

POLICY COMMITTEE

**on Tuesday, 19 June 2018 at 6.30pm
in the Belle Vue Suite at the Belle Vue Square Offices, Skipton**

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

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

AGENDA

Exclusion of the Public: In accordance with the Council's Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of Item \$13 on the grounds that it is likely that if Members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and notification of substitutes**
2. **Confirmation of Minutes** – 20 March 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. **Capital Programme Outturn 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the outturn position of the Council's capital programme for 2017/18 and the sources of financing.

6. **Performance Monitoring – Quarter 4 2017/2018** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's performance monitoring report for quarter 4 2017/18 in accordance with arrangements set out in the Council's Performance Management Framework.

7. **Digitisation and Archiving Project** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for funding the supplementary capital estimate for digitisation of the Council's Archives.

8. **Ings Beck and Gallow Syke (Skipton) Water Management Project** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To seek Member approval for the delivery of a scheme of works to reduce the potential occurrence of flooding to the west of Skipton and enable the development of land for employment by managing the conveyance of the watercourses known as Gallow Syke and Ings Beck in Skipton.

9. **Attracting and Retaining Families and Younger People to Craven and 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 and younger people living in Craven and the Yorkshire Dales National Park.

10. **Littering Penalties** – Report of the Director of Services. Attached.

Purpose of Report – To consider the following:

- a) Increasing the level of fixed penalty notice issued under section 88 of the Environmental Protection Act 1990 – 'littering offences' in accordance with 'The Environmental Offences (Fixed Penalties) (England) Regulations 2017'.
- b) Introducing the use of civil penalty notices issued under the 'Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018'.

11. **The Council's Participation in the North Yorkshire Asylum Dispersal Scheme Proposal** – Report of the Director of Services. Attached.

Purpose of Report – To inform Members of the request from the Home Office to extend dispersal arrangements for asylum seekers into North Yorkshire, and the "in principle" decision of the North Yorkshire Housing Board.

12. **Review of Operation of Ward Member Grants Scheme during 2017-18** – Report of the Chief Executive. (Attached)

Purpose of Report – To review the Ward Member Grant scheme piloted in 2016/17 and revised in 2017/18.

Item Considered Exempt from Disclosure

\$13. Purchase of 6 Apartments for First Time Buyers – Report of the Director of Services. Attached.

Purpose of Report – To propose that Craven District Council purchase six apartments from a developer and then sell them on to local first time buyers.

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:

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

Recording at Council Meetings - Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:

- (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.

Emergency Evacuation Procedure - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

POLICY COMMITTEE

20th March 2018

Present – The Chairman (Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Myers and Welch.

Officers – Chief Executive, Director of Services, Solicitor to the Council, Strategic Manager for Planning and Regeneration, Spatial Planning Manager, Planning Policy Officer and Committee Officer.

Apologies for absence were received from Councillor Rose.

Start: 6.30pm

Finish: 6.44pm

The minutes of the Committee's meeting held on 6th March 2018 were confirmed and signed by the Chairman.

Minutes for Report

POL.922

CRAVEN LOCAL PLAN - STATEMENT OF COMMUNITY INVOLVEMENT

Further to Minute CSP.156/17-18, at which the Craven Spatial Planning Sub Committee had granted delegated authority to the Strategic Manager for Planning and Regeneration to prepare a revised Statement of Community Involvement and carry out a period of public consultation thereon, the Strategic Manager for Planning and Regeneration submitted a report presenting the outcome of that consultation exercise which had been carried out over a six week period ended 13th February 2018.

Members were reminded that the Statement of Community Involvement (SCI) set out how the Council intended to involve the community and stakeholders throughout the preparation of the Craven Local Plan, and during consideration of planning applications relating to the area of Craven outside the Yorkshire Dales National Park. The Council's existing statement had been adopted on 28th June 2006; the revised version had been produced to reflect changes in relevant legislation and, subject to adoption, would be taken into account with other documentation at the draft Local Plan's examination in public.

Details of the representations received (nine in total including three objections) within the consultation period, together with officer analysis and an indication of whether a change was recommended to the revised Statement, had been circulated with the Strategic Manager's report. The proposed revised draft Statement, as amended to reflect representations received, where considered appropriate, had also been circulated as an appendix to the Manager's report.

Resolved – (1) That delegated authority is given to the Strategic Manager for Planning and Regeneration to make any necessary minor corrections or textual amendments to the revised Statement of Community Involvement.

(2) That, subject to (1) above, the revised Statement of Community Involvement, as now presented at Appendix B to the Strategic Manager for Planning and Regeneration's report, is adopted.

REPRESENTATIVES ON OUTSIDE BODIES 2017/18
- EAST INTEGRATED CARE COMMUNITY FOR MORECAMBE
BAY CLINICAL COMMISSIONING GROUP

The Solicitor to the Council submitted a report seeking approval to the appointment of a Member to represent the Council on the East Integrated Care Community (ICC) for Morecambe Bay Clinical Commissioning Group.

The twelve ICCs within the areas of South Cumbria, North Lancashire and North Yorkshire covered by the Morecambe Bay Clinical Commissioning Group helped bring together local health and care organisations; the focus being to ensure that local people were supported to improve their own health and wellbeing and that, when needed, joined up care was provided. The area covered by the East ICC included the Craven Wards of Ingleton and Clapham, and Bentham. Meetings were understood to take place on a monthly basis in Sedbergh and occasionally Kendal; with no statutory basis the ICC was effectively a consensus based coalition with no formal voting structure.

Members were reminded that appointments to outside bodies were normally made at the Annual Council Meeting each year, but Policy Committee was authorised to make in-year appointments in accordance with Minute COU.187(g)(vi)04-05, taking into account the requirement that appointments were to be made in accordance with the relevant category; 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

Bearing in mind the area within Craven covered by the East Integrated Care Community it was recommended, and

Resolved – (1) That the appointment to the East Integrated Care Community of the Morecambe Bay Clinical Commissioning Group is categorised as a ward based appointment; the wards in question being Bentham, and Ingleton and Clapham Wards.

(2) That, Councillor Brockbank is appointed to serve on the East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group until Annual Council 2018.

Minutes for Decision

- None -

Chairman

Policy Committee – 19th June 2018

CAPITAL PROGRAMME OUTTURN 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 outturn position of the Council's capital programme for 2017/18 and the sources of financing.

2. **Recommendations**

- 2.1 Members note the outturn position of the 2017/18 capital programme;
- 2.2 Members note how the 2017/18 capital programme has been financed.
- 2.3 Members confirm the carry forward of £4,704,299 for the continuation of 2017/18 projects in 2018/19.

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, Q2 and Q3 give a revised Capital Programme of £8,651k.
- 3.2 Members have been updated with quarterly programme monitoring reports throughout the year, the last of which showed the position as at 31st December 2017 (quarter 3) when total expenditure was forecast to be £2,135k. The final outturn is £3,435k.
- 3.3 The third quarter report identified projects totalling £3,880k, which would slip forward and need to be included in the 18/19 to 20/21 programme. The report indicated further projects that may be subject to slippage. As part of the year end process it was identified that an additional £824k of slippage is required for the 2018/19 programme. The total is confirmed at £4,704k. The majority of which is the underwriting of the Redevelopment of Town Hall/Museum HLF bid, at £3,428k.

4. **Final Outturn**

- 4.1 Total expenditure for 2017/18 is £3,435,082. Appendix A shows the outturn against budget for projects within the programme.
- 4.2 Managers of projects, on which expenditure totalling £1,852,658 which has been committed but not fully defrayed or commenced, have submitted requests for this to be budget carried forward to 2018/19 and these are included in the total slippage value. This information is shown at Appendix A and is summarised in Table 1.

Table 1: Capital Programme Outturn

	Revised Programme 2017/18 £	Outturn 2017/18 £	Slippage requested 2017/18 £	Variance
Council Properties	940,413	565,239	360,846	(375,175)
ICT	272,395	217,973	36,881	(54,422)
Investment/Loan	400,000	400,000	-	-
Private Sector Hsg & Empty Homes	1,901,437	1,290,991	337,107	(610,446)
Recreation & leisure	3,965,620	162,414	3,799,822	(3,803,206)
Vehicles	1,103,218	793,170	107,000	(310,048)
Town / Village Plans	67,503	5,295	62,643	(62,208)
Total Capital Programme Costs	8,650,586	3,435,082	4,704,299	(5,215,504)

5. **Capital Programme Financing**

- 5.1 Previously The Council has predominantly used capital receipts or borrowing to fund its capital programme. Capital receipts are a finite resource and the projects identified will eventually exceed the resources available. During the 17/18 year the funding of the programme utilised Grant funding for a number of projects where possible.
- 5.2 As part of the 2017/18 budget setting process it was planned to make contributions to earmarked reserves and which are available to support the capital programme and other projects. The Long Term Financial Strategy assumes that these contributions will need to continue. In addition as part of the 2017/18 year end, additional contributions are intended to be made from the in-year savings. The exact amounts will be confirmed as part of the Revenue Budget Outturn report.
- 5.3 A summary of the resources available to fund the capital programme are shown in table 2. The information in the table includes the funding for slippage to be carried forward to the 2017/18 programme.

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

	2017/18 Outturn £'000	2017/18 Slippage £'000	2018/19 Indicative £'000	2018/19 Revised prog. £'000
Capital Receipts & Grants at Start of Year (CRR)	2,759		2,643	2,643
In Year resources - (Capital Grants/receipts received)	1,466		1,362	1,362
Use of in Year Capital grants	777	709	923	1,632
Use of Capital Receipts	747	239	657	896
Total Use of Capital Resources	1,524	948	1,580	2,528
Contribution From NHB Reserve	339	72	361	433
Contribution From Enabling Efficiencies Reserve	55	-	16	16
Contribution From Vehicles Reserve	348	107	0	107
Contribution from IT Reserve	218	37	157	194
Contribution from Buildings Reserve	293	112	49	161
Revenue	16	0		-
Underwrite the Capital Funding to cover the external funding applications	-	3,428	-	3,428
Utilisation of Borrowing (MRP Capacity)	642	-	1000	1000
Total Use of Reserves/Borrowing	1,911	3,756	1,583	5,339
Forecasted Capital expenditure in year as per Appendix A	3,435	4,704	3,163	7,867
Capital Receipts & Grants at end of Year	2,012		1,986	1,747

- 5.3 The funding analysis above reflects the utilisation of the resources that were made available for each project. Where these projects require slippage into 2018/19, the funding will be slipped to match. Slipped projects can be seen in Appendix A and are summarised in Appendix B.
- 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, plus any capital receipts specific to the sale of properties (not shown in table 3), 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	(235)
Remaining Balance FY2017/18	(3)

6. **Implications**

6.1 **Financial and Value for Money Implications**

At the start of 2017/18 the Council had available £2,759 of capital resources to fund its capital programme. During the year £1,466k of additional resources were generated or received. 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 inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

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**

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10. **Appendices**
Appendix A – Capital programme detailed analysis
Appendix B – Capital Slippage requests summary 2017/18

Capital Programme 2017/18

Service Unit	Description	Budget Officer	Total Programme 2017/18 £	Slippage at Q4 2017/18 £	Forecast Outturn 2017/18 £	Q4 Comments - including timeline for procurement and delivery & Justification
Financial Management	Payroll System improvements	Claire Hudson	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	Computer Replacement Programme	Darren Maycock	61,000	-	60,146	Complete
ICT & Transformation	Replace the current Web hosting arrangements	Darren Maycock	20,000	-	23,750	Phase 2 integration delayed due to complications with integrating Address database for Waste Management, Scheduled for Q1 2018/19 - Bulky Waste and Revs & Bens - Carry Forward Balance.
ICT & Transformation	IDOX Software for multiple Services (Previously Replacement Planning Software project)	Darren Maycock	89,395	24,881	64,514	Phase 3 scheduled for Q2 2018/19 (Assets/Estates Management, Mobile Working, Enterprise Reporting) - Carry Forward Balance
ICT & Transformation	Upgrade VM ware Software	Darren Maycock	10,000	-	8,380	Complete
ICT & Transformation	SAN Replacement 2016-2020	Darren Maycock	80,000	-	61,183	Complete
Assets & Commercial Services - Skipton Town Hall	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF BID	David Smurthwaite	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.

Service Unit	Description	Budget Officer	Total Programme 2017/18 £	Slippage at Q4 2017/18 £	Forecast Outturn 2017/18 £	Q4 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Car Parking	Introduction/changes to 3 areas within the Council's car parks	Hazel Smith	4,000	-	1,343	project complete
Assets & Commercial Services - Craven Leisure	Replacement of Building Energy Management System (BEMS)	Hazel Smith	21,500	-	20,940	Project complete and invoices paid or due to be paid prior to year end.
Assets & Commercial Services - Craven Leisure	Install a controller (access gate)	Hazel Smith	11,000	-	10,999	project complete and invoice due from contractor before year end.
Assets & Commercial Services - Craven Leisure	Replacement of moveable floor (floor panels) to "learner pool"	Hazel Smith	45,000	-	41,617	project complete
Assets & Commercial Services - Car Parking	4 Year programme of maintenance of the condition of the Council Car Parks	Ian Halton	65,000	-	40,818	The forecast outturn includes £34,568 for the reconstruction of the retaining wall to Eller Beck within Coach Street Car Park. This was funded by a supplementary capital bid of £50k approved by Council in November 2017 (see email date 11/12/17).
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase I & Phase II	Ian Halton	94,387	-	94,387	Project Completed.

