

POLICY COMMITTEE

on Tuesday, 24th July 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

1. **Apologies for absence and notification of substitutes**
2. **Confirmation of Minutes** – 19th June 2018 (please note that the excluded Minute \$POL.931 should not be disclosed to Members of the public).
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. **Final Outturn Revenue Budget Monitoring Report Quarter 4 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget of the Council based on quarter 4 review of income and expenditure to the end of March 2018.

6. **Treasury Management Outturn 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the treasury activity undertaken in the year in the context of current and forecast economic climates.

7. **Bad Debt Write-Offs** – Report of the Chief Finance Officer. Attached.

Purpose of Report – In accordance with Financial Procedure Rules, to report to Members details of total bad debts written off during the 2017/18 financial year.

8. **Skipton Canal Waterfront – Town Centre Improvement Project** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To seek Member approval for a scheme of works to improve the environmental quality of the Leeds Liverpool Canal corridor and pedestrian connectivity in Skipton town centre.

9. **Electric Vehicle Charging Points within Craven District** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval to commence the procurement of a network of rapid Electric Vehicles (EVs) charge points in the Craven District

10. **Appointment to Sub-Committees and Panels** – Report of the Democratic Services Manager. Attached.

Purpose of Report – To consider the appointment of sub-committees, and specific task sub-committees and working groups; and to confirm or amend the terms of reference of any existing sub-committees, as appropriate.

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

12. **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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16 July 2018

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

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

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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

19 June 2018

Present – The Chairman (Foster) and Councillors Brockbank, Heseltine, Ireton, Jaquin, Madeley, Morrell, Place, Rose, Thompson, Welch and Whitaker.

In attendance – Councillor Hull.

Officers – Chief Executive, Director of Services, Chief Finance Officer, Director of Services, Strategic Manager for Planning and Regeneration, Solicitor to the Council, Communications, Customer Services and Partnerships Manager, Environmental Services and Housing Manager, Affordable Housing Development Officer and Democratic Services Manager.

Start: 6.30pm

Finish: 8.25pm

Apologies for Absence and Notification of Substitutes –

Apologies for absence were received from Councillors Dawson, Lis and Myers. Notification had been received that Councillor Whitaker was to substitute for Councillor Dawson and Councillor Thompson for Councillor Myers.

Minutes –

Resolved – That the minutes of the meeting held on 20 March 2018 were confirmed as a correct record and signed by the Chairman.

Exclusion of the Public –

Resolved – That in accordance with the Council's Access to Information Procedure Rules, the press and public is excluded from the meeting during the consideration of \$POL.931 on the grounds that it is not in the public interest to disclose Category 3 (financial or business affairs of any particular person (including the Council)) exempt information.

Minutes for Report

POL.923

Performance Monitoring Report – Quarter 4 2017/18

The Chief Finance Officer submitted a report which presented the Council's Performance Monitoring Report for Quarter 4 2017/18.

Resolved –

- (1) That the progress and outcomes achieved be noted.
- (2) That further details about future development of the House of Fraser store in Skipton following its potential closure announcement be forwarded to all Members.

POL.924

Attracting and Retaining Families and Younger People to Craven and the Yorkshire Dales

The Strategic Manager for Planning and Regeneration submitted a report which updated Members on progress of the initiative to attract and retain more families and younger people living in Craven and the Yorkshire Dales National Park.

Resolved –

- (1) That 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 be noted.
- (2) 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.
- (3) 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.

POL.925

Littering Penalties

The Director of Services submitted a report which sought 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’.

Resolved –

- 1) Increases the fee level for fixed penalty notices for littering offences to £150, reduced to £100 if paid within 14 days.
- 2) Adopts the provisions of the ‘Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018’.
- 3) Grants delegated authority to the Director of Services in consultation with the Lead Member for Greener Craven to review the fees annually.
- 4) Grants 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’

POL.926

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

The Chief Executive submitted a report which sought to review the Ward Member Grant scheme piloted in 2016/17 and revised in 2017/18.

In reviewing the scheme, Members were asked to ensure that Ward Member Grant applications were submitted by no later than 1 March.

Resolved –

- 1) That the contents of the report be noted.
- 2) That the changes to the operation of the scheme arising from recommendations of the Audit Services Report detailed at Appendix A, be approved.
- 3) That the continuation of the scheme for the next three financial years (2018-19, 2019-20 and 2020-21), be approved.
- 4) That an annual budget of £30,000 for the scheme (£1,000 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, be approved.

Minutes for Decision

POL.927

Capital Programme Outturn 2017/18

The Chief Finance Officer submitted a report which informed Members of the outturn position of the Council's capital programme for 2017/18 and the sources of financing.

Recommended –

- 1) That the Committee notes the outturn position of the 2017/18 capital programme.
- 2) That the Committee notes how the 2017/18 capital programme has been financed.
- 3) That the Committee confirms the carry forward of £4,704,299 for the continuation of 2017/18 projects in 2018/19.

POL.928

Digitisation and Archiving Project

The Chief Finance Officer submitted a report which sought approval for funding the supplementary capital estimate for digitisation of the Council's Archives.

Recommended – That the supplementary capital estimate of £96,000 to progress the digitisation of the Council's archive records to be funded from the IT reserve, be approved.

POL.929

Ings Beck and Gallow Syke (Skipton) Water Management Project

The Strategic Manager for Planning and Regeneration submitted a report which sought 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.

Members particularly thanked officers for their hard work, which it was noted had resulted in an increase in the allocation from the York, North Yorkshire and East Riding Local Enterprise Partnership (YNYER ELP) by £320,000 to £5million. This was in relation to the remediation of the Council's Waste Depot on Engine Shed Lane in readiness for the development of business space.

Recommended –

- (1) That 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, be endorsed.
- (2) That subject to approval of recommendation (1) above, agrees 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.
- (3) That subject to approval of recommendation (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.
- (4) That subject to approval to recommendation (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.
- (5) 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, be approved.

**The Council's Participation in the North Yorkshire Asylum
Dispersal Scheme Proposal**

The Director of Services submitted a 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.

Members were advised that the dispersal scheme included the following key elements:

- 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; and
- 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.

Recommended – That the decision to participate in a North Yorkshire wide scheme on the negotiated terms highlighted in the report, be approved.

Chairman

Policy Committee – 24th July 2018

FINAL OUTTURN REVENUE BUDGET MONITORING REPORT - QUARTER 4 2017/18



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 4 review of income and expenditure to the end of March 2018.

2. **Recommendations**

- 2.1 Members to note the outturn revenue budget monitoring position as at 31 March 2018.
- 2.2 Members note the £111,800 of the savings achieved this year and identified as green in Appendix B and that these savings have been transferred to an earmarked reserve for support to the 2018/19 budget and beyond.
- 2.3 Members confirm a revenue budget carry forward of £20,683 for completion of revenue commitments in 2018/19. Identified in Appendix D.
- 2.4 Members approve the transfer of the balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

3. **Background Information**

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

- A contribution of £98k from previous years Council Tax Collection Fund surpluses.
- A contribution of £484k to the Business Rates Collection Fund Deficits
- New Homes Bonus Grant of £817k
- Net Contributions to/from Earmarked Reserves of £899k
- A Corporate Contingency of £75k.

4. Quarter 4 Financial Performance – Revenue Budget

4.1 Based on the March budget monitoring exercise the Council's performance against budget is a forecasted underspend of £590k for the full financial year of which £457k is services £133k is within Corporate costs. This includes increased investment income (£47k). Projected financial performance at the end of Q4 is summarised in Table 1 below and shown in detail at Appendix A. This includes an additional £1k from the Council's Income and Savings Plan shown at Appendix B.

4.2 The Budget Outturn is based upon the Statement of Accounts that is nearing the completion of the Audit Process and reflects known amendments as a result of the audit. The formal audited Statement of Accounts will be presented to the Audit and Governance Committee in July 2018. Should there be any further changes these will be presented in a Final Outturn Report in September.

4.3 Service Related Costs

Services are showing a projected favourable variance of £457k, this includes the £1k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are:

4.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 34% of Budgeted Revenue expenditure. Based on Quarter 4 performance, net forecasted underspends in staffing costs are £237k. This consists of salary cost underspends equal to £452k being offset by spending on Agency staff usage of £215k. Over the year there has been consistent agency and contract staff use, which has been required to fill some of the positions. The use of Agency staff is seen as a temporary measure to cover vacancies in the short term, provide additional resilience to services for a short period or for specific projects, and this is not without risk.

4.5 Enterprising Craven:

X Building Control Fee Income was £17k down on expected.

X coupled with that, Planning Fee was also £39k down on expected.

X £75k shortfall from Town Hall activities mainly due to delay in commercial lettings and start-up programme of events.

✓ Liquor Licensing - Increase in Fee income, £6k plus £5k salary saving from vacancy. £3k saving in Supplies and Services - incl. £3k saving in ICT charges (Capitalised in Yr1)

4.6 Resilient Communities:

✓ Customer Services - £5k saving in Computer Charges

- ✓ Revenues & Benefits Service - £133k Government grants received offset by a reduction in Housing Benefit overpayment income £29k.
- ✓ Democratic Services - £20k reduction in supplies and service costs including £6.5k in ICT costs.
- ✓ Election account - monies received in 17/18 that related to expenditure incurred in 16/17.
- X Shared Ownership Income not achieving target - due to delays in occupation.
- X Joint Venture Set up costs - topo surveys valuations.
- ✓ Car parking income and Permit income £67k above predicted. Savings in supplies and services of £20k.
- X Domestic Waste Collection - Vehicle Hire costs £35k, increased vehicle costs £26k. Offset by an insurance claim payment for the stolen vehicle £17k.
- ✓ Commercial Waste Service - £62k over achievement in fees and charges income.
- X Recycling - Net £60k increase in Disposal costs offset partially by savings in Vehicle costs.
- ✓ Environmental Health - £29k over-achievement in income and £3k underspend in operational costs.
- ✓ Homelessness - £9k over-achieved BR1A refunds; £19k additional rental income boosted by £11k underspend on private rent payable resulting from AVH closure; £15k operational underspend.
- ✓ Economic Development - £44k underspent on Industrial Development as projects slow to start; £164k underspent on projects to be funded from NHB
- X £117k overspend in Leisure Services; £47k in external service - class provision and £37k reduced income. The Revive Café – has underspends in supplies and services £7k. But under achievement in income of £18k.
- ✓ Bereavement Services - £31.7k increased cremation income. £32k savings to maintenance. £12k savings in computer charges, £4k utility savings. But has a decrease of £17k in saleable income.

4.7 Financial Sustainability;

- ✓ Human Resources - £38K savings in external services (H&S provision being provided through a SLA with another authority). £7.2k saving in recruitment costs, £8.9k unutilised training budget.
- ✓ Financial Services - £15k saving in ICT expenditure
- X Corporate Service Costs - £30k bad debts provision, £9k savings external audit, £15k under spend in miscellaneous. £37k insurance.

4.8 Corporate

At the end of the year Corporate Costs outside the Net Cost of Service are showing a positive variance of £47k due to an increase in investment income. The amount for the Revenue Contributions to Capital Outlay is showing a net underspend of £79k. There were some projects on the Capital Programme, which were being funded from Revenue, that have completed under budget. This will be reflected in the funding that will be transferred from the reserves.

4.9 Projected financial performance at the end of Q4 is summarised in Table 1 below....

4.10 **Table 1: Summary Of Q4 Forecasted Outturn Position As At 31 March 2018**

	Original Budget 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/ Overspend 2017/18 £	%	Paragraph ref.
<u>Council Priority</u>						
Enterprising Craven	795,365	666,030	816,909	150,879	22.65%	4.5
Resilient Communities	1,523,129	2,071,818	1,471,966	(599,852)	28.95%	4.6
Financial Sustainability	3,326,091	3,248,407	3,240,108	(8,299)	0.26%	4.7
Total Service Related Costs per Priority	5,644,585	5,986,255	5,528,983	(457,273)		
<u>Corporate Costs</u>						
Investment Income	(56,820)	(75,850)	(122,424)	(46,574)	61.40%	4.8
Interest Payable	255,710	255,710	255,709	(1)	0.00%	
Minimum Revenue Provision	324,190	324,190	318,900	(5,290)	1.63%	4.8
Revenue Funding of Capital Programme	710,500	1,343,113	1,264,063	(79,050)	5.89%	
Support To Parishes	9,000	9,000	7,630	(1,370)	15.22%	
Corporate Contingency	75,000	0	0	0		5.3
Total Revenue Budget 2017/18	6,962,165	7,842,418	7,252,860	(589,558)	7.52%	
Contr. To / (From) Earmarked Reserves & Grants	(2,313,891)	(3,194,144)	(3,194,144)	0		
To be met from CTax & Business Rates	(4,648,274)	(4,648,274)	(5,248,274)	(789,000)		
Forecasted (Surplus)/Deficit at Quarter 4 – 31st Mar 18	-	-	(1,378,558)			

4.11 **Income & Savings Plan**

The Council's financial pressures for its budgets will continue. The current estimate from the 2018/19 Long Term Financial Strategy (LTFS) is that, as a result of expected savings or estimated additional income in 2017/18, the 2018/19 budget has achieved the savings required. It predicts savings or income of £409k will be required for 2019/20 and £655k for 2020/21. However there is a risk that this could increase. The LTFS is scheduled for review at the September meeting of Policy Committee.

