

POLICY COMMITTEE

6.30pm on Tuesday 6th March 2018

Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Rose and Welch.

Substitutes : Conservatives – Councillors Graham, Thompson and Whitaker;
Independents – Councillors Pighills, Solloway and Shuttleworth; Labour – Councillor Mercer.

AGENDA

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 6th February 2018.
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.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Attracting Families and Younger People to the Yorkshire Dales** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To inform Members on progress of the initiative to attract and retain more families living in the Yorkshire Dales National Park and, in particular, to seek approval to work with other local authorities and the Yorkshire Dales National Park Authority, to hold discussions with Government on appropriate approaches to increase the number of families

including the option to increase Council Tax for second homes within the boundary of the Yorkshire Dales National Park.

6. **Revenue Budget Monitoring Report – Quarter 3 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 3 review of income and expenditure to the end of December 2017.

7. **Capital Budget Monitoring Report – Quarter 3 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council's capital programme position based on the quarter 3 review of income and expenditure to the end of December 2017.

8. **Performance Monitoring Report – Quarter 3 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's performance monitoring report for quarter 3 2017/18 in accordance with arrangements set out in the Council's Performance Management Framework.

9. **One Public Estate: Land Release Fund for Small Housing Sites** – Report of the Director of Services. Attached.

Purpose of Report – To inform Members of an award of funding from One Public Estate Land Release Fund for land remediation and infrastructure works to release land for small housing development sites and to request Members to accept the grant offer.

10. **Development Partnership with Registered Providers** – Report of the Director of Services. Attached.

Purpose of Report – To advise Policy Committee of partnering arrangements with Registered Providers (RPs) for the delivery of affordable housing on mixed tenure sites and to seek approval to extend arrangements for three years from 1st April 2018.

11. **Revenues and Benefits Shared Service Arrangement/Partnership with Bradford Metropolitan District Council** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To seek approval from Members of the Policy Committee for the Council to enter into a shared service partnership with Bradford Metropolitan District Council (Bradford).

12. **Representatives on Outside Bodies** – Report of the Solicitor to the Council. Attached.

Purpose of Report – To appoint a Member to represent the Council on the York, North Yorkshire and East Riding LEP's Overview and Scrutiny Group

13. **Shared Ownership Housing Development** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for the acquisition of two plots of land for shared ownership housing developments.

14. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

15. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Committee Administrator

Tel: 01756 706486, Email: committees@cravendc.gov.uk

26th February 2018

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

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(i) the recording being conducted with the full knowledge of the Chairman of the meeting; and

(ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

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POLICY COMMITTEE

6th February 2018

Present – The Chairman (Foster) and Councillors Brockbank, Dawson, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Rose, Solloway (substitute for Heseltine), Shuttleworth (substitute for Barrett) and Welch.

Officers – Chief Executive, Director of Services, Solicitor to the Council (Monitoring Officer), Chief Finance Officer, Strategic Manager for Planning and Regeneration, HR Manager and Committee Administrator.

Apologies for absence were received from Councillors Barrett, Heseltine, Hull and Myers.

Start: 6.30pm

Finish: 7.25pm

The minutes of the Committee's meeting held on 16th January 2018 were confirmed and signed by the Chairman.

Minutes for Report

POL.906

PUBLIC PARTICIPATION

Mr Graham Standring from the North Yorkshire Wildlife Trust who explained that they were enthusiastic about leasing Mealbank Quarry, Ingleton from the Council. The Trust hoped that their expertise gained in managing other sites would help the project be a success and be of benefit to local residents and contribute to tourism in the area. The Trust was keen to involve local people in the project including the Scouts. Plans included repairing dry stone walling, erecting safety fencing, producing an events programme which would include guided walks. He informed Members that the site had within it a Hoffman Kiln of significant interest and was also very important for a particular species of butterfly.

Members asked questions of Mr Standring, following which, the Chairman thanked him for his presentation and wished the project every success.

POL.907

TRANSFER OF LAND AT MEALBANK QUARRY, INGLETON

The Director of Services submitted a report seeking approval for the transfer of land at Mealbank Quarry, Ingleton, to the Yorkshire Wildlife Trust as a wildlife area under a long lease.

The Council's Asset Management Plan stated that the Council would continuously review its property portfolio and make disposals where liabilities or under-performing assets existed. In addition the Council would work with the community to transfer responsibility of assets to be managed locally where appropriate.

The Yorkshire Wildlife Trust (YWT) had shown an interest in taking the bulk of the site that included the Hoffman Kiln and several other features. Most of the area was under an agricultural tenancy and the YWT confirmed that they were prepared to sustain this arrangement and would be held responsible for doing so.

The YWT wished to create a wildlife area for plants, birds and insects and retaining part of the area for agricultural grazing did not impinge upon their intention.

The existing site and buildings were potentially a significant maintenance liability and all future costs would be transferred solely to the YWT.

Resolved – (1) That, the lease of land at Mealbank Quarry, outlined red in Appendix A to the report now submitted, under a 50 year lease for the sum of £1.00 per annum is approved.

(2) That, the Director of Services is authorised to complete the transfer of land at Mealbank Quarry, Ingleton, land outlined red in Appendix A to the report now submitted, under a 50 year lease to the Yorkshire Wildlife Trust.

Minutes for Decision

POL.908

PAY POLICY STATEMENT 2018-2019

The HR Manager submitted a report seeking approval to implement a 2018/19 Pay Policy Statement in accordance with Section 38 of the Localism Act 2011. The statement articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees. The relevant provisions in the Act ensured increased accountability, transparency and fairness in the setting of pay and the statement would be published on the Council's website and considered annually by full Council.

RECOMMENDED – That, approval is given to implement the 2018/19 Pay Policy Statement as set out in Appendix A to the report now submitted.

POL.909

COUNCIL PLAN 2018-2021

The Chief Finance Officer submitted a report presenting the Council Plan 2018/2021 for approval. The Plan set out the Council's agenda for improving service delivery to Craven's communities and organisational change. The Plan focussed on the Council's top priorities for improvement and set out the Council's vision for the next three years. It also detailed the actions and projects to be provided by the Council against the priorities in improving service delivery.

RECOMMENDED – Approve the Council Plan 2018/2021 and give delegated authority to the Chief Executive to:

- a) revise delivery mechanisms and amend timescales for delivery as necessary;
- b) agree performance indicators and associated targets that will be used to measure progress against the achievement of the priorities and objectives set out in the Plan.

POL.910

CAPITAL PROGRAMME 2018/19

The Chief Finance Officer submitted a report seeking approval for the 2018/19 capital programme, subject to there being sufficient capital resources.

Following a bidding process, the total capital expenditure of £3,163,840m proposed for 2018/19 included plant and equipment replacement programme, disabled facilities grant, Skipton Town Hall works, improving the connectivity of the Leeds-Liverpool canal and a replacement cremator. The programme included slippage from 2017/18 projects of £2,036m.

RECOMMENDED – (1) That, £2,036,290 of continuing projects from the 2017/18 – 2020/21 programme is noted and no slippage is confirmed at this stage.

(2) That, new capital programme projects of £1,127,550 are approved.

(3) That, a total capital programme for 2018/19 of £3,163,840 is approved.

(4) That, the final allocation of funding for the 2018/19 capital programme is confirmed once the outturn position of the 2017/18 revenue budget is finalised.

POL.911

**REVENUE BUDGET 2018/19 AND MEDIUM TERM FINANCIAL
PLAN 2018/19 TO 2020/21**

The Chief Finance Officer submitted a report identifying a fully funded budget for 2018/19 together with recommending a prudent level of general fund reserve balances for the financial year. The report also outlined the medium term financial plan (MTFP) to 2020/21.

As the final settlement had not been confirmed, the 2018/19 budget was based on several budget assumptions and on the draft grant settlement announcement on 19 December 2017 which were expected to change little. As part of the announcement permission was given for Councils to increase their Council Tax by 2.99%, without triggering a referendum or £5 whichever was the greater. A £5 increase gave Craven a Council Tax of £167.21 at Band D.

The Chief Finance Officer advised that since the report had been circulated to Members, the final Government settlement had now been announced, but that the detailed information was still awaited. However, she did state that the Government were making available an additional £16m rural funding grant on top of the current £15m but how this would be distributed was not known.

In accordance with Section 25 of the Local Government Act 2003, the Chief Finance Officer made a specific personal statement that the revenue budget as now submitted, was robust and would deliver a balanced budget in 2018/19.

During the ensuing debate, Members thanked the Chief Finance Officer and her team for all their hard work in producing a balanced budget.

RECOMMENDED – (1) That, the revenue budget assumptions, as detailed within the Chief Finance Officer's report are noted.

(2) That, the revenue budget for 2018/19 of £6,788,689 is approved.

(3) That, the schedule of growth bids of £128,980 as identified in Appendix C to the report now submitted are approved.

(4) That, the savings of £185,010 as identified in Appendix D to the report now submitted, are incorporated into the budget.

(5) That, a contribution from the New Homes Bonus Reserve of £100,000 is made to support the 2018/19 budget, in addition to £317,160 for approved projects, giving a total of £417,160.

(6) That, the assessment of the robustness of the budget and adequacy of reserves in Paragraph 10 and Appendix F of the report now submitted are approved.

(7) That, the estimated sum of £995,000 as identified as the General Fund Balance as at 31st March 2017 in Paragraph 10 and Appendix F of the report now submitted is approved.

(8) That, the Council Tax is increased at Band D by £5 to £167.21.

(9) That, the revenue budget incorporates the net contributions to/(from) earmarked reserves as detailed in tables 1 and 2, Paragraph 4.8, Appendix A and Appendix F (annex 1).

(10) That, should additional resources be available through the retained business rates scheme, a matching contribution to the business rates contingency reserve is made to mitigate against future uncertainties.

(11) That, the Section 25 report on the robustness of the budget contained at section 10 of the report and Appendix F is noted.

(12) That, the funding sources identified in the report and Appendix A now submitted are approved:

		£'000
a)	Revenue Support Grant	141
b)	Rural Services Grant	225
c)	Housing Grant	46
d)	New Homes Bonus	513
e)	Retained Business Rates	1,600
f)	Business Rates Collection Fund (Deficit)	(20)
g)	Council Tax Collection Fund Surplus	98
h)	Council Tax	3,755
i)	Contribution from General Fund Balance	0
j)	Contributions (to)/from Earmarked Reserves	431
	Total Funding	6,789

POL.912

**2018/19 TREASURY MANAGEMENT STRATEGY
STATEMENT, MINIMUM REVENUE PROVISION STATEMENT
AND ANNUAL INVESTMENT STRATEGY**

The Chief Finance Officer submitted a report presenting for approval the proposed Treasury Management Strategy together with the Minimum Revenue Provision Statement, Prudential Indicators and the Annual Investment Strategy for 2018/19 as required by the Department of Communities and Local Government and CIPFA.

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

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

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

Members were advised that changes to the CIPFA Code of Practice were currently being consulted upon and these were likely to be implemented for the 2019/20 financial year.

RECOMMENDED – (1) That, the operational boundary for 2018/19 is set at £10.5m.

(2) That, the authorised boundary for 2018/19 is set at £12.75m.

(3) That, delegated authority is given to the Strategic Manager – Financial Services to effect movement within the agreed authorised boundary limits for long-term borrowing for 2018/19 onwards.

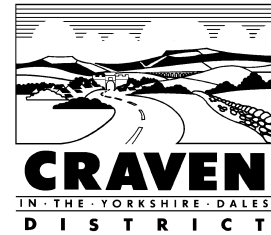
(4) That, the Treasury Management Strategy Statement for 2018/19, incorporating the Minimum Revenue Position Policy Statement and the Annual Investment Strategy, is approved.

(5) That, the Prudential Indicators for 2018/19, which reflect that the capital expenditure plans are affordable, prudent and sustainable, are approved.

Chairman

Policy Committee – 6th March 2018

ATTRACTING FAMILIES AND YOUNGER PEOPLE TO THE YORKSHIRE DALES



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Foster

Ward(s) affected: Skipton – All Wards within the Yorkshire Dales National Park

1. **Purpose of Report** –

- 1.1 To inform Members on progress of the initiative to attract and retain more families living in the Yorkshire Dales National Park, and in particular to seek approval to work with other local authorities and the Yorkshire Dales National Park Authority, to hold discussions with Government on appropriate approaches to increase the number of families including the option to increase Council Tax for second homes within the boundary of the Yorkshire Dales National Park.

2. **Recommendations** –

Members are recommended to recommend to Council:

- 2.1 Agree that the Council participates in the proposed discussions with Government involving the Yorkshire Dales National Park Authority and other constituent Councils, on approaches to increase the number of families and younger people living in the Yorkshire Dales National Park including options to increase Council Tax on second homes.

3. **Background** -

- 3.1 The socio-economic position in rural communities in general and in the Yorkshire Dales National Park (National Park) in particular is very challenging. After growing steadily since 1971, the population of the Park has stalled, and may well be starting to shrink. This follows a trend which is apparent across many other parts of rural northern England. This overall trend incorporates a number of specific issues:
 - a. A disproportionately elderly population with 26% aged 65 or over (national average = 16%) while only 15% are aged 16 or under. This imbalance is forecast to widen further. The heavily skewed age distribution will require more elderly support services, and more appropriate accommodation. Care and support needs will need to be met.

- b. An acute shortage of people of working age. Only 23% of the population is aged 18-44, compared to the national average of 37%. Local businesses are struggling to retain and attract key workers and this may worsen following Brexit.
- c. The average house price in the National Park is now £253,000 but in some parts this rises to £332,000. These houses are out of the reach of most local people due to the low household incomes. Efforts by the District Councils and the Yorkshire Dales National Park Authority (YDNPA) to provide more affordable housing continue, and recent changes to local planning policy are starting to show some early results. However, availability and land supply issues mean that this approach alone cannot deliver enough housing for the future.
- d. The number of second and holiday homes has increased significantly since 2001 and now accounts for 22% of the stock in the pre-August 2016 National Park area. There are dense pockets of second and holiday homes which affects the vitality of some settlements such as Kettlewell. The proportion of second/holiday homes is lower in the new area of the National Park (ranging from 9% to 19%) but evidence suggests it is likely this will increase following National Park designation.
- e. For every new house that is built in the National Park, two move from permanent occupancy to second home/holiday let.
- f. In common with other remote rural areas, the National Park has continued to lose shops and schools in recent years. The impact of public spending cuts has led to a reduction in public services or moved the burden of their delivery to charitable and voluntary sectors. In recent years the Craven has lost schools in Horton in Ribblesdale and Langcliffe in the National Park but also Rathmell and Burton in Lonsdale in the north of the district due to falling number of families.
- g. Despite full employment, there is a wide discrepancy in wage levels. Employment remains disproportionately reliant on agriculture and tourism;
- h. Broadband provision is poor in some areas, and mobile phone reception and data signals are still patchy across the National Park.

- 3.2 A key part of these discussions has been recognition that, in order to try to achieve the aims of the initiative, it will no longer be enough to just try to retain the people already here. The area must attract families and people of working age to move into it. In addition it is recognised there are a range of inter-related issues that all need to be tackled at the same time (employment, access to services, housing etc.).

4. **Responding to the Challenge**

- 4.1 To meet the shared need to halt, and then reverse, the decline in the number of younger, working age households in the National Park, a wide-ranging programme of activity is being developed between the YDNPA and constituent local authorities. It includes measures to increase levels of new house-building; broaden the type and tenure of new dwellings; economic development; high-speed broadband; cultural

offer and marketing the National Park as a place to live and work. The range of objectives that are being considered include:

- Create at least 325 new dwellings in a range of tenures - affordable, community self-build, local occupancy, open market etc.
- Bring 250 second homes back into permanent residential use, and reduce the overall proportion of second homes to below 10%.
- Work with 10 Parish Councils on specific local initiatives to attract younger people to live in that parish.
- Increasing the number and quality of jobs.
- Deliver at least one key economic regeneration project in Craven, Richmondshire and South Lakeland with allocated employment sites.
- Accelerate the roll-out of hyperfast and superfast broadband so that it is available in all service centres and service villages.
- Roll out mobile telephony.
- Retain local schools.

4.2 All of these potential objectives will need further refinement to ensure alignment with County/District plans and objectives and will have to be supported by a more detailed action plan.

4.3 The projects that Craven is actively developing to support this agenda are:

- The redevelopment of Threshfield Quarry and Langcliffe Quarry as significant employment sites.
- The acquisition and development of small housing sites in Airton and Horton in Ribblesdale for families.
- The delivery of the Great Place project to use arts, heritage and culture to attract families and young people.
- Promoting and supporting the delivery of superfast broadband.

5.0 Addressing the Need to Reduce Second Homes

5.1 One element of the initiative is tackling the impact on local communities of high levels of second homes within the National Park. The key objectives are to:

- encourage some existing second homes back into full-time occupancy
- discourage the purchase of further second homes; and
- ensure that the remaining second homes make a contribution to the local area as permanent residences.

5.2 The proposal, if accepted, would see the Council working alongside the YDNPA and the other constituent local authorities within the boundaries of the National Park to approach Government to explore possible approaches to attract more families including options for increasing Council Tax levels for second homes.

5.3 There was an “Early Day Motion” tabled in Parliament by Tim Farron, MP, whose constituency includes part of the National Park. It supports the approach being suggested, in that it calls on the Government to give local councils the powers to

increase Council Tax on second homes. This would be in line with similar discretionary powers recently granted to local authorities to increase Council Tax on long-term empty homes by up to 150%.

- 5.4 Members will note that the proposition is not to seek any specific level of increase in Council Tax for second homes within the National Park. The proposition seeks, at this stage, support to participate in discussions with Government on the “principle” of increasing Council Tax levels and how that might be achieved within the context of a conditional, time-limited pilot.
- 5.5 Our Council is the third of the constituent local authorities to formally consider the proposition. South Lakeland District Council has a Council Plan commitment to work with partners over high levels of second home ownership in the district. They have confirmed their support for this proposal. Richmondshire DC considered a report on the 27th February proposing that they will participate in discussions with Government involving partner districts and the YDNPA. The outcome of Richmondshire’s committee will be reported verbally to the Policy Committee. The YDNPA passed a motion on the 19th December 2017 to work with partners to develop a joint programme of activity and to discuss options on addressing second homes with the Government.
- 5.6 Given the large numbers of second homes within the Craven part of the National Park (currently 418), and the role of the Council as a tax collection authority, it is important that the District Council is involved in any on-going debate and discussions with the other constituent authorities, YDNPA, and the Government. This would enable the Council to explore all possible options for achieving the three objectives detailed in paragraph 5.1 above, e.g. including an alternative additional method of payment for second home owners other than via Council Tax, and/or further research with the YDNPA on the views of residents, economic and social impacts, etc.
- 5.7 The options related to second homes is only one part of the work with the YDNPA and partner districts to encourage working age households to live and work in the Craven part of the National Park. We intend to continue developing and implementing the other projects as part of the Council Plan.
- 5.8 If Members are mindful to support participation in future discussions, it would be the intention of Officers to provide regular updates on progress, and to report back following discussions with Government.