Service Unit	Description	Budget Officer	Total Programme 2017/18 £	Slippage at Q4 2017/18 £	Forecast Outturn 2017/18 £	Q4 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall Concert Hall	Ian Halton	3,753	-	3,753	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall & Museum Refurbishment & Alterations - Town Hall Roof	Ian Halton	174,826	-	174,826	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase III works	Ian Halton	100,000	9,259	90,741	The works completed were all required to facilitate the next phase of the project as noted.
Assets & Commercial Services - Skipton Town Hall	Investment in improving the Bar and Café Facilities at Skipton Town Hall.	Ian Halton	70,012	23,837	46,175	Project completed 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 - Museum HLF Bid Works	Ian Halton	481,500	371,702	109,798	HLF funding confirmed but no work will commence within Q4 and will therefore slip into 18/19
Assets & Commercial Services - Property	Skipton Depot Project	Ian Halton	240,720	239,870	850	Project expected to slip to 18/19 as a result of the LEP Funding application. Will confirm in Q4.
Assets & Commercial Services - Bereavement Services	Refurbishment of Garages and Outbuildings, Waltonwrays	Ian Halton	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 - Bereavement Services	Kildwick Churchyard Wall	Ian Halton	19,178	-	24,790	Project Completed

Service Unit	Description	Budget Officer	Total Programme 2017/18 £	Slippage at Q4 2017/18 £	Forecast Outturn 2017/18 £	Q4 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement Services	New walls around the cemeteries.	Ian Halton	10,000	-	6,450	Project Completed
Assets & Commercial Services - Property	* Shared Ownership - incl. Burnroyd Avenue	Ian Halton	544,041	-	553,997	Phase 1 Townend site under construction
Assets & Commercial Services - Property	Skipton Bus Station Toilets	Ian Halton	44,037	-	55,047	Project Completed
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Ian Halton	80,000	74,880	5,120	Revised planning application to be submitted in February 2018 so project will slip into 18/19
Economic Development	Ingleton Village Plan	Sharon Sunter	67,503	62,643	5,295	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.

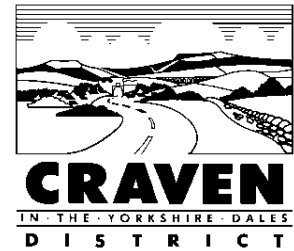
Service Unit	Description	Budget Officer	Total Programme 2017/18 £	Slippage at Q4 2017/18 £	Forecast Outturn 2017/18 £	Q4 Comments - including timeline for procurement and delivery & Justification
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	750,000	293,097	456,903	None given
Waste Management	4 Post Vehicle Lift for Commercial Vehicles (Vehicle Workshop)	Wyn Ashton	20,000	20,000	-	None given
Waste Management	Vehicle replacements	Wyn Ashton	1,083,218	87,000	793,170	None given
Environmental Services & Housing	Statutory Delivery Disabled Facilities Grants (DFG)	Wyn Ashton	607,396	44,010	280,092	None given
Subtotal Capital Programme 2017/18			8,250,586	4,704,299	3,035,082	
Financial Management	Loan To Craven College for Four Years	Nicola Chick	400,000	-	400,000	
Total Capital Programme 2017/18			8,650,586	4,704,299	3,435,082	

Capital Programme Slippage Requests - 2017/18

Request Description	Account Code	Programme Description	Responsible Officer	2017/18 Revised Budget £	2017/18 Spend to 31st March 17 £	Balance £	2017/18 Slippage Request £
Total of grant committed where work has not yet commenced. The grant claims are either in progress or have been awarded but are awaiting other action before work can commence	6145	DFG's	Wyn Ashton	607,396	264,935	342,461	44,010
Vehicle lift project put on hold awaiting ESL Depot works	6136	Vehicle Lift Project	Wyn Ashton	20,000	-	20,000	20,000
The works required have all been completed so the sum above is surplus and available to offset other overspends	6024	Skipton Town Hall – Bar & Café Facilities	Ian Halton	70,012	46,175	23,837	23,837
The project has been deferred due to the outcome of the LEP funding application so will be deferred until 2018/19	6036	Skipton Depot Project	Ian Halton	240,720	850	239,870	239,870
The project has been deferred due to unaffordable works quotes so is on hold pending a market testing exercise and will therefore slip into 2018/19	6044	Refurb of Waltonwrays Outbuildings	Ian Halton	13,000	-	13,000	13,000
The works required have all been completed so the sum above is surplus and available to offset other overspends	6023	Skipton Town Hall – Phase III Works	Ian Halton	100,000	90,741	9,259	9,259
The HLF works have only recently been confirmed so the sum above is unspent and will therefore slip into 2018/19	6032	Skipton Town Hall – Museum HLF Works	Ian Halton	481,500	109,798	371,702	371,702
7.5 Tonne Refuse Collection Vehicle Ordered in 2017/18 but not delivered until June/July 2018.	6305	Vehicle Replacement Project	Wyn Ashton	1,083,218	793,170	290,048	87,000
Phase 3 scheduled for Q2 2018/19 (Assets/Estates Management, Mobile Working, Enterprise Reporting) - Carry Forward Balance.	6266	IDOX Implementation	Darren Maycock	89,395	64,514	24,881	24,881
Timing of the HLF grant means that although the Supplementary estimate was approved in Sept 17 (Pol864) this project will slip into 18/19.	TBA	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF BID	David Smurthwaite	3,428,120	-	3,428,120	3,428,120
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.	6200	Payroll System improvements	Claire Hudson	12,000	-	12,000	12,000
Revised planning application to be submitted in February 2018 so project will slip into 18/19	6050 PC04	Ashfield Toilet Refurbishment for Settle TIC Scheme	Ian Halton	80,000	5,120	74,880	74,880
Ongoing work on Town / Village investment plans	6138	Ingleton Village Plan	Sharon Sunter	67,503	4,860	62,643	62,643
Project slipped to be completed in 2018/19	6022	Remodelling of Aireview House	Wyn Ashton	750,000	456,903	293,097	293,097
						-	
						-	
Total				7,042,864	1,837,066	5,205,798	4,704,299

Policy Committee – 19th June 2018

PERFORMANCE MONITORING REPORT – QUARTER 4 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 4 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. 12 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				4
Financial Sustainability			2	1
Total	0 (0%)	0 (0%)	3 (20%)	12 (80%)

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 17/20/14 - 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 annual Council Plan Indicators	11
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	10
Number with targets	7
Number failing to achieve target (Shown below)	5

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	23 affordable homes were delivered against the target of 60 for the year. The expected final quarter increase was not fully realised as not all earmarked properties were acquired by the registered provider. Delays in delivery of the homeless hostel project have contributed towards the shortfall.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	95 businesses were assisted against a target of 100.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs. EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting	Outturns for these two indicators are currently estimated and subject to Waste Data Flow confirmation. Back allocation figures have not yet been received from NYCC. Based on previous years we would expect household waste to reduce by approximately 25 Kgs. per household, taking us below the target of 448. In turn, the recycling rate is likely to increase to 45%, exceeding the target of 43.05% for the year.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated	The updated budget gap to balance 2018/19 without using reserves is £299k. This contribution is not sustainable going forward. Target deliverable by end 2017/18 set at £300k. At end of Q4 £112k in cash terms of savings achieved. These equate to £208k for

		<p>2018/19 of which £201k has been included in the budget. There are ongoing projects to the value of £78k on the plan of which will be delivered in 2018/19.</p> <p>The estimated gap for 2019/20 has been revised to £409k after a contribution of £200k from New Homes Bonus. The target will be set again at £300k for 2018/19.</p>
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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. Three are not achieving target as shown below.

Service Area	Indicator(s)	Comments
PLANNING	<p>RP 10 - Major applications determined within statutory timescales or extended timescale agreed with the applicant</p> <p>RP 11 - Minor applications determined within 8 weeks or extended timescale agreed with the applicant</p> <p>RP 12 - Other applications determined within 8 weeks or extended timescale agreed with the applicant</p>	<p>Accurate figures for planning performance throughout the 2017/18 year only became available in May. Once available they showed a reduction in performance compared to previous years.</p> <p>This has been attributed to staff shortages and the introduction of the new software system.</p>

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

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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		Service	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. Following a period of consultation the Local Plan has been published and submitted to the Secretary of State. We are awaiting dates from the Planning Inspector for the examination in public.</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	19/04/18
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, Ingleton 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	<p>The business case for the Local Growth Deal scheme (Skipton Employment and Housing Growth) has been submitted to the YNYER LEP; subject to the appraisal process, it is scheduled for consideration by the LEP Infrastructure & Joint Assets Board in June 2018.</p> <p>The assessment on the impact of the proposed scheme to manage the flow from Gallow Syke and Ings Beck, in order to further reduce the risk of flooding for businesses located along Ings Lane and increase the amount of land available for development has been completed - the next step is to submit the findings to the flood management agencies (North Yorkshire County Council and the Environment Agency) for approval to undertake the work. This work forms part of the Local Growth Deal scheme.</p>	SS	04/05/18
CP 17/20/03 - Improve the quality and capacity of the transport infrastructure serving	<ul style="list-style-type: none"> - Development of Skipton Railway Station - Creation of a Railway Station at Cross Hills - Lobbying for the re- 	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. The application has been put on hold until funding is available. The business case for the development of the Skipton Station area and	DS	19/04/18

the District	instatement of the rail connection between Skipton and Bolton Abbey - Lobbying for improvements to the main roads within the District - A56, A59, A65, A6068 and A629				Engine Shed Lane has been submitted to the YNYER LEP. 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 have consulted on the Central Pennines Corridor and they will be reporting on their preferred schemes in the autumn.		
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	Digital Enterprise - a third round of applications for vouchers is due for release in April. Businesses will be able to apply for support from a total funding pot of £800,000 for investment in a range of digital technologies including custom designed software. A proposal for the extension of the Digital Enterprise programme is being developed, and subject to the outcome of an initial approach for European funding, a report will be presented to Policy Committee. SME Growth Manager - providing one-to-one advice for established businesses has supported 8 businesses from a range of sectors. The businesses were seeking assisting for investment projects. The Department of Business, Energy and Industrial Strategy (BEIS) has confirmed that it will provide £1.02m to support the LCR Business Growth Service for a further two years. This funding provides a 50% contribution towards the costs of the SME Growth Manager post. The LCR LEP has submitted an outline business case for circa £2.5m ERDF funding to help extend the range of support available through the Business Growth Service.	SS	04/05/18

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	<p>Delivery of the second phase of the Superfast North Yorkshire project has been completed. A further 123 premises have been enabled to benefit from superfast broadband - 44 on Church Street in Long Preston, 34 premises in Tosside and 45 in the area surrounding Wigglesworth.</p> <p>The contract (value £20.5m) for a third phase of Superfast North Yorkshire has been awarded to BT. An initial rollout plan is due to be released in May 2018, identifying those areas in Craven that are likely to benefit from this third phase. Delivery is due to start in late 2018 and continue until 2021.</p>	SS	04/05/18
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	<p>Cross Hills - the contract for the refurbishment of East Keltus Square has been awarded; work is due to commence in July 2018.</p> <p>Ingleton - delivery of the Action Plan is continuing; the contract to refurbish the pedestrian signs within the village centre has been award; work is scheduled to commence following the agreement of Ingleton Parish Council.</p> <p>Settle - an invitation to submit quotations for the preparation of a scheme to improve access and enjoyment of Castlebergh Crag has been issued. The aim is to award the contract in early June 2018. The Chamber of Trade is preparing a specification for the recruitment of a webmaster to design, construct and maintain a comprehensive website for Settle. These are the two priority projects identified by the Town Team.</p>	SS	04/05/18
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	<p>£1,500,700 has been awarded by the Heritage Lottery Fund (HLF) to completely redevelop Craven Museum.</p> <p>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 have been incorporated into the business case/delivery plan for the Local Growth Deal scheme (Skipton</p>	DS	19/04/18

					Employment and Housing Growth). The bid submitted by the Canal & River Trust with the support of the District Council to the Rural Development Programme for England is currently being appraised by the Rural Payments Agency. It is anticipated that a decision on the bid will be known during Q1 of 2018/19.		
CP 17/20/08 - Collaborate with tourism partners to grow the value of visitor spend	- Supporting the Destination Dales partnership	Green		Planning & Regeneration	Ongoing discussions with Welcome to Yorkshire about joint working opportunities.	SS	04/05/18

