

POLICY COMMITTEE

at 6.30pm on Tuesday, 11th September 2018
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

Staff / Employee Survey : There will be a short presentation at 6.15pm by Paul Entwistle of Healthy-E-Solutions on the results of the 2018 Staff Survey. All Members are invited to attend.

1. **Apologies for absence and notification of substitutes**
2. **Confirmation of Minutes** – 24th July 2018.
3. **Public Participation** - In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

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

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

5. **Revenue Budget Monitoring Report : Quarter One 2018/2019** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 1 review of income and expenditure to the end of June 2018.

6. **Capital Programme Monitoring Report : Quarter One 2018-2019** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council's Capital Programme position, based on the quarter 1 review of income and expenditure to the end of June 2018.

7. **Performance Monitoring Report : Quarter One 2018/2019** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's Performance Monitoring Report for Quarter 1 2018/2019 in accordance with arrangements set out in the Council's Performance Management Framework.

8. **Application to the Department of Communities and Local Government for a North Yorkshire 75% Business Rates Retention Pilot in 2019/2020.** – Report of the Chief Finance Officer (S151 Officer). Attached.

Purpose of Report – To seek Member confirmation for Craven District Council to be part of an application to the Ministry of Housing, Communities and Local Government (MHCLG) for a North Yorkshire 75% Business Rates Retention Pilot in 2019/2020.

9. **Review of the Boundaries of Local Enterprise Partnerships Covering Craven** – Report of the Strategic Manager for Planning and Regeneration.

Purpose of Report – To inform Members about the current situation regarding the review of the boundaries of the Local Enterprise Partnerships that cover Craven.

10. **Craven Green Apple Awards** – Report of the Chief Executive. Attached.

Purpose of Report – To request Members' approval for the implementation of the Craven District Council Green Apple Awards Scheme, which it is proposed will be launched in January 2019.

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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3 September 2018

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

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

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POLICY COMMITTEE

24th July 2018

Present – The Chairman (Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Ireton, Jaquin, Lis, Mulligan, Myers, Place, Shuttleworth (substitute for Heseltine) and Welch.

Also in Attendance – Councillor Hull.

Officers – Chief Executive, Director of Services, Chief Finance Office, Solicitor to the Council, Strategic Manager for Planning and Regeneration, Economic Development Manager and Committee Administrator.

Apologies for absence were received from Councillors Heseltine, Madeley and Morrell. Councillor Mulligan left the meeting at 6.50pm.

Start: 6.30pm

Finish: 7:10pm

The minutes of the Committee's meeting held on 19th June 2018 were confirmed and signed by the Chairman.

Minutes for Report

POL.932

TREASURY MANAGEMENT OUTTURN 2017/18

The Chief Finance Officer submitted a report informing Members of the treasury activity undertaken during 2017/18 in the context of current and forecast economic climates.

The Council's investments had been managed in accordance with the Council's Investment Policy, and as at 31st March 2018 the Council had a total debt of £5,988,000, with investments of £12,829,624. The Council did not take any additional borrowing during the year and no loans matured during the year, therefore no repayments were necessary.

Resolved – (1) That the actual Prudential Indicators for 2017/18 are noted.

(2) That, the actual treasury management indicators for 2017/18 are noted.

(3) That, the treasury management annual report for 2017/18 is noted.

POL.933

BAD DEBT WRITE OFFS 2017/18

The Chief Finance Officer submitted a report In accordance with the Council's Financial Procedure Rules, presenting details of total bad debts written off during the 2017/18 financial year under delegated powers.

The total write offs in the year to 31st March 2018 amounted to £226,129 across the following debt types:

Sundry Debtors: £14,551 (as compared to £12,281 in 2016/17);
NNDR Debtors: £48,627 (£120,375);
Council Tax Debtors: £100,014 (£86,037); and
Overpaid Housing Benefits: £62,938 (£45,564).

In writing off these debts, Members were informed the 2017/18 successful collection rates for Council Tax and Non-Domestic Rates (NNDR) had been 98.38% and 99.14% respectively.

Resolved – That the bad debts written off during the 2017/18 financial year are noted.

POL.934

**SKIPTON CANAL WATERFRONT – TOWN CENTRE
IMPROVEMENT PROJECT**

The Strategic Manager for Planning and Regeneration submitted a report asking Members to endorse a scheme of works, including the necessary funding, to improve environmental quality of the Leeds Liverpool Canal Corridor and pedestrian connectivity in Skipton town centre. £5m had been awarded to the Council by the York, North Yorkshire and East Riding Local Enterprise Partnership to deliver a scheme known as the Skipton Housing and Employment Growth Project.

In consultation with key stakeholders including a public consultation exercise, a scheme had been developed to raise the quality of the Canal environment whilst taking into account the 'industrial feel' of the Canal and maintaining its historic character including the removal of unnecessary street furniture and using traditional materials where possible. Members were asked to approve a supplementary estimate of £320,000 to be included in the 2019/2020 capital programme 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.

To the west of Skipton from Gawflatt Bridge to Niffany Bridge, the towpath was in poor condition including uneven and muddy surfaces and was regularly highlighted as an issue for using the towpath to access the town centre, railway station and educational facilities. To address this concern and after discussions with the Canal and River Trust a sum of £140,000 was included in the District Council bid for Local Growth Fund Investment to fund part of the improvements to that stretch of towpath using the same specification as that recently delivered on the towpath to the South of Skipton. Members were therefore asked to approve a supplementary estimate of £140,000 to be included in the Council's 2019/2020 budget.

Resolved – (1) That, the draft scheme of works to improve the quality of the Leeds Liverpool through the Skipton Canal Waterfront scheme as set out in section 4 of the report now submitted is endorsed.

(2) That, subject to (1) above, delegated authority is given 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.

(3) That, subject to (1) above, delegated authority is given 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 and River Trust' to deliver the proposed Skipton Canal Waterfront scheme.

(4) That, a supplementary estimate of £320,000 is included in the Council's capital programme for the current financial year (2019/20) 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.

(5) 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 and River Trust through the Improving Connectivity in the Southern Dales project.

(6) That, subject to (5) above, delegated authority is given to the Director of Services in consultation with the Solicitor to the Council and the Chief Finance Officer to agree terms and enter into a written agreement with the Canal and River Trust for the delivery of towpath works adjacent to Broughton Road.

(7) That, subject to (5) above, 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 is included in the Council's 2019/20 budget is approved.

POL.935

ELECTRIC VEHICLE CHARGING POINTS WITHIN CRAVEN DISTRICT

The Director of Services submitted a report seeking approval to commence the procurement of a network of rapid electric vehicles (EVs) charge points in the Craven District.

There had been a surge in demand for EVs in the UK with new vehicle registrations increasing from 3,500 in 2013 to more than 145,000 in April 2018. The Government was committed to supporting the growth of EVs and had announced a £400m charging infrastructure investment fund, £100m for a continuation of the plug-in car grant and £40m for research into charging technology. Current Government targets for EVs was 9% by 2020 and 60% by 2030 in order to meet EU carbon emission targets.

A growing number of local authorities were already developing extensive a network of EV charging points and the installation of charging points in Craven would support the Authority's environmental and health/well-being priorities for residents together with attracting visiting EV drivers to retail locations where they could recharge their vehicles.

The Council had the option of funding its own rapid charge points at an estimated cost of between £45k and £50k each for the hardware and installation but this would require the Council to buy in additional expertise to operate, maintain, collect revenue and deal with faults etc. Alternatively, it could look to private sector investment to provide a reliable and sustainable solution via a procurement framework. There were several companies offering fully funded off-street supply, installation and operation of rapid EV charge points while providing a revenue stream to the car park / landowner. A percentage of the profits would be shared by the Council.

Resolved – (1) That, the introduction of electric vehicle charging points on Council owned car parks is approved and the Director of Services is authorised to commence the procurement of services for the installation and management of the charge points.

(2) That, a further report is brought back to Members of this Committee 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 and addressing matters raised at Paragraph 4.5 in the report now submitted.

POL.936

APPOINTMENT TO SUB-COMMITTEES AND PANELS

The members Services Manager submitted a report asking Members to consider appointing two sub-committees and a consultative group.

Resolved – (1) That the Craven Spatial Planning Sub-Committee is re-appointed for 2018/19, with a membership of seven and three named substitutes, comprising the Deputy Leader of the Council, Councillor Dawson, Councillors Barrett, Brockbank, Rose, Shuttleworth, Staveley and Sutcliffe. Substitutes: Councillors Madeley, Mulligan, Solloway.

(2) That the Craven Employees' Consultative Group is re-appointed for 2018/19, with a membership of four, comprising the Leader of the

Council, Councillors Dawson, Heseltine and Madeley with terms of reference as shown in the Appendix to the report submitted.

Minutes for Decision

POL.937

FINAL OUTTURN REVENUE BUDGET MONITORING REPORT QUARTER 4 2017/18

The Chief Finance Officer submitted a report advising 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.

The general fund reserve balance stood at £995k and this would 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.

The Council had £6,956k in earmarked reserves as at 1st April 2017. Budgeted and in-year contributions of £2,471k less utilisation in 2017/18 of £2,210 and commitment for future years' use of £413k meant a balance of £5,922k. It was proposed that the Chief Finance Officer allocated the final revenue budget surplus to appropriate reserves for the funding of capital or revenue projects going forward.

It was forecast there would be a net underspend of £347k on services and corporate expenditure for the full financial year. The Council's share of additional rates retention income was £789k which included £348k from membership of the North Yorkshire Business Rates Pool to give a net surplus of £1,136k.

RECOMMENDED – (1) That, the outturn revenue budget monitoring position as at 31st March 2018 is noted.

(2) That, £111,800 of the savings achieved this year and identified as green in Appendix B to the report now submitted is noted and that these savings are transferred to an earmarked reserve for support to the 2018/19 budget and beyond.

(3) That, a revenue budget carry forward of £20,683 for completion of revenue commitments in 2018/19 as identified in Appendix D to the report submitted is confirmed.

(4) That, the transfer of the balance of the revenue budget surplus to earmarked reserves is approved and the allocations are delegated to the Chief Finance Officer (S151 Officer).