- 4.12 Appendix B details the summary of the current Savings plan information at 31 March 2018. The target for 2017/18 was £332k. The projects that have been achieved are shown in the green savings and total £112k (£111k at Q3 have already been reflected in the 17/18 revised budget). These savings have been included in the 2018/19 Budget. Work is on-going to identify projects to balance future year's budgets beyond 2018/19. These will be added to the plan as they are confirmed as suitable, affordable and achievable.
- 4.13 Budget Slippage
As part of the year end process officer have identified some areas of revenue expenditure to which the Council is committed but which will not be completed until 2018/19. The 2018/19 budget does not contain sufficient resource to undertake these projects; therefore budget slippage of £20,683 is required. The items requiring slippage are identified in Appendix D.
- 4.14 Main Risk Areas
The 2017/18 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings that have been built into the budget. These risks will continue in to 2018/19 and beyond. Further analysis of the risk areas which are varying is shown below.
- 4.15 Waste Collection:
The Original Budget for the Domestic Waste Collection was £691k. This has since been revised to £671k after the Q3 monitoring process. The current forecasted outturn is £713k; this is a variance of 6.28%. This is due to vehicles having to be sourced on a hire basis, until replacements can be arranged. The replacement now due in Q1 of 2018/19.
- 4.16 Recycling – Disposal costs (incl. Garden Waste)
At the start of 2017/18 there was £434k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast predicts that there will be an outturn of £517k; this is an adverse variance of 19%. The associated Recycling Credit income was originally budgeted at £427k. The latest outturn, based on estimates, is £438k. Although a favourable variance of 3%, this does not compensate for the increase in the disposal costs. The income is based on estimates from the Q3 data due to the delays in billing.
- 4.17 Planning Application Fees
The Original Budgeted income for planning fees was £419k. The Budget Setting report indicated what the effects of adverse variances may be, up to 10%. The final outturn for the planning fee income was £380k, 9% below the target amount (16% at Q3). The increase of 20% to the Planning Fees may have assisted in the recovery of the Fee income, but as this was only effective from the 17th January, this cannot be said for certain.
- 4.18 Skipton Town Hall
The original budget for Town Hall income was £257k, this has now been revised with support from Corporate Contingency, to £215k. The final outturn for the year was £115k. The Budget Setting report listed this risk as a high impact and unfortunately these income streams are currently forecasting

underachievement of the target. The target set at the start of the year was based on full occupancy of the commercial units and a full programme of events in the Concert Hall. However due to the ongoing improvement works, issues regarding the roof repair and a delay in tenancing some of the commercial space, it has meant that this has not been possible.

4.19 Income Streams

All income streams are monitored on a monthly basis. To mitigate the risk of under achievement of income cautious estimates were included within the 2017/18 budget. At the end of quarter 4 overall were 1.8% behind target. Income streams were reviewed as part of the 2018/19 budget setting process and budgets adjusted based on the improved performance.

4.20 Budget monitoring clinics are held with budget holders on a quarterly basis.

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

4.22 As part of the monitoring of income streams members requested amore detailed analysis of Car Parking Income. This information is attached as Appendix C.

4.23 Business Rates

The Council continued its membership of the North Yorkshire Business Rates Pool. The volatility in rating continued in 2017/18, with the added complication of a rates revaluation the impact of which was unknown at the time that the budget was set. The Council set its budget based with its share of rates income at £1.450m based on the figures in the settlement announcement of £1.386m. Whilst it was expected that the outturn would be higher the lack of information for appeals was a risk.

4.24 The impact of appeals has been much lower than forecast and this has a positive impact on the amount of rating income available to dtribute.

4.25 The final outturn from the North Yorkshire Business Rates Pool has been confirmed and has been excellent, the Council's share of income from the Pool is £348k. The Council's accounts are in the final stages of audit and the outturn at the time of writing the report is £2,256 which includes a contribution from the Pool of £348k. The outturn position for the Council for 2017/18 in respect of business rates is a surplus of £789k which reflects the districts rates growth over the last five years.

4.26 The Business Rates Contingency Reserve has a balance of £610k after utilising £484k to support the budget in 2017/18. As a consequence of the reduced volatility with appeals a contribution of £140k to give a balance of £750k is felt to be appropriate. An additional £100k can be placed back into the NHB Reserve to offset the contributions made to the Revenue Budget in 2017/18.

4.27 The business rates system is due to be reset as part of the Governments review of funding for Local Government and it is most unlikely that the Council will be allowed to keep this growth in income levels going forward. Therefore

it is important that the Council continues to budget and manage its costs using the settlement figure rather than a higher amount.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2017. This balance has remained during 2017/18.
- 5.2 The Council's policy was to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of reserves will help the Council mitigate against the risks of ongoing funding cuts. For 2017/18 this level was agreed as adequate. The current LTFS has assumed balance will be maintained.
- 5.3 In 2017/18 the £75k Contingency Budget was utilised. It was used to underwrite additional budget costs within Waste Management and Planning and to also offset the over budgeted income expected for the Commercial Rentals at the Town Hall, due to the delays in securing tenancies. £25k has been transferred into the Contingency fund, from the savings in Salaries within Business Support. The 2018/19 revenue budget is not without pressures, and has a contingency of £75k. It was agreed at Q3 to carry forward £20k into 2018/19, this is in addition to in the £75k set as part of the 2018/19 Budget. As part of the Closedown work, an additional £51k is to be transferred to the contingency reserve to support the revenue budget pressures in 2018/19. This gives a balance of just under £100k to carry forward.
- 5.4 The final allocations to the reserves are to be confirmed once the Audit of the Statement of Accounts has been completed. The Chief Financial Officer will allocate the balances to the appropriate Reserves and the balances confirmed to Members when they are available.

6. Summary

- 6.1 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year.
- 6.2 The General Fund Revenue Balance currently stands at £995k. This will assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.
- 6.3 The Council had £6,956k in earmarked reserves at 1 April 2017. Budgeted and in year Contributions of £2,471k, less Utilisation in 17/18 of £2,210 and commitment for future years use of £413k means a balance £5,922.

7. Implications

7.1 Financial and Value for Money Implications

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

7.2 Legal implications

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

7.3 Contribution to Council Priorities

The delivery of a balanced and managed budget is critical to the well being of the Authority.

7.4 Risk Management

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

7.5 Equality Impact Assessment

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

8. Consultations with Others

None

9. Access to Information : Background Documents

None

10. Author of the Report

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12. Appendices

Appendix A – Revenue Budget - analysis of projected outturn by Priority / Cost Centre Group.

Appendix B – Income and Savings Plan.

Appendix C – Car Parking Income Performance

Appendix D – Revenue Budget Slippage

Summary Report

Appendix Reference	Council Priority	Original Budget 2017/18 £	Virements, Slippage & Supplementary Estimates 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Overspend 2017/18 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	551,445	114,585	666,030	816,909	150,879	22.65%	
A3	Resilient Communities	1,767,049	304,769	2,071,818	1,471,966	(599,852)	28.95%	
A4	Financial Sustainability	3,326,091	(77,684)	3,248,407	3,240,108	(8,299)	0.26%	
Total Service Related Costs		5,644,585	341,670	5,986,255	5,528,983	(457,273)		

Corporate Costs

Investment Income	(56,820)	(19,030)	(75,850)	(122,424)	(46,574)	61.40%	Includes the gain derived from the up-front pension deficit payment & net positive impact of the loan to Craven College.
Interest Payable	255,710	0	255,710	255,709	(1)	0.00%	
Minimum Revenue Provision	324,190	0	324,190	318,900	(5,290)	1.63%	
Revenue Funding of Capital Programme	710,500	632,613	1,343,113	1,264,063	(79,050)	5.89%	
Support To Parishes	9,000	0	9,000	7,630	(1,370)	15.22%	
Corporate Contingency	75,000	(75,000)	0	0	0		£35k vired to Development Control, £20k vired to Skipton Town Hall, £10k to Democratic Representation, £15k to Waste Mgt & £25k transferred vired from Business Support
Total Revenue Budget 2017/18	6,962,165	880,253	7,842,418	7,252,860	(589,558)	7.52%	
Transfers to/from reserves, NHB & Grant	(2,313,891)	(880,253)	(3,194,144)	(3,194,144)	0		
Amount to met by C. Tax & Business Rates	(4,648,274)	0	(4,648,274)	(5,437,274)	(789,000)		

Description	Original Budget 2017/18	Virements 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Overspend 2017/18 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	1,370	(847)	523	(1,834)	(2,357)	450.90%	
Liquor Licencing	(27,995)	2	(27,993)	(42,289)	(14,295)	51.07%	£6k Increase in Fee income plus £5k salary saving from vacancy. £3k saving in Supplies and Services - incl. £3k saving in ICT charges (Capitalised in Yr1)
Street Signs & GIS	27,265	11,047	38,311	34,267	(4,044)	10.56%	
Historic Buildings	3,000	0	3,000	96	(2,904)	96.80%	
Building Control - Non Fee Earning	35,820	(14)	35,807	33,338	(2,469)	6.89%	
Building Control - Fee Earning	(67,985)	11,752	(56,232)	(34,051)	22,182	39.45%	£17k under achievement in fees and charges. Plus £6k employee costs including Agency
Local Plan	422,350	20	422,370	424,991	2,621	0.62%	
Local Land Charges	(80,160)	(14,104)	(94,264)	(95,753)	(1,489)	1.58%	
Development Control	80,995	31,928	112,923	163,157	50,234	44.49%	Fees and Charges £39k down on expected
Planning (Service unit)	10,410	0	10,410	3,282	(7,128)	68.47%	Postage costs only in here - £7k underspent
Total Cultural Services incl. Museum & Skipton TH	107,215	74,810	182,025	298,972	116,947	64.25%	£75k shortfall from Town Hall activities mainly due to delay in commercial lettings and start-up programme of events; £42k additional cost charged to the Museum Development budget as match funding to be financed
Total Arts Development	39,160	(8)	39,152	32,733	(6,419)	16.39%	
Total Enterprising Craven	551,445	114,585	666,030	816,909	150,879		

Resilient Communities

Appendix A 3

Description	Original Budget 2017/18	Virements 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Overspend 2017/18 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	27,775	22,155	49,930	28,999	(20,931)	41.92%	£22k unused slippage
Customer Services	317,850	(26,384)	291,466	275,115	(16,352)	5.61%	£10k salary saving & £5k direct computer charges saving
Revenues & Benefits Services (Including Cost of Collection)	112,410	6,491	118,900	(5,284)	(124,185)	104.44%	Net £31k underspend on employee costs. £133k Government grants in R384. and reduction in Housing Benefit overpayment income £29k
Partnerships & Communications and Sporting Events	153,990	14,222	168,212	158,919	(9,293)	5.52%	Staff vacancies and miscellaneous operational underspends
Democratic Services	30,840	(21)	30,819	29,503	(1,316)	4.27%	
Democratic Representation	253,770	10,674	264,443	229,964	(34,479)	13.04%	£14k reduction in employee costs and £20k reduction in supplies and service costs including £6.5k in ICT costs
Elections	48,490	23	48,513	13,411	(35,102)	72.36%	Mainly due to year end journal to clear out the election account-money was received in 17/18 that related to expenditure incurred in 16/17 making it look like we have an underspend in this year.
Electoral Registration	62,540	30	62,570	49,435	(13,135)	20.99%	£7.7k grant r'cd not budgeted for. £4.4k saving for royal mail charges.
Shared Ownership Scheme	(13,430)	313	(13,117)	1,288	14,405	109.82%	Income not achieving target - due to delays in occupation.
Joint Venture	0	13,455	13,455	20,632	7,177	53.34%	Set up costs - topo surveys valuations
Car Parks	(1,151,465)	(5,983)	(1,157,448)	(1,258,646)	(101,198)	8.74%	£38.k more income for parking fees, £29k incr in income re permits, £7.4k & £4k income for misc. fees & rent not budgeted for. £14.5k savings for equip & maintenance. £5k savings for consumable goods.
Public Conveniences	46,130	(2,092)	44,038	55,043	11,005	24.99%	Increase in premise cost expenditure £8k and reduced income £3k.
Amenity Areas/Aireville Park	103,275	4,474	107,749	96,817	(10,932)	10.15%	Reduced maintenance costs
Private Garage Sites	(31,320)	453	(30,867)	(31,750)	(883)	2.86%	

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Overspend 2017/18 (+ve)/-ve	% Variance	Comments
Community Services (Credit Unions)	10,000	6,585	16,585	6,795	(9,790)	59.03%	Savings re external services-unnecessary slippage & invoice less than budgeted.
Refuse Collection - Domestic	691,075	(20,319)	670,755	712,872	42,117	6.28%	Vehicle Hire costs £35k, increased vehicle costs £26k. Offset by a insurance claim payment for the stolen vehicle £17k.
Refuse Collection - Commercial	(177,385)	(34,604)	(211,989)	(311,431)	(99,442)	46.91%	£62k over achievement in fees and charges income
Street Cleansing	311,489	(9,620)	301,869	297,617	(4,252)	1.41%	
Recycling	292,440	(8,142)	284,297	331,831	47,534	16.72%	Net £60k increase in Disposal costs offset partially by Vehicle costs
Clean Neighbourhoods	76,325	333	76,658	74,422	(2,236)	2.92%	
Mechanics Workshop	0	44,186	44,186	43,997	(190)	0.43%	
Waste Management Service Unit	220,191	640	220,831	234,277	13,446	6.09%	£9k increase in employee costs plus £3k overspend in supplies and services
Garden Waste Scheme	(99,195)	(8,339)	(107,534)	(116,093)	(8,559)	7.96%	Sales above target. Increase in employee costs offset by reduced vehicle fleet costs
Environmental Health Services	308,590	(5,223)	303,367	271,075	(32,292)	10.64%	£29k over-achievement mainly in water sampling income and environmental measures boosted by £3k underspend in operational costs
Flooding	0	0	0	(15,678)	(15,678)		Balance of grant greater than expected.
Aireview House	43,620	(7)	43,613	34,812	(8,801)	20.18%	Income boosted by refunds of overpaid HB even though facility closed for refurb
Homelessness	244,945	13,268	258,213	203,895	(54,318)	21.04%	£9k over-achieved BRIA refunds; £19k additional rental income boosted by £11k underspend on private rent payable resulting from AVH closure; £15k operational underspend
Private Sector & Housing Enabling	33,850	0	33,850	33,559	(291)	0.86%	Unanticipated loan repayments (DFG & RAS)
Housing Service Unit	22,110	(866)	21,244	19,690	(1,554)	7.31%	
Total Economic Development	243,920	318,075	561,994	346,629	(215,365)	38.32%	£44k underspent on Industrial Development as projects slow to start; £164k underspent on projects to be funded from NHB
Total Leisure Services	(72,565)	(3,208)	(75,773)	67,164	142,937	188.64%	£117k overspend in Leisure Services; £27k in employee costs, £47k in external service - class provision and £37k reduced income. Revive Café - has overspends in employee costs £13k due to staffing issues, underspend in supplies and services £7k. But under achievement in income of £18k.
Total Bereavement Services	(343,215)	(25,798)	(369,013)	(426,912)	(57,899)	15.69%	£31.7k incr income re cremation & mercury abatement. £32k savings to maintenance. £13k savings to salaries & related, £12k savings in computer charges, £4k utility savings. £17k dcr in sales income.
Total Resilient Communities	1,767,049	304,769	2,071,818	1,471,966	(599,852)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Over spend 2017/18 (+ve)/-ve	% Variance	Comments
		£	£	£	£		
CLT	434,569	(35,627)	398,942	383,197	(15,745)	12.61%	Savings salary and related. £27k dcr in income in 5480 (re LEP)
Business Support	193,496	(37,933)	155,563	140,619	(14,944)	12.89%	£2.6k savings N.I. £7.9k savings to super. £4.7k incr in income from rent receivable (election).
Human Resources & Training	175,990	(27,504)	148,486	119,978	(28,508)	10.45%	£38K savings in external services (re H&S officer). £7.2k saving in recruitment, £8.9k savings in training.
Legal Services	174,031	5,061	179,092	169,610	(9,482)	13.04%	Increased legal fees income
Corporate Costs	818,470	40,920	859,390	915,257	55,867	7.06%	£30k bad debts provision, £9k savings external audit, £15k under spend in miscellaneous. £37k incr expenditure re insurance
Financial Services	512,345	(41,923)	470,422	447,355	(23,067)	6.82%	£12k savings salaries & related & £15k savings to direct computer charges.
Properties; Misc, Bus, Depots, BVS, SU, Estates	580,860	24,576	605,437	620,689	15,252	2.52%	Skipton Depot increased security £12k
ICT & Transformation	436,330	(5,254)	431,076	443,402	12,326	6.99%	£12k overspend in Network, Software and applications
Total Financial Sustainability	3,326,091	(77,684)	3,248,407	3,240,108	(8,299)		