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

INDICATORS

Ref.	Name	Outturn 16/17	Annual Target 17/18	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	60 in line with Council Plan	15	0	30	1	45	1	60	23
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	44.2%	Context Indicator - no target set		67.4%		73.1%		54.4%		30.7%
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14	50	28	75	62	100	95
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81		169		224		287
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan								0
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	315.6	Context Indicator - no target set								Not yet available
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	230 for CDC	58	67	115	88	173	163	230	230

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

Action	Key Milestones	Status		Service	Progress	Update d 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 Chief Executive's	<p>Procurement of contractors completed with contractors on site . Completion of works delayed until mid-May 2018 . 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 Bentham and Cross Hills, as well 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 through 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 level (Paul Shevlin) and the new models of care group (Sharon Hudson)</p>	WA/SH	19/04/18

					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 th 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. A Council officer is now sitting on the Leadership Team of the Craven Care Model Development Group as well as the stakeholder group. We have continued to support the Dementia Friendly Communities work across Craven.		
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		Chief Executive's	Fundraising Campaign launched for new play area in conjunction with FOAP and zip wire now open. Fundraising target has now been reached although waiting on trigger point for one pot of Planning Gain. A report is being taken to Full Council on 24th April to ask members to approve moving the play area to its new proposed location which is a deviation from the original masterplan approved by members. The report also sets out where all the funding has come from and the contribution of FOAP. The campaign to get sponsorship from local businesses has been very successful and Waiting on outcome of Yorventure bid in Jan 2018. Funding also to come from Tesco Bags fro Change scheme and donations from community groups e.g. Skipton Ukulele group. Campaign launched to get sponsorship from local business that has proved successful with £7,450 raised in this way. The contract for the new playground is now out to tender with a delivery timescale of phase one of Aug-Nov 2018. 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	19/04/18
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	Green		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	WA	19/04/18

	<ul style="list-style-type: none"> - Reviewing household waste and recycling service delivery to achieve household recycling targets and maximise income from recycled waste - Exploring the option of a joint waste authority with North Yorkshire Partners 				<p>5th December. A report was taken by officers to Policy Committee on the 16th January 2018 with recommendations accepted 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</p> <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 has been completed with the contract awarded to J&B Recycling. This contract came into force on 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) was achieved at the end of Q3 with 49 notices issued. At present we are unable to report on Q4 numbers because of IT issues.</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	19/04/18

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		Q4 Target	Q4 Actual	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 kgs. Q4 provisional pending WDF confirmation.	112	129		224	224		336	340		448	459	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05%. Q4 provisional pending WDF confirmation.	43.05%	40.95%		43.05%	48.12%		43.05%	44.12%		43.05%	41.73%	


























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	- Reviewing and implementing the Council's Long Term Financial Strategy 2017/2021 - Undertaking a budget consultation with residents and stakeholders	Green		Financial Services	The outcome of the budget consultation was presented to Members as part of the 2018/19 Budget Setting process in February. Council expenditure is aligned to the priorities within the Council Plan.	NC	16/04/18
CP 17/20/14 - Improve the Council's commercial acumen and generate additional income	- 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	16/04/18
CP 17/20/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	- 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 May 2018. Asset transfers of 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 Councils are currently being progressed. Also following Policy approval Mealbank Quarry is currently being transferred to the Yorkshire Wildlife Trust.	IH	06/04/18
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	Q4 Target	Q4 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/ Q3 £6,081,423/ Q4 £6,065,215	5,804,070	5,507,538	5,753,889	5,621,254	6,081,423	5,928,023	6,065,215	5,470,793
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	300,000	112,000

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	Q4 Target	Q4 Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	60 in line with Council Plan	15	0 	30	1 	45	1 	60	23 
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	44.2%	Context Indicator - no target set		67.4% 		73.1% 		54.4% 		30.7% 
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14 	50	28 	75	62 	100	95 
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81 		169 		224 		287 
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan								0 
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	315.6	Context Indicator - no target set								Not yet available
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	230 for CDC	58	67 	115	88 	173	163 	230	230 
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 kgs. Q4 provisional pending Waste Data Flow confirmation.	112	129 	224	224 	336	340 	448	459 

EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05% Q4 provisional pending Waste Data Flow confirmation.	43.05%	40.95%		43.05%	48.12%		43.05%	44.12%		43.05%	41.73%	
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 / Q3 £6,081,423 / Q4 £6,065,215	5,804,070	5,507,538		5,753,889	5,621,254		6,081,423	5,928,023		6,065,215	5,470,793	
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		300,000	112,000	

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	Q4 Target	Q4 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		2,873
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	7.0	6.3
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	22.0	18.6
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%	60.00%	75.00%	60.00%	66.67%	60.00%	50.00%	60.00%	52.63%
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%	65.00%	50.00%	65.00%	53.28%	65.00%	52.78%	65.00%	48.51%
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%	80.00%	56.99%	80.00%	66.31%	80.00%	65.70%	80.00%	64.04%

Policy Committee June 19th 2018

DIGITISATION AND ARCHIVING PROJECT



Report of the Chief Information Officer

Lead Member Internal Services – Councillor Dawson

Ward(s) affected: All

1. Purpose of Report

- 1.1 This report seeks the approval of Policy Committee for:
Funding the supplementary capital estimate for digitisation of the Council's Archives.

2. Recommendations

Policy Committee is invited to:

- 2.1 Approve the supplementary capital estimate of £96,000 to progress the digitisation of the Council's archive records to be funded from the IT reserve.

3. Background Information

- 3.1 Craven District Council currently uses three off site storage sites for archived files: a warehouse at the Snaygill Industrial Estate in Skipton; a small brick shed at Waltronwrays Crematorium; and a storage room at the Engine Shed Lane Waste Depot. A review of these sites has highlighted that none of the current facilities are in a suitable state to house the archives. Issues such as damp, a lack of air conditioning and potential rodent infestation pose a risk to the integrity of the documents. This therefore presents a risk of both financial and reputational damage to the organisation in its role as a responsible data controller.
- 3.2 The Council also has plans to vacate the Engine Shed Lane depot in the medium term, in addition, the use of the newly implemented IDOX Uniform EDRMS (Document Management System) along with the SAN Digital Storage project has provided a technical platform which future proof's the Council's ongoing digital archive storage requirements. With effective contract negotiation and tight budget control, the implementation of the IDOX & SAN projects has replenished the Capital Budget by a combined £40,000 from the funds set aside by the Council for the delivery of these two projects.

AGENDA ITEM 7

- 3.3 The Council has approximately 2,000 boxes in archive storage across the three sites, the majority of these are held at the Snaygill warehouse. Of the 2,000 boxes, approximately 1,500 of these have long or indefinite retention policies and therefore, would require digitisation (scanning). These files relate primarily to Planning, Planning Policy and Building Control documents.
- 3.4 The Archive site at Snaygill is owned by the Council. Rental rates for similar warehouses on the same estate attract up to £9,000 p.a., thus, there is a potential income generation opportunity if the warehouse were to be vacated. In addition, approximately £4,300 p.a. is incurred for maintenance and bills for the Snaygill warehouse. There is also the potential for a non-cashable saving with regards to retrievals from the current sites. It is estimated that seven retrievals are made each month which incurs a cost to staff time of £1,008 p.a. Digitisation of the archives and provision of these files electronically would negate the need for physical retrievals, moreover, as access to archived files is often required when responding to Freedom of Information requests, having easy access to these files will add greater efficiency to this process.

4. The Report

- 4.1 Market testing was conducted in January 2018 to establish estimated costs of the exercise, three prominent suppliers in the field have provided quotes. Sample (whole box) scans have been completed for Planning, Building Control, Property and Economic Development to give assurance on the per box estimates for these service areas. The per box estimates based on this exercise indicates a solutions cost of approximately £95,000.
- 4.2 The process of digitisation / scanning would see the supplier remove our archive files from our storage locations making them immediately available for potential income generation. The archives would be securely transported and stored in the Suppliers own facilities and then returned to us electronically as digitised / scanned documents over a defined period. Costs identified also includes the secure disposal of the archives once digitisation has taken place and we have verified the quality.

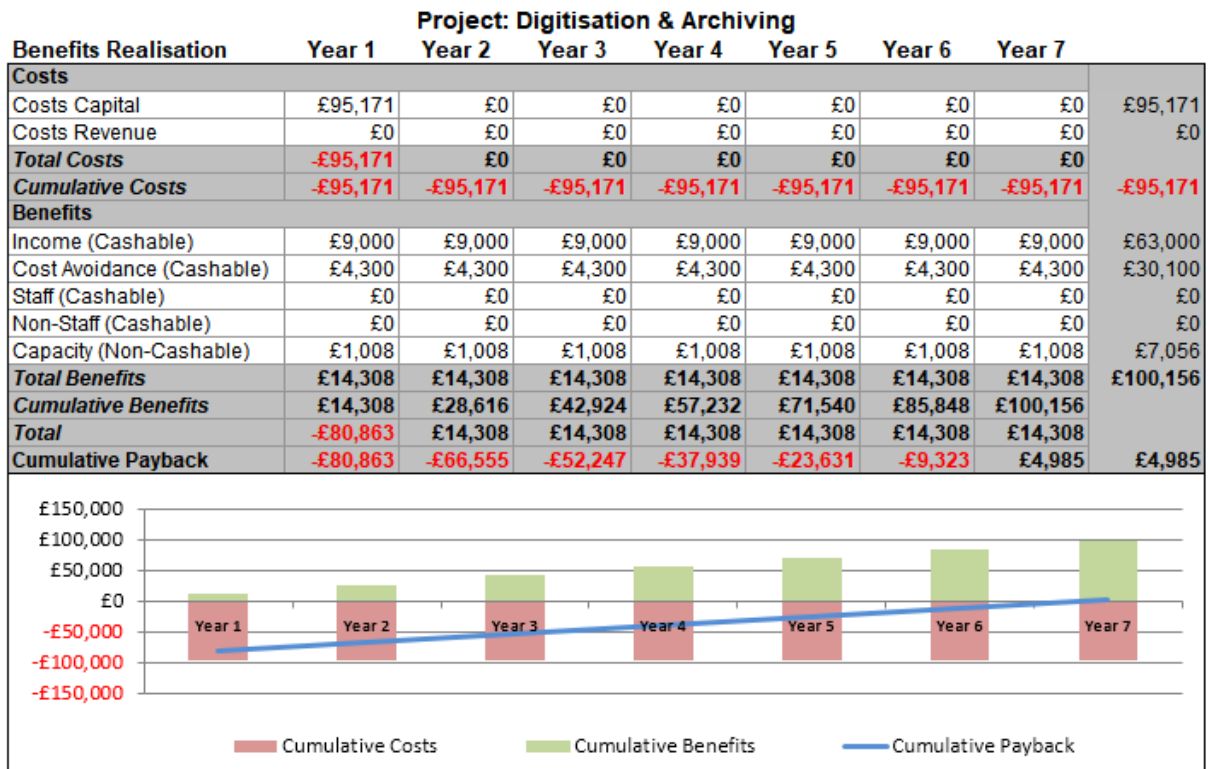
5. Implications

5.1 Financial and Value for Money Implications

Legal Services have indicated that in order to reconcile their storage files they would require additional temporary resource, it is however anticipated that this would be accommodated through existing staff within Legal Services and Business Support.

The table below outlines the cost and benefit analysis over the next 7 years showing an anticipated aggregate saving of approximately £4,985. This is based on an estimated capital investment of £95,171 in year 1, anticipated income over the period of £63,000, cost avoidance of £30,100 and Capacity savings of £7,056. It is important to note that these costs are estimates at this stage and a full procurement exercise is required to firm up pricing.

AGENDA ITEM 7



Financial Impact

Capital Costs	£95,171	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 100px; background: linear-gradient(to top, #ccc, #fff);"></div> <div style="margin-left: 10px;">Confidence</div> </div>
Revenue Costs	£0	
Cashable Benefits	£93,100	
Non-Cashable Benefits	£7,056	
Payback over period of project	7	
Confidence in inputs	Medium	
Inflator Rate	Not Applied	0.33%
NPV Deflator Rate		3.50%
Cumulative Payback	£4,985	
NPV Cumulative Payback	-£27,351	

Project Risks

Risk	Likelihood	Impact
1) Technical Failures	1/5	4/5
2) Low engagement from internal staff	2/5	2/5
3) Not meeting customer demands	1/5	1/5
4) Change in Government policies	2/5	2/5
5) Loss of business / contract	3/5	2/5



5.2 Legal implications

As a registered data controller, the Council is required by law to have in place appropriate arrangements (management and governance) to ensure that information is handled appropriately in accordance with legislation. This includes ensuring proper controls are in place around the introduction of changes or additions to our systems and procedures which handle the

AGENDA ITEM 7

Councils data assets.

5.3 **Contribution to Council Priorities**

This proposal contributes to the financial resilience of the Council by creating future proof processes to manage and stem the flow of archive material negating the need for costly archive facilities and leveraging the investment already made in digital storage technology and solutions.

