / groups for further tree planting*
- *Option 3: Fund alternative activity (e.g. peatland restoration)*
- *Option 4: Postpone this activity – awaiting grant opportunities*

2021 review priority: Review Procurement Policies

Biannual review due in October 2021 – sustainable procurement could be further addressed as part of this, likely to be last update to procurement policy prior to LGR

2021 review priority: More energy efficiency opportunities for affordable housing development

There are unlikely to be further opportunities beyond existing garage site developments

2021 review priority: Planning for Waste Management fleet

Options to replace fleet beyond 3 vehicles already included in the plan may be limited. Reconfiguration of rounds enabled by improved in-cab technology – this requires a decision on funding.

2021 review priority: Work with SMEs to increase efficiency

Capacity to support this activity is limited – propose that local groups (e.g. chambers of commerce) are connected to the LEP ReBiz programme

2021 review priority and plan action CNE09: Support Town and Parish Councils

- Limited capacity to directly support parishes
- Proposed action is to accelerate establishment of a ‘coalition’-type arrangement with the intention of attracting external funding to support its administration; requires external resource to support
- Also 2-3 small demonstrator projects that can be replicated / used for reference by other towns / parishes

2021 review priority: Public Transport network

- Limited role for District authority
- Propose supporting the ‘transport group’ to finalise the ‘integrated transport in Craven’ report, forward to LEP and Y&H Climate Commission

Plan action CNE01: Renewable Energy Contracts

- Options unlikely to be cost-effective before LGR

Plan action CNE07: Identify a suitable location to build the first ‘demonstrator’ units for our low carbon rural housing design

- Unlikely to be possible within capacity before LGR

Plan Action CNE11: Close the Door

- No resource currently allocated and it is unclear whether this can be completed before LGR. A 'minimum campaign' may be possible

Plan Action TRT01: EV Charging Network

- Settle and Coach Street installations going ahead
- Need to check resources for village car park installations
- No resource to support wider chargepoint programme but could be proposed as partnership activity if external resources to support

Plan Action TRT03: Safer walking and cycling network

- Improvements to rural cycle network – no resource allocated to complete this – may be a suitable partnership activity but no resource to lead on this from CDC

Plan Action TRT04: Support Staff Transition to LEVs

- This is unlikely to be a priority prior to April 2023

Plan Action TRT08: Car Clubs and Car Sharing

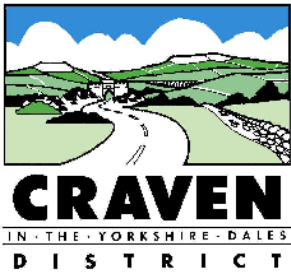
- This is unlikely to be a priority prior to April 2023

Plan Action TRT09: Incentivise Low Emissions Taxes

- Review whether resource is available to support this. Lobbying activity may be more likely than investment within available time and resources.

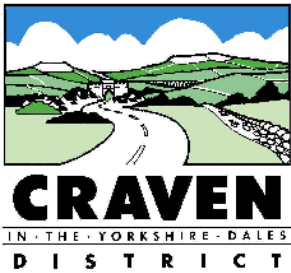
Plan Action CDC07: Events Programme

- This is unlikely to be a priority prior to April 2023. Some events may be co-ordinated via GPLD or as a result of the Cultural Strategy, but not a centrally co-ordinated programme



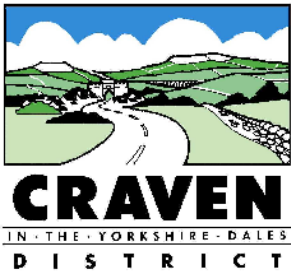
Project Template

Project/Programme Name	Increase Housing Supply												
Project aims	Contribute towards the delivery of the allocations in the Local Plan by using Council assets to build 25 housing units per annum from 2020 across all tenures												
Description (Set out how the aims will be achieved)	<p>Prioritise and progress a pipeline of strategic housing sites</p> <p>Acquire new build properties for shared ownership using commuted sums</p> <p>Maximise Homes England funding to support and increase the delivery of affordable homes at an intervention rate of up to £60k per property</p> <p>Establish a revolving fund to provide the funds for infrastructure and the resources to deliver the development sites</p> <p>Investigate options for the development of market and affordable rent properties for Council's retention</p> <p>Promote rural sites to support communities and better enable SME's and self-builders to contribute to delivery</p>												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping	X												
Project development		X											
Implementation			X	X	X	X	X	X					
Resources (estimate level of resources for each stage)				Budget (£)					Staff				
	Project development			Capital Budget of £17.5m for construction and acquisition					Development Manager 1 FTE				
	Project implementation			£100k Development Manager, Clerk of Works, Legal					Clerk of Works 0.5 FTE Legal Advisor 0.5FTE				



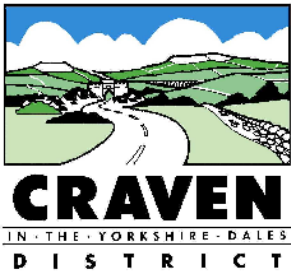
Project Template

Project/Programme Name	Off Site Housing Model												
Project aims	Design and Develop an off-site housing model fit for 21 st Century and roll out across the district												
Description (Set out how the aims will be achieved)	Design a model to ensure its energy efficient and has electric charging points, fibre broadband and mobile technology Contract with provider of OSM homes to deliver CDC Off Site Housing Model Identify development site (s) where up to 4 off site housing units can be delivered												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping		X											
Project development		X											
Implementation			X	X									
Resources (estimate level of resources for each stage)				Budget (£)					Staff				
	Project development			£17,500 Project Officer £20,000 Design and Planning					Project Officer 0.5 FTE to procure architect and contractors, oversee design work and identify development sites				
	Project implementation			£500,000 off site manufacturing of 4 units									



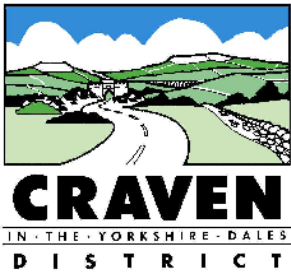
Project Template

Project/Programme Name	Developing Craven Communities Together												
Project aims	Infrastructure to support delivery of government and community services remotely Reduce social isolation and loneliness Improve access to cultural activities and healthy lifestyle – exercise and nutrition Improve quality and sustainability of community facilities												
Description (Set out how the aims will be achieved)	Working in partnership with CCGs etc. to address health and wellbeing inequality across the district, supporting the 'Nurturing Neighbourhoods' project to address loneliness and isolation Streaming infrastructure in 10 rural hubs Content and programme development for cultural and healthy lifestyle activities Long term skills and capital development support for rural hubs												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping	X	X											
Project development		X	X										
Implementation			X	X	X	X	X						
Resources (estimate level of resources for each stage)						Budget (£)			Staff				
	Project development					£25k			1.5 FTE				
	Project implementation					£3m			1.5 FTE				



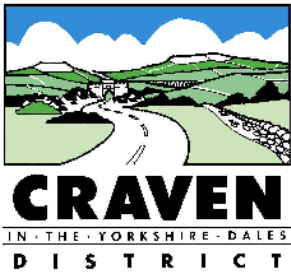
Project Template

Project/Programme Name	Support Cultural Hubs across Craven												
Project aims	<p>To complete the redevelopment of Skipton Town Hall Develop and support 8 cultural hubs Develop content to support venues across Craven Provide access and engagement to high quality artistic content Developing skills and career development Improve institutional strength of cultural organisations</p>												
Description (Set out how the aims will be achieved)	<p>Will complete the development of Skipton Town Hall and implement the work programme Aim to create an NPO Establish in partnership with others a cultural apprenticeship scheme Enable and facilitate the development of new and existing hubs including Grassington and Otley Street Develop an “on tour” programme for Craven Introduce the accredited arts award scheme</p>												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping			X										
Project development				X									
Implementation					X	X	X	X	X				
Resources (estimate level of resources for each stage)					Budget (£)					Staff			
	Project development				£50k					1 FTE			
	Project implementation				Rev £200k Cap £6m					1.5 FTE			



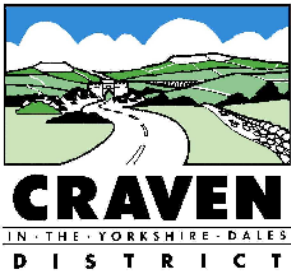
Project Template

Project/Programme Name	Natural Craven and the Northern Forest												
Project aims	Reduce flood risk to Craven communities Increase accessibility to the countryside Increase healthy lifestyles Safe cycling routes between villages and towns Enhancing habitats Create a tourist attraction												
Description (Set out how the aims will be achieved)	Location for the Craven element of the northern forest Identification of possible new and improved routes including Settle to Gisburn Forest and loops off and connections between national cycle routes and footpaths Use art and heritage to animate the routes Business development to maximise the opportunities from the infrastructure.												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping	X	X	X										
Project development				X	X	X	X						
Implementation		X	X	X	X	X	X	X	X	X	X		
Resources (estimate level of resources for each stage)				Budget (£)					Staff				
	Project development			£100k					1 FTE				
	Project implementation			£8m					1 FTE				



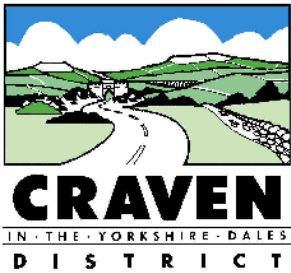
Project Template

Project/Programme Name	Skipton Station Masterplan Implementation												
Project aims	Improve infrastructure in and around Skipton Station Increase economic vibrancy including number of dwellings and jobs Create an attractive gateway to the town Improve connectivity within Skipton Maximise the value of the Council's assets												
Description (Set out how the aims will be achieved)	Complete the Growth Deal project which will produce an implementation plan Redevelop Cavendish Street car park and Skipton Bus Station Improve the appearance and function of Skipton Station including the local road network, car parking												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping	X	X	X										
Project development				X	X	X	X						
Implementation								X	X	X	X	X	X
Resources (estimate level of resources for each stage)					Budget (£)				Staff				
	Project development				£350k				5 FTE				
	Project implementation				£30m				3 FTE				



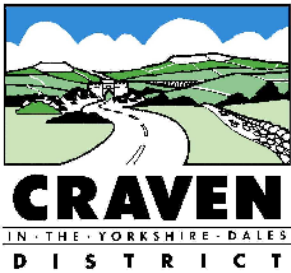
Project Template

Project/Programme Name	Create an enterprise park for high-growth, knowledge-based businesses												
Project aims	Attract higher value business Increase higher skills and pay opportunities Attract and retain younger people Attract inward investment												
Description (Set out how the aims will be achieved)	Identify location and produce feasibility assessments to create a substantial enterprise park Understand the needs of the sectors Create links to universities												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping				x	x								
Project development						x	x	x					
Implementation									x	x	x	x	x
Resources (estimate level of resources for each stage)				Budget (£)					Staff				
	Project development			£1m					4 FTE				
	Project implementation			£50m					2 FTE				



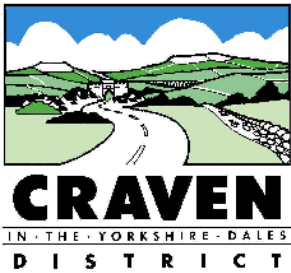
Project Template

Project/Programme Name	Grow and strengthen the industrial base of Bentham												
Project aims	<p>Increase the number, value and diversity of jobs in Bentham</p> <p>Improve road and rail links to the M6 and Lancaster</p> <p>Improve the quality of life offer within Bentham</p> <p>Safeguarding key employers in the area</p>												
Description (Set out how the aims will be achieved)	<p>Open new land for employment that is served by good quality road and rail infrastructure.</p> <p>Revitalised town centre with stronger focus on the centre</p>												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping					X	X							
Project development							X	X	X				
Implementation										X	X	X	X
Resources (estimate level of resources for each stage)					Budget (£)				Staff				
	Project development				£300k				1.5 FTE				
	Project implementation				£45m				1 FTE				



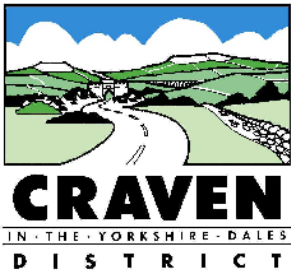
Project Template

Project/Programme Name	Growth of settlements along improved transport routes												
Project aims	<p>To provide Craven's housing, employment and transport needs post 2030</p> <p>Maximise the value from the rail franchise</p> <p>Retain younger people</p> <p>High quality built environment</p> <p>Future development built around sustainable transport</p>												
Description (Set out how the aims will be achieved)	<p>Opportunities within the revised Local Plan 2022 for settlement expansion linked to developments to improve northern transport routes</p> <p>Working with neighbouring authorities to agree appropriate approaches</p> <p>Appropriate housing and employment development near to be stations</p>												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping			X	X	X								
Project development						X	X	X	X	X	X		
Implementation											X	X	X
Resources (estimate level of resources for each stage)					Budget (£)				Staff				
	Project development				£1.5m				4 FTE				
	Project implementation				£350m				Lots				



Project Template

Project/Programme Name	Anaerobic Digestion Facilities for Craven												
Project aims	Explore options for the provision of anaerobic digestion facilities in Craven												
Description (Set out how the aims will be achieved)	<p>Undertake a feasibility study to identify potential AD solution, partners, potential locations, costs, funding options, energy output</p> <p>Subject to feasibility, commission a business case to establish anaerobic digestion facilities</p>												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping		X											
Project development		X											
Implementation			X										
Resources (estimate level of resources for each stage)					Budget (£)				Staff				
	Project development				£2,500 Project Officer £10,000 Feasibility Study				Project Officer 0.1 FTE to procure feasibility study, oversee feasibility work and present conclusions / next steps				
	Project implementation				£10,000 Business Case								



Project Template

Project/Programme Name	Promote use of Electric Vehicles in Craven												
Project aims	Install a network of Electric Vehicle Charging Points across the district												
Description (Set out how the aims will be achieved)	Replace Council fleet with electric vehicles												
	Procure services for the installation and management of charge points												
	Install electric charging points on CDC owned assets in suitable locations												
	Review the Council's commercial vehicle fleet, identify electric vehicle alternatives and replace vehicles with electric option as part of the ongoing replacement programme												
	Work with local taxi companies to provide rapid EV charge points in Council-owned taxi ranks and encourage taxis to change from fuel powered vehicles												
Key Milestones (Tick relevant years)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Project scoping		X											
Project development		X											
Implementation			X	X									
Resources (estimate level of resources for each stage)				Budget (£)					Staff				
	Project development			£5,000 project management £2,500 promotion					Project Officer 0.2 FTE to procure services, manage installation of charging points, explore electric vehicle options				
	Project implementation			£5,000 amend parking orders Capital Budget for vehicles									

Actions reviewed and recommended to continue throughout LGR period

2021 review priority and Plan actions CNE02-06: 'Decarbonising Skipton'

- Resources are already allocated including all Project Management resources. This project is the cornerstone of our decarbonisation activity for CDC.

2021 review priority: Waste Management

- Purchase of 3 smaller vehicles
- Vehicles with electric components

2021 review priority: Affordable housing development

- All BREEAM 'Very Good'
- All EV charging points
- Solar PV on some buildings where appropriate and affordable

2021 review priority: Local Energy Asset Representation study

- CDC have already committed funding for this project which will have long-term benefits for the region; resource requirements are low

2021 review priority: Tree Preservation Orders

- Our Tree Officer is continuing with this important programme of work

Plan Action CNE10: Increase Home Energy Efficiency

- Resources are already in place to fulfil our commitments under this action (EcoFlex and Green Homes Grant)

Plan Action TRT03: Safer walking and cycling network

- Transforming Cities Fund work is continuing and is already in partnership with NYCC
- Work on additional cycle parking in Skipton is continuing, funded by HAZ

Actions recommended for review for LGR period

2021 review priority: Tree planting

- Additional resources are required to complete this activity.
 - *Option 1: Assess remaining sites for tree planting (will require financial and people resource to be allocated)*
 - *Option 2: Fund partner organisation / groups for further tree planting*
 - *Option 3: Fund alternative activity (e.g. peatland restoration)*
 - *Option 4: Postpone this activity – awaiting grant opportunities*

2021 review priority: Review Procurement Policies

- Biannual review due in October 2021 – sustainable procurement could be further addressed as part of this, likely to be last update to procurement policy prior to LGR

2021 review priority: More energy efficiency opportunities for affordable housing development

- There are unlikely to be further opportunities beyond existing garage site developments

2021 review priority: Planning for Waste Management fleet

- Options to replace fleet beyond 3 vehicles already included in the plan may be limited
- Reconfiguration of rounds (could be improved by in-cab technology) – requires a decision

2021 review priority: Work with SMEs to increase efficiency

- Capacity to support this activity is limited – propose that local groups (e.g. chambers of commerce) are connected to the LEP ReBiz programme

2021 review priority and plan action CNE09: Support Town and Parish Councils

- Limited capacity to directly support parishes
- Proposed action is to accelerate establishment of a 'coalition'-type arrangement with the intention of attracting external funding to support its administration
- Also 2-3 small demonstrator projects that can be replicated / used for reference by other towns / parishes

2021 review priority: Public Transport network

- Limited role for District authority
- Propose supporting the 'transport group' to finalise the 'integrated transport in Craven' report, forward to LEP and Y&H Climate Commission

Plan action CNE01: Renewable Energy Contracts

- Options unlikely to be cost-effective before LGR

Plan action CNE07: Identify a suitable location to build the first 'demonstrator' units for our low carbon rural housing design

- Unlikely to be possible within capacity before LGR

Plan Action CNE11: Close the Door

- No resource currently allocated and it is unclear whether this can be completed before LGR. A 'minimum campaign' may be possible

Plan Action TRT01: EV Charging Network

- Settle and Coach Street installations going ahead
- Need to check resources for village car park installations
- No resource to support wider chargepoint programme but could be pursued as partnership activity

Plan Action TRT03: Safer walking and cycling network

- Improvements to rural cycle network – no resource allocated to complete this – may be a suitable partnership activity but no resource to lead on this from CDC

Plan Action TRT04: Support Staff Transition to LEVs

- This is unlikely to be a priority prior to April 2023

Plan Action TRT08: Car Clubs and Car Sharing

- This is unlikely to be a priority prior to April 2023

Plan Action TRT09: Incentivise Low Emissions Taxis

- Review whether resource is available to support this. Lobbying activity may be more likely than investment.

Plan Action CDC07: Events Programme

- This is unlikely to be a priority prior to April 2023. Some events may be co-ordinated via GPLD or as a result of the Cultural Strategy, but not a centrally co-ordinated programme

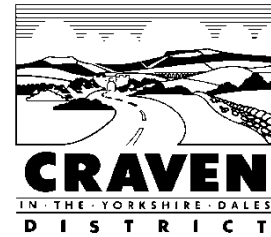
Policy Committee 14th September 2021

Woodland Creation in Craven - 2018 to 2050

Report of the Director of Services

Lead Member –Cllr Carl Lis

Ward affected: All



1. Purpose of Report

- 1.1 To discuss the challenge of woodland creation in Craven and to agree a target for tree canopy coverage in Craven up to 2050 for consultation purposes.

2. Recommendations

- 2.1 Agree to set the ambition for new woodland creation of 8,929 hectares by 2050.
- 2.2 Agree to establish a target of 3,074 hectares of new woodland by 2030.
- 2.3 To carry out a consultation meeting with stakeholders and then a four-week public consultation to inform the final tree canopy target.
- 2.4 To delegate authority to the Director of Services, in consultation with the Lead Member for the Environment to agree the final target.

3. Background

- 3.1 The planting of trees is one of the best approaches to help flood prevention, capture carbon from the atmosphere and create robust, diverse habitats. Over many centuries land use practices across Craven have removed much of the ancient woodland that once covered the area. Craven currently has a woodland coverage of only 5.4% and this compares poorly to the England average of 12% and the United Kingdom average of 13%.
- 3.2 There is an increasing focus on the creation of new woodland to address climate change but also mitigate against the effects of climate change. The Committee on Climate Change states that to achieve carbon neutrality by 2050 require between 2.3 billion and 3.8 billion additional trees. This would raise the UK tree cover from 13% to 20% or nearly four times the current Craven figure.
- 3.3 The White Rose Forest Partnership covers all of West and North Yorkshire and, as a member, we are working with several initiatives that aim to increase tree coverage. Two such initiatives are the Northern Forest and the Leeds Flood Alleviation Scheme. The Northern Forest will plant 50 million trees by

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2032 creating a band of trees across the North of England from Liverpool to Hull. The Leeds Flood Alleviation Scheme is using natural flood management techniques to slow the flow of the River Aire catchment which will involve up to 2 million new trees being planted in the Upper Aire catchment.

- 3.4 Craven includes the upper river catchments for recent major flood events in Leeds, Tadcaster and Central Lancashire and increasingly the Environment Agency are looking at whole catchment solutions to addressing downstream flooding. Craven is therefore of great interest to government agencies to find solutions to flooding. Low woodland cover in Craven contributes to the flooding of our communities as rain runs rapidly off the steep bare hills to cause flash flooding.
- 3.5 Craven District Council has declared a climate emergency and although initiatives to reduce the use of carbon energy and produce renewable energy form a major part of the climate emergency strategy, a significant and necessary component is the drawdown of carbon from the atmosphere and this can be done by planting trees.
- 3.6 Much has been achieved in Craven in recent years. The Yorkshire Dales Millennium Trust has planted 1.5 million trees in the Yorkshire Dales and Nidderdale since 1996, Elslack Estate planted 63,000 trees in 2017 and Broughton Hall planted 207,000 trees in 2020/21 with the support of the Forestry Commission and the Environment Agency. In 2020 Craven DC planted 7,000 on its own land in Skipton. Currently the Wild Ingleborough Project is rewilding 1,150 hectares of land with low intensity grazing and it will plant 30,000 trees but many more are expected to regenerate naturally.
- 3.7 By setting a target it gives partners a focus of the scale of the challenge and an appreciation of the resources and infrastructure required. It presents funders with the scale of ambition and so that ambition for the necessary funding.
- 3.8 There are significant barriers to increasing woodland coverage, in particular the willingness of landowners to make land available, the complexity of the funding arrangements, increasingly there are problems with the supply of saplings and also capacity within the industry to plant enough trees to meet national targets.
- 3.9 The current funding is from a wide range of sources, initial funding streams include Trees for Climate and Northern Forest Grant, Forestry Commissions England's Woodland Creation Offer, the Woodland Trust, private sponsorship e.g. Northern Gas Network. Increasingly funding from post Common Agricultural Policy schemes, carbon off setting from the private sector and bio-diversity net gain from through the planning process will play a bigger role.

4. Tree Coverage Target Setting

- 4.1 In 2018, using aerial photography, tree cover was digitised and mapped for North and West Yorkshire to create a WRF Blue Sky Tree Map. The map shows

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113,047 hectares of tree canopy out of a total area of 1,031,925 hectares, equating to a tree canopy rate of 11%.

- 4.2 Craven and Richmondshire have by far the lowest tree coverage in West and North Yorkshire at 5.4% and 5.7% respectively. Districts with the highest tree coverage are Leeds (17.2%), Ryedale (15.4%) and Kirklees (15.2%) with many districts at 12%.
- 4.3 The United Bank of Carbon has identified that if all of the planned greenhouse gas reductions are achieved there will still be a residual 1,860 K Tonnes per year that needs to be addressed in order to achieve zero carbon targets. The WRF have therefore suggested a tree canopy target of 19% across North and West Yorkshire and this would mean by 2050, 931 K Tonnes of CO₂ could be sequestered annually equating to 50% of expected residual CO₂ emissions.
- 4.4 Clearly, urban areas produce significantly more carbon per hectare than an area such as Craven and therefore the required planting is lower to achieve 50% residual carbon uptake in Craven. That said our current low start point and the availability of land would indicate that a Craven target should be taking a step forward at least as big as the average for the WRF area. Therefore, an 8 percentage point increase from 5% to 13% would seem to be the correct scale of change.
- 4.5 For Craven's tree cover to raise from 5.4% to 19% is the equivalent of an additional 32 million trees. This would be a huge undertaking to find sufficient land, resources and capacity to bring Craven to the forecasted North and West Yorkshire tree cover.
- 4.6 It is therefore proposed that the ambition for Craven should be to achieve a tree cover of 13% (the current national figure) by 2050. This still equates to an additional 17.9 million trees and it is expected to be one of the largest percentage increase across North and West Yorkshire. Therefore, to achieve the ambition of 13% tree cover by 2050 is a very challenging target.
- 4.7 The Yorkshire Dales National Park Authority have agreed tree planting targets across the whole National Park of 6,000 ha by 2030 of which 2220 ha would be in Craven. To achieve the ambition of 13% tree cover by 2050 this would indicate at target outside of the National Park of 756 ha by 2030.

	2018 to 2030	2031 to 2050	Total
YDNPA (Craven Only)	2,220		
Craven (Outside of the National Park)	756		
Craven Total	2,976	5,953	8,929

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- 4.8 To meet the climate emergency targets it would be best to plant as early as possible as the carbon uptake increases as the tree matures. This though needs to be tempered with the acknowledgment that there are a series of issues to overcome from the need for a significant period of landowner engagement to the fact that there are currently insufficient saplings to meet current requirements. Therefore, a flat planting rate has been projected.
- 4.9 To help focus the search for suitable land the White Rose Forest are developing criteria so greater emphasis will be placed on sites such as land connected to ancient woodland, riparian corridors and marginal land with less productive farmland. There are also opportunities to increase the scale and density of hedgerows as well as supporting the planting of more field trees and also silvopasture (combining productive woodland and farmland). Areas such as areas of bog, peatland and high value farmland will be excluded from any search and this removes large areas of upland Craven. Overall the White Rose Forest follow the principal of the right tree in the right place so each site is designed to try to provide a mix of native species.
- 4.10 Although not part of this report, in time it is hoped that increased woodland cover nationally will enable new industries to develop such as timber in building materials including timber frame houses and cross laminated timber so replacing carbon intensive materials like steel and concrete.

5. Consultation Process

- 5.1 The proposed consultation will be with stakeholders from the environmental sector and the arboriculture industry in order to understand both the scale of ambition and the capacity to deliver large scale woodland planting. There will be a meeting of stakeholders in early September and then a four-week consultation period with the public.
- 5.2 It is not the intention to consult with landowners at this stage as they will be subject to on-going engagement with the White Rose Forest and the Landowner Engagement Team. The targets are designed to both inform both the Climate Emergency Plan and also to inform funders and industry of the aspired scale of development. It does not place any obligations on landowners to directly achieve the agreed target.

6. Implications

6.1 Financial Implications

There are no financial implications arising from this report.

6.2 Legal Implications

There are no legal implications arising from this report.

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7. Contributions to Corporate Priorities

The proposals in this report support the Council priority of Tackling the Climate Emergency.

7.1 Impact on the declared Climate Emergency

The planting of new woodland is an essential component in achieving the Climate Emergency Targets as well as mitigating the climate change impacts such as loss of habitat, greater incidence of flooding and localised heating.

8. Risk Management

There are no risks arising from this report.

9. Chief Finance Officer (s151 Officer) Statement

A Chief Finance Officer statement is not required for this report. Further financial implications will be considered taking into account the outcomes of the consultation.

10. Monitoring Officer Statement

A Monitoring Officer statement is not required for this report

11. Consultation with Others

None

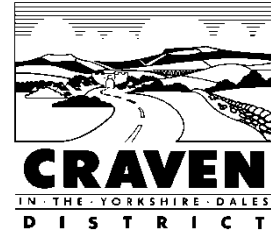
12. Appendices

None

13. Author of the Report

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Policy Committee – 14th September 2021



AFGHAN RESETTLEMENT AND ASSISTANCE POLICY SCHEME.

Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: All

1. **Purpose of Report:**

To inform members of the current position with regard to the resettlement of Afghan nationals in North Yorkshire, and seek approval for Craven District Council to take part in the government's Afghan Resettlement and Assistance Policy Scheme (ARAP), thereafter called "the scheme"

2. **Recommendations** – Members are recommended to:

- 2.1 Agree to support the Afghan resettlement scheme.
- 2.2 Agree that the Council's commitment to this scheme shall be a maximum of 15 people (approximately 2 – 3 households)
- 2.3 Give delegated authority to the Chief Executive to enter into a Partnership Agreement with North Yorkshire County Council and Migration Yorkshire concerning this scheme;
- 2.4 Give delegated authority to the Director of Services to vary existing nomination agreements with Registered Providers to enable the allocation of social housing to the Afghan LES.
- 2.5 Give delegated authority to the Director of Services to apply to the Afghan LES (Locally Employed Staff) Housing Costs Fund
- 2.6 Agree that in the event of any shortfall in rent, payment will be made from the Council's Discretionary Housing Payment fund.

3. **Background**

- 3.1 The UK Government has been running a scheme to support locally employed staff (LES) in Afghanistan (mainly interpreters) working in often in dangerous and

challenging situations, in recognition of their commitment and bravery shown supporting UK military forces since 2013.

- 3.2 The scheme supports current and former Afghan LES who have worked for British Armed Forces and provides appropriate support that honours their service and properly reflects their work and the risks involved. The scheme provides a range of in-country packages of assistance in Afghanistan and, for those who meet the criteria, relocation to the UK with their dependants
- 3.3 Those arriving in the UK under the scheme will have been assessed as being 'under serious threat to life'. Those who qualify and choose to relocate to the UK with their families are not expected to return to Afghanistan. On arrival they will be given immediate indefinite leave to remain in the UK, ensuring that they can settle here permanently and continue to build their lives and future here.
- 3.4. The UK government pledged to resettle around 3,000 Afghan LES and their families through the scheme by the end of September 2021.

4. **The North Yorkshire Scheme**

- 4.1 Migration Yorkshire proposed that participating local authorities in the Yorkshire and Humber region adopt the 'fair share' approach based upon their population levels. For North Yorkshire, this equated to resettling in the region of 40 people. Three local authorities - Selby, Hambleton and Harrogate – participated and have resettled 42 people (8 households) in the last few weeks.
- 4.2 Due to the deteriorating situation in Afghanistan, the UK government has now pledged to increase the number of people resettled through the scheme to approximately 10,000 and consequently this means an increase in the number of people to be resettled in North Yorkshire to around 100.
- 4.3 The preference would be for new arrivals to be resettled in the three council areas that have already housed Afghan families to prevent isolation and enable the better targeting of resources, however Craven District Council has been approached by a private landlord who has offered a 6 bed house in Skipton.
- 4.4 This size of property is very sought after by the Home Office as they are struggling to find suitable accommodation for the larger families that are currently in the UK, so North Yorkshire County Council have agreed to the resettlement of families in Craven on the proviso that this property can be secured, and in addition they would require us to house at least one another household to prevent isolation. If we are not able to secure the 6 bed house then it is likely that resettlement will not go ahead in Craven.
- 4.5 In the event that we are unable to source suitable accommodation from the private sector, then we would have to approach our registered provider partners, who have indicated their support for the scheme. This may require the allocation of properties outside of existing nomination agreements, and members are asked to give

delegated authority to the Director of Services to vary any agreements as necessary.

- 4.4 We have identified Skipton as our preferred area for resettlement as this has the largest housing stock, available school places, a wide range of services and easy access to Bradford where there is an existing Afghan community and specialist services.
- 4.5 Due to the complex nature of the resettlement process, it is essential that all partners are clear about their responsibilities and commitments in relation to the resettlement of the refugees. The Council will be required to sign a Partnership Agreement with North Yorkshire County Council.

5. **Support**

- 5.1 The Home Office funds regional strategic migration partnerships throughout the United Kingdom. Migration Yorkshire is the partnership for Yorkshire and Humber Region and their role is to ensure that the region can respond to migration and provide support to local authorities.
- 5.2 Migration Yorkshire will provide strategic leadership and co-ordination, managing the contract with the Home Office and negotiating with NHS England, Police and other key agencies on our behalf. They will also manage practical aspects such as arranging the charter flights for the refugees, collecting them from the airport and transporting them to the region.
- 5.3 It is recommended that the Council agrees to participate in the wider regional context. There are no cost implications to the Council of entering into such an agreement, as any costs will be met by the grant paid from the Home Office.

6. **Afghan Citizens Resettlement Scheme - ACRS**

- 6.1 Members may also be aware that the Government announced a new Afghan Citizens' Resettlement Scheme which anticipates resettling 5,000 people in the UK in the first year and 20,000 in due course.
- 6.2 The scheme will prioritise women, girls, children and those most in need, who are likely to face human rights abuses and dehumanising treatment by the Taliban, and may also include a number of other categories of people evacuated to the UK such as contract staff working with British forces, Afghans working for British NGOs, people who have had student or other visas, and Afghan Government officials
- 6.3 The scheme has not yet been officially launched and no details have been provided of timescales and funding arrangements. A further report will be submitted to Members for approval once further information is available.

6. **Implications**

6.1 Financial Implications.

The ARAP Scheme is wholly grant funded by the UK government and so it is not anticipated that there will be any call on CDC resources apart from staff time, which can be covered from existing resources.

The Home Office pays a grant to local authorities to cover all of the costs incurred in setting up and operating the scheme for the first 12 months. Costs will include management of the scheme, housing costs (until such a time as benefits are in payment), set up costs of accommodation, cultural integration including English language provision, and the provision of specialist and intensive support. It is anticipated that the grant payable will be in the region of £10,500 per person to be divided between the County Council and district authorities.

There is a risk that the housing element of Universal Credit will not cover the full rent of any property sourced by the Council under this scheme. The government has recognised that this may be an issue and announced The Afghan LES Housing Costs Fund which will provide a top up to help councils meet the costs of renting properties for those that need it, including larger homes for families. No further details are as yet available, but members are asked to give delegated authority to the Director of Services to make an application to the fund.

In the event that funding cannot be procured from this source that meets the rent shortfall in full, then the Council would have to provide rent top up from its Discretionary Housing Payment Fund.

6.2 Legal Implications:

Local authorities participating in the scheme will be required to meet the obligations set out in the Grant Agreement.

7. Contribution to Council Priorities:

This does not directly relate to any of the Council Plan Priorities.

8. Risk Management:

There are no strategic risk management issues arising from the report.

9. Equality Analysis:

The resettlement of refugees in the Craven district will require a full equality analysis, and it is acknowledged that there is the potential for unlawful discrimination, harassment and victimisation. As we intend taking a partnership approach to the issue the partnership Councils will undertake a comprehensive equality analysis which will become available in the coming months.

It will be crucial that the Council is proactive in fostering good relations between the refugees and the existing community and help them to positively integrate. A key

element of the local response will be to work with local support groups and ensure close co-ordination of agencies along with a clear communications plan.

10. **Consultations with Others:**

North Yorkshire County Council's Leader consulted with North Yorkshire District Council Leaders on 28 May 2021 by email to ascertain the level of interest for participating in the scheme. The District Council Leaders for Craven, Harrogate, Hambleton, Richmondshire, Selby and Scarborough supported participation in the scheme. Ryedale District Council did not respond in view of it not having a Leader at the time.

York, North Yorkshire and East Riding Chief Housing Officers group met on the 26th August and all attendees supported participation.

11. **Access to Information : Background Documents:**

None

12. **Author of the Report:**

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01756 706466.
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13. **Appendices:**

Appendix 1- Afghan Relocation Scheme Funding Instruction



Home Office

Funding Instruction for local authorities in the support of the United Kingdom's Afghan Locally Engaged Staff Ex Gratia & Afghan Relocation and Assistance Schemes

Financial Year 2021-2022

Resettlement Operations

Lunar House

Croydon

CR9 2BY

Date of issue 24 July 2021

Version 1.1



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TERMS AND CONDITIONS OF FUNDING

1. DEFINITIONS

- 1.1. An “**Adult**” for the purpose of the English language provision means a Beneficiary who is 19-years of age or older, or who turns 19 within the first twelve (12) Months of arrival in the UK.
- 1.2. An “**Annex**” means the annexes attached to this Funding Instruction.
- 1.3. The “**Authority**” means the Secretary of State for the Home Department acting through the Resettlement Operations on behalf of the Crown.
- 1.4. A “**Beneficiary**” means those eligible for relocation under the Afghan Locally Engaged Staff Ex Gratia and Afghan Relocation and Assistance schemes and their immediate dependants.
- 1.5. A “**Case of Interest**” means a Beneficiary has:
 - been arrested for an offence involving violence; weapons; terrorism/extremism; sexual offences (criminality);
 - been subjected to a hate crime (hate crimes);
 - had a PREVENT referral made regarding them (PREVENT referral);
 - suffered a serious negative impact (or perceives they have) because of an act or omission by the Home Office and/or local authorities/delivery partners’ (perceived failing);
 - been involved in any other incident which the media is aware of (potential media coverage).
- 1.6. A “**Clause**” means the clauses in this Funding Instruction.
- 1.7. “**Critical Success Factors**” means the indicators required to assess the success of the Funding against its intended outcome.
- 1.8. “**Data Protection Legislation**” means (i) the General Data Protection Regulations (“GDPR”) including the Law Enforcement Directive and any applicable implementing Laws as amended from time to time, (ii) the Data Protection Act 2018 (“DPA 2018”) to the extent that it relates to the processing of Personal Data and privacy, and (iii) all applicable Law about the processing of Personal Data and privacy.
- 1.9. The “**Data Sharing Protocol**” (or the “**DSP**”) means the set of principles detailed in Annex B which govern the processes and practicalities of information sharing between the Authority and the Recipient, and which the Recipient agrees to abide by and comply with.
- 1.10. “**Day**” means any calendar day Monday through Sunday (inclusive).
- 1.11. “**Delivery Partner**” means any Third-Party whether an organisation or an individual working with the Recipient, whether remunerated or not, in the delivery of this Funding Instruction for the provision of the Purpose.

- 1.12. **“Eligible Expenditure”** means all costs, expenses, liabilities and obligations that are related to, incurred by or arise out of the delivery, activities and operations of the Purpose by the Recipient during the funding period 22 June 2021 to 31 March 2022 which comply in all respects with the eligibility rules set out in this Instruction as determined by the Authority at its sole discretion.
- 1.13. **“ESOL”**¹ means a formal ‘English for Speakers of Other Languages’, or other equivalent formal language skill support.
- 1.14. **“Exceptional Costs”** means additional expenses incurred by a Recipient in supporting a Beneficiary for which the Authority has a budget and may, on a case-by-case basis, agree to reimburse.
- 1.15. A **“File Share Area”** (or the **“FSA”**) means the designated area within MOVEit from where a Recipient can access files that the Authority has made available to share.
- 1.16. **“Formal Language Training”**² Formal Language Training” means the provision of ESOL that, where possible, should lead to Beneficiaries attaining accredited qualifications from a provider regulated by an appropriate national body (i.e. OFQAL, SQA or Qualifications Wales). This also includes courses which do not themselves lead to an accredited qualification, but which help Beneficiaries to later access a course which does lead to an accredited qualification. For instance, non-regulated provision offered by providers at pre-entry level, for which there are no accredited qualifications. All formal language training must meet the following key characteristics:
- 1.16.1. Their delivery is led by qualified tutors, and
- 1.16.2. They are appropriate to individual Beneficiary’s abilities as identified following a diagnostic assessment led by a qualified ESOL tutor, and
- 1.16.3. They follow agreed curricula³.
- 1.17. The **“Funding Instruction”** (or the **“Instruction”**) means this document which describes the conditions under which a Recipient may claim Funding.
- 1.18. **“Funding”** means the Authority’s financial contributions towards a Recipient’s Eligible Expenditure incurred supporting Beneficiaries for up to twelve (12) Months following their arrival into a local authority area and the commencement of the provision of housing and support and in accordance with the terms and outcomes of this Instruction.
- 1.19. **“Informal Language Training”**⁴ means language training provision that does not have any or all of the characteristics described in 1.16 for example, it can take place in any location, may or may not have a pre-set curriculum and will usually be provided in a structured or semi-structured way, delivered by a range of people including volunteers. It can include confidence building, active citizenship and a whole host of leisure or community activities.
- 1.20. **“Information Acts”** means the Data Protection Legislation, Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations

¹ Please also refer to the Guidance on Commissioning ESOL for further information

² Please also refer to the Guidance on Commissioning ESOL for further information

³ Please also refer to [the Excellence Gateway](#) for further information on the ESOL national curriculum and Skills for Life Curriculum

⁴ Please also refer to the Guidance on Commissioning ESOL for further information

2004 (“EIR”) in force, and any applicable implementing Laws as amended from time to time.

- 1.21. **“In Writing”** means modes of representing or reproducing words in visible form including but not limited to paper correspondence, email, display on screen and electronic transmission.
- 1.22. **“Law”** means any applicable law, statute, byelaw, regulation, order, regulatory policy, guidance or industry code, judgement of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation.
- 1.23. The **“Local Administrator”** means a senior member of the Recipient’s staff who will act as the single point of contact for authorising access to the Recipient’s designated FSA within MOVEit.
- 1.24. A **“Month”** means a calendar month.
- 1.25. **“MOVEit”** means the Authority’s online two-way file-sharing service that allows the sharing of Official and Official-Sensitive (IL2) data with other government departments, non-departmental public bodies and external organisations, in a completely secure environment. Files including PDFs, all types of Office documents, images and WinZip of up to 2GB in size may be shared.
- 1.26. An **“Overpayment”** means Funding paid by the Authority to the Recipient in excess of the amount actually due.
- 1.27. **“Personal Data”** has the meaning given to it in UK Data Protection Legislation.
- 1.28. A **“Recipient”** means a participating local or regional authority to which the Authority has agreed to provide Funding under this Instruction as a contribution towards eligible expenditure incurred supporting Beneficiaries.
- 1.29. **“Schedule”** means the Schedules attached to this Funding Instruction.
- 1.30. **“The Schemes”** means the Afghan Locally Engaged Staff Ex Gratia Scheme or the Afghan Relocation and Assistance Policy.
- 1.31. **“Staff”** means any person employed or engaged by the Recipient and acting in connection with the operation of this Instruction including the Recipient’s owners, directors, members, trustees, employees, agents, suppliers, volunteers and Delivery Partners (and their respective employees, agents, suppliers and Delivery Partners) used in the delivery of the funded outcomes.
- 1.32. **“SMP”** means Strategic Migration Partner.
- 1.33. **“Third Party”** means any party whether person or organisation other than the Authority or the Recipient.
- 1.34. A **“Working Day”** means any day Monday to Friday (inclusive) excluding any recognised UK public holidays.

2. THIS INSTRUCTION

- 2.1. It consists of 13 Clauses, 1 Schedule and 6 Annexes and replaces any funding instructions or grant agreements previously issued by the Authority providing financial contributions towards Recipients’ cost incurred supporting people arriving under these schemes.

- 2.2. This Instruction provides Funding enabling a Recipient to support Beneficiaries:
 - 2.2.1. during the first twelve (12) Months following arrival into a local authority area and the commencement of the provision of housing and support, – Schedule 1, Part 1.
 - 2.2.2. improve their English language skills to assist with integration and improve employability – Schedule 1, Part 2.

3. SCOPE

Claims can be made under this instruction for Beneficiaries who have arrived in the UK since 22 June 2021 under one of the relocation schemes stated at paragraphs 3.1. and 3.2.

- 3.1. The Afghan Ex Gratia Scheme originated in 2014 to provide funding to local authorities to support resettled Afghan staff locally engaged by the British armed Forces and the UK Government in Afghanistan.
- 3.2. The Afghan Relocations and Assistance Scheme went live on 1 April 2021 and provides similar support but to a wider range of staff. Local authorities will provide a package of support and assistance to those arriving under the scheme to help them to adjust to life in the UK. The level of the tariff and associated support costs has been agreed by the MoD and HMT to allow local authorities to provide a high level of intensive interventions and support in the 12 months following arrival into a local authority area and the commencement of the provision of housing and support to enable self-sufficiency for those relocated under these Schemes. Given this intensive provision no funding is being made available for later years.
- 3.3. The Authority is responsible for identifying Beneficiaries for relocation to the UK in liaison with the MoD.
- 3.4. The Recipient has made commitments to support the Schemes, and the Authority has agreed to provide Funding to the Recipient as a contribution to supporting Beneficiaries for up to twelve (12) months following arrival into a local authority area and the commencement of the provision of housing and support as further described in this Instruction.
- 3.5. Unless specifically stated otherwise, any Funding will be in respect of a Recipient's costs in fulfilment of its statutory duties and anything otherwise agreed with the Authority.
- 3.6. The Recipient shall be free to determine how best to utilise the Funding but for monitoring and evaluation purposes must be able to demonstrate that the Funding has been committed in supporting Beneficiaries and furthering the aims of the Schemes.
- 3.7. It is the Recipient's responsibility to ensure that its receipt, management, and expenditure complies with all tax requirements in force at the time and for the Funding Period.

4. DURATION

- 4.1. This Instruction sets out the terms under which the Authority will make Funding available to the Recipient, in respect of expenditure incurred supporting Beneficiaries brought to the UK under the Schemes during the period 22 June 2021 to 31 March 2022.
- 4.2. In keeping with established HM Treasury funding policies, the Authority will issue a fresh instruction for each financial year for which Funding is approved. This will occur whether or not any changes are made.

5. TRANSPARENCY, CONFIDENTIALITY, DATA PROTECTION AND DATA SHARING

- 5.1. The Recipient acknowledges that grant funded arrangements issued by government departments may be published on a public facing website and that the Authority shall disclose payments made against this Instruction in accordance with the UK Government's commitment to efficiency, transparency, and accountability.
- 5.2. The Recipient undertakes to keep confidential and not to disclose, and to procure that their staff keep confidential and do not disclose any information which they have obtained by reason of this Instruction.
- 5.3. Nothing in this Article 5 applies to information which is already in the public domain or the possession of the Recipient other than by reason of breach of this Article 5. Further, this Article 5 shall not apply to information which is required to be disclosed pursuant to any law or pursuant to an order of any court or statutory or regulatory body.
- 5.4. The Recipient and the Authority will comply at all times with its respective obligations under UK Data Protection Legislation.
- 5.5. The Recipient shall ensure that any personal information concerning any Beneficiary disclosed to them in the course of delivering these Schemes is treated as confidential and should only be disclosed to a third party in accordance with the provisions of UK Data Protection Legislation. In the event of any doubt arising, the matter shall be referred to the Authority whose decision on the matter shall be final. In particular, the Recipient shall:
 - 5.5.1. have in place appropriate policies and procedures to recognise and maintain the Beneficiary's need for confidentiality; and
 - 5.5.2. ensure that without the consent of a Beneficiary, details of that individual Beneficiary are not released to any organisation not party to this Instruction.
- 5.6. The Recipient shall not use any information which they have obtained as a result of delivering the Schemes (including, without limitation, any information relating to any Beneficiary) in any way which is inaccurate or misleading.
- 5.7. On receipt of personal data from the Authority, the Recipient will become an independent controller of that data in that the Recipient, in delivering the Schemes, will, at any time determine the purpose and means of the processing of the personal data. In doing so they shall comply with the applicable Data Protection Legislation in respect of their processing of such Personal Data, will be individually and separately responsible for its own compliance and with respect to its processing of Personal Data as independent Controller, implement and maintain appropriate technical and

organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the GDPR.

- 5.8. In the event of any unauthorised disclosure, the Recipient is responsible for following its local data protection arrangements and referring any personal data breach to the Information Commissioner's Office within 72 hours of identifying the initial incident.
- 5.9. In the event of any unauthorised disclosure the Authority must be informed without delay. The Authority will decide on what, if any, remedial action should take place and the Recipient shall be bound by and will abide by the decision of the Authority.
- 5.10. Where a Recipient is responsible for an unauthorised disclosure in breach of this Instruction, that Recipient will be liable for any consequences of such unauthorised disclosure, including (but not confined to) any civil or criminal liability.
- 5.11. The Authority expects the Recipient to share relevant information on the delivery of the Schemes and on Beneficiaries with its partners; before doing so, the Recipient must ensure that a formal agreement has been signed with the relevant deliverers of the Schemes which flows down the terms of the Data Sharing Protocol
- 5.12. All approaches made by any person or organisation not party to this Instruction in respect of delivery to fund the Schemes must be referred to the Authority's press office for their advice and/or action.
- 5.13. Where applicable, the Recipient and the Authority are required to comply with the Information Acts, any subordinate legislation made, and any guidance issued by the Information Commissioner.
- 5.14. The Recipient agrees to assist and cooperate with the Authority to enable the Authority to comply with its obligations under the Information Acts whenever a request is made for information which relates to or arises out of this Instruction.
- 5.15. No information shall be disclosed if such disclosure would be in breach or is exempted from disclosure under the Information Acts.
- 5.16. The Recipient shall ensure that it, and its Staff, complies with the Authority's data sharing protocols as described in Annex B.
- 5.17. The provisions of this Article 5 shall survive the termination of this Instruction, however that occurs.

6. FUNDING

Eligible Expenditure

- 6.1. Monies provided must not be used for any purpose other than achieving delivery of the Schemes outcomes detailed in this Instruction, nor is it permissible to vire any such funds elsewhere without prior written consent from the Authority.
- 6.2. Any funding issues resulting from a Beneficiary moving permanently from a participating local authority during the maximum twelve (12) Month term of the

Funding are to be resolved between the Recipient and the relevant local authority.

- 6.3. No aspect of the activity funded by the Authority may be party-political in intention, use or presentation.
- 6.4. The Funding may not be used to support or promote religious activity. This will not include activity designed to improve inter faith relationships and/or working.

Overpayments

- 6.5. The Authority must be notified at the earliest opportunity if a Recipient expects its Funding requirement to be lower than expected, to avoid Overpayments.
- 6.6. In the event that an Overpayment is made, howsoever caused, the Authority must be notified as soon as reasonably practicable. In such instances, the Authority may require immediate reimbursement of the Overpayment or may adjust subsequent payment(s) accordingly.

Cessation of Funding

- 6.7. The Authority's responsibility for providing Funding under this Instruction will cease no later than the twelve (12) Month anniversary of the Beneficiary's arrival into a local authority area and the commencement of the provision of accommodation and support and Funding is not claimable for any support provided beyond this anniversary.
- 6.8. Payments may also cease where the Beneficiary:
 - 6.8.1. dies,
 - 6.8.2. leaves the Recipient's area to live in another UK local authority area,
 - 6.8.3. indicates that they no longer wish to receive support under the Schemes,
 - 6.8.4. indicates that they are leaving the UK permanently,
 - 6.8.5. applies for some other Immigration status within the UK as advised by the Authority⁵, or
 - 6.8.6. otherwise leaves or becomes ineligible for the Schemes.
- 6.9. In the event of any such occurrence under Clause 6.8, the Recipient must notify the Authority without delay.
- 6.10. For the purposes of Clause 6.7, the twelve (12) Month period will commence on the date of the beneficiary's first arrival in the Recipient's area – be it to temporary bridging accommodation sourced by the Home Office or permanent accommodation provided by the Recipient under the Schemes and will continue unbroken until the end of that twelve (12) month period.
- 6.11. The Authority reserves the right to cease making payments through this Instruction if it has reasonable grounds to believe that the Beneficiary has sought to deceive the Authority, the relevant Recipient or a partner agency in relation to their circumstances, including their inclusion on the Schemes or their activities whilst so involved.

Exceptional Costs

- 6.12. Payments may also be made to cover additional essential costs incurred by the Recipient above and beyond what could reasonably be regarded as normal expenditure and not available through other mainstream funding mechanisms. Funding from the Exceptional Costs budget may be used, amongst other things, to pay for:
- Property Adaptations (see Annex D)
 - Property Void Costs (see Annex E)
 - Support for children with identified educational needs
 - Social Care provision
- 6.13. Before incurring Exceptional Costs, a Recipient shall seek agreement in writing from the Authority's Afghan Scheme Payments Team or risk having the claim rejected. The Authority will use its reasonable judgement when assessing mitigations for claims where this has not been possible. **See Annex F.**
- 6.14. All applications will be assessed, and payments made, on a case-by-case basis:
- 6.14.1. There is no minimum or maximum amount that can be claimed.
- 6.14.2. Exceptional Costs cannot be claimed for support provided to a Beneficiary that would normally be funded through mainstream health, education or through welfare payments.
- 6.14.3. Recipients must submit evidence of Exceptional Cost expenditure incurred (e.g. copy invoices) along with an Exceptional Costs claim form, before claims will be considered for payment.
- 6.15. The Authority will periodically review the operation of the Exceptional Costs process and budget.

General

- 6.16. Unauthorised spends that exceed the maximum stated Funding levels will not be reimbursed by the Authority.
- 6.17. In all instances, Funding received is to be pooled and managed across all the Beneficiaries supported by the relevant Recipient.
- 6.18. The relevant Recipient will be the single point of contact for invoicing and payments.
- 6.19. Any payments made under this Instruction will also cover VAT or other duties paid by the Recipient to the extent that these are not otherwise recoverable by the Recipient.
- 6.20. Nothing in this Instruction shall be construed as providing or permitting the total relevant benefits to exceed the statutory limit (the 'benefit cap') prevailing at the time of payment.

7. DATA RECONCILIATION AND PAYMENTS

- 7.1. The Recipient shall complete applications for payment in the form set out in Annex A, which includes details of each Beneficiary and the financial support applied for.

- 7.2. Specific instructions for the completion of Annex A are included in the LA funding Excel workbook, which will be supplied by the Authority. The Annex A should only be submitted via the Authority's secure data transfer portal, "MoveIT DMZ", to ensure compliance with Data Protection Legislation.
- 7.3. Payments will be made within thirty (30) Days of receipt of a correctly completed claim.
- 7.4. The Annex A submitted for payment should be received by the Authority no later than three (3) Months after the close of the period to which the application relates; late returns may result in payment being delayed. The Recipient will have the opportunity to make representations if they believe that the level of Funding received is less than that to which they are entitled under the terms of this Instruction. Any discrepancies regarding the amounts paid must be notified by the relevant Recipient to the Afghan Scheme Payments Team within one (1) Month of the Annex A response being sent, following reconciliation against the Authority's records.
- 7.5. At the end of the period for which support is paid, final checks will be carried out to ensure that the payments already made accurately reflect the amounts to which the Recipient is entitled. Payments made as a result of applications are to be regarded as payments on account, which will be finalised when the final claim is confirmed by the Authority. The Recipient should note that the format of the claim spreadsheets **must not** be altered.
- 7.6. Where a Recipient believes that the level of Funding actually paid by the Authority is less than that to which they are entitled under the terms of this Instruction, the Recipient may make representations to the Authority's Funding Team. Any discrepancies must be notified to the Afghan Scheme Payments Team within one (1) Month of a payment being made. Retrospective payments by the Authority for individuals not promptly included in the Annex A claim may be agreed only where exceptional circumstances can be shown.
- 7.7. Payments will be made by BACS using account details that the Recipient must supply to the Authority on headed notepaper, signed by a senior finance official. The Recipient is responsible for ensuring that the Authority has been notified of its correct bank account details and any subsequent changes. The information which the Authority requires to enable a new account or change of BACS payment details is as follows:

Supplier Details

1. Registered name of company
2. Trading name of company
3. Company registration number
4. Vat registration number

Supplier Address Details

1. Registered Address
2. Credit Control/Finance Address

Contact Details

1. Email address for purchase orders
2. Email address for remittance advice

Payment Details

1. Bank Name
2. Branch name and address

- | | |
|--|------------------------------|
| 3. Email address for invoice queries | 3. Company Bank Account Name |
| 4. Telephone Number for Accounts Receivable/Credit Control | 4. Bank Account Number |
| | 5. Bank Account Sort Code |

- 7.8. In the event of a change in bank details, the relevant Recipient should immediately notify the Authority of the new information. Such notification must be provided in writing, in PDF format, and in accordance with the requirements of Clause 7.7.
- 7.9. The Recipient must record expenditure in their accounting records under generally accepted accounting standards in a way that the relevant costs can be simply extracted if required. Throughout the year, the Authority's Funding team will work with the Recipient to ensure the accuracy of claims, thereby reducing the need for audits at year-end.

8. MONITORING & EVALUATION

- 8.1. The Recipient should itself manage and administer the quality and level of delivery relating to the support it provides to Beneficiaries.
- 8.2. The Authority will require the Recipient to provide information and documentation regarding Beneficiaries for monitoring and evaluation purposes.
- 8.3. The information must be submitted at the end of the Funding Period using the template reporting form. This should only be submitted via the Authority's secure data transfer portal, "MoveIT DMZ", to ensure compliance with UK Data Protection Legislation.
- 8.4. At a minimum, the Recipient should ensure it provides reports detailing progress against the Statement of Outcomes. Visits may be made from time to time by the Authority or its appointed representatives, including the National Audit Office. Whilst there is no requirement for submission of detailed costings, the Recipient must be able to provide the costs for individual cases and will, if required, be expected to justify, explain, and evidence costs.
- 8.5. In all cases, to assist with monitoring and evaluation of the Schemes, the Recipient shall supply the Authority with all such financial information as is reasonably requested from time-to-time, on an open book basis.

9. BREACH OF FUNDING CONDITIONS

- 9.1. Where a Recipient fails to comply with **any** of the conditions set out in this Instruction, or if any of the events mentioned in Clause 9.2 occur, then the Authority may reduce, suspend, or withhold payments, or require all or any part of the relevant payments to be repaid by the Recipient. In such circumstances, the Recipient must repay any amount required under this Clause 9.1 within thirty (30) Days of receiving the demand for repayment.
- 9.2. The events referred to in Clause 9.1 are as follows:
- 9.2.1. The Recipient purports to transfer or assign any rights, interests or obligations arising under this Agreement without the agreement in advance of the Authority, or

- 9.2.2. Any information provided in the application for Funding (or in a claim for payment or Exceptional Costs) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Authority considers to be material, or
- 9.2.3. The Recipient takes inadequate measures to investigate and resolve any reported irregularity.

10. ACTIVITIES – GENERAL

Sub-contracting

- 10.1. When procuring works, goods, or services the Recipient must ensure that it complies with its statutory obligations, for example the Public Contracts Regulations 2015 in England, Northern Ireland & Wales. In any event, the Recipient shall demonstrate value for money and shall act in a fair, open, and non-discriminatory manner in all purchases of goods and services to support the delivery of the Schemes.
- 10.2. Where the Recipient enters into a contract (or other form of agreement) with any third party for the provision of any part of the Schemes, the Recipient shall ensure that a term is included in the contract or agreement requiring the Recipient to pay all sums due within a specified period: this shall be as defined by the terms of that contract or agreement, but shall not exceed thirty (30) Days from the date of receipt of a validated invoice.
- 10.3. The Recipient must take all reasonable steps to ensure that anyone acting on its behalf shall not bring the Authority or the Schemes into disrepute; for instance, by reason of prejudicing and/or being contrary to the interests of the Authority and/or the Schemes.

Hours of Operation

- 10.4. The Recipient shall note that the Authority performs normal business during the hours of 09.00 to 17.00 on Working Days.
- 10.5. The Schemes shall be provided at a minimum on each Working Day. The Authority recognises that in the interests of efficiency the exact availability and timings of the various service elements will vary. It is envisaged that some out of hour's provision will be required from the Recipient.
- 10.6. All premises used to deliver the Schemes elements should meet all regulatory requirements and be suitable for the purpose.

Complaints

- 10.7. The Recipient and/or its delivery partners shall develop, maintain, and implement procedures enabling:
 - 10.7.1. Beneficiaries to complain about the support and assistance provided by the Recipient,
 - 10.7.2. Reporting and management of 'cases of interest'⁶. The Authority must be advised of such incidents as soon as reasonably possible, but in any event by the end of the next Working Day.

Staff Standards

⁶ The Authority will provide guidance on 'cases of interest' upon request

- 10.8. At all times whilst delivering the Schemes the Recipient shall be mindful of the intent, and apply the spirit, of the UK Government's "Code of Conduct for recipients of Government General Grants"⁷ which outlines the standards and behaviours that the government expects of all its Delivery Partners.
- 10.9. The Recipient shall:
- 10.9.1. ensure that the recruitment, selection and training of Staff, are consistent with the standards required for the performance of the outcomes,
 - 10.9.2. fully equip and train Staff to ensure they are able to fulfil their roles and ensure that appropriate and sufficient security provisions are made for all Staff undertaking face-to-face activities,
 - 10.9.3. ensure that Staff levels are appropriate at all times for the purposes of the delivering the Schemes and ensure the security and well-being of all Beneficiaries, dependent children, and its Staff,
 - 10.9.4. take all reasonable steps to ensure that they and anyone acting on their behalf shall possess all the necessary qualifications, licences, permits, skills and experiences to discharge their responsibilities effectively, safely and in conformance with all relevant law for the time being in force (so far as binding on the Recipient), and
 - 10.9.5. ensure that it has relevant organisational policies in place to deliver the activities funded by this Instruction. These shall remain current for the duration of this Instruction and be reviewed regularly by appropriately senior staff. All staff must be aware of these policies and of how to raise any concerns.
 - 10.9.6. that all applicants for employment in connection with the Schemes are obligated to declare on their application forms any previous criminal convictions subject always to the provisions of the Rehabilitation of Offenders Act 1974.
- 10.10. In addition, the Recipient shall ensure that all Staff:
- 10.10.1. employed or engaged have the right to work in the United Kingdom under applicable immigration law, and
 - 10.10.2. are suitable and of good character to provide support to Beneficiaries. Consideration must be given to eligibility for Disclosure and Barring Service (DBS2) checks. Where such checks reveal prior criminal convictions that might reasonably be regarded as relevant to the appropriateness of the individual to have unsupervised access, particularly to children under the age of 18, or where such checks are not possible because of identification issues, the Recipient shall follow its internal policy and carry out an appropriate risk assessment before an offer of employment is made, and
 - 10.10.3. who are likely to have unsupervised access to children under the age of 18 have been instructed in accordance with the relevant national child protection guidelines e.g. for people working in England, DfE's Working Together to Safeguard Children, 2015, and Local Authority's guidance and procedures, and

⁷ <https://www.gov.uk/government/publications/supplier-code-of-conduct>

- 10.10.4. providing immigration advice should be known to the Office of the Immigration Services Commissioner (OISC) in accordance with the regulatory scheme specified under Part 5 of the Immigration & Asylum Act 1999. The Recipient shall use all reasonable endeavours to ensure that Staff do not provide immigration advice or immigration services unless they are “qualified” or “exempt” as determined and certified by OISC.
- 10.11. The Recipient shall, on request, provide the Authority with details of all Staff delivering the Schemes.
- 10.12. The Recipient shall, on request, provide the Authority with CVs and/or job descriptions for all Staff selected to work on the project.
- 10.13. The Recipient shall use all reasonable endeavours to comply with the requirements of the Computer Misuse Act 1990.
- 10.14. The Recipient shall implement the Schemes in compliance with the provisions of UK Data Protection Legislation.

11. LIABILITY

- 11.1. The Authority accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they are caused by the Authority’s negligence or misconduct.

12. DISPUTE RESOLUTION

- 12.1. The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Instruction.
- 12.2. The Parties may settle any dispute using a dispute resolution process which they agree.
- 12.3. If the Parties are unable to resolve a dispute in line with the requirements of Clauses 12.1 or 12.2, the dispute may, by agreement between the Parties, be referred to mediation in accordance with the Model Mediation Procedure issued by the Centre for Effective Dispute Resolution (“CEDR”), or such other mediation procedure as is agreed by the Parties. Unless otherwise agreed between the Parties, the mediator will be nominated by CEDR. To initiate the mediation the Party shall give notice in writing (the ADR Notice) to the other Party, and that latter Party will choose whether or not to accede to mediation. A copy of the ADR Notice should be sent to CEDR. The mediation will start no later than ten (10) Working Days after the date of the ADR Notice.
- 12.4. The performance of the obligations which the Recipient has under this Instruction will not cease or be delayed because a dispute has been referred to mediation under Clause 12.3 of this Instruction.

13. CONTACT DETAILS

For queries relating to this Instruction or the submission of payment applications, please email the Afghan Scheme Payments team at:
Afghanschemepayments@homeoffice.gov.uk

SCHEDULE 1

POST-ARRIVAL RELOCATION SUPPORT

1. PART 1 – STATEMENT OF OUTCOMES

Provision of accommodation:

- 1.1 The Recipient will arrange accommodation for arriving Beneficiaries which:
 - 1.1.1 meets local authority standards, and
 - 1.1.2 is affordable and sustainable.
- 1.2 The Recipient will ensure that the accommodation is furnished appropriately. The Funding should not be used to procure luxury items: This means that Funding received should be used for food storage, cooking and washing facilities but should not include the provision of other white goods or brown goods, i.e. TVs, DVD players or any other electrical entertainment appliances. This shall not preclude the Recipient from providing Beneficiaries with additional luxury, white or brown goods through other sources of funding.
- 1.3 The Recipient shall ensure that the Beneficiaries are registered with utility companies and ensure that arrangements for payments are put in place (no pre-pay coin or card meter accounts)⁸.
- 1.4 The Recipient will provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point.

Initial Reception Arrangements

- 1.5 Once Beneficiaries arrive in the Recipient's accommodation (either temporary accommodation provided by the Home Office or permanent accommodation provided by the Recipient); the Recipient will ensure that Beneficiaries are provided with a welcome pack of groceries on their arrival – the content of this pack should take into account the culture and nationality. In the event that Beneficiaries are not in receipt of welfare benefits/in employment on their arrival into the Recipients local authority area, the Recipient will provide a weekly cash allowance for each Beneficiary – this is to ensure they have sufficient funds to live on while assistance is provided to register for and claim benefits.

Casework Support

- 1.6 The Recipient should ensure that Beneficiaries are provided with a dedicated source of advice and support to assist with registering for mainstream benefits and services, and signposting to other advice and information giving agencies – this support includes:

⁸ It is the Authority's preference that pre-pay coin or card meter accounts should not be used as these are generally more costly for the Beneficiary. Recipients seeking exceptions should liaise through the Authority's relevant Local Authority Contact Team.

- 1.7.1 Assisting with the distribution of Biometric Residence Permits following arrival (where necessary).
 - 1.7.2 Registering with local schools, or if Adults, English language and literacy classes (see paragraphs 1.14-1.21).
 - 1.7.3 Attending local Job Centre Plus appointments for benefit Assessments.
 - 1.7.4 Registering with a local GP, and other healthcare providers in line with identified medical needs.
 - 1.7.5 Providing assistance with access to employment.
- 1.7 The Recipient shall develop an overarching (or framework) support plan and bespoke support plans for each family or individual for the first twelve (12) Month period of their support to facilitate their orientation into their new home/area.
- 1.8 Throughout the period of support the Recipient shall ensure interpreting services are available where necessary.
- 1.9 The above outcomes will be provided through a combination of office-based appointments, drop in sessions, outreach surgeries and home visits (virtual or in person).

Requirements for Beneficiaries with special needs/assessed community care needs:

- 1.10 Where special needs/community care needs are identified only after arrival in the UK, the Recipient will use its best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible.
- 1.11 Where sensitive issues (including safeguarding issues or incidents of domestic abuse, violence or criminality) are identified pre-arrival by the Authority, the Authority will notify the Recipient immediately, and not longer than one (1) Day, after its receipt of the information.

English Language Provision for Adult Beneficiaries

- 1.12 The purpose of language training is: to ensure that each Adult Beneficiary is able to progress towards the level of proficiency needed to function in their everyday life; to promote integration; and to support beneficiaries to progress towards self-sufficiency, including accessing services or joining the workforce if they are seeking employment.
- 1.13 The Recipient shall undertake an assessment of each Adult Beneficiary's English language capability to determine their training needs; this assessment should take place at the earliest opportunity. The Adult Beneficiary should be made aware of their assessment level. The assessment should determine whether Formal Language Training is appropriate, and where Informal Language Training should be used to complement, or as a foundation for, Formal Language Training. As a minimum, Adult Beneficiaries should be able to access conversational practice to consolidate/complement their Formal Language Training.
- 1.14 If Formal Language Training is deemed appropriate according to their assessment, the Adult Beneficiary should be able to access a minimum of eight (8) hours per week within one (1) Month of arrival. This should be provided to Adult Beneficiaries until they have reached Entry Level 3 or for at least twelve (12) months after their arrival in the UK, (whichever is the sooner).

- 1.15 Different Adult Beneficiaries will face different barriers to participating in Formal Language Training depending on their unique circumstances. There is, therefore, not a singular uniform activity that this Funding should be used for. Instead, the Recipient's use should be informed by the nature of existing local provision and by each Adult Beneficiary's specific circumstances and requirements. Possible activities include but should not be considered limited to:
- 1.15.1 Funding payments for mainstream Formal Language Training.
 - 1.15.2 Commissioning discrete Formal Language Training classes for Adult Beneficiaries or funding advanced levels of ESOL for those that have a higher level of English language proficiency.
 - 1.15.3 Supporting the delivery of the minimum eight (8) hours provision per week.
 - 1.15.4 Language training supporting access to employment, further education, or higher education.
 - 1.15.5 Commissioning classes at the level which faces the greatest pressure in the area with the agreement that some of the Adult Beneficiary attend – along with other students – and with the agreement that the additional capacity created allows Adult Beneficiaries at other levels to attend mainstream classes.
 - 1.15.6 Funding evening and weekend classes.
 - 1.15.7 Funding online resources to complement face to face ESOL provision.
- 1.16 The Funding is prioritised for participation in ESOL provision. However, if there is a lack of available provision, up to 25% of the Funding can be spent to increase ESOL infrastructure, and therefore future participation rates, where deemed absolutely necessary. ESOL infrastructure could include, for example, training ESOL teachers, buying equipment and resources and renting classroom space. The Recipient will be expected to report back on the proportion of spend on ESOL infrastructure.
- 1.17 For some Adult Beneficiaries, attending Formal Language Training will be more challenging than for others. For example, they might have caring responsibilities, a disability or find attending Formal Language Training difficult. In these instances, it is important that steps are taken to address these barriers so the 25% ESOL infrastructure element of the Funding (as set out in Schedule 1, 1.16) can be used to support activities that help overcome accessibility barriers.
- 1.18 The Recipient, however, should look to utilise other local or central funding sources or services, wherever possible.
- 1.19 In instances where Adult Beneficiaries arrive outside term time, making immediate access to Formal Language Training difficult, alternative Informal Language Training should instead initially be provided within one (1) month of arrival.
- 1.20 The provision of Informal Language Training is also a suitable alternative in instances where a Beneficiary is assessed as being at pre-entry ESOL level or finds a Formal Language Training environment a barrier to accessibility, which cannot be resolved using the infrastructure funding set out in (para 1.16).
- 1.21 In such instances as Schedule 1, 1.19 and 1.20, the Recipient should encourage the Adult Beneficiary to access Formal Language Training in the future. This is because Informal Language Training cannot provide accredited

qualifications which are often necessary for accessing employment, further study or training.

- 1.22 Funding to support Adult Beneficiaries' language training needs can be claimed through and this is a single payment to be claimed within the first 12 months of arrival into a local authority and the commencement of the provision of housing and support.

Delayed and Cancelled Arrivals

- 1.23 In the event of a delayed arrival, the Recipient can claim rent and council tax costs incurred until the arrival. The Recipient should be aware that the tariff has been calculated to pay for a period of void costs. To reflect this, fifty-six (56) days void costs "voids" are already built into the tariff to enable Recipients to secure properties before beneficiaries arrive.

- 1.24 In the event of a cancelled arrival funding will be available for those incurring costs (e.g. for void and set up) for cancelled arrivals. The Authority will accept claims for void costs for the property/ies concerned. Void costs will be payable:

- from the date that you became liable for the rent or the date that the property was formally offered to the Authority (whichever is later),
- to the date of the Authority email notifying you to release the property, or
- in cases where you have already advised us that you could no longer hold the property/ies, void costs will be paid to the date of that notification.

Funding and Claims Process

- 1.25 The Authority agrees to provide Funding as a contribution to the Recipient's eligible expenditure delivering the outcomes described in Part 1 of this Schedule 1 (paragraphs 1.1 to 1.29, inclusive), on a standard per capita per annum rate for each Beneficiary as follows:

Descriptor	Tariff (£)
Integration Support Package (per person for 12 months following arrival)	10,500
ESOL (single payment per adult who requires it)	850
Cash Support ** (per person per week up to a maximum of 4 months – if required)	Variable Tariffs *
Rent/Accommodation ** (per person per day, up to a maximum of 4 months – if required)	£15

*Cash support – limited to a maximum of 4 months			
Single (under 25)	Single (25 or over)	Couples	Child (under 18)
£59.20 per week	£74.70 Per week	£117.40 Per week	£37.75 Per week

** These payments are limited to a maximum of 4 months or until the beneficiaries receive mainstream benefits – whichever occurs first.

Please be aware that evidence of actual monies paid out must be provided with claims.

- 1.26 Cash support payments will be made based on the age of the Beneficiary on arrival in the UK. The process for claiming reimbursement of cash support and rent costs are explained in Annex E.
- 1.27 Once these maxima have been reached, no further funding will be paid by the Authority to a Recipient save for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.12 and 6.13).
- 1.28 On the Day of a Beneficiary's arrival into local authority and the commencement of provision of housing and support, the Recipient will be eligible to claim 40% of the total projected annual per capita amount for that person. The Recipient must make a claim on the Afghan Schemes Annex A.
- 1.29 The remainder will be due in two equal instalments at the end of the fourth (4th) and eighth (8th) Months following the Beneficiary's arrival in the UK.
- 1.30 The per capita tariff includes an element for the Recipient to cover up to fifty-six (56) Days (i.e. eight weeks) of void costs. The process for claiming additional / exceptional void costs is explained in Annex F.

2. PART 2 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR ADDITIONAL FUNDING TO SUPPORT ENGLISH LANGUAGE PROVISION FOR ADULT BENEFICIARIES

Increasing Access to Language Training

- 2.1 The Funding is primarily intended to increase Adult Beneficiaries' access to Formal Language Training appropriate to their ability and needs. It is recognised that a large number of arrivals will not require this support given their previous roles working for the UK, however a small number will, in addition to other adult family members.
- 2.2 It can also be used to support Informal Language Training (Schedule 1, paragraph 1.20).
- 2.3 It is intended that this Funding be used in a way that promotes integration and the journey towards self-sufficiency.

Funding and Claims Process

- 2.7 A per capita payment may be claimed for each Adult Beneficiary provided with language training by the Recipient at the following standard rate:

Unit Costs (£GBP) ⁹ (see para 2.11 below)	
Adult (aged 19+ on arrival)	£850 – claim on arrival into a local authority area and following the commencement of the provision of housing and support
Adult (aged 18+ on arrival)	£850 – claim once beneficiary attains 19 years

- 2.8 A Recipient may 'pool' any Funding claimed, at a local or regional level, so as to maximise its ability to effectively identify individuals' language training requirements, be responsive to these needs through the most appropriate delivery arrangements and range of providers within a local area.
- 2.9 Following a Beneficiary being assessed as eligible (Schedule 1, paragraph 1.15). the Recipient will be able to claim.
- 2.10 The Recipient must make a claim on the standard claim form (Annex A) to receive payment. ESOL should be inserted in column O of the Annex and the standard tariff of £850 inserted in column P against each Beneficiary for whom the Funding is being claimed.
- 2.11 Claims for the £850 ESOL employability funding may be claimed for each adult beneficiary who on arrival into a local authority area (and following the commencement of the provision of housing and support) are 19 years + or reach the age of 19 years during this period.

⁹ Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

ANNEX A – EXPENDITURE CLAIM PRO-FORMA

The following Annex A Excel spreadsheets, and Exceptional Costs claim form will be provided separately by the Afghan Scheme Payments Team.

- Afghan Annex A – Year 1 initial claim
- Afghan Annex A – Year 1 subsequent claims

- Afghan Rent & Cash Benefit Costs Claim Form 2021-22

- Afghan – Other - Exceptional Costs Claim Form 2021-22

ANNEX B – DATA SHARING PROTOCOL (DSP)

1. AIMS AND OBJECTIVES OF THE DSP

- 1.1 The aim of this DSP is to provide a set of principles for information sharing.
- 1.2 This DSP sets out the rules that the Recipient must follow when handling information classified as “personal data” by UK Data Protection Legislation in force.

2. DATA PROTECTION LEGISLATION

- 2.1 The UK Data Protection Legislation stipulates specific obligations upon all individuals who process personal data which must be adhered to. The UK Data Protection Legislation requires that all transfers of information fall within its six data protection principles. The Recipient, when processing personal data in connection with the Instruction, must comply with these principles of good practice.
- 2.2 Personal data must be processed in accordance with the following six data protection principles:
 - (i) processed lawfully, fairly and in a transparent manner in relation to individuals;
 - (ii) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
 - (iii) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
 - (iv) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
 - (v) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the UK GDPR in order to safeguard the rights and freedoms of individuals; and,
 - (vi) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. SECURITY

- 3.1 The Recipient and its Staff shall exercise care in the use of information that they acquire in the course of their official role, and to protect information which

is held by them in accordance with the UK Data Protection Legislation. Such measures include:

- not discussing information about a Beneficiary in public; and
- not disclosing information to parties who are not authorised to have access to the shared information.

3.2 In addition to the above, the Recipient must ensure that:

- personal data received is processed solely for the purposes of discharging their obligations for supporting Beneficiaries under this Instruction,
- all personal data received is stored securely,
- only people who have a genuine need to see the data will have access to it,
- information is only retained while there is a need to keep it, and destroyed in line with government guidelines,
- all reasonable efforts have been taken to warrant that the Recipient does not commit a personal data breach
- any information losses, wrongful disclosures or personal data breaches originating from the Authority are reported to the Authority's Security team at HOSecurity-DataIncidents@homeoffice.gov.uk
- The Authorities, Security Team and Data Protection Officer will provide direction on the appropriate steps to take e.g. notification of the Information Commissioner's Office (ICO) or dissemination of any information to the Beneficiaries.
- The responsibility to notify the HO is not withstanding the internal policies SMPs and local authorities will have regarding reporting data breaches to the ICO in their role as data controller in accordance with 5.6 above.
- Security breaches and incidents can result in government information being made available to those not authorised to have it or violate confidentiality. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the public.

3.3 Security breaches and incidents can result in government information being made available to those not authorised to have it or violate confidentiality. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the public.

3.4 The Authority will make available further information as to what constitutes a personal data breach upon request.

3.5 As public sector bodies the Authority and the Recipient are required to process personal data in line with Her Majesty's Government Security Policy Framework (HMG SPF) guidance issued by the Cabinet Office when handling, transferring, storing, accessing, or destroying information assets.

4. SUBJECT ACCESS REQUESTS

4.1 The Authority and the Recipient will answer any subject access or other requests made under the UK Data Protection Legislation that it receives for the

data where it is the Controller for that data. In cases where such a request is received, both the Authority and the Recipient shall:

- consult the other before deciding whether or not to disclose the information;
- allow the other a period of at least five (5) working days to respond to that consultation;
- not disclose any personal data that would breach the principles of the UK Data Protection Legislation; and,
- give proper consideration to any arguments from the other as to why data should not be disclosed, and where possible reach agreement before any disclosure is made.

5. DATA TO BE SHARED

5.1 The Authority will share with the Recipient the following documents on a Beneficiary:

5.1.1 Family Questionnaire

5.1.2 Name list of arrivals

6. STORAGE, RETENTION AND DESTRUCTION SCHEDULE

6.1 The Recipient will keep all personal information shared securely in accordance with the handling instructions associated with the information security classifications as well as its own data retention and destruction schedules.

6.2 Recipients will not retain the personal information for longer than is necessary for the purpose of resettlement activity as outlined in the funding instruction.

6.3 A regular review shall be conducted by the Recipient to assess the necessity of retaining the Beneficiary's personal data. Once the data is no longer relevant for those purposes it will be destroyed securely.

7. CENTRAL POINTS OF CONTACT FOR ISSUES, DISPUTES AND RESOLUTION

7.1 The Recipient shall provide the Authority with reasonable co-operation and assistance in relation to any complaint or request made in respect of any data shared under this data sharing arrangement, including providing the Authority with any other relevant information reasonably requested by the Authority.

7.2 Any operational issues or disputes that arise as a result of this DSP must be directed in the first instance to the Local Authority Engagement Team Strategic Regional leads.

8. STAFF RESPONSIBILITIES

8.1 Staff authorised to access a Beneficiary's personal data are personally responsible for the safekeeping of any information they obtain, handle, use and disclose.

- 8.2 Staff should know how to obtain, use and share information they legitimately need to do their job.
- 8.3 Staff have an obligation to request proof of identity or takes steps to validate the authorisation of another before disclosing any information requested under this DSP.
- 8.4 Staff should uphold the general principles of confidentiality, follow the guide-lines set out in this DSP and seek advice when necessary.
- 8.5 Staff should be aware that any violation of privacy or breach of confidentiality is unlawful and a disciplinary matter that could lead to their dismissal. Criminal proceedings might also be brought against that individual.

9. FREEDOM OF INFORMATION REQUESTS

- 9.1 Both the Authority and the Recipient will answer any requests made under the Freedom of Information Act 2000 that it receives for information that it holds solely as a result of, or about, this data sharing arrangement. In such cases where such a request is received, both the Authority and the Recipient shall:
- Consult the other before deciding whether or not to disclose the information;
 - Allow the other a period of at least five (5) working days to respond to that consultation; and
 - Not disclose any personal data that would breach the principles of the UK Data Protection legislation.

10. METHOD OF TRANSFER OF A BENEFICIARY'S PERSONAL DATA

- 10.1 The Authority will use a secure process, known as MOVEit, to transfer the data which allows internal and external users to share files securely and shall provide the interaction between the parties.
- 10.2 The Recipient shall be given access to MOVEit over a web-based browser. Once this arrangement is operative, the Recipient shall, to the extent from time to time specified by the Authority, be required to use MOVEit for the purpose of its interface with the Authority under this Memorandum.
- 10.3 A list of authorised Staff should be available for inspection if requested by the Authority.

11. RESTRICTIONS ON USE OF THE SHARED INFORMATION

- 11.1 All information on a Beneficiary that has been shared by the Authority must only be used for the purposes defined in Section 3 of this DSP, unless obliged under statute or regulation or under the instructions of a court. Therefore any further uses made of the personal data will not be lawful or covered by this DSP.
- 11.2 Restrictions may also apply to any further use of personal information, such as commercial sensitivity or prejudice to others caused by the information's release,

and this should be considered when considering secondary use of personal information. In the event of any doubt arising, the matter shall be referred to the Authority whose decision – in all instances – shall be final.

11.3 A full record of any secondary disclosure(s) must be made if required by law or a court order on the Beneficiaries case file and must include the following information as a minimum:

- Date of disclosure;
- Details of requesting organisation;
- Reason for request;
- What type(s) of data has been requested;
- Details of authorising person;
- Means of transfer (must be by secure); and
- Justification of disclosure.

11.4 The restrictions on secondary disclosures as set out in paragraph 11.1 and 11.2 of this DSP apply equally to third party recipients based in the UK and third-party recipients based outside the UK such as international enforcement agencies.

12. AUDITS

12.1 The Recipient agrees that it may be audited at the request of the Authority to ensure that the personal data has been stored and/or deleted appropriately, and that they have conformed to the security protocols set out in this DSP.

12.2 The Authority confirms that no other information would be reviewed or audited for this purpose.

ANNEX C – PROPERTY ADAPTATIONS

'In principle' approval would need to be sought from the Afghan Scheme Local Authority Payments Team in advance of any work being undertaken. Costs would be expected to be in line with average costs for each adaptation shown in the table above. The Schemes will consider reasonable property adaptation reversal costs – approval would need to be sought from the Afghan Scheme Local Authority Payments Team prior to any work.

Property adaptations for Beneficiaries who have mobility issues are divided into two categories:

- a) minor adaptations which are included within the tariff rate, and
- b) major adaptations which may be paid for from the Exceptional Cases fund.

Minor adaptations

These are works that do not need any structural changes to the property including:

- grab rails
- stair rails
- lever taps
- level access thresholds
- half steps to doors
- flashing/vibrating doorbells/smoke alarms, and
- over bath showers.

These would be paid for from the standard tariff for each Beneficiary.

Major adaptations

These are works that do need structural changes to the property and can include:

Adaptation	Estimated average cost (£GBP)
level access shower facilities	£3,500
Stairlifts	£1,500 (Straight) – £5,000 (Corners)
Ramps	£500 to £1000
changing the height of kitchen work surfaces	£2000
adapting your home for wheelchair use such as widening doorways	£600 - £800 per door
ground floor bathroom/bedroom facilities	£2000 to £3000

These may be funded by the exceptional cases fund following an assessment by an occupational therapist or similarly qualified person. The maximum that can be spent on any property is £30,000 and should not include extensions.

If a grant is made available for adapting a Social or Private Rented property the landlord is required to make the property available for letting by the tenant for a period of five (5) years upon completion of the work, in line with the Disabled Facility Grant arrangements.

ANNEX D – VOID COSTS FOR FOUR BEDROOM PROPERTIES

1. Local authorities are already able to use the Year One tariff (see Schedule 1, Part 1) to pay for a period of void costs. To reflect this, fifty-six (56) Days void costs ('voids') are already built into the tariff to enable Recipients to secure properties before Beneficiary families arrive.
2. The Authority understands the supply challenges associated with securing four (4) or more bedroom properties in particular. To support Recipients and Community Sponsors to secure these properties when they become available, the Authority has agreed to fund an additional twenty-eight (28) Days voids as an Exceptional Cost outside of the tariff. This will bring the total period of voids covered up to eighty-four (84) Days.

Criteria

3. Recipients can submit an Exceptional Costs claim to pay for up to an additional twenty-eight (28) Days voids for four (4) bedroom properties only.
4. All claims must be accompanied by evidence demonstrating excess voids were incurred over and above the tariff fifty-six (56) Days, up to a maximum of an additional twenty-eight (28) Days.
5. The Authority will also consider other voids in exceptional circumstances, such as non-arrival of a family after the property has been secured.
6. Recipients are asked to contact their regional contact officer to discuss if they believe exceptional circumstances apply.

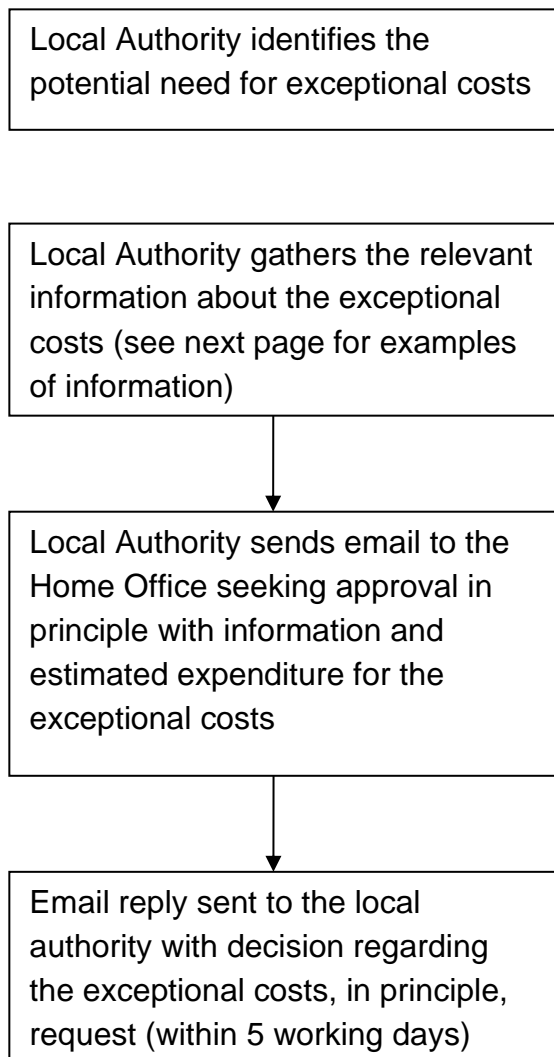
ANNEX E – GUIDE TO CLAIMING RENT & CASH SUPPORT COSTS

1. While Beneficiaries are waiting for the payment of mainstream benefits, the Recipient is required to provide financial support once they take up residence in their local authority.
2. This financial support may be provided for a maximum of 124 days (4 months) and is only payable until Beneficiaries receive their mainstream benefits or take employment – whichever is sooner.
3. During this period, payments for rent will also be made to the Recipient. This is also to cover the period while registration for mainstream benefits take place. Payments for rent will be provided for a maximum of 124 days (4 months) and is only payable until Beneficiaries received their mainstream benefits or take employment – whichever is sooner.
4. Claims for rent and cash support costs should be made no earlier than the end of Month 4 and before the final claim for integration tariff at the end of Month 8 following arrival with the Recipient.
5. All claims must be evidenced.
For rent costs – this may be in the form of a statement from the Recipient's finance officer which shows details of:
 - Names of the Beneficiaries
 - Case reference
 - Address of property
 - Dates from and to for which the rent payment refers
 - Amount paid
For cash support – this may be in the form of a statement from the Recipient's finance officer and showing details of:
 - Names of Beneficiaries
 - Dates that the payments were made
 - Amount paid
6. Please ensure that each claim is submitted with a fully completed ***Afghan Rent & Cash Benefit Costs Claim Form 2021-22 – this will be provided separately to this Finding Instruction.***
7. All claims should be sent to Home Office via MOVEit and uploaded to the Recipient's SRP – Annex A sub-folder.
8. Queries should be sent to afghanschemepayments@homeoffice.gov.uk

ANNEX F – GUIDE TO CLAIMING EXCEPTIONAL COSTS

'In principle' approval needs to be sought from the Afghan Scheme Local Authority Payments Team in advance of any costs being incurred. Where there is an urgency, please contact the Afghan Scheme Payments Team lead.

Approval in principle



Delays may occur when the Home Office receives insufficient information to decide in principle.

Examples of supporting information

Property adaptations

- Information about the need for the adaptations e.g. OT assessment, other medical information.
- Estimate of cost of each adaptation – at least two estimates should be supplied, to demonstrate that the best value for money has been achieved.

Void costs

- Remember the tariff includes funding to cover the first 56 days for property rental.
- Reason for claiming additional void costs.
- Evidence of expenditure e.g. rent invoices.
- Evidence of the date that the property was acquired for resettlement.

Processing an exceptional cost claim

- Once expenditure has occurred, local authority may submit claim for “in principle” approved exceptional costs

- Local Authority completes
“Afghan – Other - Exceptional Costs Claim Form 2021-22
- Claim submitted with the all the evidence of expenditure, via
MOVEit SRP Annex A account.

- Afghan Payments team checks all the information submitted by the local authority.
- If claim is complete, it will be approved for payment within 10 working days.

- Payment Advice sent to local authority

ANNEX G – AFGHAN SCHEME MONITORING PERFORMANCE TEMPLATE

This template will be provided separately to recipients.