Craven District Council Income & Savings Plan**Income & Savings Action Plan 2017/18 - 2020/21 v11 at March 2018****Key:**

Green

Income / Savings achieved - low risk

Reporting Spreadsheet

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Reg	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2017/18	2018/19	2019/20	2020/21						
19	PaSe	Advertising on car parks	Green	H	H	3,000	4,000	4,000	4,000	N	N	All planning consents & contracts in place.	Patrick Mulligan	Paul Ellis	Ian Halton
20	LeSe	Establish Turnstile System past reception	Green	M	M	1,000	3,480	3,480	3,480	N	N	£1,000 included in 2017/18 budget. Capital Project completed, budget to be adjusted with balance. Turnstile not installed until March.	Patrick Mulligan	Paul Ellis	Ian Halton
21	EnSe	Revised Collection Xmas Waste Collection	Green			2,500	2,500	2,500	2,500	Y	N	Achieved & Implemented.	Carl Lis	Paul Ellis	Wyn Ashton
22	EnSe	Housing / Env Health & Waste Management Review	Green			6,000	6,000	6,000	6,000			Achieved & Implemented	Carl Lis	Paul Ellis	Wyn Ashton
23	PaSe	Implement pay & display machines and other infrastructure upgrades to create cost effective payment options	Green			2,000	5,000	5,000	5,000	Y	N	4 more new machines installed in 16/17 which include card payment. Looking to carry out some promotions on paying by card.	Patrick Mulligan	Paul Ellis	Ian Halton
24	Fi	Payment in advance of employers back funding pension liability 2017/18 - 2019/20	Green	H	H	19,030	38,430	58,430	19,000	N	N	Additional treasury management income re pension fund discount & loan	Patrick Mulligan	Nicola Chick	James Hordern
25	Fi	Treasury Management - Additional Interest Earned	Green	H	H	2,570	20,930	15,268	9,745	Y	Y	Completed February 2018	Patrick Mulligan	Nicola Chick	James Hordern
26	EnSe	Non Statutory Advice & Revisits to Food Premises	Green	H	M	900	3,600	3,600	3,600	Y	N	Member approval given to both schemes at July Policy Meeting	Carl Lis	Paul Ellis	Wyn Ashton
27	Fi	Mini Finance team restructure following resignations and reallocation of duties	Green	H	M	6,800	9,000	9,000	9,000	N	N	Review of and reallocation of duties of the team following the resignation of the Procurement Risk & Insurance Manager.	Patrick Mulligan	Nicola Chick	Claire Hudson
28	Fi	Insurance Contract Tender	Green	H	H	35,000	35,000	35,000	35,000	N	N	Savings on the contract negotiation for next 3 years from April 1st 2017 and rebasing of 2017/18 budget.	Patrick Mulligan	Nicola Chick	Claire Hudson
29	Fi	CLT Restructure	Green	H	H	25,000	36,000	36,000	36,000	M	Y	Restructure of CLT following the Senior Officer Committee Review	Richard Foster	Paul Shevlin	N/A
30	HR	Review of Car Mileage terms and conditions	Green	M	M	8,000	8,000	8,000	8,000	Y	N	Review of Budget to spend at half year to confirm saving forecast	John Dawson	Paul Shevlin	Jacqui Hodgson
31	ReBe	2017 review CTR and local discount schemes	Green	H	H		20,000	20,000	20,000	Y	N	Base for Ctax setting adjusted & impact will be included in ctax income	Patrick Mulligan	Nicola Chick	David Carre
32	ReBe	To increase Ctax and NDR bases	Green	M	H		14,000	28,000	28,000	N	Y	Base for Ctax setting adjusted & impact will be included in ctax income	Patrick Mulligan	Nicola Chick	David Carre
33	IT	Replacement of Web Hosting and CMS	Green	H	H	0	2,000	2,000	2,000	N	N	Project underway, Web Hosting and CMS software which will lead to reduced licencing costs. Estimated project completion mid-2018.	John Dawson	Paul Ellis	Darren Maycock
TOTAL GREEN SAVINGS						111,800	207,940	236,278	191,325						

18/19 Budget to adjust by £3k

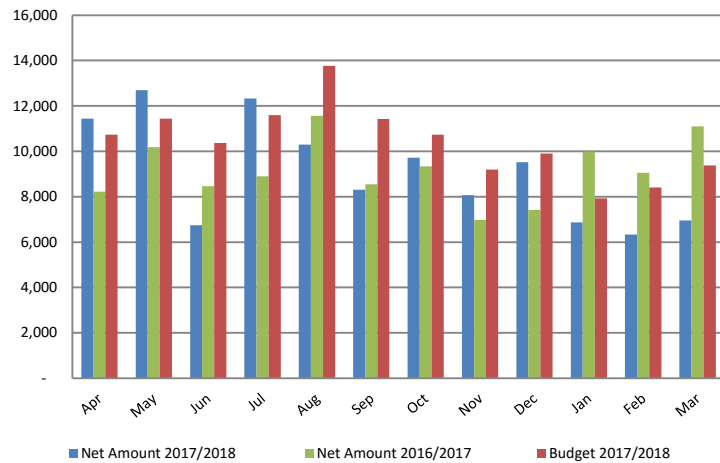
18/19 Budget to adjust

Parking Fees Jan - March 18 (2017/18 FYR)

2017/18	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £
Month															
April	£11,437	£8,219	£10,739	£9,197	£10,253	£10,433	£36,137	£33,492	£35,798	£57,193	£54,288	£51,340	£1,559	£1,652	£1,636
May	£12,696	£10,184	£11,438	£10,020	£9,545	£11,112	£35,910	£36,100	£38,129	£54,083	£55,287	£54,470	£1,341	£1,107	£1,743
June	£6,738	£ 8,461	£10,365	£13,052	£11,775	£10,069	£33,814	£34,071	£34,519	£50,521	£51,823	£49,356	£1,912	£1,429	£1,579
July	£12,326	£ 8,898	£11,601	£10,610	£10,841	£11,270	£42,178	£40,139	£38,670	£62,240	£59,400	£55,243	£1,643	£1,889	£1,768
August	£10,302	£11,563	£13,761	£11,935	£11,992	£13,368	£50,702	£45,587	£45,871	£60,892	£65,841	£65,530	£1,648	£1,664	£2,097
September	£8,311	£ 8,543	£11,426	£10,903	£11,036	£11,100	£42,886	£37,415	£38,087	£57,572	£53,215	£54,410	£2,034	£ 1,659	£1,741
October	£9,713	£9,343	£10,727	£10,816	£11,118	£10,420	£36,899	£35,573	£35,757	£54,375	£56,362	£51,080	£1,579	£1,544	£1,635
November	£8,063	£ 6,987	£9,203	£10,255	£9,856	£8,940	£34,089	£25,653	£30,678	£51,867	£45,807	£43,826	£1,632	£1,382	£1,402
December	£9,527	£ 7,425	£ 9 , 902	£10,083	£10,332	£9,619	£30,895	£31,170	£33,009	£55,378	£60,482	£47,156	£1,943	£1,332	£1,509
January	£6,874	£9,992	£7,930	£9,243	£9,667	£7,703	£25,149	£23,064	£26,432	£39,041	£39,275	£37,760	£1,594	£1,582	£1,208
February	£6,336	£9,057	£8,404	£9,417	£8,379	£8,164	£27,479	£24,998	£28,014	£42,151	£38,693	£40,020	£1,455	£1,544	£1,281
March	6,952	£11,103	£9,378	£9,112	£10,123	£9,110	£30,733	£31,620	£31,261	£47,306	£50,107	£44,658	£1,343	£1,721	£1,429
	£109,276	£109,776	£124,874	£124,641	£124,907	£121,308	£426,871	£398,872	£416,224	£632,618	£630,582	£594,849	£19,683	£18,505	£19,028
Variance	(500)		(15,098)	(266)		3599	27,999		10,647	2,036		37,769	1,178		655

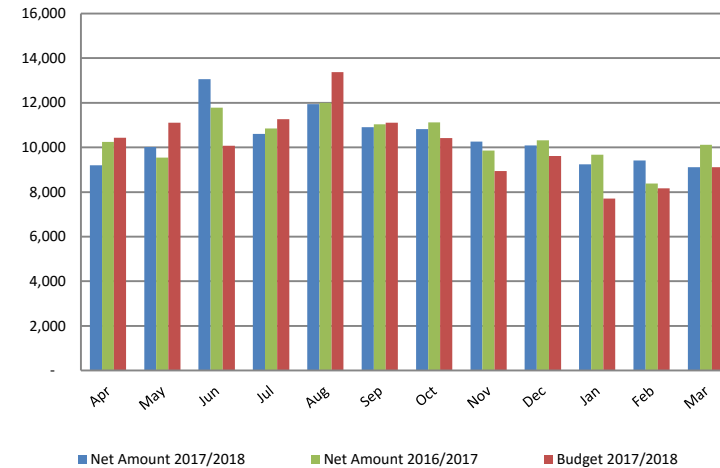
2017/18	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £
Month															
April	£5,369	£4,976	£5,114	£5,661	£5,875	£5,421	£2,394	£1,671	£1,841	£2,232	£1,590	£2,148			
May	£4,829	£4,344	£5,447	£6,033	£5,275	£5,774	£1,990	£1,817	£1,961	£1,649	£1,432	£2,288			
June	£5,958	£5,488	£4,936	£5,362	£6,339	£5,232	£2,837	£2,853	£1,777	£1,781	£2,437	£2,073			
July	£5,699	£5,669	£5,524	£6,458	£6,135	£5,856	£2,710	£2,352	£1,989	£2,542	£2,637	£2,320	£1,586		
August	£6,545	£6,559	£6,553	£7,124	£8,150	£6,946	£2,560	£3,895	£2,359	£4,003	£2,818	£2,752	£5,191		
September	£5,663	£5,544	£5,441	£6,020	£5,683	£5,768	£4,335	£ 2,393	£1,959	£1,431	£ 3,126	£2,285	£4,857		
October	£3,698	£5,399	£5,108	£5,101	£5,113	£5,415	£2,166	£2,038	£1,839	£1,061	£1,609	£2,145	£4,478		
November	£4,321	£4,217	£4,383	£ 3,654	£4,217	£4,646	£1,631	£1,668	£1,578	£1,020	£684	£1,841	£3,240		
December	£3,992	£3,259	£4,716	£3,266	£2,736	£4,999	£1,529	£706	£1,698	£426	£413	£1,981	£2,274		
January	£3,193	£3,704	£3,776	£2,991	£3,926	£4,001	£1,225	£1,475	£1,359	£616	£821	£1,586	£3,685		
February	£3,494	£3,695	£4,002	£ 3,464	£3,371	£4,242	£ 1,360	£1,242	£1,441	£ 676	£810	£1,681	£3,875		
March	£3,916	£4,634	£4,466	£3,640	£4,456	£4,734	£1,625	£1,968	£1,608	£ 756	£1,438	£1,876	£3,884		
	£56,677	£57,487	£59,466	£ 58,722	£61,232	£63,034	£ 26,351	£24,078	£21,409	£ 18,192	£19,816	£24,976	£33,031		
Variance	(810)		(2,789)	(2,510)		(4,312)	2,275 of 19		4,942	(1,624)		(6,784)			

Cavendish Street



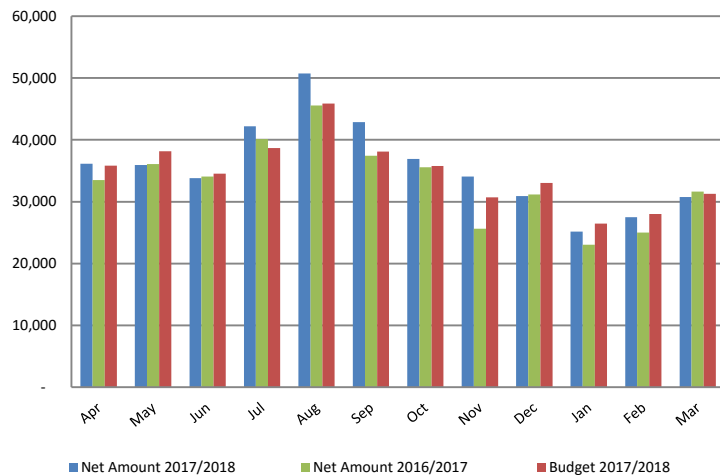
Comments: Income decreased by 04.5% (£500) over same period last Year and down by 12.49% (£15,089) on budget

Waller Hill



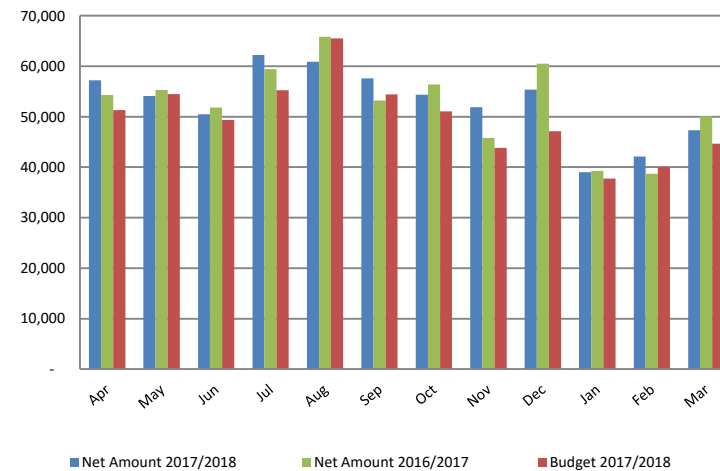
Comments: Income decreased by 0.21% (£266) over same period last year and up by 2.75% (£3599) on budget