5.4 **Risk Management**

From a compliance perspective, digitisation of archives and removal of the current files from the improper storage sites will mitigate the risk of a fine from the Information Commissioner and the reputational damage associated with this. Digitisation would also ensure that the Council complies with its obligations under the Seventh Data Protection Principle (securing personal information), and the equivalent under the revised legislation in the General Data Protection Regulation which came into force in May 2018.

6. **Consultations with Others**

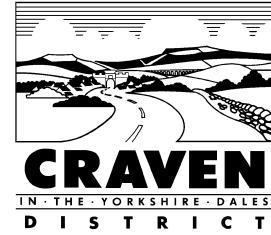
All senior officers have been consulted in the process of preparing the Archive and Retention analysis as part of the groundwork to this project.

7. **Author of the Report**

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Policy Committee – 19 June 2018

INGS BECK AND GALLOW SYKE (SKIPTON) WATER MANAGEMENT PROJECT



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: Skipton North and Skipton West

1. **Purpose of Report** –

To seek Member approval for the delivery of a scheme of works to reduce the potential occurrence of flooding to the west of Skipton and enable the development of land for employment by managing the conveyance of the watercourses known as Gallow Syke and Ings Beck in Skipton.

2. **Recommendations** –

Members are recommended to:

- 2.1 Endorse the proposed scheme of works to improve and manage the conveyance of the watercourses known as Gallow Syke and Ings Beck in Skipton, as outlined in Section 4 of the report.
- 2.2 Subject to approval of recommendation 2.1 above, agree to set aside an area of Council land, within the boundary of Aireville Park and to the north of Gargrave Road for flood management and habitat creation – the area(s) outlined in red on the map attached at Appendix A.
- 2.3 Subject to approval of recommendation 2.1 above, that the Director of Services is given delegated authority to seek the required consents from relevant statutory organisations to enable the Council to undertake the proposed scheme of works.
- 2.4 Subject to approval to recommendation 2.1 above, that the Director of Services in consultation with the Solicitor to the Council, is given delegated authority to enter into agreements, as required, with the relevant landowners and partner organisations for the delivery of the proposed scheme of works.
- 2.5 Agree that a supplementary estimate of £400,000 be included in the Council's capital programme for the current financial year (2018/19) to be funded from the Local Growth Deal (Round 3) monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership.

3. **Background -**

- 3.1 In January 2017, Policy Committee received a report informing Members that the York, North Yorkshire and East Riding Local Enterprise Partnership (YNYER LEP) had allocated £4.68million of its Local Growth Deal (Round 3) funding to support the delivery of a scheme known as the Skipton Employment and Housing Growth project. The scheme comprised of three elements:
- i) Upgrade of Engine Shed Lane and Ings Lane to adoptable standard, and creation of a new road linking the end of Ings Lane with the road network for phase one of Wyvern Park and the A629 Skipton by-pass;
 - ii) Improve pedestrian routes from the Railway Station to key destinations, including the upgrade of the canal towpath from Broughton Road to the town centre;
 - iii) Preparation of a masterplan for the re-development of the area surrounding the Railway Station, to provide a mix of housing and commercial space.
- 3.2 Since the report to Policy Committee, the scheme has been expanded to incorporate a fourth element, which is based on the remediation of the Council's Waste Depot on Engine Shed Lane in readiness for the development of business space. The inclusion of this fourth element has led to the allocation from the YNYER LEP being increased by £320,000 to £5million.
- 3.3 This report deals with the first phase of works to support the delivery of the core element of the scheme; the upgrade of Engine Shed Lane and Ings Lane and creation of the link road to the A629 Skipton by-pass. The other elements will be the subject of future reports and/or updates to Members.

4. **The Proposed Scheme of Works –**

4.1 **Introduction:**

- 4.1.1 Whilst preparing designs for the upgrade of Engine Shed Lane and Ings Lane, the Civil Engineering team were asked to devise and incorporate a solution that would reduce the potential occurrences of flooding to the west of Skipton (including Broughton Road and Ings Lane), to provide improved protection for existing properties (553 residential and 44 business) and facilitate the future development of 8 hectares of land allocated for employment.
- 4.1.2 During periods of intense rainfall, Ings Beck frequently overtops causing flooding within the Ings Lane area and damage to neighbouring properties. Ings Beck has been identified by the Environment Agency as being a high risk, with a 10% chance of flooding in any one year.
- 4.1.3 The proposed solution involves a mix of engineered and natural water management measures within the catchment area of Ings Beck and Gallow Syke. The proposed scheme by watercourse is outlined in the following sections.

4.2 Gallow Syke:

4.2.1 Gallow Syke rises at a location south west of the point where the routes of the A59 and White Hills Lane intersect. The watercourse flows in a southwards direction, traversing through Aireville Park where it flows under the Leeds-Liverpool Canal before it joins with Ings Beck to the south of Broughton Road.

4.2.2 The proposed works within the catchment area includes:

- Restoration of the existing storage ponds located to the north side of Gargrave Road;
- Construction of water storage areas – one to the north of the access road leading to Aireville Park, and a second to the south of the pitch and putt course adjacent to the Leeds-Liverpool Canal. Together these areas will extend the volume available for storage and reduce the rate of flow able to pass through the downstream culverts;
- Tree planting to the north of Gargrave Road, providing 7,500 square metres of additional woodland;
- A range of natural water management measures, to include the creation of three leaky dams, aquatic planting and pond engineering works to increase the depth and storage capacity, selective tree removal to encourage ground flora and light into pond margins.

The above works will deliver part of the proposed activity agreed by Policy Committee on 18th July 2017 (Minute POL.841) as part of a submission in response to a call from the York and North Yorkshire European Structure and Investment Funds (ESIF) Programme for proposals relating to the creation of water and green habitats linked to employment sites.

4.2.3 The proposed works will be carried out on land that is owned by the Council – the area(s) have been outlined in red on the plan attached at Appendix A. Please note that this is for illustrative purposes only, and has not been drawn to scale. The land, which is in three parts, is predominantly riparian woodland. The areas that are located within the boundary of Aireville Park do not form part of the site(s) managed as formal parkland or leased for use as a high ropes course. The area of land located to the north of Gargrave Road is part of the site proposed for designation as local green space within the Submission Draft of the Craven Local Plan (March 2018). It is recommended that the Council gives approval for the proposed works to be carried out on its land, and agrees to set aside that land for the purpose(s) of the scheme – use for flood management and habitat creation.

4.2.4 As mentioned in 4.2.2, the proposed works include the creation of a water storage area adjacent to the Leeds-Liverpool Canal. In this situation, there is a requirement for the Council to enter into a “Code of Practice for Works Affecting the Canal & River Trust”, known as The Code. The Code gives guidance and details procedures for those whose work may or will affect the property of the Canal & River Trust. An initial consultation has taken place with the Infrastructure Services Manager from the Canal & River Trust. The view of the Canal & River Trust was that provided the wall of the storage area was structurally independent of the Canal and combined with the proposed infill, it is likely to strengthen the Canal bank and,

in principle, were supportive of the scheme. Subject to approval of Members, it is recommended that the Council continues to work with the Canal & River Trust to formalise the arrangements for undertaking those works that neighbour with the Canal.

- 4.2.5 In addition to providing a reduction of peak flows within the watercourse at its confluence with Ings Beck, the proposed works will have the added benefit of providing better flood protection for Aireville Pool and improving the biodiversity of Aireville Park, thereby adding further interest to the Park and enhancing its conservation status and the natural capital of the District.

4.3 Ings Beck:

- 4.3.1 Ings Beck rises at a point located along the east boundary of Skipton Auction Mart and traverses in an open channel in a south east direction, where it flows under the Leeds-Liverpool Canal before emerging to the rear of Broughton Avenue and Marton Street. The watercourse then flows along the north-east boundary of the former Ings Community Primary School and under Broughton Road. At the junction of Broughton Road with Ings Lane, Gallow Syke joins with Ings Beck to continue to flow southwards where it is culverted under the railway line before emerging into an open channel that runs alongside Ings Lane before passing through a culvert under the A629 Skipton bypass and ending at its confluence with the River Aire.

4.3.2 The proposed works within the catchment area includes:

- Upgrade and enclose the existing open channel section of watercourse downstream of the Ings Lane junction with Engine Shed Lane to facilitate the widening of the highway;
- Provision of a second closed culvert to run parallel with the existing culvert along the eastern side of Ings Lane;
- Creation of a single flood relief culvert to direct overspill from Ings Lane via land to the west, and back to open channel at a location immediately upstream of the existing Armco culvert (to the north side of the A629 Skipton by-pass).

- 4.3.3 Part of the works will be carried out within the confines of Ings Lane, an unclassified County Road – the County Council have been involved in the preparation of the designs for the upgrade of the highway. The owner of the land that the proposed flood relief culvert will be directed through has been consulted; they are fully supportive of the proposed scheme and have indicated that they would be willing to give consent for the works to be carried out on their property. It is recommended that the Director of Services in consultation with the Solicitor to the Council, is given delegated authority to set in place a formal agreement with the landowner, granting permission for the Council and its contractors to carry out the proposed works on their property.

4.4 The River Modelling Report:

In order to examine the impact of the proposed works to both watercourses, a series of hydraulic river models have been prepared, which represent the existing

and proposed scenarios for both Gallow Syke and Ings Beck. The findings indicate that the proposed scheme of works will achieve a 1 in 100 year standard in respect of the land adjacent to Ings Lane, which currently lies in functional floodplain (Flood Zone 3b). This should enable the land to be moved to a less flood risk vulnerability classification, and therefore considered appropriate for industrial or commercial use.

The modelling report will form part of the supporting documentation for applications to North Yorkshire County Council and the Environment Agency requesting permission to undertake the proposed scheme of works. Permissions are required from both authorities as the watercourses are classified differently. Gallow Syke is classified as Ordinary Watercourse, so it is the responsibility of North Yorkshire County Council, as the local flood authority, to grant land drainage consent for the works to the north of the Leeds-Liverpool Canal; whereas works relating to Ings Beck, which is classified as Main River, need the agreement of the Environment Agency.

It is, therefore recommended that the Director of Services is given delegated authority to seek the required permissions from North Yorkshire County Council and the Environment Agency.

5. **Conclusion -**

Once completed, the proposed scheme of works will greatly reduce the risk of flooding to the west of Skipton, which is prone to flooding directly from Ings Beck.

The scheme will enable up to 8 hectares of land that, whilst allocated for employment in the Local Plan, is considered to be unsuitable for development due to a high vulnerability of flooding. The assessment of preferred sites for the Craven Local Plan identified the land as being in the best available location – adjacent to the arterial road network, predominately flat and of a suitable size to satisfy the growing demand for larger floor plate premises. The Craven Review of Employment Land and Future Land Requirements for Economic Growth (March 2017) found that businesses who had outgrown their current space were being forced to locate outside the District.

The scheme enables the Council to get the most out of the limited land available for employment use in terms of business space created and jobs accommodated. It will provide resilience to climate change and support economic growth by improving flood management and further reducing the town's vulnerability to flooding.

6. **Implications**

6.1 **Financial Implications –**

The funding profile for the Skipton Employment and Housing Growth project submitted to the YNYER LEP, has been developed on the basis of using Local Growth Deal funding to cover the full cost of the work to upgrade Engine Shed Lane

and Ings Lane. The estimated cost of the road improvements, including the proposed works to the two watercourses is £3.5million.

The estimated cost of the proposed works to the two watercourses - Gallow Syke and Ings Beck, as outlined in Section 4 above, is £400,000. The cost has been extracted from the bill of quantities prepared by the Civil Engineering team that devised the system.

Subject to being granted the required consents/permissions, the aim is to undertake this element of the scheme in the current financial year (2018/19). It is therefore recommended that the Council agrees to include a supplementary estimate of £400,000 in its capital programme, which will be funded from the Local Growth Deal monies. In accordance with standard practice for the grant funding, the Local Growth Deal monies will be paid retrospectively.

8.2 Legal Implications –

In order to deliver the proposed works, the Council will need to enter into agreements with the third parties identified in the body of the report to undertake work either on their land, or which will affect their property – outlined in paragraphs 4.2.4 and 4.3.3.

Furthermore, the Council will be required to obtain permissions from the Environment Agency and North Yorkshire County Council as outlined in section 4.4.

8.3 Contribution to Corporate Priorities –

The proposal in this report directly contributes to the delivery of the Council Plan (2018 – 2021) through the Enterprising Craven priority, in particular the actions to stimulate business growth by enabling the development of new employment land.

8.4 Risk Management –

The key risks associated with delivering the scheme are:

Cost overruns – which is being managed through detailed design and cost modelling to ensure that the scheme of works can be delivered within budget through competitive procurement and fixed price contracts.

Landowner permissions – this is an ongoing process through regular discussion with landowners during development, regular feedback and progress updates.

Capacity – the Council's capacity to deliver the scheme has been supplemented with assistance from the Civil Engineering team from Pendle Borough Council. They will be responsible for preparation of the tender and contract documents, and supervision of the capital works.