Chairman

Policy Committee – 11th September 2018

REVENUE BUDGET MONITORING REPORT - QUARTER 1 2018/2019



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 1 review of income and expenditure to the end of June 2018.

2. **Recommendations**

- 2.1 Members to note the Revenue Budget position as at 30th June 2018.
- 2.2 Members note the £2,780 of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2019/20 budget and beyond.
- 2.3 That the Council's Long Term Financial Strategy be amended to take account of the 'Green' savings in 2019/20 and beyond where these are not currently allowed for in the Budget.

3. **Background Information**

- 3.1 On 6th February 2018 the Council approved its Net Revenue Budget at £6,788.689 for 2018/19. This was subsequently increased by 2017/18 revenue budget slippage amounting to £21k and capital programme slippage of £621k.
- 3.2 The budget included:
- A contribution of £4k 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 £20k to the Business Rates Collection Fund Deficits
 - New Homes Bonus Grant of £513k
 - Net Contributions from Earmarked Reserves of £431k
 - A corporate contingency of £75k.

4. Quarter 1 Financial Performance – Revenue Budget

- 4.1 Based on the June Budget Monitoring exercise the Council's performance against budget is a forecasted underspend of £188k for the financial year. However the volatility of the Council's income streams, highlighted in section 4.12 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.
- 4.2 Projected financial performance at the end of Q1 is summarised in Table 1 below and shown in detail at Appendix A.
- 4.3 Service Related Costs:
Services are currently showing a projected favourable variance of £188k, this includes the £3k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are set out below, summarising the Salary costs as a whole and then other variances under each priority heading.
- 4.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 38% of Budgeted Revenue expenditure. Based on Quarter 1 performance, net forecasted underspend in staffing costs are £109k. This consists of salary cost underspend equal to £231k being offset by spending on Agency staff usage of £122k. Over the last few years there has been increased agency and contract staff use, which has been required to fill some of the positions. The use of Agency staff is seen as a temporary measure to cover vacancies in the short term, provide additional resilience to services for a short period or for specific projects, and this is not without risk. There are a number of recruitments taking place across services and this figure will be reviewed again in Q2. The council carries a vacancy factor of £70k to be offset by such savings.
- 4.5 Enterprising Craven:
✓ A receipt of unexpected Grant Funding from the DCLG for Housing Initiatives, Custom Builds and Brownfield Site register totalling circa £60k.
- 4.6 Resilient Communities:
✓ Within Revenues & Benefits unexpected monies received for "Verifying Earnings & Pensions" Alerts £17k
✓ Triathlon income £29k higher than anticipated
X NNDR £34.5K higher than budgeted for the High Street Car Park – due to significant reduction in the Transitional Relief in 18/19.
✓ Commercial Waste Income above target 3.2%. £93k up on last year to date.
X Garden Waste Sales of licences above target by £11k, but offset by high Agency usage £40k
✓ Income streams within Environmental Health are forecasting above target for the year.
✓ Reduced forecast in homelessness strategy expenditure £(33k) & savings predicted £(33k) against the HIA officers instated as part of the Growth Bids.

- ✓ For Bereavement Services £13.3k savings to maintenance.
- 4.7 Financial Sustainability:
X Increased costs in Legal Services due to the usage of External staffing Support offset by savings in other services.
X Corporate Service level costs £15k savings for internal & external audit offset by £70k re vacancy provision.
- 4.8 Corporate
At the end of the Quarter 1 the Corporate Costs outside the Net Cost of Service are forecasting as expected. The Investment Income is forecasted to achieve an outturn of £93k.
- 4.9 Projected financial performance at the end of Q1 is summarised in Table 1 overleaf.

Table 1: Summary Of Q1 Forecasted Outturn Position As At 30 June 2018

	Original Budget 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/ Overspend 2018/19 £	%	Paragraph ref.
<u>Council Priority</u>						
Enterprising Craven	470,625	470,625	386,667	(83,958)	17.84%	4.5
Resilient Communities	1,825,786	1,835,469	1,741,976	(93,493)	5.09%	4.6
Financial Sustainability	3,420,247	3,420,247	3,409,172	(11,075)	0.32%	4.7
Total Service Related Costs per Priority	5,716,658	5,726,341	5,537,815	(188,526)		
<u>Corporate Costs</u>						
Investment Income	(92,820)	(92,820)	(92,820)	0		4.8
Interest Payable	255,710	255,710	255,710	0		
Minimum Revenue Provision	247,000	247,000	247,000	0		4.8
Revenue Funding of Capital Programme	583,140	1,203,737	1,203,737	0		
Support To Parishes	4,000	4,000	4,000	0		4.8
Corporate Contingency	75,000	75,000	75,000	0		4.8
Transfers to/from reserves, NHB & Grant	(1,355,820)	(1,355,820)	(1,355,820)	0		
Total Revenue Budget 2017/18	5,432,868	6,063,148	5,874,622	(188,526)	3.11%	
Amount to met by C. Tax & Business Rates	(5,432,869)	(5,432,869)	(5,432,869)	0		

4.10 Income & Savings Plan –

The Council's financial pressures for its budgets will continue. The current estimate, based on a 2% rise in Council Tax, from the 2018/19 Medium Term Financial Plan (MTFP) is that expected savings or estimated additional income of £211k will be required in 2018/19. It predicts savings or income of £459k is required for 2019/20 and £690k for 2020/21. However, there is a risk that this could increase. The Long Term Financial Strategy (LTFS) reflects this and forecasts by 2021/22 additional savings of £759k will be required.

4.11 Appendix B details the summary of the current Savings plan information at 30th June 2018. The target for 2018/19 is currently £300k. The projects that

have been achieved by Q1 are shown in the green savings and total £3k. The £3k of Green savings achieved in Q1 are included in the £271k forecasted underspend and will be reflected in a revision to the budget ahead of the Quarter 2 monitoring. Work is on-going to achieve the Amber and Red projects and also to identify projects to balance future year's budgets beyond 2019/20. These will be added to the plan as they are confirmed as suitable, affordable and achievable.

4.12 Main Risk Areas

The 2018/19 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 2019/20 and beyond. Further analysis of the risk areas which are varying is shown below.

4.13 Waste Collection:

The Original Budget for the Domestic Waste Collection was £708k. The current forecasted outturn is £736k; this is a variance of 3.96%. This is due to an increase in staffing costs and a vehicle still having to be sourced on a hire basis, until a replacement can be arranged. The replacement now due in Q2.

4.14 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2018/19 there was £426k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast remains at £426k, but this is based on estimates as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £430k. The income is based on estimates from the Q3 and Q4 2017/18 data, so once Q1 data is received this forecast may change. This will be updated at the Q2 report.

4.15 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 latest forecast for the Planning fees estimates it will achieve this target. But this is a volatile income stream and will be updated in the Q2 report.

4.16 Skipton Town Hall

The original budget for Town Hall income was £150k. The current total forecast is £172k. The Budget Setting report listed this risk as a high impact and fortunately these income streams are currently forecasting overachievement of the target.

4.17 Income Streams

Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2018/19 budget. At the end of June these were 3.5% ahead of target. The income streams which are currently performing well are Car Parking income, Trade Waste and Garden Waste Subscription income. However at this stage of the year, this is a forecast and will be updated in the latter Quarters. Income streams were reviewed as part of the 2018/19 budget setting process and budgets adjusted based on the improved performance over the last few years.

- 4.18 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.19 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 4.20 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix C.
- 4.21 Business Rates:
The Council is continuing its membership of the North Yorkshire Business Rates Pool in 2018/19.
- 4.22 The Council estimated that it would receive £1,600k from Business Rates in 2018/19. This is being monitored throughout the year in line with other budgets and the forecast at Q1 is still estimated to be £1,600k. It is assumed that any surpluses will be transferred into the Business Rates Reserve.
- 4.23 The Business Rates Contingency Reserve has a balance of £750k as at 1st April 2018. Utilisation of £100k in 2018/19 is budgeted for. This gives a balance of £650k at 31st March 2019.

5. Financial Position

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2018. It is expected that this balance will remain during 2018/19.
- 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 2018/19 this level was agreed as adequate. The current LTFS has assumed balance will be maintained.
- 5.3 The 2018/19 Revenue budget is not without pressures, and had a contingency of £75k. As part of the 2017/18 Budget Outturn and the Final Accounts process it was identified that an additional £100k be added to the Contingency fund for 2018/19.
- 5.4 The Council had £6,342k in earmarked reserves at 1 April 2018. Budgeted and in year Contributions of £553k, less £984k of budget utilisation in 18/19 and commitments for future year's use of £921k means an estimated balance at 31st March 2018 of £4,990k. The details are shown in table 3.

Table 3: Earmarked Reserves

Reserve	Opening Balance 1 Apr 18 £'000	Budgeted in Year Receipts (1) £'000	Budgeted in Year Utilisation (1) £'000	In Year & Future Year Commitment £'000	Available Balance 31 March 19 Onwards £'000
New Homes	2,192	431	(553)	(704)	1,366
Planning	475	-	-	-	475
Enabling Efficiencies	300	-	(19)	-	281
Vehicles	350	30	-	-	380
ICT	560	30	(157)	(96)	337
Buildings	360	52	(49)	-	363
Insurance	70	10	-	-	80
Business Rates Contingency	750	-	(100)	-	650
Future Year Budget Support	240	-	(99)	-	141
Contingency & Slippage	121	-	-	(121)	-
Elections Reserve	35	-	(7)	-	28
Partial Exemption Reserve	800	-	-	(82)	718
Other	89	-	-	-	89
Total Earmarked Reserves	6,342	553	(984)	(1,003)	4,908

(1) Contributions from and to are based on the Budget Set on 6th February 2018.

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 £6,342k in earmarked reserves at 1 April 2018. Budgeted and in year Contributions of £553k, less Utilisation in 18/19 or commitment for future year's use of £1,987k means an estimated balance at 31st March 2018 of £4,908k.

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

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

- Legal implications**
- 7.2 None as a direct result of this report. The Council set a balanced budget for 2018/19, and going forward it is a further requirement that the budget is balanced.

- Contribution to Council Priorities**
- 7.3 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

- Risk Management**
- 7.4 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 2019/20.