Coach Street

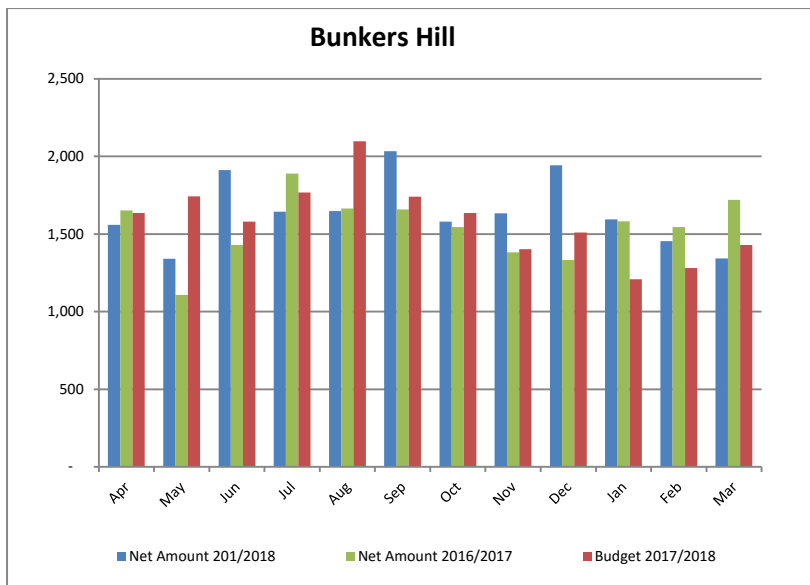


Comments: Income increased 7.01% (£27,999) over same period last year and up by 2.56% (£10,647) on budget

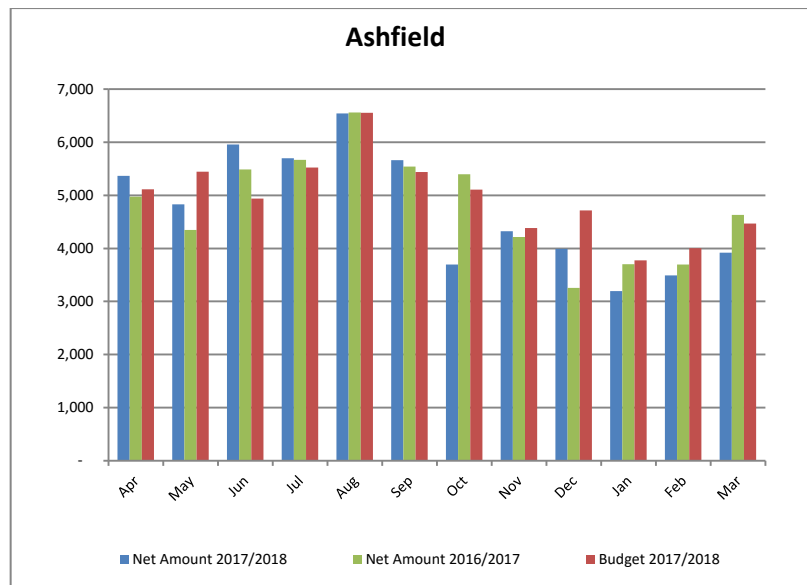
High Street



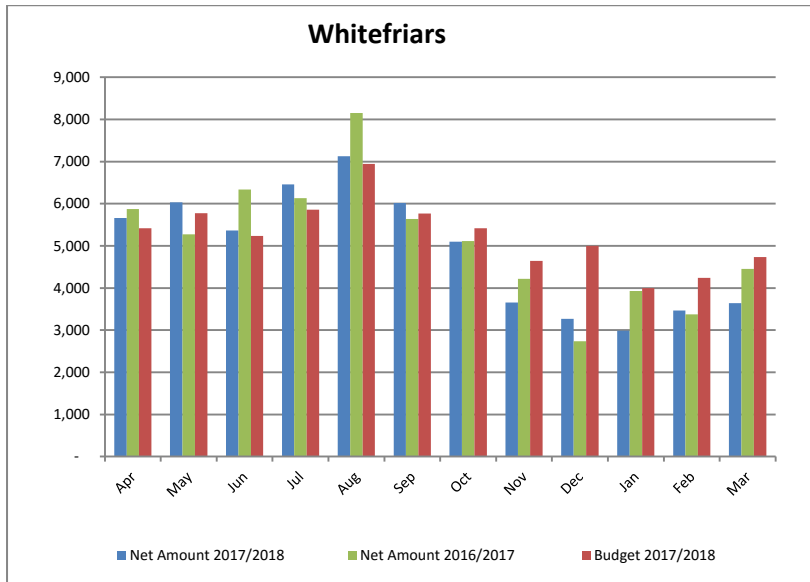
Comments: Income increased by 0.32% (£2,036) over same period last year and up by 6.35% (£37,769) on budget



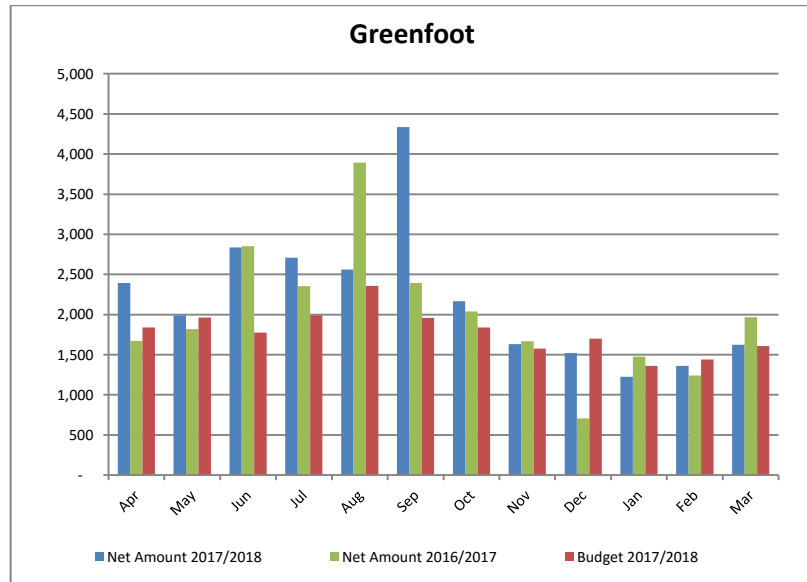
Comments: Income increased by 6.37% (£1,178) over same period last year and up by 3.44% (£655) on budget



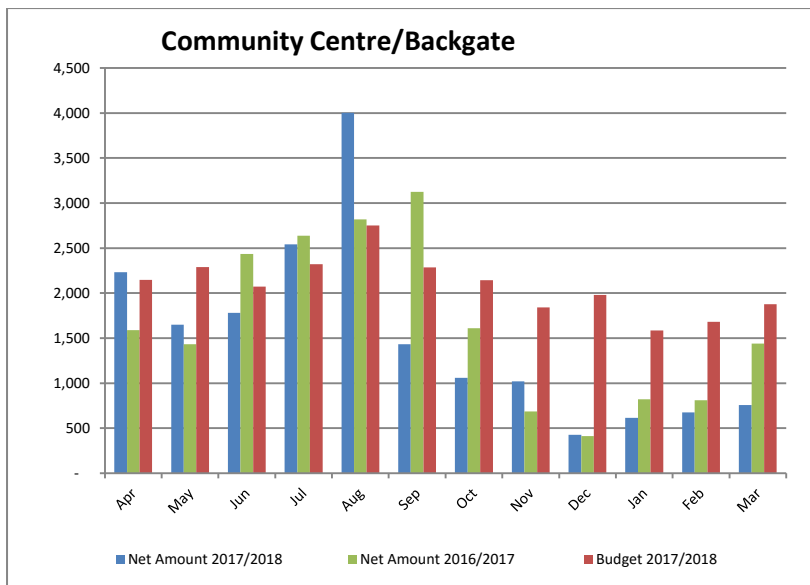
Comments: Income decreased by 1.40% (£810) over same period last year and down by 4.69% (£2,789) on budget



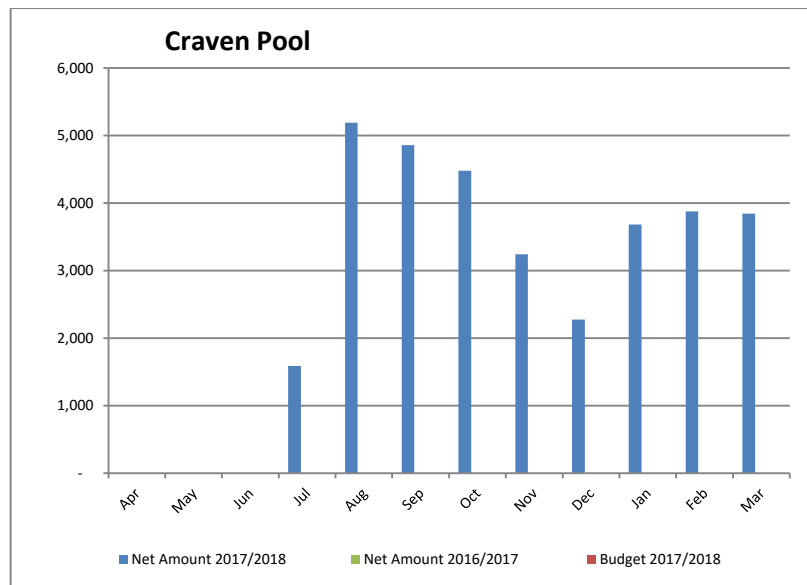
Comments: Income decreased by 4.09% (£2,510) over same period last year and down by 6.84% (£4,312) on budget



Comments: Income increased by 9.44% (£2,273) over same period last year and up by 23.08 (£4,942) on budget



Comments: Income decreased by 8.2% (£1,624.) over same period last year and decreased by 27.16% (£6,784) on budget



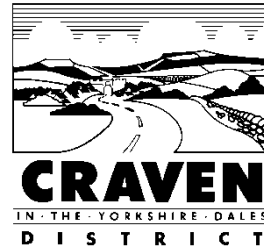
Went live 17th July.

Revenue Budget Slippage Requests - 2017/18

Ref	Request Description	Cost Centre	Cost Centre (T)	Account Code	2017/18 Revised Budget £	2017/18 Draft Accounts spend £	Balance £	2017/18 Slippage Request £
WAMS01	Traffic managed verge cleansing has not taken place in 2017/18 however it will take place week commencing the 16 th April 2018. The cost of the works will be circa £18,000 and the budget of £14,000 for 2018/19 will be insufficient to cover the cost of works. Slippage of £4,000 is requested to cover shortfall.	R202	Street Cleansing	1150	14,000	-	14,000	4,000
HSG01	Identify all long term Empty Homes and determine what action is required to bring them back into use (Empty Homes Management Orders, CPO, Enforced Sale). An external resource is to be employed (Harrogate BC) to undertake work.	R343	Homelessness	1612	68,550	55,986	12,564	6,000
C&PS01	<p>The deadline for Cllrs to approve grants was 26/03/2018 and of the annual budget a total of £28,050 has been awarded.</p> <p>Of the 66 approved grants totalling £28,050 there are currently 21 applications, totalling £7,608, to the Ward Member Grant pot that have been approved by Members but still require paperwork back from projects before payment can be authorised.</p> <p>It is requested that this be slipped into 2018/19.</p> <p>In addition, £3,075 of the total original budget remains unallocated, it is requested that this also be slipped into 2018/19 and a recommendation taken to Members as part of the Ward Member Grant review (due to go to Policy in 2018/19) that the remaining budget be added to the 2018-19 Ward Member Grant Budget.</p>	R355	Comms and Partnerships	2080	40,073	29,390	10,683	10,683
Total					122,623	85,376	37,247	20,683

Policy Committee – 24 July 2018

Treasury Management Outturn Report 2017/18



Report of the Chief Finance Officer - s151 officer

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

To inform Members of the treasury activity undertaken in the year in the context of current and forecast economic climates.

2. Recommendations

Members are recommended to:

- Note the actual Prudential Indicators for 2017/18;
- Note the actual Treasury Management Indicators for 2017/18
- Note the Treasury Management Annual Report for 2017/18

3. Introduction

3.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2017/18. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

3.2 During 2017/18 the reporting requirements were that the full Council or delegated committee should receive the following reports:

- an annual treasury strategy in advance of the year (Council 21/02/2017);
- a mid-year treasury update report (Policy Committee 5/12/2017);
- an annual review following the end of the year describing the activity compared to the strategy (this report).

3.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.

- 3.4 This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Policy Committee before they were reported to the full Council.

4. Overall Treasury Position as at 31 March 2018

At the beginning and end of 2017/18 the Council's treasury position was as follows:

	31 March 2017 Principal	Average Rate/ Return	Average Life yrs	31 March 2018 Principal	Average Rate/ Return	Average Life yrs
Total debt	£5.988m	4.27%	20.95	£5.988m	4.27%	19.95
CFR	£5.464m			£5.776m		
Over / (under) borrowing	£0.524m			£0.212m		
Total investments	£14.020m	0.52%	0.567	£12.830m	1.42%*	0.768
Net debt	(£8.032m)			(£6.842m)		

* Average rate enhanced by long-term loan rate

The Council did not enter into any borrowing by Private Finance Initiatives or finance leases.

5. The Strategy for 2017/18

- 5.1 The expectation for interest rates within the treasury management strategy for 2017/18 anticipated that Bank Rate would not start rising from 0.25% until quarter 2 2019.

There would also be gradual rises in medium and longer term fixed borrowing rates during 2017/18 and the two subsequent financial years.

Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

- 5.2 In this scenario, the treasury strategy was to postpone borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk.
- 5.3 During 2017/18, longer term PWLB rates were volatile but with little overall direction, whereas shorter term PWLB rates were on a rising trend during the second half of the year.

6. The Economy & Interest Rates

During the calendar year of 2017, there was a major shift in expectations in financial markets in terms of how soon Bank Rate would start on a rising trend. After the UK economy surprised on the upside with strong growth in the second half of 2016, growth in 2017 was disappointingly weak in the first half of the year which meant that growth was the slowest for the first half of any year since 2012. The main reason for this was the sharp increase in inflation caused by the devaluation of sterling after the EU referendum, feeding increases in the cost of imports into the economy. This caused a reduction in consumer disposable income and spending power as inflation exceeded average wage increases. Consequently, the services sector of the economy, accounting for around 75% of GDP, saw weak growth as consumers

responded by cutting back on their expenditure. However, growth did pick up modestly in the second half of 2017. Consequently, market expectations that the MPC would be heading in the direction of imminently raising Bank Rate rose significantly during the autumn. The minutes of the MPC meeting of 14 September indicated that the MPC was likely to raise Bank Rate very soon. The 2 November MPC quarterly Inflation Report meeting duly delivered by raising Bank Rate from 0.25% to 0.50%.