Legal - failure to secure the necessary permissions and consents to enable delivery of the proposed works has been managed by engaging with statutory organisations to ensure that the scheme incorporates the necessary requirements and standards.

9. **Consultations with Others** –

Financial Service
Legal Service
Asset and Property Management

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

- River Modelling Summary Report: Ings Beck and Gallow Syke Improvements (May 2018)
- Local Growth Fund Business Case Pro-forma: Skipton Employment and Housing Growth, dated 6th April 2018

11. **Author of the Report** –

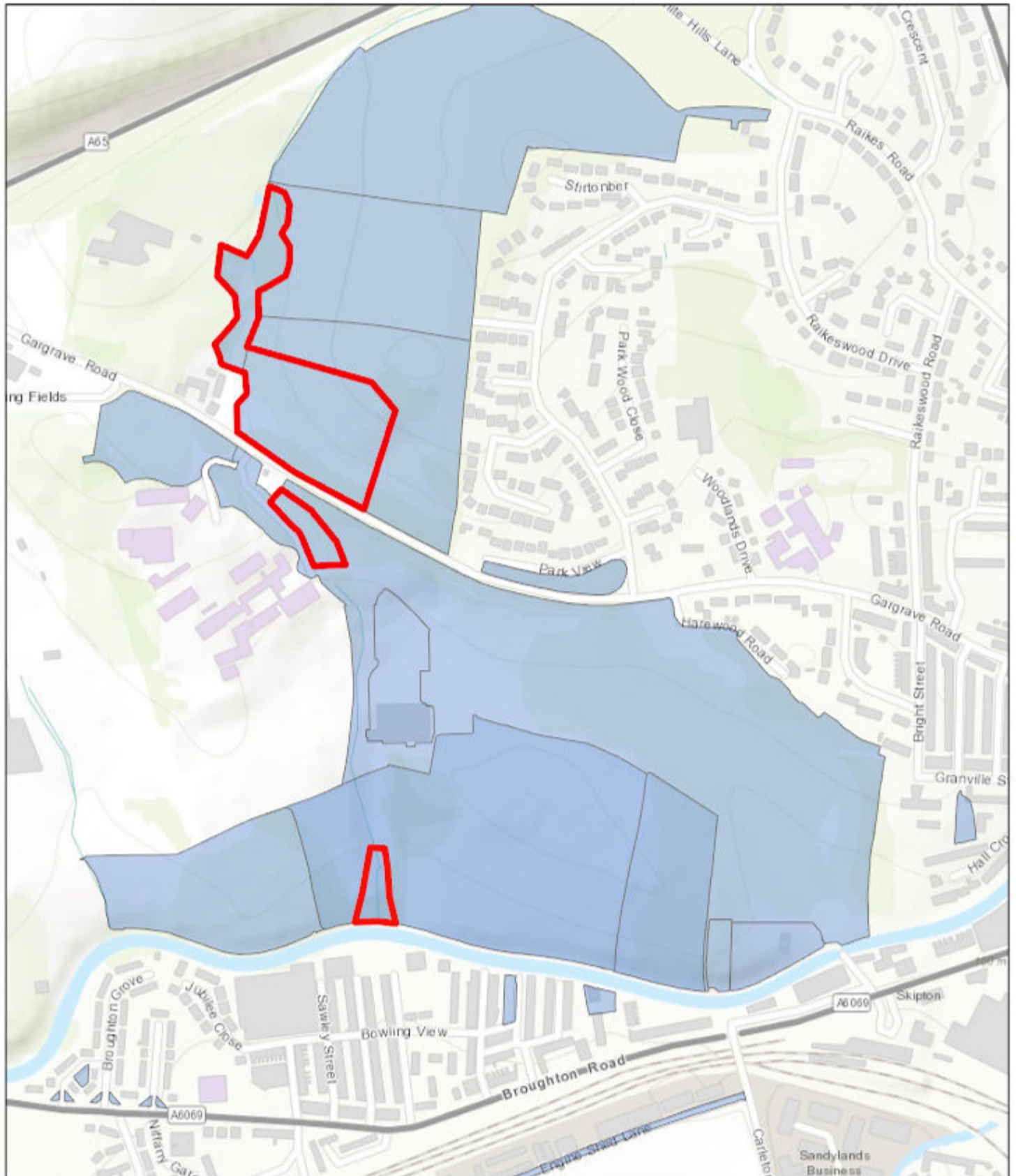
Sharon Sunter, Economic Development Manager
Telephone: 01756 706213
Email: ssunter@cravendc.gov.uk

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

12. **Appendices** –

Appendix A – Gallow Syke (Skipton): River Improvement Scheme

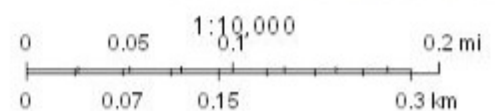
Appendix A - Gallow Syke River Improvement Scheme



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Areas

CDC Asset Land Data

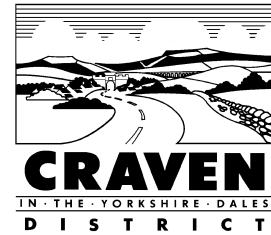


Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

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Policy Committee – 19th June 2018

ATTRACTING AND RETAINING FAMILIES AND YOUNGER PEOPLE TO CRAVEN AND THE YORKSHIRE DALES



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: All Wards

1. **Purpose of Report**

- 1.1 To inform Members on progress of the initiative to attract and retain more families and younger people living in Craven and the Yorkshire Dales National Park.

2. **Recommendations**

Members are recommended to:

- 2.1 Note the approach currently proposed to develop an action plan to attract and retain more families and younger people in Craven and the wider Yorkshire Dales.
- 2.2 Agree that the Council works with partners across the Yorkshire Dales to develop and implement approaches to attracting and retaining more families and younger people to Craven and the wider Yorkshire Dales.
- 2.3 Agree that an Action Plan setting out the projects that Craven District Council and partners will develop and deliver to attract and retain more families and younger people is produced and brought to a future Policy Committee.

3. **Background**

- 3.1 There is a changing socio-economic picture across all rural communities in the north of England as we see increases in the average age of populations, and in some places population decline and a greater disparity between rural and urban incomes. In Craven, and the Yorkshire Dales National Park in particular, this is very challenging. The table below shows the expected change in the number of the working age population in Craven between 2012 and 2032 by the four sub-areas. Overall we are expecting a reduction in the number working age population ¹by 4,000 people or 13%. The loss of working age population is particularly stark in the north of the district and the National Park where there

¹ Office of National Statistics definition for working age population is men aged 18 to 64 and women aged 18 to 59

will be a 20% reduction. This will clearly have consequences for businesses accessing skilled labour and the delivery of services in rural areas.

Table 1: Forecast change in working-age population 2012 to 2032

Craven Sub-Area	2012	2032	Change	% change
North	3,572	2,838	-734	-21%
Mid	3,115	2,758	-357	-11%
South	19,055	17,140	-1,915	-10%
National Park	5,099	4,096	-1,003	-20%
Craven total	30,841	26,832	-4,009	-13%

Source: Craven Strategic Housing Market Assessment, 2017

- 3.2 To illustrate the dramatic change in our population, over the same period the south sub area is forecast to have a 74% increase in people aged over 85 and the Craven part of the Yorkshire Dales National Park is to increase by 142%. This is at the same time that the number of children in the Craven part of the National Park reduces by 24%.
- 3.3 These trends have not started recently and the consequences of these changes can be seen in the closure of schools in recent years. Schools in Horton in Ribblesdale, Langcliffe, Rathmell and Burton in Lonsdale have all closed due to falling number of families.
- 3.4 The reasons for this decline will be varied, with the most common reasons cited being poor access to higher paying employment, poor access to suitable housing, a perception of physical remoteness and remoteness from cultural life. The Great Place project is conducting research with two groups, 16 to 34 and 35 to 44 year olds, to understand the barriers stopping younger people moving to rural areas. This research will be concluded in November 2018.
- 3.5 It is important to stress that although the headline figures regarding the decline of working age population is significant, we have many assets that we can build on, whether it is the quality of the environment or the roll out of superfast broadband. Craven was announced as the second most liveable place in the north of England so there is much to build on.
- 3.6 There have been a series of discussions with local authorities that cover the Yorkshire Dales as well as the Yorkshire Dales National Park Authority to start the process of how we collectively arrest to decline in younger people and hopefully start to reverse the trend. A key part of these discussions has been recognition that, in order to try to achieve this aim, 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.) and that more housing alone is not the remedy.

4. Responding to the Challenge

- 4.1 The issue of declining working age population is across the whole of Craven but it is more intense in the National Park and in the north of Craven (Bentham and Ingleton area). It is artificial to draw a line demarking where we wish to respond to the need to attract more families and where we do not and this is further complicated by the fact that the solutions to the issues in one area may be found in a different area for example the creation of new jobs is more likely to take place in Skipton and Settle rather than further into the Dales. Therefore we need to develop a range of interventions that support all of Craven's rural areas.

- 4.2 Tackling the problem at the level in the Yorkshire Dales has a lot of merits. By cooperating with the five district councils, the two county councils and the National Park Authority it allows us to share resources, expertise and also learn from each other. The Yorkshire Dales has a clear brand and is clearly understood by funders and Government agencies so by working together we can create the scale that funders want, when usually they would not support rural schemes as they can achieve greater value for money with urban schemes. Therefore it is proposed that we work across the Yorkshire Dales National Park and where possible and appropriate to work collaboratively with our neighbouring authorities when it is to the advantage of Craven. A current example of the collaborative approach is the Great Place Scheme that involves, Craven DC, South Lakeland DC, the Lake District National Park and the Yorkshire Dales National Park. Individually we might not have been successful but by working together on a shared issue was able to attract external funding.
- 4.3 To meet the need to halt, and then reverse, the decline in the number of younger, working age households 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;
 - Deliver identified employment sites
 - Deliver high-speed broadband and mobile telephony;
 - Create a high quality cultural offer
 - Market Craven and the National Park as a place to live and work.
- 4.4 When developing a detailed Action Plan, all of these measures will need to be refined to ensure alignment with the local plans covering Craven, the aims and objectives of the Local Enterprise Partnerships and to understand the delivery timescales in light of the project commitments of Craven and Barnfield Regeneration Ltd. The Action Plan will be discussed at an all Member session on the 5th July 2018 and it will come to Policy Committee for consideration.
- 4.5 The projects that Craven is actively developing to support this agenda, in particular the attraction of families and the creation of better jobs are:
- The redevelopment of Threshfield Quarry and Langcliffe Quarry as employment sites and support the development of Anley Crag, Settle.
 - The acquisition and development of small housing sites including in 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.
- 4.6 Through work with the National Park on the delivery of sites allocated within their Local Plan it is clear that they are not attractive to developers to build out primarily due to the additional costs because of the location and also the small nature of the sites. The projects are likely to be economically marginal due to the project type and location so we will be working with YNYER LEP and Homes England in the preparation and delivery of the schemes.

5. Implications

5.1 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.

5.2 Legal Implications –

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

5.3 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.

5.4 Risk Management

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

6. Consultations with Others

Legal Team

7. Access to Information : Background Documents

Craven Demographic Forecasting Update, October 2016
https://www.cravendc.gov.uk/media/2991/craven_demographic_forecasts_-2016.pdf

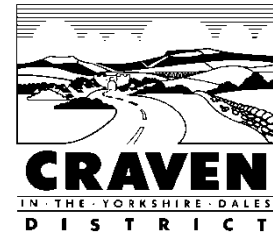
8. Author of the Report

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

9. Appendices

None

Policy Committee – 19th June 2018**LITTERING PENALTIES****Report of the Director of Services**

Ward(s) affected - ALL

1. Purpose of Report

To consider -

- a) Increasing the level of fixed penalty notice issued under section 88 of the Environmental Protection Act 1990 – ‘littering offences’ in accordance with ‘The Environmental Offences (Fixed Penalties) (England) Regulations 2017’.
- b) Introducing the use of civil penalty notices issued under the ‘Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018’.

2. Recommendations – Members are recommended to:

- i. Increased fee level for fixed penalty notices for littering offences of £150, reduced to £100 if paid within 14 days.
- ii. Adopt the provisions of the ‘Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018’.
- iii. Grant delegated authority to the Director of Services in consultation with the Lead Member for Greener Craven to review the fees annually.
- iv. Grant delegated authority to the Director of Services to authorise suitably qualified officers for the purpose of enforcing the provisions of the ‘Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018’

3. Background

- 3.1 Cleaning up the streets and countryside currently costs the taxpayer circa £800 million per annum in England.
- 3.2 From 1st April 2018 Councils issuing fixed penalty notices in lieu of prosecution under section 88 of the Environmental Protection Act 1990 can increase the level of fine from the present £80 to £150 in accordance with the Environmental Offences (Fixed Penalties) (England) Regulations 2017.
- 3.3 The aforementioned regulations, which were enacted on the 1st April 2018, came into being as a result of a consultation focusing on fines not having been changed

since 2006, fines not being consistent with other parts of the UK, and fines not being consistent with similar types of offending.