- Equality Impact Assessment**
- 7.5 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.

- Consultations with Others**
8. None

9. **Access to Information : Background Documents**
- None

10. **Author of the Report**
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11. **Appendices**
- Appendix A – Revenue Budget - analysis of Expenditure and Forecasted
Outturn by Council Priority / Cost Centre Group.
Appendix B – Income and Savings Plan.
Appendix C – Car Parking Income Performance

Summary Report

Appendix Reference	Council Priority	Original Budget 2018/19 £	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overpend 2018/19 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	470,625	0	470,625	386,667	(83,958)	17.84%	
A3	Resilient Communities	1,825,786	9,683	1,835,469	1,741,976	(93,493)	5.09%	
A4	Financial Sustainability	3,420,247	0	3,420,247	3,409,172	(11,075)	0.32%	
Total Service Related Costs		5,716,658	9,683	5,726,341	5,537,815	(188,526)		

Corporate Costs

Investment Income	(92,820)	0	(92,820)	(92,820)	0	0.00%	
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	247,000	0	247,000	247,000	0	0.00%	
Revenue Funding of Capital Programme	583,140	620,597	1,203,737	1,203,737	0	0.00%	
Support To Parishes	4,000	0	4,000	4,000	0	0.00%	
Corporate Contingency	75,000	0	75,000	75,000	0		
Transfers to/from reserves, NHB & Grant	(1,355,820)	0	(1,355,820)	(1,355,820)	0	0.00%	
Total Revenue Budget 2018/19	5,432,868	630,280	6,063,148	5,874,622	(188,526)	3.11%	
Amount to met by C. Tax & Business Rates	(5,432,869)	0	(5,432,869)	(5,432,869)	0		

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Over spend 2018/19 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	284	0	284	(5,270)	(5,554)	1955.62%	Staff Vacancy. Plan to utilise budget to bring temp. support for Data Migration between systems
Liquor Licencing	(28,812)	0	(28,812)	(34,346)	(5,534)	19.21%	as above
Street Signs & GIS	51,514	0	51,514	53,113	1,599	3.10%	
Historic Buildings	3,000	0	3,000	3,000	0	0.00%	
Building Control - Non Fee Earning	37,612	0	37,612	37,650	38	0.10%	
Building Control - Fee Earning	(48,938)	0	(48,938)	(47,410)	1,528	3.12%	
Local Plan	197,371	0	197,371	198,045	674	0.34%	
Local Land Charges	(83,888)	0	(83,888)	(85,552)	(1,664)	1.98%	
Development Control	94,832	0	94,832	94,952	120	0.13%	
Planning (Service unit)	0	0	0	(66,924)	(66,924)	#DIV/0!	Government grants, DCLG grant Housing initiatives b/f £24k BrownField Register & PIP £5k Custom Build £30k Property Searches £7.7k
Total Cultural Services incl. Museum & Skipton TH	207,910	0	207,910	199,620	(8,290)	3.99%	
Total Arts Development	39,740	0	39,740	39,790	50	0.13%	
Total Enterprising Craven	470,625	0	470,625	386,667	(83,958)		

Resilient Communities

Appendix A 3

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	39,348	0	39,348	39,738	390	0.99%	
Customer Services	286,409	0	286,409	283,122	(3,287)	1.15%	
Revenues & Benefits Services (Including Cost of Collection)	126,987	0	126,987	90,596	(36,391)	28.66%	VEP Alerts £17k,
Partnerships & Communications and Sporting Events	164,650	10,683	175,333	146,810	(28,523)	16.27%	Triathlon income £29k higher than anticipated
Democratic Services	94,101	0	94,101	89,259	(4,842)	5.15%	
Democratic Representation	182,242	0	182,242	182,242	0	0.00%	
Elections	84,975	0	84,975	99,804	14,829	17.45%	Salary split between elections and electoral registration was different from budgeted leading to a overspend in elections and a underspend in electoral registration.
Electoral Registration	69,067	0	69,067	57,632	(11,435)	16.56%	Salary split between elections and electoral registration was different from budgeted leading to a overspend in elections and a underspend in electoral registration.
Shared Ownership Scheme	(38,100)	0	(38,100)	(38,100)	0	0.00%	
Joint Venture	0	0	0	12,000	12,000	#DIV/0!	
Car Parks	(1,188,817)	0	(1,188,817)	(1,151,978)	36,839	3.10%	NNDR £34.5K higher than budgeted
Public Conveniences	56,234	(11,000)	45,234	48,645	3,411	7.54%	
Amenity Areas/Aireville Park	106,102	0	106,102	106,102	0	0.00%	
Private Garage Sites	(30,712)	0	(30,712)	(30,712)	0	0.00%	

Appendix A 3

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19	Revised Budget 2018/19	Forecast Outturn 2018/19	(Under)/Over spend 2018/19 (+ve)/-ve	% Variance	Comments
Community Services (Credit Unions)	3,165	0	3,165	3,165	0	0.00%	
Refuse Collection - Domestic	707,620	0	707,620	736,155	28,535	4.03%	Salary Costs higher in Domestic, but some offset in other cost centres. Hire of vehicle continuing
Refuse Collection - Commercial	(197,477)	0	(197,477)	(228,820)	(31,343)	15.87%	Income above target 3.2%. £93k up on last year to date
Street Cleansing	334,850	4,000	338,850	337,377	(1,473)	0.43%	
Recycling	280,223	0	280,223	261,801	(18,422)	6.57%	Salary and related - but offset in R200 by overspends
Clean Neighbourhoods	87,204	0	87,204	87,225	21	0.02%	
Mechanics Workshop	(2,171)	0	(2,171)	(8,282)	(6,111)	281.49%	
Waste Management Service Unit	233,242	0	233,242	232,507	(735)	0.31%	
Garden Waste Scheme	(125,637)	0	(125,637)	(88,868)	36,769	29.27%	Sales of licences above target by £11k, but offset by high Agency usage £40k
Environmental Health Services	294,744	0	294,744	237,928	(56,816)	19.28%	Salary, due to Mat leave - £20k and income forecasting above target
Flooding	0	0	0	0	(0)		
Aireview House	50,065	0	50,065	52,715	2,650	5.29%	
Homelessness	282,660	(34,658)	248,002	215,030	(32,972)	13.30%	Reduced forecast in homelessness strategy expenditure
Private Sector & Housing Enabling	46,460	40,658	87,118	53,810	(33,308)	38.23%	Savings predicted against the growth bid for the HIA officers
Housing Service Unit	22,824	0	22,824	20,170	(2,654)	11.63%	
Total Economic Development	292,720	0	292,720	336,100	43,380	14.82%	
Total Leisure Services	(17,337)	0	(17,337)	5,034	22,371	129.04%	
Total Bereavement Services	(419,855)	0	(419,855)	(446,231)	(26,376)	6.28%	£13.3k savings to maintenance. £27.8k increase in income re cremations and mercury abatement.
Total Resilient Communities	1,825,786	9,683	1,835,469	1,741,976	(93,493)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2018/19	Virements, Slippage & Supplementary Estimates 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
CLT	482,204	(6,000)	476,204	476,104	(100)	0.02%	
Business Support	199,097	0	199,097	181,010	(18,087)	9.08%	Savings re salaries & related costs. One staff member left and one vacant post.
Human Resources & Training	144,820	0	144,820	138,213	(6,607)	4.56%	Savings re salaries & related costs hours budgeted higher than hours worked.
Legal Services	123,463	31,000	154,463	173,437	18,974	12.28%	
Corporate Costs	818,273	0	818,273	873,367	55,094	6.73%	£15k savings for internal & external audit. £70k overspend re vacancy provision to be offset by underspends in services.
Financial Services	508,137	(25,000)	483,137	470,703	(12,434)	2.57%	£12k savings salaries & related due to staff members leaving CDC.
Properties; Misc, Bus, Depots, BVS, SU, Estates	611,358	0	611,358	624,892	13,534	2.21%	
ICT & Transformation	532,895	0	532,895	471,446	(61,449)	11.53%	Project Officer role double counted in Growth Bids and base £30k + IT & Transformation Manager transfer to Assets & Commercial Services
Total Financial Sustainability	3,420,247	0	3,420,247	3,409,172	(11,075)		

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2018/19 - 2021/22 v3 at July 2018

Key:

Green

Income / Savings achieved - low risk

Reporting Spreadsheet

18	BuSu	Daisy Telephone Rentals	Green	H	L	1,780	1,780	1,780	1,780	N	N	Review of the Daisy telephone lines contract & line usage	John Dawson	Paul Shevlin	Joanne Garnet
19	EnSe	Littering Penalties - Increase in Fees	Green	H	L	1,000	1,000	1,000	1,000	Y	N	Policy committee meeting 17 June approved an increase in the littering penalty charges. Estimated contribution towards costs of £500-£1,750 per annum.	Carl Lis	Paul Ellis	Wyn Ashton

TOTAL GREEN SAVINGS	2,780	2,780	2,780	2,780
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Total Green	2,780	2,780	2,780	2,780
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Budget Gap	299,000	409,000	655,000	737,000
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Savings To Target Impact Amber & Greens	243,720	423,220	623,220	923,220
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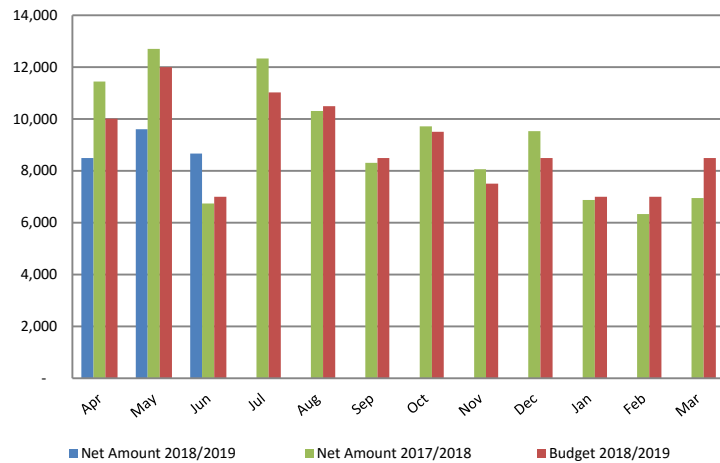
Target	300,000	500,000	700,000	1,000,000
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Parking Fees April - June 18 (2018/19 FYR)