6. **Implications**

6.1 **Financial and Value for Money (vfm) Implications –**

There are no financial implications directly deriving from this report. As the discussion progresses, future reports will be presented to the Policy Committee and these will set out any financial implications at that time.

6.2 **Legal Implications –**

There are no legal implications as a direct result of this report.

6.3 Contribution to Corporate Priorities –

The proposals in this report directly contribute to the delivery of the Council Plan (2018 – 2021) through the Enterprising Craven priority.

6.4 Risk Management –

There are no significant risks to the Council as a result of approving the recommendations in this report.

7. Consultations with Others –

Legal Team

8. Access to Information : Background Documents –

None

9. Author of the Report –

David Smurthwaite, Strategic Manager, Planning and Regeneration

Telephone: 01756 706409

Email: dsmurthwaite@cravendc.gov.uk

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

10. Appendices –

Appendix A – Attracting Families to the Yorkshire Dales National Park Report, 19 December 2017. Yorkshire Dales National Park Authority

YORKSHIRE DALES NATIONAL PARK AUTHORITY

ITEM 7

Date: 19 December 2017

Report: ATTRACTING FAMILIES TO THE YORKSHIRE DALES NATIONAL PARK

Purpose of the report

1. To update Members on the progress being made in partnership with the District Councils to develop an initiative to attract families to move to the Yorkshire Dales National Park'.

RECOMMENDATION

2. That Members:
 - support putting further time into working with the constituent District Councils to try to reach agreement on a joint programme of activity to attract more families and people of working age to move to the National Park; and
 - as part of that programme, approve the Authority working alongside the District Councils and other relevant authorities to develop a specific proposal to Government on second homes.

Strategic Planning Framework

3. The information contained in this report is consistent with the Authority's statutory purposes and its approved strategic planning framework:

- ***National Park Management Plan:***

E1. Promote the National Park as a high quality place to live and work, so as to attract new 'low impact' businesses with high quality jobs, and increase the proportion of young adults and people of working age living in the National Park.

Background

4. As part of the Authority's 2017-18 Action Plan, Members approved an action to work with District Councils and other partners to promote the National Park as a place for working age households to live and work. This specifically included supporting the 'Great Place: Lakes and Dales' project led by South Lakeland and Craven District Councils. That project aims to retain and attract younger people and business to the

rural corridor that links Skipton (Craven) in the south and Grasmere (South Lakeland) in the north by developing more creative and cultural opportunities.

5. Over the course of the year, the delivery of this project – alongside other actions to e.g. increase new house-building and support the local economy — has developed into a potential wider initiative to attract families to the whole of the National Park.

The Current Situation

6. With over 95% of the National Park in private ownership, Members will be well aware that achieving the two statutory purposes for which National Parks were designated depends on having strong, viable local communities.
7. The socio-economic position in rural communities in general and in the National Park in particular is very challenging. After growing steadily since 1971, the population of the Park has stalled, and may well be starting to shrink. This follows a trend which is apparent across many other parts of rural northern England. This overall trend, incorporates a number of specific issues:
 - a. a disproportionately elderly population with 26% aged 65 or over (national average = 16%) while only 15% are aged 16 or under. This imbalance is forecast to widen further. The heavily skewed age distribution will require more elderly support services, and more appropriate accommodation. Care and support needs will need to be met.
 - b. An acute shortage of people of working age. Only 23% of the population is aged 18-44, compared to the national average of 37%. There are some initial indications that in a post-Brexit world, local businesses are struggling to retain and attract key workers.
 - c. The average house price in the National Park is now £253,000 but in some parts this rises to £332,000. Prices are steadily increasing and are now back on a par with pre-2008 levels. However, they remain well out of reach of most local incomes. Efforts to provide more affordable housing continue, and the recent changes to local planning policy are starting to show some early results. However, availability and land supply issues mean that this approach alone cannot deliver enough housing for the future.
 - d. The number of second and holiday homes has increased significantly since 2001 and now accounts for 22% of the stock in the pre-August 2016 National Park area. There are dense pockets of second and holiday homes which affects the vitality of some settlements. The proportion of second/holiday homes is lower in the new area of the National Park (ranging from 9% to 19%) but it is likely that this will increase following National Park designation.
 - e. In common with other remote rural areas, the National Park has continued to lose shops and schools in recent years. The impact of public spending cuts has led to a reduction in public services or moved the burden of their delivery to charitable and voluntary sectors.
 - f. Despite full employment, there is a wide discrepancy in wage levels. Employment remains disproportionately reliant on agriculture and tourism;

- g. Broadband provision is poor in some areas, and mobile phone reception and data signals are still patchy across the Park.
8. This is the picture of the Yorkshire Dales National Park as we move into the middle of the 21st century. It may seem, at first glance, as if we are simply managing a slow decline. However, there are many positives to life in this area:
 - a. Satisfaction with the local area as a place to live is 10% points higher than the English average, at around 90% of all residents. 91% of residents feel that the Park is 'a special place'. Only recently, Craven, Richmondshire and Eden were identified in a survey carried out by the Office for National Statistics (ONS) as being in the top ten happiest places in the UK.
 - b. 84% of residents consider themselves to be in good or very good health (slightly higher than the average for England).
 - c. Communities are resilient and have a high participation in voluntary and self-help activities. Only recently the Upper Wensleydale town of Hawes featured on the BBC Countryfile programme, demonstrating how, if the capacity and resources are available, communities can do more to meet their own needs.
 - d. The quality of life for residents is generally good with low unemployment, high skills, low crime and better than average health. Deprivation, other than in terms of access to affordable housing and health care services, is low.
 - e. Unlike many rural areas, the area's attraction to tourists has helped to keep shops and services that would otherwise have been lost. For example, whilst pubs across the country are shutting down every week, there hasn't been a permanent pub closure in the National Park for many years.
 9. There are also a number of opportunities that could be exploited. The National Park has a high quality environment and outstanding opportunities for outdoor recreation both of which should be attractive to families. Its school age education systems are recognised as being among the best in the Country. There is excess infrastructure capacity in some key areas (e.g. vacant school places; under-occupied housing stock; general health practice capacity; under-used traditional buildings; uncongested roads; rail passenger capacity; bus capacity etc). The Settle-Carlisle Railway provides access to large towns and cities with a full range of services. Some of the broadband provision in the Park — notably on the western side — is amongst the best in the country.
 10. The National Park has the capacity to absorb more people and more development. Indeed the population *needs* to stabilise or grow in order to sustain existing infrastructure and help deliver new services. It will be critical for the future that the National Park Authority, the five District Councils and the three County Councils work together to develop and deliver a coordinated approach.

Responding to the challenge

11. Initial discussions with District Councils have indicated a potential desire to develop a more joined-up approach, with the overall aim being:

To halt and then reverse the decline in the number of younger people (18-44 year olds) in the National Park.

12. A key part of these discussions has been a recognition that, in order to try to achieve that aim:

- a. it will no longer be enough to just try to hang on to the people already here. The area must attract families and people of working age to *move into it*.
- b. there are a range of inter-related issues that all need to be tackled at the same time (employment, access to services, housing etc).

13. Consequently, a working group comprising officers from the constituent District Councils has considered the need to develop objectives to be delivered by 2023. Although still in the early stages these include:

- Creating more new dwellings in a range of tenures (affordable, community self-build, local occupancy, open market etc).
- Bringing a proportion of second homes back into permanent residential use, and reducing the overall proportion of second homes.
- Working with Parish Councils on specific local initiatives to attract younger people to live in that parish.
- Increasing the number and quality of jobs.
- Accelerating the roll-out of hyperfast and superfast broadband, and mobile telecommunications.
- Retaining local schools.

14. All of these potential objectives will need further refinement in order to set meaningful targets, and will have to be supported by a more detailed action plan. As work progresses, further information will be brought to Members.

Second Homes

15. There can be no doubt that the long term viability of communities in the National Park has been adversely affected by the level of second home ownership. The YDNPA has a long history of considering proposals in relation to second homes. These have generally looked at planning controls though we have also proffered support for control through taxation. Most recently (in 2014), the YDNPA supported South Lakeland District Council in lobbying Government for a change to the planning system to help control further harmful growth in the number of second homes. At that time, the proposal was not supported by Government but there is an obvious change in circumstances and possibly attitudes towards innovative local solutions. This was shown in the Chancellor's quote in the November budget that "*It cannot be right to*

leave property empty when so many are desperate for a place to live.” This comment related specifically to empty properties but the analogy with second homes is clear. In any event, it showed willingness from Government to use local taxation as a tool for social change.

16. Out of a total of around 13,500 units, approximately 3,000 are second homes or holiday lets. Of this, about half are registered as second homes. The scale of the impact can be gleaned from the 2011 census. Whilst an average of 65 new homes were created each year between 2001-2011, approximately 90 houses were being turned into second homes or holiday lets each year.
17. A certain number of holiday lets is economically beneficial to the area. They are run as businesses, generate supply chains and are usually owned and serviced by local people. Second homes are usually much less so. They ‘deny’ a home to a permanent resident and push up prices. They also generate a substantial economic ‘loss’ to the area because for much of the year there is no one in them spending money or using local services. This impact is magnified in the National Park because of the obvious limitations on the scope for significant new house-building to compensate.
18. The overall effect has been dramatic: pushing up house prices beyond the reach of local people, especially younger people. Second homes also reduce the money circulating within the local economy and the demand for local services (e.g. primary schools) to a level where local authorities are finding it increasingly difficult to justify on-going provision. The overall impact of this is a change in demographic to more elderly retired, the ‘flight of the young’ and a downward spiral in local services.
19. In order to attempt to address these problems it is proposed that the Yorkshire Dales National Park Authority (YDNPA), the 5 District Councils (Craven, Eden, Richmondshire and South Lakeland Districts and Lancaster City Council) and the 3 County Councils (Cumbria, Lancashire and North Yorkshire) approach DCLG/Defra with the following proposition:

To seek government support for the establishment of a 5-year pilot to test whether a substantial increase in Council Tax for second homes, within the boundary of the Yorkshire Dales National Park, would have a positive effect by:

- (a) encouraging some existing homes back into full time occupancy;
 - (b) discouraging the purchase of further second homes; and
 - (c) ensuring that remaining second home owners are making a similar ‘socio-economic contribution’ to the local area as permanent residents.
20. It is not for the YDNPA to set the level of council tax that might apply during the pilot period (we are not a council tax precepting authority). This can only be decided by the authorities that have responsibility for these matters. Nonetheless the sum concerned has to be of sufficient magnitude to have a significant impact. Whilst a small increase in Council tax on second homes might raise some additional revenue, it is unlikely to deliver the three objectives set out above.
21. For those reasons it is suggested that a figure of at least five times the current rate should be considered. To provide an indication of impact, that would equate to a

charge of at least £8.5k per annum on a Band D property. It is unlikely that this initiative would raise significant revenue, and that is not the aim. However, any additional funding that *is* raised should be ring-fenced to provide *extra* support for local services in the Park communities.

22. This is clearly a radical and controversial approach but there are many who believe it is now worth pursuing because:
- Everything else that has been tried over the last 20 years has had limited or no impact in tackling the long-term socio-economic decline of remote rural areas.
 - This approach is based on making the market work more fairly. Second home ownership is inadvertently contributing to the long term decline of the area. This proposal recognises that impact, and aims to ensure that second homes make a fair economic contribution to looking after the area (its economy, services, communities etc).
23. There have been some initial discussions on this proposal with local District and County Councils, including the Leaders of both Richmondshire and Craven District Councils, who have indicated their support in principle. In order to take this forward this initiative now needs to be considered by all the constituent local authorities within the National Park. Only if it has their support would a final proposal be worked up to take to Government.

Risks

24. It will be evident to Members that these proposals, particularly around treatment of second homes, are not without risk for the Authority; and particularly in relation to reputation and the relationship we have with local communities and the reliance we place on them helping us to deliver national park purposes.
25. In terms of the Authorities involvement in these matters, the statutory purposes of the National Park Authority are set out in sections 61 and 62 of the Environment Act 1995. In pursuing those purposes the Authority should seek to foster the economic social well being of local communities within the National Park, and shall for that purpose co-operate with local authorities and public bodies whose functions include the promotion of economic or social development within the area of the National Park.

Conclusion

26. There are many reasons why a co-ordinated initiative to try to attract more families to move to the National Park might fail. There are likely to be people who want it to fail. For National Park Authority Members and officers, it would be much easier to concentrate purely on our conservation and recreation remit and leave these difficult matters for others to deal with, or not. However, the long term viability of our communities is under serious threat and so, in turn, is the management of the National Park. Even now it may be too late to halt the decline. What the evidence of recent years has shown us is that the policies that we have tried in order to address this situation have had limited overall impact.

27. There are obligations on all of us to try to address the problems we face in the short time that we have some responsibility and influence over this area. Who truly wants the legacy of being the generation that presided over the slow decline of its communities when they could have tried approaches that may have had a positive impact on the long term good of our communities?
28. Elements of this initiative — more house-building, tackling the proliferation of second homes — are likely to be particularly difficult. If Members have no appetite for this approach as ‘a matter of principle’ then they should raise that objection now. That will save a huge amount of time, effort, energy and public money. However, should Members be inclined to support the principle, we can then work with colleagues in the other Local Authorities to try to develop a workable proposal to Government.

David Butterworth
Chief Executive

8 December 2017

Background documents:
none

Policy Committee – 6th March 2018

REVENUE BUDGET MONITORING REPORT - QUARTER 3 2017/2018



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 2018.

2. **Recommendations**

- 2.1 Members to note the Revenue Budget position as at 31st December 2018.
- 2.2 Members note the £30,610 of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2018/19 budget and beyond.
- 2.3 That the Council's Long Term Financial Strategy be amended to take account of the 'Green' savings in 2018/19 and beyond where these are not currently allowed for in the Budget.
- 2.4 Members approve the transfer of £129k of the forecasted budget surplus to earmarked reserves as detailed in paragraph 5.5 of the report.

3. **Background Information**

- 3.1 On 21st February 2017 the Council approved its Net Revenue Budget at £6,962,165 for 2017/18. This was subsequently increased by 2016/17 revenue budget slippage amounting to £159k and capital programme slippage of £633k.
- 3.2 The budget included:
- A contribution of £9k to Parishes to assist them with the impact of the localisation of council tax.
 - A contribution of £98k from previous years Council Tax Collection Fund surpluses.
 - A contribution of £484k to the Business Rates Collection Fund Deficits

- New Homes Bonus Grant of £817k
- Net Contributions to/from Earmarked Reserves of £899k
- A Corporate Contingency of £75k.

4. Quarter 3 Financial Performance – Revenue Budget

- 4.1 Based on the December Budget Monitoring exercise the Council's performance against budget is a forecasted underspend of £158k for the financial year. However the volatility of the Council's income streams, highlighted in section 4.13 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.
- 4.2 Projected financial performance at the end of Q3 is summarised in Table 1 below and shown in detail at Appendix A.
- 4.3 Service Related Costs:
For the 2017/18 reporting year, the Council Departments/Services have been categorised under which Council Priority they primarily contribute to rather than the previous Chief Executives, Director of Services, Community & Resources designations. This was deemed a more appropriate format than the historic categories which no longer fit the Council Structure. This was agreed with CLT and the Leadership Group and will allow a more consistent style of reporting with the Annual Statement of Accounts.
- 4.4 Services are currently showing a projected favourable variance of £109k, this includes the £31k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are set out below, summarising the Salary costs as a whole and then other variances under each priority heading.
- 4.5 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 37% of Budgeted Revenue expenditure. Based on Quarter 3 performance, net forecasted underspend in staffing costs are £237k. This consists of salary cost underspend equal to £416k being offset by spending on Agency staff usage of £179k. Over the year there has been increased agency and contract staff use, which has been required to fill some of the positions. The use of Agency staff is seen as a temporary measure to cover vacancies in the short term, provide additional resilience to services for a short period or for specific projects, and this is not without risk. There are a number of recruitments taking place across services and this figure will be reviewed again in Q4.
- 4.6 Enterprising Craven:
- X A continued anticipated reduction in the Planning Fee and Building Control income. The budget setting risk assessment highlighted the sensitivity of these income streams which overall are 8% below budget.
 - X There has been a decrease in the budgeted income at the Town Hall, based on an over estimation at the start of the year, as a result of the delay in the tenant taking up the retail unit and the disruption expected as part of the building works. This has been partially offset by support from the Corporate contingency fund.

- X A reduction in anticipated Hackney Carriage Licence income, offset by an increase in the Liquor licence income.
 - ✓ Savings within the Economic Development. £17k underspend on the Great Places Project and savings within Arts Development.
- 4.7 Resilient Communities:
- ✓ Savings on the ICT costs within Customer Services
 - X Income within the Shared Ownership Scheme not achieved the original target set.
 - X Employee savings being offset by use of Agency staff. Continued hire of a substitute vehicle – delays in sourcing specialised replacement.
 - ✓ Car Parking income and permits sales higher than originally estimated.
 - X The Recycling Disposal Fees were underestimated, and therefore so have the cost, as the volume of recyclate has been higher than estimated and this is not being offset by the LA reimbursements, however these are based on prudent estimates as only have actuals for Apr-Sept.
 - X Increased; premises costs, employee cost and cost of Class provision forecasts.
 - ✓ A reduction in the anticipated income with Bereavement Services of about 5%, has been mitigated by a reduced forecast of maintenance works at the Crematorium and Cemetery.
- 4.8 Financial Sustainability:
- ✓ The Human Resources department has reduced forecasts - £10k from savings to training budget and recruitment and related expenses.
 - ✓ The Financial Services department is anticipating employee savings in the year through vacancies, revised working patterns and maternity pay.
 - X Within Assets and Commercial Services; there is £7k overspend f/cast for BVS; reduced income expected in Estates £12k; Security costs at Skipton Depot site £16k, offset by reduced NNDR due to exemption £(5k).
- 4.9 Corporate
- At the end of the Quarter 3 the Corporate Costs outside the Net Cost of Service are forecasting a favourable variance. The Investment Income is forecasted to achieve an outturn of £99k. There has also been a revision in the expected MRP, creating a favourable variance of £4k. There is a favourable variance to the support provided to Parishes, £1k. It is also forecast that it is unlikely that further utilisation of the Corporate Contingency will be required.
- 4.10 Projected financial performance at the end of Q3 is summarised in Table 1 overleaf....

Table 1: Summary Of Q3 Forecasted Outturn Position As At 31 December 2017

	Original Budget 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/ Overspend 2017/18 £	%	Paragraph ref.
<u>Council Priority</u>						
Enterprising Craven	795,365	1,223,165	1,381,243	158,078	12.92%	4.6
Resilient Communities	1,523,129	1,581,642	1,362,664	(218,978)	13.84%	4.7
Financial Sustainability	3,326,091	3,276,617	3,228,096	(48,521)	1.48%	4.8
Total Service Related Costs per Priority	5,644,585	6,081,423	5,972,003	(109,420)		
<u>Corporate Costs</u>						
Investment Income	(56,820)	(75,850)	(98,650)	(22,800)	30.06%	4.9
Interest Payable	255,710	255,710	255,710	0		
Minimum Revenue Provision	324,190	324,190	319,730	(4,460)	1.38%	4.9
Revenue Funding of Capital Programme	710,500	1,343,113	1,343,113	0		
Support To Parishes	9,000	9,000	7,630	(1,370)	15.22%	4.9
Corporate Contingency	75,000	20,000	0	(20,000)		4.9
Total Revenue Budget 2017/18	6,962,165	7,957,586	7,799,536	(158,050)	1.99%	
Contr. To / (From) Earmarked Reserves & Grants	(2,313,891)	(3,309,312)	(3,309,312)	0		
To be met from CTax & Business Rates	(4,648,274)	(4,648,274)	(4,848,274)	(200,000)		4.24
Forecasted (Surplus)/Deficit at Quarter 3 – 31st Dec 17	-	-	(358,050)			

4.11 Income & Savings Plan –

The Council's financial pressures for its budgets will continue. The current estimate, based on a 2% rise in Council Tax, from the 2017/18 Medium Term Financial Plan (MTFP) is that expected savings or estimated additional income of £264k will be required in 2018/19. It predicts savings or income of £501k is required for 2019/20 and £885k for 2020/21. However there is a risk that this could increase. The Long Term Financial Strategy (LTFS) reflects this and forecasts by 2021/22 additional savings of £912k will be required.

4.12 Appendix B details the summary of the current Savings plan information at 31st December 2017. The target for 2017/18 is currently £332k. The projects that have been achieved by Q3 are shown in the green savings and total

£111k; this was £80k after Q2. The £31k of Green savings achieved in Q3 are included in the £137k forecasted underspend and will be reflected in a revision to the budget ahead of the Quarter 4 monitoring. Work is on-going to achieve the Amber and Red projects and also to identify projects to balance future years budgets beyond 2018/19. These will be added to the plan as they are confirmed as suitable, affordable and achievable.

4.13 Main Risk Areas

The 2017/18 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings that have been built into the budget. These risks will continue in to 2018/19 and beyond. Further analysis of the risk areas which are varying is shown below.

4.14 Waste Collection:

The Original Budget for the Domestic Waste Collection was £691k. This has since been revised to £671k after the Q3 monitoring process. The current forecasted outturn is £702k; this is a variance of 4.68%. This is due to vehicles having to be sourced on a hire basis, until replacements can be arranged. The replacement now due in Q4.

4.15 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2017/18 there was £434k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast predicts that there will be an outturn of £525k, this is an adverse variance of 21%. The associated Recycling Credit income was originally budgeted at £427k. The latest outturn, based on estimates, is £457k. Although a favourable variance of 7%, this does not compensate for the increase in the disposal costs. The income is based on estimates from the Q2 data, so once Q3 data is received this forecast may change. This will be updated at the Q4 report.

4.16 Planning Application Fees

The Original Budgeted income for planning fees was £419k. The Budget Setting report indicated what the effects of adverse variances may be, up to 10%. The increase of 20% to the Planning Fees may assist in the recovery of the Fee income, but as this was only effective from the 17th January, this will not be known until Q4. The latest forecast for the Planning fees estimates an adverse variance of 16% a drop of £69k against the original set.

4.17 Skipton Town Hall

The original budget for Town Hall income was £257k, this has now been revised with support from Corporate Contingency, to £215k. The current total forecast is £115k. The Budget Setting report listed this risk as a high impact and unfortunately these income streams are currently forecasting underachievement of the target. The target set at the start of the year was based on full occupancy of the commercial units and a full programme of events in the Concert Hall. However due to the ongoing improvement works, issues regarding the roof repair and a delay in tenancing some of the commercial space, it has meant that this has not been possible.

4.18 Income Streams

Income streams are monitored on a monthly basis. Realisable yet challenging

income estimates were included within the 2017/18 budget. At the end of December these were 2.8% below target overall (1.5% below by the end of November). The income streams which are currently underperforming are Planning Fees, Bereavement Fees and the Leisure Centre Charges. However at this stage of the year, it is forecast that the gap will be closed in the latter Quarters. Income streams were reviewed as part of the 2017/18 budget setting process and budgets adjusted based on the improved performance over the last few years.

- 4.19 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.20 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 4.21 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix C.
- 4.22 Business Rates:
The Council is continuing its membership of the North Yorkshire Business Rates Pool in 2017/18.
- 4.23 The Council estimated originally that it would receive £1,450k from Business Rates in 2017/18. This is being monitored throughout the year in line with other budgets and the forecast at Q3 is estimated to be £1,650k, this is £200k above the expected amount. It is proposed that that this be transferred into the Business Rates Reserve.
- 4.24 The Business Rates Contingency Reserve has a balance of £1,094k as at 1st April 2017. Utilisation of £484k in 2017/18 is budgeted for. The £200k increase in forecasted receipts of Business Rates means £200k will be contributed to the reserve, giving a balance of £810k.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2017. It is expected that this balance will remained during 2017/18.
- 5.2 The Council's policy was to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of reserves will help the Council mitigate against the risks of ongoing funding cuts. For 2017/18 this level was agreed as adequate. The current LTFS has assumed balance will be maintained.
- 5.3 The 2017/18 Revenue budget is not without pressures, and had a contingency of £75k. At the end of Q3 £80k had been utilised to underwrite additional budget costs within Waste Management and Planning and to also right the over budgeted income expected for the Commercial Rentals at the Town Hall, due to the delays in securing tenancies. £25k has been

transferred into the Contingency fund, from the savings in Salaries within Business Support.

- 5.4 The Council had £6,596k in earmarked reserves at 1 April 2017 and estimates contributions of £912k will be made to them during the year. £1,940k will be utilised in 2017/18 and a net £495k has been committed for future use. Table 3 shows the details.

Table 3: Earmarked Reserves

Reserve	Opening Balance 1 Apr 17 £'000	Budgeted in Year Receipts (1) £'000	Budgeted in Year Utilisation (1) £'000	In Year & Future Year Commitment £'000	Available Balance 31 March 18 Onwards £'000
New Homes	2,010	735	(476)	(558)	1,711
Planning	676	0	(230)	0	446
Enabling Efficiencies	371	20	(35)	(132)	224
Vehicles	661	30	(190)	(89)	412
ICT	739	30	(165)	0	604
Buildings	501	52	(111)	(48)	394
Insurance	60	10	0	0	70
Business Rates Contingency	1,094	0	(484)	200	810
Future Year Budget Support	229	0	(100)	112	241
Contingency & Slippage	149	0	(149)	20	20
Elections Reserve	0	35	0	0	35
Other	106	0	0	0	106
Total Earmarked Reserves	6,596	912	(1,940)	(495)	5,073

(1) Contributions from and to are based on the Budget Set on 21st February 2017.

- 5.5 The forecasted revenue budget surplus at the end of Quarter 3 is £ £158k. It is proposed that £129k be transferred to reserves. £20k goes into the Contingency Reserve, £31k arising from the Income & Savings plan goes to Support the Future Years Budget and £78k goes into the Building Reserve.

6. Summary

- 6.1 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year.
- 6.2 The General Fund Revenue Balance currently stands at £995k. This will assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government

funding.

- 6.3 The Council had £6,596k in earmarked reserves at 1 April 2017. Budgeted and in year Contributions of £912k, less Utilisation in 17/18 or commitment for future years use of £2,435k means an estimated balance at 31st March 2018 of £5,073k.

7. Implications

7.1 Financial and Value for Money Implications

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

7.2 Legal implications

None as a direct result of this report. The Council set a balanced budget for 2017/18, and going forward it is a further requirement that the budget is balanced.

7.3 Contribution to Council Priorities

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.

7.4 Risk Management

Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop plans to mitigate against the phased reduction of Revenue Support Grant to nil by 2018/19.

7.5 Equality Impact Assessment

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.

8. Consultations with Others

None

9. Access to Information : Background Documents

None

10. Author of the Report

James Hordern – Senior Accountant
Telephone: 01756 706316
E-mail: JHordern@cravendc.gov.uk

11. Appendices

Appendix A – Revenue Budget - analysis of Expenditure and Forecasted Outturn by Council Priority / Cost Centre Group.

Appendix B – Income and Savings Plan.

Appendix C – Car Parking Income Performance

Summary Report

Appendix Reference	Council Priority	Original Budget 2017/18 £	Virements, Slippage & Supplementary Estimates 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Overspend 2017/18 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	795,365	427,800	1,223,165	1,381,243	158,078	12.92%	
A3	Resilient Communities	1,523,129	58,512	1,581,642	1,362,664	(218,978)	13.84%	
A4	Financial Sustainability	3,326,091	(49,475)	3,276,617	3,228,096	(48,521)	1.48%	
Total Service Related Costs		5,644,585	436,838	6,081,423	5,972,003	(109,420)		

Corporate Costs

Investment Income	(56,820)	(19,030)	(75,850)	(98,650)	(22,800)	30.06%	Includes the gain derived from the up-front pension deficit payment & net positive impact of the loan to Craven College.
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	324,190	0	324,190	319,730	(4,460)	1.38%	
Revenue Funding of Capital Programme	710,500	632,613	1,343,113	1,343,113	0	0.00%	
Support To Parishes	9,000	0	9,000	7,630	(1,370)	15.22%	
Corporate Contingency	75,000	(55,000)	20,000	0	(20,000)		£35k vired to Development Control, £20k vired to Skipton Town Hall, £10k to Democratic Representation, £15k to Waste Mgt & £25k transferred vired from Business Support
Total Revenue Budget 2017/18	6,962,165	995,421	7,957,586	7,799,536	(158,050)	1.99%	
Transfers to/from reserves, NHB & Grant	(2,313,891)	(995,421)	(3,309,312)	(3,309,312)	0		
Amount to met by C. Tax & Business Rates	(4,648,274)	0	(4,648,274)	(4,848,274)	(200,000)		

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Overspend 2017/18 (+ve)/-ve	% Variance	Comments
		£	£	£	£		
Hackney Carriages	1,370	(847)	523	9,891	9,368	1792.20%	Reduced expected income from Licences, offset slightly by vacant post
Liquor Licencing	(27,995)	2	(27,993)	(35,430)	(7,437)	26.57%	Vacant post and slight increase to Licence income
Street Signs & GIS	27,265	11,047	38,311	36,836	(1,476)	3.85%	
Historic Buildings	3,000	0	3,000	3,000	0	0.00%	
Building Control - Non Fee Earning	35,820	(14)	35,807	33,670	(2,136)	5.97%	
Building Control - Fee Earning	(67,985)	11,752	(56,232)	(23,326)	32,906	58.52%	Reduced income forecast based on year to date sales
Local Plan	422,350	20	422,370	426,173	3,804	0.90%	
Local Land Charges	(80,160)	(14,104)	(94,264)	(93,437)	827	0.88%	
Development Control	80,995	31,928	112,923	194,204	81,281	71.98%	Reduced forecast of planning fee income and legal costs arising as a consequence of challenges to Planning Decisions, £66k.
Planning (Service unit)	10,410	0	10,410	5,000	(5,410)	51.97%	
Total Cultural Services incl. Museum & Skipton TH	107,215	74,811	182,026	236,170	54,144	29.75%	Shortfall in expected income from tenants and events due to ongoing works restricting usage.
Total Economic Development	283,080	313,206	596,286	588,493	(7,793)	1.31%	£6k underspend on Arts Development likely to be used to fund Cultural Guide currently in progress.
Total Enterprising Craven	795,365	427,800	1,223,165	1,381,243	158,078		

Resilient Communities

Appendix A 3

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Over spend 2017/18 (+ve)/-ve	% Variance	Comments
		£	£	£	£		
Craven Crime Reduction + Safer Stronger Communities	27,775	22,155	49,930	49,157	(773)	1.55%	
Customer Services	317,850	(26,384)	291,466	273,504	(17,962)	6.16%	£(11)k saving in salaries & related budget for managerial post not spent, £(5)k savings in direct computer charges no budget needed
Revenues & Benefits Services <i>(Including Cost of Collection)</i>	112,410	6,491	118,900	90,520	(28,380)	23.87%	
Partnerships & Communications and Sporting Events	153,990	24,905	178,895	169,320	(9,575)	5.35%	Vacant post unlikely to be filled. Removed from staffing complement from 18/19.
Democratic Services	30,840	(21)	30,819	30,950	131	0.42%	
Democratic Representation	253,770	10,674	264,443	256,356	(8,087)	3.06%	Vacant Modern Apprentice Post unfilled in the year.
Elections	48,490	23	48,513	48,646	133	0.27%	
Electoral Registration	62,540	30	62,570	60,280	(2,290)	3.66%	
Shared Ownership Scheme	(13,430)	313	(13,117)	3,128	16,245	123.85%	Income not achieving original target as a result in delays in acquiring suitable properties.
Joint Venture	0	13,455	13,455	13,455	0	0.00%	
Car Parks	(1,151,465)	(2,983)	(1,154,448)	(1,302,352)	(147,904)	12.81%	£(100)k more income from car parking fees, £(30)k more from permits. Income from misc fees and rent receivable £(7)k and £(4)k higher than predicted.
Public Conveniences	46,130	(2,092)	44,038	55,405	11,367	25.81%	
Amenity Areas/Aireville Park	103,275	(1)	103,274	106,969	3,695	3.58%	
Private Garage Sites	(31,320)	453	(30,867)	(32,362)	(1,495)	4.84%	

Appendix A 3

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Overspend 2017/18 (+ve)/-ve	% Variance	Comments
Community Services (Credit Unions)	10,000	6,585	16,585	6,800	(9,785)	59.00%	Expected cost of delivery higher than actually cost
Refuse Collection - Domestic	691,075	(20,319)	670,755	702,121	31,365	4.68%	Vehicle Hire costs, due to delays in deliver of replacement vehicle
Refuse Collection - Commercial	(177,385)	(9,604)	(186,989)	(273,196)	(86,207)	46.10%	
Street Cleansing	311,489	(5,620)	305,869	292,658	(13,211)	4.32%	
Recycling	292,440	(8,142)	284,297	324,617	40,319	14.18%	Increased costs associated to disposal
Clean Neighbourhoods	76,325	333	76,658	83,194	6,536	8.53%	
Mechanics Workshop	0	44,186	44,186	53,115	8,929	20.21%	
Waste Management Service Unit	220,191	640	220,831	236,219	15,388	6.97%	
Garden Waste Scheme	(99,195)	(8,339)	(107,534)	(96,788)	10,747	9.99%	
Environmental Health Services	308,590	(5,223)	303,367	290,040	(13,327)	4.39%	Over-achieving on income - mainly Licensing £4k; Env Protection £7k; Water sampling £5.5k
Aireview House	43,620	(7)	43,613	19,581	(24,032)	55.10%	DHP credits for tenants now housed in private accommodation.
Homelessness	244,945	19,268	264,213	229,170	(35,043)	13.26%	£12.5k rents since closure of AVH; £20k use of grant funding postponed until 18/19
Private Sector & Housing Enabling	33,850	0	33,850	34,580	730	2.16%	
Housing Service Unit	22,110	(866)	21,244	17,394	(3,850)	18.12%	
Total Leisure Services	(72,565)	(598)	(73,163)	(87)	73,076	99.88%	Forecasted overspend on Premises cost £20k, Employee costs £25k, external services £40k
Total Bereavement Services	(343,215)	(798)	(344,013)	(379,729)	(35,716)	10.38%	£(13)k savings in expenditure, offset by £27k less income.
Total Resilient Communities	1,523,129	58,512	1,581,642	1,362,664	(218,978)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Over spend 2017/18 (+ve)/-ve	% Variance	Comments
		£	£	£	£		
CLT	434,569	(10,627)	423,942	384,178	(39,764)	12.61%	£(73)k savings to employee costs arising from redundancy, offset by £32k less income than expected as secondment to LEP as ended.
Business Support	193,496	(37,933)	155,563	147,614	(7,949)	12.89%	£(30)k savings from salaries & related resulting from vacant posts.
Human Resources & Training	175,990	496	176,486	129,347	(47,139)	10.45%	£(35)k savings to health and safety due to change in delivery of service, now bought in from joint arrangement with South Lakeland. £(7k) savings to recruitment & associated & £3k) savings to training.
Legal Services	174,031	5,061	179,092	186,648	7,556	13.04%	
Corporate Costs	818,470	40,920	859,390	872,430	13,040	7.06%	
Financial Services	512,345	(41,923)	470,422	465,525	(4,897)	6.82%	All savings arise from savings from salaries & related due to staff leaving
Properties; Misc, Bus, Depots, BVS, SU, Estates	580,860	(214)	580,647	614,338	33,691	5.80%	£7k overspend f/cast for BVS; reduced income expected in Estates £12k; Security costs at Skipton Depot site £16k, offset by reduced NNDR due to exemption £(5k)
ICT & Transformation	436,330	(5,254)	431,076	428,017	(3,059)	6.99%	
Total Financial Sustainability	3,326,091	(49,475)	3,276,617	3,228,096	(48,521)		

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2017/18 - 2020/21 v10 at January 2018

Reporting Spreadsheet

Key:

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

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2017/18	2018/19	2019/20	2020/21						
21	IT	Replacement of Web Hosting and CMS	Amber	H	H	0	2,000	2,000	2,000	N	N	Project underway to replace existing Web Hosting and CMS software which will lead to reduced licencing costs. Estimated project completion mid-2018	John Dawson	Paul Ellis	Darren Maycock
22	Fi	Treasury Management - Additional Interest Earned	Amber	H	H	3,960	20,250	14,250	8,250	Y	Y	Additional treasury management income re pension fund discount & loan	Patrick Mulligan	Nicola Chick	James Hordern
TOTAL AMBER SAVINGS						3,960	22,250	16,250	10,250						

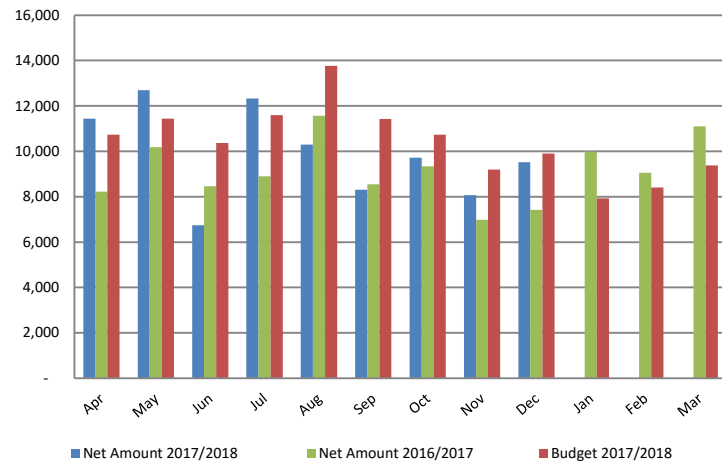
Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2017/18	2018/19	2019/20	2020/21						
23	PaSe	Advertising on car parks	Green	H	H	3,000	4,000	4,000	4,000	N	N	All planning consents & contracts in place.	Patrick Mulligan	Paul Ellis	Ian Halton
24	LeSe	Establish Turnstile System past reception	Green	M	M	2,610	3,480	3,480	3,480	N	N	£1,000 included in 2017/18 budget. Capital Project completed, budget to be adjusted with balance.	Patrick Mulligan	Paul Ellis	Ian Halton
25	EnSe	Revised Collection Xmas Waste Collection	Green			2,500	2,500	2,500	2,500	Y	N	Achieved & Implemented.	Carl Lis	Paul Ellis	Wyn Ashton
26	EnSe	Housing / Env Health & Waste Management Review	Green			6,000	6,000	6,000	6,000			Achieved & Implemented	Carl Lis	Paul Ellis	Wyn Ashton
27	PaSe	Implement pay & display machines and other infrastructure upgrades to create cost effective payment options	Green			2,000	5,000	5,000	5,000	Y	N	4 more new machines installed in 16/17 which include card payment. Looking to carry out some promotions on paying by card.	Patrick Mulligan	Paul Ellis	Ian Halton
28	Fi	Payment in advance of employers back funding pension liability 2017/18 - 2019/20	Green	H	H	19,030	38,430	58,430	19,000	N	N	Additional treasury management income re pension fund discount & loan	Patrick Mulligan	Nicola Chick	James Hordern
29	EnSe	Non Statutory Advice & Revisits to Food Premises	Green	H	M	900	3,600	3,600	3,600	Y	N	Member approval given to both schemes at July Policy Meeting	Carl Lis	Paul Ellis	Wyn Ashton
30	Fi	Mini Finance team restructure following resignations and reallocation of duties	Green	H	M	6,800	9,000	9,000	9,000	N	N	Review of and reallocation of duties of the team following the resignation of the Procurement Risk & Insurance Manager.	Patrick Mulligan	Nicola Chick	Claire Hudson
31	Fi	Insurance Contract Tender	Green	H	H	35,000	35,000	35,000	35,000	N	N	Savings on the contract negotiation for next 3 years from April 1st 2017 and rebasing of 2017/18 budget.	Patrick Mulligan	Nicola Chick	Claire Hudson
32	Fi	CLT Restructure	Green	H	H	25,000	36,000	36,000	36,000	M	Y	Restructure of CLT following the Senior Officer Committee Review	Richard Foster	Paul Shevlin	N/A
33	HR	Review of Car Mileage terms and conditions	Green	M	M	8,000	8,000	8,000	8,000	Y	N	Review of Budget to spend at half year to confirm saving forecast	John Dawson	Paul Shevlin	Jacque Hodgson
34	ReBe	2017 review CTR and local discount schemes	Green	H	H		20,000	20,000	20,000	Y	N	Base for Ctax setting adjusted & impact will be included in ctax income.	Patrick Mulligan	Nicola Chick	David Carre
35	ReBe	To increase Ctax and NDR bases	Green	M	H		14,000	28,000	28,000	N	Y	Base for Ctax setting adjusted & impact will be included in ctax income	Patrick Mulligan	Nicola Chick	David Carre
TOTAL GREEN SAVINGS						110,840	185,010	219,010	179,580						
TOTAL ALL SAVINGS						114,800	207,260	235,260	189,830						

	Total	Amber	3,960	22,250	16,250	10,250
	Total	Green	110,840	185,010	219,010	179,580
			114,800	207,260	235,260	189,830
Target to Balance Following Year Budget from Updated LTFS (Sept 2017) Excluding Green Status						
			332,000	504,000	699,000	733,000
	Savings to LTFS		217,200	296,740	463,740	543,170
Key						
Business Support (BuSu)	Democratic Services (DeSe)				Parking Services (PaSe)	
Revenues & Benefits (ReBe)	Customer Services (CuSe)				Property Services (PrSe)	
Human Resources (HR)	Bereavement Services (BeSe)				Planning and Regen (PIRe)	
Licensing (Li)	Leisure Services (LeSe)				ICT (IT)	

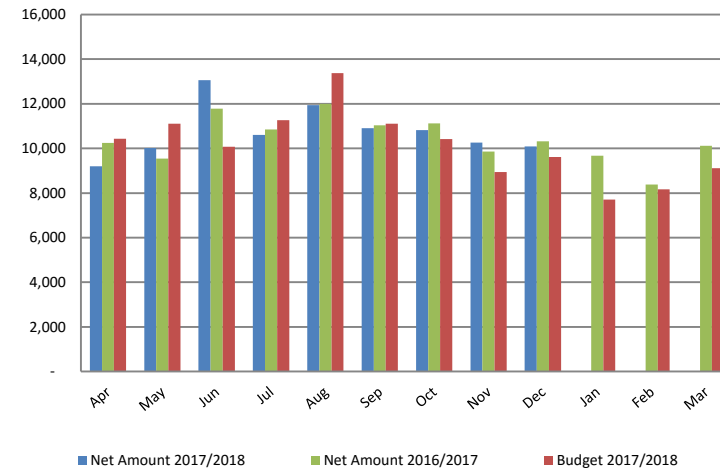
Parking Fees Oct - Dec 2017 (2017/18 FYR)

2017/18	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £
Month															
April	£11,437	£8,219	£10,739	£9,197	£10,253	£10,433	£36,137	£33,492	£35,798	£57,193	£54,288	£51,340	£1,559	£1,652	£1,636
May	£12,696	£10,184	£11,438	£10,020	£9,545	£11,112	£35,910	£36,100	£38,129	£54,083	£55,287	£54,470	£1,341	£1,107	£1,743
June	£6738	£ 8,461	£10,365	£13,052	£11,775	£10,069	£33,814	£34,071	£34,519	£50,521	£51,823	£49,356	£1,912	£1,429	£1,579
July	£12,326	£ 8,898	£11,601	£10,610	£10,841	£11,270	£42,178	£40,139	£38,670	£62,240	£59,400	£55,243	£1,643	£1,889	£1,768
August	£10,302	£11,563	£13,761	£11,935	£11,992	£13,368	£50,702	£45,587	£45,871	£60,892	£65,841	£65,530	£1,648	£1,664	£2,097
September	£8,311	£ 8,543	£11,426	£10,903	£11,036	£11,100	£42,886	£37,415	£38,087	£57,572	£53,215	£54,410	£2,034	£ 1,659	£1,741
October	£9,713	£9,343	£10,727	£10,816	£11,118	£10,420	£36,899	£35,573	£35,757	£54,375	£56,362	£51,080	£1,579	£1,544	£1,635
November	£8,063	£ 6,987	£9,203	£10,255	£9,856	£8,940	£34,089	£25,653	£30,678	£51,867	£45,807	£43,826	£1,632	£1,382	£1,402
December	£9,527	£ 7,425	£ 9 , 902	£10,083	£10,332	£9,619	£30,895	£31,170	£33,009	£55,378	£60,482	£47,156	£1,943	£1,332	£1,509
January															
February															
March															
	89,113	£79,623	£99,162	£96,871	£96,748	£96,331	£343,510	£319,200	£330,518	£ 504,121	£502,505	£472,411	£15,291	£13,658	£15,110
Variance	9,490		(10,049)	123		540	24,310		12,992	1,616		31,710	1633		181

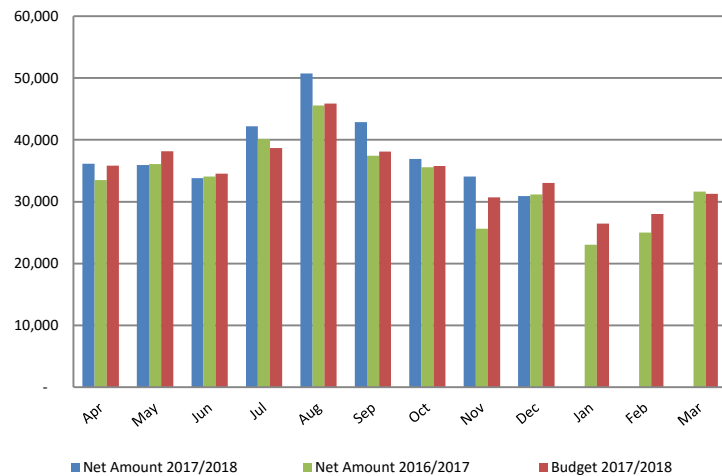
	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £
Month															
April	£5,369	£4,976	£5,114	£5,661	£5,875	£5,421	£2,394	£1,671	£1,841	£2,232	£1,590	£2,148			
May	£4,829	£4,344	£5,447	£6,033	£5,275	£5,774	£1,990	£1,817	£1,961	£1,649	£1,432	£2,288			
June	£5,958	£5,488	£4,936	£5,362	£6,339	£5,232	£2,837	£2,853	£1,777	£1,781	£2,437	£2,073			
July	£5,699	£5,669	£5,524	£6,458	£6,135	£5,856	£2,710	£2,352	£1,989	£2,542	£2,637	£2,320	£1,586		
August	£6,545	£6,559	£6,553	£7,124	£8,150	£6,946	£2,560	£3,895	£2,359	£4,003	£2,818	£2,752	£5,191		
September	£5663	£5,544	£5,441	£6,020	£5,683	£5,768	£4,335	£ 2,393	£1,959	£1,431	£ 3,126	£2,285	£4,857		
October	£3,698	£5,399	£5,108	£5,101	£5,113	£5,415	£2,166	£2,038	£1,839	£1,061	£1,609	£2,145	£4,478		
November	£4,321	£4,217	£4,383	£ 3,654	£4,217	£4,646	£1,631	£1,668	£1,578	£1,020	£684	£1,841	£3,240		
December	£3,992	£3,259	£4,716	£3,266	£2,736	£4,999	£1,529	£706	£1,698	£426	£413	£1,981	£2,274		
January	£			£			£			£					
February	£			£			£			£					
March	£			£			£			£					
	£46,074	£45,455	£47,222	£48,679	£49,523	£50,057	£22,152	£19,393	£16,981	£16,145	£16,746	£19,833	£21,626		
Variance	619		(1,148)	(844)		(1,378)	2,759		5,171	(601)		(3,688)			

Cavendish Street

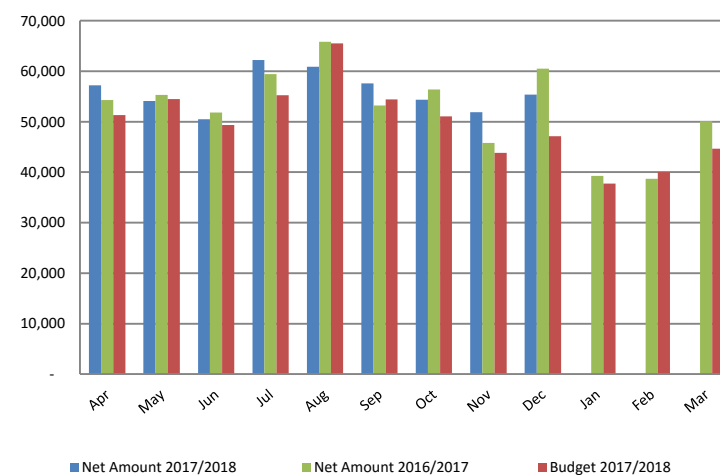
Comments: Income increased by 11.92% (£9,490) over same period last Year and down by 10.13% (£10,049) on budget

Waller Hill

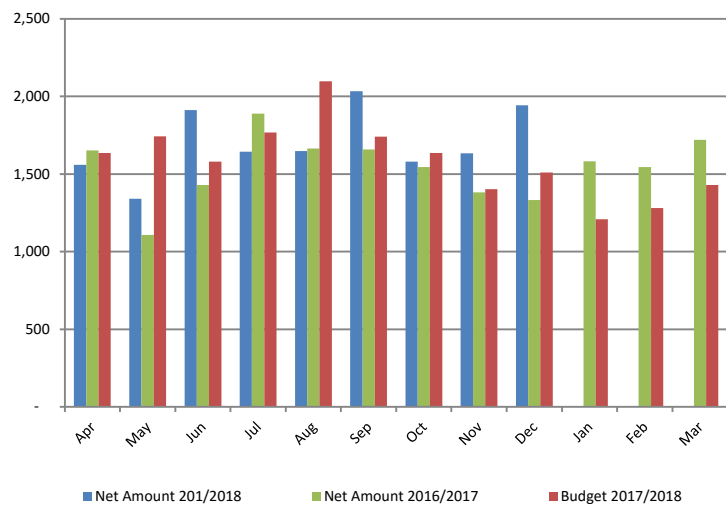
Comments: Income increased by 0.12% (£123) over same period last year and up by 0.56% (£540) on budget

Coach Street

Comments: Income increased 7.61% (£24,310) over same period last year and up by 3.93% (£12,992) on budget

High Street

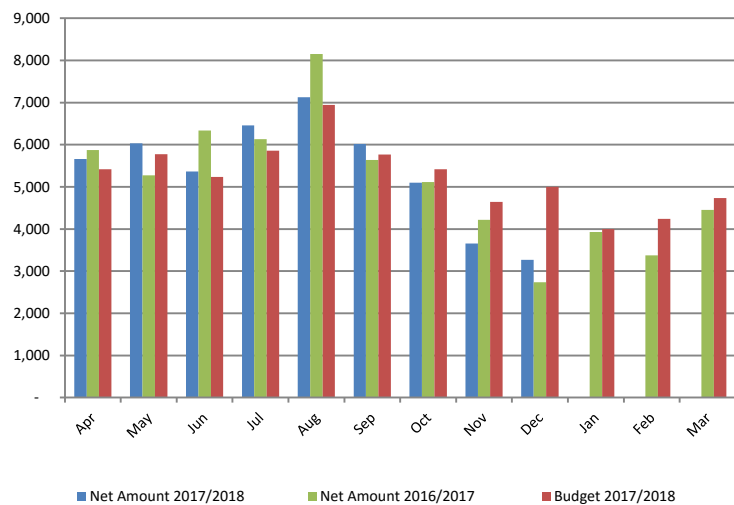
Comments: Income increased by 0.32% (£1,616) over same period last year and up by 6.71% (£31,710) on budget

Bunkers Hill

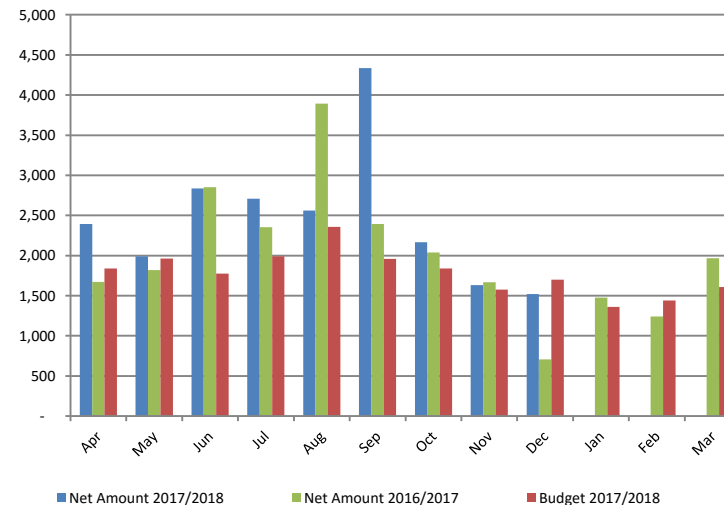
Comments: Income increased by 11.95% (£1633) over same period last year and up by 1.19% (£181) on budget

Ashfield

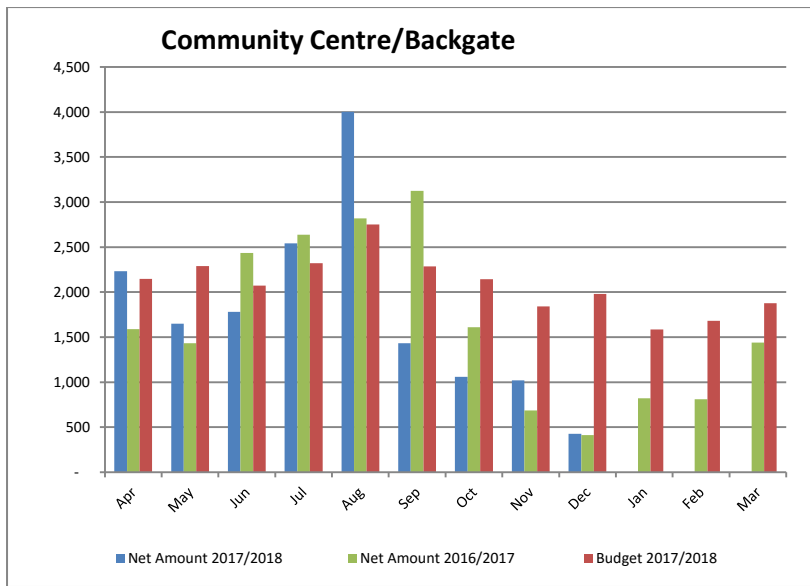
Comments: Income increased by 1.36% (£619) over same period last year and down by 2.43% (£1,148) on budget

Whitefriars

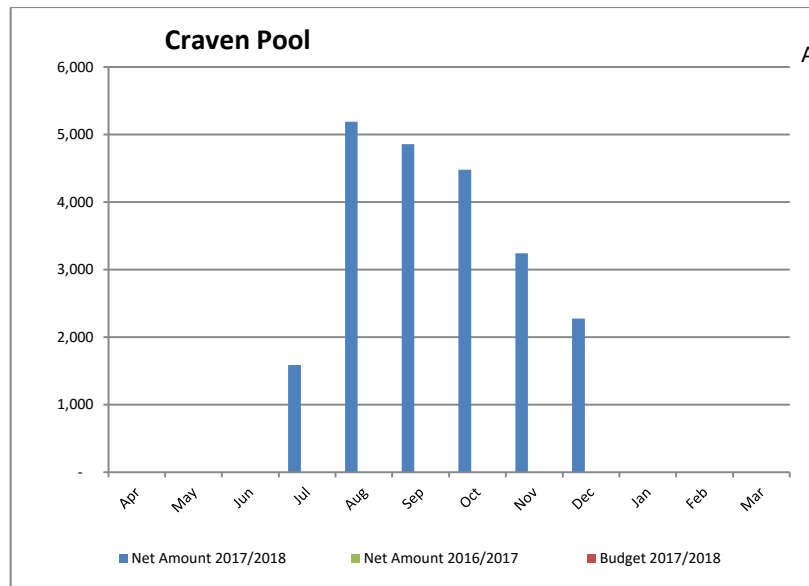
Comments: Income decreased by 1.7% (£844) over same period last year and down by 2.75% (£1,378) on budget

Greenfoot

Comments: Income increased by 14.22% (£2,759) over same period last year and up by 30.45% (£5,171) on budget



Comments: Income decreased by 3.58% (£402.) over same period last year and decreased by 18.59% (£3,688) on budget



Went live 17th July.

