



POLICY COMMITTEE

Tuesday, 28th February 2023 at 6.30pm
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

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

Substitutes: Conservatives – Councillors Handley and Whitaker (1 vacancy); Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Brown.

Please note the following advice in advance of the meeting:

Whilst there is no longer a legal requirement to wear a face covering or continue to social distance, please be considerate towards the wellbeing of others.

Anyone showing Covid symptoms or feeling unwell, are asked not to attend, this is in the interest of general infection control. For further guidance: <https://www.gov.uk/coronavirus>

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 17th January 2023.
- 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 16 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 16 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. **Select Working Group – Skipton Magistrates Court** – Report of the Democratic Services and Scrutiny Manager. Attached.

Purpose of Report – To present the recommendation of the Select Committee Working Group reviewing the working arrangements of Skipton Magistrates Court.

6. **Revenue Budget Monitoring Report – Quarter 3 (2022/2023)** – Report of the Chief Finance Officer (s151 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 2022.

7. **Capital Programme Monitoring Report – Quarter 3 (2022/2023)** – Report of the Chief Finance Officer (s151 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 2022.

8. **Performance Overview Report – Quarter 3 (2022/2023)** – Report of the Chief Finance Officer (s151 Officer). Attached.

Purpose of Report – To present performance highlights for Q3 of the financial year 2022/23 in accordance with arrangements set out in the Council’s Performance Management Framework

9. **Conservation Area Appraisals** – Report of the Director of Services. Attached.

Purpose of Report – To present for adoption the final output of the Craven Conservation Areas Assessment Project.

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** – There are no Policy Committee meetings scheduled.

Please contact Democratic Services if you have any queries.

Telephone: 01756 700600

E-mail: committees@cravenc.gov.uk

20th February 2023

POLICY COMMITTEE

17th January 2023

Present – The Chairman, Councillor Foster and Councillors Heseltine, Metcalfe, Moorby, Morrell, Mulligan, Myers, Noland, Place and Rose.

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

Apologies for Absence – Apologies for absence were received from Councillors Barrett, Brockbank and Ogden.

Confirmation of Minutes – The minutes of the Policy Committee meeting held on 29th November 2022 were confirmed as a correct record.

Public Participation – There was no public participation.

Declarations of Interest – No Interests were declared.

Start: 6.30 pm

Finish: 7.20pm

Minutes for Report

POL.1207 **REVENUE BUDGET MONITORING REPORT QUARTER TWO
(2022/2023)**

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council based on the quarter two review of income and expenditure to the end of September 2022.

Based on the monitoring exercise, the Council's performance against budget was a forecasted overspend of £631k for the full financial year. The figure reflected the fact that the Council was operating in very uncertain times; increased expenditure on energy bills; cost of living impacts on revenue income streams; and resource implications due to LGR.

Resolved – (1) That, the revenue budget monitoring position as at 30th September 2022 is noted.

(2) That, the additional commentary provided in sections 3.21 to 3.24 of the report now submitted is noted.

POL.1208 **CAPITAL PROGRAMME MONITORING REPORT
QUARTER TWO (2022/2023)**

The Chief Finance Officer submitted a report advising Members of the capital budget position of the Council as at 30th September 2022. The Council's capital programme, approved on 1st February 2022 and subsequently updated, reflect a number of carry forward items including an amount for 'Growth Deal – Highways Project the carry forward amount being £4,793k.

A summary of the programme was shown in the report together with detailed information about the progress of the programme and the funding resources available. As at 30th September 2022 expenditure on the programme was £5,760k. The forecasted spend was

being carefully monitored in part due to the current market conditions which were impacting on costs on some of the schemes, particularly the Growth Deal – Highways.

Resolved – (1) That, the capital budget position of the 2022/2023 capital programme as at the 30th September 2022 is noted.

(2) That, the 2022/2023 capital programme and the proposed funding for the projects agreed at quarter two is noted.

POL.1209 **PERFORMANCE MONITORING REPORT QUARTER
TWO (2022/2023)**

The Chief Finance Officer submitted a report presenting performance highlights for quarter two of the financial year 2022/23 in accordance with arrangements set out in the Council's Performance Management Framework.

The report provided a quarterly summary of the Council's performance against agreed actions, indicators and targets. A majority of Council Plan actions were progressing as planned. 17 Actions were rated 'green' and 2 were rated 'amber'. Sickness absence rates remained low and the number of PDR completions had increased from quarter one, although lower than expected, good progress had been made during quarter 3.

Resolved – (1) That, the performance highlights described in the report now submitted are noted.

POL.1210 **CLIMATE EMERGENCY PROGRESS UPDATE**

The Chief Executive submitted a report updating Members on the Council's Climate Emergency Strategic Plan and the various actions taken by the Authority and its partners after making a climate emergency declaration in March 2019.

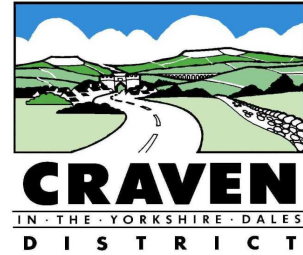
Despite the unexpected challenges of the Covid-19 pandemic and Local Government Reorganisation, there had been some good progress, improvements in energy generation and energy efficiency across the Council's estate were well underway and significant benefits should be realised during the current year. Tree planting had increased and the Council and its partners were close to completing a wide reaching public electric vehicle charging network that should increase confidence in using electric vehicles in the District.

However, it was noted that many areas of activity covered by the Plan were not in the Council's direct control and were not on track to realise the carbon reduction benefits that would be needed to achieve carbon neutrality for the District by 2030. Changes in national and regional policy together with legislation and funding would be required to fully achieve the Council's aims.

A draft North Yorkshire Council Climate Strategy was in its public consultation period and this outlined the approach the new council would take in order to tackle the causes and impacts of climate change.

Resolved – (1) That, the progress against the Plan as described in the report now submitted is noted.

(2) That, the revised actions and targets as set out in the Climate Emergency Strategic Plan as attached to the report now submitted, are approved.

POLICY COMMITTEE**28 February 2023****Select Committee –
Skipton Magistrates****Report of the Democratic Services and Scrutiny Manager****Ward(s) affected: All****1. Purpose of Report**

- 1.1. A report to request that Policy Committee accept the recommendations as presented in the Select Committee Working Group: Skipton Magistrates Report, attached at Appendix A of this report.

2. Recommendations

- 2.1 To consider the recommendations of the Select Committee Working Group.
- 2.2 To agree that, as Select Committee will not exist from 1 April 2023, the Skipton and Ripon Area Constituency Committee will be asked to review the working arrangements of Skipton Magistrates Court and consider further scrutiny reviews if necessary.

3. Background

- 3.1 At a Select Committee meeting held in June 2022, Members requested that a Working Group be set up to try and find out why Craven residents were having their court cases sent out of district when most of them could be heard at Skipton Magistrates Court.
- 3.2 A Working Group was established, and terms of reference adopted in October 2022.
- 3.3 Three meetings were held between September 2022 and February 2023. The working group heard first-hand views from a range of people including North Yorkshire Police, Craven District Council Officers, and law firms from the local area. HM Courts and Tribunals Service (HMCTS), Skipton County and Family Court, and the Bench Chair for North Yorkshire were also invited but chose to provide written feedback.

4. Report

- 4.1 After receiving the views and feedback from guest speakers, Members felt that more cases should be heard locally, and that defendants, witnesses, legal professionals, the Police and other stakeholders should not be expected to travel long distances as this was financially and environmentally costly as well as time consuming.
- 4.2 The Working Group has received written correspondence from HMCTS confirming that the number of cases heard at Skipton Magistrates Court is due to double in April 2023. Whilst Members welcome this, they agreed that it should be monitored and recommend that a biannual progress report is to be provided to the Skipton and Ripon Area Constituency Committee as part of their Crime and Disorder remit. They would also like it to be a standing agenda item on future committee meetings that focus on crime and disorder.

5. Financial and Value for Money Implications

- 5.1 None.

6. Legal Implications

- 6.1 There are no legal implications arising from this report.

7. Contribution to Council Priorities

- 7.1 N/A.

8. Impact on the declared Climate Emergency

- 8.1 No impact.

9. Risk Management

- 9.1 None.

10. Chief Finance Officer (s151 Officer) Statement

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

11. Monitoring Officer Statement

- 11.1 A Monitoring Officer statement is not required for this report.

12. Equality Impact Analysis

- 12.1 Not relevant.

13. Consultations with Others

- 13.1 Chief Executive, Solicitor to the Council and Monitoring Officer.

14. Background Documents

14.1 There are no background documents.

15. Appendices

15.1 Appendix A - Review of the Working Arrangements of Skipton Magistrates Court Report.

Alice Fox, Democratic Services and Scrutiny Manager

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



**Review of the Working Arrangements of Skipton
Magistrates Court**

Report of the Select Committee Working Group

Report to Select Committee on 21st February 2023

Councillor Andrew Solloway,
Chair of the Select Committee Working Group

AGENDA ITEM 5

APPENDIX A

1.0 The Introduction and Background

- 1.1 At the Select Committee meeting of 8th June 2022, Members discussed the work programme for the 2022/23 municipal year. They raised their concerns regarding the working arrangements of Skipton Magistrates Court as it had been brought to their attention that residents were often required to attend courts which were outside of the district. Members wanted to understand why this was happening, rather than the cases being heard at Skipton Magistrates Court.
- 1.2 At the Select Committee meeting of 20th October 2022, the terms of reference for this Working Group were agreed and the scope of the review was laid out. The purpose of the Working Group was to gain a better understanding of the working arrangements at Skipton Law Courts and, where appropriate, make recommendations on the following areas:
- The current working arrangements of Skipton Magistrates Court.
 - Whether justice in the criminal and quasi-judicial licensing courts is being served locally.
 - How the Working Group can influence the current working arrangements at Skipton Law Courts if required.
 - To make recommendations to ensure that justice is being fairly heard in Craven, unless there are exceptional circumstances, and will remain this way in the future.
- 1.3 The review was conducted over 3 sessions which took place between September 2022 and February 2023. Members received both written and verbal evidence from HM Courts and Tribunals Service (HMCTS), Skipton County and Family Court, the Bench Chair for North Yorkshire, North Yorkshire Police, Craven District Council Officers, and law firms from the local area. The Select Committee would like to thank all those that participated in this review.
- 1.4 This report summarises the review and outlines the Working Group's recommendation.

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APPENDIX A

2.0 The Review

- 2.1 On 22nd September 2022, the Working Group held a fact-finding meeting to help establish the situation. Prior to the meeting, HMCTS, Skipton County and Family Courts, the Bench Chair for North Yorkshire, Craven District Council Officers and local law firms were contacted and asked to comment on the current operations of Skipton Magistrates Court. Written comments were received from all the aforementioned and one local law firm attended the meeting to give their verbal clarification of the situation. Members raised a number of concerns including the environmental and financial impact of people having to travel for justice. It was felt that cases were not being heard in Skipton as part of a cost-cutting exercise, but Members stressed that justice should not ultimately be decided by finances.
- 2.2 After the meeting on 22nd September 2022, Members had further questions for HMCTS and Skipton County and Family Law Courts. Members also wanted to gauge the views of North Yorkshire Police on whether travelling out of the district affected their service. On 16th November 2022, the Working Group held a meeting to review the additional evidence provided by HMCTS and Skipton County and Family Courts, and to hear from North Yorkshire Police. Members were particularly concerned that police officer time is spent travelling to courts outside of the district and that, on occasions, defendants had to travel with officers to court because they were unable to make their own way there. It was suggested that the working arrangements at Skipton Magistrates Court could be the subject of an ongoing review by the Skipton and Ripon Area Constituency Committee.
- 2.3 On 25th January 2023, the Working Group held its final meeting where further written evidence from HMCTS was reviewed. In the letter received from HMCTS, it was said that the number of cases heard at Skipton Magistrates Court was due to double in April 2023. Members were content that they had carried out an extensive review and agreed that North Yorkshire Council should review the situation in the future. Members wish a biannual progress report of the working arrangements of Skipton Magistrates Court be provided to the Skipton and Ripon Area Constituency Committee as an integral part of their Crime and Disorder remit. They would also like it to be a standing agenda item on future committee meetings that focus on crime and disorder.
- 2.4 These meetings, and all those that provided information, helped Members to understand the situation so that the following recommendation could be made.

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APPENDIX A

3.0 The Recommendation

- 3.1 As this Select Committee will no longer exist from 1st April 2023, Members will not be able to review if HMCTS do increase the number of cases heard in Skipton as explained in their correspondence to the Working Group.