- 3.4 The new level of fines mean that littering offences will range between £50 and £150 with a default penalty of £100, the penalty level being set at an appropriate level to reflect local circumstances, including local ability to pay and our expected enforcement costs. From the 1st April 2019, the minimum penalty level will be set at £65.
- 3.5 Littering adversely affects the environment. It is unsightly, can be harmful to humans and animal and pollutes waterways. It is especially challenging and expensive for the Council to manage and control littering in a large rural district and it is the recommendation of officers that Members should approve the maximum level of £150 for a Fixed Penalty Notice (FPN) to discourage littering offences. Should the offender pay within 14 days the amount would be reduced to £100.
- 3.6 Where the FPN remains either unpaid or unpaid by the due date, the penalty amount automatically doubles.
- 3.7 Unpaid amounts can be recovered as either a civil debt, or action to recover taken at the County Court. The Council not pursuing unpaid fines might undermine the threat of enforcement action, and their effectiveness as a deterrent.
- 3.8 In addition to the regulations increasing fines, 'The Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations' from the 1st April 2018 will enable district councils in England to issue civil penalty notices to a 'keeper' of a vehicle from where the litter was thrown rather than establishing who the individual was who committed the offence.
- 3.9 Any enforcement action will be proportionate to the offence and be in accordance with Council's Enforcement Policy.
- 3.10 Any surplus income derived from these penalties will be ring-fenced to deliver this Council's statutory functions in relation to the Environmental Protection Act 1990 as they relate to the 'cleaner neighbourhoods' agenda.

Implications

4. Financial and Value for Money (vfm) Implications –

There were 25 fixed penalty notices served in 2017/18 totalling £2,000. The increase in the level of fixed penalty would see this figure increase to between £2,500 and £3,750.

The Cleaner Neighbourhoods Service in 2017/18 cost the Council £132,324 including overheads with on average 79% of officer time devoted to monitoring, enforcement and education.

5. Legal Implications –

Fees must be set in accordance with the 'Environmental Offences (Fixed Penalties) (England) Regulations 2017'. Any surplus income must be ring-fenced and spent on the Council's statutory functions of keeping relevant land and highways clear of litter and refuse, and on enforcement action against littering, etc.

6. Contribution to Council Priorities –

Resilient Communities, Financial Sustainability

7. Risk Management –

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

8. Equality Analysis –

The Council's Equality Impact Assessment Procedure has been followed. The proposed policy does not have the potential to cause negative impact or discriminate against the protected characteristic groups in the community based on Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation,

9. Consultations with Others –

Director of Services, Strategic Manager - Financial Services (s151 Officer), Solicitor to the Council

10. Access to Information : Background Documents –

- The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018
- Environmental Offences (Fixed Penalties) (England) Regulations 2017
- The Environmental Protection Regulations 1990
- Craven District Council Enforcement Policy

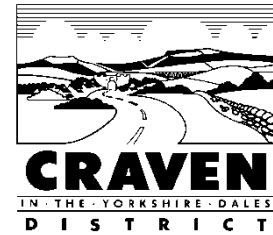
11. Author of the Report –

Catherine Thornton, Environmental Health & Cleaner Neighbourhoods Team Leader
Telephone 01756 706369
E-mail: cth Thornton@cravendc.gov.uk

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

Policy Committee – 19th June 2018

THE COUNCIL'S PARTICIPATION IN THE NORTH YORKSHIRE ASYLUM DISPERSAL SCHEME PROPOSAL



Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: All

1. Purpose of Report:

To inform members of the request from the Home Office to extend dispersal arrangements for asylum seekers into North Yorkshire, and the “in principle” decision of the North Yorkshire Housing Board.

2. Recommendations – Members are recommended to:

- 2.1 Agree to participate in a North Yorkshire wide scheme on the negotiated terms highlighted in this report

Introduction

- 3.1 There is a national shortage of Local Authorities who have agreed to act as ‘dispersal areas’ for asylum seekers, with only 90 nationally including 10 in the Yorkshire and Humber region. The number of asylum seekers reaching the UK is rising annually.
- 3.2 To cope with the rising demand, the pool of participating asylum dispersal areas needs to be increased, and the Home Office have written to all North Yorkshire authorities requesting co-operation to help Government discharge its obligations.
- 3.3 This request is not to be confused with the Governments programme for resettlement of Syrian Refugees, who are not classed as ‘asylum seekers’ and for whom completely separate arrangements have been made.
- 3.4 This report provides an overview of the implications of this request and seeks agreement from Policy Committee to the Councils response.

4. Background & Issues

- 4.1 An asylum seeker is a person who has left their country of origin and formally applied for asylum in another country but whose application has not yet been concluded. During this assessment period, asylum seekers cannot work, and they are not eligible for any form of public assistance.
- 4.2 On arrival in the UK, asylum seekers are placed in short-term hostel style accommodation to be vetted and checked by the Home Office. Those that are deemed to be destitute are then provided with 'dispersal' accommodation and/or subsistence support and issued with an identity number and a caseworker
- 4.3 The Yorkshire and Humber scheme is contracted out to a private company, G4S, whose role is to identify accommodation that is suitable for the asylum seeker within the agreed dispersal areas; carry out monthly inspections of the property and undertake general management duties including day to day repairs.
- 4.5 The role of a participating Authority within the actual dispersal process is limited as both the direct provision of accommodation and day to day management of accommodation is provided via G4S. There is no expectation that authorities are to directly provide or arrange to provide such accommodation.
- 4.6 In practical terms, the request to the local authority to agree to act as a 'dispersal area' means giving consent for G4S to explore potential opportunities to acquire or lease suitable accommodation to be used as dispersal accommodation.
- 4.12 It is important to note that, whilst a request is currently being made from the Home Office, the Secretary of State does have the power to 'instruct co-operation and support' from Local Authorities. Whilst there is the potential threat of future imposition regardless of the wishes of the North Yorkshire Councils, the Home Office indicated that they would be prepared to negotiate a specific agreement with North Yorkshire Councils to help mitigate any concerns or potential issues.
- 4.15 Officers have therefore been in negotiation with the Home Office and G4S. A draft countywide dispersal scheme has been developed. **Appendix 1.** Key elements of this agreement include:
- The total number of asylum seekers accepted in North Yorkshire will not exceed 50 within an initial 2 year period,
 - Of the 50 individuals accepted within this period, no more than 20 asylum seekers will be placed in any single district / borough.
 - G4S will only use properties that have been specifically agreed in advance as suitable in writing by both the relevant district council and the county council.
- 4.16 Progress on these negotiations has been considered by the North Yorkshire Housing Board who agreed 'in principle' to the agreement as negotiated subject to agreement from each district or Borough.

- 4.17 All of the North Yorkshire authorities are in the process of submitting reports to their respective Policy Committees or Cabinet and decisions are expected during the month of July.

5.0 Consultation

- 5.1 Consideration of the implications of this request have been made in partnership between the 7 District Councils and North Yorkshire County Council.

6.0 Assessment

- 6.1 Current contracting arrangements for providing accommodation to support asylum seeker dispersal came under heavy criticism from a Parliamentary Select Committee in January 2017. A variety of faults were found, including inadequate standards within the accommodation being used along with an ineffective management and inspection regime. <https://www.parliament.uk/business/committees/committees-a-z/commons-select/home-affairs-committee/news-parliament-2015/asylum-accommodation-report-published-16-17/>
- 6.2 During negotiations with the Home Office and G4S, officers have been very mindful of these criticisms and have sought additional safeguards and mitigation within the agreement that is over and above the Home Offices required standards.
- 6.3 Within the agreement the Councils primary role is that of a consultee. The Council will consider and vet requests regarding proposed accommodation made by G4S in partnership with the County Council and Police, and carry out an inspection of the accommodation to ensure it meets required standards.
- 6.4 Accommodation must meet the decent home standard and be in a suitable location to meet the needs of an Asylum seeker. It is understood that primarily accommodation is leased from landlords by G4S and is typically HMO accommodation. In some dispersal areas unrelated single person asylum seekers are expected to share bedrooms.
- 6.5 The proposed agreement exceeds those requirements in that it prevents unrelated individuals from sharing rooms in the same accommodation. It also gives the Council the ability to refuse consent to the use of any proposed property for this purpose.
- 6.6 The Home Office use a benchmark for the number of asylum seekers per Local Authority area as 1 Asylum Seeker to every 200 people. The proposed agreement places a cap on the total number of Asylum Seekers within the County and any given district. e.g. no more than 20 asylum seekers at any given time within one district Council area.
- 6.7 Within the North Yorkshire context, accommodation within parts of Scarborough town is more likely to be financially viable as potential dispersal areas, as they have

a supply of HMO type accommodation and rental values are relatively low as compared to the rest of the County.

- 6.8 From negotiations to date however it is apparent that G4S have to date been focussing on an opportunity within the Richmondshire area. It is not known as to whether G4S have done any feasibility work within the Craven District.

7.0 Implications

- 7.1 Whilst there a range of implications for any authority that agrees to become a dispersal area, any decision needs to be made within the context of the national position. In essence too few areas participate and this creates an unfair burden on those authorities that do. The North Yorkshire area is thus being asked to put aside some of the local concerns around participate for the common good.
- 7.2 It is also important to remember that there is a humanitarian purpose to the asylum process. Whilst members are not being asked to consider the pros and cons of the Governments national policy position to asylum seekers, useful context around asylum seekers generally and some general myth busting around this issue is provided by the Refugee Council https://www.refugeecouncil.org.uk/policy_research/the_truth_about_asylum/facts_about_asylum_-_page_1

7.3 Homelessness

One of the biggest implications to the Council is likely to be the impact on homelessness. The Council is already under pressure in relation to homelessness. Duties were increased this year following the introduction of the Homeless Reduction Act. Early trends would suggest that homeless households are growing as is the number of homeless households placed in temporary accommodation.

Successful asylum seekers are granted refugee status and have the same rights as UK citizens. Their accommodation by G4S is ended and they may be referred to the Local Housing Authority for housing assistance.

Failed asylum seekers once evicted from the dispersal accommodation have no recourse to public funds or housing from that date. Whilst they are asked to leave the country they are not deported as a matter of course. This potentially could result in an increased risk of destitution and rough sleeping within the District. The Council would have no power to assist in these circumstances. In the case of destitute families with young children NYCC has certain responsibilities under the Children's Act.

7.4 Integration and Resettlement Support

Unlike in the case of the Syrian Vulnerable Persons Scheme, where the Refugee Council has been funded to provide integration and resettlement support, there is

no funding provided from Government to pay for any form of support for asylum seekers within the community.

It is anticipated that existing organisations (statutory and voluntary sector) absorb the impact of asylum seekers within the day to day operation of services.

7.5 Community Cohesion and Crime and Disorder

The impact in terms of Community Cohesion is difficult to predict. The Council's experience from participation in the resettlement of Syrian Refugees has been that despite some opposition from a relatively small number of people, overall residents appear to have welcomed the Council's participation and a large number of individuals and community groups came forward to offer their support to the scheme.

There is clearly a potential risk however that asylum seekers could be subject to negative and hostile reaction from racist and extremist elements. Should the Council agree to participate in this programme similar arrangements to the Refugee Programme would need to be established, both to determine the most suitable location for potential properties and to best manage the impact of dispersal accommodation once it is established.

8. Implications

8.1 Financial Implications.

No funding is provided from Government to the Council to cover any costs associated with asylum dispersal.

Whilst there are no identified 'direct' cost implications to Councils operating as dispersal areas, there are a number of key 'in-direct' costs that are likely to be incurred include additional costs associated with the provision of temporary accommodation and homelessness.

It is difficult to accurately quantify this cost given the uncertainty over numbers, throughput, length of stay in dispersal accommodation and length of stay in temporary accommodation, however, we estimate the cost would be in the region of £4000 per case based on the average length of stay in temporary accommodation plus costs associated with discharging duty into private rented accommodation.

There would also be staff time spent on the assessment and inspection of proposed accommodation, and creating community involvement.

In the event that the Council is required to provide services to asylum seekers, records will be kept so that the costs of such services can be quantified.

8.2 Legal Implications:

No implications

9. Contribution to Council Priorities:

“RESILIENT COMMUNITIES - creating sustainable communities across Craven”

10. Equality Analysis:

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

It will be crucial that the Council is proactive in fostering good relations between the asylum seekers and the existing community and help them to positively integrate. A key element of the local response will be to work with local support groups and ensure close co-ordination of agencies along with a clear communications plan.

11. Consultations with Others: Financial Services, Legal Services, Community Development, North Yorkshire County Council, York, North Yorkshire & East Riding Housing Partnership

12. Access to Information : Background Documents:

None

13. Author of the Report:

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14. Appendices:

Appendix 1- Draft Asylum Dispersal Scheme – A Proposal for the North Yorkshire Sub-Region

ASYLUM DISPERSAL SCHEME – A PROPOSAL FOR THE NORTH YORKSHIRE SUB-REGION

1) Introduction

This proposal has been developed following meetings with the Home Office, G4S and resolutions from the York, North Yorkshire and East Riding Housing Board (the Housing Partnership).