2018/19	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2017/20178 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £
Month															
April	£8,497	£11,437	£10,005	£10,574	£9,197	£9,503	£36,919	£36,137	£34,983	£53,302	£57,193	£54,988	£1,899	£1,559	£1,500
May	£9,606	£12,696	£11,995	£10,837	£10,020	£10,003	£43,014	£35,910	£35,985	£53,198	£54,083	£52,982	£1,652	£1,341	£1,200
June	£8,661	£6738	£6,998	£10,481	£13,052	£12,470	£43,350	£33,814	£34,482	£55,254	£50,521	£50,474	£1,664	£1,912	£1599
July															
August															
September															
October															
November															
December															
January															
February															
March															
	£26,763	£30,871	£28,998	£31,892	£32,269	£31,976	£123,282	£105,861	£105,450	£161,755	£161,797	£158,444	£5,215	£4,812	£4,299
Variance	(4,108)		(2,235)	(377)		(84)	17,421		17,832	(42)		£3,311	£403		£916

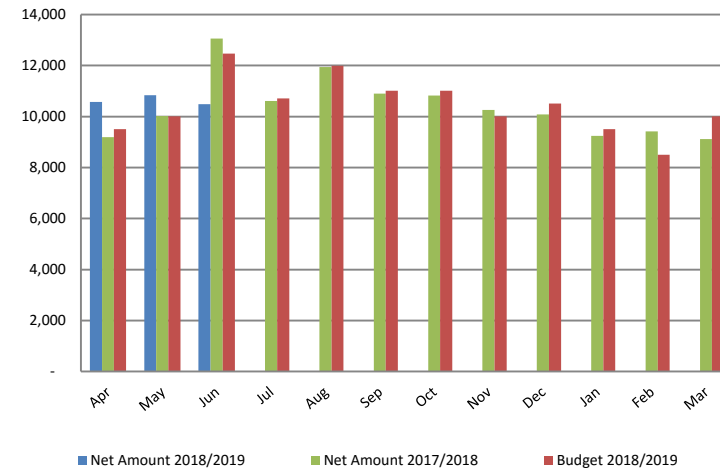
2018/19	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2017/2018 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £
Month															
April	£5,595	£5,369	£5,303	£5,697	£5,661	£5,702	£2,374	£2,394	£1,801	£1,947	£2,232	£1,699	£4,927		£4,000
May	£4,956	£4,829	£5,003	£6,407	£6,033	£5,499	£2,447	£1,990	£2,000	£3,615	£1,649	£1,499	£4,327		£4,000
June	£5,229	£5,958	£6,001	£6,330	£5,362	£5,798	£3,715	£2,837	£2,801	£1,868	£1,781	£2,000	£4,996		£4,000
July															
August															
September															
October															
November															
December															
January															
February															
March															
	£15,780	£16,156	£16,307	£18,434	£17,056	£16,999	£8,536	£7,221	£6,602	£7,430	£5,662	£5,198	£14,251		£12,000
Variance	(376)		(527)				1,378		£1,435						2,251

Cavendish Street



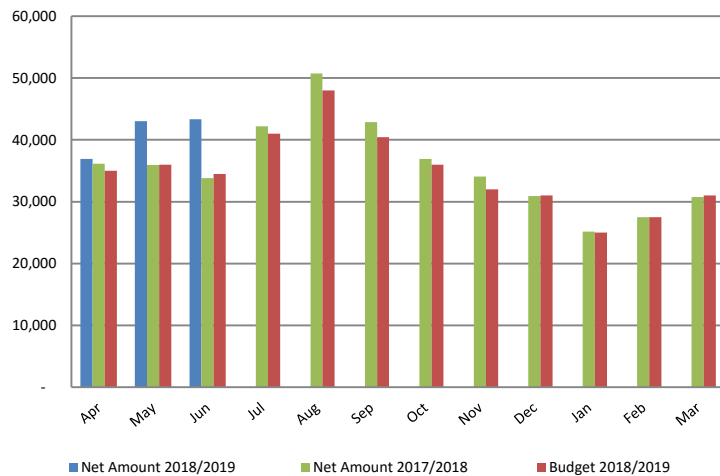
Comments: Income decreased by 13.31% (£4,108) over same period last Year and down by 7.71% (£2,235) on budget

Waller Hill



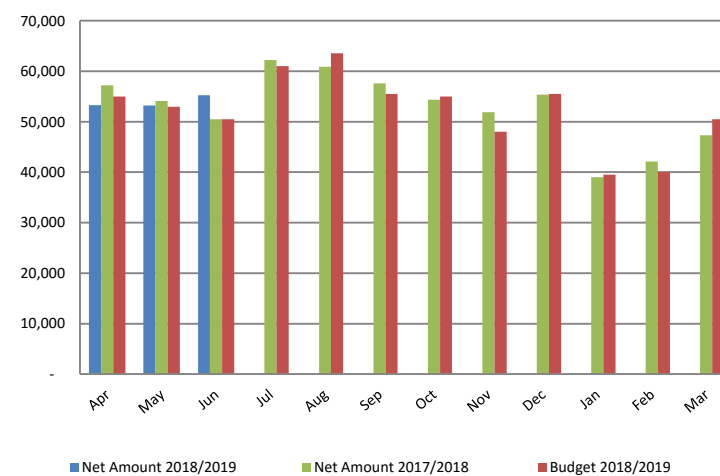
Comments: Income decreased by 1.17% (£377) over same period last year and up by 0.26% (£84) on budget

Coach Street

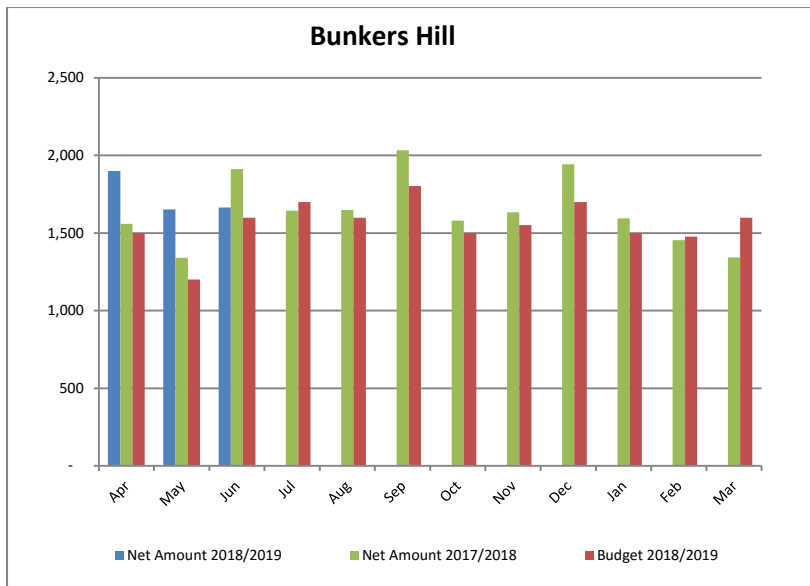


Comments: Income increased 16.46% (£17,421) over same period last year and up by 16.91% (£17,832) on budget

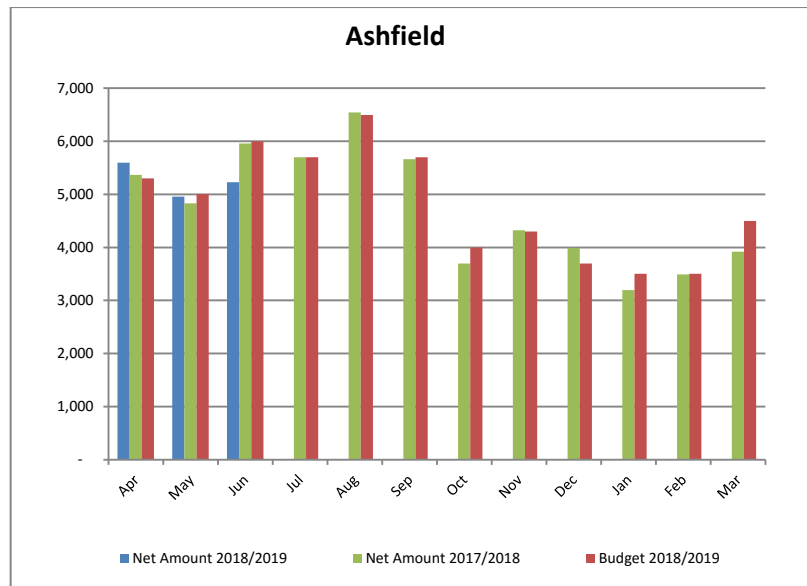
High Street



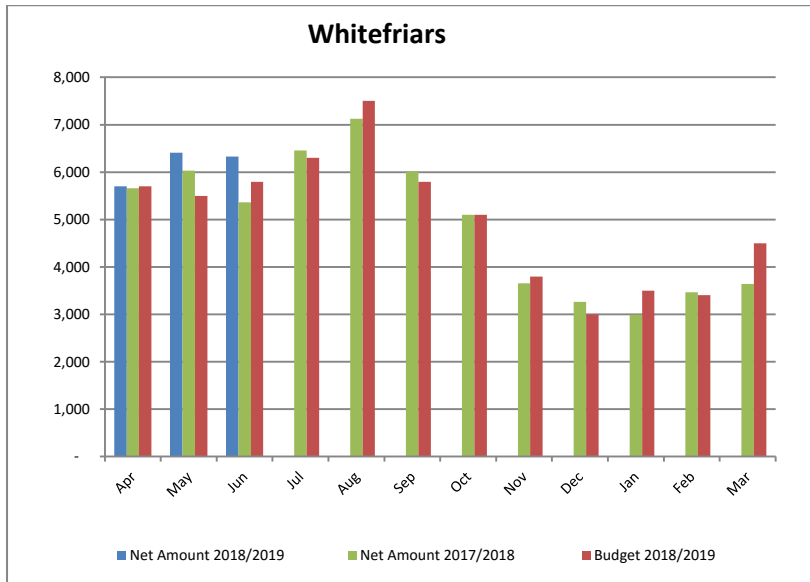
Comments: Income decreased by 0.03% (£42) over same period last year and up by 2.08% (£3,311) on budget



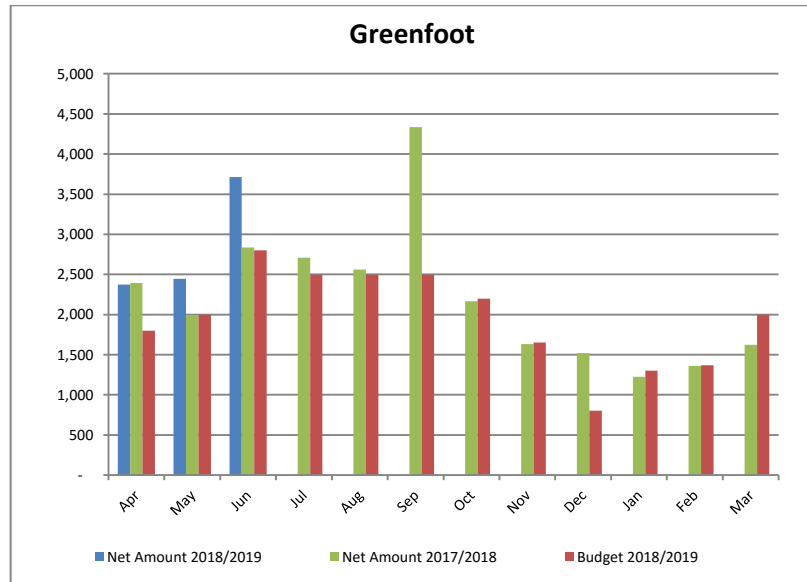
Comments: Income increased by 8.37% (£403) over same period last year and up by 21.3% (£916) on budget



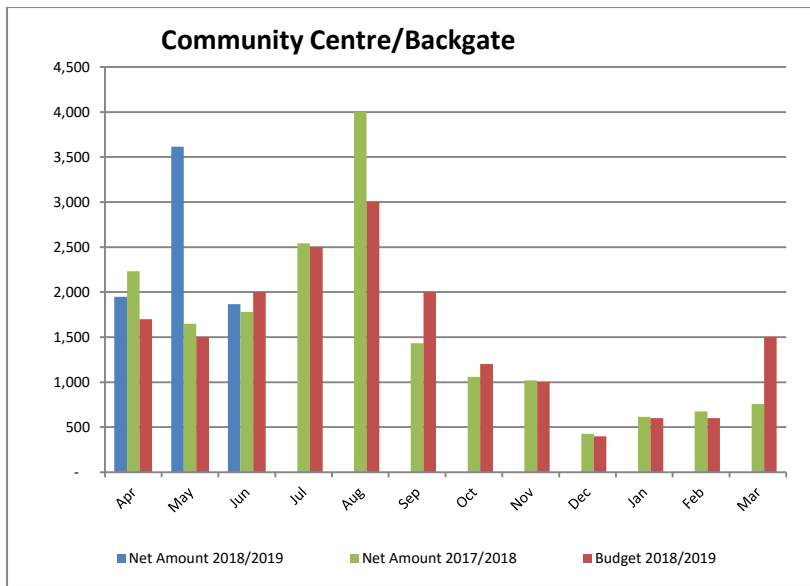
Comments: Income decreased by 2.32% (£376) over same period last year and down by 3.23% (£527) on budget



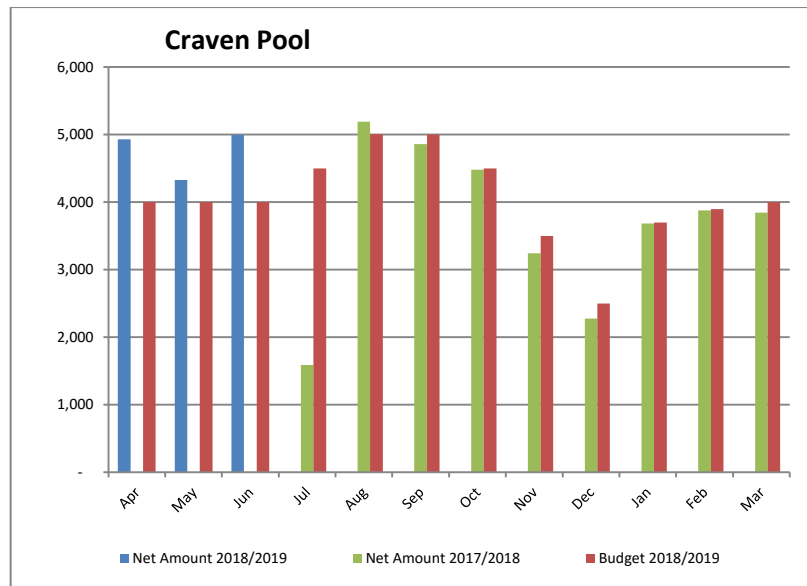
Comments: Income increased by 8.07% (£1,378.) over same period last year and up by 8.44% (£1,435) on budget



Comments: Income increased by 18.21% (£1,315) over same period last year and up by 29.29% (£1,934) on budget



Comments: Income increased by 31.22% (£1,768) over same period last year and up by 42.93% (£2,232) on budget



Went live 17th July.

Policy Committee – 11th September 2018

CAPITAL PROGRAMME MONITORING REPORT : QUARTER ONE 2018/2019



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2018.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2018/19 capital programme as at the 30th June 2018.
- 2.2 Members Approve the Supplementary Estimate of £82k for the Cremator replacement Project, to fund the irrecoverable VAT element to be funded from the partial exemption reserve.
- 2.3 Members note the 2018/19 Capital Programme and the proposed funding - including the Supplementary Estimates for new projects agreed in Q1.

3. **Background Information**

- 3.1 The Council agreed the 2018/19 Capital Programme of £3,164k on 6th February 2018. On 7th August 2018 the Council endorsed the recommendation from Policy Committee for the Capital Programme to include £4,704k of slippage from the 2017/18 Programme.
- 3.2 Since the Capital Programme was agreed, supplementary estimates have been approved totalling £2,003k. £96k for the digitisation and archiving of the Council's paper records and £720k for the Skipton Waterfront scheme and Water management Project on Ings Beck and Gallow Syke. £1,187k for shared ownership builds. In addition a supplementary estimate for the Cremator replacement project has been requested for £82k, this is due to the inability to reclaim the VAT element of the project. This gave a total Capital programme of £9,954k.

4. **Quarter 1 Financial Performance**

- 4.1 The Council approved the 2018/19 Capital Programme of £3,164 in February and work commenced in April onwards. Work on the projects included in the slippage amount would have continued up to the end of March and the £4,704k is based on the forecasted expenditure to be incurred in 2018/19. Since April 2018, Policy Committee approved a £96k Digitisation project, £320k for the Skipton Canal Waterfront scheme and £400k for the Ings Beck and Gallow Syke (Skipton) Water Management Project and £1,187k for shared ownership builds. As part of this report, there is an additional request for £82k for the Cremator Replacement Project as, due to the value, there will be approximately £82k of irrecoverable VAT. This now gives a revised programme of £9,954k.
- 4.2 A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30th June expenditure on the programme was £711k.

Table 1: Planned Capital Programme Performance

	Approved Revised Programme 2018/19 £	Expenditure to end of Quarter 1 2018/19 £	Forecasted Outturn 2018/2019 £
Council Properties	3,859,308	303,850	2,671,838
ICT	290,211	3,516	278,211
Private Sector Hsg & Empty Homes	854,507	403,976	1,054,902
Recreation & leisure	4,779,940	-	4,779,940
Town / Village Plans	62,643	-	62,643
Vehicle	107,000	-	107,000
Total Capital Programme Costs	9,953,609	711,342	8,954,534

- 4.3 The forecasted underspend is solely attributable to the Shared Ownership Projects, as in Q1 there has been expenditure totally £200k. The funding for of £1,187k that was approved at Policy on the 6th June 2017 for the Council's housing projects is included in the total budget.
- 4.4 It is probable that The Payroll System improvement project is to be ceased, with the latter phase of rolling out a self-service function being terminated. It is however likely that an alternative project will be implemented to have a similar HR module bolt-on added to the current i-trent system. The £12k from the original project will go towards this revision. Further details will be included once they are known in the later quarterly reports.
- 4.5 Due to the continued reliance on capital receipts and the Councils Revenue Reserves to fund expenditure over the medium and long term it was agreed that

approval to commence 2018/19 projects would be monitored by CLT, as would progress on projects within the programme.

5. **Capital Programme Financing**

- 5.1 Resources available to fund the capital programme together with a forecast of future receipts and programme costs are shown in table 2.
- 5.2 As part of the 2018/19 budget setting process it was planned to make contributions to earmarked reserves which are available to support the capital programme and other projects. The Long Term Financial Strategy assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2018/19 Programme

	2018/19 Revised prog. £'000	2019/20 Indicative £'000	2020/21 Indicative £'000	2021/22 Indicative £'000
Capital Receipts at Start of Year (CRR)	2,419	1,028	1,028	1,028
In Year resources - (Capital Grants/receipts received)	1,622	664	715	720
Use of in Year Capital grants	2,456	564	615	670
Use of Capital Receipts	1,391	100	100	50
Total Use of Capital Resources	3,847	664	715	720
Contribution From NHB Reserve	499	-	-	-
Contribution From Enabling Efficiencies Reserve	12	-	-	-
Contribution From Vehicles Reserve	107	100	220	-
Contribution from IT Reserve	279	40	50	-
Contribution from Buildings Reserve	86	44	-	-
Contribution from Other Reserves	82	-	-	-
Underwrite the Capital Funding to cover the external funding applications	3,428	-	-	-
Utilisation of Borrowing (MRP Capacity)	1,802	-	-	-
Total Use of Reserves/Borrowing	6,295	184	270	-
Forecasted Capital expenditure in year as per Appendix A	8,955	848	985	720
Capital Receipts at end of Year (CRR)	1,028	1,028	1,028	1,028

- 5.3 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2018/19, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 5.4 The Contribution from Other Reserves line represents the supplementary estimate for the Cremator Replacement Project. It is proposed that this will be funded from the Partial Exemption Reserve, but this will be confirmed when the funding of the programme is finalised later in the year.
- 5.5 The Shared Ownership Scheme is included in the table 1 for forecasted expenditure, and table 2 for its funding allocation. At the end of Q1 costs of £200k have been incurred. Funding for this will be drawn from the approved pot for the Council's Housing Projects.

6. Implications

6.1 Financial and Value for Money Implications

At the start of 2018/19 the Council had available £2,419 of Capital Receipts to fund its capital programme. It also had estimated receipts of Grants of £1,237k to fund part of the programme. All financial implications are contained in the body of the report.

6.3 Legal implications – None Relevant

6.4 Contribution to Council Priorities

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

6.5 Risk Management

There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

6.6 Equality Impact Assessment

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

7. **Consultations with Others** – None
8. **Access to Information : Background Documents**

None
9. **Author of the Report**

James Hordern – Senior Accountant
Telephone: 01756 706316
E-mail: JHordern@cravendc.gov.uk
10. **Appendices**
Appendix A – Capital programme detailed analysis

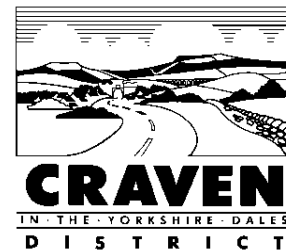
Capital Programme 2018/19

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ Bkwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q1 2018/19 £	Remaining Budget 2018/19 £	Forecast Outturn 2018/19 £	Q1 Comments - including timeline for procurement and delivery & Justification Budget to be moved to development of HRF module of payroll system.
Financial Management	Payroll System improvements	Claire Hudson	6200		12,000		12,000	-	12,000	-	Budget to be moved to development of HRF module of payroll system.
Assets & Commercial Services - Property	Integrated Asset Management System	Darren Maycock	6277	16,550			16,550	-	16,550	16,550	
Assets & Commercial Services - Property	Redevelopment of Town Hall/Museum HLF	David Smurthwaite	6032	136,000	371,702		507,702	38,000	469,702	507,702	
Assets & Commercial Services - Property	- Skipton Town Hall - Phase III Works * year two subject to grant funding	Darren Maycock	6023	672,290	9,259		681,549	1,200	680,349	681,549	
Information Services	Network & Firewall Replacement 2016-2020	Darren Maycock	6275	70,000			70,000	-	70,000	70,000	
Information Services	Computer Replacement Programme	Darren Maycock	6210	20,000			20,000	3,516	16,484	20,000	Rolling programme of IT kit replacement
Assets & Commercial Services - Property	Skipton Town Hall – Bar & Café Facilities	Darren Maycock	6024		23,837		23,837	-	23,837	23,837	
Assets & Commercial Services - Property	Skipton Depot Project	Stanislav Andryszewski	6036		239,870		239,870	-	239,870	239,870	
Assets & Commercial Services - Bereavement Services	Refurb of Waltonways Outbuildings	Darren Maycock	6044		13,000		13,000	-	13,000	13,000	
Information Services	IDOX Implementation	Darren Maycock	6266		24,881		24,881	-	24,881	24,881	
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Darren Maycock	6050 PC04		74,880		74,880	-	74,880	74,880	
Information Services	Digitisation and Archiving Project	Darren Maycock	TBC			96,000	96,000	-	96,000	96,000	Options for procurement for delivery of project underway.
Assets & Commercial Services - Property	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF BID	David Smurthwaite	6032		3,428,120		3,428,120	-	3,428,120	3,428,120	
Assets & Commercial Services - Bereavement Services	Crematorium replacement	Hazel Smith	6049	1,000,000		82,000	1,082,000	264,650	817,350	1,082,000	Supplementary estimate requirement due to inability to claim vat element. Project has been procured and has commenced on site as per project plan. Anticipated completion due January 2019.
Assets & Commercial Services - Car Parking	Parking payment machine replacement	Hazel Smith	6009	40,000			40,000	-	40,000	40,000	Procurement process commenced for replacement machines at Settle (all car parks and Bunkers Hill, Skipton). Anticipated completion before March 2019
Assets & Commercial Services - Car Parking	- 4 Year programme of maintenance of the Council Car Parks	Hazel Smith	6010	9,000			9,000	-	9,000	9,000	Current review of anticipated work requirements taking place. Project will complete before March 2019.
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113	225,000			225,000	-	225,000	225,000	Project currently at tender stage. Planned installation due mid December 2018.
Communication & Engagement	New Playground at Aireville Park	Sharon Hudson	6132	181,820			181,820		181,820	181,820	
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	225,000			225,000	-	225,000	225,000	Minute POL 847/17-18: a contribution towards a scheme put forward by the Canal & River Trust for European funding. Subject to approval of the bid, the works have been re-scheduled to commence in the financial year 2019/20.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ Bfwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q1 2018/19 £	Remaining Budget 2018/19 £	Forecast Outturn 2018/19 £	Q1 Comments - including timeline for procurement and delivery & Justification
Economic Development	Ingleton Village Plan	Sharon Sunter	6138		62,643		62,643	-	62,643	62,643	Procurement for a scheme to refurbish the village centre pedestrian signage has been completed. The Parish Council on 6th August 2018, agreed to accept ownership and responsibility for all costs related to maintenance and insurance. The aim is to have the refurbished signs in place by March 2019.
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC			320,000	320,000	-	320,000	320,000	Policy Committee on 24th July 2018 - the delivery timetable has been adjusted, with procurement process scheduled to commence in November 2018, with the capital works being carried out in the financial year 2019/20.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC			400,000	400,000	-	400,000	400,000	POL 929 - an application to the Environment Agency for a bespoke environmental permit to carryout work on a main river is being prepared. Procurement is scheduled to commence in February 2019, with on-site works being carried out in the financial year 2019/20.
Assets & Commercial Services - Property	Shared Ownership	Stanislav Andryszewski	6026 - Purchases 7666 -Sales			1,187,470	1,187,470	200,395	987,075	200,395	Forecast assumed as costs for Colne Road. Exact timing of further projects still to be determined
Environmental Services & Housing	Disabled Facilities Grants	Wyn Ashton	6145	517,400	44,010		561,410	60,442	500,968	561,410	As at 30th June - 9 Grants had completed. 13 Grants totalling £79,660 are due for completion in Q2; 18 Grants totalling £230,444 in Q3 and 8 Grants totalling £71,982 in Q4. The total projected spend on DFGs for 2018/19 is £442,528. This figure does not eligible salary costs for the provision of technical services and support.
Waste Management	InCab Communications and Web Portal Systems	Wyn Ashton	6276	24,780			24,780	-	24,780	24,780	This is on track with all procurement issues resolved in Q3. It is not known at this time what the final capital outlay will be, however the budget allocation is not expected to be exceeded
Waste Management	Web Portal Systems	Wyn Ashton	6276	26,000			26,000	-	26,000	26,000	This forms part of the same procurement exercise as the InCab Communications and will be finished in Q3
Waste Management	Vehicle Lift Project	Wyn Ashton	6136		20,000		20,000	-	20,000	20,000	This is on hold until such time as a final solution has been agreed for the Engine Shed Lane Waste Management Depot site. All monies allocated for the vehicle lift will be reallocated to a remodelled or new site for this purpose
Waste Management	Vehicle Replacement Project	Wyn Ashton	6305		87,000		87,000	-	87,000	87,000	We are awaiting final quotes for a small 7.5 tonne RCV with ordering finalised in Q3
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	6022		293,097		293,097	143,140	149,957	293,097	Works will complete in Q3 with full allocation spent
Total Capital Programme 2017/18				3,163,840	4,704,299	2,085,470	9,953,609	711,342	9,242,267	8,954,534	

Policy Committee – 11th September 2018

PERFORMANCE MONITORING REPORT – QUARTER 1 2018/2019



Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 1 2018/2019 in accordance with arrangements set out in the Council's Performance Management Framework.
2. **Recommendations** - Members are recommended to note and comment on progress and outcomes achieved.
3. **Council Plan Implementation Progress**

3.1. Actions

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

The Status Codes used against action updates are as follows:

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

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven				8
Resilient Communities			1	3
Financial Sustainability	1	1	1	0
Total	1 (7%)	1 (7%)	2 (13%)	11 (73%)

Status	Action	Details available at -
Council Plan Action showing Not started – not yet required status	CP 18/21/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council
Council Plan Action showing red status	CP 18/21/14 - Improve the Council's commercial acumen and generate additional income	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council
Council Plan Action showing amber status	CP 18/21/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council

3.2. Indicators

Total number of annual Council Plan Indicators	11
Number for which data available - Where the outturn shown is to be confirmed or provisional this is noted in the Annual Target 18/19 column at Annex D, along with other relevant notes, or at the end of the table	9
Number with targets	5
Number failing to achieve target (Shown below)	4

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	12 affordable homes were delivered against the target of 17 for the quarter. There are currently an additional 86 on site, of which at least 40 should be completed in this financial year. There are currently another 382 affordable units with planning permission.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	11 businesses were assisted against a target of 25. A series of press releases will be issued as part of an overall marketing drive highlighting the support available in an attempt to increase take-up.
	RP 13.Q - Planning & Building Control - Net additional homes provided	There are several large sites in Skipton and elsewhere currently under construction and it is expected that the rate of housing completions will increase significantly as the year progresses. Site visits will be undertaken towards the end of the financial year.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated	Estimated value required to balance budget in 2019/20 £409k for year. Target deliverable by end 2018/19 set at £300k - £81k projects identified to achieve by 31 March 2019. Still £219k gap to identify. At end of Q1 £3k of savings achieved. Issues in relation to timing of delivery of savings continue and as the end of the four year settlement approaches it is ever more critical they are delivered. The funding of local government from April 2021 will be ever more

		challenging as it is cut further. The challenge for 2018/19 is to deliver £300k+ with the balance delivered in 2019/20 & work towards delivery of the total budget gap in 2021/22 of circa £800k.
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A summary showing all Council Plan Indicators is available at Annex D.