Policy Committee – 6th March 2018

QUARTER 3 CAPITAL PROGRAMME MONITORING REPORT – 2017/2018



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 2017.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2017/18 capital programme as at the 31st December 2017.
- 2.2 Members note the reflection of the Supplementary Estimate (Pol.864) for the further Refurbishment of the Skipton Town Hall subject to HLF funding bid.
- 2.3 Members note the 2017/18 Capital Programme and the proposed funding - including the Supplementary Estimates/sources of funding for Overspent Projects.
- 2.4 Members note the 2017/18 estimated Capital Programme slippage position.

3. **Background Information**

- 3.1 The Council agreed the 2017/18 Capital Programme of £2,460k on 21st February 2017. On 1st August 2017 Council endorsed the recommendation from Policy Committee for the Capital Programme to include £2,008k of slippage from the 2016/17 Programme. Adjustments to the programme approved in Q1 and Q2 give a revised Capital Programme of £5,121k.
- 3.2 Since Q2, it has been agreed that Craven will underwrite the Capital Funding to cover the external funding applications that will fund the further redevelopment of Skipton Town Hall and Museum which totals £4.578m. However, of the £4.578m, there is already work underway and funding in the current Capital Programme. After taking into account the works previously approved the adjusted amount is £3.428m. This gives a revised total Capital programme of £8.549m.

4. **Quarter 3 Financial Performance**

- 4.1 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 £2,135k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2017/18 £	Expenditure to end of Quarter 3 2017/18 £	Estimate Slippage at end of Q3 2017/18 £	Forecasted Outturn 2017/2018 £
Council Properties	5,364,074	911,484	3,805,621	1,479,104
ICT	272,395	139,145	12,000	258,775
Loan	400,000	-	-	400,000
Private Sector Housing & Empty Homes	1,306,097	355,209		1,306,097
Recreation & leisure	123,503	46,477	62,643	57,477
Vehicles	1,083,218	682,670	-	871,670
Total Capital Programme Costs	8,549,287	2,134,985	3,880,264	4,373,123

- 4.2 The forecasted outturn reflects the Loan, which is scheduled to be made in February.
- 4.3 Although no formal request for slippage has been made There are a number of projects that will likely be slipped into the 2018/19 programme. The Supplementary estimate for the underwriting of the external funding applications has been included in the revised programme and then due to the timing of the HLF funding, this now needs to be slipped into the 2018/19 programme. £136k of NHB funding is already within the 2018/19 programme.
- 4.4 It is likely that the Vehicle Lift project, for the repair and maintenance of the Council's fleet, will be postponed until 2018/19. This is due to the works at the Council's depot. As such the estimated slippage includes the £20k allocated to the project.
- 4.5 Funding of overspends reported at Q3 amounting to £57k will need to be met either from savings on other projects within the Capital Programme or from savings within the Revenue budget. Funding for projects above that already requested will have consequences on the ability to fund future programmes. The project for the improvements to the Café and Bar in Skipton Town Hall, is currently forecasting an underspend, this may be available to offset the spending on other areas in the Town Hall improvements.
- 4.6 Due to the continued reliance on capital receipts to fund expenditure over the medium and long term it was agreed that approval to commence 2017/18 projects would be monitored by CLT, as would progress on projects within the programme.

- 4.7 The Vehicle replacement programme is currently forecasting an underutilisation of the allocated funding. This is due to the rationalisation of the rounds and therefore the vehicles required. It is anticipated that the remaining uncommitted balance of £212k will not be required to support this year's Capital Programme. This will be confirmed at Q4.
- 4.8 The IDOX software implementation project is progressing well, however due to an unanticipated delay in data verification; it is very likely that the final stages of the project have to slip into the 2018/19. Slippage requests will be confirmed in the Q4 report.

5. **Capital Programme Financing**

- 5.1 Resources available to fund the capital programme together with a forecast of future receipts and programme costs are shown in table 2.
- 5.2 As part of the 2017/18 budget setting process it was planned to make contributions to earmarked reserves which are available to support the capital programme and other projects. The Long Term Financial Strategy assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2017/18 Programme

	2017/18 Revised prog. £'000	2018/19 Indicative £'000	2019/20 Indicative £'000	2020/21 Indicative £'000
Capital Receipts at Start of Year (CRR)	2,759	1,294	474	370
In Year resources - (Capital Grants/receipts received)	1,466	907	474	474
Use of in Year Capital grants	939	1,251	474	474
Use of Capital Receipts	1,465	476	104	50
Total Use of Capital Resources	2,404	1,727	578	524
Contribution From NHB Reserve	234	199	-	-
Contribution From Enabling Efficiencies Reserve	56	-	-	-
Contribution From Vehicles Reserve	443	131	46	-
Contribution from IT Reserve	258	102	40	-
Contribution from Buildings Reserve	118	62	44	-
Utilisation of Borrowing (MRP Capacity)	861	1,000	-	-
Total Use of Reserves/Borrowing	1,969	1,494	130	-
Forecasted Capital expenditure in year as per Appendix A	4,373	3,221	708	524
Capital Receipts at end of Year (CRR)	1,294	474	370	320

- 5.3 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 2017/18, the funding was slipped to match. The anticipated slippage of the Vehicle Lift project is reflected in the 2018/19 programme, as is the £136k included in the HLF Bid for Skipton Town Hall. All other slippage will be confirmed as part of the year end processes.
- 5.4 The Shared Ownership Scheme is included in the table above for its funding allocation. Table 3 presents the project on an individual basis to show the performance over the year. The balance of the project will be carried forward to fund further acquisitions.

Table 3: Shared Ownership Summary of Activity

Description	£ '000
Remaining Balance FY2016/17	219
FY2017/18 Agreed Resources	325
Valuation for works carried out at Burnroyd Avenue	(312)
Preliminary works and fees at Colne Road, Glusburn	(40)
Remaining Balance FY2017/18	192

6. **Implications**

6.1 **Financial and Value for Money Implications**

At the start of 2017/18 the Council had available £2,759 of Capital Receipts to fund its capital programme. During the Quarter 3 £1,466k of additional resources were generated or received, including brought forward amounts. All financial implications are contained in the body of the report.

6.3 **Legal implications** – None Relevant

6.4 **Contribution to Council Priorities**

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

6.5 **Risk Management**

There are risks within the capital programme especially if unforeseen circumstances occur and these need to be managed as part of the project plans for each element of the programme. Slippage of schemes within the programme is a risk in itself as this can potentially leave the Council exposed to services being disrupted in their delivery, claims from third parties, or resources committed to a delayed project which could have been made available for another project.

6.6 Equality Impact Assessment

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.

7. Consultations with Others – None

8. Access to Information : Background Documents

None

9. Author of the Report

James Hordern – Senior Accountant
Telephone: 01756 706316
E-mail: JHordern@cravendc.gov.uk

10. Appendices

Appendix A – Capital programme detailed analysis

Capital Programme 2017/18 - onwards

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q3 2017/18 £	Remaining Budget 2017/18 £	Estimated slippage at Q3 2017/18 £	Forecast Outturn 2017/18 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement Services	New walls around the cemeteries.	Ian Halton	6048	10,000	-	-	-	10,000	1,649	8,351	-	10,000	Works currently in progress but weather affected so programmed for completion in March 2018
Assets & Commercial Services - Bereavement Services	Refurbishment of Garages and Outbuildings, Waltonwrays	Ian Halton	6044	13,000	-	-	-	13,000	-	13,000	13,000	-	Quotes for works requested. One rec'd to date £29k (to expensive). Testing market to seek tenancy interest, before making any further progress. Due to delays and quotes being higher than anticipated, project likely to slip into 18/19. Estimated slippage amount £13k
Assets & Commercial Services - Car Parking	4 Year programme of maintenance of the condition of the Council Car Parks	Ian Halton	6010	15,000	-	-	-	15,000	6,250	8,750	-	15,000	Works at Ingleton and H.Bentham Complete. The remaining £11k to be spent on Skipton High Street Car Park in March 18.
Assets & Commercial Services - Bereavement Services	Kildwick Churchyard Wall	Ian Halton	6047	-	19,178	-	-	19,178	24,790	(5,612)	-	24,790	Project Completed
Assets & Commercial Services - Car Parking	Introduction/changes to 3 areas within the Council's car parks	Hazel Smith	6018	-	4,000	-	-	4,000	3,649	352	-	3,649	Project Complete. Q2 forecast over estimated final costs. Project spend now within budget.
Assets & Commercial Services - Craven Leisure	Install a controller (access gate)	Hazel Smith	6134	11,000	-	-	-	11,000	-	11,000	-	11,000	Contract Let - Completion should be in Q4.
Assets & Commercial Services - Craven Leisure	Replacement of Building Energy Management System (BEMS)	Hazel Smith	6111	21,500	-	-	-	21,500	-	21,500	-	21,500	Contract Let - Completion should be in Q4.
Assets & Commercial Services - Craven Leisure	Replacement of moveable floor (floor panels) to "learner pool"	Hazel Smith	6137	45,000	-	-	-	45,000	41,617	3,383	-	41,617	Project complete
Assets & Commercial Services - Property	* Shared Ownership - incl. Burnroyd Avenue	Ian Halton	6026 - Purchases 7666 -Sales	325,000	219,041	-	-	544,041	311,331	232,710	-	544,041	Practical completion/handover for Burnroyd Avenue has taken place. 1 unit completed, the other two going through the conveyncing process. Phase 1 Townend scheme to start on site in Q4
Assets & Commercial Services - Property	Skipton Bus Station Toilets	Ian Halton	6050 C010 PC03	-	44,037	-	-	44,037	55,047	(11,010)	-	55,047	Project Completed
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Ian Halton	6050 C010 PC04	-	80,000	-	-	80,000	5,120	74,880	-	80,000	Revised planning application to be submitted in February 2018 so project will slip into 18/19

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q3 2017/18 £	Remaining Budget 2017/18 £	Estimated slippage at Q3 2017/18 £	Forecast Outturn 2017/18 £	Q3 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Property	Skipton Depot Project	Ian Halton	6036	-	240,720	-	-	240,720	-	240,720		240,720	Project expected to slip to 18/19 as a result of the LEP Funding application. Will confirm in Q4.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase I & Phase II	Ian Halton	6017	-	18,789	-	-	18,789	67,885	(49,096)	-	26,808	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall Concert Hall	Ian Halton	6019	-	3,088	-	-	3,088	2,683	405	-	2,683	Ceased in 2016/17 with exception of slippage request. Funding available to offset other overspends on the programme
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall & Museum Refurbishment & Alterations - Town Hall Roof	Ian Halton	6021	-	140,101	-	-	140,101	167,867	(27,766)	-	167,867	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase III works	Ian Halton	6023	100,000	-			100,000	84,790	15,210	-	100,000	The funding for this year is to carry out preparatory works and establish final designs for the remaining undeveloped sections to the rear of the building.
Assets & Commercial Services - Skipton Town Hall	Investment in improving the Bar and Café Facilities at Skipton Town Hall.	Ian Halton	6024	181,000	-	-	-	181,000	43,424	137,576	-	50,000	Practical completion achieved in November 2017 and recharges still to be applied
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall & Museum Refurbishment & Alterations - Museum HLF Bid Works	Ian Halton	6032	-	481,500	-	-	481,500	136,999	344,501	344,501	136,999	HLF funding confirmd but no work will commence within Q4 and will therefore slip into 18/19
Assets & Commercial Services - Skipton Town Hall	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF BID	David Smurthwaite	TBA	-	-	3,428,120	-	3,428,120	-	3,428,120	3,428,120	-	Timing of the HLF grant means that although the Supplementary estimate was approved in Sept 17 (Pol864) this project will slip into 18/19.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	67,503	-	-	67,503	4,860	62,643	62,643	4,860	Awarded a grant of £2,132 from the Stories in Stone programme administered by the Yorkshire Dales Millennium Trust towards the cost of producing a series of interpretation panels about the Village's railway heritage; to be completed in 2018/19. The schedule for refurbishing the existing pedestrian signs has slipped to the next financial year (2018/19) as the Parish Council still needs to agree the specification of required works.
Environmental Services & Housing	Statutory Delivery Disabled Facilities Grants (DFG)	Wyn Ashton	6145 6150 6151	433,307	81,433	41,357	-	556,097	134,904	421,193		556,097	
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	6022	750,000	-	-	-	750,000	220,304	529,696		750,000	

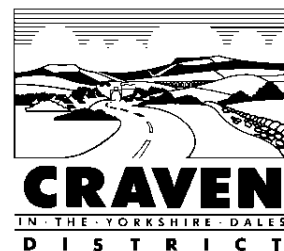
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q3 2017/18 £	Remaining Budget 2017/18 £	Estimated slippage at Q3 2017/18 £	Forecast Outturn 2017/18 £	Q3 Comments - including timeline for procurement and delivery & Justification
Financial Management	Agresso Upgrade - Final Stages	Claire Hudson	6246	-	2,500	-	(2,500)	-	-	-	-	-	Lloyds have indicated that the new online system is still being developed and have advised us to wait until Dec 18. (Note: The banking contract also expires 31st March 2019). Capital allocation be reallocated to Capital programme and utilise revenue resources if required in 2018/19 from finance services budget to fund any consultancy for bank import file amendment as required pending outcome of bank retender which will be known by December 2018.
Financial Management	Payroll System improvements	Claire Hudson	6200	-	12,000	-	-	12,000	-	12,000	12,000	-	No further update. The Self-serve roll out will now be slipped into Q1 of 2018/19. Full amount of £12k to be slipped into the 2018/19 Capital Programme.
ICT & Transformation	Replace the current Web hosting arrangements	Darren Maycock	6235	20,000	-	-	-	20,000	6,250	13,750	-	20,000	Project in progress, estimated completion Q4 2017/18. Final invoice on go-live.
ICT & Transformation	Public Sector Network (PSN) Code of Connection (CoCo)	Darren Maycock	6210	5,000	-	-	(5,000)	-	-	-	-	-	Budget not required, accommodated within existing budgets at a reduced cost, offer as saving.
ICT & Transformation	SAN Replacement 2016-2020	Darren Maycock	6274	80,000	-	-	-	80,000	61,183	18,817	-	80,000	Project now complete - More cost effective solution identified rather than replacing like for like.
ICT & Transformation	Computer Replacement Programme	Darren Maycock	6210	20,000	41,000	-	-	61,000	54,785	6,215	-	61,000	Completion delayed until Q4 due to loss of 3rd line resource (recruited replacement due to start Feb 2018)
ICT & Transformation	IDOX Software for multiple Services (Previsouly Replacement Planning Software project)	Darren Maycock	6266	60,000	29,395	-	-	89,395	8,547	80,848	-	89,395	Project in progress, estimated completion of phase 2 Q4 2017/18. Note: Phase 3 scheduled for Q2 2018/19
ICT & Transformation	Upgrade VM ware Software	Darren Maycock	6267	-	10,000	-	-	10,000	8,380	1,620	-	8,380	Project now complete - Negotiated reduced cost
Waste Management	4 Post Vehicle Lift for Commercial Vehicles (Vehicle Workshop)	Wyn Ashton	6136	20,000	-	-	-	20,000	-	20,000	20,000	-	
Waste Management	Vehicle replacements	Wyn Ashton	6305	350,000	733,218	-	-	1,083,218	682,670	400,548	-	871,670	
Subtotal Capital Programme 2017/18				2,459,807	2,227,503	3,469,477	(7,500)	8,149,287	2,134,985	6,014,302	3,880,264	3,973,123	
Financial Management	Loan To Craven College for Four Years	Nicola Chick	n/a	-	-	400,000	-	400,000	-	400,000	-	400,000	Loan schedukled to be advanced in Q4.
Total Capital Programme 2017/18				2,459,807	2,227,503	3,869,477	(7,500)	8,549,287	2,134,985	6,414,302	3,880,264	4,373,123	