The proposal follows an approach from the Home Office seeking the North Yorkshire Local Authorities' agreement to participate in the national Asylum Dispersal Scheme. This approach is part of a national "push" to widen dispersal, taking pressure off existing dispersal areas.

The Housing Partnership has taken the lead in discussions with the Home Office and G4S with the overall aim of achieving a North Yorkshire - wide consensus on the issue. All the North Yorkshire Local Authorities, upper tier and lower tier, have participated in discussions which has culminated in this proposal.

This proposal will not be binding on any local authority which has explicitly opted out of participation in the dispersal scheme. Where this is the case, any local agreement or otherwise will be a matter for the relevant district council and the county council and the Home Office, with the Housing Partnership taking no further part.

2) Conditions - general

The Housing Partnership will agree to participate in the Asylum Dispersal Scheme, subject to the following conditions:

- Asylum dispersal in North Yorkshire will not commence until the arrangements for maximum numbers, support, liaison and management have been agreed in writing with the Housing Partnership,
- No changes will be made to the arrangements for maximum numbers, support, liaison and management without the prior agreement in writing from the Housing Partnership,
- G4S (and any future contractors) will only use properties that have been individually and specifically agreed in advance as suitable in writing by both the relevant district council and the county council – there can be no exceptions to this commitment,
- Prior to agreement being given by the local authorities:
 - G4S (and any future contractor) will give the full postal address of the proposed properties and how said properties will be used (e.g. families/single people, maximum numbers etc.).
 - The relevant district council and the county council will consider issues such as availability of school places, impact on the local schools, community tensions,

access via a safe and reasonable walk to essential services (e.g. food shops, GP, schools) and public transport that will enable people to reasonably get to Leeds for asylum interviews

- G4S (and any future contractors) will comply with the 'bedroom standard' - a separate bedroom shall be allocated to the following persons:
 - a. a person living together with another as husband and wife or civil partners (whether that other person is of the same sex or the opposite sex)
 - b. a person aged 18 years or more
 - c. two persons of the same sex aged 10 years to 17 years
 - d. two persons (whether of the same sex or not) aged less than 10 years
 - e. two persons of the same sex where one person is aged between 10 years and 17 years and the other is aged less than 10 years
 - f. any person aged under 17 years in any case where he or she cannot be paired with another occupier of the dwelling so as to fall within (c), (d) or (e) above.
- Families and single people are not placed in the same block of flats.

3) Conditions – scale and management

The following conditions will apply:

- The total number of asylum seekers accepted under this proposal will not exceed 50 throughout North Yorkshire within an initial 2-year period,
- Of the 50 individuals accepted within this period, no more than 20 asylum seekers will be placed in any single district / borough,
- After the initial 2-year period has elapsed under this agreement, it will be reviewed by the Housing Partnership but no future commitments can be made in this respect,
- Taking into account conditions specified in section 2, each individual district / borough council and the county council will specify the type of placements which will be acceptable given local conditions - singles or families or both - and this will be strictly adhered to by G4S (or a future contractor)
- Prior to any placements G4S (or a future contractor) will confirm in writing to the relevant district / borough council and the county council clear and robust management / support arrangements including, as a minimum:
 - 1 locally based support worker (within 40 miles of the placement town/ settlement) per 50 asylum seekers
 - contact details for the support worker/s and coordinating manager
 - specified response times - not exceeding 12 working hours

APPENDIX A

- provision of out of hours/ emergency service
- as a minimum, 1 liaison meeting per week between the coordinating manager and the nominated district / borough council and county council representative/s

Policy Committee – 19th June 2018

Review of operation of Ward Member Grants Scheme during 2017-18



Report of the Chief Executive

Lead Member: Councillor Linda Brockbank

Ward(s) affected: All

1. **Purpose of Report** – To review the Ward Member Grant scheme piloted in 2016/17 and revised in 2017-18.
2. **Recommendations** – Members are recommended to:
 - 2.1 Note the contents of the report
 - 2.2 Approve changes to the operation of the scheme arising from Recommendations of the Audit Services Report detailed at Appendix A
 - 2.3 Approve the continuation of the scheme for the next three financial years (2018-19, 2019-20 and 2020-21).
 - 2.3 Approve an annual budget of £30,000 for the scheme (£1k per Councillor), funded by £15,000 from the Revenue Budget and £15,000 to be funded from New Homes Bonus subject to the Council continuing to receive this grant
3. **Report**
 - 3.1 **Background**
 - 3.2 The Council has a long standing commitment to empowering people and organisations to do more to help communities throughout Craven.
 - 3.3 In 2015 the Leader of the Council, Cllr Richard Foster gave a commitment to introduce Ward Member budgets, allowing every District Councillor to respond to local needs by recommending the allocation of small amounts of money to support projects or activities that benefit the communities they represent.
 - 3.4 Ward Member budgets would:
 - Increase levels if community engagement at a very local level

- Allow flexible and timely funding of very small initiatives within communities which provide flexible and immediate solutions
- Help communities help themselves
- Enhance the social, economic or environmental wellbeing of the community

3.5 The Ward member Grant Scheme was introduced in 2016/17 and each Member was allocated funding of £1,000. Half of this budget was funded from the small and medium community grant funding in the revenue budget with the remaining £15,000 being funded from the New Homes Bonus for the pilot scheme. (Minute POL.716)

3.6 Initial Ward Member Grant Review

3.7 Following the first year of the scheme an initial review was undertaken in March 2017 by Lead Member for Communities, Cllr Linda Brockbank, Chief Executive, Paul Shevlin and Communications and Partnerships Manager, Sharon Hudson.

3.8 This review resulted in minor amendments to the scheme including

- Introduction of a maximum funding cap of £2k.
- Amendment to the monitoring form to include a question about match funding to assess the impact the scheme had in helping to attract extra funding.
- Two minor amendments to application form to help with administration; have Councillors print as well as sign name and include box for applicant to state if sending application to more than one CDC member.

3.7 Before implementing the scheme it was hoped that the administrative burden on Council officers would be kept to a minimum but greater officer input was needed that initially thought involving members of the Business Support Team, Comms and Partnerships Manager and Partnerships Officer.

3.8 Ward Member Grant Audit

3.9 As part of the annual audit plan for 2017/18 an audit of the Ward Member Grant Scheme was undertaken.

3.10 The scope of the audit involved the review of key controls by undertaking compliance testing on 20 randomly selected projects which were awarded grant funding from 2016/17 onwards. The testing strategy included documentation review in addition to discussion with staff.

3.11 The findings of the review identified 7 Audit Recommendations (R1-7) as outlined in Appendix A. It is proposed that the following amendments are made to the operation of the scheme to address these seven recommendations.

- Applicants will be requested to provide estimates or quotes for expenditure with initial application form. Applicants will be requested to provide evidence of expenditure such as bank statements, invoices or receipts with their monitoring forms. **(R1)**
- Amended approval form to include a required documentation checklist. It will be the responsibility of the Partnerships Officer to ensure all the necessary documentation/checks have been received before the application is forwarded on to the relevant Ward Member. **(R2)**
- Applicants will be requested to confirm that permissions are not required or provide evidence that permissions are in place as part of the grant offer letter. Funding will not be released until copies of documentation are received. **(R3)**
- Application process will be amended to require all grants to be initially submitted to CDC Business Support as it has been difficult to track total number of applications submitted when they are received through several routes. Grant administration log amended to include all applications received. Where grants are rejected because they do not fit with the criteria this will be noted. **(R4)**
- It will be the responsibility of the Partnerships Officer to ensure all the necessary documentation/checks have been received before forwarding application on to the relevant Ward Member. will be checked for eligibility by Partnerships Officer and if eligible, sent to Cllrs for consideration. Cllrs will be requested to approve or reject the application within 4 weeks of submission. **(R5)**
- Application criteria will make clear that an organisation or event can apply again for funding as long as it is for a different project or activity. **(R6)**
- Application criteria will state that applications will not be forwarded to Members that have already received funding so the check is made by Officers. **(R7)**

3.12 **Grant Distribution for 2017 – 18**

3.13 During 2017-18, £28,050 of the budgeted £30,000 was allocated. Grants were approved in every ward in the district. A breakdown of funding by ward is given at Appendix B.

- A total of 65 projects received funding
- The mean average award was £432
- The largest grant was £1,360 and the smallest £100
- 11 projects received funding from more than one member
- 6 projects received funding from more than one ward

3.14 The types of project funded breakdown as follows

Type of Project	Number of projects	Total funding awarded
Arts Projects & Festivals	14 (21.5 %)	£6,525.40 (23.3%)
Community Services and Facilities	12 (18.5%)	£5,200.00 (18.5%)
Community Buildings	10 (15.4%)	£6,088.00 (21.7%)
Environmental Improvements	10 (15.4%)	£3,080.00 (11.0%)
Health & Wellbeing Activities	8 (12.3%)	£3,050.00 (10.9%)
Playgrounds and Play Equipment	7 (10.8%)	£2,385.00 (8.5%)
Sports Projects	4 (6.2%)	£1,721.60 (6.1%)

4. **Implications**

4.1 **Financial Implications**

£30,000 has been included in the revenue budget for 2018-19 for the Ward Member Grants Programme. With £15,000 funded from within the revenue budget and £15,000 funded annully from the New Homes Bonus. Please note this funding is time limited and will only continue whilst the Council continues to receive New Homes Bonus.

4.2 **Legal Implications** – The Council is empowered under the Localism Act 2011 (General Power of Competence) to authorise expenditure benefiting local communities.

4.3 **Contribution to Council Priorities** – Ward Member Grants contributes to the Corporate Priority Resilient Communities.

4.4 **Risk Management**

Members may become more likely to receive allegations or complaints against them of misuse of public money. The risk can be mitigated by each member:

- Ensuring the criteria is followed
- Sharing knowledge and information with other members
- Considering the perception some people may have of a decision
- Considering how a decision enhances, not detracts from the Council's reputation.
- Avoiding making funding decision at pre election periods as stated in application process

4.5 Equality Analysis

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 when first taken to Members in 2016-17 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,

6. **Access to Information : Background Documents** –
Audit Services Report Ward Member Grants 2017/18 Report Ref: C13/2017

7. **Author of the Report** – Kate Senior, Partnerships Officer
Email: ksenior@cravendc.gov.uk Tel No: 01756 706414

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

8. **Appendices**
Appendix A – Audit Recommendations & Proposed Scheme Amendments
Appendix B – 2017-18 Grant Distribution by Ward
Appendix C – Revised Ward Member Grant Process
Appendix D – Application Form

Appendix A

Audit Recommendations & Proposed Scheme Amendments

Audit Recommendations	Proposed Scheme Amendment
R1: Evidence of a project's or activity's expected costs should be submitted with an application and evidence of expenditure submitted with the monitoring form.	Applicants will be requested to provide estimates or quotes for expenditure with initial application form. Applicants will be requested to provide evidence of expenditure such as bank statements, invoices or receipts with their monitoring forms.
R2: A checklist should be introduced for Councillors to evidence that specific points have been considered, checked and justifiable reasons for approval documented.	Amended approval form to include a required documentation checklist. It will be the responsibility of the Partnerships Officer to ensure all the necessary documentation/checks have been received before the application is forwarded on to the relevant Ward Member.
R3: Expected permissions should be reviewed by appropriate Council officers and evidence of permissions already obtained submitted to the Council	Applicants will be requested to confirm that permissions are not required or provide evidence that permissions are in place as part of the grant offer letter. Funding will not be released until copies of documentation are received.
R4: The grants log should be amended going forward to include all applications received so that those ultimately rejected, and reasons for rejection, are monitored	Application process will be amended to require all grants to be initially submitted to CDC Business Support as it has been difficult to track total number of applications submitted when they are received through several routes. Grant administration log amended to include all applications received. Where grants are rejected because they do not fit with the criteria this will be noted.
R5: A timeframe should be introduced for Councillors within which applications should be either approved or rejected.	It will be the responsibility of the Partnerships Officer to ensure all the necessary documentation/checks have been received before forwarding application on to the relevant Ward Member. will be checked for eligibility by Partnerships Officer and if eligible, sent to Cllrs for consideration. Cllrs will be requested to approve or reject the application within 4 weeks of submission.
R6: Either the application criteria should be formally expanded to allow for a different aspect of an activity to be funded which has already received previous funding in a 2 year period, or, the existing criteria should be appropriately	Application criteria will make clear that an organisation or event can apply again for funding as long as it is for a different project or activity.

adhered to.	
R7: Those approving funding must ensure that the applicant is not in receipt of any grant funding that has occurred in the last 2 years.	Application criteria will state that applications will not be forwarded to Members that have already received funding so the check is made by Officers.