3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. Four are not achieving target as shown below.

Service Area	Indicator(s)	Comments
BENEFITS	FR 11 - Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances	The number of Council Tax Reduction claims with Universal Credit (UC) continues to rise. UC can change each month. Software is currently being tested which should improve efficiency and processing speeds.
PLANNING	RP 10 - Major applications determined within statutory timescales or extended timescale agreed with the applicant RP 11 - Minor applications determined within 8 weeks or extended timescale agreed with the applicant RP 12 - Other applications determined within 8 weeks or extended timescale agreed with the applicant	Staff changes and shortages continued within the quarter. A Principal Planning Officer has now been recruited resulting in a vacancy at Planning Officer level.

4. Implications

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

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

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

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

4.5 **Equality Impact Assessment**

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

4.6 **Consultations with Others**

- CLT
- Service Managers

4.7 **Access to Information: Background Documents**

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

4.8 **Author of the Report**

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

Annexes

Annex A – Council Priority Enterprising Craven

Annex B – Council Priority Resilient Communities

Annex C – Council Priority Financial Sustainability

Annex D – Council Plan Indicators

Annex E – Additional Information - Benefits and Planning Indicators


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

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



Key Delivery Mechanisms	Action	Key Milestones	Service	Progress	Updated by	Date	Status	
Enable the provision of 230 homes per year across Craven to meet the needs of our current and future communities								
<ul style="list-style-type: none"> - Publication of the Local Development Plan - Implementation of Shared Ownership Schemes to create a minimum of 45 shared ownership homes by April 2020 - Use of policies to enable the provision of 69 affordable homes per year (30% affordable housing of 230 homes) 	CP 18/21/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	Aug 2018 - Submit funding application to LEP for regeneration pipeline Sep 2018 - Secure Accelerated Growth Fund from Homes England Oct 2018 - Examination in public of Local Plan	Planning & Building Control	Application to LEP submitted - awaiting initial response. Homes England have notified CDC that they will be awarding funding to support housing development in Skipton. Local Plan - We have published the matters and issues paper from the Inspector. Comments are due by the end of September.	DS	15/08/18	Green	
Stimulate business growth								
<ul style="list-style-type: none"> - Development of the South Skipton Employment Zone - Creation of new employment sites in Bentham, Ingleton and Settle - Development of employment space at Threshfield Quarry and Skipton Rock Quarry - Undertaking activity to raise the profile of the Craven District as an attractive location for businesses 	CP 18/21/02 - Enable the development of 8 hectares of new employment land by 2020	Sep 2018 - Funding Agreement (Grant) for Local Growth Deal (LGD) signed Jan 2019 - Enterprising Craven Online content created Mar 2019 - Ings Beck/Gallow Syke Water Management project completed Mar 2019 - Schedule for implementing improvements to Engine Shed Lane/Ings Lane confirmed Mar 2019 - Outline business case for Skipton Rock Quarry prepared	Economic Development	The Council was awarded £5million by the York, North Yorkshire and East Riding LEP to deliver a scheme known as the Skipton Employment and Housing Growth project. The funding agreement is being prepared. Policy Committee has given approval to commence implementation of two areas of work: (i) to manage the conveyance of the watercourses known as Gallow Syke and Ings Beck in order to reduce the potential occurrences of overtopping during periods of heavy rain, and (ii) improvement	SS	27/07/18	Green	

				of the Canal corridor through Skipton town centre - under the title of Skipton Canal Waterfront.				
<ul style="list-style-type: none"> - Development of Skipton Railway Station - Lobbying for investment in the road and rail infrastructure serving the District as part of the central Pennine corridor to the main roads to within the District 	CP 18/21/03 - Improve the quality and capacity of the transport infrastructure serving the District	<p>Apr 2018 - Business case submitted to LEP</p> <p>Oct 2018 - Outcomes for the Skipton Station masterplan agreed</p> <p>Mar 2019 - Procurement of multi-disciplinary team to prepare the Skipton Station masterplan completed</p> <p>Mar 2019 - Masterplan tender released</p> <p>Sep 2019 - Lobbying - Transport for the North release preferred option</p>	Economic Development	<p>Skipton Railway Station - Funding from the LEP has been agreed and the initial meeting with NYCC, National Rail and others held to discuss the masterplan</p> <p>Lobbying - The release of the Transport for the North options is expected to be delayed until the end of the year.</p>	DS	15/08/18	Green	
<ul style="list-style-type: none"> - Delivery of the Ad-Venture Enterprise Growth Programme in collaboration with partners - Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership - Delivery of the Digital Enterprise Business Support Programme in collaboration with partners - Support for delivery of the Yorkshire Dales LEADER Programme (LEADER programme now ceased) 	CP 18/21/04 - Ensure new and existing businesses have access to, and are able to benefit from, business support services	Sep 2018 - Phase 3 of the Digital Enterprise Business Support Programme launched	Economic Development	<p>The SME Growth Manager, providing one-to-one advice for established businesses supported 7 businesses, including a digital mapping company planning to relocate to Skipton. Two of the businesses, in the health science and technology sector, received grant funding totalling £120,000 from the LCR Access Innovation Programme for the development of new projects.</p> <p>An outline application for funding from the European Regional Development Fund to extend the Ad:Venture Enterprise Programme for a further three-years was approved. The LCR local authority partners, including this Council, are preparing the full application</p>	SS	27/07/18	Green	

			<p>for submission in October. Ad:Venture was launched in 2017 to provide dedicated support to eligible pre and new-start businesses with growth ambitions. A Craven-based business, named Micro Business of the Year at the 2018 Keighley and Airedale Business Awards, who had received practical and funding support through the Ad:Venture programme said that it had enabled them to move their plans forward sooner.</p> <p>The third round of Digital Enterprise Growth Voucher scheme closed in June; to-date, a total of 12 vouchers have been issued to businesses in Craven worth £35,272. This equates to 2% of the total vouchers issued by the programme and is proportionately in line with the number businesses in the City Region (the terms under which the District Council contribution was calculated)</p> <p>A bid to the Leeds City Region Business Rate Pool for £250,000 to fund the local authority contribution to continue the Digital Enterprise Programme has been approved. An application is being prepared for submission to the European Regional Development Fund to extend the Programme for a further three-years.</p>				
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<p>- Support for the delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme</p> <p>- Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home network</p> <p>- Investigation and delivery of municipal Wi-Fi networks in market towns</p>	<p>CP 18/21/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020</p>	<p>Sep 2018 - Guidance on broadband connectivity in new developments launched</p>	<p>Economic Development</p>	<p>An informal guidance note "Broadband Connectivity for New Developments in Craven" has been prepared. The purpose of the note is to make developers aware of connectivity options and requirements of the telecommunication providers. The Council's Planning Service and NYnet have been involved in preparing the note; a copy has been forwarded to the Yorkshire Dales National Park Authority for comment.</p> <p>Details of the third phase of the Superfast North Yorkshire programme have been published; the mapping on the SFNY website shows which premises in Craven will benefit. Delivery is due to commence in early 2019; promotion of improved connectivity will continue through the rollout.</p> <p>The Government managed Gigabit Broadband Voucher Scheme (GBVS) has been opened for applications, enabling businesses to benefit from a connectivity voucher worth up to £3,000. Applicants are able to aggregate their vouchers to facilitate connectivity for hard to reach areas. B4RN are promoting the scheme and have secured vouchers for businesses in the north of the District</p>	<p>SS</p>	<p>27/07/18</p>	<p>Green</p>	
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Improve the economic vitality of Craven's market towns and villages

<p>- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle</p> <p>- Working with partners to support delivery of the Skipton (BID) Business Improvement District</p>	<p>CP 18/21/06 - Enhance the quality of the trading environment within the District's core retail centres</p>	<p>Oct 2018 - Refurbishment of East Keltus Square, Cross Hills completed</p> <p>Nov 2018 - Development Plan for Castlebergh Crag, Settle completed</p> <p>Dec 2018 - Interpretation of the Railway Heritage in Ingleton completed</p> <p>Mar 2019 - Scheme for delivery of the Woodland proposals in the Riverside Park (Ingleton) masterplan</p>	<p>Economic Development</p>	<p>Cross Hills - on-site works for the refurbishment of East Keltus Square are scheduled to commence in August 2018</p> <p>Settle - preparation of design proposals for the development of Castlebergh Crag are underway. Initial topography and habitat surveys have been completed; outline concepts are being prepared for a public consultation event to be held in July 2018</p> <p>Ingleton - preparation of interpretation boards for Ingleton Viaduct has started; whilst, there has been difficulty in obtaining good quality old images, the scheme is on schedule for completion in December 2018. Proposals for the refurbishment of the village centre pedestrian signs have been prepared and submitted for consideration by the Parish Council in August 2018.</p>	<p>SS</p>	<p>27/07/2018</p>	<p>Green</p>	
<p>- Development of Skipton Town Hall into a vibrant cultural community venue</p> <p>- Delivery of the Access Development Plan for the Leeds & Liverpool Canal</p>	<p>CP 18/21/07 - Improve access to and enjoyment of Craven's great heritage and culture</p>	<p>Oct 2018 - Skipton Town hall Project Manager in post</p> <p>Nov 2018 - Skipton Town Hall construction started</p> <p>Feb 2019 - Leeds and Liverpool Canal construction started</p> <p>Mar 2019 - Skipton Canal Waterfront scheme completed</p>	<p>Skipton Town Hall & Museum</p>	<p>Skipton Town Hall - Permission to start has been granted and the project manager is currently being recruited.</p> <p>Leeds and Liverpool Canal - The Canal and River Trust are awaiting final confirmation of funding from DEFRA to upgrade the towpath. Funds for the stretch from Skipton Town Centre along Broughton Road secured via the YNYER LEP.</p>	<p>DS</p>	<p>15/08/18</p>	<p>Green</p>	

