

## POLICY COMMITTEE

30<sup>th</sup> November 2021

**Present** – The Chairman, Councillor Foster and Councillors Barrett, Heseltine, Ireton, Lis, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place, Rose and Wheeler.

**Officers** – Chief Executive, Director of Services, Chief Finance Officer (S.151 Officer), Solicitor to the Council and Monitoring Officer, Finance Manager, Exchequer and Performance Manager, Environmental Services Manager and Senior Democratic Services Officer.

**Apologies for Absence and Substitutes** – None.

**Confirmation of Minutes** –

**Resolved** – The minutes of the Policy Committee meeting held on 19<sup>th</sup> October 2021 were confirmed as a correct record.

**Declarations of Interest** –

There were no declarations of interest.

**Start:** 6.30pm

**Finish:** 8.21pm

### Minutes for Report

POL.1160

### REVENUE BUDGET MONITORING REPORT – QUARTER 2 2021/2022

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council based on the quarter 2 review of income and expenditure to the end of September 2021.

The following information was appended to the report:

- Revenue budget by service department
- Green and amber items on the income and savings plan

The report particularly highlighted the impact of the Covid-19 pandemic on major income streams, such as car parking and leisure services. Although these appeared to be recovering in quarter one, it would take some time for them to recover further and close monitoring throughout the year was required.

During the debate, Members discussed the continuing reliance on agency staff, in part a natural consequence of local government reorganisation (LGR) and also because of the extra temporary staff brought in improve the performance of the Planning Department and to help clear the backlog of planning applications.

**Resolved** – (1) That, the revenue budget monitoring position as at 30<sup>th</sup> September 2021, is noted.

(2) That, the latest savings position as outlined in Appendix B to the report now submitted, is noted.

(3) That, the continued uncertainty that the ongoing pandemic has on the Council, its operation and financial projections are noted.

POL.1161

**CAPITAL PROGRAMME MONITORING REPORT –  
QUARTER 2 2021/2022**

The Chief Finance Officer (s151 Officer) submitted a report which informed the Committee about the Council's Capital Programme position, based on the Quarter 2 review of income and expenditure to the end of September 2021.

In February 2021, the Council had agreed a 2021/22 capital programme of £2,230k but in September 2021 the Policy Committee approved £9,380k from the 2020/21 programme be carried forward giving a revised programme of £11,610k. At the 30<sup>th</sup> September 2021 expenditure on the programme was £2,212k.

As the financial position had stabilised with Government grant and cash-flow support, careful financial management and income streams starting to recover it had not been necessary to recommend the removal or deferral of projects and a more detailed assessment would be made in quarter three.

A copy of the capital programme detailed analysis was appended to the report for Members' information.

**Resolved** – (1) That, the capital budget position of the 2021/22 capital programme as at 30<sup>th</sup> September 2021 is noted.

(2) That, the 2021/22 capital programme and the proposed funding for the projects agreed at quarter 2 is noted.

POL.1162

**PERFORMANCE MONITORING REPORT – QUARTER 2  
2021/2022**

The Chief Finance Officer submitted a report presenting performance highlights for quarter 2 of the financial year 2021/22 in accordance with arrangements set out in the Council's Performance Management Framework. Members were informed of progress and details of current performance against the Council Plan and priority indicators.

Despite continuing challenges resulting from the pandemic response and the planning for the forthcoming local government reorganisation, the majority of Council Plan actions were progressing as planned. Although this was an early stage in the financial year, the majority of services were within budget, representing an improvement on quarter 4 2020/21. Services returned updates for 17 actions; 12 of those actions were progressing as planned (rated 'green') and no actions were rated 'red'. The remainder of actions were rated 'amber' and details were set out in the Chief Finance Officer's report.

**Resolved** - That, the performance highlights described in the report are noted.

POL.1163

**FEES AND CHARGES 2022/2023**

The Chief Finance Officer submitted a report presenting the fees and charges for the 2022/2023 financial year. The Council's 2015 fees and charges policy provided for discretionary fees and charges for a number of core areas to be presented to Policy Committee for approval with the remainder being approved under delegated authority by the Council's Corporate Leadership Team in consultation with the relevant Lead Member. The Council's Licensing Committee would continue to be responsible for approving fees and charges in relation to licensing and hackney carriages.

**Resolved** – (1) That, the discretionary fees and charges that are subject to Policy Committee approval, as set out in appendix A to the submitted report (amended to reflect zero

increases to Skipton Town Hall fees and school swimming fees for 2022/23), are approved.

(2) That, the exempt discretionary fees and charges that are subject to Policy Committee approve, as set out in appendix B to the report now submitted, are approved.

(3) That, the discretionary fees and charges that are subject to delegated authority approval, as set out in appendix C to the report now submitted, are noted.

POL.1164

**TREASURY MANAGEMENT MID-YEAR REVIEW**  
**2021/2022**

The Chief Finance Officer submitted a report updating Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates. The report had been prepared in accordance with the requirements of the CIPFA Code of Practice on Treasury Management. Treasury management was to ensure cash flow was adequately planned with surplus monies being invested in low risk counterparties, providing adequate security and liquidity. Another function of the treasury management service was the funding of the capital plan to ensure the Council could meet its capital spending commitments.

**Resolved** – That, the treasury management mid-year review for 2021/2022 as detailed in appendices A, B and C to the report now submitted is noted.

POL.1165

**CLIMATE EMERGENCY UPDATE**

The Chief Executive submitted a report presenting a six months' light touch update on actions taken to address the climate emergency, as agreed by Council in February 2020.

The Council had made substantial progress in a range of areas, with particularly strong progress on:

- Energy efficiency and energy generation across the Council's estate.
- Working with Yorkshire Housing and Better Homes Yorkshire to improve the efficiency of housing for residents on lower incomes.
- The installation of electric vehicle charging points.
- Tree planting, including the Council's own tree planting programme, and work with partners across the District as part of the White Rose forest and Environment Agency's natural flood management programme, as well as developing an ambitious long-term tree planting strategy.

During the ensuing debate, Members noted that a full annual report on progress and an update to the plan would be presented to Committee in March 2022.

**Resolved** – (1) That, the progress on actions to address the Climate Emergency as described in the report now submitted is noted.

POL.1166

**WASTE EDUCATION OFFICER**

Further to Minute POL.1155/21-22, the Director of Services submitted a report presenting costings and a proposed job description for a fixed-term Waste Education Officer, to lead on the Council's Waste education programme. The programme was a key delivery mechanism in the Council Plan for the delivery of the Council's priority 'Carbon Neutral Craven'.

It was anticipated that a successful waste education programme could reduce contamination rates to below 10%, saving upwards of £16k in penalty charges and a reduction in waste tonnage would also reduce disposal fees.

Financing the post would come from any savings that accrued from the work, with the remainder met from the Council's Enabling Efficiencies Fund.

**Resolved** – (1) That, the costs of appointing a fixed-term Waste Education Officers as outlined in the report now submitted, together with the proposed job description and personnel specification are noted.

(2) That, the appointment of a Waste Education Officer on a fixed term contract up to 31 March 2023 is approved.

\$POL.1167

**LOCAL GOVERNMENT AND SOCIAL CARE**  
**OMBUDSMAN: FINAL REPORT (DRAFT)**

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

**Minutes for Decision**

POL.1168

**CONFIRMATION OF THE COUNCIL TAX BASE –**  
**2022/2023**

The Chief Finance Officer submitted a report inviting Members to approve the Council Tax Base for the 2022/2023 financial year. The Committee was advised that the formula used to calculate the base was complex requiring forward projections of a number of key variables such as new builds, demolitions and Council Tax discounts and exemptions. The impact of the economic climate provided further challenges to the projections.

For every £1 of Council Tax levied, the tax base, as proposed, would enable the Authority to meet £23,234 of expenditure in 2022/23 compared with £22,363 in 2021/22.

**RECOMMENDED** – (1) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2022/2023 financial year is set at 23,234.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2022/2023 financial year is that as set out in Appendix A appended to these minutes.

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

**Date and Time of Next Meeting** – Tuesday, 18<sup>th</sup> January 2022 at 6.30pm.

Chairman

**Appendix A: Parish Summary**

Parish	21/22 Taxbase	Parish	21/22 Taxbase	Parish	21/22 Taxbase
AIRTON	93.32	ELSLACK	38.17	LANGCLIFFE	166.63
APPLETREEWICK	106.03	EMBSAY w EASTBY	796.70	LAWKLAND	129.32
ARNCLIFFE	39.32	ESHTON	36.93	LINTON	78.93
AUSTWICK	242.12	FARNHILL	219.98	LITTON	35.22
BANK NEWTON	28.92	FLASBY w WINTERBURN	55.83	LONG PRESTON	333.36
BARDEN	33.12	GARGRAVE	798.08	LOTHERSDALE	259.49
BEAMSLEY	70.62	GIGGLESWICK	563.26	MALHAM	68.24
BENTHAM	1297.84	GLUSBURN	1525.83	MALHAM MOOR	20.52
BOLTON ABBEY	44.57	GRASSINGTON	557.92	MARTONS BOTH	146.78
BORDLEY	7.83	HALTON EAST	48.58	OTTERBURN	22.52
BRADLEY	510.58	HALTON GILL	27.77	RATHMELL	145.25
BROUGHTON	31.78	HALTON WEST	26.91	RYLSTONE	74.73
BUCKDEN	98.68	HANLITH	16.22	SCOSTHROP	35.12
BURNSALL	53.73	HARTLINGTON	35.79	SETTLE	1134.54
BURTON IN LONSDALE	260.25	HAWKSWICK	36.07	SKIPTON	5626.29
CALTON	29.01	HAZLEWOOD w STORITHS	40.66	STAINFORTH	113.76
CARLETON	445.40	HEBDEN	113.38	STIRTON w THORLBY	97.44
CLAPHAM	312.07	HELLIFIELD	555.82	SUTTON	1286.38
CONISTON COLD	100.97	HETTON	71.48	THORNTON IN CRAVEN	207.57
CONISTONE w KILNSEY	66.61	HORTON IN RIBBLESDALE	179.99	THORNTON IN LONSDALE	151.55
CONONLEY	579.01	INGLETON	860.54	THORPE	24.24
COWLING	900.72	KETTLEWELL w STARBOTTON	191.63	THRESHFIELD	397.59
CRACOE	83.98	KILDWICK	123.49	WIGGLESWORTH	143.63
DRAUGHTON	127.41	KIRKBY MALHAM	50.39		

Craven District Council

All discounts, exemptions and CTR costs are apportioned based on number of band D equivalent properties within each parish. The estimated Council Tax collection rate is 98.6%.