Appendix B

2017-18 Grant Distribution by Ward

Aire Valley

Cllr Brown	Cononley Community Speed Watch	£200.00
	The Greening of Bradley	£200.00
	Parsons Walk Improvements Kildwick	£200.00
	Boardwalk Lothersdale Recreation Ground	£200.00
	War Memorial Information	£200.00
Cllr Mulligan	War Memorial Information	£200.00
	Neighbourhood Development Plan	£600.00
	Children's Play area Signage	£200.00

Barden Fell

Cllr Pighills	Seating – Moor Lane, Hetton	£300.00
	Festival Samba Band	£250.00
	The Draughton Vergers Project	£450.00

Bentham

Cllr Brockbank	Voices of Craven	£100.00
	Age Concern, Bentham. Minibus Insurance	£500.00
	New WW1 & WW2 War Memorial, High Bentham	£400.00
Cllr Thompson	Bentham Dementia Friendly Community	£400.00
	Bentham Carnival	£500.00
	The Settle Gathering	£100.00

Cowling

Cllr Mercer	Fallfest Family Frolics	£450.00
	Improvement of outside area at Cowling	£500.00
	Preschool	

Embsay with Eastby

Cllr Shuttleworth	Friends of Embsay with Eastby Recreation	£250.00
	Ground – Picnic table	
	Embsay Pre School Outdoor Play Provision	£250.00
	Autumn/Winter Newsletter 2018	£150.00
	Embsay Institute Energy Efficiency	£350.00

Gargrave & Malhamdale

Cllr Myers	Gargrave Village Notice Boards	£500.00
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Version No	AGENDA ITEM 12
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	Kirkby Malham Parish Hall upgrade	£500.00
Cllr Sutcliffe	Kirkby Malham Parish Hall upgrade	£500.00
	Running Track Refurbishment – Gargrave CE School	£500.00

2017-18 Grant Distribution by Ward

Glusburn

Cllr Barrett	Football Equipment – 1 st Craven Boys Brigade	£106.60
	Disabled Access Crosshills Social Club	£500.00
	Fallfest Sing Off Choir Competition	£393.40
Cllr Baxandall	Exclusively Inclusive	£250.00
	South Craven Community library Service	£550.00
	Paint Along in Watercolour	£200.00

Grassington

Cllr Foster	Refugee Education	£300.00
	Festival Samba Band	£200.00
	Grassington Hub Library Enhancement	£500.00

Hellifield & Long Preston

Cllr Moorby	Cantores Salicium – “Byrd to Bach and beyond”	£400.00
	The Settle Gathering	£100.00
	Voices of Craven	£100.00
	Station Road Toddler Zone	£400.00

Ingleton & Clapham

Cllr Ireton	Longstaffe’s Educational Foundation Concert	£300.00
	Austwick Litter Picking Group	£400.00
	The Settle Gathering	£200.00
	Clapham Playpark	£100.00
Cllr Lis	Thornton in Lonsdale Notice Boards	£500.00
	Voices of Craven	£200.00
	Clapham Playpark	£300.00

Peny Ghent

Cllr Welch	1 st Castleberg Drill Hall Kitchen	£1,000.00
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Settle & Ribblesbanks

Cllr Hull	Langcliffe Community Garden	£140.00
	Settle Community & Business Hub	£200.00
	The Settle Gathering	£300.00
	Three Peaks Arts	£360.00
Cllr Staveley	Langcliffe Community Garden	£140.00
	Voices of Craven	£200.00
	Ascension 180	£300.00

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1 st Castleberg Drill Hall Kitchen	£360.00
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2017-18 Grant Distribution by Ward

Skipton East

Cllr Habron	Skipton Embroiders Guild	£100.00
	Aireville park friends slide	£500.00
	Cricket Club new practice nets	£400.00
Cllr Jaquin	No Grants Awarded	

Skipton North

Cllr Dawson	Skipton Embroiders' Guild	£500.00
	Art Therapy	£500.00
Cllr Whitaker	Skipton Community Orchestra 2018	£422.00
	Bereavement Support for Children & Young People	£250.00
	Oddfellows Dishwasher	£328.00

Skipton South

Cllr Heseltine	Skipton Embroiders Guild	£250.00
	Balanceability in Schools/Community	£265.00
	Play Equipment Skipton Millennium Green	£135.00
	Skipton CI Cricket Club	£250.00
	Skipton Hosting Weekend	£100.00
Cllr Solloway	Tables for Greatwood & Horse Close	£600.00
	Skipton Embroiders Guild	£200.00
	Skipton Community Art Group	£200.00

Skipton West

Cllr Madeley	Broughton Road Tow Path Restoration	£200.00
	Community Gardens Project	£400.00
Cllr Rose	Burnside & Keighley Road Residents Assn	£200.00
	Canal Tow Path repairs	£200.00
	Skipton CI Cricket Club	£200.00
	Broughton Community Centre Renovations	£400.00

Sutton-in-Craven

Cllr Morrell	St Thomas' Church	£1,000.00
Cllr Place	Exclusively Inclusive	£500.00

Upper Wharfedale

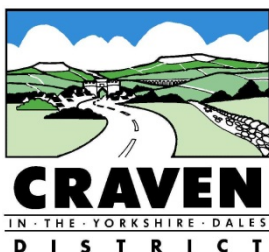
Cllr Graham	Buckden Community Fund Committee	£500.00
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Buckden Art Group 28 th Annual Exhibition	£250.00
Festival Samba Band	£250.00

West Craven

Cllr Mason	Defibrillator – East Marton	£1,000.00
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Member Ward Grant Process

1. Application Form

- Available to download from CDC website
- Paper/electronic copies available from Ward Member, Business Support or Partnerships Officer.

2. Application Form returned to CDC Business Support

- Application checked against eligibility criteria by Partnerships Officer
- If eligible forwarded to Ward Member by Business Support
- If ineligible applicant informed by Business Support

3. Application sent to Ward Member

- Ward Member assesses application against application criteria and makes funding decision within 4 weeks of receiving application.
- If no decision to fund is received within 4 weeks applicant is contacted and informed that application is unsuccessful.

4. Ward Member declares an interest

Pecuniary Interest

- Any applications that members declare a pecuniary interest will be referred to the Monitoring Officer or Deputy Monitoring Officer. The Monitoring Officer or Deputy will make any necessary comments to officers.
- The Ward Member will have no involvement in the decision making process.
- The application will then be referred to the Lead Member for Communities who will act as honorary local member and determine the application.

Personal Interest

- Member should declare their interest and may continue to act in assessing the application for funding.

- If the Member believes the nature of their interest means they cannot consider the application with an open mind, the application can be referred to the Lead Member for Communities.

5. Funding Awarded

- Ward Member section of form authorising payment filled in and returned to Partnerships Officer.
- Standard grant letter, acceptance form and monitoring form sent out by Business Support.
- Acceptance form returned to Business Support
- Payment made

6. Funding Not Awarded

- Ward Member provided reason for not awarding funding to Business Support.
- Business Support contacts applicant to let them know why they have been unsuccessful.

7. Grant Monitoring

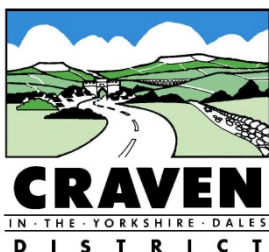
- Annual report produced detailing grant allocation in each ward will be taken to the Audit and Governance
- A list of projects/activities/groups receiving funding will be published on the Council's website
- Copy of the completed grant monitoring form will be provided to the relevant ward member

8. Sharing of Grants

- Ward grants can be used to fund joint projects between two or more wards providing each ward has identified the same issue and there are clear benefits for the residents in each ward.
- Ward Members should liaise with each other in order to discuss pooling of budgets.

9. Election Period

- No recommendations or decisions can be made within the pre-election period in respect of a district council. County council or general election.



Application to Member Ward Budget

Application Criteria

- i) The payment must be over £100
- ii) The funding will support projects/groups that meet the ambitions of the local community which in turn supports the Council's corporate priorities:
 - Enterprising Craven
 - Resilient Communities
 - Financial Resilience
- iii) The funding will normally go to a community group, but may be awarded to social enterprises, businesses or other public agencies if the aims are being met – but NOT to an individual.
- iv) The granting of the funding is a one-off and will not imply an ongoing commitment by the council nor have a revenue implication for the council
- v) The activity being funded:
 - has not already taken place (retrospective funding is not permitted)
 - could not easily be funded elsewhere
 - can demonstrate support in the community
 - has not received Council funding over the past 2 years
- vi) The project or activity enhances the quality of life of people living or working in the ward and does not unfairly discriminate against people from different backgrounds
- vii) The funding can be used by the community group during the 12 months following receipt
- viii) The funding cannot be used to support any initiative more than once in a two year period, an organisation or event can apply for a second grant within the two years as long as it is for a different project or activity.
- ix) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices which would bring Craven District Council into disrepute. This would include ensuring that all recipients have any required permissions in place including requisite insurance, and DBS checks if appropriate

- x) The funding must not replace funding previously provided by other statutory agencies such as the County Council
- xi) Funding must not form part of the Parish precept.
- xii) Funding will not be approved in respect of:
- projects or activities that will only benefit an individual or an individual family or a private business;
 - political parties or trade unions or employers' associations or groups affiliated with any of these
 - lobbying or lobbying organisations
 - projects or activities that seek to promote a faith or belief as their main purpose
 - projects or activities that are contrary to the Council's equality objectives.
- xiii) Applications can be made to more than one Councillor for jointly funded projects but please note there is a maximum cap of £2,000 per application.
- xiv) Applications must provide estimates or quotes with this application form and will be expected to provide evidence of expenditure such as bank statements, invoices or receipts with their monitoring form.

Application Guidance

It would be advisable to contact the relevant Ward Member and discuss your application before sending them the completed application form. A full list of Craven District Councillors can be found on our website.

www.cravendc.gov.uk or alternatively you can contact the Partnerships Officer, Kate Senior at ksenior@cravendc.gov.uk or Tel: 01756 706414.

**Please return the completed application form to Craven District Council
Business Support. Craven District Council, 1 Belle Vue Square, Broughton
Road, Skipton, North Yorkshire, BD23 1FJ**

Application Form	
Name of Project	
Description of Project Brief summary of what the project is and how it will benefit the local community. Please include how, when and where the project will be delivered and for how long.	
Project/activity start and finish date	
Outcomes of the Project Please provide a description of what you hope to achieve e.g. the number of training events delivered, the number of people attending etc	
How does your project meet the ambitions of the local community?	
How does your project support the Council's corporate priorities?	
What wards/geographical areas does the project provide benefit to and how does it provide benefits?	
Who will run the project? Please provide a contact name and full contact details	

including daytime phone number and or email address.	
Total Cost of the Project	
Please give details of any match funding available	
How much funding are you looking for?	
Are you applying to more than one Ward Member? If so, please list all Members you wish to apply to and the amount of funding you are requesting form each Member.	
How will the funding be used? Please provide a breakdown of costs e.g. for venue, staff, equipment etc and attach quotes/ estimates.	
Which organisation will manage the funds? (The managing organisation must have a bank account).	
Please give details of your organisation This should include name and contact details including address, email and telephone number plus a brief description of your organisation.	

Permissions and consents		
Please tick all boxes that apply and attach evidence	✓	Checked by Partnerships Officer
Copy of the organisation's protection policy attached (if the project involves working with children, young people or vulnerable adults).		
Copy of the organisation's insurance policy attached.		
Evidence of planning permission and/or planning reference number attached (if applicable).		
Evidence of leasehold, freehold or licence for projects involving capital works to buildings or land attached (if applicable)		

I declare that the above information is true and complete and that if funding is secured for this project through the Community Grant Scheme I will ensure that:

- a) all publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by Craven District Council.
- b) if the project is offered a grant it must fully comply in utilising the grant within 12 months of the grant being offered.
- c) any grant awarded will only be used for the project/activity set out in this application form.
- d) the project will not discriminate against any sections of the community
- e) all required permissions, insurance and DBS checks are in place
- f) the projects activities are not unlawful, political, trade union related, lobbying, promoting a faith, only benefiting one individual, or are contrary to equality and diversity.
- g) the project has not been received Craven District Council Funding in the last 2 years.
- h) the project has not previously been funded by other statutory agencies such as the County Council.
- i) If requested, within one month we will provide the Council with additional evidence of the project (for example copies of quotes and receipts of expenditure)

For and on behalf of:

(insert name of group/organisation)

Signature:

NAME: (in block capitals):

Position in the Group :

Date:

For Ward Member Use**Ward Member****Amount of Member
Ward Budget
funding approved
(£)**

**I recommend that Ward Member Budget Funding is awarded as set out above.
I confirm that this recommendation meets the fund criteria for the following
reasons.**

If no funding is awarded please give your reasons for not funding the project

**District Councillor's declaration of relevant disclosable pecuniary or personal
interests (if applicable)**

**I have recorded all my relevant disclosable pecuniary or personal interests
above.**

Signature:

NAME (in block capitals):

Date: