

POLICY COMMITTEE

Tuesday, 5th April 2022 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

Thank you.

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 1 February 2022.
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. **Revenue Budget Monitoring Report Q3 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 3 review of income and expenditure to the end of December 2021.

6. **Quarter 3 Capital Programme Monitoring Report 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council’s capital programme position, based on the quarter 3 review of income and expenditure to the end of December 2021.

7. **Performance Monitoring Report Q3 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present performance highlights for Q3 of the financial year 2021/2022 in accordance with the Council’s Performance Management Framework.

8. **Climate Emergency Progress Update** – Report of the Chief Executive. Attached.

Purpose of Report – To present the annual update on the Council’s Climate Emergency Strategic Plan

9. **Skipton Town Hall: National Portfolio Organisation Status** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To inform Members about the Arts Council England National Portfolio Organisation (NPO) funding programme and to outline the proposal for a Skipton Town Hall collective application to the imminent funding round (2023-2026).

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

Agenda Contact Officer: Vicky Davies
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28 March 2022

AGENDA ITEM 2

POLICY COMMITTEE

1 February 2022

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

Officers – Chief Executive, Chief Finance Officer (S151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Finance Manager, Human Resources Manager and Senior Democratic Services Officer.

Apology for Absence – An apology for absence was received from Councillor Place.

Confirmation of Minutes – The minutes of the Policy Committee meeting held on 30th November 2021 were confirmed as a correct record subject to a minor amendment.

Start: 6.30pm

Finish: 7.18pm

The Chairman introduced and welcomed to the Committee, the Council's new Communications Officer Faiza Afzaal.

Minutes for Report

POL.1169

SKIPTON HERITAGE ACTION ZONE

The Director of Services submitted a report seeking permission to accept additional funding from Heritage England and the Arts Council for England to advance the work of the Skipton Heritage Action Zone which was established in 2020 by Historic England. Heritage England awarded £1.2m to support the delivery of a programme of activity:

- the redevelopment of Skipton Town Hall;
- the creation of the Craven Arts House;
- improvements to the public realm on Coach Street, Otley Street and some ginnels;
- support improvements to Skipton Market; and
- delivery of a cultural programme.

In 2020/2021, national underspends allowed Historic England to provide an additional £260k to Skipton Heritage Action Zone to offset the Council's expenditure on the Town Hall.

Due to another underspend in 2021/22, Historic England hoped to be able to provide additional funding to support work on the stonework at the Town Hall and to improve the quality of the internal finishes and the environmental sustainability of Craven Arts House.

The second phase of the Craven Arts House project was the development of the middle wing of the building, a large open space suitable to meet creative needs of a wide range of practitioners. The area needed a new floor, lighting, heating, ventilation, demountable staging, sound system and stackable seating. Adjacent music areas required sound proofing to such a standard that band rehearsals and recording could take place.

A bid had been submitted to Arts Council for England for £150k and all match funding for that bid would, if successful be provided from Historic England, meaning in no additional Craven District Council funding.

Resolved – (1) That, the additional funding from Historic England to increase the scope and quality of the Skipton Heritage Action Zone is accepted.

AGENDA ITEM 2

(2) That, if successful, £150k is accepted from the Arts Council for England to fit out a recording studio and rehearsal room in the Craven Arts House.

(3) That, delegated authority is granted to the Director of Services in consultation with the Solicitor to the Council, to enter new or amended funding agreements.

POL.1170

MINUTES FROM THE CRAVEN SPATIAL PLANNING SUB-COMMITTEE

Resolved - The Minutes of the Craven Spatial Planning Committee held on the 13th December 2021 are received.

Minutes for Decision

POL.1171

REVENUE BUDGET 2022/23 AND MEDIUM TERM FINANCIAL PLAN (MTFP) (INCLUDING THE CAPITAL STRATEGY

The Chief Finance Officer (S.151 Officer) submitted a report which identified a fully funded budget for 2022/23 together with a recommendation for a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2025/26.

As the final settlement had not been confirmed the 2022/23 budget was based on the provisional settlement announced in December 2021. Little or no change to the figures was expected. As part of that announcement, the Secretary of State for Levelling Up, Housing and Communities gave permission for councils to increase their council tax by 1.99% without triggering a referendum or £5 whichever was the greater. A £5 increase gave a council tax of £187.21 at band D.

In accordance with Section 25 of the Local Government Act 2003, the Chief Finance Officer (S.151 Officer) made a specific personal statement that the revenue budget was robust and delivered a balanced budget in 2022/23.

During the debate, Members thanked the Chief Finance Officer (S.151 Officer) and his team for all their hard work in producing a balanced budget.

RECOMMENDED – (1) That, the revenue budget 2022/2023 of £8.935m (as detailed at Appendix B) including the revenue growth bids of £265k (as detailed at Appendix C) is approved.

(2) That, the Medium Term Financial Plan (Annex 1) and the Capital Strategy (Annex 2) including the contributions to/from reserves, the level of general fund working balance and the assumptions used to construct the budget are approved.

(3) That, for 2022/2023, Council Tax is increased by £5 to £187.21 (band D equivalent) is approved.

Resolved - (4) That, the Section 25 report 'The Assessment of the Robustness of the budget and adequacy of reserves as detailed at Appendix E is noted.

(5) That, the outcome of the budget consultation exercise as outlined in the report now submitted is noted.

POL.1172

CAPITAL PROGRAMME 2022/23

The Chief Finance Officer (S.151 Officer) submitted a report seeking approval for the 2022/2023 – 2025/26 capital programme, subject to their being capital resources. The rolling capital programme was aligned to the three years' medium term financial plan.

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The proposed capital programme and its funding for 2022/2023 was £6,243 were as detailed in Appendix A to the Chief Finance Officer's report including information about the continuing commitments of £60k from the 2021/22 programme, giving a total of £6,303k.

- RECOMMENDED** – (1) That, £60,000 of continuing projects from the 2021/22 programme is noted and that no slippage has been confirmed at this stage.
- (2) That, the new capital programme projects of £6,242,500 are approved.
- (3) That, a total capital programme for 2022/23 of £6,302,500 is approved.
- (4) That, the final allocation of funding for the 2022/23 capital programme is confirmed once the outturn position of the 2021/22 revenue budget is finalised.

POL.1173

2022/23 TREASURY MANAGEMENT STRATEGY
STATEMENT, MINIMUM REVENUE PROVISION
STATEMENT AND ANNUAL INVESTMENT STRATEGY

The Chief Finance Officer (S.151 Officer) submitted a report which presented for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2022/2023, as required by the Department of Levelling Up, Housing and Communities and CIPFA.

The Council was required to operate a balanced budget and part of treasury management was to ensure that cash flow was adequately planned with cash being available when needed. Surplus monies were invested in low risk counterparties with security capital and liquidity of funds being considered before investment return. The counterparty lending limits enabled the Council to take full advantage of investment opportunities whilst maintaining a sufficient level of security of capital.

The strategy ensured that the required funding sources were available to support the Council's capital spending plans and longer term cash flow planning was necessary to ensure capital spending obligations were met.

The strategy also determined the limits of borrowing and investments that officers would apply over the next 12 months in order to ensure the Council's capital investment plans were affordable, prudent and sustainable.

Members were advised that all local authorities were required to ensure that all elected members on the Council fully understood the overall long-term policy objectives and resultant capital strategy requirements, governance procedures and risk appetite.

- RECOMMENDED** – (1) That, the operational boundary for 2022/23 is set at £15m.
- (2) That, the authorised limits for 2022/23 is set at £16m.
- (3) That, delegated authority is given to the Chief Finance Officer (s.151 officer) to effect movement within the agreed operational boundary and authorised limits for long-term borrowing for 2022/23 onwards.
- (4) That, the Treasury Management Strategy 2022/23, incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy, is approved.
- (5) That, the prudential indicators for 2022/23, which reflect that the capital expenditure plans are affordable, prudent and sustainable, are approved.

POL. 1174

PAY POLICY STATEMENT 2022/23

AGENDA ITEM 2

The Human Resources Manager submitted a report which sought approval to implement the Council's 2022/23 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The statement outlined the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees.

RECOMMENDED – (1) That, implementation of the Council's 2022/23 Pay Policy Statement is approved.

(2) That, it is noted that the 2021/22 pay award has not yet been finalised and therefore the report may change slightly once the pay award has been agreed.

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

Date and Time of Next Meeting – Tuesday, 1st March 2022 at 6.30pm.

Chairman

Policy Committee – 5th April 2022

REVENUE BUDGET MONITORING REPORT - QUARTER 3 (2021/2022)



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 3 review of income and expenditure to the end of December 2021.

2. **Recommendations** That members note the following:

- 2.1 the revenue budget monitoring position as at 31st December 2021.
- 2.2 the latest savings position (as outlined in Appendix B).

3. **Report**

- 3.1 On 2nd February 2021 the Council approved its Net Revenue Budget at £7,132,749 for 2021/22. This was subsequently increased by 2020/21 revenue budget slippage of £27,191 and growth bid items approved as part of the budget setting process of £77,348, giving a revised Net Revenue Budget £7,237,349.

3.2 **Quarter 3 Financial Performance – Revenue Budget**

The Council's financial position continues to be affected by the impacts of the Covid-19 pandemic. Some of the major income streams (such as car parking and leisure – that were significantly affected last financial year) appear to be recovering, albeit slowly by quarter 3, however it will continue to take some time for them to recover further and this will require close monitoring throughout the year. Previous decisions made by the Policy Committee have given the council more flexibility to deal with these issues during this financial year re: the carry forward of some government COVID support grant.

Based on the Q3 monitoring exercise, the Council's performance against service budgets is a forecasted overspend of £173k for the full financial year, prior to the consideration of a number of potential mitigation measures.

This figures currently being used remain heavily caveated due to the uncertain times that the council continues to operate within – the Pandemic continues to provide many challenges and the council continues to assess the potential implications of the recent decision by central government re: local government restructure in North Yorkshire.

Based upon the figures contained in Appendix A, the Net Cost of Services is showing an overall forecast overspend of £164k, whilst the corporate costs are forecast to have a small overspend of £9k, resulting overall in a £173k deficit. However, it is highly likely that by the year end there will be underspends in the corporate costs lines, notably in the Capital Financing, Growth Bids and the Paybill inflation.

The latest monitoring position is set out as Appendix A, reported by service. Additional information on the detailed budget figures is provided in the following paragraphs.

3.3 Service-Related Costs

Services are currently showing a projected net variance of a £164k deficit. Details of the variances are set out in Appendices A. As well as the themes set out above, significant service variances are set out below.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. Third quarter performance shows net overspends in staffing costs of £103k. This consists of salary cost underspends of £206k being offset by spending on Agency staff of £309k.

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 15% less compared to the same period last year. Further detail of this can be found in Appendix C.

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

3.7 Environmental Services and Housing: (Appendix A)

- The projected overspend for waste management service unit is £71k, this is due to a projected £38k overspend in employee costs (associated with overtime) £3k overspend on vehicle fleet costs, 1.5k overspend in equipment costs, £5k overspend in computer costs, 1k in subscriptions and £20k covid related expenditure. This has been partially offset by the sale of an asset £7.5k.
- The projected underspend for trade waste is £66k. This is due to a surplus in container hire income at £39k, disposal charges being lower than expected (£45k) and salary savings (£5k) due to secondment of staff to Cleaner Neighbourhoods. This has been partially offset by a projected overspend on fleet costs at £26k, and equipment costs (purchase of containers) at £8k.
- Garden Waste Income is forecasting, £29k ahead of target for 21/22.

3.8 Leisure Services: (Appendix A)

Excluding those that are employee related, the following sets out the significant variances;

- Projected income for Craven Pool & Fitness Centre is down by £187k due to the effects of the pandemic (2 months closure at start of the year).
- There is also a projection for loss of income with the Café.

3.9 Assets and Commercial Services; (Appendix A)

- Salary costs in the Service Unit is forecasting £32k higher than budgeted due to an estimation of salary levels.
- The Car Parking income is currently forecasting to achieve target.

3.10 Planning and Building Control Services; (Appendix A)

- Salary costs in Development Control is forecasting £211k higher than budgeted due to investment in additional external service support and additional staffing, to improve performance in the Planning Service.
- Projected income for Development Control is also down £163k.

3.11 Corporate

At the end of the Quarter 3 the Corporate Costs (outside the Net Cost of Service) are currently showing a adverse variance of £9k – this is all attributed to the revised forecast for investment income.

3.12 Projected financial performance at the end of Q3 is summarised in Appendix A.

3.13 Income & Savings Plan

It is assumed that the Green Savings from 20/21 will be carried forward and equal £68k. Amber savings originally estimated for 21/22 is £209k, most of these amber savings' items are making good progress in 21/22. The staffing restructures in both Business Support and Finance have resulted in in year savings, some of which are currently offsetting deficits in other areas of staffing expenditure. This will be updated further at the Q4 report. It is reasonable to assume at this stage that overall, the amber savings target of £209k will be met.

3.14 Main Risk Areas

The 2021/22 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 2021/22 budget. At Q3, income from fees and charges is forecast to be down on the budgeted levels, however, government support is anticipated to help the council to manage some of the the losses – and will be reflected in future monitoring reports.

3.15 Budget monitoring sessions with budget holders are held throughout the year.

3.16 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.

- 3.17 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.
- 3.18 Government Budget and Spending Review
- 3.19 The Government announced its Budget and associated Spending Review at the end of October. This contained a number of policy decisions that will have an implication of local authority budgets for next year (and the medium term).
- 3.20 The impacts of the local government finance settlement has been assessed and used to set the Council's Budget position for 2022/23.
- 3.21 Financial Position
- 3.22 As reported to the last meeting of this committee, The Council continued to hold a General Fund unallocated balance of £995k at 1 April 2021. There has been some support assumed from general balances over the medium term as part of the response to current financial pressures – this has become clearer as we have finalised the 2022/23 budget process. Clearly, the implications of local government re-organisation in North Yorkshire will also need to be carefully considered for 2022/23.
- 3.23 It remains the Council's policy is to maintain the General Fund Balance at a prudent level.
- 3.24 As updated to the Policy Committee in December, the council's earmarked reserves are being reviewed as part of the final accounts / closedown process for 2020/21. An update on this will be provided as part of a future monitoring report, once final accounts process is complete.
- 3.25 As mentioned earlier in the report, the projected budget variance that is being reported for the service budgets / corporate costs is only one part of the council's overall financial position for the year. To get a fuller picture, a number of other issues need to be considered – which are illustrated in the following table;

	£000	Additional Information
Forecast Budget Variance (Appendix A)	173	Relates to service budgets / corporate costs as shown in Appendix A
Add back 'Amber Savings'	209	When the budget was set, there was a need to save an additional £209k to balance the overall budget. The savings against the service budgets are already included in the Forecast Budget Variance (above) so need to be adjusted here to show the proper overall financial position.

Estimated Income from Government Sales, Fees and Charges Grant	(250)	The council has submitted a claim to the Govt to cover Q1 losses relating to the Covid 19 Pandemic. The figure assumed here is thought to be a prudent estimate based upon that claim. Members will note from the data in Appendix A that the council has been significantly impacted by the loss of leisure income – the claim will help compensate the council for that.
Planning Service Improvement Plan – to be funded from Planning Reserve	(200)	Members will recall the planning improvement plan that was agreed at the beginning of the year. The figures in Appendix A show that additional budget has been allocated to the planning service as a result. Some (or all) of this additional funding will be met from the Planning reserve – as a working assumption for now, an allocation of £150k has been used.
Estimated Overall Position for 2021/22	(68)	This represents the overall forecast to the figures included in the council's medium term financial strategy for 2021/22.

- 3.26 The above table shows the movement between the forecasted deficit and the estimated overall position after adjustments not yet recognised in the Cost of Services. This includes £209k for the 'structural deficit' when the budget was originally approved in Feb 2021, which was to be covered by a number of identified savings, referred to as 'amber' savings. There is also an anticipated draw on the planning reserve, £200k, to cover the increased resource requirement. There is also the £250k Sales, Fees and Charges Compensation, that has been claimed but not yet received. Once these adjustments have been reflected, the original deficit shifts to an estimated surplus of around £68k.

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 2021/22, 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 continue to develop / revise its plans to ensure that it continues to have a sustainable MTFP.

7.2 Chief Finance Officer (s151 Officer) Statement

No additional comments to those already included within the report.

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 not 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

11. Appendices

Appendix A – Revenue Budget – by Service Department
Appendix B – Green and Amber items on the Income & Savings plan
Appendix C – Agency Staff usage at Q3 21/22.

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

Summary By Service - Net Cost of Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(11,816)	Licensing Services	(36,585)	0	(36,585)	(21,748)	14,837
682,070	Environmental Health & Housing Services	770,162	0	770,162	732,262	(37,899)
1,780,907	Waste Management Services	1,438,222	77,414	1,515,636	1,507,912	(7,724)
(776,447)	Bereavement Services	(488,393)	0	(488,393)	(576,207)	(87,814)
21,117	Planning & Building Control Services	362,235	0	362,235	728,224	365,988
682,506	Economic Development	407,655	0	407,655	367,220	(40,435)
274,977	Cultural Services (incl. Museum & Town Hall)	178,362	22,590	200,952	213,541	12,589
182,568	Leisure Services	30,770	0	30,770	245,122	214,353
(147,357)	Assets & Commercial Services	(355,505)	0	(355,505)	(198,750)	156,755
160,047	Legal Services	129,374	0	129,374	168,848	39,474
285,118	Member Services	305,057	0	305,057	303,951	(1,106)
152,468	Election Services	160,831	0	160,831	160,831	0
1,342,191	Chief Execs & Business Support	1,389,835	4,601	1,394,436	1,232,170	(162,266)
1,030,480	Financial Management	989,361	0	989,361	738,953	(250,408)
531,851	ICT & Transformation	556,542	0	556,542	503,912	(52,630)
6,190,680	Craven District Council : NCOS	5,837,921	104,605	5,942,526	6,106,241	163,714

2020/21		2021/22				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(115,000)	0	(115,000)	(106,000)	9,000
255,177	Interest Payable (6770)	255,710	0	255,710	255,710	0
88,005	MRP for Capital Financing (8530)	88,000	0	88,000	88,000	0
616,695	Revenue Contributions to Capital Outlay (8535)	428,000	0	428,000	428,000	0
0	Capital Financing (Costs of borrowing)					
	Growth Bids not yet apportioned to service	563,113	0	563,113	563,113	0
	Paybill inflation not yet allocated					
75,000	Corporate Contingency	75,000	0	75,000	75,000	0
7,039,171	Total Revenue Budget 2021/22	7,132,744	104,605	7,237,349	7,410,064	172,714

Craven District Council

Section 1 - Licensing Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
12,085	Hackney Carriages	R226	(32,095)	0	(32,095)	11,117	43,212
(23,901)	Liquor Licensing	R227	(4,490)	0	(4,490)	(32,864)	(28,374)
(11,816)	Total Licensing Services		(36,585)	0	(36,585)	(21,748)	14,837

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
323,113	Environmental Health	R220	400,978	0	400,978	390,032	(10,946)
0	Flooding 2015/16	R228	0	0	0	0	0
0	Housing Enabling	R338	70,319	0	70,319	69,885	(435)
5	Homeless Prevention Support Service	R339	763	0	763	448	(315)
43,558	Aireview House	R342	30,138	0	30,138	38,571	8,433
223,054	Homelessness	R343	244,182	0	244,182	255,602	11,420
68,654	Private Sector	R344	(2,404)	0	(2,404)	(51,441)	(49,038)
23,688	Housing (Service Unit)	R347	26,185	0	26,185	29,167	2,982
682,070	Total Environmental Health & Housing Services		770,162	0	770,162	732,262	(37,899)

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
895,904	Refuse Domestic	R200	693,871	26,298	720,169	784,404	64,235
(379,921)	Refuse Commercial	R201	(278,573)	0	(278,573)	(344,743)	(66,170)
418,148	Street Cleansing	R202	388,324	0	388,324	382,497	(5,827)
483,962	Recycling	R203	375,432	26,298	401,730	335,467	(66,264)
105,444	Cleaner Neighbourhoods	R204	60,375	0	60,375	72,744	12,369
62,205	Mechanics Workshop	R209	41,981	0	41,981	75,921	33,940
388,272	Waste Management (Service Unit)	R211	287,468	24,818	312,286	383,108	70,822
(193,108)	Garden Waste Service	R213	(130,657)	0	(130,657)	(181,485)	(50,828)
1,780,907	Total Waste Management		1,438,222	77,414	1,515,636	1,507,912	(7,724)

Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(742,506)	Bereavement Services	R190	(478,421)	0	(478,421)	(567,726)	(89,305)
(32,078)	Skipton Cemetery	R191	(12,218)	0	(12,218)	(10,748)	1,470
(5,400)	Ingleton Cemetery	R192	(5,454)	0	(5,454)	(5,433)	21
2,451	Closed Churchyard St Andrews (Kildwick)	R193	5,700	0	5,700	5,700	0
1,086	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	1,000	0
0	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,000	0
(776,447)	Total Bereavement Services		(488,393)	0	(488,393)	(576,207)	(87,814)

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
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	4,000	0
21,117	Building Control (Non Fee Earning)	R251	35,959	0	35,959	29,451	(6,508)
0	Building Control (Fee Earning)	R252	(29,372)	0	(29,372)	(23,032)	6,339
0	Local Plan	R253	249,602	0	249,602	245,191	(4,411)
0	Local Land Charges	R254	(96,955)	0	(96,955)	(98,938)	(1,983)
0	Development Control	R255	199,001	0	199,001	571,552	372,550
0	Planning (Service Unit)	R270	0	0	0	0	0
21,117	Total Planning & Building Control Services		362,235	0	362,235	728,224	365,988

Craven District Council

Section 6 - Economic Development

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
77,080	Great Places	R307	77,080	0	77,080	22,543	(54,537)
31,800	Attraction Trade & Tourists	R310	21,800	0	21,800	23,900	2,100
165,618	Industrial Development	R311	59,140	0	59,140	59,140	0
38,322	Settle TIC	R315	28,223	0	28,223	33,044	4,821
207,212	New Homes Bonus Projects	R316	53,000	0	53,000	53,000	0
162,474	Economic Development (Service Unit)	R330	168,412	0	168,412	175,592	7,181
0	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
28,872	Growth Deal - Support Work R318	R318	0	0	0	0	0
(38,126)	Total Skipton Heritage Action Zone *	R319	0	0	0	0	0
(4,419)	Total Reopening High Street Safely *	R324	0	0	0	0	0
	Langcliffe Quarry Enterprise Centre	R325	0	0	0	40,450	40,450
682,506	Total Economic Development		407,655	0	407,655	367,220	(40,435)

* Expenditure incurred in year will be funded by external support so forecast a Net Nil for the year.

Craven District Council

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

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
37,787	Arts Development	R300	39,903	6,700	46,603	38,495	(8,108)
151,282	Museum	R301	136,006	15,890	151,896	167,011	15,115
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
79,445	Museum Development Project - Delivery Phase	R308	(280)	0	(280)	932	1,212
0	Rural Culture: Creating a Hub for Craven	R309	2,733	0	2,733	7,103	4,370
0	York & NY Dance Hub	R322	0	0	0	0	0
12,104	Rural Steps Project	R323	0	0	0	0	0
(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
274,977	Total Cultural Services (incl. Museum & Town Hall)		178,362	22,590	200,952	213,541	12,589

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
103,965	Craven Pool & Fitness Centre	D105	29,366	0	29,366	240,528	211,163
85,458	Revive Café	D106	646	0	646	3,836	3,190
(6,854)	Healthy Lifestyles	D107	758	0	758	758	0
182,568	Total Leisure Services		30,770	0	30,770	245,122	214,353

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
27,385	Misc Property (Incl Ind Estates)	R103	21,846	0	21,846	25,415	3,569
37,340	Bus Station	R104	22,628	0	22,628	22,628	0
(29,321)	Private Garages	R346	(19,092)	0	(19,092)	(39,092)	(20,000)
(16,691)	Skipton Depot	R115	62,134	0	62,134	169,840	107,706
(36,535)	Settle Depot	R117	70	0	70	70	0
300,095	Belle View Square	R125	270,868	0	270,868	282,071	11,203
363,025	Assets & Projects (Service Unit)	R212	368,683	0	368,683	419,196	50,512
139,180	Amenity Areas (Incl Aireville Park)	R100	113,060	0	113,060	117,060	4,000
(102,431)	Estates	R425	(89,629)	0	(89,629)	(96,836)	(7,207)
(35,579)	Shared Ownership Scheme	R427	(19,688)	0	(19,688)	(42,433)	(22,745)
60,294	Joint Venture Partnership	R428	0	0	0	3,689	3,689
(947,812)	Car Parks	R130-151	(1,168,394)	0	(1,168,394)	(1,168,378)	16
110,385	Public Conveniences	R160-181	82,009	0	82,009	108,020	26,011
(147,357)	Total Assets & Commercial Services		(355,505)	0	(355,505)	(198,750)	156,755

Craven District Council

Section 10 - Legal Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
160,047	Total Legal Services	R361	129,374	0	129,374	168,848	39,474

Craven District Council

Section 10 - Member Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
101,917	Democratic Services	R362	99,956	0	99,956	98,850	(1,106)
183,200	Democratic Representation	R410	205,101	0	205,101	205,101	0
285,118	Total Member Services		305,057	0	305,057	303,951	(1,106)

Craven District Council

Section 11 - Election Services

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
102,727	Elections	R411	87,593	0	87,593	87,593	0
49,741	Electoral Registration	R412	73,238	0	73,238	73,238	0
152,468	Total Election Services		160,831	0	160,831	160,831	0

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
522,305	CLT	R350	492,992	0	492,992	492,500	(492)
144,359	Business Support	R375	205,392	0	205,392	98,988	(106,404)
153,662	Human Resources	R370	156,221	0	156,221	160,967	4,746
21,381	Health and safety	R373	34,115	0	34,115	20,275	(13,840)
28,338	Tour De Yorkshire	R306	0	0	0	4,103	4,103
206,754	Partnerships & Communications	R355	196,620	4,601	201,221	187,060	(14,162)
4,387	Sporting Events	R356	1,174	0	1,174	(0)	(1,174)
41,540	Craven Crime Reduction	R348	40,045	0	40,045	40,161	116
0	Safer & Stronger Communities	R349	0	0	0	0	0
219,464	Customer Services	R383	263,276	0	263,276	228,118	(35,158)
1,342,191	Total Chief Execs & Business Support		1,389,835	4,601	1,394,436	1,232,170	(162,266)

Craven District Council

Section 12 - Financial Management

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
474,930	Financial Services	R381	505,822	0	505,822	505,022	(800)
(12,624)	Corporate Management	R420	258,538	0	258,538	37,590	(220,948)
91,775	Unapportion Overheads	R422	(18,500)	0	(18,500)	(18,500)	0
476,399	Revenues & Benefits	R384 & R432-5	243,501	0	243,501	214,841	(28,660)
1,030,480	Total Corporate Head (Financial Management)		989,361	0	989,361	738,953	(250,408)

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 30/12/2021 (Quarter 3 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
42,460	Street Naming & Numbering /GIS	R101	44,187	0	44,187	29,346	(14,841)
489,391	ICT & Transformation	R400	512,355	0	512,355	474,566	(37,789)
531,851	Total Director of Services		556,542	0	556,542	503,912	(52,630)

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2021/22 - 2022/23 Dec 21

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					Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2019/20	2020/21	2021/22	2022/23					
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	0	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tennent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	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	Tracy Mc Luckie
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	50,000	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	0	20,000	20,000	N	N	Rationalise the Finance/perfromance Strucure	Richard Weigh	Rob Atkins
		Business Support Structure	Amber	M	H	0	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	0	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	0	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						26,400	188,400	208,500	276,900					

16	IT	IT – Contract up for renewal. Transfer of Mittel to virgin media – savings.	Green	H	H	2,000	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	0	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	0	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	0	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	0	108,000	0	0	Y	N	Complete in 19/20. The MRP Policy was revised to change the claucluation for the provision 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						2,000	176,000	68,000	68,000					

TOTAL ALL SAVINGS						83,400	490,500	427,600	496,000					
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Agency Budget Analysis of Services and Forecasted Spend in Salaries:

Agency Actual Outturn 2020/21 £	Service	Agency Actual as at Q3 2021/22 £	Agency Revised Budget as at Q3 2021/22 £	Agency Variance End Dec 21 -ve/+(ve) £	Reason for Agency Appointment
34,972	Refuse Collection-Domestic	34,373	3,750	30,623	
27,059	Refuse Collection-Commercial	926	-	926	
742	Street Cleansing	5,566	-	5,566	
17,461	Recycling	414	-	414	
-	Mechanics Workshop	1,579	-	1,579	
17,206	Waste Management	37,414	-	37,414	covering Waste Management operational roles, including COVID related costs incurred
43,613	Assets & Commercial Services (S/Unit)	6,366		6,366	
14,588	Garden Waste Service	6,576	-	6,576	
9,405	Hackney Carriages	-	-	-	
9,405	Licencing	-	-	-	
83,970	Local Development Framework	61,785	-	61,785	Planning Policy cover
130,828	Development Control	46,563	8,625	37,938	Cover of Planning Officers and to clear back log of applications
45,239	Head of Planning & Building Control	61,565	-	61,565	Cover of Planning Officers and to clear back log of applications
32,945	Legal Services	53,806	-	53,806	Covering Legal Services Manager
1,060	Financial Services	8,309	-	8,309	Clearing Build up of Procurement, performance and risk administration
2,000	Revenue and Benefits Services	3,552	7,500	(3,948)	
1,875	Information Technology Services	-	-	-	
472,368		328,794	19,875	308,919	

Policy Committee – 5th April 2022

Q3 CAPITAL PROGRAMME MONITORING REPORT – 2021/2022



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 Council's Capital Programme position, based on the Quarter 3 review of income and expenditure to the end of December 2021.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2021/22 Capital Programme as at the 31st December 2021.
- 2.2 Members note the 2021/22 Capital Programme and the proposed funding – for the projects agreed at Q3.

3. **Report:**

- 3.1 The Council agreed the 2021/22 Capital Programme of £2,230k on 2nd February 2021. On 14th September 2021 the Policy Committee approved for the Capital Programme to include £9,380k of carry forward from the 2020/21 Programme. The Langcliffe Quarry Development has also been recognised on the programme. Giving a revised programme of £13,362k.

3.2 **Quarter 3 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 December expenditure on the programme was £4,462k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2021/22 £	Expenditure at Q3 2021/22 £	Forecasted Outturn 2021/22 £
Council Properties	11,725,157	3,783,200	6,986,676
ICT	92,767	35,615	71,067
Private Sector Hsg & Empty Homes	834,329	340,469	834,329
Recreation & Leisure	45,031	12,691	37,531
Town/Village Plans	40,308		40,308
Vehicles	624,823	290,017	624,823
Total Capital Programme Costs	13,362,416	4,461,992	8,594,734

- 3.3 The table above shows that of the revised programme around £8.6m is due to be spent by the end of the year. This variance is down to the projected spend on the projects between the reporting date and year end. The majority of the 'underspend' in 21/22 is down to project delays and the balances of these projects will be proposed as slippage in the Q4 outturn report. The current estimate of slippage is circa £2.1m, but this will be confirmed at Q4.
- 3.4 Continued review and update of the projects are carried out on a quarterly basis.
- 3.5 As the financial position has stabilised, with government grant and cash-flow support, careful financial management and income streams beginning to recover, it has not been necessary to recommend the removal or deferral of projects agreed in the 2021/22 Capital Programme. Though it is likely that some will may be delayed in the current year, depending on the nature of the project. A more detailed assessment of this will be made at Q4.
- 3.6 Capital Programme Financing
- 3.7 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.8 As part of the 2021/22 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 2021/22 Programme

	2021/22 Forecast	2022/23 Indicative	2023/24 Indicative	2024/25 Indicative
Capital Receipts at Start of Year (CRR)	2,187	1,572	1,472	1,222
In Year resources - (Capital Grants/receipts received)	2,177	680	557	557
Use of in Year Capital grants	2,563	680	557	557
Use of Commuted Sums/S106	643	244	250	
Use of Capital Receipts	229	100	250	-
Total Use of Capital Resources	3,435	1,024	1,057	557
Contribution From NHB Reserve	65	140	-	-
Contribution From Enabling Efficiencies Reserve	10	0	0	0
Contribution From Vehicles Reserve	625	595	405	390
Contribution from IT Reserve	61	90	40	30
Contribution from Buildings Reserve	350	147	-	-
Underwrite the Capital relating to Skipton Depot Project and JV Development Projects	2,875	-	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	1,173	-	-	-
Total Use of Reserves/Borrowing	5,159	972	445	420
Forecasted Capital expenditure in year	8,594	1,996	1,502	977
Capital Receipts at end of Year (CRR)	1,572	1,472	1,222	1,222

- 3.10 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.
- 3.11 The “Underwrite the Capital Funding” line represents the amounts allocated for the redevelopment of the Engine Shed Lane Depot and Costs associated with the Development of CDC Assets. It is assumed there will be some external funding for projects and the balances will be funded by CDC. If external funding is secured, the amount funded by the Council will reduce accordingly.

4. Financial and Value for Money Implications

- 4.1 At the start of 2021/22 the Council had available £2,187k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants/claims of £2,177k to fund part of the programme. All financial implications are contained in the body of the report.

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 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 not 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

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.

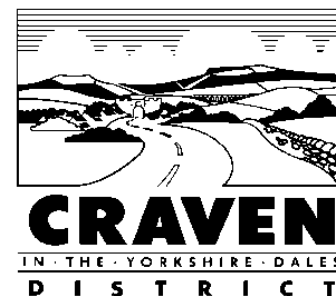
Capital Programme 2021/22

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	Total Programme 2021/22 £	Expenditure at Q3 2021/22 £	Remaining Budget 2021/22 £	Indicative Slippage Requested 2021/22 £	Forecasted Outturn 2021/22 £	Q3 comments
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009			23,946	23,946	630	23,316	-	23,946	Have just confirmed direct award to podpoint. Still on schedule for project completion end of Q4. Remaining budget will be fully spent
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Jenny Kerfoot	6026	1,135,020	-	243,835	1,378,855	473,093	905,762	262,718	643,043	No properties acquired in Q3. Forecast 2 homes to acquire in Q4 at Gargrave.
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6026			2,787,850	2,787,850	939,413	1,848,437	675,347	1,173,090	Duke Street properties completed, Banks Way nearing completion - awaiting gas connection, North Parade site progressing - foundations are in, due to complete in 2022/23
Assets & Commercial Services	Museum-Major Improvements	David Smurthwaite	6032				-	434,976	(434,976)	-	434,976	
Property Services	Skipton Depot Project	Hazel Smith	6036			2,434,538	2,434,538	509,282	1,925,256		2,434,538	Principle Contractor works commenced with remaining contaminated ground material part removed, part contained as per agreement with Environmental Protection. Underground works for the building have been completed including piling and foundations. As at time of update, steel frame for building has been erected. Next stage of works include roof and cladding works as well as attenuation tanks/drainage etc. Current programme timetable is for works to be complete by mid July following a 2 weeks delay caused by Network Rail permissions for works adjacent to their site being delayed.
Bereavement Services	Refurb of Waltonways Outbuildings	Darren Maycock	6044			13,000	13,000	-	13,000		13,000	Delayed due to Covid pressures, defer to 2022
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050			74,880	74,880	-	74,880	72,880	2,000	Undertaken a public consultation, preparing to submit plans to Planning Committee. Costs for this project have been coded to 6026 SO17
Bereavement Services	Exit Drive at Waltonways	Clair Cooper	6052			28,000	28,000	17,843	10,157		28,000	Work is currently out to tender, hopeful to get contractor on site in March, estimated the costs to be less than budget but can only confirm once on site
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054		-	14,000	14,000	-	14,000		14,000	Work completed as part of the ERDF Decarbonising Skipton project
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057			2,741,739	2,741,739	-	2,741,739		-	On hold, awaiting Policy Committee decision
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		(1,665,352)	1,752,152	1,752,152	440,746	1,311,406	799,376	512,030	Significant progress is being made to all buildings included within phase 1 works including the stone barn refurbishment which will be used as the business support hub. Current programme scheduled completion remains at April 2022, subject to utility companies timescales for incoming services.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129			25,000	25,000		25,000		25,000	In development. The proposed work will form part of a wider project for interpretation of the Canal, which we are looking to secure funding from Historic England/Heritage Lottery to support. We are aiming to complete the works before March 2023.
Waste Management	Vehicle Lift Project	Hazel Smith	6136			20,000	20,000	-	20,000		20,000	Contained within the bigger project of the ESL development
Assets & Commercial Services	Decarbonising Skipton: Green Future for Public Buildings	Rachel Sewell	6142				-	413,174	(413,174)		563,174	PV panels have been installed at Craven Leisure, Aireview House, Book of Remembrance Chapel and Skipton Town Hall. Insulation has been installed at Skipton Town Hall and Book of Remembrance. Tenders are out for heat pumps at Craven Leisure and heat recovery at Skipton Crematorium
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146			-	-	328,668	(328,668)		928,668	In construction - first phase of the work, the creation of the Gallow Syke Flood Management Scheme has been completed. 50% of the culverting of Ings Beck has been installed; the lighting columns along Engine Shed Lane have been installed and ready to connect; 50% of the drainage gullies and kerbing along the western section of Engine Shed Lane have been installed; the module and sheet piling retaining walls around the depot have been installed.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138			40,308	40,308		40,308		40,308	Ingleton Parish Council have confirmed that they still wish to use the money to support the development of Riverside Park. The designs for the Park are being developed in readiness to obtain costings and seek external funding. The Council's money will be used as match-funding. The Parish Council is aiming to complete the project before March 2023.
Craven Leisure	Dosing System Renewal	Hazel Smith	6158		-	2,531	2,531	2,708	(177)		2,531	Project complete and closed
Craven Leisure	Poolside Grates	Hazel Smith	6159		-	10,000	10,000	9,983	17		10,000	Project complete and closed.
ICT & Transformation Services	Payroll System improvements	James Hordern	6200			3,650	3,650	-	3,650		3,650	Phase 1 of the project is complete. Phase 2 and the roll out of Self service modules will be completed in 22/23.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	Total Programme 2021/22 £	Expenditure at Q3 2021/22 £	Remaining Budget 2021/22 £	Indicative Slippage Requested 2021/22 £	Forecasted Outturn 2021/22 £	Q3 comments
ICT & Transformation Services	InCab Communications & Web Portal Systems	Darren Maycock	6276			15,817	15,817	-	15,817		15,817	Service has delayed implementation due to Covid pressures, defer to 2022
Property Services	Integrated Asset Management System	Darren Maycock	6277	-		11,600	11,600	-	11,600		11,600	Decision deferred, align as part of LGR Defer to 2022
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	320,000	-	274,823	594,823	290,017	304,806		594,823	No spend in Q3. Q4 planned expenditure - £198k, vehicles ordered and awaiting delivery. Remaining budget of £107k may require slippage. Vehicle delivery likely to be Q1 2022/23.
Assets & Commercial Services	Electric Vehicle Charging Points in Outlying Car Parks	Rachel Sewell	6070	123,028	(92,271)		123,028	-	123,028		123,028	Going through procurement process with an aim to start work in February/ March 2022
Assets & Commercial Services	Multi-Play Equipment replacement	Rachel Sewell		7,500			7,500	-	7,500	7,500	-	Order has been placed, installation date in May 2022
Assets & Commercial Services	Olley Street Centre, Skipton	Rachel Sewell	6060				-	202,004	(202,004)		1,004	Building has been purchased, work ongoing to secure funding to complete the refurbishment
Assets & Commercial Services	Skipton Crematorium extension	Rachel Sewell	6053	47,345	(20,000)		47,345	4,313	43,032	34,854	8,178	Designs are being prepared to submit to Planning
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305			30,000	30,000	-	30,000		30,000	Vehicle ordered awaiting delivery
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	6280	10,000		-	10,000	13,500	(3,500)		10,000	Integration works complete.
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	30,000		-	30,000	22,115	7,885		30,000	Budget on track to be spent by end Q4
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 waiting for DNO quotes, but still on schedule for completion by end of Q4
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	557,000	(557,000)	277,329	834,329	340,469	493,860		834,329	Within Q3 2021/22 progress has continued to be impacted by our contractors having reduced staff due to COVID infections/isolation, escalation of prices and shortages of materials. This has resulted in contractors being unable to start works promptly and it is taking longer to complete works. However, during the period Q1-Q3 we received 72 new referrals from North Yorkshire County Council, 4 referrals for Energy Efficiency Grants and 1 Winter Plus application. This is a 15% increase compared the average for the same period 2020/21. During Q1-Q3 we approved 49 cases and completed 50 grants and paid 5 interim payments valued at £337,783. We were also required to cancel 12 enquiries of which 6 were due to worsening health and clients passing away). We completed a further 13 2020/21 Accruals cases valued @ £74,692. Our current caseload as at 02/03/22 is 81 which comprises of 51 enquiries (of which 10 need to be cancelled) pending scheme approval and tendering with an estimated value of £480,695, 22 Approvals pending start of works valued at £213,722 and a further 8 cases where works have commenced with an outstanding value of £ 85,634. The impact of our service has been that during Q1 - Q3 we have assisted 51 people by adapting 24 bathrooms, installed 4 wash/dry toilets, 1 ramp, 5 boilers, 8 stair lifts and carried out internal and external modifications to improve access in/out and around the home at 8 properties, built 1 extension to create a bedroom and toilet facility and provided alternative accommodation for 3 households whilst extensive works were carried out at their home.
Property Services	Town Hall Remedial Works - Skipton Town Hall Frontage Works	Rachel Sewell	6061		-	55,000	55,000	19,058	35,942		55,000	Work ongoing to enable the contract to be awarded, hopeful to start on site in Feb/March
Assets & Commercial Services	Development of CDC Land	Rachel Sewell			-	226,824	226,824	-	226,824	221,824	5,000	These sites have been on hold but have got the go ahead to pick back up so will commission surveys and drawings to progress towards submitting to Planning
Financial management	Agresso Upgrade	James Hordern			-	21,700	21,700	-	21,700		-	It is anticipated that with LGR, finance systems will be reviewed. The current system will be maintained for the remainder of the tenure.
Total Capital Programme 2021/22				2,229,893	(2,334,623)	11,132,523	13,362,416	4,461,992	8,900,423	2,074,500	8,594,734	

Policy Committee – 5 April 2022**Quarter 3 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 Q3 of the financial year 2021/22 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 A majority of Council Plan actions are still progressing as planned. Services returned updates for 17 actions. 12 of these actions were rated 'Green'. No actions were rated 'Red'.
- 3.3 Our position in respect of Council Plan progress is the same as Quarter 2 2021/22.



Chart: Council plan progress by RAG rating, Q2 2021/22 and Q3 2021/22

3.4 The 5 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**.
- The high level of fly tipping is impacting on our **cleaner neighbourhoods** targets. However, despite a slight increase on the previous quarter, it remains much lower than at any point in 2020/21.
- Our **Risk Management** activity requires some improvement; we have a plan in place to address this.
- A substantial improvement will still be required to achieve a **50% recycling rate**. The rate declined slightly in Q3 2021/22
- We have not started a **Waste Education Programme**. We have allocated funding to recruit a Waste Education Officer to progress this.

3.5 Service performance highlights are listed in the report under 'Quarter 3 Performance Summaries'. Note in particular the substantial improvement in Planning timeliness this quarter.

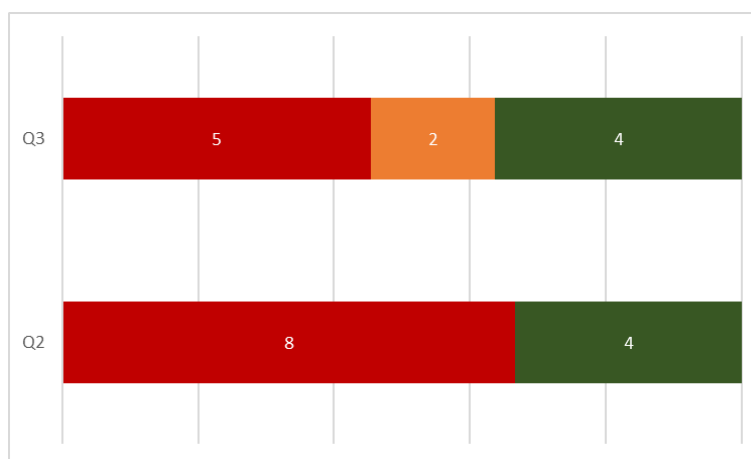


Chart: Service Performance KPIs by RAG rating, Q2 2021/22 and Q3 2021/22

3.7 Sickness absence rates remain low across the Council though there were larger increases in a small number of services, most notably in Waste Management. The rate of timely PDR completion improved substantially during the quarter, and is now at 71% completion (compared to 29% in Q2).



Chart: 'People' KPIs by RAG rating, Q2 2021/22 and Q3 2021/22

- 3.8 As most services have continued to recover towards pre-pandemic levels, and this is an early stage in the financial year, the majority of services are now within budget. There remain substantial challenges for the Planning department, where expenditure is high due to efforts to address performance issues, and Craven Leisure, due to a deficit in the earlier part of the year before attendances, memberships and other income had started to recover.

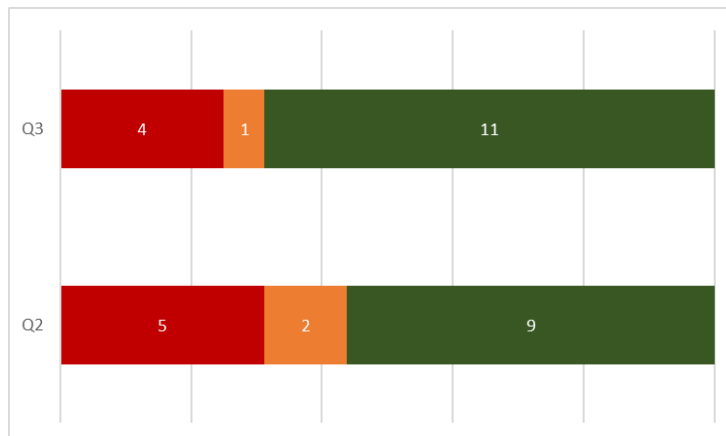


Chart: 'Finance' KPIs by RAG rating, Q2 2020/21 and Q3 2021/22

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

A Chief Finance Officer statement is not required for this report.

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 Q3 2021-22

12. Author of the Report

Name Rob Atkins, Exchequer & Performance Manager
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 3 2021/22 (October-December)

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

Quarter 3 2021/22 Performance Overview

Council Plan

5 actions not on track; a plan is in place:

- High Speed Broadband
- Fly Tipping
- Risk Management
- Recycling Rates
- Waste Education Programme



Service Performance

Q3 Performance (Key areas for improvement)

- Time to process new benefit claims
- Payments with an Official Order
- Fly tipping incidents
- Waste volumes/Recycling rates



Q3 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

Q3 Performance

- Sickness absence rates have remained low in Q3 2021/21
- A majority of PDRs have now been completed



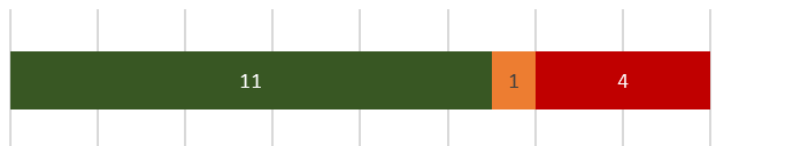
Q3 Direction of Travel

More indicators have increased than decreased during this quarter. This is mainly due to improving PDR completion rates.



Finance

A majority of services are within budget.



Bereavement Services - Quarter Three Performance Summary

As for Quarter 2, the use of the Crematorium continued to operate at relatively normal (i.e. pre-pandemic) levels during Quarter 3 2021, with sufficient capacity available on a normal operating timetable though we are still seeing a slightly higher level of cremation due mainly to the continuing closure of Oakworth Crematorium. Oakworth Crematorium is due to reopen in early 2022.

Council Plan Progress

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

Service Performance

No. Cremations held (per quarter)

333

↑ up 6% on prev. Q ↓ down 2% on Q3 2020

Ave. Normal Crematorium Capacity used

76%

↑ Up 36% on prev. Q ↑ Up 12% on Q3 2020

No. Burials

24

**People
(6 employees)**

% PDRs completed on time

100%

● on target ↑ Up 17%pts on prev. Q

Ave. days absent through sickness

1.6 days

● 6.4 days below target ↑ up 0.9 days on Q3 21/22

Finance

Forecast Net Expenditure against Budget

Forecast net income is £87,814 above budget



Internal Audit

No outstanding recommendations.

Contract Management

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

2 contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. **1 contract** (music system for the Crematorium chapel) has expired and a new contract is being negotiated.

Risk Management

5 risks on the risk register are monitored by Bereavement Services, all rated 'Green' – however some actions identified to further reduce risk.

Climate Emergency Strategic Plan

The team have developed rules and regulations to try to reduce plastic waste within the cemetery/crematorium – this needs to be authorised and rolled out (e.g. discourage the use of plastic coverings on flowers/no balloons, lanterns)

● The project to install solar panels on the Book of Remembrance Chapel as well as insulating the roof (and reroofing the building) as part of the Decarbonising Craven project has now been completed.

Plans prepared to install a heat recovery system within the crematorium, again as part of the Decarbonising Craven project. This is currently awaiting planning permission.

Craven Leisure - Quarter Three Performance Summary

Quarter 3 saw a continuing increase in the level of membership, which has now recovered to pre-pandemic levels. Programmed activities returned to close to the levels at which they were being delivered before the pandemic. This did result in a reduction in the level of casual use compared to the previous quarter, as casual use became slightly more limited in availability due the pool and studios being booked for programmed sessions.

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

2019

↑ 9% increase on prev. Q ↑ 15% increase on Q3 2020

Net No. New Members

310

Casual Swimming Attendance

14651

↓ 10184 down on prev. Q ↑ 12670 up on Q3 2020

Fitness & Studio Attendance

7677

↓ 898 down on prev. Q ↑ 6849 up on Q3 2020

People (32 employees)

% PDRs completed on time

64%

● 36%pts below target ↑ 64% increase on prev. Q

Ave. days absent through sickness

6.6 days

● 1.4 days below target ↑ 3 days higher than Q2 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£214,353** 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 **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, a solar roof has been installed at the leisure centre. We have also commissioned the installation of air source heat pumps for pool heating. The centre will be connected to the Council's intelligent buildings energy management system, and will have live public access energy display boards.

Cultural Services - Quarter Three Performance Summary

The Town Hall successfully reopened on the 21st June. We took a cautious approach to this, guided by Audience Agency data and other research across the cultural sector in relation to audience confidence and ongoing Covid-19 situation. We therefore reopened with pre-bookable, timed and number restricted museum & gallery combined visit slots x5 per day, and distanced seating for Concert Hall performances throughout June, July and August, eventually lifting the capacity restriction and need to pre-book for the Museum & Gallery at the beginning of September. Visitor feedback continues to be very positive.

Council Plan Progress

- The redevelopment of the **Town Hall** is complete and the building is fully reopened.
- 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 successfully supporting the 2021 Puppet Festival as a flagship partner.
- Work to establish a **Cultural Apprenticeship scheme** has not yet started

Service Performance

Museum Attendances

19634

🕒 New indicator

Performance and Event Attendances

7555

🕒 New indicator

People (8 employees)

% PDRs completed on time

83%

● 17%pts below target ↑ 83% increase on prev. Q

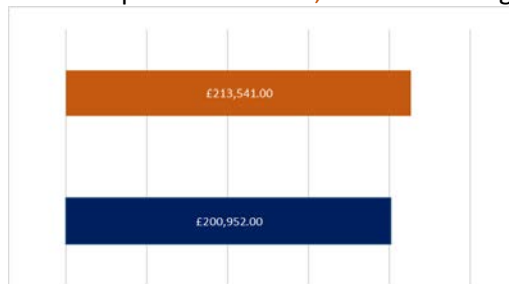
Ave. days absent through sickness

0.8 days

● 7.2 days below target ↑ 0.7 days increase on prev. Q

Finance

Forecast Net Expenditure against Budget
Forecast expenditure is **£12,589** above budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

3 contracts over £10k, total value £120k 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

The main town hall and museum redevelopment project including significant energy-saving measure (e.g. heat recovery, PIR insulation, high efficiency LED lighting). We have recently made further steps toward addressing energy saving by having solar panels installed on the roof of the Town Hall and are currently having sheep's wool insulation installed in our Concert Hall loft space. We continue to use Vegware compostable products in our bar and purchase mixers in recyclable glass bottles instead of plastic. We use recycled and recyclable packaging in our shop and source from local suppliers wherever possible, in line with the Council's procurement strategy, both in the bar (northern bloc, north bar etc.) and in our shop (various local artists and makers).

Customer Services - Quarter Three Performance Summary

Following a mini restructure at the end of 2020, 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.

This arrangement has continued to be successful throughout 2021. Now that our more recently recruited staff have been trained and are established in post our call answering rates have recovered to well above our target rate.

Council Plan Progress

No specific Council Plan actions

Service Performance

% Calls Answered

94.0%

↑ 4% above target ↓ 2.4%pts since Q2 2021

Emails received to 'Contact Us'

1246

↓ 19% decrease compared to Q2 2021/22

People (9 employees)

% PDRs completed on time

88%

● 12%pts below target ● no change on Q2 2021/22

Ave. days absent through sickness

4.8 days

● 2.2 days below target ↑ 0.7 days up on Q2 2021/22

Finance

Forecast Net Expenditure against Budget
Forecast expenditure is £35,158 below budget



Internal Audit

No specific Internal Audit recommendations.

Contract Management

Customer Services manage 6 contracts, with a total annual value of £72k. These contracts are managed in accordance with the Contract Procedure Rules.

Risk Management

3 risks on the risk register are monitored by Customer Services, all with sufficient mitigation in place.

Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

Economic Development - Quarter Three Performance Summary

The team has continued to focus on progressing the implementation of externally funded schemes, which includes the upgrade of Engine Shed Lane and Ings Lane; development of the Langcliffe Quarry Enterprise Centre and associated business support programme; the Skipton Heritage Action Zone (HAZ) programme and supporting North Yorkshire County Council with the development of the Skipton Transforming Cities Fund schemes.

Council Plan Progress

- Completed the Gallow Syke Flood Water Management scheme; the first phase of the wider scheme to upgrade Engine Shed Lane and Ings Lane. The purpose of the Gallow Syke scheme is to temporarily store water and regulate the rate of water entering Ings Beck during heavy rainfall events; thereby enabling the culverting of Ings Beck to provide the space needed to accommodate a two-lane roadway with footpath, drainage and lighting.
- Carried out public consultation on proposed designs to improve the physical environment along Coach Street, Victoria Street, Victoria Square and Hallam's Yard in Skipton. Excluding concerns raised by the businesses along Coach Street, the feedback was supportive. To address the concerns of businesses, options for accommodating delivery vehicles along Coach Street will be reviewed as part of the detailed design.

New Business Starts

46

↑ 18% increase on Q2 2021

Claimant Count

1940

↓ 11% decrease since Q2 2021

People (6 employees)

% PDRs completed on time

79%

21%pts below target ↑ 41%pts increase Q2 2021

Ave. days absent through sickness

0 days

8.5 days below target

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £34,980 below budget



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.

Financial Management - Quarter Three Performance Summary

Most actions and indicators are on track despite increased demands from the covid-19 recovery programme. In particular, the Council has been successful in setting out a balanced budget despite the challenges of Covid-19 and impending Local Government Reorganisation, however a national shortage of audit resource means that the sign-off of accounts has again been delayed. Accounts are now unlikely to be fully audited and signed off until mid-2022.

Payment of invoices has deteriorated slightly and is now slightly below the national standard. Despite a slight improvement the percentage of payments following an official order continues to be well below target. Additional resources are being allocated to address this; improvement should show in Q1 2022/23.

Council Plan Progress

- The Council's **financial plans remain robust**. A 2021/22 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**, however a recent Internal Audit report has identified some weaknesses in our Risk Management processes; an improvement plan is in place.

Service Performance

% Invoices paid within 30 days

94.5%

● 1.5%pts below target ↓ 1.5%pts below Q2 2021

% payments with an official order

15%

35%pts below target ↓ 6%pts decrease on Q2 2021

People (11 employees)

% PDRs completed on time

100%

● on target ↑ 100%pts up on Q2 2021

Ave. days absent through sickness

4.7 days

3.3 days below target ↑ 3.2 days increase on Q2 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£250,408 below** budget



Internal Audit

5 outstanding Internal Audit recommendations relating to Risk Management. Target date for completion of these actions is May 2022.

Contract Management

10 contracts over £10k, total value £195k p.a. 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 revised procurement policies. The Council is engaged in a regional LEP exercise to improve sustainable procurement.
- **Not started – Low Carbon Investments** – This will now not take place ahead of LGR.

Housing Needs Services - Quarter Three Performance Summary

Council Plan Progress

A bid has just been made to the Governments Rough Sleeping Initiative, which if successful will fund our existing rough sleeper services from 1st April 2022 - 31st March 2025. We expect a decision in May 2022. We have updated our Rough Sleeper project plan and the majority of actions are around working with partners to improve services to prevent and tackle homelessness.

Service Performance

No. Supported at Pinder House this quarter

14 (100% capacity)

↑ 2 up on prev. Q ↑ 3 up on Q3 2020/21

No. supported through Supported Lettings

10

Same as prev. Q ↑ 3 up on Q3 2020/21

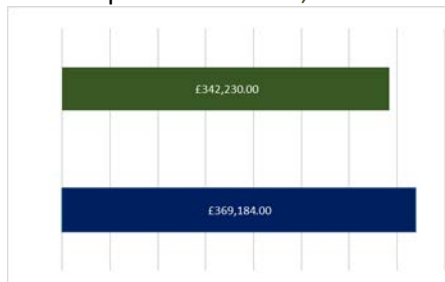
People

Contracted services – no staff managed directly.

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £26,593 under budget



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' and 'LAD3' Greener Homes bids with Better Homes Yorkshire were successful. This will provide further insulation and energy efficiency retrofit to residents on low incomes. In particular, we are working in partnership with Yorkshire Housing to ensure that socially rented homes across the District are retrofitted wherever it is possible to use this grant funding to ensure that the work is economically viable.

We have also decided to renew our innovative contract with Stannah for DFG stairlifts, which reuses components in new installations, saving both costs and carbon.

Parking Services - Quarter Three Performance Summary

Permit income continues to be low as a result of continued home/flexible working and we expect this to remain the case in the short-term.

Pay and Display card payments maintain a relative even split with cash with August showing 52% of all P&D transactions being made by card and year to date 49%. We have entered into a contract with PodPoint for the installation of our next 3 village EV charging points, and are making initial preparations for the following 4 further village sites.

Council Plan Progress

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

Service Performance

Pay & Display Income

£361,277

↓ £121,743 down on Q2 2021 ↑ £57,263 up on Q2 2020

Permit Income

£11,353

↓ £8,044 down on Q2 2021/22

Faults Raised

14

● Same as Q2 2021 ↓ 7 lower than Q2 2020

% Payments made by Card vs Cash

49.4%

(Q3 2021)

People

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

Finance

Forecast Net Income against Budget

Forecast income is £16 above 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

● Our EV charging point installation programme is now fully funded. The programme is well underway and, in partnership with the Yorkshire Dales National Park Authority, we will have delivered a network with at least 2 public charging sockets available at every town, larger village and major tourist centre in the District by mid-2022.

Planning - Quarter Three Performance Summary

Recent performance has improved due to the appointment of three contract planners, and the hard work of existing staff, to bring down the backlog. We continue to work to improve the service, include working towards reducing the cost of the service by making permanent appointments to reduce the current reliance on contract staff.

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

83%

● 23%pts above target ↑ 33%pts up on Q2 2021 (x of x applications determined within timescale)

Minor applications processed within timescale

68%

● 3%pts above target ↑ 26%pts increase on Q2 2021 (x of x applications determined within timescale)

Other applications processed within timescale

72%

● 8%pts below target ↑ 11%pts up on Q2 2021 (x of x applications determined within timescale)

People (24 employees)

% PDRs completed on time

84%

● 16%pts below target ↑ 9%pts up on Q2 2021

Ave. days absent through sickness

4.6 days

● 3.4 days below target ● no change on Q1 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£365,988** above budget



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 Three Performance Summary

Our work within the team has been affected considerably by the pandemic; we have administered business grants, Test & Trace Support payments and we are now working with NYCC to deliver the Household Support Fund. Gradually the workload is returning to normal although recovery continues to be very slightly affected (difficulty in getting court time). Benefit caseloads are now returning to more 'normal' (pre-pandemic) levels and the time taken to deal with new claims has also improving in recent months.

Council Plan Progress

No specific council plan actions

Service Performance

Time to process Change of Circumstances

5.3 days

● 1.7 days below target ↑ 1.7 days increase on Q2 2021

Time to process new claims

29.5 days

● 7.5 days above target ↓ 0.9 days decrease on Q2 2021

No. Council Tax Support Claims

2518

Tax and Rates collected

82.8% of Council Tax collected
77.2% of Non Domestic Rates collected

People (15 employees)

% PDRs completed on time

50%

● 50%pts below target ● no change on prev. Q

Ave. days absent through sickness

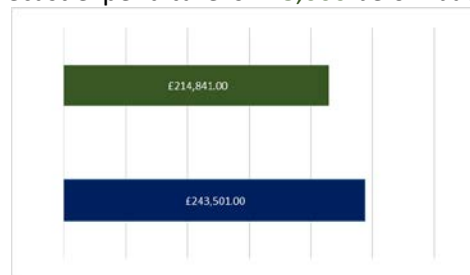
0.2 days

● 7.8 days below target ↑ 0.1 days up on Q2 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £28,660 below budget



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 Three Performance Summary

Cleaner Neighbourhoods

Additional resources for the cleaner neighbourhoods team are beginning to have an impact. Whilst still currently above target, the total number of fly-tipping incidents has remained at a lower level than was achieved during the whole of 2020/21, and the numbers of other types of incident are low.

Council Plan Progress

● **Cleaner Neighbourhoods:** The number of dog fouling and littering incidents remains low. The number of fly-tipping incidents is still higher than target though it has decrease significantly month-on-month since Q4 2020.

Service Performance

<p>Fly Tipping Incidents</p> <p>28</p> <p>● 18 above target ↑ 3 more than Q2 2021</p>	<p>Littering Incidents</p> <p>7</p> <p>↓ 6 fewer than Q2 2021</p>
<p>Dog Fouling Incidents</p> <p>7</p> <p>↑ 3 more than Q2 2021</p>	

People – Note – Now included in Waste Management

% PDRs completed on time	Ave. days absent through sickness
Finance	Internal Audit
Now included in Waste Management	No outstanding Internal Audit recommendations.
	Contract Management
	1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.

Risk Management

Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

Waste Management - Quarter Three Performance Summary

The team are successfully managing a transitional period as we redevelop the Engine Shed Lane depot site, and are operating well from the temporary location. We are also ensuring that our fleet remains fit for purpose for the future, and have purchased some smaller more efficient vehicles with electric components in line with our vehicle replacement programme and the climate emergency strategic plan. These smaller vehicles will also ensure safer operation on narrow lanes and streets. We have not yet seen a significant reduction in fuel use, but the changes in fleet should allow us to reconfigure our rounds to realise this.

Recycling rates, which had been recovering during Q2 2021 declined slightly again this quarter though the total volume of waste collected saw a good reduction and is now closer to our challenging target. Funding has been agreed to recruit a dedicated Waste Education Officer.

Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Funding has been agreed to recruit a dedicated Waste Education Officer to deliver our **Waste Education Programme**

Service Performance

Residual waste – average volume per household

111.5kg

● 17.5kg above target ↓ 8.8kg decrease on prev. Q

% Waste recycled

40.1%

● 9.9pts below target ↓ 1.8pts decrease on prev. Q

People (55 employees)

% PDRs completed on time

53%

47%pts below target ↑ 33%pts increase on Q2 2021

Ave. days absent through sickness

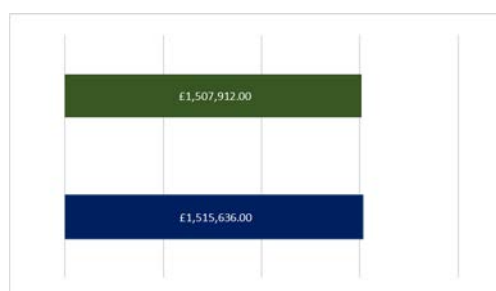
11.0 days

3 days above target ↑ 4.2 days increase on Q2 2021

Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £7,724 under budget



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 **overdue**

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.
- Funding has been agreed for a member of staff to co-ordinate a **Waste Management Education Programme**

Central Services – Key Performance Indicators

Assets & Commercial Services		Business Support Services	
People (16 employees)		People (8 employees)	
% PDRs completed on time 92% 8%pts below target 84%pts up on prev. Q	Ave. days absent through sickness 5.0 days 3.5 days below target	% PDRs completed on time 100% On target No change on prev. Q	Ave. days absent through sickness 1.6 days 6.9 days below target
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £59,808 above budget		Forecast Net Expenditure against Budget Forecast expenditure is £115,241 below budget	

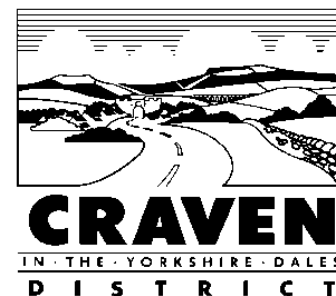
Legal Services		Human Resources	
People (2 employees)		People (2 employees)	
% PDRs completed on time 100% on target No change on prev. Q	Ave. days absent through sickness 0 days 8.5 days below target No change	% PDRs completed on time 100% on target No change on prev. Q	Ave. days absent through sickness 2 days 6.5 days below target No change
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is £35,302 below budget		Forecast Net Expenditure against Budget Forecast expenditure is £6,966 over budget	

Policy Committee – 5 April 2022

Climate Emergency progress update

Report of the Chief Executive

Lead Member – Councillor Carl Lis



Ward(s) affected: All

1. Purpose of Report

- 1.1 To present the annual update on the Council's Climate Emergency Strategic Plan

2. Recommendations – Members are recommended to:

- 2.1 Note and comment on the described progress against the plan
- 2.2 Delegate responsibility to the Chief Executive to make any final changes to the content and presentation of the Climate Emergency Strategic Plan based on this update, in consultation with the Leader of the Council

3. Report

- 3.1 This report provides an update on the actions taken by the Council and its partners according to the Climate Emergency Strategic Plan, which was agreed in March 2020 following the Council's declaration of a Climate Emergency in 2019.
- 3.2 Despite the unexpected challenges of the Covid-19 pandemic and of Local Government Reorganisation, there has been some good progress in some areas. Improvements in energy generation and energy efficiency across the Council's estate are well underway and should start to realise significant benefits this year. Tree planting activity has increased, including the Council's own tree planting programme. The Council and its partners are close to completing a wide-reaching public Electric Vehicle charging network that should increase confidence in Electric car use in the District.
- 3.3 However, these additional challenges have impacted on our shared ability to achieve what was already an ambitious set of goals for the District. It is clear that many areas of activity covered by the plan are not currently on track to realise the carbon reduction benefits that would be needed to achieve Carbon Neutrality for the District by 2030. Many of these will be unlikely to be achieved without changes in national and regional policy, legislation and funding.
- 3.4 The update report describes progress against 29 actions.

- 7 actions are rated 'Green' and are on track to realise their intended benefits.
- 16 actions are rated 'Amber' and are either behind schedule or have been partially achieved, and would be likely to require further intervention to realise all of their intended benefits in time to impact on the District's 2030 targets.
- 6 actions are rated 'Red' and are currently not progressing.

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 the Council Plan priority 'Carbon Neutral Craven'.

6.2 Impact on the declared Climate Emergency

This report relates entirely to our progress on addressing the declared Climate Emergency.

7. Risk Management

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

7.2 Chief Finance Officer (s151 Officer) Statement

A Chief Finance Officer statement is not required for this report.

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, Partner Organisations who have contributed to the Climate Emergency Strategic Plan.

10. Background Documents

10.1 None

11. Appendices

- Climate Emergency Strategic Plan – Progress Review 2022

12. Author of the Report

Name Rob Atkins, Exchequer & Performance Manager
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.

March 2022

Craven District Council unanimously declared a Climate Emergency in August 2019, pledging to work towards becoming Carbon Neutral both for its own operations and, together with partners, across the District of Craven, by 2030.

The Council resolved to develop a plan describing how this could be achieved, and to receive an annual update on progress against that plan. This document describes progress on delivering the plan's key actions since February 2020.

Despite the unexpected challenges of the Covid-19 pandemic and of Local Government Reorganisation, there has been some good progress in some areas. Improvements in energy generation and energy efficiency across the Council's estate are well underway and should start to realise significant benefits this year. Tree planting activity has increased, including the Council's own tree planting programme. The Council and its partners are close to completing a wide-reaching public Electric Vehicle charging network that should increase confidence in Electric car use in the District.

However, these additional challenges have impacted on our shared ability to achieve what was already an ambitious set of goals for the District. It is clear that many areas of activity covered by the plan are not currently on track to realise the carbon reduction benefits that would be needed to achieve Carbon Neutrality for the District by 2030. Many of these will be unlikely to be achieved without changes in national and regional policy, legislation and funding. Whilst there remain some practical opportunities for improvement and progress over the coming 12 months, many of the more strategic elements of the District-wide plan will need to be addressed by the new council for North Yorkshire which will be vested on 1st April 2023.

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Contact: Rob Atkins, Exchequer & Performance Manager
Fiona Protheroe, Climate Emergency Officer

Carbon Neutral Energy

CNE01 – Renewable Energy Contracts

Progress indicator: Red

Progress summary:

- There has been no measurable progress towards transferring to renewable energy contracts, however the Council has assessed its position and has a much improved understanding of the position and options compared to the 2020 plan.
- The Council's electricity contract expires in 2023, and gas contract expires in 2024. It will be for North Yorkshire Council to consider whether renewable energy should be a consideration for future energy contracts.

CNE02 – Improve Energy Use in Buildings (was CNE02-CNE05)

Progress indicator: Green

Progress summary:

- The Council has completed a substantial programme of work to understand its energy use in buildings.
- The Council is continuing to replace lighting and appliances with more efficiency alternatives. Levels of insulation in most buildings are already good; improvements are continuing via the European Regional Development Fund 'Zero Carbon Craven' programme.
- Measurable impacts are currently low; we expect that the combined result of this range of actions and CNE03 (Renewable Energy Generation for CDC operations) will show a modest improvement in 2021/22, and a more substantial improvement in 2022/23.

CNE03 – Renewable Energy for Craven District Council operations

Progress indicator: Green

Progress summary:

- The Council has already completed the installation of a wide range of renewable energy measures across its estate. This includes solar panels on the roof of the Town Hall, a substantial solar roof as well as air source heat pumps at Craven Leisure, and solar panels at Aireview House hostel.
- Further measures are planned and funded for Waltonwrays Crematorium, the Otley Street Centre and the redeveloped Engine Shed Lane waste management depot.
- Measurable impacts are currently low; we expect that the early results of this substantial programme (combined with a small impact from CNE02) will show a modest improvement in 2021/22, and a more substantial improvement in 2022/23.

CNE04 – Support and Promote Renewable Energy Generation in Craven

Progress indicator: Amber

Progress summary:

- The Council has completed and participated in a number of projects to support and promote the development of renewable energy projects across the District.
- Some partner organisations have led on projects to understand opportunities for renewable energy (particularly YNYLEP, ACE Settle, Carbon Neutral Churches Together in Craven and the Yorkshire Dales National Park Authority).
- Despite this, the volume of energy generated from renewable sources in the Craven District has not increased substantially over the past 2 years, and has largely been limited to small-scale domestic solar and small rooftop solar installations, with the exception of the 2 Local Authority schemes for their own estates.

CNE05 – Increase Home Energy Efficiency in Craven

Progress indicator: Amber

Progress summary:

- The Council has engaged with a wide range of partners and made use of its own affordable housing development programme to enable, promote and support the improvement of home energy efficiency.
- This includes
 - the ERDF-funded upgrade of 28 homes in Skipton, in partnership with Yorkshire Housing.
 - our continuing participating in the Better Homes Yorkshire partnership, offering insulation, heating and energy generation improvements to households with a household income under £30,000.
 - a range of initiatives to promote home energy efficiency options to communities.
- The poor overall efficiency of the District's housing stock remains a barrier to achieving a net zero position across the District. The Council has commissioned a specialist consultancy to survey Craven's housing stock, provide recommendations about the likely range and type of improvements that would be most efficient and effective for local properties, and what action the Council and its successor organisation could take to enable uptake of these.

CNE06 – Close the Door

Progress indicator: Red

Progress summary:

- Progress on promoting the national ‘Close the Door’ campaign in Craven has been limited by the pandemic over the past 2 years.
- Due to limitations on resources it is unlikely that substantial work on this action will take place prior to LGR. We are assessing whether a light-touch campaign to raise awareness might be possible

Carbon Neutral Development

CND01 – Lower Carbon Planning

Progress indicator: Red

Progress summary:

- New development in the District is not meeting a standard of efficiency that is compatible with achieving Net Zero across the District by 2030, without significant retrofit of even newly built properties.
- The Council's options for ensuring in this area are limited by the current national minimum standards and the national statutory rights of housing developers.
- Progress in this area to meet the Council's goal of carbon neutrality by 2030 would be likely to require a change in central government policy regarding minimum standards of buildings efficiency.

CND02 – Zero Carbon Housing

Progress indicator: Amber

Progress summary:

- The Council has continually assessed its own affordable housing developments for opportunities to improve their efficiency.
- This has included reviewing insulation, energy generation and electric vehicle charging.
- This has resulted in good improvements, however the cost of the highest efficiency measures would still need to reduce slightly to enable the Council to build genuinely zero carbon shared ownership affordable housing with a low enough purchase price for residents with low incomes to be able to afford the purchase.

CND03 – Improve the impact of rural housing development

Progress indicator: Red

Progress summary:

- The Council ran a competition, in partnership with RIBA, to design a low-carbon housing model suitable for the Yorkshire Dales National Park
- Unfortunately the implementation of the model has, in practice, too expensive to be able to offer affordable units and progression is not currently planned.

CND04 – Make use of the Local Plan to support and enable lower carbon development and improve biodiversity

Progress indicator: Amber

Progress summary:

- The Local Plan was formally adopted in 2019.
- This allowed the development of supplementary planning guidance to support energy efficiency and biodiversity improvements.
- This new planning guidance has only recently been implemented (and some is still under consultation). Whilst the Council believes that this is the best available route to influence the sustainability of local planning decisions, it has not yet been possible to assess the impact.

Low Carbon Waste

LCW01 – Reduce Retail Waste

Progress indicator: Amber

Progress summary:

- The Council has taken some action to support businesses to reduce waste, including introducing a commercial recycling collection, connecting businesses with the LEP REBIZ programme and sharing details of the national WRAP campaign
- However, beyond the measurable impact of commercial recycling, there is little evidence of progress and the Council's resources to support further improvements are limited. This may be an area for consideration by the new authority post-LGR.

LCW02 – Circular Craven

Progress indicator: Amber

Progress summary:

- The sub-regional campaign to promote a circular economy is led by the York and North Yorkshire Local Enterprise Partnership. The Council participates in and promotes this activity to local business groups.
- There are some strong examples of innovative circular economy businesses in Craven (for example, the expansion of Steep and Filter in Skipton, and Glencroft's partnership with the Clapham community for the Clapdale wool project).
- The number and size of circular economy businesses will need to increase to achieve regional circular economy goals.

LCW03 – Reduce the use of plastics

Progress indicator: Amber

Progress summary:

- Community Groups in Craven continue to promote the reduction of the use of plastics across the District. Anecdotally, there is some success, however this is currently difficult to quantify.
- Some Council services have reviewed their use of plastics and made good reductions, particularly the Cultural Services team who have almost entirely removed the use of plastic packaging from their online retail operation.
- Further activities are planned, including exploring the possibility of making Revive Café a zero waste café.

LCW04 – Reduce Waste in the Workplace

Progress indicator: Green

Progress summary:

- Many teams have reviewed their use of resources and have taken action to both reduce the use of unnecessary materials and reduce waste.
- All workplaces within the Council now have convenient recycling facilities available.

LCW05 – Anaerobic Digestion for Craven

Progress indicator: Amber

Progress summary:

- The Council has commissioned a pre-feasibility study for Anaerobic Digestion. This was delivered in March 2020. The Council is currently in the process of commissioning full feasibility studies for 2 potential sites in the District.
- The development of business cases for any sites, and support for any medium- or large-scale developments, would need to be carried forward by the new authority post Local Government Reorganisation.

Land and Nature

LAN01 – Increase Tree Cover across Craven

Progress indicator: Amber

Progress summary:

- Partners across the District, particularly Broughton Sanctuary, the Yorkshire Dales National Park Authority, the Yorkshire Dales Millenium Trust, and the Environment Agency, have started or supported planting at scale across the District.
- Broughton Sanctuary alone planted c. 250,000 trees in 2021, as part of the White Rose Forest programme.
- This represents an encouraging start and will have a positive impact on the District's contribution to sub-regional targets. However, any planting beyond 2023 is unlikely to have a positive impact on the District's carbon footprint

LAN02 – Increase Tree Cover across our estate

Progress indicator: Green

Progress summary:

- Since the Climate Emergency was declared in 2019, the Council has planted c. 9,000 trees across its estate.
- This represents a good start, however to mitigate sufficient carbon to achieve the Council's 2030 target for its own activities, it is estimated that at least an additional c. 11,000 trees would need to be planted by the Council or its successor by the end of 2023.

LAN03 – DNAire

Progress indicator: Green

Progress summary:

- The DNAire programme is progressing successfully and there are clear indications that biodiversity benefits are starting to be realised.

LAN04 – National Park Habitats

Progress indicator: Green

Progress summary:

- The Yorkshire Dales National Park Authority and their immediate partners have improved and expanded the range of activities aimed at improving biodiversity and sequestering carbon, including peat bog restoration.

LAN05 – Diversify land use and improve the sustainability of food production

Progress indicator: Amber

Progress summary:

- The District Council's influence in this area of work has proved to be limited. The Yorkshire Dales National Park Authority are leading on a sustainable and low carbon approach to land management for the Yorkshire Dales area including, for example, Environmental Land Management pilots.
- Progress in this area is difficult to quantify.

LAN06 – Woodland Memorial Site

Progress indicator: Amber

Progress summary:

- Our Bereavement Services intend to open a Woodland Memorial site to offer an environmentally sensitive option whilst expanding capacity; this is reliant on finding a suitable location.

Decarbonising Travel & Transportation

TRT01 – A co-ordinated approach to public transport

Progress indicator: Amber

Progress summary:

- A group of members of the Craven Climate Action Partnership with particular interest and expertise in public transport have prepared a report which describes how an integrated network could be achieved.
- Other local organisations, including the Community Rail Partnerships, have also been working to improve public transport options.
- However, the availability and regularity of public transport has continued to decline, partly due to caution regarding public transport affecting passenger numbers during the Covid pandemic and the impact this has had on transport commissioning.

TRT02 – Electric Vehicle charging network

Progress indicator: Green

Progress summary:

- Craven District Council and the Yorkshire Dales National Park Authority are in the process of completing a public Electric Vehicle Charging Network that will ensure access to at least 2 public sockets in every town, larger village and major tourist destination in the District. This should be complete by mid-2022.

TRT03 – Safer Walking and Cycling

Progress indicator: Amber

Progress summary:

- Some good improvements have been achieved, including the Leeds-Liverpool Canal Towpath upgrade, the production of a Local Cycling and Walking Infrastructure Plan for the Skipton area, and a small number of additional cycle parking facilities in town centres.
- However, central funding for infrastructure developments has been limited. Practical improvements for active travel have been particularly limited away from Skipton.

TRT04 – Improve Car-free access to Skipton

Progress indicator: Amber

Progress summary:

- There are some good planned and funded improvements in this area, and particularly the Transforming Cities Fund Skipton Gateway project.
- Some areas require further action (for example, the timing and frequency of bus services to access central Skipton). These will need to be addressed by the new authority post- Local Government Reorganisation.

TRT05 – Reduce the impact of our fleet

Progress indicator: Amber

Progress summary:

- The Council has purchased two electric vehicles and has made a number of other improvements to fleet efficiency (for example, buying only Refuse Collection Vehicles with Electric components).
- The purchase of a number of smaller compaction vehicles for refuse collection should enable the efficient reconfiguration of collection rounds.
- The volume of fuel used in 2021 did not decrease compared to 2020. We expect to see a significant decrease in 2022, once the refuse collection rounds are reconfigured to make best use of the new fleet.

TRT06 – Reduce the impact of staff travel

Progress indicator: Amber

Progress summary:

- Flexible working arrangements introduced during the pandemic have had a positive impact on fuel use, and take up of Cyclescheme has been strong.
- Action to promote electric vehicle use has not taken place due to a lack of staff capacity to address this. This may be a suitable area for the larger new authority to explore.

TRT07 – Promote car sharing and car clubs

Progress indicator: Red

Progress summary:

- The Covid-19 pandemic presented specific challenges for developing the use of car clubs and car sharing schemes, and this area of work has not progressed.

TRT08 – Use the licensing system to promote lower emissions taxis

Progress indicator: Red

Progress summary:

- A number of pressures on the public taxi network have prevented this area from progressing. The Covid-19 pandemic, increases in fuel and the introduction of other legislative requirements have all impacted on this area.
- However, we have developed a better understanding of how taxi licensees could be supported to move to lower emissions vehicles, and this will be carried forward to the new authority.

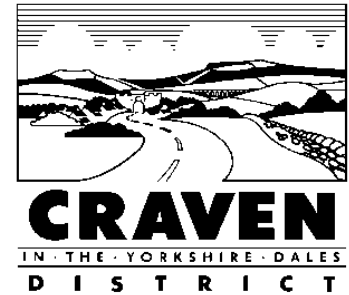
Policy Committee – 5th April 2022

Skipton Town Hall: National Portfolio Organisation Status

Report of the Strategic Director

Lead Member – Cllr Simon Myers

Ward(s) affected: All Wards



1. Purpose of Report

- 1.1 To inform Members about the Arts Council England National Portfolio Organisation (NPO) funding programme.
- 1.2 To outline the proposal for a Skipton Town Hall Collective application to the imminent funding round (2023-2026)

2. Recommendations – Members are recommended to:

- 2.1 Grant permission for the Cultural Services Manager to submit an application to the NPO programme by the funding deadline 18th May 2022.
- 2.2 Grant permission for the Strategic Manager & Cultural Services Manager to enter into the NPO negotiation process, should the application be successful, and work with the Legal department to enter into a funding agreement thereafter (5.2).
- 2.3 Grant permission for the Strategic Manager & Cultural Services Manager to establish an independent oversight board for the NPO, should the bid be successful (as set out in 3.5 – 3.6) which then reports to Members on a quarterly basis.

3. Report

3.1 Background to the National Portfolio Organisation programme

The national portfolio is a group of organisations that gets regular funding from Arts Council England, and in return provides a backbone of creative and cultural provision across the country, playing a major role in helping ACE realise their new strategy, Let's Create.

The next National Portfolio will play a crucial role in helping realise the vision of Let's Create:

“By 2030, we want England to be a country in which the creativity of each of us is valued and given the chance to flourish, and

where every one of us has access to remarkable range of high-quality cultural experiences.” ACE

Through the portfolio ACE will invest in arts organisations, libraries and museums who are excellent at what they do: engaging communities, collaborating with others, and producing high quality work that engages and moves us. Making sure that access to this work is available to people the length and breadth of the country, regardless of who they are, or where they live, will be vital to the success of this portfolio. Arts Council’s intention is that the new national portfolio will be the most representative yet in terms of its location and the communities it serves, and the investment in it will play an important role in helping deliver the Government’s ‘levelling up’ agenda.

3.1 Next round of NPO investment

The next period of investment in Arts Council England’s National Portfolio begins on April 1st 2023. The programme for receiving and assessing applications to the next round of NPO funding is as follows:

Application process

Application portal opened	28 February 2022
Applicant profile and introductory conversations deadline	22 April 2022
Application Portal Closes	18 May 2022

*introductory conversations are compulsory for new applicants.

Decision making

Assessment, balancing and decision making	Spring to Sept 2022
Decisions shared with applicants	October 2022

Funding Agreements and starting the portfolio

Details of funding agreements and investment are finalised through negotiation with successful organisations	Oct 2022 – Feb 2023
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National portfolio comes into effect **1 April 2023**

The NPO period lasts for 3 years to 2026 and includes core funding for organisations in the portfolio.

3.3 Funding pathways/considerations

NPO status is not the only way to access funding from the Arts Council; CDC has successfully bid for and received both capital and revenue grants for various cultural development projects over the last ten years.

If an organisation becomes part of the National Portfolio, they are ineligible to apply to the majority of other Arts Council grant programmes, however being an NPO provides a level of funding security for three years, allowing

organisations to develop their practice and their organisation without having to work on a funded project to funded project basis.

3.4 Skipton Town Hall's proposed bid

As Members are aware, Skipton Town Hall's recently completed major redevelopment project has created a Cultural Hub for Craven. The Town Hall also houses Craven's Cultural Services Team, who work to support cultural organisations and provide opportunities for community engagement across the district.

Skipton Town Hall, working in partnership with three other cultural organisations in Craven (The Folly Museum, Skipton Camerata & Craven Arts) are proposing to submit an application to become an NPO collective, with the Town Hall as lead partner.

Becoming an NPO is the next natural step following a strong and positive funding relationship between CDC and ACE; being part of the National Portfolio would further raise our profile as an ambitious cultural organisation enable us to fund an enhanced delivery of our cultural strategy in Craven, whilst also providing core funding for the development of all partners within the collective, toward becoming stronger, more resilient and sustainable cultural organisations serving communities in Craven, across North Yorkshire, and beyond – in line with our ambitions to become a leader in rural cultural delivery, building upon the Town Hall redevelopment and other Arts Council funded projects such as Rural Culture, GPLD and Museum Resilience.

The collective would aim to deliver on two of the three Let's Create strategic outcomes 'Creative People' and 'Cultural Communities' which also dovetail with Craven's cultural strategy outcomes 'Cultural Development' 'Placemaking' and 'Attracting & Supporting Young Creatives'.

Through the NPO activity plan the collective would also link to the recently adopted North Yorkshire Cultural Framework, which CDC Officers were involved with developing. The NPO would also meet each of the outcomes within this framework: Culture, Participation and Wellbeing; People, Place-shaping, and Culture; Creative Skills and Economy; Inclusion, Relevance and Access; Cultural Leadership and Connectivity - laying foundations for working cross-county.

NPO status would secure the future of the Town Hall Cultural Hub, offering opportunity to work toward financial sustainability through growing ambition and leading on quality cultural delivery in a national context.

3.5 Arts Council England place great importance on independent oversight and monitoring from an active and diverse board, and diversity amongst the board is one of the balancing criteria, along with commitment to access and excellence, risk of investment (organisational health), spread across rural, towns and cities, geographical representation and the levelling up for culture agenda.

Diversity in board/leadership would be assessed as levels of representation from some of the areas of protected characteristics such as disability, race, sex, socio economic background etc.

- 3.6 We feel it would be beneficial for the oversight of the NPO collective to be more diverse and representative of all areas of our community, and therefore suggest Members consider establishing an independent board to provide this oversight and engagement.

4. Financial and Value for Money Implications

- 4.1 The collective would plan to apply for annual NPO funding of circa £285k per year over 3 years. If successful, ACE could offer the full amount of funding requested, or offer a lower amount, linked to delivery of specific outcomes and elements of the Let's Create strategy. This would be determined through the negotiation period outlined in 3.1.

As noted above, this regular funding would replace external grants for the period of NPO funding.

- 4.2 Arts Council England require that we maintain investment in the NPO if successfully admitted to the portfolio. Failure to do this would mean losing NPO status.
- 4.3 ACE consider our current cost of service figure (£240k) as match funding for the NPO bid and though they expect their contribution to be core budget, it is to be used to fund expansion, not to substitute existing costs.

5. Legal Implications

- 5.1 If successful, the collective would need consortium agreements in place by April 2023. Arts Council England can provide guidance on the format of these agreements. We would need to establish whether our internal legal team are able to deal with these agreements in-house.
- 5.2 If the bid is successful, we would need to enter into a funding agreement with ACE for the duration of the NPO, and we need to ensure this is all agreed with the new shadow authority too.

6. Contribution to Council Priorities

- 6.1 Supporting the Wellbeing of our Communities

Research has evidenced that a higher frequency of engagement with arts and culture is generally associated with a higher level of wellbeing.

Engagement in structured arts and culture improves the cognitive abilities of children and young people.

Several studies have reported findings of applied arts and cultural interventions and measured their positive impact on specific health conditions which include dementia, depression, and Parkinson's disease.

The Arts Council England report into The Value of Arts & Culture to People & Society notes from their audience review, that those who had attended a cultural place or event in the previous 12 months were almost 60 per cent more likely to report good health compared to those who had not, and theatre-goers were almost 25 per cent more likely to report good health.

All partners within the NPO collective would support delivery of activity that meets our strategic aims in this area.

6.2 Attracting & Retaining Younger People

Attracting and supporting young creatives is a cultural strategy theme, and particularly references attracting and supporting young creatives as creative industries are generally characterised by a younger workforce, and young people are more likely to be attracted to places where the local arts and cultural offer is strong, vibrant and growing.

The Town Hall Cultural Hub contributes to this priority through programming geared to younger people, outreach work within the Rural Culture project and various Arts Development initiatives, as well as collaborative projects with Great Place and Heritage Action Zone.

All partners within the NPO collective would support delivery of activity that meets strategic aims in this area, but Craven Arts and Skipton Town Hall (with Great Place Lakes & Dales activity) in particular would focus on this area.

Carbon Neutral Craven

All cultural partners are committed to reducing environmental impact.

From the cultural hub specific viewpoint, Skipton Town Hall takes its environmental sustainability responsibilities seriously and has incorporated energy efficiency and greener practices within the redevelopment project, including through carbon-offsetting with the main contractor, energy efficiency through installation of insulation in the Concert Hall, solar panels on the roof, and new BMS system.

In addition, sustainable and compostable materials are used for retail packaging, disposable refreshment materials and general consumables.

Craven Arts is working with CDC to incorporate similar elements into their main site, at Otley Street Arts House.

Financial Sustainability

Activity across the NPO collective will have various positive impacts on local economy through increased visitor spend; contribution to development of night-time offer (STH); and attraction of more people to live, work and spend in the area.

6.2 Impact on the declared Climate Emergency

No additional comments to make to those already included in the report.

7. Risk Management

7.1 The level of risk to the Council is considered low, as there is no match funding required to bid for NPO status.

7.2 Chief Finance Officer (s151 Officer) Statement

No additional comments to make to those already included in the report.

7.3 Monitoring Officer Statement

The financial commitment under the NPO funding arrangements (the current cost of service (£240k) for a three-year period to 2026) continues beyond vesting date and will be reported to North Yorkshire County Council executive to obtain any necessary approvals under the s24 Direction and The North Yorkshire (Structural Changes) Order 2022.

8. Equality Impact Analysis

8.1 A full EIA will be undertaken when the NPO activity plan is completed.

9. Consultations with Others

9.1 We have consulted with:

- Arts Council England relationship manager
- Craven Arts
- The Folly Museum
- Skipton Camerata
- Selby District Council (regards partnership activity delivery in a Priority Place & Levelling Up for Culture area)

10. Background Documents

10.1 N/A

11. Appendices

N/A

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.