Therefore, Members strongly recommend that biannual reviews of the working arrangements of Skipton Magistrates Court (including the number of cases heard) are presented to the Skipton and Ripon Area Constituency Committee so that the situation can be monitored. If improvements are not evidenced, the Working Group strongly recommends that further reviews are carried out to understand the reasons behind this.

4.0 Monitoring Arrangements

- 4.1 It is proposed that this should be monitored by the Skipton and Ripon Area Constituency Committee of North Yorkshire Council.
- 4.2 The decision-makers to whom the recommendation affects will be asked to submit a response.

5.0 Items Submitted / Considered

- 5.1 HMCTS, 2010 – Proposal on the provision of court services in North and West Yorkshire.
- 5.2 HMCTS, 2014 – A Consultation on the merger of the Local Justice Areas in North Yorkshire.

6.0 Dates of Meetings

- 6.1 The following meetings took place:
- 8 June 2022 Select Committee meeting - Review of the Working Arrangements of Skipton Magistrates Court put onto the 2022/23 work programme.
 - 22 September 2022 Working Group fact-finding meeting.

AGENDA ITEM 5 APPENDIX A

- 20 October 2022 Select Committee meeting – Working Group Terms of Reference approved.
- 16 November 2022 Working Group meeting.
- 25 January 2022 Working Group meeting.

6.2 The following Officers attended the meetings of the Select Committee Working Group on the working arrangements of Skipton Magistrates Court:

- Alice Fox, Democratic Services and Scrutiny Manager.
- David Smith, Democratic Services and Scrutiny Officer.

Policy Committee – 28 February 2023



REVENUE BUDGET MONITORING REPORT - QUARTER 3 (2022/2023)

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 2022.

2. Recommendations That members note the following;

- 2.1 the revenue budget monitoring position as at 31st December 2022.
- 2.2 the additional commentary provided in sections 3.21 to 3.24 of the report.

3. Report

- 3.1 On 1st February 2022 the Council approved its Net Revenue Budget at £8.935m for 2022/23. This includes revenue growth items amounting to 265k

3.2 Quarter 3 Financial Performance – Revenue Budget

Based on the September budget monitoring exercise, the Council's performance against budget is a forecasted overspend of £544k for the full financial year. This figure reflects the fact that the council is operating in very uncertain times – (a) the increased expenditure on energy bills that adds pressure onto service expenditure across the council as well as the potential impact of the current cost of living expenditure and how that might impact on revenue income streams, and (b) the council also needs to continue to monitor the resource implications re: local government reorganisation in North Yorkshire.

The forecast overspend is all within the Net Cost of Services

The latest monitoring position is set out as Appendix 1, reported by service.

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The collection of income from Business Rates and Council Tax will also need to be regularly monitored during the rest of the financial year.

3.3 Service Related Costs

Services are currently showing a projected net adverse variance of £544k. 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 40% of Budgeted Revenue Expenditure. Quarter 3 performance shows a net overspend in staffing costs of £255k. This consists of salary cost underspends of £130k being offset by spending on Agency staff of £385k.

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 77% more compared to the same period last year. The main area of agency use is within Environmental Health.

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

3.7 Environmental Services and Housing: (Appendix A)

- Across Waste management there has been salary savings which has been more than offset by the recent pay award and agency costs. However the amount of agency cover needed has decreased as vacant posts are being filled.
- Recycling have benefitted from recent refunds to the disposal fees of recycle as the market rate for recycle has increased meaning we are paying less in disposal fees.
- Trade Waste income is currently forecasting ahead of target for 22/23
- Garden Waste Income is forecasting ahead of target for 22/23.
- There is a projected overspend against utility bills within housing which is currently being monitored
- Salary costs within housing have also contributed to an overspend due to the recent pay award.

3.8 Leisure Services: (Appendix A)

- The Leisure Centre is forecasting a large overspend against casual overtime. Mainly due to the busier summer months.
- The Leisure centre has also been hugely affected by the increased costs against the utility costs which have more than doubled. This is due to huge increases in the cost per KWh of usage since 21/22 combined with the increased usage of electricity due to the installation of the airsource heat pump which has since stalled due to external factors.
- Income for the Leisure centre is due to exceed the income budget set for 22/23 which has slightly offset the increased expenditure across the service

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- The Revivie Café has also forecasted increased expenditure against casual hours mainly due to the busier summer period.

3.9 Assets and Commercial Services; (Appendix A)

- Projected overspend on the maintenance of public conveniences offset by projected over achieved rental income from shared ownership homes.
- The Skipton depot is forecasted to overspend mainly due to the cost of utilities. This mostly being offset by salary savings throughout assets and commercial services but is still showing an overspend overall.

3.10 Planning and Building Control Services; (Appendix A)

External service costs in Development control is forecasting £334k more than budgeted due to investment in additional external service support to improve performance in the Planning Service, this has slightly been offset by some salary savings within planning. Given its short term nature, most of this additional expenditure can be offset by planning reserves later in the year.

3.11 Corporate

At the end of the Quarter 3 the Corporate Costs (outside the Net Cost of Service) are currently being shown as originally budgeted. With the exception of the contingency for Utility bills, as this has now been transferred to budget lines to mitigate some of the overspends.

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

3.13 Main Risk Areas

The 2022/23 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, whilst also dealing with increased demand for some services. Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2022/23 budget. At Q3, income from fees and charges is forecast to be 0.6% (£32k) down on the budgeted levels although we have still yet to receive county reimbursements with regards to recyclates and green waste for Q3. Contextually, this shows a very encouraging recovery on the income levels that the council experienced as a result of the pandemic and early indications from more recent data suggest that this trend is continuing.

3.14 Budget monitoring meetings are held with service managers and management accountants throughout the year.

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

3.16 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.

3.17 Business Rates:

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The Council is not part of any pooling arrangements for 22/23. There was significant analysis conducted by all NY Councils and based on the analysis it was decided that the risks of pooling next year outweighed any potential rewards.

- 3.18 The Council estimated that it would receive £2,436k from Business Rates in 2022/23. Collection and growth expectations this year may be impacted on by the current increased costs for local businesses.
- 3.19 The Business Rates Contingency Reserve had a balance of £1,132k as at 1st April 2022. This provides the council with some protection as a contingency for variances to be funded in the current year, if required.
- 3.20 Financial Position
- 3.21 As reported to the last meeting of this committee, The Council continued to hold a General Fund unallocated balance of £995k at 1 April 2022
- 3.22 It remains the Council's policy is to maintain the General Fund Balance at a prudent level.
- 3.23 The figures discussed earlier in the report (and detailed further in the Appendices) are based on the formal budget monitoring exercise that has been carried out for Q2 of 2022/23. There are a number of anticipated accounting / funding adjustments that will be required so that a more complete picture of the current revenue budget position is provided.

| | £000 | Additional Information |
|---|------------|---|
| Forecast Budget Variance (as per Appendix A) | 544 | Relates to service budgets / corporate costs as shown in Appendix A. |
| <i>ADJUSTED FOR THE FOLLOWING ITEMS;</i> | | |
| Contingency Budget - Utilities Plus estimated Government support | (75) | Based on latest information, it is prudent to assume that all of the £100k contingency for utility costs will be drawn down. This figure may reduce once the impact of the government support scheme is known, an estimate of £75k has been assumed |
| Pay Award – Implementation | (250) | The Q3 figures include the effects of the recent pay award. |
| Cost of Living Support | 33 | As recently agreed by Policy Committee. |
| Use of Planning Reserve (Now Reflected in Service) | | The work to implement the Planning Improvement Plan continues to incur short term expenditure greater than the available base budget. The additional expenditure (in whole or part) will need to be offset by |

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| | | |
|---|------------|---|
| | | drawing down funding from the Planning Reserve. |
| Local Government Reorganisation | (150) | Additional costs that have resulted from LGR are to be met from the reserve that was established at the end of the 2020/21 closedown process. The amount shown here is indicative only at this stage. |
| Estimated Overall Position for 2022/23 | 102 | |
| | | |

3.24 The above table is an attempt to re-cast the Q2 monitoring figures, to reflect items and issues that are not captured in the figures shown from the formal budget monitoring process. Members will see that overall there is still a modest underspend being forecast, which is not dissimilar to the figure being shown before the adjustments.

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.

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.

7.12 One area of risk that has been highlighted is the impact of the increased energy bills across the council. From the 1st October the price per Kwh is due to rise by 124% and although there has been energy saving projects to a number of council buildings this can still be highlighted as a risk to the Councils expenditure on energy bills and will be continued to be monitored. There is a contingency budget in place for 22/23 of 100k for inflationary increases such as that on the energy cost to be drawn upon if needed.

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
Agency Staff Expenditure Analysis

11. **Appendices**

Appendix A – Revenue Budget – by Service Department

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.

AGENDA ITEM 6 APPENDIX A

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | |
|-------------|--|-----------------|---|----------------|------------------|--------------------|
| Actual | Net Cost of Services | Original Budget | Virements (incl. Slippage B/fwd from 20/21) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | £ | £ | £ | £ | £ |
| (25,170) | Licensing Services | (32,915) | 0 | (32,915) | (22,631) | 10,284 |
| 1,017,457 | Environmental Health & Housing Services | 830,044 | 40,268 | 870,311 | 875,350 | 5,038 |
| 1,641,651 | Waste Management Services | 1,482,065 | 157,575 | 1,639,640 | 1,647,889 | 8,249 |
| (713,730) | Bereavement Services | (537,420) | 14,432 | (522,989) | (489,804) | 33,185 |
| 700,947 | Planning & Building Control Services | 488,177 | 230,000 | 718,177 | 822,448 | 104,272 |
| 351,229 | Economic Development | 363,658 | 51,796 | 415,454 | 293,097 | (122,357) |
| 363,980 | Cultural Services (incl. Museum & Town Hall) | 221,752 | 11,349 | 233,101 | 361,073 | 127,972 |
| 258,877 | Leisure Services | 20,721 | 51,146 | 71,866 | 454,952 | 383,086 |
| (272,953) | Assets & Commercial Services | (144,645) | 39,153 | (105,492) | (63,960) | 41,532 |
| 166,530 | Legal Services | 134,831 | 0 | 134,831 | 188,922 | 54,092 |
| 277,240 | Member Services | 310,256 | 0 | 310,256 | 316,234 | 5,979 |
| 79,591 | Election Services | 168,332 | 0 | 168,332 | 141,326 | (27,006) |
| 1,244,228 | Chief Execs & Business Support | 1,471,530 | 0 | 1,471,530 | 1,409,649 | (61,881) |
| (1,416,172) | Financial Management | 1,023,446 | 0 | 1,023,446 | 1,013,727 | (9,719) |
| 492,549 | ICT & Transformation | 565,712 | 0 | 565,712 | 556,609 | (9,103) |
| 4,166,255 | Craven District Council : NCOS | 6,365,542 | 595,718 | 6,961,260 | 7,504,882 | 543,622 |

| 2021/22 | | 2022/23 | | | | |
|-----------|--|-----------------|---|----------------|------------------|--------------------|
| Actual | Corporate Costs | Original Budget | Virements (incl. Slippage B/fwd from 20/21) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | £ | £ | £ | £ | £ |
| (115,000) | Investment Income (6760) | (115,000) | 0 | (115,000) | (115,000) | 0 |
| 255,710 | Interest Payable (6770) | 255,710 | 0 | 255,710 | 255,710 | 0 |
| 88,000 | MRP for Capital Financing (8530) | 90,434 | 0 | 90,434 | 90,434 | 0 |
| 428,000 | Revenue Contributions to Capital Outlay (8535) | 1,498,500 | 0 | 1,498,500 | 1,498,500 | 0 |
| 403,000 | Capital Financing (Costs of borrowing) Paybill inflation not yet allocated | 400,000 | 0 | 400,000 | 400,000 | 0 |
| 0 | Additional Contingency around inflationary increases (utility bills) | 100,630 | (100,630) | 0 | 0 | 0 |
| 75,000 | Corporate Contingency | 75,000 | 0 | 75,000 | 75,000 | 0 |
| 0 | Central Government COVID Grant Support <i>To be apportioned to Services</i> | 0 | 0 | 0 | 0 | 0 |
| 5,300,965 | Total Revenue Budget 2021/22 | 8,670,816 | 495,088 | 9,165,904 | 9,709,526 | 543,622 |

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 1 - Licensing Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|-----------------|---------------------------------|-------------|-----------------|---|-----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 21/22) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| (6,607) | Hackney Carriages | R226 | (3,905) | 0 | (3,905) | 15,172 | |
| (18,563) | Liquor Licensing | R227 | (29,010) | 0 | (29,010) | (37,803) | (8,793) |
| (25,170) | Total Licensing Services | | (32,915) | 0 | (32,915) | (22,631) | (8,793) |

Licensing

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|------------------|--|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 300,086 | Environmental Health | R220 | 435,440 | 38,000 | 473,440 | 495,391 | 21,952 |
| (15,979) | Flooding 2015/16 | R228 | 0 | 0 | 0 | 0 | 0 |
| 55,994 | Housing Enabling | R338 | 71,735 | 0 | 71,735 | 62,874 | (8,861) |
| 0 | Homeless Prevention Support Service | R339 | 2,537 | 0 | 2,537 | (0) | (2,537) |
| 51,456 | Aireview House | R342 | 36,001 | 2,268 | 38,269 | 54,139 | 15,870 |
| 235,477 | Homelessness | R343 | 256,516 | 0 | 256,516 | 279,445 | 22,929 |
| 0 | Private Sector | R344 | (1,905) | 0 | (1,905) | (45,826) | (43,921) |
| 90,338 | Housing (Service Unit) | R347 | 29,719 | 0 | 29,719 | 29,326 | (393) |
| 1,017,457 | Total Environmental Health & Housing Services | | 830,044 | 40,268 | 870,311 | 875,350 | 5,038 |

Envhlth&Hsg

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 3 - Waste Management Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|------------------|---------------------------------|-------------|------------------|---|------------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 872,749 | Refuse Domestic | R200 | 645,877 | 52,596 | 698,473 | 810,365 | 111,893 |
| (302,631) | Refuse Commercial | R201 | (212,524) | 52,596 | (159,928) | (191,901) | (31,973) |
| 389,388 | Street Cleansing | R202 | 433,111 | 0 | 433,111 | 477,973 | 44,861 |
| 157,054 | Recycling | R203 | 365,237 | 0 | 365,237 | 194,403 | (170,834) |
| 60,379 | Cleaner Neighbourhoods | R204 | 70,237 | 0 | 70,237 | 80,173 | 9,936 |
| 195,255 | Mechanics Workshop | R209 | 50,573 | (213) | 50,360 | 96,882 | 46,523 |
| 441,363 | Waste Management (Service Unit) | R211 | 257,931 | 0 | 257,931 | 326,678 | 68,747 |
| (171,905) | Garden Waste Service | R213 | (128,376) | 52,596 | (75,780) | (146,683) | (70,903) |
| 1,641,651 | Total Waste Management | | 1,482,065 | 157,575 | 1,639,640 | 1,647,889 | 8,249 |

Waste

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 4 - Bereavement Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|------------------|--|-------------|------------------|---|------------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| (698,198) | Bereavement Services | R190 | (531,357) | 14,432 | (516,925) | (485,849) | 31,077 |
| (17,593) | Skipton Cemetery | R191 | (8,779) | 0 | (8,779) | (6,671) | 2,108 |
| (3,134) | Ingleton Cemetery | R192 | (4,304) | 0 | (4,304) | (4,304) | 0 |
| 3,013 | Closed Churchyard St Andrews (Kildwick) | R193 | 3,280 | 0 | 3,280 | 3,280 | 0 |
| 802 | Closed Churchyard St Marys (Ingleton) | R194 | 1,580 | 0 | 1,580 | 1,580 | 0 |
| 1,380 | Closed Churchyard St Margarets (Bentham) | R195 | 2,160 | 0 | 2,160 | 2,160 | 0 |
| (713,730) | Total Bereavement Services | | (537,420) | 14,432 | (522,989) | (489,804) | 33,185 |

Bereavement

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|----------------|---|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 6 | Historic Buildings | R250 | 4,000 | 0 | 4,000 | 7,380 | 3,380 |
| 30,675 | Building Control (Non Fee Earning) | R251 | 38,074 | 0 | 38,074 | 43,490 | 5,417 |
| (47,460) | Building Control (Fee Earning) | R252 | (21,909) | 0 | (21,909) | (53,605) | (31,695) |
| 234,473 | Local Plan | R253 | 303,139 | 0 | 303,139 | 228,582 | (74,557) |
| (89,116) | Local Land Charges | R254 | (96,006) | 0 | (96,006) | (117,093) | (21,087) |
| 571,203 | Development Control | R255 | 260,879 | 230,000 | 490,879 | 713,694 | 222,814 |
| 1,166 | Planning (Service Unit) | R270 | 0 | 0 | 0 | 0 | 0 |
| 700,947 | Total Planning & Building Control Services | | 488,177 | 230,000 | 718,177 | 822,448 | 104,272 |

PBCS

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 6 - Economic Development

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2022/23 | | | | | |
|----------------|--|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 82,548 | Great Places | R307 | 84,665 | 0 | 84,665 | 61,189 | (23,476) |
| 18,900 | Attraction Trade & Tourists | R310 | 21,800 | 0 | 21,800 | 21,800 | 0 |
| 37,598 | Industrial Development | R311 | 29,140 | 50,000 | 79,140 | 29,140 | (50,000) |
| 35,618 | Settle TIC | R315 | 28,775 | 32 | 28,807 | 31,558 | 2,751 |
| 9,364 | New Homes Bonus Projects | R316 | 12,000 | 0 | 12,000 | 12,000 | 0 |
| 167,200 | Economic Development (Service Unit) | R330 | 187,397 | 1,517 | 188,914 | 137,529 | (51,384) |
| 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 |
| (821,973) | Total Skipton Heritage Action Zone * | R319 | (119) | 0 | (119) | (119) | (119) |
| 0 | Total Reopening High Street Safely * | R324 | 0 | 0 | 0 | 0 | 0 |
| (21,678) | Langcliffe Quarry Enterprise Centre | R325 | 0 | 248 | 248 | 0 | (248) |
| 351,229 | Total Economic Development | | 363,658 | 51,796 | 415,454 | 293,097 | (122,476) |

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

EcDev

AGENDA ITEM 6 APPENDIX A

Craven District Council

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

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|----------------|---|-------------|-----------------|---|----------------|------------------|-------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 35,856 | Arts Development | R300 | 42,426 | 0 | 42,426 | 44,685 | 2,258 |
| 313,604 | Museum | R301 | 179,326 | 11,349 | 185,826 | 315,412 | 129,587 |
| 0 | Museum Development Project - Development Phase | R304 | 0 | 0 | 0 | 0 | 0 |
| 8,073 | Museum Development Project - Delivery Phase | R308 | 0 | 0 | 0 | 0 | 0 |
| (656) | Rural Culture: Creating a Hub for Craven | R309 | 0 | 0 | 0 | 976 | 976 |
| 7,103 | York & NY Dance Hub | R322 | 0 | 0 | 0 | 0 | 0 |
| 0 | Rural Steps Project | R323 | 0 | 0 | 0 | 0 | 0 |
| 0 | Museum – Indispensable | R450 | 0 | 0 | 0 | 0 | 0 |
| 0 | Museum - Craven at War: The Home Front Legacy | R456 | 0 | 0 | 0 | 0 | 0 |
| 363,980 | Total Cultural Services (incl. Museum & Town Hall) | | 221,752 | 11,349 | 228,252 | 361,073 | 132,821 |

Cultural

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 8 - Leisure Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|----------------|-------------------------------|-------------|-----------------|---|----------------|------------------|-------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 225,745 | Craven Pool & Fitness Centre | D105 | 23,759 | 51,146 | 74,905 | 427,378 | 352,473 |
| 32,779 | Revive Café | D106 | (3,038) | 0 | (3,038) | 29,679 | 32,718 |
| 354 | Healthy Lifestyles | D107 | 0 | 0 | 0 | (2,105) | (2,105) |
| 258,877 | Total Leisure Services | | 20,721 | 51,146 | 71,866 | 454,952 | 383,086 |

Leisure

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|------------------|---|-------------|------------------|--|------------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 23,806 | Misc Property (Incl Ind Estates) | R103 | 12,296 | 9,819 | 22,115 | 30,984 | 8,869 |
| 16,276 | Bus Station | R104 | 18,628 | 218 | 18,846 | 34,068 | 15,222 |
| (37,752) | Private Garages | R346 | (14,092) | 44 | (14,048) | (32,592) | (18,544) |
| 171,603 | Skipton Depot | R115 | 140,584 | 11,541 | 152,124 | 136,950 | (15,174) |
| 85 | Settle Depot | R117 | 10,020 | 0 | 10,020 | 12,154 | 2,134 |
| 237,224 | Belle View Square | R125 | 268,868 | 2,951 | 271,819 | 294,352 | 22,533 |
| 456,991 | Assets & Projects (Service Unit) | R212 | 452,939 | 10,500 | 463,439 | 484,318 | 20,879 |
| 141,557 | Amenity Areas (Incl Aireville Park) | R100 | 118,060 | 656 | 118,716 | 115,322 | (3,394) |
| (138,154) | Estates | R425 | (89,629) | 134 | (89,495) | (24,620) | 64,875 |
| (49,112) | Shared Ownership Scheme | R427 | (20,688) | 619 | (20,068) | (37,592) | (17,523) |
| 3,689 | Joint Venture Partnership | R428 | 0 | 0 | 0 | 2,415 | 2,415 |
| (1,162,652) | Car Parks | R130-151 | (1,131,823) | 1,546 | (1,130,277) | (1,196,712) | (66,435) |
| 80,180 | Public Conveniences | R160-181 | 90,192 | 1,125 | 91,317 | 116,992 | 25,675 |
| (272,953) | Total Assets & Commercial Services | | (144,645) | 39,153 | (105,492) | (63,960) | 41,532 |

Ass&Comm

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 10 - Legal Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | 2022/23 | | | | | |
|----------------|-----------------------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | £ | £ | £ | £ | £ |
| 166,530 | Total Legal Services | 134,831 | 0 | 134,831 | 188,922 | 54,092 |

Legal

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 10 - Member Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|----------------|------------------------------|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 95,420 | Democratic Services | R362 | 105,155 | 0 | 105,155 | 111,133 | 5,979 |
| 181,820 | Democratic Representation | R410 | 205,101 | 0 | 205,101 | 205,101 | 0 |
| 277,240 | Total Member Services | | 310,256 | 0 | 310,256 | 316,234 | 5,979 |

Democratic

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 11 - Election Services

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|---------------|--------------------------------|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 5,254 | Elections | R411 | 77,344 | 0 | 77,344 | 61,781 | (15,563) |
| 74,336 | Electoral Registration | R412 | 90,988 | 0 | 90,988 | 79,545 | (11,443) |
| 79,591 | Total Election Services | | 168,332 | 0 | 168,332 | 141,326 | (27,006) |

Elections

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|------------------|---|-------------|------------------|---|------------------|------------------|-------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 506,017 | CLT | R350 | 515,207 | 0 | 515,207 | 565,419 | 50,212 |
| 103,351 | Business Support | R375 | 227,790 | 0 | 227,790 | 131,743 | (96,047) |
| 168,681 | Human Resources | R370 | 162,222 | 0 | 162,222 | 173,176 | 10,955 |
| 20,516 | Health and safety | R373 | 34,835 | 0 | 34,835 | 22,458 | (12,377) |
| 4,103 | Tour De Yorkshire | R306 | 0 | 0 | 0 | 0 | 0 |
| 168,040 | Partnerships & Communications | R355 | 216,215 | 0 | 216,215 | 248,507 | 32,291 |
| 407 | Sporting Events | R356 | 0 | 0 | 0 | (6) | (6) |
| 39,176 | Craven Crime Reduction | R348 | 41,416 | 0 | 41,416 | 42,234 | 818 |
| 0 | Safer & Stronger Communities | R349 | 0 | 0 | 0 | | 0 |
| 233,937 | Customer Services | R383 | 273,844 | 0 | 273,844 | 226,118 | (47,726) |
| 1,244,228 | Total Chief Execs & Business Support | | 1,471,530 | 0 | 1,471,530 | 1,409,649 | (61,881) |

Cexc&Bus

AGENDA ITEM 6 APPENDIX A

Craven District Council

Section 12 - Financial Management

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|--------------|--|---------------|------------------|---|------------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 480,250 | Financial Services | R381 | 504,706 | 0 | 504,706 | 501,672 | (3,033) |
| 120,403 | Corporate Management | R420 | 254,495 | 0 | 254,495 | 254,495 | 0 |
| 16,870 | Unapportion Overheads | R422 | 56,500 | 0 | 56,500 | 56,500 | 0 |
| (2,033,694) | Revenues & Benefits | R384 & R432-5 | 207,746 | 0 | 207,746 | 201,060 | (6,686) |
| ##### | Total Corporate Head (Financial Management) | | 1,023,446 | 0 | 1,023,446 | 1,013,727 | (9,719) |

FinMgt

AGENDA ITEM 6

APPENDIX A

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 31/12/2022 (Quarter 3 - 2022/23)

| 2021/22 | | 2021/22 | | | | | |
|----------------|-----------------------------------|-------------|-----------------|---|----------------|------------------|-------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 22,318 | Street Naming & Numbering /GIS | R101 | 46,947 | 0 | 46,947 | 49,850 | 2,903 |
| 470,231 | ICT & Transformation | R400 | 518,765 | 0 | 518,765 | 506,759 | (12,006) |
| 492,549 | Total Director of Services | | 565,712 | 0 | 565,712 | 556,609 | (9,103) |

ICT&Trans

Policy Committee – 28 February 23

Q3 CAPITAL PROGRAMME MONITORING REPORT – 2022/2023



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 2022.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2022/23 Capital Programme as at the 31st December 2022.
- 2.2 Members note the 2022/23 Capital Programme and the proposed funding – for the projects agreed at Q3.

3. **Report:**

- 3.1 The Council Councils Capital Programme for 2022/23 was approved on 1st February 2022. On 21st June 2022 the Policy Committee approved for the Capital Programme to be updated for a number of carry forward items from the previous years' programme. At that time, the carry forward amount for 'Growth Deal – Highways Project' was not available. In line with previous Policy Committee / Council approvals (\$POL.1157 and CL 1201) the carry forward amount for this project is £4,793k – this is now reflected in the updated figures in this report which now includes all carry forward amounts from 2021/22. Since that last update the Craven Net Zero Affordable Housing Project has been taken through Section 24 consent and been approved, and has been added to the programme.
- 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 £8,162k, this is 55% of the revised programme total.

Table 1: Planned Capital Programme Performance

| | Revised Programme 2022/23 £ | Expenditure at Q3 2022/23 £ | Forecasted Outturn 2022/23 £ |
|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| Council Properties | 15,108,284 | 7,736,695 | 11,183,018 |
| ICT | 88,547 | 0 | 30,000 |
| Private Sector Hsg & Empty Homes | 658,468 | 357,287 | 658,468 |
| Recreation & Leisure | 138,808 | 0 | 63,808 |
| Town/Village Plans | 40,308 | 0 | 0 |
| Vehicles | 709,895 | 75,973 | 536,928 |
| Total Capital Programme Costs | 16,744,310 | 8,169,955 | 12,472,222 |

- 3.3 At present, there is a forecasted project expenditure of £12,472k. There are a few projects within the programme, that have been identified as likely not to be started / completed in 2022/23 as a consequence of LGR.
- 3.4 As previously mentioned in paragraph 3.1, the Capital Programme now reflects all of the carry forward amounts from the 2021/22 programme. The inclusion of the carry forward amounts for the '*Growth Deal – Highways Project*' ensures that previously approved capital budgets for this scheme are all clearly shown in the updated figures. It is important to emphasize that none of the carry forward items are new expenditure budgets, they are all previously approved budgets (which in the case of the Growth Deal is fully committed expenditure).
- 3.5 Continued review and update of the projects are carried out on a quarterly basis and the Outturn report will be presented through the NYC reporting mechanism in 2023/24. For that report further analysis is being undertaken about the deliverability of specific items within the programme and what the likely levels of any anticipated carry forward budget figures may be into 2023/23 – to help inform the construction of the new Council's Capital Programme.

AGENDA ITEM 7

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.

Table 2: Capital Resources Available & Utilised to Fund 2022/23 Programme

| | 2022/23 | 2023/24 | 2024/25 |
|--|-------------------|-------------------|-------------------|
| | Indicative | Indicative | Indicative |
| Capital Receipts at Start of Year (CRR) | 1,885 | 1,780 | 1,780 |
| In Year resources - (Capital Grants/receipts received) | 2,951 | 857 | 857 |
| Use of in Year Capital grants | 658 | 557 | 557 |
| Use of Commuted Sums/S106 | 1,593 | - | - |
| Total Use of Capital Resources | 2,356 | 557 | 557 |
| Contribution From NHB Reserve | 760 | 1,201 | - |
| Contribution From Enabling Efficiencies Reserve | 20 | 10 | - |
| Contribution From FY Support | 35 | 0 | - |
| Contribution From Vehicles Reserve | 118 | 0 | 0 |
| Contribution from IT Reserve | 39 | 20 | 30 |
| Contribution from Buildings Reserve | 200 | - | - |
| Underwrite the Capital relating to Skipton Depot Project and JV Development Projects | - | - | - |
| Potential utilisation of Borrowing for Shared Ownership, ESL Link Road and CDC Developments. | 8,944 | 0 | 0 |
| Total Use of Reserves/Borrowing | 10,116 | 1,231 | 30 |
| Forecasted Capital expenditure in year | 12,472 | 1,788 | 587 |
| Capital Receipts at end of Year (CRR) | 1,780 | 1,780 | 1,780 |

3.9 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 2022/23, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.

4. **Financial and Value for Money Implications**

- 4.1 At the start of 2022/23 the Council had available £1,885k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants of £658k 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.

AGENDA ITEM 7 APPENDIX A

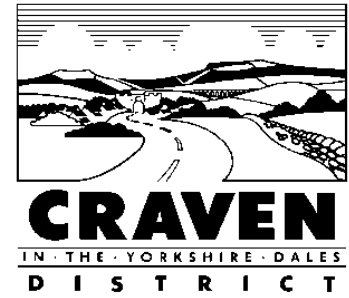
Capital Programme 2022-23

| Service Unit | Description | Budget Officer | Account Code | Agreed Programme 2022/23 £ | External Contributions 2020/21 £ | 2021/22 Slippage/ B/fwd into 2022/23 £ | Total Programme 2022/23 £ | Expenditure at Q3 2022/23 £ | Remaining Budget 2022/23 £ | Slippage Requested 2022/23 £ | Forecasted Outturn 2022/23 £ | Q3 Comments |
|-------------------------------|--|-------------------|--------------|----------------------------|----------------------------------|--|---------------------------|-----------------------------|----------------------------|------------------------------|------------------------------|---|
| Assets & Commercial Services | SECTION 106 SHARED OWNERSHIP ACQUISITIONS | Rachel Sewell | 6026 | 1,145,000 | (1,010,000) | 598,108 | 1,743,108 | 677 | 1,742,431 | 1,243,108 | 500,000 | |
| Assets & Commercial Services | Shared ownership development | Jenny Kerfoot | 6062 | | | 1,595,915 | 1,595,915 | 510,621 | 1,085,294 | 1,085,294 | 520,000 | |
| Assets & Commercial Services | Museum-Major Improvements | David Smurthwaite | 6032 | | | | - | 75,219 | (75,219) | | 75,219 | Retention paid and the scheme is now fully completed. |
| Assets & Commercial Services | High Street Toilets | Rachel Sewell | | 40,000 | | | 40,000 | - | - | 40,000 | - | |
| Property Services | Skipton Depot Project | Hazel Smith | 6036 | 1,510,000 | | 1,336,892 | 2,846,892 | 2,171,478 | 675,414 | | 2,171,478 | Last remaining snagging items being worked on prior to full handover to Property for ongoing building maintenance. |
| Waste Management | Vehicle Lift Project | Hazel Smith | 6136 | - | - | 20,000 | 20,000 | - | 20,000 | | - | |
| Property Services | Ashfield Toilet Refurbishment for Settle TIC Scheme | Jenny Kerfoot | 6050 | | | 74,880 | 74,880 | - | 74,880 | 74,880 | - | possible request to use this funding for another purpose pending member approval. |
| Bereavement Services | Exit Drive at Waltonwrays | Clair Cooper | 6052 | | | 26,191 | 26,191 | 32,982 | (6,791) | | 26,191 | Project complete - we are still waiting on invoice from Pendle Council. Project completed over budget due to unforeseen circumstances and additional work signed off by Pendle Council. |
| Bereavement Services | Refurb of Waltonwrays Outbuildings | Darren Maycock | 6044 | | | 13,000 | 13,000 | - | 13,000 | - | 13,000 | |
| Bereavement Services | Crem Extension | Clair Cooper | 6053 | 20,000 | | 42,142 | 62,142 | 4,670 | 57,472 | 57,472 | 4,670 | Project is currently out to tender, Tender submissions due mid Feb. Work to commence summer. Final budget to be decided after mbr sign off when contract is awarded. |
| Property Services | Langcliffe Quarry Development | Hazel Smith | 6059 | 1,000,000 | | 544,888 | 1,544,888 | 1,213,190 | 331,698 | | 1,544,888 | Phase 2 works are progressing well with external building works completed to the new unit 12, progress on the rebuilding of unit 11 and refurbishment of unit 10 all on programme together with external works/hard landscaping. Programme still projecting June 23 completion. |
| Economic Development | Leeds Liverpool Canal - Improving Connectivity in the Southern Dales | Sharon Sunter | 6129 | | | 25,000 | 25,000 | - | 25,000 | | 25,000 | |
| Assets & Commercial Services | Decarbonising Skipton: Green Future for Public Buildings | Rachel Sewell | 6142 | | | | - | 494,731 | (494,731) | | 266,211 | |
| Economic Development | Growth Deal - Highways Improvements | Sharon Sunter | 6146 | 1,201,000 | | 4,793,444 | 5,994,444 | 2,066,765 | 3,927,679 | | 4,793,444 | |
| Economic Development | Ingleton Village Plan | Sharon Sunter | 6138 | | | 40,308 | 40,308 | - | 40,308 | 40,308 | - | |
| Economic Development | Public Art & Heritage Interpretation | Sharon Sunter | TBC | | | 75,000 | 75,000 | - | 75,000 | 75,000 | - | |
| ICT & Transformation Services | Payroll System improvements | James Hordern | 6200 | | | 3,650 | 3,650 | - | 3,650 | | - | |
| ICT & Transformation Services | InCab Communications & Web Portal Systems | Darren Maycock | 6276 | | | 15,817 | 15,817 | - | 15,817 | | - | |
| Leisure | Disable pool Access | A Slater | | 10,000 | | | 10,000 | - | 10,000 | | 10,000 | |
| Leisure | Group inforr Cycling Bike replacement | A Slater | | 27,500 | | | 27,500 | - | 27,500 | | 27,500 | |
| Property Services | Integrated Asset Management System | Darren Maycock | 6277 | | | | - | | - | | - | |
| Waste Management | Vehicle Replacement Programme | Tracy McLuckie | 6305 | 592,000 | | 87,895 | 679,895 | 75,480 | 604,415 | | 506,928 | 2 x 22t RCVs - £404k in total. From 2022/23 budget. Awaiting delivery 1 x 7.5 Compaction Vehicle - £107k. From 2021/22 budget. Awaiting delivery. Purchase of a replacement env health vehicle also to come from this code, however the purchase will be covered by the insurance pay out |

AGENDA ITEM 7 APPENDIX A

| Service Unit | Description | Budget Officer | Account Code | Agreed Programme 2022/23 £ | External Contributions 2020/21 £ | 2021/22 Slippage/ B/fwd into 2022/23 £ | Total Programme 2022/23 £ | Expenditure at Q3 2022/23 £ | Remaining Budget 2022/23 £ | Slippage Requested 2022/23 £ | Forecasted Outturn 2022/23 £ | Q3 Comments |
|--|---|----------------|------------------------------|----------------------------|----------------------------------|--|---------------------------|-----------------------------|----------------------------|------------------------------|------------------------------|--|
| Assets & Commercial Services | Electric Vehicle Charging Points in Outlying Car Parks | Rachel Sewell | 6070 | 140,000 | (105,000) | - | 140,000 | - | 140,000 | | 140,000 | |
| Assets & Commercial Services | Multi-Play Equipment replacement | Rachel Sewell | | | | 1,308 | 1,308 | - | 1,308 | | 1,308 | |
| Assets & Commercial Services | Otley Street Centre, Skipton | Hazel Smith | 6060 | | | - | - | 1,127,917 | (1,127,917) | | 1,127,917 | All works included through phases 1,2 & 3 are now complete and has been handed back from the contractor. |
| Property Services | Replace Maintenance Vehicles | Darren Maycock | 6305 | | | 30,000 | 30,000 | 493 | 29,507 | - | 30,000 | |
| ICT & Transformation Services | Integrate Systems and review service areas. | Darren Maycock | 6280 | 30,000 | | | 30,000 | | 30,000 | - | - | |
| ICT & Transformation Services | Cash Management system | Darren Maycock | 6271 | | | | | - | - | - | - | |
| ICT & Transformation Services | Replace Computer, Server and Appliance equipment. | Darren Maycock | 6210 | 30,000 | | | 30,000 | | 30,000 | - | 30,000 | |
| Assets & Commercial Services | - 4 Year programme of maintenance of the Council Car Parks | Helen Townsend | 6010 CKXX | | | | - | 7,569 | (7,569) | | - | |
| Environmental Services & Housing | Disabled Facilities Grants | Tracy McLuckie | 6145 6150 6151 6156 | 557,000 | (557,000) | 101,468 | 658,468 | 357,287 | 301,180 | | 658,468 | |
| | CRAVEN NET ZERO AFFORDABLE HOUSING PROJECT | Graham Soulsby | | - | (400,000) | - | 780,000 | - | 780,000 | 780,000 | - | |
| Assets & Commercial Services | Development of CDC Land | Rachel Sewell | | | - | 226,824 | 226,824 | - | 226,824 | - | - | |
| Financial management | Agresso Upgrade | James Hordern | | | - | 9,080 | 9,080 | - | 9,080 | - | - | |
| Property Services | Town Hall Remedial Works - Skipton Town Hall Frontage Works | Rachel Sewell | 6061 | | | | - | 30,875 | (30,875) | | - | |
| Total Capital Programme 2021/22 | | | | 6,302,500 | (2,072,000) | 9,661,810 | 16,744,310 | 8,169,955 | 8,534,355 | 3,396,062 | 12,472,222 | |

Policy Committee – 28 February 23
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 2022/23 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, 17 of these actions were rated ‘Green’. Two actions were rated ‘Amber’:

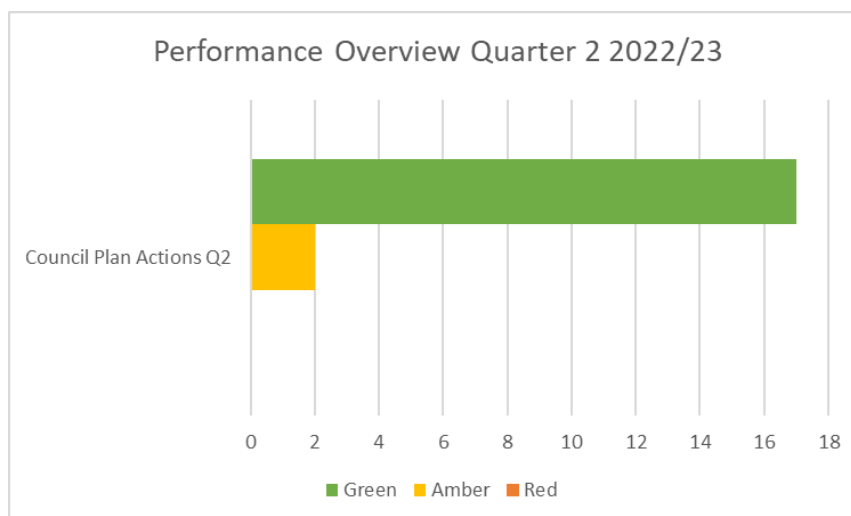


Chart: Service Performance KPIs by RAG rating, Q1 2022/23 and Q3 2022/23

3.3 Sickness absence rates remain low across the Council. The rates of PDR completions have increased from Q2, – and good progress has been made during Q3.

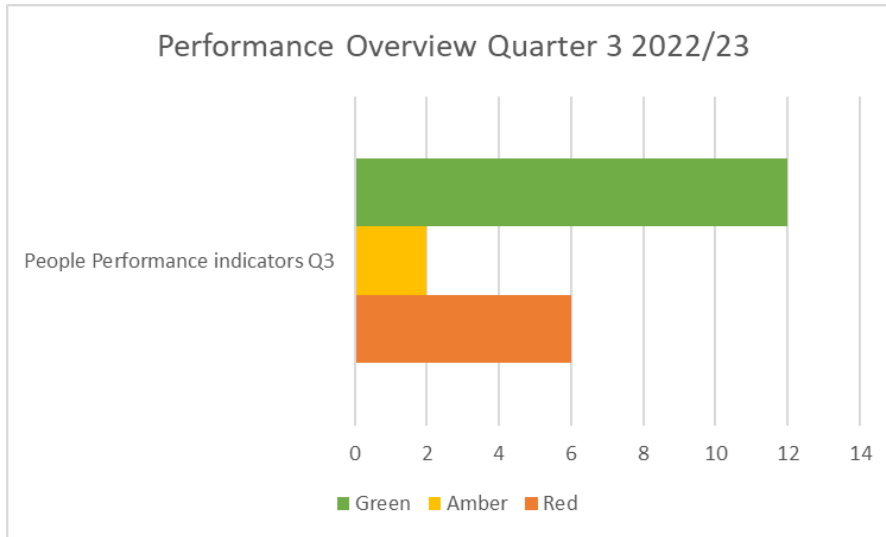


Chart: 'People' KPIs by RAG rating, Q3 2022/23

3.4 The range of additional challenges faced by services has resulted in an overspend compared to the budget position in some areas. However, most services are performing as expected, or within budget, this is covered in detail in the quarterly budget monitoring paper, also presented at this committee. These challenges have yet to see the full effects of the increasing costs of Fuel and Utilities.

3.5 Services have reported Service indicators for Q3. 6 of these are Green, 3 Amber and 1 Red. The Red indicators are processing New Benefit Claims, fly tipping rates and waste re-cycled rates.

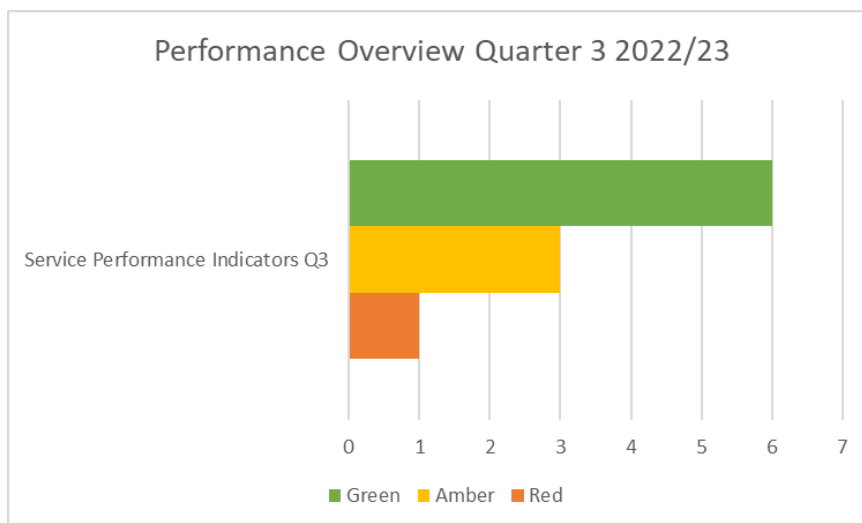


Chart: 'Service Performance' KPIs by RAG rating, Q3 2022/23

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 2022-23

12. Author of the Report

Name James Hordern, Finance Manager
E-mail: JHordern@cravenc.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

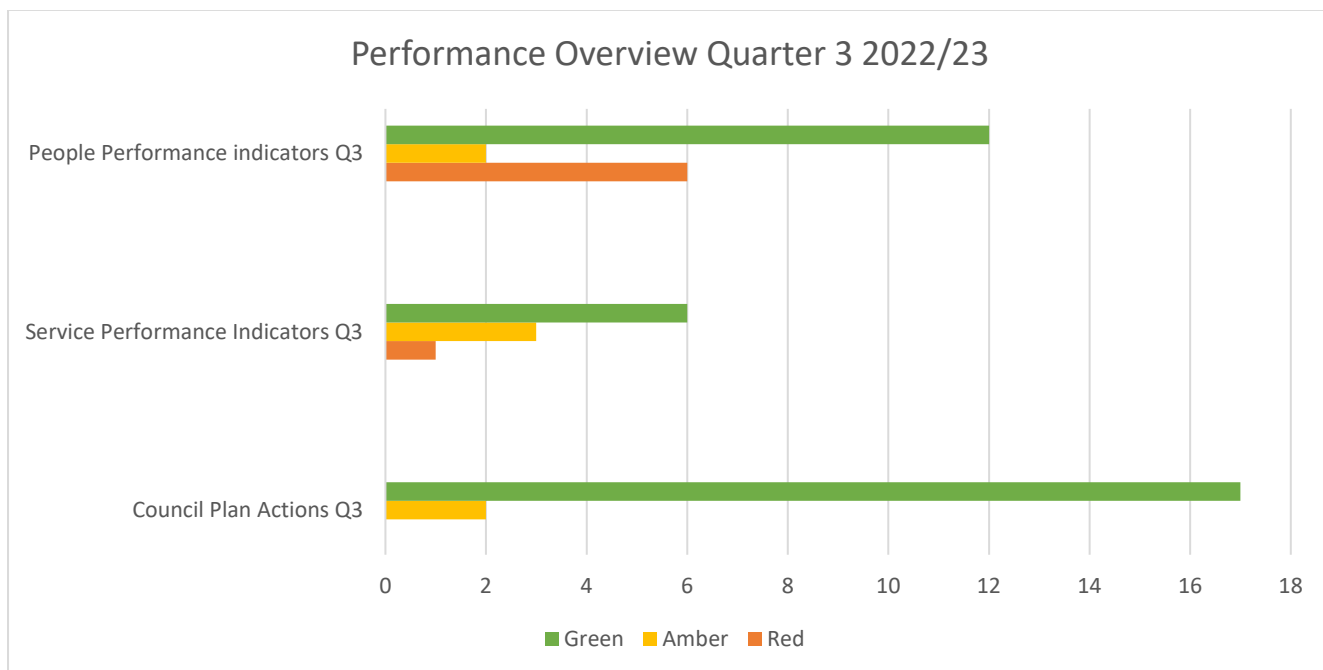
Quarter 3 2022/23 (October-December)

Contact: James Hordern, Accountancy Services Manager
jhordern@cravenc.gov.uk

AGENDA ITEM 8 APPENDIX A

Quarter 3 2022/23 Performance Overview

- 17 Council Plan actions are rated 'green'
- 2 Council Plan actions are rated 'Amber', both are in Waste Management:
- Although funding has been agreed to recruit a dedicated Waste Education Officer to deliver our **Waste Education Programme**.
- Slight progress has been made towards achieving a **50% recycling rate**.
- 5 Services remain 'red' for PDR's but there are plans for most to complete by Q3.



Bereavement Services - Quarter Three Performance Summary

The Crematorium is operating at normal capacity for this time of year, and is back on par with pre-pandemic figures, with slightly above average figures for November and December. Oakworth Crematorium reopened in April 2022 which has resulted in a decrease in usage compared to last year. The service is still receiving very positive feedback from funeral directors who used Skipton Crem during the closure of Oakworth.

Burials match previous years and can be unpredictable during the year, but are increasing now we are in the winter period.

There is a Webcast & Tribute take up decline which matches the decline in Cremations compared to last year due to the closure of Oakworth, however, there remains a small increase compared to pre-pandemic.

We are seeing a steady decline in memorialisation purchases in line with other crematoriums, this is considered to be a direct reflection of the current economic climate.

It is to be noted that there is a decrease in the death rate which is directly attributable to the pandemic.

We have had a unusual amount of sickness in Q3 which has all been attributed to Covid-19

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

| | |
|---|---|
| <p>No. Cremations held (per quarter) <small>Service Performance</small></p> <p>298 ↑ 55 more than last recorded in Q2</p> | <p>Ave. Normal Crematorium Capacity used</p> <p>44% ↓ 26%pts fewer than last recorded in Q4</p> |
|---|---|

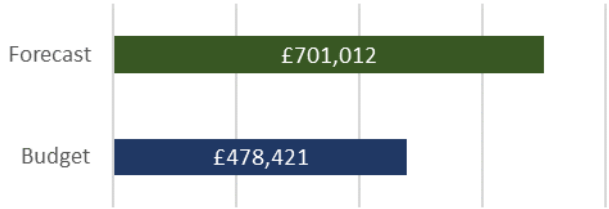
| | |
|--|--|
| <p>No. Burials</p> <p>18</p> | |
|--|--|

People (5 employees)

| | |
|---|---|
| <p>% PDRs completed on time</p> <p>100%</p> | <p>Ave. days absent through sickness</p> <p>1</p> |
|---|---|

Internal Audit

| | |
|---|--|
| <p>Forecast Net Expenditure against Budget</p> <p>Forecast net income is £222,590 above budget</p> | <p>No outstanding recommendations.</p> |
|---|--|



Contract Management

| | |
|---|---|
| <p>Forecast Net Expenditure against Budget</p> <p>Forecast net income is £222,590 above budget</p> | <p>1 contract (music system for the Crematorium chapel) has expired and a new contract has now been negotiated and will be looked into in great detail after LGR (all crematoriums use the same company).</p> |
|---|---|

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 added guidance into their rules and regulations to reduce plastic waste within the cemetery/crematorium. Further work is ongoing to encourage mourners use this guidance and encourage behavioural change (i.e. discourage the use of plastic coverings on flowers/no balloons, lanterns)

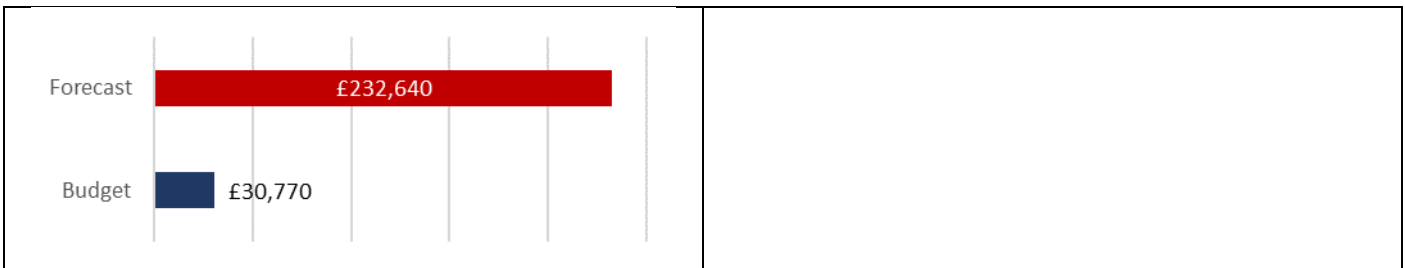
- Signs have been erected to encourage grave visitors to use the water butts instead of the taps.
- The project to install solar panels on the Book of Remembrance Chapel as well as insulating the roof (and reroofing the building) as part of the Zero Carbon Craven project has now been completed and the PV panels are working.
- The team planted seeds for the new wildflower area which established better than anticipated, autumnal/winter work is planned to ensure these once again establish in the spring and will increase the coverage.
- Plans were prepared to install a heat recovery system within the crematorium, planning permission was approved however no tender requests were secured before the end of the funding. At present there are no plans to relook at this after LGR, however, due to the current utility crisis this might prove to be a very worthwhile investment.
- As always the crematorium is operated in the most environmental and cost effect way to reduce the use of gas/electricity, staff are even more proactive in their working methods and have seen a decrease in the requests for same day cremations.

Craven Leisure – Quarter Three Performance Summary

Quarter 3 saw a continuing increase in the level of membership. December is always a challenge within the leisure service as it is known as the quietest time of year. I am pleased to report we managed to remain above target in all areas of the service. The facility did remain in high demand throughout December with a high volume between Christmas and new year.

● 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.

| | | | |
|--|--|---|--|
| <small>Service Performance</small> Ave. Number of Members YTD 2501 ↑ an increase of 232 exceeding the 2400 target | | Net No. New Members YTD 977 | |
| <small>Council Plan Progress</small> 87,801 | | 74,741 Fitness and 28,060 & Studio Attendance YTD Studio | |
| <small>4001 days</small> <small>(32 employees)</small> | | | |
| <small>Finance</small> % PDRs completed on time 43.9% | | Ave. days absent through sickness ↓ 3.1 days below target | |
| Forecast Net Expenditure against Budget Forecast expenditure is £232,640 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 Zero Carbon Craven project, a solar roof has been installed at the leisure centre. In quarter one work has commenced on the installation of air source heat pumps for pool heating. At the moment the solar panels are not turned on due to current combined heat and power (CHP) unit still being in operation. The grid will not allow both systems to be working at the same time. There has been a delay in turning off and the extraction of the CHP and CDC staff are working with Northern Power Grid to resolve this issue.

Cultural Services - Quarter Three Performance Summary

As per Q2 post-Covid recovery has been challenging across the cultural sector, including at the cultural hub venue. The challenge has been further impacted by the economic situation unfolding this year; impacts are being felt across secondary spend (museum donations, retail) and private hire (cancellation by some regular clients due to businesses ceasing to trade) and within the rising cost of utilities. We are attempting mitigation by increasing lower priced retail items, reducing the suggested museum donation and doing more active selling of private hire, balanced with the creative programme. We have seen a slight improvement in museum donations since last quarter, and private hire enquiries are picking up – we have added further private hire inspiration to our website and are investigating becoming licensed for weddings this year.

The casual staffing budget was taking the overall staff budget into a forecast overspend at Q2, however, as the performance programme is dark in January for essential theatre maintenance, we expect this to even out across the financial year.

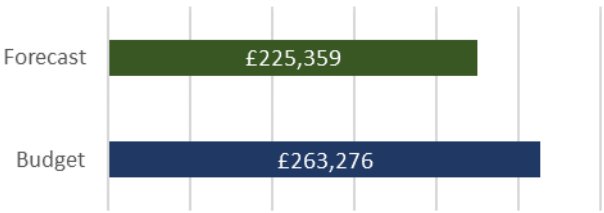
There have been continued issues with some tenants not paying rent and utilities in a timely fashion – the Properties Team are addressing this.

- The frontage repairs to complete **Skipton Town Hall redevelopment** have progressed well since Q2 and the final phase of works are due to be complete for inspection mid-February.
- We are on track with **video streaming** plans and are currently in talks with Orchestra’s Live and Opera North about a project to further the offer this year.
- Our work to **support the delivery of external festivals** has continued; we successfully partnered with Yarndale in 2022 and are currently delivering community workshops with them between festivals. We will be a lead venue for Hinterlands in March, and have continued our work with Skipton International Puppet Festival – currently applying for funding to enable delivery of the latter in Summer/Autumn 2023.
- With GPLD partners Brewery Arts we are progressing development of a **Cultural Apprenticeship scheme**. Meantime, we are supporting a number of placement opportunities for young people within the Museum, Gallery and Performance Programme.
- We are **supporting development of new & existing cultural hubs** in the Craven community through co-producing with, or touring content to them. We are currently partnering with a number of Craven venues to deliver Soup & Song – a free community cultural event programme Jan-Mar which includes a warm meal with the performance as part of efforts to support communities during the cost of living crisis.
- Work is progressing well on the **Leeds Liverpool Canal Interpretation Plan** following a delay due to Covid-19. This will be installed by Spring 2023.
- We are working (with Ec Dev colleagues) on delivery of a project to provide **workspace for young creatives**. We successfully raised additional capital from Arts Council to support this project and the venue

has recently welcomed the first artists in to rent studio space. As part of the same objective we are also providing rehearsal space for young musicians as part of Craven Music Match

| | |
|--|---|
| Museum Attendances | Performance and Event Attendances |
| ↑ 12,253 increased by from Q2 | ↑ 2495 more |
| People (8 employees) | |
| % PDRs completed on time 42,631 | Ave. days absent through sickness 4331 attendees than Q2 ● 3.16 days below target |
| Internal Audit | |
| Forecast Net Expenditure against Budget Forecast expenditure is £153,280 above budget Finance Forecast: £354,232 Budget: £200,952 | 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 | |
| ● Sheep's wool insulation has now been installed in the Concert Hall roof and the BMS (Building Management System) is also now in use, enabling heating and cooling of only rooms in use rather than whole-building. 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 |
|--|
| <small>Council Plan Progress</small> |
| There has been much improvement this quarter in the percentage of calls answered that are now only at 2.2% below target, which has resulted in 129 fewer 'contact us' e mails. This is due to more cover being provided on the phones by Business Support together with a large amount of support for reception cover. Training was also provided for a new member of staff. |
| <small>Service Performance</small> |
| No specific Council Plan actions |

| | |
|--|---|
| <p>% Calls Answered</p> <p>● 2.2 % pts below target</p> | <p>Emails received to 'Contact Us'</p> <p>129 fewer than Q1 22/23</p> |
| <p>People (9 employees)</p> | |
| <p>% PDRs completed on time</p> <p>87.8 100%</p> | <p>Ave. days absent through sickness</p> <p>1639</p> <p>● 7 days below target</p> |
| <p>Internal Audit</p> | |
| <p>Forecast Net Expenditure against Budget Forecast expenditure is £35,158 below budget</p>  <p>Forecast: £225,359 Budget: £263,276</p> | <p>No specific Internal Audit recommendations.</p> <p>1.75 days</p> <p style="text-align: center;">Contract Management</p> <p>Customer Services manage 6 contracts, with a total annual value of £72k. These contracts are managed in accordance with the Contract Procedure Rules.</p> |
| <p>Risk Management</p> | |
| <p>3 risks on the risk register are monitored by Customer Services, all with sufficient mitigation in place.</p> | |
| <p>Climate Emergency Strategic Plan</p> | |
| <p>● Customer Services staff continue to ask customers if they would prefer to receive bills / forms etc. via email instead of printing and posting. This quarter more subscribers to the garden waste service were renewed online so less paper is used. Customer Services are also working on getting email addresses from car park permit holders so they can renew online instead.</p> | |

Economic Development - Quarter Three Performance Summary

The team continues to progress the delivery of externally funded schemes, which includes the upgrade of Engine Shed Lane and Ings Lane; development of 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 scheme.

- 22,683sq ft (2,107sqm) of new workspace created at Langcliffe Quarry. Part-funded by ERDF and LEP, the workspace comprises construction of 8 standalone units and refurbishment of a redundant stone building to provide co-working space, incubator offices and meeting/training rooms.
- 15 businesses have received three-hours of information, diagnosis and brokerage support through the ERDF Langcliffe Quarry Enterprise Centre project.
- Works on Engine Shed Lane and Ings Lane are on schedule for completion end of December 2022. Culverting of Ings Beck completed; highway works (drainage and kerbs) along Ings Lane in progress. Surfacing scheduled to start early December 2022.
- A steering group, involving community volunteers, Bentham Town Council and North Yorkshire County Council has been formed to support the preparation of a masterplan for the rejuvenation of Bentham town centre. Public consultation period is being planned to run from November to January 2023
- Invitation to Quote issued for the design, manufacture and installation of a heritage interpretation scheme focused on the Leeds Liverpool Canal and the surrounding environment within Skipton town centre.

| | | | | | |
|--|--|----------|--------|----------|----------------------------|
| New Business Starts | Claimant Count | | | | |
| 64 | 525 20 fewer than Q1 | | | | |
| People (6 employees) | | | | | |
| % PDRs completed on time | Ave. days absent through sickness | | | | |
| 100% <small>Finance</small> | 1.79 days 7.15 days below target | | | | |
| Internal Audit | | | | | |
| Forecast Net Expenditure against Budget Forecast expenditure is £194,013 above budget | No outstanding Internal Audit requirements. | | | | |
| <table border="1" style="margin-top: 10px;"> <tr> <td>Forecast</td> <td style="text-align: center;">£673,837</td> </tr> <tr> <td>Budget</td> <td style="text-align: center;">£407,655</td> </tr> </table> | Forecast | £673,837 | Budget | £407,655 | Contract Management |
| Forecast | £673,837 | | | | |
| Budget | £407,655 | | | | |
| | 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 | | | | | |
| Langcliffe Quarry Enterprise Centre – The workspace has been built to afford the highest sustainability performance possible, including the installation of roof mounted Solar PV panels, rainwater collection, low voltage lighting and low emissivity glass, provision of electric vehicle charging points. The development is on course to achieve a BREEAM accreditation of very good. | | | | | |
| Heritage Action Zone project to improve the pedestrian accessibility in Skipton with works to Victoria Square, Victoria Street and Hallam’s Yard is near completion. | | | | | |

Community Renewal Fund funded feasibility studies to assess the potential to establish anaerobic digestion facilities in Skipton and Settle, and to understand the potential to develop large scale water source heat pump using the Leeds Liverpool Canal to provide district heating for new developments is ongoing .

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 continued to deteriorate slightly. Despite a slight improvement the percentage of payments following an official order continues to be well below target. Additional resources have been allocated to address these issues; improvement should show in Q1 2022/23.

- 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 in in place.

| | |
|--|--|
| <p>% Invoices paid within 30 days <i>Service Performance</i></p> <p>● 1.5%pts 93.5% below target ↓ 1%pt below Q3 21/22</p> | <p>% payments with an official order</p> <p>● 1.7%pts below target ↑ 2%pts increase on Q3 21/22</p> |
|--|--|

**People
(11 employees)**

| | |
|--|--|
| <p>% PDRs completed on time</p> <p style="font-size: 24pt; color: green;">100%</p> <p><i>Finance</i></p> | <p>Ave. days absent through sickness</p> <p style="font-size: 24pt; color: green;">1.6 days</p> <p>6.6 days below target</p> |
|--|--|

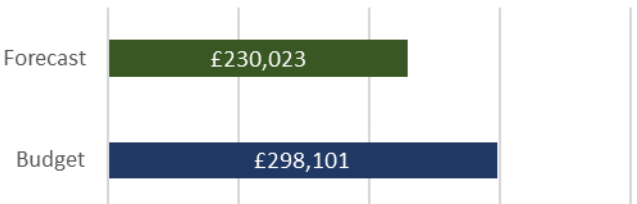
| | | | | | | | |
|---|----------|----------|----------|--------|--|----------|--|
| Internal Audit | | | | | | | |
| <p>Forecast Net Expenditure against Budget Forecast expenditure is £592,329 below budget</p> <table style="margin-top: 10px; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">Forecast</td> <td style="width: 100px; border-bottom: 2px solid green;"></td> <td style="padding-left: 10px;">£153,531</td> </tr> <tr> <td style="padding-right: 10px;">Budget</td> <td style="width: 100px; border-bottom: 2px solid blue;"></td> <td style="padding-left: 10px;">£745,860</td> </tr> </table> | Forecast | | £153,531 | Budget | | £745,860 | <p>5 outstanding Internal Audit recommendations relating to Risk Management. Target date for completion of these actions is May 2022.</p> |
| Forecast | | £153,531 | | | | | |
| Budget | | £745,860 | | | | | |
| Contract Management | | | | | | | |
| <p>10 contracts over £10k, total value £195k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.</p> | | | | | | | |

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 | |
|---|--|
| <ul style="list-style-type: none"> The six additional units of accommodation being developed by Horton Housing are scheduled for completion in May 2023. | |
| No. Supported at Pinder House this quarter <small>Council Plan Progress</small> 1 fewer than previous update | No. supported through Supported Lettings 1 fewer than previous update |
| People | |
| 13 (99% capacity used) <small>Contracts services – no staff managed directly.</small> | 8 |
| 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 | |
| <ul style="list-style-type: none"> The joint 'LAD2' and 'LAD3' Greener Homes bids with Better Homes Yorkshire were successful and our Better Homes Yorkshire partners are progressing with the promotion and delivery of the bid. This provides further insulation and energy efficiency retrofit to residents on low incomes. Work is ongoing to upgrade 28 homes and flats in Skipton, Burton-in-Lonsdale, Clapham and Horton-in Ribblesdale. Each property will have solar panels installed and 6 homes had an air source heat pump installed, replacing their solid fuel heating and immersion systems with low carbon alternatives. The aim work improved the properties by at least one EPC (energy performance certificate) band which will help reduce the impact of rising energy prices while cutting carbon emissions by 30 tonnes. | |

| Parking Services - Quarter Three Performance Summary |
|--|
| Permit income has increased by 17.75% on Q3 21/22 |
| EV Charging Points are now fully operational in the following car parks: |

AGENDA ITEM 8 APPENDIX A

Skipton High street Car Park – 2 rapid chargers and Coach Street Car Park 2- rapid chargers
Settle Ashfield car park - 2 fast chargers
Ingleton Community Centre car park – 3 double fast chargers (service 6 bays)
Bentham Grasmere Drive Car Park - 3 double fast chargers (service 6 bays)
Gargrave North Street Car Park - 3 double fast chargers (service 6 bays)
Crosshills Milligans Field Car Park 4 fast chargers (service 6 bays)

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

| | |
|--|--|
| <p>Pay & Display Total Income <small>Council Plan Progress</small></p> <p>● YTD Target £1,200,228 <small>Service Performance</small></p> | <p>Permit Income</p> <p>● YTD Target £71,445</p> |
|--|--|

| | |
|---|---|
| <p>£1,207,699 Points Raised</p> <p>46 in Q3 2021/22</p> | <p>£89,202 % Payments made by Card vs Cash</p> <p>● Year to date target 40%</p> |
|---|---|

People

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

| | | | | | |
|--|------------|------------|--------|------------|--|
| <p><small>Finance</small></p> <p>Forecast Net Income against Budget</p> <p>Forecast income is £7,318 below budget</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Forecast</td> <td style="text-align: center;">£1,161,256</td> </tr> <tr> <td>Budget</td> <td style="text-align: center;">£1,168,394</td> </tr> </table> | Forecast | £1,161,256 | Budget | £1,168,394 | <p>Internal Audit</p> <p>No outstanding recommendations.</p> <hr/> <p>Contract Management</p> <p>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.</p> |
| Forecast | £1,161,256 | | | | |
| Budget | £1,168,394 | | | | |

Risk Management

No specific risks on the Council’s Risk Registers

Climate Emergency Strategic Plan

● 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 completed later this year, there are currently EVCP live and available across 11 locations (Skipton - High Street and Coach Street, Settle, Malham, Clapham, Horton in Ribblesdale, Kettlewell, Grassington, Linton, Stainforth, Buckden) and installation in progress at 4 more sites (Ingleton, Bentham, Crosshills, Gargrave). Funding is being explored for a further 4 areas.

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. All of our timescale KPIs are now above target. 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.

● 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.

| | |
|--|--|
| <p style="text-align: center;">Major applications processed within timescale</p> <p style="text-align: center;">● 23%pts above target <small>Service Performance</small> <small>(3 of 3 applications determined within timescale)</small></p> <p style="text-align: center; color: green; font-weight: bold;">100%</p> | <p style="text-align: center;">Minor applications processed within timescale</p> <p style="text-align: center;">● 24.6%pts above target <small>(43 of 48 applications determined within timescale)</small></p> <p style="text-align: center; color: green; font-weight: bold;">89.6%</p> |
| <p style="text-align: center;">Other applications processed within timescale</p> <p style="text-align: center;">● 88.61%pts above target <small>(82 of 102 applications determined within timescale)</small></p> <p style="text-align: center; color: green; font-weight: bold;">88.61%</p> | |

People (24 employees)

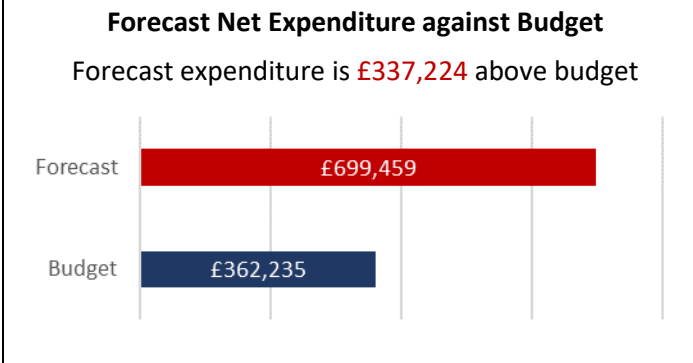
| | |
|---|---|
| <p style="text-align: center;">% PDRs completed on time</p> <p style="text-align: center; color: red; font-weight: bold;">38.1%</p> <p style="text-align: center; color: #1a3d54; font-size: small;">Finance</p> | <p style="text-align: center;">Ave. days absent through sickness</p> <p style="text-align: center; color: orange; font-weight: bold;">8.13 days</p> <p style="text-align: center; color: orange; font-size: small;">.13 above target</p> |
|---|---|

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

● Work continues on the Supplementary Planning Documents (SPDs) which each include sections to explain the relationship between the Craven Local Plan, the National Planning Policy Framework (NPPF) and the Craven Climate Emergency Strategic Plan (CESP). They also explain that the CESP reinforces the existing policies of the local plan which address climate change and carbon reduction measures and support the ‘parent’ policies for each SPD. The Good Design SPD and Rural Workers’ Dwellings SPD have both been recently approved in a Policy

Committee meeting in June by Council Members for their adoption in October 2022. The second drafts of both the Green Infrastructure & Biodiversity SPD and the Flood Risk & Water Management SPD will go out to public consultation next quarter, and the responses will be reviewed by the team thereafter as part of the preparation for the adoption versions of these SPDs.

Revenues and Benefits – Quarter Three Performance Summary

The effects of an extremely busy first quarter, resulting in a backlog of around 4-5 weeks work is still having an impact on performance in Q3. ‘Days to process new claims’ has de-creased slightly to 12 days above target. We have managed to source some additional agency support through to March so we expect to be able to maintain (and hopefully improve on) the performance on the benefits side. The collection figures are steady and on track to reach the anticipated collection rates of 98% or above by March. As previously noted all of our PDRs were completed some months ago.

No specific council plan actions

Time to process Change of Circumstances

Service Performance

● 2.9 days below target ● 5.9 days below target ↓ 0.2 days decrease from 34 days to 12 days above target ↓ 3 days fewer than Q2 2022/23

Time to process new claims

No. Council Tax Support Claims

2440

↓ 42 fewer than Q2 22/23

88.93% of Council Tax collected

84.14% of Non-Domestic Rates collected

Tax and Rates collected

People (12 employees)

% PDRs completed on time

Finance

100%

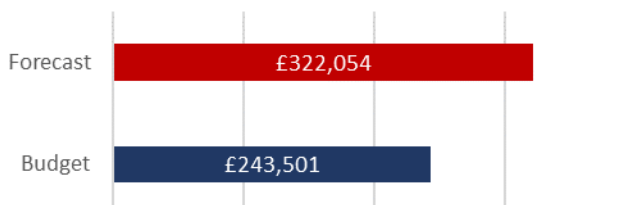
0.8 days

Ave. days absent through sickness

● 7 days below target

Forecast Net Expenditure against Budget

Forecast expenditure is £78,553 above budget



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

The standout figure compared with Q2, as predicted was the increase in dog fouling, this tends to be a seasonal increase in Q3 and Q4. To combat this in 2021/2022, Craven District Council distributed over One Million dog waste bags, these bags are sold via our various outlets and seem to be a very popular product.

We have seen a reduction in residual waste (276 tonnes) due to many residents no longer working from home and possibly due to cost of living could be impacting on how residents look at disposing of waste, compared to the same period last year. Also our rejection rates have reduced.

- We have made slight progress towards achieving a **50% recycling rate**.
- Although funding has been agreed to recruit a dedicated Waste Education Officer to deliver our **Waste Education Programme** we have ~~been unable~~ ^{not been able} to recruit. However, some additional administrative support has been brought in, this has given existing staff some capacity to undertake some of the waste education work.

| | | | | | | | |
|--|---|--|------------|--------|------------|---|--|
| <p>Residual waste – average volume per household <i>Service Performance *Estimated*</i></p> <p>● 33.72kg 107.72kg below target and 10.12 kgs (8.59%) fewer than Q3 2021/22</p> | | <p>% Waste recycled</p> <p>37.25% 1.51 %pts below target 2.48% increase on Q3 2021/22</p> | | | | | |
| <p>Fly Tipping Incidents</p> <p>24</p> <p>● 26 above target ↑ an increase of 2 more Q2</p> | <p>Littering Incidents</p> <p>3</p> <p>↑ 2 more than Q2</p> | <p>Dog Fouling Incidents</p> <p>↑ 8 more than in Q2</p> | | | | | |
| <p>People (55 employees)</p> | | | | | | | |
| <p>% PDRs completed on time <i>Finance</i></p> <p>91.1%</p> | | <p>Ave. days absent through sickness</p> <p>1.4 above target</p> | | | | | |
| <p>Forecast Net Expenditure against Budget</p> <p>Forecast expenditure is £4,341 over budget</p> | | <p>Internal Audit</p> <p>No outstanding Internal Audit recommendations.</p> | | | | | |
| <table border="1"> <tr> <td>Forecast</td> <td>£1,519,978</td> </tr> <tr> <td>Budget</td> <td>£1,515,636</td> </tr> </table> | | Forecast | £1,519,978 | Budget | £1,515,636 | <p>Contract Management</p> <p>7 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</p> | |
| Forecast | £1,519,978 | | | | | | |
| Budget | £1,515,636 | | | | | | |
| <p>Risk Management</p> | | | | | | | |

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

Climate Emergency Strategic Plan

The 3 actions (● Route Optimisation, ● Electric Components and ● Smaller Compaction Vehicles) are in place to improve the fuel efficiency of the Waste Management fleet are on track. The compaction vehicle was delivered in June 2021 and is now being used in the north of the district. Due to being a compaction vehicle, this has reduced the daily number of trips to the transfer station, reducing milage. Changes have also been made to garden and trade routes to reduce milage. We have also increased bulky waste collections by changing working hours for this service which has reduced the lead in time and reduced mileage.