The 8 February MPC meeting minutes then revealed another sharp hardening in MPC warnings on a more imminent and faster pace of increases in Bank Rate than had previously been expected.

Market expectations for increases in Bank Rate, therefore, shifted considerably during the second half of 2017-18 and resulted in investment rates from 3 – 12 months increasing sharply during the spring quarter.

PWLB borrowing rates increased correspondingly to the above developments with the shorter term rates increasing more sharply than longer term rates. In addition, UK gilts have moved in a relatively narrow band this year, (within 25 bps for much of the year), compared to US treasuries. During the second half of the year, there was a noticeable trend in treasury yields being on a rising trend with the Fed raising rates by 0.25% in June, December and March, making six increases in all from the floor. The effect of these three increases was greater in shorter terms around 5 year, rather than longer term yields.

The major UK landmark event of the year was the inconclusive result of the general election on 8 June. However, this had relatively little impact on financial markets.

7. The Borrowing Requirement

The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR), and it finished the year below budget:

	31 March 2017 Actual	31 March 2018 Budget	31 March 2018 Actual
CFR General Fund (£m)	£5.464m	£5.981m	£5.776m

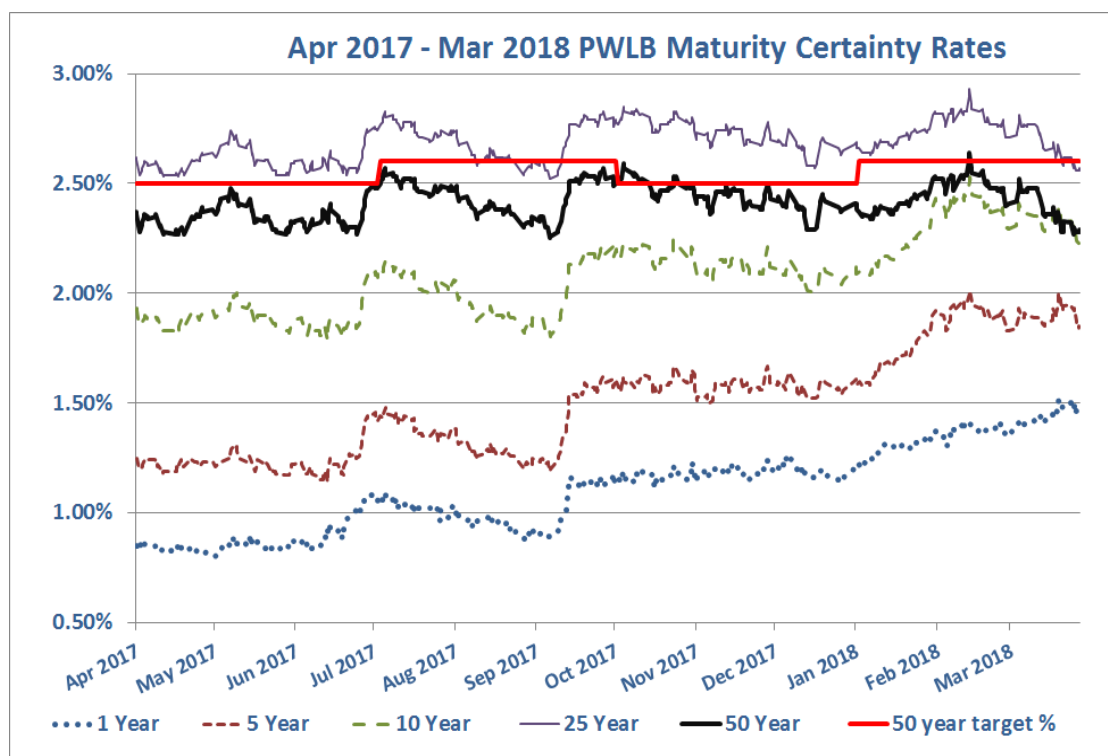
8. Borrowing Rates in 2017/18

PWLB certainty maturity borrowing rates

As depicted in the graph and tables below and in appendix 4, PWLB 25 and 50 year rates have been volatile during the year with little consistent trend. However, shorter rates were on a rising trend during the second half of the year and reached peaks in February / March.

During the year, the 50 year PWLB target (certainty) rate for new long term borrowing was 2.50% in quarters 1 and 3 and 2.60% in quarters 2 and 4.

The graph below shows PWLB borrowing rates for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year.



9. Borrowing Outturn for 2017/18

9.1 The Council did not take any additional borrowing during the year.

No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

No loans matured during the year therefore no repayments were necessary.

9.2 The following tables show the Councils current borrowing and maturity structure:

Lender	Date of Borrowing	Date of Maturity	Value	Interest Rate	Interest Paid
PWLB	04/11/2013	04/05/2021	500,000	2.89%	14,450
PWLB	04/11/2013	04/05/2023	500,000	3.28%	16,400
PWLB	01/12/2005	01/02/2031	700,000	4.25%	29,750
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	91,000
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	104,109

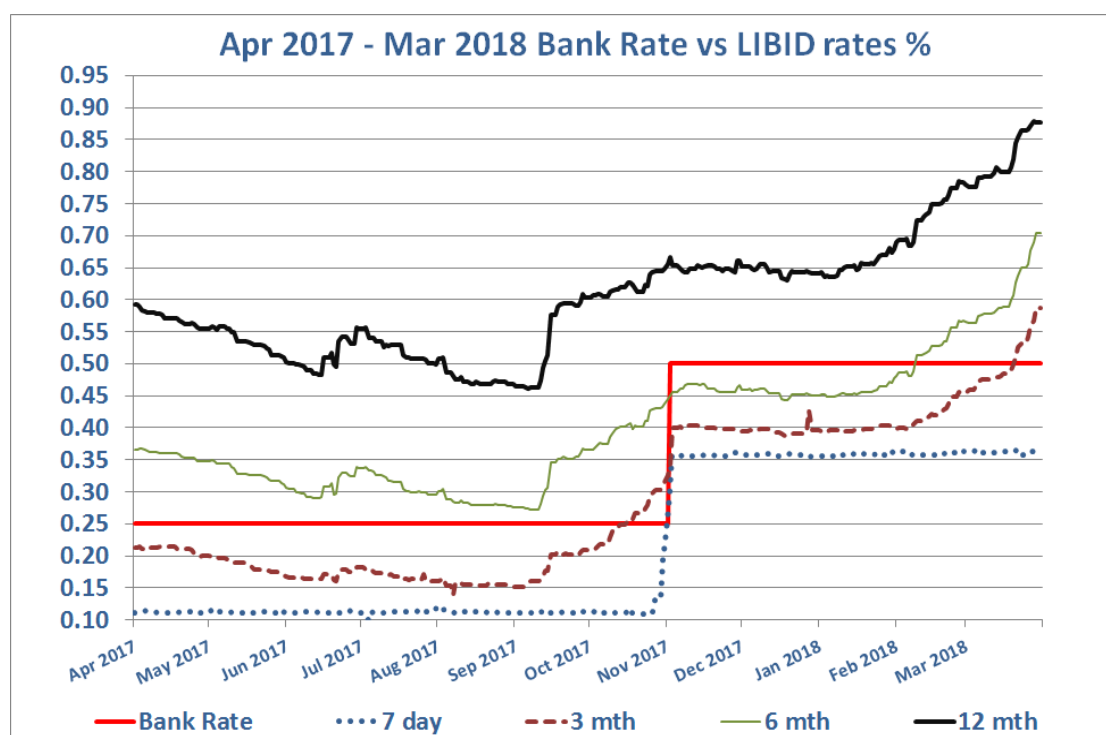
Maturity structure of fixed rate borrowing during 2017/18	31 March 2017	31 March 2018
under 12 months	0	0
12 months and within 24 months	0	0
24 months and within 5 years	500	500
5 years and within 10 years	500	500
10 years and within 20 years	700	700
20 years and within 30 years	0	0
30 years and within 40 years	4,288	4,288
40 years and within 50 years	0	0

10. Investment Rates in 2017/18

Deposit rates continued into the start of 2017/18 at previous depressed levels due, in part, to a large tranche of cheap financing being made available under the Term Funding Scheme to the banking sector by the Bank of England; this facility ended on 28.2.18.

Investments rates for 3 months and longer have been on a rising trend during the second half of the year in the expectation of Bank Rate increasing from its floor of 0.25%, and reached a peak at the end of March.

Bank Rate was duly raised from 0.25% to 0.50% on 2.11.17 and remained at that level for the rest of the year. However, further increases are expected over the next few years.



11. Investment Outturn for 2017/18

11.1 Investment Policy – the Council's investment policy is governed by MHCLG guidance, which has been implemented in the annual investment strategy approved by the Council on 21 February 2017. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented where necessary by additional market data.

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

11.2 Investments held by the Council - the Council maintained an average balance of £16.560m of internally managed funds. These earned an average rate of return of 1.42%. This compares with a budget assumption of £8.820m investment balances earning an average rate of 0.86%.

The comparable performance indicator is the average 7-day LIBID rate which was 0.19%.

Investments held at 31 March 2018 are listed in Appendix A.

12. Prudential and treasury indicators

The key actual prudential and treasury indicators which detail the impact of capital expenditure activities during the year, with comparators, are as follows:

	2016/17 Actual £000	2017/18 Original £000	2017/18 Actual £000
<u>Prudential Indicators:</u>			
Capital expenditure	1,372	2,460	3,435
Ratio of financing costs to net revenue stream	4.82	5.19	5.19
Capital Financing Requirement	5,464	5,981	5,776
Gross borrowing in year	0	0	0
Gross debt	5,988	5,988	5,988
<u>Treasury Management Indicators:</u>			
Authorised Limit for external debt	12,750	12,750	12,750
Operational Boundary for external debt	10,500	10,500	10,500
Total investments	14,020	8,820	12,830
Actual external debt	5,988	5,988	5,988
Net investments/(debt)	8,032	2,832	6,842

13. Implications

13.1 Financial Implications - There are no financial implications associated with this report.

13.2 Legal Implications - There are no legal implications attached to this report.

14. Contribution to Corporate Priorities

The Treasury Management function does not contribute directly to the Council's Corporate Priorities albeit the delivery of the Treasury Management Strategy supports the Council's budget strategy which in turn is a fundamental element of the Council's service and financial planning approach to achievement of the Council Plan.

15. Risk Management

There are no direct risk management implications arising from this report. Regular review provides assurance that treasury management activities are being managed in line with the Treasury Management Strategy.

16. Equalities Impact Assessment

Since this report is not seeking to set or amend policy, the Council's Equality Impact Assessment procedure has not been followed.

17. Consultations with Others

None

18. Access to Information : Background Documents

Working papers held in Financial Services.

19. Author of the Report

Mary Kennedy, Finance Officer

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

20. Appendices

Appendix A – List of current investments

Appendix A

Counterparty	Date of Investment	Date of Maturity	Value	Interest Rate
Fixed term:				
Cumberland BS	02/10/2017	03/04/2018	1,000,000	0.55%
Flintshire County Council	16/03/2018	18/06/2018	1,000,000	0.70%
Nottingham BS	03/07/2017	02/07/2018	500,000	0.75%
Principality BS	03/07/2017	02/07/2018	1,000,000	0.75%
Monmouthshire BS	01/08/2017	01/08/2018	1,000,000	0.75%
Blackpool Borough Council	13/03/2018	13/09/2018	1,000,000	0.65%
Fareham Borough Council	21/03/2018	21/09/2018	1,000,000	0.90%
Newcastle BS	02/01/2017	01/10/2018	500,000	0.80%
Progressive BS	02/10/2017	01/10/2018	1,000,000	0.78%
Skipton BS	02/01/2018	02/01/2019	1,000,000	0.80%
Walsall Metropolitan Borough Cl	31/01/2018	30/01/2019	1,000,000	0.70%
Long-term Loan	21/02/2018	20/02/2022	400,000	6.00%
Call Accounts:				
Bank of Scotland	n/a	n/a	1,029,624	0.40%
Money Market Funds:				
Standard Life Sterling Liquidity Fund	n/a	n/a	400,000	0.35%
Standard Life Short Duration Managed Fund	n/a	n/a	1,000,000	0.40%
TOTAL INVESTMENTS			12,829,624	

Transaction Accounts:				
Lloyds Bank Current Account	n/a	n/a	1,083,152	0.40%

Policy Committee – 24 July 2018

Bad Debt Write Offs 2017/18



Report of the Chief Finance Officer - s151 Officer

Lead Member Financial Resilience – Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 In accordance with Financial Procedure Rules, to report to Members details of total bad debts written off during the 2017/18 financial year.

2. **Recommendations**

- 2.1 This report is for information only. Members are recommended to note the bad debts written off during the 2017/18 financial year, as shown in Appendix A.

3. **Background Information (Optional)**

- 3.1 Revenues and Benefits and Financial Services are responsible for the collection of council tax, non-domestic rates and miscellaneous income.
- 3.2 In order to focus resources on collectable accounts, thus minimising the cost of collection, it is from time to time important to write off accounts regarded as bad debts. This is generally accepted as good practice.
- 3.3 The Council's Chief Finance Officer has delegated authority to write off Council Tax, Non Domestic Rates and Miscellaneous Income debts; subject to first consulting the appropriate Ward Representative(s) on any debt exceeding £100 that is being considered for write-off. In all cases the option to write off the debt has been chosen as the last resort; wherever possible the debt is recovered. In cases where the debt is written off, the debtor may be bankrupt, has moved abroad or is incapacitated with no means to pay.
- 3.4 The total write offs in the year to 31 March 2018 amount to £226,129 (31 March 2017: £86,037). This is split across the following debt types: Sundry Debtors: £14,551 (31 March 2017: £12,281); NNDR Debtors: £48,627 (31 March 2017: £120,375); Council Tax Debtors: £100,014 (31 March 2017: £86,037); Overpaid Housing Benefits: £62,938 (31 March 2017: £45,564).
- 3.5 If, following approval for write off, new information regarding the whereabouts of a debtor comes to light, then the debt is re-raised and pursued accordingly.

- 3.6 Members may wish to place the writing off of these debts into context with the Council's successful collection record. In 2017/18 the Council had a collection rate of 98.38% (2016/17: 98.51%) for Council Tax and 99.14% (2016/17: 98.81%) for NNDR.

4. Implications

4.1 Financial and Value for Money Implications

There is provision within the Council's budget for bad debt and writing off this amount will not cause that provision to be exceeded. The bad debt provisions for 2017/18 are Council Tax: £531,400 (2016/17: £455,950); Non Domestic Rates: £152,300 (2016/17: £138,750); Housing Benefit Overpayments: £264,081 (2016/17: £328,371) and General Provision: £181,830 (2016/17: £151,424).

4.2 Legal implications

None.

4.3 Contribution to Council Priorities

None arising directly from this report. However, good debt management contributes to the proactive management of the Council's cash flows and income which impacts on its financial resilience.

4.4 Risk Management

Debt write offs are a financial risk to the Council risk. If there were to be an increase in the level of write-offs then this would pose an increased risk. Any large increases could also mean that the recovery procedures potentially have a weakness. The financial risk is mitigated by re-evaluating the bad debt provision each year and keeping it an appropriate level.

4.5 Equality Impact Assessment

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

5. Consultations with Others

- 5.1 Financial Services, Revenue Services and Elected Members each quarter through circulation of the lists of bad debts being considered for write off.

6. Access to Information : Background Documents

- 6.1 Case files available for each write off proposed

7. Author of the Report

- 7.1 Nicola Chick – Chief Finance Officer - s151officer
Telephone: 01756 706418. Email: NChick@cravendc.gov.uk

8. Appendices

- 8.1 Appendix A, Debts written off in 2017/18 by debt type.

SUNDRY DEBTOR WRITE-OFFS 2017-18

Amount £.p	InvoiceNo	Debt Type / Service Area	Reason for Write Off
32.22	758795	TW	Ceased Trading
33.86	758975	TW	Service withdrawn
47.85	758884	TW	Ceased Trading
128.97	763865	GA	Tenancy terminated
135.39	762361	WS	In administration
155.00	765585	WS	In administration
1,324.13	754564	AP	IVA
33.35	765308	TW	Contract terminated
60.55	766074	TW	In Liquidation
241.43	765351	TW	Contract terminated
2,827.76	764398	TW	In Liquidation
26.25	754500	PP	Permit contract terminated
42.31	748826	WS	2014 debt - unsure Liability
43.39	755944	WS	2015 debt - unsure Liability
66.41	764168	TW	Contract Ceased
103.87	765317	TW	Contract Ceased
198.69	766047	TW	Contract Ceased
364.14	764100	TW	Contract Ceased
7,801.90	759480	RE	IVA in place
16.31	766627	TW	Small Balance
28.24	767322	TW	Contract ceased
46.60	765296	TW	Contract ceased
66.06	765276	TW	Contract ceased
67.11	764189	TW	Contract ceased
80.50	764099	TW	Contract ceased
100.58	764234	TW	Contract ceased
205.10	765316	TW	DD stopped - business closed
205.13	765316	TW	DD stopped - business closed
67.61	17 Cases Under £25.00		

14,550.71 Total Sundry Debtor Write Offs 2017-18

KEY:

AP	Admin Penalty
GA	Garage Rents
PP	Permit
RE	Property Rent
TW	Trade Waste
WS	Water Samling

NNDR WRITE-OFFS 2017-18

Amount £.p	Reference	Reason for Write Off
7,841.40	50006385535	Company liquidated
2,048.13	50006391479	Company liquidated
7,364.10	5000637929X	In administration
4,119.08	50006386441	Economic recovery exhausted
2,819.18	50006385811	Gone away no trace
700.36	50006391773	Gone away no trace
114.98	50006361931	Gone away no trace
157.74	50006388854	Dissolved
8,995.98	50006395318	Company liquidated
2,869.62	50006378991	Company on CVL
2,570.67	50006393380	Company liquidated
603.27	50006389662	Company liquidated
1,365.76	5000636483X	In administration
2,081.54	50006353354	CVL
1,314.99	50006391058	Company liquidated, no assets
2,229.00	5000638993X	Gone away no trace
67.97	50002360055	In administration
373.92	50006377575	Gone away no trace
989.53	50006396260	Gone away no trace

No Cases under £25

48,627.22	Total NNDR Write-Offs 2017-18
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COUNCIL TAX WRITE-OFFS 2017-18

Amount £.p	Reference	Reason for Write Off
247.92	10048840690	Gone away no trace, travelling
444.68	10049062892	Bankrupt
1,731.92	10048983681	Deceased
1,508.08	10048962073	IVA
1,229.41	10049138889	IVA
1,858.29	10048888423	IVA
845.67	10049051218	Bankrupt
1,541.48	10049056968	Gone away, possibly in Birmingham
1,068.39	10049074415	Gone away no trace
436.43	10049097452	Gone away no trace
442.52	10049111367	Gone away no trace
687.83	10049105684	Gone away no trace
146.40	10002695551	Gone away no trace
696.57	10048776073	Gone away no trace
1,357.44	10048902712	IVA
1,175.98	10049085427	IVA
124.60	10048911213	Gone away
684.96	10048958856	Gone away, possibly Teesside
235.01	10049070271	Gone away no trace
250.97	10049059534	Gone away no trace
1,523.84	10049054386	No trace
99.42	10049036542	Gone away, travelling Europe.
868.00	1004870102X	IVA
1,182.63	1004903298X	DRO
375.34	10049030773	TCOG act - out of time
28.01	10048468476	Small balance/gone away
2,736.86	1004870906X	IVA
1,164.91	10048851951	DRO
339.37	10049082485	DRO
574.83	10049024689	Gone away, Malaga, Spain
633.67	10049070852	Gone away
485.61	10049080466	In prison
405.14	10048033076	Deceased
1,900.03	10049009055	IVA
826.49	10048915921	IVA
430.00	10048608874	IVA
245.26	10048888521	In administration
827.89	10049140345	Gone away, Scotland
66.57	10049131728	Gone away
87.13	10049134555	Gone away
1,524.99	10048822641	IVA
109.72	10048997116	Gone away
1,719.55	10048987262	Gone away no trace
829.91	10048935336	Gone away no trace
244.68	10048804370	Uneconomic to pursue further
564.78	1004901573X	Gone away possibly abroad
1,831.21	1004902964X	Gone away no trace

COUNCIL TAX WRITE-OFFS 2017-18

Amount £.p	Reference	Reason for Write Off
684.98	10049033994	Gone away no trace possibly in Durham area
521.64	10048855111	Gone away no trace possibly in Durham area
167.68	10049034944	Gone away no trace
1,068.02	10049047376	Gone away no trace
1,351.26	10049050731	Gone away no trace
238.00	10049060013	Gone away possibly in Newcastle
1,593.51	10049066034	Gone away no trace
700.05	10049073456	Gone away no trace
916.81	10049086235	Gone away no trace
178.08	10049088370	Gone away no trace
580.13	10049059060	Gone away no trace
1,326.28	10049088791	Gone away no trace
623.02	10049098476	Gone away no trace
355.41	10049125455	Gone away no trace
410.53	1004912768X	Gone away no trace
236.59	1004912863X	Gone away no trace
467.08	10049136485	Gone away no trace
484.49	10049150843	Gone away no trace
250.01	10049057266	IVA
420.00	10048999260	IVA
168.06	10049140416	In prison
1,040.38	10049121720	IVA
140.00	10049093236	Gone away no trace
64.09	10049071731	Gone away/no trace
53.72	10049057079	In prison
86.80	10048942631	No trace
2,100.00	10048881612	Deceased
1,034.43	10048711448	Company liquidated
443.67	10048270247	Deceased
682.89	10049143628	Gone away - Spain
392.70	1004915455X	No trace
790.42	1004915392X	Gone away no trace
421.84	10049146179	Gone away no trace
833.30	10049132723	Gone away no trace
840.85	10049106750	Gone away no trace
1,124.66	10049065146	Gone away no trace
394.97	10049000243	Gone away no trace
446.95	10048945315	Gone away no trace
539.78	1004878344X	DRO
1,903.64	10049112934	IVA
1,100.00	10048990842	IVA
374.95	10049027059	Gone away, Ireland
125.00	10048986982	Gone away
160.98	10048810670	Recovery out of time TCOG regs
352.88	10013258059	Gone away, France
481.16	10049141144	Gone away no trace
105.28	10049154881	Gone away no trace

COUNCIL TAX WRITE-OFFS 2017-18

Amount £.p	Reference	Reason for Write Off
578.41	10048818772	Bankrupt
314.64	10048920378	DRO
725.65	10049166084	IVA
84.00	10049104482	IVA
358.42	10048844567	IVA
226.12	10049171315	In prison
2,197.34	10049040420	Gone away/Recovery exhausted
26.51	10048779964	Gone away, small balance
130.03	10049081748	Gone away no trace
1,971.77	10048898037	IVA
1,050.00	10049019428	IVA
716.31	10048996587	DRO
1,641.04	10048377366	DRO
879.34	10049137918	IVA
1,738.11	10048665020	IVA
1,808.35	10048417311	IVA
4,169.78	10048828878	IVA
1,091.42	10048047487	Gone away no trace
795.57	10048650385	Gone away no trace
322.96	10048743413	Economic recovery exhausted
400.97	10048829846	Gone away possibly in Preston
886.06	10049047616	Gone away possibly in Preston
25.50	10048984794	Small balance/Gone away
67.82	10049065997	Gone away possibly in Malton
207.70	10049018155	Gone away no trace
170.25	10049045114	Gone away
680.92	1004909799X	Gone away possibly in Bedford
549.42	10049111886	Gone away no trace
260.84	10049123937	Gone away, Hungary
1,069.99	10049126414	Gone away no trace
1,551.83	10049141565	On remand in prison
161.65	10049149685	Gone away no trace
528.41	10049150271	Gone away no trace
761.15	10049150594	Gone away no trace
278.16	1004915175X	Gone away no trace
166.82	10049154434	Gone away no trace
254.22	10049156022	Gone away possibly abroad
416.46	10049157411	Gone away no trace
197.68	10049160831	Gone away no trace
207.16	1004916968X	Gone away no trace
215.97	10049117163	Mental Health Issues
1,424.49	10048840180	IVA
1,547.27	10048663440	IVA
39.90	3 Cases Under £25	

100,013.77 Total Council Tax Write-Offs 2017-18

HOUSING BENEFIT WRITE-OFFS 2017-18

Amount £.p	Invoice Number	Reason for Write Off
1,855.77	6405	IVA in place
68.42	6676	Mentalhealth issues
260.00	4568	Returned from External Collectors
47.30	5998	Returned from External Collectors
231.31	6396	Returned from External Collectors
83.16	6443	Returned from External Collectors
1,271.17	4632	Returned from External Collectors
2,723.02	5266	Returned from External Collectors
9,545.70	6184	Returned from External Collectors
1,855.77	6405	IVA in place
83.16	6443	Returned from External Collectors
300.00	5296	Returned from External Collectors
349.47	6275	Returned from External Collectors
209.40	6308	Returned from External Collectors
757.38	6339	Returned from External Collectors
2,372.46	6383	Returned from External Collectors
2,459.12	6432	Returned from External Collectors
8,418.18	6742	Returned from DWP - PDP
361.05	6743	Returned from DWP - PDP
431.34	6744	Returned from DWP - PDP
397.95	6746	Returned from DWP - PDP
315.60	5656	Returned from External Collectors
880.61	6156	Returned from External Collectors
1,228.99	6127	Returned from External Collectors
1,045.05	6378	Returned from External Collectors
40.42	6766	Deceased
106.61	6404	Returned from External Collectors
404.28	6159	Returned from External Collectors
336.18	6104	Returned from External Collectors
654.53	6234	Deceased
363.60	6739	In Care Home from April 2017
101.52	6278	Returned from External Collectors
1,012.51	6361	Returned from External Collectors
775.36	6517	Returned from External Collectors
80.55	6525	Returned from External Collectors
1,029.55	6533	Returned from External Collectors
722.44	6505	Returned from External Collectors
360.08	6545	Returned from External Collectors
97.81	6264	Returned from External Collectors
80.55	6386	Returned from External Collectors
241.65	6506	IVA in place
440.00	6625	Moved to Ireland
627.64	6719	NoTrace
232.88	6647	IVA in place
915.86	6572	IVA in place
3,499.62	6518	IVA in place

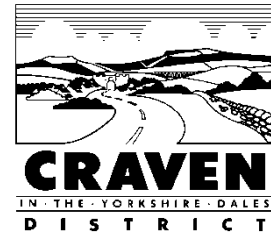
HOUSING BENEFIT WRITE-OFFS 2017-18

Amount £.p	Invoice Number	Reason for Write Off
450.00	6667	No Trace
33.63	6713	Multi-debtor
38.26	6732	Multi-debtor
1,966.06	6876	IVA in place
60.00	5997	Returned from external Collectors
1,860.00	6075	Returned from external Collectors
1,039.97	6116	Returned from external Collectors
6,499.36	4251	Returned from external Collectors
1,275.04	6817	In Nursing Home - no funds
40.20	3 Cases Under £25.00	

62,937.54	Total Housing Benefit Write Offs 2017-18
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Policy Committee – (24 July 2018)

SKIPTON CANAL WATERFRONT - TOWN CENTRE IMPROVEMENT PROJECT



Lead Member: Enterprising Craven – Councillor Myers

Report of the Strategic Manager (Planning and Regeneration)

Ward(s) affected: Skipton Wards

1. Purpose of Report

- 1.1 To seek Member approval for a scheme of works to improve the environmental quality of the Leeds Liverpool Canal corridor and pedestrian connectivity in Skipton town centre.

2. Recommendations

Members are recommended to:

- 2.1 Endorse the draft scheme of works to improve the quality of the Leeds Liverpool Canal through the Skipton Canal Waterfront scheme as set out in Section 4 of the report.
- 2.2 Subject to the approval of recommendation 2.1 above, give delegated authority to the Director of Services, in consultation with the Solicitor to the Council to seek and enter into the required consents from relevant statutory organisations to enable the Council to deliver the proposed Skipton Canal Waterfront scheme.
- 2.3 Subject to the approval of recommendation 2.1 above, give delegated authority to the Director of Services, in consultation with the Solicitor to the Council to seek and enter into an agreement under the 'Code of Practice for Works Affecting the Canal & River Trust' to deliver the proposed Skipton Canal Waterfront scheme.
- 2.4 Approve that a supplementary estimate of £320,000 be included in the Council's capital programme for the current financial year (2018/19) to be funded from the Local Growth Deal monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership to deliver the Skipton Canal Waterfront scheme.
- 2.5 Agree that an additional £140,000 of the Local Growth Deal monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership is used to part-fund towpath improvements adjacent to Broughton Road, and that the work is delivered by the Canal & River Trust through the Improving Connectivity in the Southern Dales" project.

- 2.6 Subject to the approval of recommendation 2.5 above, give delegated authority to the Director of Services in consultation with the Solicitor to the Council and the Strategic Manager (Financial Services) to agree terms and enter into a written agreement with the Canal & River Trust for the delivery of towpath works adjacent to Broughton Road.
- 2.7 Subject to approval of recommendation 2.5 above, approve that the allocation of £140,000, to be funded from the Local Growth Deal monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership are included in the Council's 2019/20 budget.

3. Background

- 3.1 In June 2018 Policy Committee was informed that the Council had been awarded £5m from the York, North Yorkshire and East Riding Local Enterprise Partnership to deliver a scheme known as the Skipton Housing and Employment Growth project. As Members will recall the scheme involves:
- i. 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. Improving 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;
 - iv. Remediation of the Council's Waste Depot on Engine Shed Lane in readiness for the development of business space.
- 3.2 As at minute POL.929/18-19, Members agreed a scheme of works for the delivery of the first element of the scheme including 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.
- 3.3 This report deals with components included in the second element of the scheme which aims to improve pedestrian routes from the Railway Station to key destinations, including the upgrade of the canal towpath from Broughton Road to the town centre.

4. Skipton Canal Waterfront - Proposed Scheme of Works

4.1 Introduction

- 4.1.1 The Leeds Liverpool Canal waterfront is a prominent feature of Skipton town centre. As a linear route the Canal, including the Canal Basin and Springs Branch, provides a short but important traffic free route connecting the town centre with residential, educational and leisure services in Skipton.

- 4.1.2 During 1998/99 improvements were made to the accessibility, signage and lighting of the Canal in the town centre through a project led by the then British Waterways Board and funded from a number of sources, facilitated by the District Council.
- 4.1.3 In recent years the quality of the Canal environment in the town centre has declined with poor surfacing, pooling water, faded signage and damaged seating. High priority maintenance is undertaken by the Canal & River Trust with a volunteer 'Towpath Taskforce' undertaking smaller maintenance and improvement activities including vegetation management, painting and litter clearance.
- 4.1.4 As a popular destination there is a need to raise the quality of the Canal environment to continue to support Skipton with an attractive waterfront that residents and visitors expect. As a result, in August 2017, and in anticipation of future funding opportunities the District Council proactively commissioned landscape architects Newground to lead on the development of a scheme that would address the declining condition of the Canal environment and form part of the Council's bid for Local Growth Fund investment.
- 4.2 Scheme Design
- 4.2.1 The basis of the work commissioned through Newground was that in general, the appearance and layout of public realm surrounding the Canal is good but a series of small changes could make a significant improvement to the quality of the town centre stretch.
- 4.2.2 In considering these changes Newground were required to consider the 'industrial feel' of the Canal and maintain the historic character including the removal of unnecessary street furniture and retaining and using traditional materials where possible.
- 4.2.3 Following an inception meeting with officers from the District Council, Canal & River Trust and civil engineering team at Pendle Borough Council, Newground conducted a series of surveys and site visits along the Canal from Gawflatt Bridge (176) to Belmont Bridge (178), the Springs Branch and Canal Basin to identify opportunities. As a result initial designs were prepared that in summary, as in the Appendix and below will deliver the following:
- Towpath resurfaced and widened (where possible) with a sealed asphalt surface and overlaid with chippings;
 - Minor changes in alignment of access paths to reflect desire lines;
 - Areas of existing York stone flags along the towpath and Canal basin retained - replacing, relaying and repointing where required;
 - Some enhancement to the surfacing material of the Canal Basin;
 - Maintaining, adding and reapportioning to the existing 'Woodscape' seating, bollards and litter bins;
 - Improvements to the seating at the Water Street Pocket Park;

- New directional and utility signage in the Canal & River Trust brand;
- Decluttering of underused and redundant street furniture;
- Removal of the step surrounding the base of the Fred Trueman statue;
- Vegetation management to improve accessibility and overcrowding.

4.2.4 As the land covered by the proposed scheme is in the ownership of both the District Council and Canal & River Trust the design process proposals were regularly referred to the relevant organisation to ensure they were viewed as acceptable and deliverable.

4.3 Public Consultation

4.3.1 Following completion of the draft designs plans were emailed to District Councillors representing Skipton wards for comment. In addition a public consultation exercise took place with responses invited through three main approaches:

- An evening drop in session held on the 5 October 2017 at Belle Vue Square;
- Available to view for 10 days at Skipton Tourist Information Centre;
- Online at the Craven District Council website.

4.3.2 As a result of the consultation 60 written responses were received with the following key issues highlighted:

- Three-quarters of respondents use the Canal and towpath once a week or more;
- Walking for recreation and as a short cut to another destination along the towpath was the main reason for visiting the Canal;
- Respondents liked the quiet and peaceful environment, open space and canal boats;
- Respondents disliked the quality of the towpath surfacing, puddling water, cycling along the town centre stretch and dog faeces;
- A lack of bins, picnic benches and public art were the items of street furniture that were thought to be missing along the town centre stretch of the Canal;
- A resurfaced and widened towpath was by far the most popular improvement proposed.

4.3.3 The responses to the consultation were used to refine the final draft scheme produced by Newground. A budget estimate for the proposal was then developed and used to inform the bid for Local Growth Fund investment.

4.3.4 Following the public consultation exercise, at the request of Skipton in Bloom, a meeting was held to ensure the proposed works are complementary and there is no overlap in activity. As a result, it was agreed to make a number of minor changes to the final procurement drawings and to hold a further meeting once funding had been secured to deliver the scheme.

4.3.5 As such it is recommended that Members endorse the draft scheme of works to improve the quality of the Leeds Liverpool Canal through the Skipton Canal Waterfront scheme and the scheme is finalised for procurement and delivery.

4.4. Delivery Arrangements

4.4.1 The proposed works to be delivered through the Skipton Canal Waterfront scheme are located throughout the town on land in the ownership of Craven District Council and Canal & River Trust. Due to this multiple ownership it is proposed that the District Council, with the support of the Engineering & Special Projects Team at Pendle Borough Council, procures and leads on the delivery of whole scheme.

4.4.2 This approach will require the District Council to deliver works on land in the ownership of the Canal & River Trust. As such the District Council will be required to enter into an agreement through 'The Code of Practice for Works Affecting the Canal & River Trust' which gives guidance and details procedures for those whose work may or will affect the property of the Canal & River Trust.

4.4.3 An initial consultation has taken place with the Infrastructure Services Manager from the Canal & River Trust. The view of the Trust was that in principle they were supportive of the scheme and requested that the Council submitted a formal application for consideration.

4.4.4 Delivery of the scheme through the Canal & River Trust Code of Practice gives a number of benefits to the District Council including:

- Securing best value for the Council through competitive procurement as opposed to using the pre-procured Canal & River Trust term contractor;
- Having greater control over the scope and quality of work to be delivered;
- Greater recognition and acknowledgement for the District Council by improving a key piece of town centre infrastructure.

4.4.5 To enable the Council to deliver the Skipton Canal Waterfront scheme, it is therefore recommended that delegated authority is given to the Director of Services, in consultation with the Solicitor to the Council to seek and enter into an agreement through The Code of Practice for Works Affecting the Canal & River Trust.

4.5 Future Maintenance

4.5.1 Throughout the design process minimising future maintenance liabilities was a key issue and as such new surfaces and street furniture should require minimal maintenance, especially in the short to medium term.

4.5.2 As the District Council will lead on the procurement, appointment and supervision of the works the District Council will require the appointed contract to agree to a defect rectification period the duration of which will be in line with Canal & River Trust requirements.

4.5.3 For maintenance outside the scope of the defect period maintenance liabilities will continue to be the responsibility of the appropriate landowner.

5. Contribution to 'Improving Connectivity in the Southern Dales'

- 5.1 To the west of Skipton from Gawflatt Bridge to Niffany Bridge (175) the Canal runs adjacent to the predominately residential area of Broughton Road. The poor condition of the towpath surface along this stretch including uneven and muddy surfaces is regularly highlighted as an issue with a desire to use the towpath for accessing the town centre, railway station and educational facilities.
- 5.2 To address this concern local residents have worked with the Canal & River Trust to make improvements by laying areas of temporary gravel and hard core surfacing in the worst sections but it is recognised that a more permanent solution is required.
- 5.3 Following discussions with the Canal & River Trust a sum of £140,000 was included in the District Council bid for Local Growth Fund investment that would part fund improvements to this stretch of towpath using the same specification as that recently delivered on the towpath to the south of Skipton.
- 5.4 In addition Members will be aware as at POL.847/17-18 Policy Committee endorsed a bid by the Canal & River Trust to the Rural Development Programme for England (RDPE) to improve a stretch of towpath between Gargrave and Kildwick and to make a contribution of £225,000 to the scheme from its New Homes Bonus receipts. As shown in Table 1 below the funding profile for the bid also included the £140,000 identified in paragraph 5.3 from the Local Growth Fund bid. The RDPE bid for £1.46m is currently being considered by Government.

Table 1. Improving Connectivity in the Southern Dales Funding Profile

No	Source	Amount
1	Rural Development Programme for England	£1,460,000
2	Craven District Council (New Homes Bonus)	£225,000
3	York, North Yorkshire and East Riding Local Growth Fund (via Craven District Council)	£140,000
4	Canal & River Trust	£123,000
TOTAL		£1,948,000

- 5.5 As the stretch of towpath adjacent to Broughton Road is included in RDPE bid it is proposed that the Canal & River Trust is the most appropriate organisation to lead on the delivery of this work. The benefits of this arrangement also include:
- Subject to approval of the RDPE bid the Canal & River Trust will be carrying out 14km of towpath improvements in Craven providing economies of scale during construction;

- The Canal & River Trust have existing arrangements in place for the design and construction of long stretches of towpath improvement;
- The construction work will include specialist activity including the use of floating plant where vehicular access is poor.

- 5.6 If the RDPE bid is successful the Canal & River Trust indicate it is likely work would be delivered during 2019/20. If the RDPE bid is unsuccessful a further report will be submitted to Members with an alternative approach to delivery of this priority stretch of towpath.
- 5.7 As such it is recommended that Members agree that an additional £140,000 of the Local Growth Deal monies awarded by the York, North Yorkshire and East Riding Local Enterprise Partnership is used to part-fund towpath improvements adjacent to Broughton Road, and that the work is delivered by the Canal & River Trust through the Improving Connectivity in the Southern Dales” project.
- 5.8 In addition it is recommended that delegated authority is given to the Director of Services in consultation with the Solicitor to the Council to agree terms and enter into a written agreement with the Canal & River Trust.

6. Implications

6.1 Financial Implications

- 6.1.1 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.
- 6.1.2 The budget estimate by Newground to deliver the proposed Skipton Canal Waterfront Scheme is £356,716 including contingencies, design and supervision.
- 6.1.3 Through further consideration of the design, competitive procurement and value engineering a revised value for the scheme is estimated to be £320,000.
- 6.1.4 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).
- 6.1.5 It is therefore recommended that the Council agrees to include a supplementary estimate of £320,000 in its 2018/19 capital programme to fund the Skipton Canal Waterfront scheme funded from the Local Growth Deal monies.
- 6.1.6 As part of the scheme development for the ‘Improving Connectivity in the Southern Dales’ a target estimate from the Canal & River Trust for upgrading the quality of the towpath adjacent to Broughton Road is in the region of £140,000 with a final value to be confirmed through a detailed costing by their term contractor, Kier.
- 6.1.7 It is therefore recommended that the Council agrees to include a sum of £140,000 in the 2019/20 budget setting process to part fund improvements to the towpath adjacent to Broughton Road funded from the Local Growth Deal monies.

6.1.8 In summary the financial contribution from the Local Growth Fund to deliver the two schemes is as shown in Table 2.

Table 2. Local Growth Fund Contribution Breakdown

	Scheme	2018/19	2019/20	Total
1	Skipton Canal Waterfront Scheme	£320,000		£320,000
2	Broughton Road Towpath Improvements		£140,000	£140,000
	TOTAL	£320,000	£140,000	£460,000

6.1.9 In accordance with standard practice for grant funding, the Local Growth Fund monies will be paid retrospectively.

6.2 Legal Implications

6.2.1 In order to deliver the Skipton Canal Waterfront Scheme the Council will need to enter into a written agreement under the 'The Code of Practice for Works Affecting the Canal & River Trust' to undertake work either on their land, or which will affect their property – as outlined in section 4.4.

6.2.2 As noted in paragraph 5.7 the Council will be required to enter into a written agreement with the Canal & River Trust for the payment of funds to deliver works adjacent to Broughton Road.

6.2.3 The agreement will detail the terms and conditions under which the Council's financial payment is made with specific reference to work to be delivered, the timescales applicable thereto, the maximum contribution available from the Council, that this financial contribution will not be increased and that the Council will not accept responsibility for any on-going maintenance on infrastructure not located on its assets.

6.2.4 The Council has power to enter into this agreement under Section 1 of the Localism Act 2011.

6.3 Contribution to Corporate Priorities

6.3.1 The proposal in this report contributes to the delivery of the Council Plan (2018 – 2021) through the Enterprising Craven priority to improve the economic vitality of Craven's market towns and villages by improving access to and enjoyment of Craven's great heritage and culture.

6.4. Risk Management

6.4.1 The key risks associated with delivering this scheme are:

Working on third party land – the Council will be delivering improvements on third party land. The Council will adhere to the Canal & River Trust Code of Practice and include all required clauses in the procurement documentation. Through the design and delivery phases the Council will seek the approval and sign off of works by the Canal & River Trust.

Through the procurement exercise potential contractors will be required to submit evidence and details of their insurance sufficient for delivery of the proposed works.

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

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.

- 6.4.2 With regard to the 'Improving Connectivity in the Southern Dales' project the Council's exposure to risk is minimised through its role as a funding partner. As the applicant for the majority funding, the Canal & River Trust will be required to manage the project and associated funding in line with the terms, conditions and level of funding identified in the RDPE Growth Programme and other grant offers.

7. Consultations with Others

Financial Services
Legal Services
Asset and Property Management

8. Access to Information : Background Documents

Skipton Canal Waterfront Design Documents
Local Growth Fund Business Case Pro-forma: Skipton Employment and Housing Growth, dated 6 April 2018.

9. Author of the Report

Andrew Laycock, Project Delivery Officer
Tel: 01756 706220 Email: alaycock@cravendc.gov.uk

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

10. Appendices

Appendix – Skipton Canal Waterfront Scheme Overview

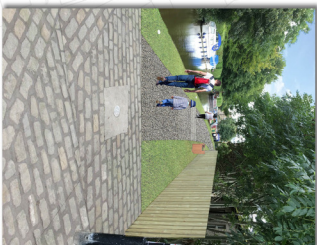
SKIPTON CANAL WATERFRONT

Scheme Overview

1 Gawflat Bridge



BEFORE:
Canal towpath too narrow for busy route.
Pot holes in surfacing
Muddy verges
Weedy setts with cracked grouting
Low tree branches
Street lighting intermittent



AFTER:
Canal towpath widened to 2.2m
Resurfaced with new edgings
Narrower verges
Overhanging trees cut back
Setts and pavings re pointed
Lights working
Setts refurbished

2 Tow path near Belle Vue



BEFORE:
Raised pain edgings hold water
Weedy joints and cracked pointing
Canal towpath too narrow for busy route
Pot holes in surfacing
Low tree branches
Street lighting intermittent



AFTER:
Canal towpath widened to 2.2m
where space allows
Setts and pavings repointed
Resurfacing with new edges
Setts refurbished / renewed
Lights working

3 Belmont Wharf



BEFORE:
Poor uneven surfacing
Unattractive standard black litter bins
Lack of Interpretation about site heritage
Entrance unclear
Lack of signage



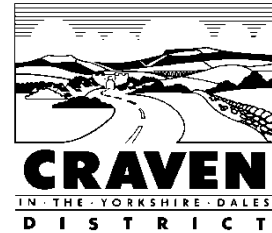
AFTER:
Weeds removed from setts and paving flags.
Larger gaps in paving filled with setts
Additional Interpretation & Signage
New timber bollards - some removable
New timber litter bins
Surfacing extended across footpath
Setts refurbished

BREWERY BRIDGE



Policy Committee – July 24th 2018

Electric Vehicle Charging Points within Craven District



Report of the Director of Services

Ward(s) affected: All wards

Lead Member: Cllr Patrick Mulligan

1 Purpose of the Report

- 1.1 To seek approval to commence the procurement of a network of rapid Electric Vehicles (EVs) charge points in the Craven District.

2 Recommendations

Members are recommended to:-

- 2.1 Agree to introduce Electric Vehicle Charging Points on Council owned car parks and authorise the Director of Services commence the procurement of services for the installation and management of the charge points.
- 2.2 Request a further report be brought to Members confirming the final financial implications, the locations of the electric vehicle charging points and seek an amendment to the Parking Places Order if it is appropriate.

3 Background & Need

- 3.1 The last five years have seen a surge in demand for EVs in the UK, new registrations of plug-in cars increased from 3,500 in 2013 to more than 145,000 in April 2018 and the industry is predicting EV sales will exceed one million by 2040. The UK Department for Trade scenario is predicting a more rapid growth, 1.2 million EVs and 350,000 Plug-in Hybrid Electric Vehicles (PHEVs) to be on the road by 2020.
- 3.2 The Government target for EVs is 9% by 2020 and 60% by 2030 in order to meet the Climate Change Act 2008 carbon emissions target. The Government has recently reinforced their commitment to support the growth of EVs, by announcing in the 2017 Autumn Budget, a £400m Charging Infrastructure Investment Fund, £100m for a continuation of the Plug-in-Car Grant and a further £40m for research into charging technology.
- 3.3 Although, with Brexit, it is uncertain whether the UK will continue to comply with EU legislation, there are several EU Directives which focus on the market development and technological optimisation of EVs. For example, the EU Buildings Directive ensures that 1 in 5 car parks spaces in renovated or new buildings must be for EVs only, the Alternative Fuels Directive (2014) requires targets for charging points accessible to the public to be built by 2020 and the Fuel Quality Directive (2000) sets reduction targets for Greenhouse Gas Emissions in the transport sector.

AGENDA ITEM 9

- 3.4 There are three main EV charger types: 'slow' charging units (up to 3kW) which are best suited for 6-8 hours overnight; 'fast' chargers (7-22kW) which can fully recharge some models in 3-4 hours; and 'rapid' charging units (43-50kW) which are able to provide an 80% charge in around 30 minutes. Rapid charger connector plugs can be AC or DC, depending on whether they use alternating current or direct current.
- 3.5 As a result of sustained government and private investment, the UK network of EV charging points has increased from a few hundred in 2011 to 5,621 charging locations (May 2018).
- 3.6 A growing number of local authorities are already developing extensive EV charge point networks. Nottingham, for example, is committed to developing and growing an electric vehicle charging network across the region for local citizens and visitors to the city.

4 Benefits & Potential

- 4.1 The installation of rapid EV charge points supports many local authority economic, environmental and health / well-being priorities whilst being a financially sound initiative.
- 4.2 EV drivers will be attracted to retail locations where they can 'top up' the charge on their vehicles or fully charge them. Conversely, EV drivers may decide to avoid retail locations that do not provide charging facilities. Therefore, EV charge points can provide a boost to the local economy whilst a lack of this facility may prove to be a risk to it.
- 4.3 The health impacts of poor air quality in urban areas is becoming a major public concern and is one of the key drivers for public sector investment in EV infrastructure. This, together, with policies that benefit the EV driver, such as free parking or being congestion charge exempt are proving influential in increasing EV sales.
- 4.4 There is a growing expectation from the public that EV charge points will shortly be available in public car parks serving retail and leisure facilities and, as such, investment is underway or being planned by the majority of local authorities. There are also PR advantages from being seen as a forward thinking local authority that anticipates and plans for future needs, as well as supports the improvement of local air quality.
- 4.5 Other electric vehicle initiatives include looking at expanding the provision of electric charging points and vehicles to the Council's assets and its fleet of commercial vehicles. Also several local authorities are working with local taxi companies to provide rapid EV charge points in Council-owned taxi ranks and encouraging taxis to change from fuel powered vehicles.
- 4.6 The choice of location is paramount to ensuring that a rapid EV charger is well utilised. EV drivers requiring rapid charging facilities will prefer destinations where they can use the half-hour whilst charging for shopping, banking or refreshment purposes. Therefore Council owned car parks within a few minutes' walk of such facilities are ideal. The final locations of the charging points will be determined as part of the responses in the procurement process.
- 4.7 The Council has the option of funding its own rapid charge points at an estimated cost of between £45K and £50K each for the hardware and installation. However, if the Council decided to also operate, maintain, collect revenue, deal with faults, etc., then an additional service would need to be set up with 'bought in expertise'. With the current constraints on public finances, it is difficult to justify the capital and revenue expenditure to install and maintain our own network of rapid EV charge points.

AGENDA ITEM 9

- 4.8 The majority of local authorities in the UK are looking to private sector investment to provide a reliable and sustainable solution for rapid charging. Generally, charge point operators are appointed via a procurement framework. The operators are responsible for the costs of installing, operating and maintaining rapid charging infrastructure on these sites with an agreed share of the revenue from electricity sold.
- 4.9 A typical agreement would be the local authority agreeing to a 15-year lease on car park spaces selected for EV charging in exchange for 10% of the revenue from electricity sales and overstay fines. Income for the Council is dependent on the number of charge points and their usage and it is estimated at around £1,000 per annum.
- 4.10 There are several companies offering fully funded off-street supply, installation and operation of rapid EV charge points whilst providing a revenue stream to the car park / land owner. Appendix A provides a comparison of two example offers to local authorities available from EV charge point companies.
- 4.11 Drivers would be charged by the provider company to use the facility using an app or a pre-registered key fob. The provider company is responsible for the energy usage and would receive the income generated from the drivers using the charge points. A percentage of the profits would be shared with the Council.
- 4.12 The Council will need to determine the charging policy for the spaces used as charging points, whether they are offered free of charge or standard parking tariffs applied. The existing Parking Places Order may therefore require amending depending on which approach is taken. Clarity on the approach, including the exact location of the parking bays will be established as part of the procurement process. A further report will be brought to Members outlining the proposals and seeking an amendment to the Parking Places Order if it is appropriate.
- 4.13 It is recommended the Council undertakes a procurement exercise to establish the most economically and operationally beneficial provider for the Craven District.

5 Financial Implications

- 5.1 There are no immediate capital or revenue implications arising from this report other than those detailed in the main body of the report.

6 Legal Implications

- 6.1 Depending on the final solution it is likely between two to ten parking spaces will need to be leased to the operator, ideally for a 15-year term with a break clause at 10 years.

7 Contributions to Corporate Priorities

- 7.1 The proposals in this report support all three Council priorities of “Financial Sustainability”, “Enterprising Craven” and “Resilient Communities”.

9 Author of the Report

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10 Appendices

Appendix A – Example offers from EV Charge Point Companies.

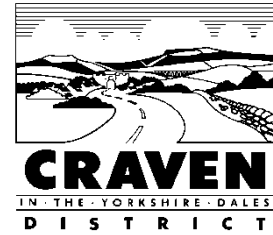
AGENDA ITEM 9

Appendix A

Example Offers from EV Charge Point Companies		
Specification	Charge Point Services	Engenie Limited
Hardware, installation, bay marking and signage capital funded by the company	Yes	Yes
Operation, electricity, maintenance, customer contact, revenue collection etc. handled by the company	Yes	Yes
Terms of car park spaces lease	10 years	Flexible land lease model – future proofed (initial lease typically 15 years)
Profit share with local authority	10% of revenue after costs, 50% of overstay charges	10% share of revenue from electricity sales and over stay fines
Overstay fines managed by company	Yes	Yes
Right of first refusal on future local authority sites	Yes	No
Company funded technology upgrades to match market growth	No	Yes (up to 460KW by 2022 – 250 miles in 10 mins.)
Rapid charger upgrades to match demand and latest technology	No	Yes
Independent power supplies to chargers to prevent electricity supply interruptions to stores / car park etc	No	Yes
Cheaper night time (low tariff) rates	No	Yes
24/7/365 customer help line to deal with account based enquiries	Yes	Yes
Backed by 'blue chip' and established large company partners	Yes	Yes (British Gas, ABB and AECOM)
Independent power supplies (to avoid disruption during installation)	No	Yes
100% green tariff electricity	No	Yes
Subscription fee	£9 (RFID card) Free (app)	None
Connection fee	£1.80 (within M25) £1.00 (outside M25))	None
Cost per kWh	£0.30	£0.36
Taking into account subscription and connections fees, the cost of a 10kWh charge (day rate)	£4.80	£3.60

Policy Committee – 24 July 2018

APPOINTMENTS TO SUB-COMMITTEES AND PANELS



Report of the Democratic Services Manager

Ward(s) affected: All

1. **Purpose of Report** – To consider the appointment of sub-committees, and specific task sub-committees and working groups; and to confirm or amend the terms of reference of any existing sub-committees, as appropriate.
2. **Recommendations** – Members are recommended to:
 - 2.1 Re-appoint the Craven Spatial Planning Sub-Committee for 2018/19 with a membership of seven and three named substitutes; the terms of reference to be as shown in the Appendix to this report.

(The membership is normally comprised of the Leader of Council (or Deputy Leader), Group Leaders, Chairman of Planning and three other Councillors. For the purposes of political proportionality the actual membership should be comprised of 4 (4.1) Conservatives, 2 (1.3) Independent and 1 (0.69) Labour.)
 - 2.2 Re-appoint the Craven Employees' Consultative Group for 2018/19 with a membership of four and terms of reference as shown in the Appendix to this report.

(Based on last year, the membership would include the Leader of the Council and one other member from the political administration and one from each of the two other political groups. As the group is a consultative body only and has no decision making powers there is no requirement for political proportionality.)
3. **Implications**
 - 3.1 **Financial Implications** – Some costs associated with servicing meetings and attendance by Members.
 - 3.2 **Legal Implications** – Decision-making bodies are required to be politically proportional.
 - 3.3 **Contribution to Corporate Priorities** – The appointment of Panels and Sub-Committees provides a forum for bringing forward draft policy for consideration by the Policy Committee and Council, which if adopted would contribute to delivery of corporate priorities.
 - 3.4 **Risk Management** – None
 - 3.5 **Equality Analysis** – Not applicable

4. **Consultation with others** – None

5. **Access to Information** – None

6. **Author of the Report** –

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7. **Appendix** – Terms of reference and membership for 2017/18

TERMS OF REFERENCE

Craven Spatial Planning Sub-Committee

Members 2017/18: Councillors Barrett, Brockbank, Dawson, Madeley, Solloway, Staveley and Sutcliffe.

Substitutes: Councillors Mulligan, Shuttleworth and Rose.

Terms of Reference –

(a) To deal with all aspects of preparation of Local Development Framework documents up to the key decision stages set out below:

(i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 25 of the Town and Country Planning (Local Development) Regulations 2004 (as amended in 2008) or as defined in any successor regulations.

(ii) Supplementary Planning Document – up to and including approval of a draft for public consultation.

(b) To act as an initial reference point to provide feedback and input into emerging documents up to Publication stage.

(c) To receive and accept evidence base reports for the Local Development Framework as they are completed.

(d) To consider and approve Planning Guidance for Development Control purposes.

(e) To provide an arena for discussion and response to regional and sub-regional initiatives which have implications for spatial planning in Craven.

(f) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended in 2011).

(g) Neighbourhood Planning – To designate neighbourhood plan areas under the Neighbourhood Planning (General) Regulations 2012 and publish the same for consultation.

To grant delegated authority to the Strategic Manager for Planning and Regeneration to determine valid neighbourhood area applications where no comments are received during the publication period.

To grant delegate authority to the Strategic Manager for Planning and Regeneration to determine and designate neighbourhood area applications, in consultation with the Chair of this Sub Committee and relevant ward members where comments are received during the publication period.

To consider any issues arising out of the above in the event that there is not consensus between the Chair, Ward Members and Officers.

To undertake any other function of the LPA as may be required in connection with production submission and publication of Neighbourhood Plans under the the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning Act 2017 or any regulations made thereunder.

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Craven Employees' Consultative Group

Members 2017/18: Councillors Dawson, Foster, Heseltine and Madeley.

Terms of Reference –

To act as a direct channel of communication between the employees and the Council and to consider any problems or matters relating to the employees of the Council, but excluding individual cases to which the Council's disciplinary / grievance procedure or other appeals' procedure may apply.

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