* Further analysis of the Shared ownership Project

Description	£ '000	Account
FY2016 Revised Float	250	
Sale	-	
Purchase of Plot 5 Lords Close, Giggleswick (including legal fees)	(73)	6026
Sale of Plot 5 Lords Close, Giggleswick (including legal fees)	88	7666
Purchase of Plot 2 Lumb Croft Sutton (including legal fees)	(67)	6026
Purchase of Plot 3 Lumb Croft Sutton (including legal fees)	(67)	6026
Sale of Plot 3 Lumb Croft Sutton (including legal fees)	88	7666
Remaining Float FY2016	219	
FY2017 Agreed Float	325	
valuation 1 for work carried out at Burnroyd Avenue	(52)	6026
valuation 2 for work carried out at Burnroyd Avenue	(45)	6026
valuation number 3 for work carried out at Burnroyd Avenue	(58)	6026
valuation of number 4 Burnroyd Avenue	(73)	6026
valuation of number 5 Burnroyd Avenue	(52)	6026
Final Valuation Burnroyd Avenue	(31)	6026
Preliminary Colne Road Glusburn	(40)	6026
	192	

Policy Committee – 6th March 2018

PERFORMANCE MONITORING REPORT – QUARTER 3 2017/2018



Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 3 2017/2018 in accordance with arrangements set out in the Council's Performance Management Framework.
2. **Recommendations** - Members are recommended to note and comment on progress and outcomes achieved.
3. **Council Plan Implementation Progress**

3.1. Actions

Monitoring against the Council Plan shows that good progress has been made in the implementation of Council Plan actions. 11 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

- Grey – not yet started – not yet required
- Red – all due elements of project are behind schedule / or not started
- Amber – some due elements of project are behind schedule
- Green – on target as per project plan milestones

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven			1	7
Resilient Communities			1	3
Financial Sustainability			2	1
Total	0 (0%)	0 (0%)	4 (27%)	11 (73%)

Status	Action	Details available at -
Council Plan Action showing amber status	CP 17/20/02 - Enable the development of 8 hectares of new employment land by 2020	Annex A – Council Priority ENTERPRISING CRAVEN - facilitating economic growth across Craven
Council Plan Action showing amber status	CP 17/20/11 - Reduce waste to landfill and increase re-use and recycling	Annex B - RESILIENT COMMUNITIES - creating sustainable communities across Craven
Council Plan Action showing amber status	CP 17/20/14 - Improve the Council's commercial acumen and generate additional income	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council
Council Plan Action showing amber status	CP 17/20/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council

3.2. Indicators

Total number of quarterly Council Plan Indicators	9
Number for which data available - Where the outturn shown is to be confirmed or provisional this is noted in the Annual Target 17/18 column, along with other relevant notes	9
Number with targets	7
Number failing to achieve target (Shown below)	4

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	Progress has been slower than anticipated although we are expecting a substantial increase in the final quarter of this financial year. Delays in delivery of the homeless hostel project have contributed towards the shortfall, and the annual target will not now be achieved.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	Workshops are planned for the fourth quarter. The number of awareness raising activities is being increased to raise attendances. The annual target should be achieved.
RESILIENT COMMUNITIES	RP 13 (NI 154).Q - Planning & Building Control - Net additional homes provided (Q)	Completions in the first three quarters of the year have been mainly on small sites and mill conversion schemes. It is expected that further completions on large sites will be delivered later in the year.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated	Updated forecast required to balance budget in 2018/19 was £330k for year. Target for 2017/18 set at £300k. At end of Q3 £111k of savings achieved. This equates to £185k for 2018/19 and has been included in the budget. There are projects to the value of £105k on the plan of which £22k should be delivered by 31 March. As part of the budget setting for 2018/19 the budget gap has been updated. The actual gap

		for 2018/19 was £299k and this has been met by a contribution from reserves. This contribution is not sustainable going forward. The estimated gap for 2019/20 after a contribution of £200k from NHB has been revised to £409k. The target will be set at £300k for 2018/19.
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A summary showing all Council Plan Indicators is available at Annex D.

3.3. **Operational Indicators – Benefits and Planning**

Data is available for all of the six benefits and planning indicators as detailed in Annex E. All of the six are achieving target. Please note that the planning performance outturns are currently estimated as finalised data is as yet unavailable following the recent change of software.

4. **Implications**

4.1 **Financial and Value for Money (vfm) Implications – None** arising directly from this report.

4.2 **Legal Implications – None** arising directly from this report.

4.3 **Contribution to Council Priorities –** The report summarises performance and achievements against the action and performance indicators relating to council's priorities as contained within the Council Plan.

4.4 **Risk Management –** Risks associated with the Council Plan and achievement of priorities are identified and included in the Council Risk Register as appropriate.

4.5 **Equality Impact Assessment**

An Equality Impact Assessment is not required as the report does not include policy matters for decision with potential impact on equality groups.

4.6 **Consultations with Others**

- CLT
- Service Managers

4.7 **Access to Information: Background Documents**

- Performance Information contained within TEN the Council's Performance Management System
- Council Plan

4.8 **Author of the Report**

Rebecca Steel, Performance Management Officer
Tel: 01756 706215
rsteel@cravendc.gov.uk

Appendices

Annex A – Council Priority Enterprising Craven
Annex B – Council Priority Resilient Communities
Annex C – Council Priority Financial Sustainability
Annex D – Council Plan Indicators
Annex E – Additional Information - Benefits and Planning Indicators

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

Annex A – Council Priority ENTERPRISING CRAVEN - facilitating economic growth across Craven

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
Enable the provision of 290 homes per year across Craven to meet the needs of our current and future communities							
CP 17/20/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	<ul style="list-style-type: none"> - Publication of the Local Plan - Implementation of Shared Ownership Schemes to create a minimum of 45 shared ownership homes by April 2019 - Use of policies to enable the provision of 60 affordable homes per year 	Green		Planning & Regeneration	<p>The Draft Local Plan was agreed by full Council in December 2017. Consultation is due to end on 31st July. Comments on the soundness of the Plan are being sought by the end of February and then it will be submitted to the Inspectors.</p> <p>We are actively working with parish councils to explore opportunities for community led housing schemes within the District including Horton in Ribblesdale and Carleton.</p>	DS	31/01/18
Stimulate business growth							
CP 17/20/02 - Enable the development of 8 hectares of new employment land by 2020	<ul style="list-style-type: none"> - Development of the South Skipton Employment Zone - Creation of new employment sites in Bentham, Ingletton and Settle - Development of employment space at Threshfield Quarry and Skipton Rock Quarry - Undertaking activity to raise the profile of the Craven District as an attractive location for businesses 	Amber		Planning & Regeneration	Work on developing the Local Growth Deal scheme (Skipton Employment and Housing Growth) is continuing. The date for submission of the business case to the YNYER LEP has moved to February 2018. Designs are being prepared for the management of Ings Beck by creating upstream storage ponds and slowing the flow from Gallow Syke - this will further reduce the risk of flooding for businesses located along Ings Lane and increase the amount of land available for development.	SS	19/01/18
CP 17/20/03 - Improve the quality and capacity of the transport infrastructure serving the District	<ul style="list-style-type: none"> - Development of Skipton Railway Station - Creation of a Railway Station at Cross Hills - Lobbying for the re-instatement of the rail 	Green		Planning & Regeneration	A scheme to improve a stretch of the A59 (from Broughton to Skipton) was submitted to the YNYER LEP for inclusion in the pipeline of projects for Growth Deal 4 funding. An announcement on transport priorities was expected in January 2018, but no formal response has been received as yet.	DS	31/01/18

	connection between Skipton and Bolton Abbey - Lobbying for improvements to the main roads within the District - A56, A59, A65, A6068 and A629				Crosshills Station - The recent feasibility study has determined that this is not currently financially viable although it recommends signal improvements to reduce delays at Kildwick level crossing Transport for the North will consult on the central Pennines routes during February.		
CP 17/20/04 - Ensure new and existing businesses have access to, and are able to benefit from, business support services	- Support for the delivery of the Ad-Venture Enterprise Growth Programme - Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership - Delivery of the Digital Enterprise Business Support Programme in collaboration with partners - Support for the delivery of the Yorkshire Dales LEADER Programme	Green		Planning & Regeneration	<p>Digital Enterprise - Five vouchers (total value of £19,022) have been awarded to businesses in Craven. The vouchers will be used to fund a range of digital technologies including custom designed software, website development and server equipment. The BE Group has been contracted to deliver a business support programme known as the "Digital Knowledge Exchange". The first workshop in Craven was held in November 2017 covering Search Engine Optimisation and was attended by 10 people.</p> <p>SME Growth Manager - providing one-to-one advice for established businesses has supported 6 businesses from a range of sectors. He has also continued to work with two previous clients, helping them submit applications for grants through the LCR Business Growth Programme. With the Digital Catapult Centre at the University of Bradford organised at workshop on General Data Protection Regulation (GDPR) and Cyber Security Basics. Held at Bolton Abbey, the event was attended by a total of 40 businesses from Craven (11), Harrogate and Bradford.</p> <p>Ad:Venture Business Adviser - providing one-to-one support for pre and new-start businesses. A further five businesses have joined the programme - one of these clients in the digital technology sector is looking to create up to 10 jobs. In the process of preparing case studies of previous clients in Craven to help encourage more businesses from the District to take advantage of the help available. A business start-up workshop was held in Skipton, to help those thinking about starting a business to assess whether self-employment was right for them.</p> <p>Resource Efficiency Fund - administered by the Leeds City Region LEP, the European- funded programme is designed to help businesses that are high energy users. Two more</p>	SS	22/01/18

					business from Craven have joined the programme; one is currently in the process of having an energy assessment carried out. The second is in the process of applying for grant monies to help cover the costs of installing new energy efficient equipment.		
CP 17/20/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	- Support for delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme - Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home network - Investigation and delivery of municipal Wi-Fi networks in market towns	Green		Planning & Regeneration	The Superfast North Yorkshire project has enabled a further 106 premises in Stainforth to benefit from superfast broadband. North Yorkshire County Council is due to announce the contractor to deliver a third phase rollout in January 2018.	SS	22/01/18
Improve the economic vitality of Craven's market towns and villages							
CP 17/20/06 - Enhance the quality of the trading environment within the District's core retail centres	- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District - Implementation of the Car Parking Strategy	Green		Planning & Regeneration	Cross Hills - refurbishment of Hall Street car park has been completed. Tender documents for refurbishment of East Keltus Square are being prepared, ready for issue in January 2018. Ingleton - delivery of the Action Plan is continuing; the YDMT has awarded a grant of £2,132 to part fund the costs of installing an initial set of three heritage panels featuring the history of the Viaduct and former Railway Station. Outline proposals for the refurbishment of the pedestrian signs have been prepared, ready for consideration by representatives of the Parish Council in February 2018. Settle - Policy Committee agreed to allocate monies from the Council's New Homes Bonus to support the cost of delivery a series of projects aimed at improving the trading environment in Settle. Draft funding agreements for the projects being delivered by the Town Council and Chamber of Trade have been issued.	SS	19/01/18

CP 17/20/07 - Improve access to and enjoyment of Craven's great heritage and culture	- Development of Skipton Town Hall into a vibrant cultural community venue - Delivery of the Access Development Plan for the Leeds & Liverpool Canal	Green		Planning & Regeneration	£1,500,700 has been awarded by the Heritage Lottery Fund (HLF) to completely redevelop Craven Museum. Proposals for the refurbishment of the Skipton Canal Waterfront, extending from Gawflatt to Belmont Bridge and along the Springs Branch have been prepared. These proposals are being incorporated into the business case/delivery plan for the Local Growth Deal scheme (Skipton Employment and Housing Growth). A decision on the funding bid submitted by the Canal & River Trust for £1.46million from the Rural Development Programme for England to upgrade the quality of the towpath from Gargrave to Kildwick is expected in February 2018.	DS	31/01/18
CP 17/20/08 - Collaborate with tourism partners to grow the value of visitor spend	- Supporting the Destination Dales partnership	Green		Planning & Regeneration	Conference for tourism businesses is being organised; the Dales Tourism Forum will be held in March. The agenda will cover topics such as the role of events in visitors staying longer; accessibility and the role of destinations in visitors having more choice in what to see. The key speaker will be the Chief Executive for the Eden Project and Visitor Cornwall.	SS	22/01/18

Updaters:- David Smurthwaite (DS), Sharon Sunter (SS)

INDICATORS

Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	80 in line with Council Plan	20	0	40	7	60	7
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	57.7%	Context Indicator - no target set		75.5%		75.0%		54.0%
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14	50	28	75	62
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81		169		224
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	230 for CDC	58	67	115	88	173	163
Collected annually:-	RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation								

Annex B – Council Priority RESILIENT COMMUNITIES - creating sustainable communities across Craven

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
Enable active communities and improve quality of life							
CP 17/20/09 - Reduce health and wellbeing inequalities	<ul style="list-style-type: none"> - Establishing a Health and Well Being Leaders Forum - Identifying and implementing a range of projects to reduce health inequalities - Working with partners to re-settle and support Syrian refugees located to the District under the Government's resettlement scheme - Improving and remodelling existing homelessness hostel provision - Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough 	Green		Environmental Services & Housing Partnerships & Communications	<p>The procurement process has been completed and the contract awarded for the remodelling of the homeless hostel, works . Contractors are now on site but works are not expected to be completed until the middle of May 2018. The reasons for delay are unforeseen structural issues that were not evident at contract award stage.</p> <p>The Council has now met in full its obligation under the 'Syrian Vulnerable Person' refugee resettlement programme and also its obligations under the 'Vulnerable Children's Resettlement Scheme'</p> <p>Dementia Friendly Craven Steering Group established and Project Worker appointed. Dementia Friendly Craven launched in May at start of Alzheimer's Awareness Week. A number of DFC groups are being established across the district including in Benthams and Cross Hills, aswell as trying to set one up in Grassington and Gargrave. A Dementia Network is being developed to support the groups.</p> <p>The Health and Well Being Leaders Forum work is now taking another form. Craven has been identified as one of three population areas to develop new models of care by the Accountable Care Board. (The other areas are Wharfedale (Ilkley, Burley etc.) and Airedale. The Craven model is deliberately aligned to our district boundaries and it is though this group that a multi organisational approach to address loneliness in all age groups is being developed which is a significant issue for Craven.</p> <p>Meetings are well attended by GP's and other health professionals, representatives from Airedale NHS Foundation Trust, CCG, North Yorkshire County Council, Craven District Council and local voluntary sector groups. CDC are represented at both the Accountable Care Board</p>	WA/SH	19/01/18

					level (Paul Shevlin) and the new models of care group (Sharon Hudson) It was felt that the Accountable Care Board and the working group for the new models of care in effect duplicates what we were trying to achieve with the Health and Well Being Leaders forum. There is very good representation on the new models of care group, in particular health professionals and so the Chief Executive has spoken to the Leader about supporting this piece of work instead of setting up our own board. The CCG are very happy to work with us in this way.		
CP 17/20/10 - Enable community groups across the District to achieve their ambitions	- Reviewing and delivering the Member ward grant programme launched in 2016 - Providing support to a range of community groups across the District and facilitating community projects - Maximising the use of Planning Gain to provide funding for community projects	Green		Partnerships & Communications	Fundraising Campaign launched for new play area in conjunction with FOAP and zip wire now open. Waiting on outcome of Yorventure bid in Jan 2018. Funding also to come from Tesco Bags for Change scheme and donations from community groups e.g. Skipton Ukelele group. Campaign launched to get sponsorship from local businesses that has proved successful with donation raised. As at beginning of Dec £6,250 raised in this way. awaiting outcome of Yorventure bid and if successful will have reached the fundraising target. Report on review of Ward Member Grants taken to Policy Committee in June and agreement given to run scheme again with budget of £1k for each ward member. New scheme launched at beginning of August and monitoring applications. Dementia Friendly Craven launched in May 2017. Supported Armed Forces Day 25th June 2017 and helped British Legion and other partners to commemorate the day.	SH	19/01/18
Create greener communities							
CP 17/20/11 - Reduce waste to landfill and increase re-use and recycling	- Promoting and increasing take up of the Council's commercial recycling scheme - Reviewing household waste and recycling service delivery to achieve household recycling targets and maximise income from recycled waste	Amber		Environmental Services & Housing	Work has been completed to review the Council's Commercial Waste Service. Select Working Group have considered all the options from the outcome of the review and presented their conclusions and recommendations to Policy Committee on the 5th December. A report will now be taken by officers to Policy Committee on the 16th January 2018 with recommendations that the existing collection service be changed from a volume model to a weight/volume model from April 2019. This will give the Council the necessary time to procure new IT systems and set up new pricing structures that will integrate with back office systems	WA	17/01/18

	- Exploring the option of a joint waste authority with North Yorkshire Partners				<p>The Council have completed with NYCC and its third party contractor the necessary specification for the treatment of recycled waste that will enable NYCC to procure a suitable disposal/reprocessing facility for the Council's recycled waste. Procurement is currently underway with the closing date for tenders being the 23rd January 2018. It is envisaged that the new contract will be in place by the 1st March 2018.</p> <p>An 'in principle' decision was made by North Yorkshire Chief Executives that a business model be prepared by the North Yorkshire & York Waste Partnership for the collection of household waste and commercial waste in the sub-region. The Chief Executive Group will consider at their meeting in May 2018 the business model and then make a decision on 'next steps'.</p>		
CP 17/20/12 - Make Craven's public spaces cleaner, safer and greener	- Adopting and working with relevant agencies to implement the powers contained in the Anti-social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour	Green		Environmental Services & Housing	<p>The actions contained within the Cleaner Neighbourhoods Action Plan are proving successful. Our yearly target of issuing 30 Notices (Inc. of FPNs) has already been exceeded with current total of 49.</p> <p>The Council successfully prosecuted an individual for fly tipping in October which had significant publicity. Other potential prosecutions are currently pending</p>	WA	17/01/18

Updaters:- Sharon Hudson (SH), Wyn Ashton (WA)

INDICATORS

Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 kgs. Q2/Q3 provisional.	112	129		224	255		336	317	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05%. Q2/Q3 provisional.	43.05%	40.95%		43.05%	40.18%		43.05%	49.36%	

Annex C – Council Priority Financial Sustainability - ensuring a self-sustainable Council

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
Eliminate the reliance on Government Revenue Support Grant by 2020							
CP 17/20/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	<ul style="list-style-type: none"> - Reviewing and implementing the Council's Long Term Financial Strategy 2017/2021 - Undertaking a budget consultation with residents and stakeholders 	Green		Financial Services	The results from the consultation on the budget will be presented to members as part of the budget setting process. This information will be used to inform the Council Plan and Council priorities going forward	NC	16/01/18
CP 17/20/14 - Improve the Council's commercial acumen and generate additional income	<ul style="list-style-type: none"> - Implementing the Council's Income and Savings Plan - Exploring and exploiting opportunities to the Council presented through devolution 	Amber		Financial Services	The Council continues to investigate opportunities for income generation where it has the discretion to do so. Officers are ensuring that their services are operating in a commercial manner where appropriate and that costs are recovered if permitted.	NC	16/01/18
CP 17/20/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	<ul style="list-style-type: none"> - Implementing the Council's Acquisition and Regeneration Investment Strategy to provide a framework for the acquisition of property assets to improve the well-being of the District - Implementing key projects in the Council's Asset Management Plan 	Amber		Assets & Commercial Services	Redevelopment works at Aireview Hostel is still underway and is currently forecast for completion in February 2018. Refurbishment works within the commercial unit at Skipton Town Hall were completed in November 2017 so the unit is now being operated for retail. Policy Committee have recently approved the transfer of some amenity land at Wilson Street/Main Street in Sutton-in-Craven and the Public Conveniences at Hall Street in Cross Hills to the respective Parish Council's.	IH	05/01/18
Updaters:- Ian Halton (IH), Nicola Chick (NC)							

INDICATORS

Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual		Q3 Target	Q3 Actual	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,847,721	£5,362,440 / Q1 £5,804,070 / Q2 £5,753,889 / 3 £6,081,423	5,804,070	5,507,538	■	5,753,889	5,621,254	■	6,081,423	5,928,023,	■
FM 14.Q	Financial Management - Additional savings and income generated (Q)	135,000	£300,000	75,000	60,000	■	150,000	80,000	■	225,000	111,000	■

Annex D – Council Plan Indicators

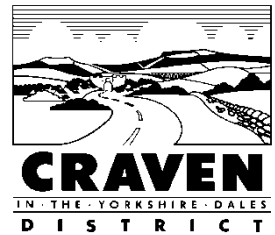
Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	80 in line with Council Plan	20	0	40	7	60	7
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	57.7%	Context Indicator - no target set		75.5%		75.0%		54.0%
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14	50	28	75	62
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81		169		224
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	230 for CDC	58	67	115	88	173	163
Collected annually:-	RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation								
Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 kgs. Q2/Q3 provisional.	112	129	224	255	336	317
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05%. Q2/Q3 provisional.	43.05%	40.95%	43.05%	40.18%	43.05%	49.36%
Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,847,721	£5,362,440 / Q1 £5,804,070 / Q2 £5,753,889 / 3 £6,081,423	5,804,070	5,507,538	5,753,889	5,621,254	6,081,423	5,928,023
FM 14.Q	Financial Management - Additional savings and income generated (Q)	135,000	£300,000	75,000	60,000	150,000	80,000	225,000	111,000

Annex E – Additional Information - Benefits and Planning Indicators

Reference	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	2,965	Context Indicator - no target set		2,938		2,932		2,890
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	5.0	7 days	7.0	4.6	7.0	5.4	7.0	6.7
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	27.1	22 days	22.0	19.0	22.0	19.5	22.0	19.0
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	92.00%	60%. Q1/Q2/Q3 provisional	60.00%	85.71%	60.00%	77.77%	60.00%	85.71%
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	80.08%	65%. Q1/Q2/Q3 provisional	65.00%	78.33%	65.00%	64.95%	65.00%	73.46%
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	91.26%	80%. Q1/Q2/Q3 provisional	80.00%	94.00%	80.00%	84.69%	80.00%	84.37%

Policy Committee – 6th March 2018

One Public Estate: Land Release Fund for Small Housing Sites



Report of the Director of Services

Lead Member Councillor Patrick Mulligan

Ward(s) affected: All Wards

1. **Purpose of Report**

To inform Members of an award of funding from the One Public Estate Land Release Fund for land remediation and infrastructure works to release land for small housing development sites and to request Members accept the grant offer.

2. **Recommendations**

Members are recommended to;

- 2.1 Accept the One Public Estate Land Release Fund grant of £493,750 for land remediation and infrastructure works to release land for small housing development sites.
- 2.2 Delegate authority to the Director of Services in discussion with the Monitoring Officer to accept the terms and conditions of the offer.

3. **Background**

- 3.1 One Public Estate is an established national programme delivered in partnership by the Cabinet Office Government Property Unit and the Local Government Association. It provides practical and technical support and funding to Councils to deliver ambitious property focused programmes in collaboration with central government and other public sector partners.
- 3.2 Craven District Council is a partner in the West Yorkshire Combined Authority Partnership's One Public Estate Programme. At its heart the programme is about getting more from the collection of public sector assets to enable released land and property to be used to stimulate economic growth, regeneration, housing and employment.
- 3.3 To support Councils the Government has announced a £45 million Land Release Fund under the One Public Estate Programme. The fund allows local authorities to bring forward surplus land for housing that would otherwise not be developed. It provides capital funding for works such as remediation, demolition and the provision of small scale infrastructure to enable sites to be released for housing development.
- 3.4 The Land Release Fund presents an opportunity to allow the release of small sites on surplus land such as garage sites, amenity land etc. for development by increasing the viability. Small sites typically have higher development costs per unit built as they lack the economies of scale. The Council has a number of small sites across the district that could be used for

housing if capital funding was available to unlock them.

- 3.5 The Land Release Fund is competitive and applications are ranked on the basis of value for money. Higher weightings are given to applications from partnership of Councils and an application for funding was made by West Yorkshire Combined Authority partners which includes Craven District Council.

4. Land Release Fund Application

- 4.1 Four surplus Council owned land sites in Craven were identified as being a good fit for funding having had site surveys completed and the required land remediation and infrastructure works identified. The sites are at Airedale Avenue and North Parade Skipton, Harper Grove, Sutton and Back Gate Ingleton.
- 4.2 Airedale Avenue, Skipton is currently used as agricultural grazing land and is 25,250 m2. It has been identified as a potential pipeline project for development by the Council's Joint Venture late 2018 and has the potential to build between 40 and 45 units. Site remediation works are required due to the sloped topography that potentially could require retaining structures. Infrastructure works required include the estate roads and connecting access road to the site and surface water drainage. A funding offer of £375,000 has been made for the remediation works. Further analysis is required to establish the detailed costs and this will inform the development appraisal to be presented as part of the overall business case to Policy Committee later in 2018.
- 4.3 North Parade, Skipton and Harper Grove, Sutton are open land sites approved by the Council for shared ownership development and are providing four and three housing units respectively. Site remediation works are required due to the sloped topography. The North Parade site is particularly steep and potentially could require either retaining structures or piled foundations. Funding requests of £31,250 and £25,000 respectively were made for the remediation works. Tenders have been received for both these sites and are currently being evaluated.
- 4.4 Backgate, Ingleton is currently used as a car and lorry park, is 2720 m2 and can provide between six and eight houses. The site is currently under consideration for development as the first project for the Council's Joint Venture and a business case for the development is to be presented to Policy Committee in April 2018. Site remediation works required include infrastructure drainage estimated at £37,500 plus enabling works including special concrete footings and foundations due to the site previously being a refuse tip, estimated at £25,000.
- 4.5 The West Yorkshire Combined Authority (WYCA) has been awarded a total grant of £662,125 for the region with Craven District Council's share for the four sites listed above being £493,750. WYCA are yet to fully establish the process for releasing the funding and are awaiting further information on terms and conditions from Central Government. It is expected this will be resolved by the end of April. If we subsequently learn there are onerous terms and conditions required of the Council before the funding can be awarded a report will be brought back to Members.
- 4.6 Once the grant has been approved the capital remediation work will commence in 2018/19 and will be completed in 2019/20. Whilst the capital works are ongoing we will seek planning permission for the housing developments where they have not yet been obtained and complete a development brief setting out the desired number and type of housing units and the number of affordable homes to be built. Subject to planning approvals the housing units will be constructed by 2020/21.

5 Financial Implications

- 5.1 There are no financial implications arising directly from accepting the Land Release Fund.
- 5.2 Future reports to Policy Committee on the individual developments will set out the full financial implications.

6 Legal Implications

- 6.1 Upon confirmation that the grant will be accepted the Council will enter into a written agreement with the Ministry Homes Communities and Local Government for the payment of the funding. The agreement will detail the terms and conditions under which the Council's funding is made.

7 Contribution to Corporate Priorities

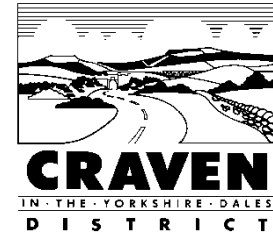
Accepting the grant will enable the Council to release surplus land for housing thus contributing towards the delivery of the Enterprising Craven priority stimulating economic growth through the provision of housing.

8 Author of the Report

Paul Ellis, Director of Services, telephone 01756 706413, email pellis@cravendc.gov.uk

Policy Committee – 6th March 2018

DEVELOPMENT PARTNERSHIP WITH REGISTERED PROVIDERS



Lead Member – Councillor Richard Foster
Report of the Director of Services

Ward(s) affected: All

1. Purpose of Report

- 1.1 To advise Policy Committee of partnering arrangements with Registered Providers (RPs) for the delivery of affordable housing on mixed tenure sites and to seek approval to extend arrangements for three years from 1 April 2018.

2. Recommendations – Members are recommended to –

- 2.1 Note existing partnering arrangements for the delivery of affordable housing on mixed tenure sites.
- 2.2 Approve an extension of partnering arrangements for three years from 1 April 2018.

3. Background Information

- 3.1. For some years now, Craven District Council has worked in partnership with RPs (housing associations) to deliver affordable housing on mixed tenure sites developed by housebuilders. These are otherwise known as s106 sites.
- 3.2 Currently 30% of homes on most sites of 11 dwellings and over must be affordable; a mix of rented and shared ownership housing. This is subject to site specific viability. Guidance is in place to ensure that affordable dwellings are of a good size and well-distributed throughout the site.
- 3.3 The Council's approach, which is shared by Harrogate Borough Council, means that homes are sold on completion to RP partners at a fixed transfer price – currently £1000 per square metre in Craven. This cap on transfer value means the homes can be rented at affordable rents or offered for sale as shared ownership housing. In addition, just one RP is nominated by the Council for each development. Sites are allocated on a rota basis, recognising stock distribution and existing relationships with private developers, but primarily seeking to ensure a fair distribution of homes between partners.
- 3.4 The combined approach of fixed transfer prices and nominating one single RP per development means that RPs no longer need compete for opportunities. There are no abortive costs, nor is public money wasted as RPs seek to outbid each other for completed homes. The whole process is streamlined and risk and uncertainty

eliminated for the housebuilders. As members of the Partnership, RPs help fund a Valuation Surveyor post to carry out viability appraisals across both authorities where challenges are made to affordable housing targets.

- 3.5 Craven District Council formally joined the partnership as a developing RP in June 2015, when Policy Committee approved acquisition of 2no. shared ownership homes and creation of a recyclable fund to deliver more, subject to site-specific approval. The current Partnership ends in March 2018.
- 3.6 The Council's approach (which is shared with Harrogate Borough Council) is recognised and promoted by Homes England (formerly the Homes and Communities Agency).

4. The Report

- 4.1 The Development Partnership currently comprises 12 housing associations (operating across one or both local authorities) as well as Craven and Harrogate councils. Of the twelve associations, eight either work or wish to work in both Harrogate and Craven. These are:
- Yorkshire Housing
 - Together (formerly Chevin)
 - Home Group
 - Accent
 - Stonewater (formerly Jephson)
 - Adactus
 - Progress
 - WDH
- 4.2 Harrogate Housing Association, Broadacres and Leeds Federated Housing Association are also development partners, but currently only operate within the Harrogate District only.
- 4.3 Attached at **Appendix A** is the Development Partnership Brief issued to existing partners in December 2017. The brief places a greater emphasis on partnership working to meet wider strategic objectives, e.g. sharing the cost of Disabled Facilities Grant with partner local authorities, but is otherwise largely unchanged from that which has applied for the last three years.
- 4.4 There is also a move to fixed annual payments towards the cost of the Valuation Surveyor post. Housing association partners have agreed to make payments of £4,000, £5,000 and £6,000 for each of the three years from the beginning of April 2018. The two local authorities will make no cash payments but will provide office accommodation, management and support services for the Valuation Surveyor post and the wider development service offered by both councils.
- 4.5 As at 15 February 2018, all but one partner, Progress, have indicated that they wish to renew partnership arrangements for the next three years on the terms set out in the brief at **Appendix A**. In addition, there has been recent interest from other RPs wishing to join the partnership – Housing Thirteen and York Housing Association (for Harrogate only at this stage) and In Communities (for Craven). Prospective partners will be invited to meet with the relevant council to ensure they understand and are prepared to adopt the principles of the Development Partnership. Provided

such assurances are given, additional partners may join the partnership up until 31 March 2018. Ultimately, the Council cannot prevent an RP from working within its boundaries.

- 4.6 Uncertainties over the availability of development finance following the government's four year rent reduction from 2016 as well as changes to Welfare Reform have reinforced the need for a strong development partnership. Whilst the number of RP partners may grow to seventeen from April 2018, the review of existing partnering arrangements comes at a time when increasing numbers of affordable homes are being delivered through the planning system on mixed tenure sites.

- 4.7 Partners confirm they are happy with arrangements

5. Implications

5.1 Financial and Value for Money (vfm) Implications –

Extension of the Development Partnership for three years means robust arrangements will continue in the allocation and development of affordable homes on s106 sites, minimising abortive work by RP partners and the cost to the public purse. Craven District Council will continue to participate as a development partner.

Partner contributions will also continue to fund the post of Valuation Surveyor to carry out viability appraisals on behalf of both Craven and Harrogate councils. The Council will make no cash contribution to this post but will continue to provide office accommodation for the post of Affordable Housing Development Officer to support the development partnership.

5.2 Legal Implications –

There are no legal implications associated with this report

6. Contribution to Council Priorities -

The recommendations directly contribute to a number of Council priorities, namely:

‘Financial Resilience’

Ensuring the Council remains financially sustainable and has robust arrangements in place for securing value for money and implementing major projects in the Asset Management Plan to support the achievement for value for money

7. Risk Management -

Failure to deliver affordable homes will have a direct impact on the Council's Strategic Priorities of enabling the provision of 214 homes per year across Craven to meet the needs of our current and future communities

8. Equality Analysis –

Version No	AGENDA ITEM
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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 -

Director of Services, Strategic Manager – Financial Services (s151 Officer), Legal Services Manager.

10. Access to Information: Background Documents – Nil

11. Author of the Report -

Jenny Wood, Affordable Housing Development Officer, JWood@cravendc.gov.uk
01756 - 706433

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

12. Appendices -

Appendix A – Development Partnership Brief

THE HARROGATE AND CRAVEN HOUSING DEVELOPMENT PARTNERSHIP

1. BACKGROUND

The Harrogate and Craven Housing Development Partnership is an arrangement by way of a strategic partnership between Harrogate Borough Council, Craven District Council and the Registered Providers (RPs) who wish to develop within their boundaries. Both authorities have long faced the challenge of high property and land values and high housing need and are committed to delivering as much of the right kind of affordable housing in the right place and of the right quality, type and tenure as are viable and possible. To that end, strong planning policies and practice are in place to deliver the homes that are needed.

2. Benefits of Development Partnership

The development partnership is fundamentally about an agreed framework for the delivery of s106 affordable homes. The framework between Harrogate Borough Council and RPs has worked for almost 20 years, bringing numerous benefits to all parties involved, principally highlighted below. More recently in 2012 Craven District Council joined the partnership, which now operates across a large part of North Yorkshire, bringing consistency of approach and strength in numbers.

- **Fixed Affordable Housing Transfer Prices**

These apply in both districts, derived from income and affordability data contained within the SHMA 2015, and 2016 update. Transfer prices range from £1000 -£1100 per square metre dependent on dwelling type/ location and are irrespective of affordable tenure.

- **Site Selection**

RPs are encouraged to select s106 site opportunities with one RP nominated to each site, working with the Local Authorities to achieve a fair distribution across all partners. Appendix 2 sets out the allocation criteria. 'Registered Provider' is defined in S106 agreements as the RP to be nominated or approved in writing by the council.

- **Value for Money**

The combined approach of fixed transfer prices and site allocation to one RP partner means there are no abortive costs through competition for sites. Transfer prices ensure value for money and give developers clarity, minimising risk. For those sites where scheme viability may be an issue, the council will carry out detailed consideration of development scheme finances to ensure that as much of each council's affordable housing target as viable is delivered, whilst maintaining a reasonable return to the developer.

- **Local Connection**

There is an expectation that affordable housing will be marketed initially to those residents with a local connection to the area in question. However once this has been exhausted, RPs are able, with support from Local Authorities, to move without delay to market properties to a wider audience, beyond the immediate locality. S106 agreements introduce this flexibility.

- **Integrated development of affordable homes**

Both Local Authorities will work proactively, on behalf of RPs, with all developers operating across the two authorities, so as to ensure that all affordable dwellings are well integrated within developments and indistinct (as far as possible) from market dwellings.

- **Work with Local Authorities on wider Housing Policy Objectives**

Local Authorities welcome close working with RP partners on all aspects of Housing Policy, from dealing with tenant queries to wider and more generic information sharing. Both authorities are especially keen to see stronger working with regards to applications for Disabled Facilities Grants from RP tenants and invite partners to consider:

- Identifying the options to rehouse any tenants requiring adaptations to more suitable premises within existing stock, where available, prior to applying for works to be carried out
- Registered Provider partners to consider establishing a budget to contribute towards the costs of any DFG works in their own properties, in line with government guidance.

- **The Cost of Partnership Working**

There is a cost associated with partnership working. Most obviously, this is in contributing towards continued service delivery across both Local Authorities. As importantly, we expect all partners to contribute to the aims of the Partnership and to work towards increasing the supply of affordable homes across both districts. Whilst it is recognised that s106 delivery can be very attractive, we expect joint working to be about more than just that. There will be occasions when we look to RP partners to buy existing dwellings (or even retain them), help us with empty properties or deliver 100% affordable housing schemes, either newbuild or conversion. Membership is about a balanced approach to helping us meet our needs.

All partners are asked to contribute to the cost of service delivery either as a direct cash contribution or an equivalent cost contribution in kind. Both councils will cover the normal on costs of service delivery, travel and training costs and provide serviced office accommodation. To reflect the increasing numbers of dwellings and associated workload arising from the pipeline of sites across Craven and Harrogate in the coming years, the costing structure below is proposed (see Appendix 3):

- 2018 / 19 - £4,000
- 2019 / 20 - £5,000
- 2020 / 21 - £6,000

3. LENGTH OF PARTNERSHIP AND NUMBER OF MEMBERS

Length of partnership

The partnership will refresh from April 2018 and annually thereafter, unless there has been little or no change in circumstances. It will initially run for a three year period to the end of March 2021. The next full review will take place during 2020/21.

Number of partners

There will be no maximum limit set on the number of partners. All partners wishing to join must meet the minimum expected qualification criteria, as set out in the criteria for membership. It is

APPENDIX A

expected that a minimum of 13 RPs and the two Local Authorities will be required to ensure that the partnership can meet the increasing supply of affordable properties within the two districts and that there is no risk that a partner RP will not be available to take the properties when called upon.

New RPs will only be invited to apply to join the partnership during any refresh (or full review) periods, i.e. (between January 1st and March 31st), with membership running from April 1st.

Reviews are currently scheduled for every three years, However, RP partners may request a review sooner or the Local Authorities may instigate one, if it is felt necessary following significant changes.

The scoring system set out in Appendix 1 will be applied to all submissions.

4. CRITERIA FOR MEMBERSHIP

4.1 Organisational requirements

All non-local authority partners must be Registered Providers with the (HCA) and have Investment Partner status. This is to ensure that all partners meet appropriate organisational and financial standards, and are able to apply for HCA funding as and when appropriate.

4.2 Management Arrangements

RP partners must satisfy the Council in which they operate that appropriate local management arrangements are/will be put in place- this may either be by the organisation directly or by way of a management agreement with another appropriate housing management provider.

4.3 Partner Housing Strategy

Local Authorities will look for assurances from RP partners that a strategy is in place detailing commitment to developing in each or both districts. New partners will need to demonstrate that their presence within districts is not limited simply to short term asset acquisition. As such Local Authorities would welcome evidence of medium to long term strategic investment within districts. Evidence of commitment to the wider housing objectives will also be required

4.4 Capital Receipt Recycling

In the event that the RP sells an Affordable Housing Unit, the proceeds received by the RP in relation to that transaction, should (where reasonable and appropriate), be used exclusively for the provision of new units of Affordable Housing within the district in which they were generated.

4.5 Allocations policy

RP partners must satisfy both Councils that their proposed allocations policy is acceptable and within the general parameters of each authority's current allocations arrangements.

4.6 Nomination levels

The Local Authorities will expect 100% nominations on all new developments which have been facilitated through the Housing Development Partnership and a minimum of 50% of

nominations on re-lets, or other appropriate arrangements as agreed as part of North Yorkshire HomeChoice arrangements.

4.7 Area of operation

RP partners may choose whether they wish to work in Harrogate District, Craven District or both, and development opportunities will be distributed on this basis.

4.8 Participation in Policy Development (SHMA / DFGs etc.)

The Local Authorities will expect RP partners to fully participate in policy development by attending meetings, participating in discussions, responding to consultation etc. In respect of DFGs RPs will be expected to work closely with the Local Authorities and share costs.

4.9 Community Led Housing

RPs will be invited to contribute towards development of community led housing. RP can be involved in a community-led housing scheme in a number of ways. These can range from providing general advice, or developing on behalf of a community group, or providing the on-going management of the housing.

4.10 Committed to the principles of the Harrogate and Craven Housing Development Partnership and the North Yorkshire Tenancy Strategy

The local authority partners expect RP partners to fully commit to the principles of the Development Partnership, i.e. engaging with and supporting them in delivering their strategic housing priorities, adhering to site allocations made via the partnership, adhering to transfer prices, communicating effectively and generally working in partnership with the respective local authority on all matters to do with affordable housing development. If partners do not adhere to these principles, the Local Authorities reserve the right to exclude individual RPs from the partnership and cease to offer further site allocations.

Partners should also be willing to adhere to the principles of the North Yorkshire Tenancy Strategy, a copy of which can be found on the North Yorkshire Housing Partnership website at www.nycyerhousing.co.uk/

APPLICATION PROCESS

Registered providers who wish to join or continue the partnership should provide a written submission, of no more than 1 page, outlining how they meet the criteria as set out in the scoring matrix at Appendix 1.

Where numerical scoring is applied it will be done on this basis:

- 0 = Inadequate/not acceptable. Any scores at this level would indicate that the submission does not meet the minimum requirements
- 1 = Concerns: lacks certain requirement in achieving the criteria/standard of service delivery required
- 2 = Potential: information indicates capability to meet the criteria/standard of service delivery required
- 3 = Capable: comprehensive and strong information indicating capacity to exceed the criteria/standard of service delivery required

APPENDIX A

This should be submitted by Friday the 29th December 2017 to Jenny Wood, Housing Development Manager, Springfield House, Kings Road, Harrogate HG1 5NX.

Email submissions are also acceptable. These should be sent to jenny.wood@harrogate.gov.uk and copied to james.robinson@harrogate.gov.uk

APPENDIX 1 SCORING

1. Organisational requirements

Is the prospective partner a Registered Provider with Investment Partner status with the HCA? Yes/No

Pass/Fail

2. Management Arrangements

What are the local housing management arrangements?

Score 0-3

3. Partner Housing Strategy for Harrogate

Do the prospective partners have a specific Housing Strategy for Harrogate? Does it specify timeframes (long term involvement / short term turnaround?)

Score 0-3

4. Capital Receipt Recycling

Are partners willing to recycle capital receipts raised through the sale of S106 properties within Local Authority areas, within areas where they were generated?

Score 0-3

5. Allocations policy

How does the RP intend to allocate properties within Harrogate and/or Craven?

Score 0-3

6. Nomination levels

What percentage of nominations is the RP willing to offer?

- a) on new development directly facilitated through the partnership?
- b) on new development the RP undertakes that is not directly facilitated through the partnership?
- c) on re-lets?

Score 0-3

7. Area of operation

RP partners may choose whether they wish to work in Harrogate District, Craven District or both, and development opportunities will be distributed using the agreed procedure on this basis.

For information only – please indicate Harrogate, Craven or both.

8. Participation in policy development (SHMA etc.)

Does the RP agree to fully commit to participate in policy development by attending meetings, responding to consultation etc.? Yes/No

Pass/Fail

9. Wider Policy Objectives

Does the RP agree to work in partnership on wider policy objectives, such as DFGs, including sharing of costs? Yes/No

Pass/Fail

10. Community Led Housing

Is the partner willing to contribute expertise to develop Community Led Housing?

Yes/No

11. Committed to principles of joint commissioning/the Harrogate and Craven Housing Development Partnership and the North Yorkshire Tenancy Strategy

Does the RP agree to fully commit to the principles of the Harrogate and Craven Development Partnership and the North Yorkshire Tenancy Strategy?

Yes/No

APPENDIX 2**Allocations procedure**

Once a site has the appropriate permissions for development, and agreement has been reached between the council and developer as to type, quantity, location and tenure of properties to meet housing need and promote mixed and balanced communities, a partner RP will be appointed.

Prior to allocation of the site, all registered providers are contacted to advise of the development and invited to express an interest.

If more than one RP expresses an interest in the same site, the following process will be used to guide the Housing Development team in allocation.

1. The number of dwellings allocated to that RP on s106 sites in the last 12 months and in the last 5 years and their status (not yet on site, on site, complete).
2. Stock held by the RP in the immediate area
3. Management arrangements in place.
4. Financial Strength
5. Previous refusals of sites and reasons
6. Pre-existing good working relationships with the developer
7. Contribution to wider housing objectives
8. Recycling of sales proceeds in local authority area

Appendix 3 – Development Pipeline

	Completed 12-17	On-Site 17-18	Total Completed/On- site	Allocated	Total	Total with deductions for fully owned sites
Stonewater	1	0	1	44	45	
Yorkshire Housing	14	12	26	58	84	
Guinness Northern Counties	29	0	29	67	96	
Together	0	45	45	72	117	
Leeds Fed	0	97	97	0	97	
Home	3	51	54	191	245	107
Accent	12	112	124	0	124	
Broadacres	19	77	96	61	157	131
Harrogate Housing Association	20	28	48	28	76	
Progress	0	21	21	7	28	
Adactus	0	0	0	20	20	
WDH	0	0	0	57	57	
CDC	3	7	10	0	10	
HBC	0	20	20	0	20	

Minus - 138 Skipton road not
included

Minus - 26 at Timber Yard,
Boroughbridge - JV

Potential / Future Affordable Housing Sites

	Full Planning	Outline Planning	Planning submitted
Rural	60	213	398
Urban	236	976	885

Policy & Finance Committee
6th March 2018

**Revenues & Benefits Shared
Service Arrangement/Partnership
with Bradford Metropolitan District
Council**



Report of the Chief Finance Officer

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To seek approval from members of the Policy Committee for the Council to enter into a Shared Service Partnership with Bradford Metropolitan District Council (Bradford).

2. Recommendation

- 2.1 That members recommend to Council; That delegated authority is given to the Chief Executive and Chief Finance Officer in consultation with the Lead Member for Financial Resilience to negotiate a mutually acceptable Shared Service Arrangement with Bradford Metropolitan District Council for the delivery of the Revenues and Benefits Service.
- 2.2 That a further report is brought back to members when the details of the arrangement are finalised.

3. Background

- 3.1 Members will recall that following the resignation of the Council's Revenues, Benefits and Customer Services Manager in 2015 a decision was taken to pursue the opportunity for a Strategic Partnership with a commercial provider to deliver the service.
- 3.2 There was also interest from Selby District Council in this opportunity and the work commenced to assess the appetite from the market place for this type of service from a Commercial Partner for both authorities.
- 3.3 In June 2015 a temporary arrangement was made with Bradford to provide management cover and back up resilience whilst the procurement exercise was undertaken.

- 3.4 In February 2016 after receiving expressions of interest from 8 potential partners only one outline submission was received from an interested bidder. Following detailed analysis it was decided that the submission did not align sufficiently with either Council's aspirations for the services and the procurement process was terminated.
- 3.5 Since that time Bradford Revenues and Benefits team have continued to provide the management and team leader resource – both positions Craven has been unsuccessful in recruiting to, In addition resource to deal with back logs, plus cover for annual billing and year end processes has also been made available. The Bradford team has a wealth and depth of experience and expertise that a small team such as that at Craven cannot hope to attain. Bradford have indicated that they would be interested in formalising the arrangement and developing a shared service for the longer term.
- 3.6 The team at Craven is small consisting of 13.5fte plus an apprentice. Resilience in such a small team is an issue as is in depth technical expertise. Working in partnership with a larger organisation provides resilience and expertise that the team at Craven can access and learn from. It is envisaged that staff will continue to be employed by their respective authorities. Potentially there will be opportunities for joint working on projects, secondments between the two authorities, training and job opportunities.
- 3.7 The time has arrived when both Council's need to make a decision to either continue under a more formal arrangement or revert back to individual arrangements. The preferred option is to formalise the arrangement for a period of up to 5 years. A further report will be brought back to members when the details of the arrangement are finalised.

4. Options

- 4.1 The options for delivering the Revenues & Benefits Service are briefly outlined in the table below.

	Option	Comments
1	Do nothing	Not an option. Both Councils require certainty so that we can either plan to deliver the service for both of the Council's together or we go our separate ways.
2	Fully managed In house solution	Staff would all be employed by Craven DC. We would have vacancies to fill. This would still leave Craven with limited Resilience (agency staff have been brought in in previous years at busy times). Knowledge & expertise required to deliver a full Revenues & Benefits Service would be limited due to the size of the Craven team. The Council have been working with Bradford in an informal partnership since 2015. There may be difficulties in recruiting appropriately qualified and experienced staff.
3	Seek other shared service arrangements with the	The Council attempted to do this with the private sector in 2015 with little success and the market has not changed since then. Enables full test of the potential market, but there are costs incurred in the procurement exercise.

	private sector	Small volume of service, won't attract economies of scale Lack of continuity Interim arrangements are still required until the procurement exercise is completed.
4	Formalise the arrangement with Bradford as a shared service	Bradford has been providing Management and Supervisory support to the team since June 2015. The arrangement has worked well. Other team members from Bradford have provided assistance as and when required for example: at annual billing in 2017. Council Tax support to clear backlogs due to sickness and volumes of work. Housing Benefit processing to cover vacancies. In addition there has been joint training for some staff. Staff remain employees of Craven, but have opportunities for joint working, training and secondments in addition to in depth technical expertise. Economies of scale for procurement of goods and services leading to savings for the Council.
5	Seek an arrangement with another Council as a shared service	In 2015 when the Council was looking for a partner Bradford were the only Council who expressed an interest. Other Local Authority partners could be sought, but that would mean management and supervisory cover would still be required in the interim, and that may not be a satisfactory option.

5. **Further Considerations**

- 5.1 An arrangement with a larger Council such as Bradford should enable Craven to achieve economies of scale for procurement of the external services required to deliver the service. This would range from costs associated with annual billing to the various Council Tax discount reviews that are required every couple of years when external agencies have to be brought in.
- 5.2 To enable Under procurement regulations, if the new contract period for an Revenues and Benefits service was to span three or five years, the aggregate cost would be over the EU procurement threshold. Typically EU tenders take at least 6 months to complete.
- 5.3 The Council already has experience of shared service arrangements – in particular the Internal Audit service and it is proposed that the arrangement with Bradford would follow the same lines.
- 5.4 A shared service / collaboration agreement with another authority such as the one that the Council currently has with Harrogate BC for Internal Audit the preferred option (a) below, or not preferred option (b) would entail one of the following governance arrangements:
 - a) One authority provides a service to another (joint services arrangement) but each authority would be represented on a joint management board. This has worked well. It is advised that such joint management boards fall outside public procurement, but that a Voluntary Transparency Notice would need to be published in the EU journal to publish the proposed arrangements for third parties to lodge objections on the basis that a public tender is necessary. The timescale for objections is short (10 days) and if no objection was lodged within that time, the arrangement cannot be declared invalid.
 - b) Joint Committee Arrangement. Authorities delegate decisions to a joint

committee. There is no requirement for public procurement. A Constitution would have to be agreed. There would need to be separate accounts kept. The joint committee would in effect become the joint committee of the two authorities - or at least the powers and authority of the joint committee relative to the authorities would need to be clear.

- 5.6 With option a) reporting continues to each authorities relevant Committee (Policy Committee – Craven) or Executive (Executive – Bradford) for the service as currently happens

6. Implications

6.1 Financial and Value for Money Implications

Savings in the running costs of the Revenues and Benefits Service through economies of scale for procurement. This cannot be quantified at this stage but the indicative target of £5,000 to £15,000 will be set.

6.2 Legal implications

The council as a 'Billing Authority' has a statutory requirement to facilitate the provision of a Revenues and Benefits Service.

6.3 Contribution to Council Priorities

The Revenues and Benefits Service assists in the delivery of the Council's priorities.

6.4 Risk Management

The council has a statutory requirement to ensure the provision of a Revenues and Benefits Service. Resilience and expert knowledge are key factors in the delivery.

6.5 Equality Impact Assessment

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.

7. Consultations with Others

Staff in Revenues & Benefits Team and Bradford Metropolitan District Council Officers.

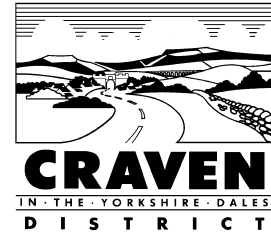
8. Access to Information : Background Documents

None

9. Author of the Report

Nicola Chick – Chief Finance Officer
Telephone: 01756 706418
E-mail: nchick@cravendc.gov.uk

POLICY COMMITTEE 6th March 2018



Representatives on Outside Bodies 2017/18: Appointment to the York, North Yorkshire and East Riding Local Enterprise Partnership - Overview and Scrutiny Group

Wards Affected: All

Report of the Solicitor to the Council

1. **Purpose of Report** - To appoint a Member to represent the Council on the York, North Yorkshire and East Riding Local Enterprise Partnership's Overview and Scrutiny Group.
2. **Recommendations** – Members are asked to:
 - 2.1 Agree that the appointment to the York, North Yorkshire and East Riding Local Enterprise Partnership's Overview and Scrutiny Group goes with the office of Chairman of the Council's Select Committee.
3. **Report**
 - 3.1 As Members will be aware, the Council appoints or nominates representatives to serve on a variety of outside bodies. These vary from bodies set up by this Council to organisations responsible for matters allied to services and to local, regional and national bodies.
 - 3.2 As part of increased governance arrangements for the York, North Yorkshire and East Riding Local Enterprise Partnership (LEP) arising from discussions with Government, the Partnership has agreed to establish an Overview and Scrutiny Group to review performance within year and priorities for the coming year including finance and governance arrangements. The Group is to meet on an annual basis in March and each member authority has been asked to appoint a representative to the Scrutiny Group, ideally the representative should not serve on a current LEP Board.
 - 3.3 Appointments of representatives of the Council to outside bodies are normally made at the Annual Council Meeting each year following recommendations from the Selection Committee. At any other time of the year, the Policy Committee makes decisions on those appointments, in doing so the Committee needs to take account of the requirement that appointments are made in accordance with the relevant category as agreed by Council at Minute COU.187(g)(vi)04-05; those categories being
 - *Ward-Based Appointments to be made (unless otherwise agreed) from the Members representing the Wards indicated;*
 - *Appointments to go with Office of Leader / Deputy Leader / other office; and*
 - *Overall Appointments to which Political Proportionality is to be applied."*

- 3.4 Although the appointment to the LEP's Overview and Scrutiny Group could fall into either the category of appointments with office or politically proportionate, on balance it is recommended that it would be appropriate for the appointment to go with office, in this case going with the Chairman of the Council's Select Committee.

Implications

- 4.1 **Financial Implications** – Attendance at outside bodies is considered to be part of Elected Members' duties. Travelling and subsistence expenses can be claimed under the Council's Members' Allowances Scheme.
- 4.2 **Legal Implications** – These are set out in the body of the report.
- 4.3 **Contribution to Corporate Priorities** – None directly associated with this report, although the work of the LEP supports the delivery of corporate priorities.
- 4.4 **Risk Management** – Not applicable.
- 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – None.
6. **Access to Information** – None.
7. **Author of Report** – Vicky Davies, Democratic Services – 01756 706486. E-mail: vdavies@cravendc.gov.uk
8. **Appendices** - None