CDC waste management staff attended at Let’s Talk Rubbish community awareness raising event in Settle in Sept 2022.

Central Services – Key Performance Indicators

| Assets & Commercial Services | |
|--|--|
| People (16 employees) | |
| % PDRs completed on time 86.7% | Ave. days absent through sickness 2.6 days below target |
| Forecast Net Expenditure against Budget Finance Forecast expenditure is £63,655 above budget | |

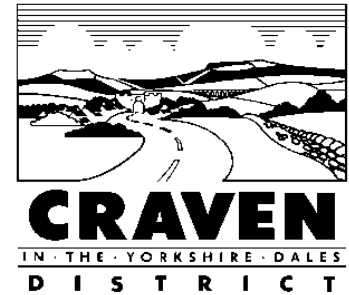
| Business Support Services | |
|---|--|
| People (8 employees) | |
| % PDRs completed on time 100% | Ave. days absent through sickness 7 days below target |
| Forecast Net Expenditure against Budget 1.08 days Forecast expenditure is £102,510 below budget | |

| Legal Services | |
|---|--|
| People (2 employees) | |
| % PDRs completed on time 100% Finance | Ave. days absent through sickness - |
| Forecast Net Expenditure against Budget Forecast expenditure is £37,260 above budget | |

| Human Resources | |
|--|--|
| People (2 employees) | |
| % PDRs completed on time 12.5 days on target | Ave. days absent through sickness 4 days above target |
| Forecast Net Expenditure against Budget Forecast expenditure is £16,058 over budget | |

Policy Committee – 28th February 2023

Finalisation of the Craven Conservation Areas Assessment Project



Report of the Director of Services

Lead Member for Planning – Councillor Brockbank

Ward(s) affected: All wards wholly or partly outside the Yorkshire Dales National Park

1. Purpose of Report

- 1.1 To present for adoption the final output of the Craven Conservation Areas Assessment Project.

2. Recommendations – Members are recommended to:

- 2.1 Adopt the final documents produced by the Craven Conservation Areas Assessment Project and accept them into the evidence base for use in the formulation of planning policies, the allocation of local plan sites and the determination of planning applications, as well as in other relevant council decisions, proposals and projects. These final documents are set out in Appendix A and comprise: an Introduction; Conservation Area Appraisals for Burton-in-Lonsdale, Carleton, Cononley, Cowling, Eastby, Embsay, Farnhill, Gargrave, Ingleton, Kildwick, Kildwick Grange, Lothersdale, Low Bradley, Sutton-in-Craven, Thornton-in-Craven and the Settle-Carlisle Railway (within the planning area of Craven District Council); and Appraisals of Proposed Conservation Areas for Glusburn, High Bentham and Low Bentham.
- 2.2 Accept the recommendations for new Conservation Areas at Glusburn, High Bentham and Low Bentham, extended Conservation Area boundaries at Carleton, Gargrave, Ingleton and Thornton-in-Craven, and combined Conservation Area boundaries at Farnhill and Kildwick, as set out in the relevant documents contained in Appendix A and described at 2.1 above.
- 2.3 Instruct officers to implement the recommendations of each Conservation Area Appraisal at the earliest opportunity, beginning with the designation of new Conservation Areas at Glusburn, High Bentham and Low Bentham, the designation of extended Conservation Area boundaries at Carleton, Gargrave, Ingleton and Thornton-in-Craven, and the combination of Conservation Area boundaries at Farnhill and Kildwick.

3. Report

Background

- 3.1 [Conservation Areas](#) are areas of special architectural or historic interest, which are important to conserve for present and future generations. They are

designated locally by the Council, but form part of our national heritage. Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Council to identify, designate and review Conservation Areas from time to time; and Section 71 requires the Council to formulate and publish proposals for the preservation and enhancement of its Conservation Areas.

- 3.2 So far, the Council has identified and designated 29 Conservation Areas in its planning area and a number of these are in need of review. Furthermore, the historic settlements of Glusburn, High Bentham and Low Bentham have no designated Conservation Areas, despite containing areas of historic and architectural interest, including significant industrial heritage.
- 3.3 In view of this and having regard to duties imposed by the Act, specialist consultants [Alan Baxter Limited](#) were appointed to undertake the [Craven Conservation Areas Assessment Project](#), in a joint commission by the Council and Historic England. The project produced draft appraisals for 16 existing Conservation Areas and three potential new Conservation Areas in the aforementioned settlements. These were accepted into the local plan evidence base, by the Craven Spatial Planning Sub-Committee, on 6th September 2016. [Public consultation](#) on the draft appraisals was put on hold pending adoption of the Craven Local Plan (November 2019) and took place from 19th October to 14th December 2020. Over 100 responses were received, including several detailed submissions. The overall response was very positive with many statements of support, constructive suggestions and few objections. A summary of the main issues and outcomes from the public consultation is provided in a Statement of Community Engagement, at Appendix B.
- 3.4 The finalised documents contained in Appendix A have been produced by the original authors, Alan Baxter Limited, in consultation with the Council and taking on board comments received during public consultation. Historic England were not a joint commissioner of the finalised documents, but have been kept apprised of progress in recognition of their original role as a project partner. At the beginning of each Conservation Area Appraisal, the authors explain that the documents “provide homeowners, developers, Council officers and other interested parties with a framework against which future development proposals in the conservation area can be assessed and determined” and “support effective management and decision making in the planning system”.

Key aspects, findings and recommendations

- 3.5 The [draft documents from 2016](#) have been corrected, updated, expanded and enhanced. Comments from the public consultation have been taken on-board (see Appendix B), Conservation Areas have been revisited, changes on the ground have been taken into account, new photographs have been inserted and best-practice improvements have been implemented, wherever possible. Some key elements of the finalised documents are summarised below.
- 3.6 Format and presentation: The documents follow a common format. They are easy to understand, focussed, concise and in line with national advice issued by Historic England, making them engaging, effective, proportionate and

robust. Central to each appraisal is an interactive layered map, which displays a wealth of geographical information to complement the appraisal's text and photographs.

- 3.7 Open space assessment: Open spaces within and around each Conservation Area have been assessed and mapped according to the contribution they make to the character and appearance of the Conservation Area or its setting. On the interactive map, open spaces are shaded purple to indicate a strong contribution, yellow to indicate some contribution and brown to indicate no/negligible contribution. Shading is now within clearly defined outer boundaries, which replace the graduated (fuzzy) outer boundaries used in the draft documents. The appraisal text provides an assessment of each open space and explains the decision-making implications of the purple, yellow and brown shadings.
- 3.8 Enhanced map layers: The interactive map layers have been enhanced in terms of their clarity and the amount of information they contain. Some new layers have been added, including layers for archaeology and historic development patterns. Recommended extensions to existing Conservation Area boundaries are now shown on the maps, as well as being described in the text, making them clear and definitive.
- 3.9 Management recommendations: The recommendations section (Chapter 6.0) of each appraisal has been significantly expanded and now includes the following recommendations: (i) Create a list of local heritage assets; (ii) Implement the Council's Good Design SPD; (iii) Make Article 4 Directions to restrict certain Permitted Development rights; (iv) Ensure the provision of specialist council conservation advice; (v) Develop and adopt guidance on highways design; (vi) Review and update Tree Preservation Orders and encourage a programme of tree planting; and (vii) Prepare and publish guidance on carbon reduction and climate adaptation for historic properties. The recommendations section also contains a brief statement on whether the Conservation Area might be considered at risk, in terms of the Heritage at Risk programme run by Historic England. Some appraisals (see 2.2, above) include recommendations to extend Conservation Area boundaries, to designate new Conservation Areas or to combine separate Conservation Areas into one.

Next steps

- 3.10 If Members accept the findings and recommendations of the finalised documents contained in Appendix A and the recommendations of this report in section 2.0 above, the next steps will be as follows. Each step will be undertaken in order and at the earliest opportunity.
- 3.11 Step one: Officers will publish the finalised documents (Appendix A) and Statement of Community Engagement (Appendix B) on the Council's website and notify subscribers to the Council's spatial planning consultation service.
- 3.12 Step two: Officers will commence the designation of proposed new Conservation Areas, extended Conservation Area boundaries and combined

Conservation Area boundaries. Such designations will require a separate statutory process under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, including further specific council resolutions. Public consultation is not a statutory requirement, but is considered good practice and will be carried out in accordance with the Council's [Statement of Community Involvement](#) for Planning.

- 3.13 Step three: Officers will commence implementation of remaining Conservation Area Appraisal recommendations.

4. Financial and Value for Money Implications

- 4.1 Initially (2015/16), the Craven Conservation Areas Assessment Project was a joint commission by the Council and Historic England with a cost of £30,205.85. Historic England contributed £24,367.50 and the Council contributing £5,838.35. Subsequently (2022/23), finalisation of the project was a sole commission by the Council with a cost of £38,000. This cost was covered by a one-off supplementary revenue estimate, which was approved by the Chief Executive on 14th December 2021 under specific delegated powers, with reference to recommendations in the 19th October 2021 Policy Committee report and agreed CPR Exemption. Any revenue consequences of adopting and implementing the final documents contained in Appendix A, as recommended at section 2.0, above, can be absorbed in the current budget.

5. Legal Implications

- 5.1 No legal implications arise directly from the contents of this report. Relevant requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990 are explained in paragraphs 3.1 and 3.12, above.

6. Contribution to Council Priorities

- 6.1 Carbon Neutral Craven – Each Conservation Area Appraisal contains a recommendation to prepare and publish guidance on carbon reduction and climate adaptation for historic properties (see paragraph 3.9, above). This provides positive support to achieving a Carbon Neutral Craven.
- 6.2 Supporting the wellbeing of our communities – The preservation and enhancement of Craven's Conservation Areas is important to local communities, as demonstrated during the public consultation (see Appendix B), and so this report provides positive support to community wellbeing.
- 6.3 Attracting and retaining younger people – Preserving and enhancing Craven's outstanding natural and built environment, including its Conservation Areas, is fundamental to attracting people of working age, and so this report provides positive support to attracting and retaining younger people.
- 6.4 Impact on the declared Climate Emergency – Each Conservation Area Appraisal contains recommendations to prepare and publish guidance on carbon reduction and climate adaptation for historic properties, to review and update Tree Preservation Orders and to encourage a programme of tree

planting (see paragraph 3.9, above). These recommendations support aspects of the Climate Emergency Strategic Plan relating to carbon neutral development, land and nature.

7. Risk Management

7.1 By accepting the recommendations of this report, as set out in section 2.0 above, Members will ensure that the Craven Conservation Areas Assessment Project is brought to a successful conclusion. Amongst other things, this will fulfil the Council's statutory duties to identify, designate and review Conservation Areas and to formulate and publish proposals for the preservation and enhancement of Conservation Areas in its area. If the recommendations are rejected, the Council is likely to fail in its statutory duties towards Conservation Areas and is likely to suffer reputational damage from failing to bring the Project to a successful conclusion.

7.2 **Chief Finance Officer (s151 Officer) Statement** – This report does not warrant a CFO statement, as all financial implications have been dealt with previously.

7.3 **Monitoring Officer Statement** – The recommendations in the report are within the legal powers of the Council.

8. Equality Impact Analysis

8.1 No new policy or procedure is proposed in this report which would give rise to a requirement for an Equality Impact Analysis.

9. Consultations with Others

9.1 Legal services, Financial Services

10. Background Documents

10.1 None

11. Appendices

11.1 [Appendix A](https://www.cravencdc.gov.uk/planning/conservation-and-heritage-assets/conservation-areas/#CAAs-draft-2023) – Final documents produced by the Craven Conservation Areas Assessment Project (all dated February 2023). Appendix A documents are available at <https://www.cravencdc.gov.uk/planning/conservation-and-heritage-assets/conservation-areas/#CAAs-draft-2023> and comprise:

- Introduction to Craven Conservation Area Appraisals
- Conservation Area Appraisals for: Burton-in-Lonsdale; Carleton, Cononley; Cowling; Eastby; Embsay; Farnhill; Gargrave; Ingleton; Kildwick; Kildwick Grange; Lothersdale; Low Bradley; Settle-Carlisle (the area falling within the planning jurisdiction of Craven District Council); Sutton-in-Craven; and Thornton-in-Craven
- Appraisals of Proposed Conservation Areas for: Glusburn, High Bentham and Low Bentham

11.2 Appendix B – Statement of Community Engagement (February 2023). This document is available at <https://www.cravenc.gov.uk/planning/conservation-and-heritage-assets/conservation-areas/#CAAs-draft-2023>

12. Author of the Report

Roy Banks, Spatial Planning Officer
E-mail: rbanks@cravenc.gov.uk

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