- Delivery of the Great Place Scheme - Development and delivery of a rural housing scheme	CP 18/21/08 - Collaborate with partners to attract more working age households to the District	Nov 2018 - RIBA design competition launched Nov 2018 - Annual Conference Dec 2018 - Small grants scheme launched	Economic Development	Four officers have been recruited to look at creative activities, business engagement, place making and digital technologies. Wayne Hemmingway events held in Skipton and Kendal explaining how young people can be attracting using events.	DS	15/08/18	Green	
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Updaters:- David Smurthwaite (DS), Sharon Sunter (SS)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual	
A = 0	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	23	69 in line with Council Plan	17	12	
A = 0	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	31.1%	Context Indicator - no target set		11.1%	
A = 0	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	95	100	25	11	
A = 0	RE 16.Q	Economic Development - The number of new business formations (Q)	287	Context Indicator - no target set		80	
A = 0	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan			
A = 0	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	408.7	Context Indicator - no target set			
A = 0	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230	230 for CDC	58	17	

Collected annually:-

RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares

RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation

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

Key Delivery Mechanisms	Action	Key Milestones	Service	Progress	Updated by	Date	Status	
Enable active communities and improve quality of life								
<ul style="list-style-type: none"> - Supporting the new models of care programme being developed by the Accountable Care Board, a cross sector partnership involving partners across health, social care, the voluntary sector, Craven District and North Yorkshire County Council - Identifying and implementing a range of projects to reduce health inequalities, including supporting the development of Dementia Friendly Craven - Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough 	CP 18/21/09 - Reduce health and wellbeing inequalities	<p>Nov 2018 - Review the Housing Adaptations Service exploiting opportunities for improvement</p> <p>Dec 2018 - In conjunction with the Airedale Hospital Trust and Bradford Metropolitan City Council develop an integrated approach to a hospital discharges and adequate support</p> <p>Mar 2019 - Promote wider awareness to GPs and other Health Support Services of the referral routes to Council delivered services</p> <p>Jun 2018 - Terms of reference agreed for Craven Communities Together Leadership Group</p> <p>Oct 2018 - Action plan with priority projects agreed for work of Craven Communities Together and reported to CLT</p> <p>Oct 2018 - Run campaign focusing on older people and fraud awareness</p> <p>Mar 2019 - Annual report produced of work of Craven Communities Together detailing CDC involvement and reported to Policy Committee</p> <p>Mar 2019 - Become</p>	Partnerships & Communications Housing	Terms of Reference Agreed for the Health and Care Partnership Board. Proposal currently being developed to utilise funding from CCG to address loneliness across the district u pilot run in Sutton in Craven as a working model. Skipton DfC registered as working towards becoming Dementia Friendly.	SH	25/07/18	Amber	

		accredited Dementia Friendly Council						
<ul style="list-style-type: none"> - Delivering the Member ward grant programme - Providing support to a range of community groups across the District and facilitating community projects including working with the Friends of Aireville Park (FOAP) to fundraise for a new playground launched in 2016 - Maximising the use of Planning Gain to provide funding for community projects 	CP 18/21/10 - Enable community groups across the District to achieve their ambitions	<p>Jun 2018 - Review Ward Member Grant Scheme and report to Policy Committee</p> <p>Nov 2018 - Fundraising target met for new playground in Aireville Park</p> <p>Sep 2018 - Annual planning gain report to CLT</p>	Partnerships & Communications	<p>Report on Ward Member Grants taken to Policy Committee and agreement to run scheme for the next three years. Scheme is now taking applications again.</p> <p>Community Fundraising target met for new playground and contractor to deliver new play area in two phases at time of updating about to be appointed. Planning Gain report completed and on Agenda for September CLT.</p>	SH	25/07/18	Green	
Create greener communities								
<ul style="list-style-type: none"> - Promoting and increasing take up of the Council's commercial recycling scheme - Encouraging residents to recycle more of their household waste to achieve household recycling targets and maximise income from recycled waste - Exploring the option of a joint waste authority with North Yorkshire Partners 	CP 18/21/11 - Reduce waste to landfill and increase re-use and recycling	<p>Mar 2019 - Continue to promote the Council's commingling recycle scheme</p> <p>Mar 2019 - New methods of collecting commercial waste by weight/volume finalised and new service introduced</p> <p>Mar 2019 - Continue to explore the options of a joint waste authority with North Yorkshire Partners</p>	Waste Management	<p>Recycling continues to be promoted. Stickers have been placed on all residential recycling bins informing residents of what can and cannot be recycled.</p> <p>Procurement is underway of new systems necessary to deliver a weight/volume method of commercial waste collection from them 1st April 2018</p> <p>Work continues with sub-regional partners to develop a business case for a joint waste authority for consideration by the sub regional Chief Executive Group in September.</p>	WA	26/07/18	Green	

- Working with relevant agencies to implement the powers contained in the Anti-Social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour	CP 18/21/12 - Make Craven's public spaces cleaner, safer and greener	Mar 2019 - Implement the Cleaner Neighbourhoods action plan	Waste Management	The Cleaner Neighbourhoods Action Plan is currently under review with a revised Action Plan in place by the end of September. Cleaner Neighbourhoods Enforcement Policy currently in draft form will be considered by Policy Committee in October	WA	26/07/18	Green	
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Updaters:- Sharon Hudson (SH), Wyn Ashton (WA)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual	
B = 0	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	459	17/18 verified outturn less 2%. Not yet available. Q1 estimated.		129	
B = 0	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	41.73%	17/18 verified outturn plus 2%. Not yet available. Q1 estimated.		39.56%	

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

Key Delivery Mechanisms	Action	Key Milestones	Service	Progress	Updated by	Date	Status	
Eliminate the reliance on Government Revenue Support Grant by 2020								
- Reviewing and implementing the Council's Long Term Financial Strategy 2018/2022 - Undertaking a budget consultation with residents and stakeholders	CP 18/21/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Sep 2018 - Review of Long term Financial Strategy to Policy Committee Dec 2018 - Complete budget consultation with residents and stakeholders	Financial Management	Commence work in Q2 for presentation to Policy Committee September 2018	NC	02/08/18	Not started - not yet required	
- Implementing the Council's Income and Savings Plan - Exploring and exploiting opportunities to the Council presented through devolution	CP 18/21/14 - Improve the Council's commercial acumen and generating additional income	Ongoing - Income and Savings Plan monitoring through Budget Monitoring to Policy Committee As required - Exploration and exploitation of opportunities arising due to devolution	Financial Management	Target of £300k savings deliverable by 31 March 2019 set for 2018/19. Achieved £3k at Q1 against the first quarter target of £75k.	NC	02/08/18	Red	
- Implementing the Council's Acquisition and Regeneration Investment Strategy to provide a framework for the acquisition of property assets to improve the well-being of the District - Implementing key projects in the Asset Management Plan - Delivering a range of schemes through our Joint Venture Company to make best use of Council owned marginal land sites to	CP 18/21/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Ongoing - Council's Acquisition and Regeneration Investment Strategy Apr 2018 - Advertise Aireville Park play area project on YORtender Sep - Dec 2018 - Aireville Park play area project - Construction on site - Phase 1 Sep 2018 - Tender value for money report for Back Gate, Ingleton Oct/Nov 2018 - Contractors on site Back Gate, Ingleton Nov 2018 - Submit planning application for Low	Property Services	Following staff changes milestones for this action have been revised as shown. The tender process for the new grounds maintenance contract underway, on track to award in January 2019. and the new play area has been advertised on Yortender	SA	15/08/18	Amber	

support regeneration and growth across the District		<p>Demesne, Ingleton Nov 2018 - Mar 2019 - Aireville Park play area project - Construction on site - Phase 2 Jan 2019 - Tender value for money report for Low Demesne, Ingleton Jan 2019 - Award the new grounds maintenance contract Mar 2019 - Contractors on site at Low Demesne, Ingleton</p>						
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Updaters:- Nicola Chick (NC), Stanislaw Andryszewski (SA)

INDICATORS

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual	
C = 0	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,897,704	£5,716, 658 / Q1 £5,726,341	5,726,341	5,455,617	
C = 0	FM 14.Q	Financial Management - Additional savings and income generated (Q)	112,000	£300,000	75,000	3,000	

Annex D – Council Plan Indicators

	Ref	Name	17/18 Outturn	Annual Target 18/19	Q1 Target	Q1 Actual	
A = 0	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	2369	in line with Council Plan	17	12	
A = 0	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	31.1%	Context Indicator - no target set		11.1%	
A = 0	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	95100		25	11	
A = 0	RE 16.Q	Economic Development - The number of new business formations (Q)	287	Context Indicator - no target set		80	
A = 0	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	08	by 2020 per Council Plan			
A = 0	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	408.7	Context Indicator - no target set			
A = 0	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230	230 for CDC	58	17	
B = 0	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	459	17/18 verified outturn less 2%. Not yet available. Q1 estimated.		129	
B = 0	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	41.73%	17/18 verified outturn plus 2%. Not yet available. Q1 estimated.		39.56%	
C = 0	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,897,704	£5,716, 658 / Q1 £5,726,341	5,726,341	5,455,617	
C = 0	FM 14.Q	Financial Management - Additional savings and income generated (Q)	112,000	£300,000	75,000	3,000	

Collected annually:-

RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares

RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation

Annex E – Additional Information - Benefits and Planning Indicators

Reference	Name	2017/18 Actual	Annual Target 18/19	Q1/18/19 Target	Q1/18/19	
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	2,873	Context Indicator - no target set		2,875	
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	6.3	7 days	7.0	8.5	
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	18.6	22 days	22.0	19.6	
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	52.63%	60%	60.00%	50.00%	
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	48.51%	65%	65.00%	48.39%	
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	64.04%	80%	80.00%	62.38%	

Policy Committee – 11 September 2018

Application to the Department for Communities and Local Government for a North Yorkshire 75% Business Rates Retention Pilot in 2019/20



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 seek Member confirmation for Craven District Council to be part of an application to the Ministry of Housing, Communities and Local Government (MHCLG) for a North Yorkshire 75% Business Rates Retention Pilot in 2019/20

2. Recommendation

- 2.1 Members agree that Craven District Council as a member of the North Yorkshire Business Rates Pool is part of the North Yorkshire submission to the Ministry of Housing, Communities and Local Government to become a 75% Business Rates Pilot in 2019/20.

3. Background Information

- 3.1 The Government through the MHCLG has extended the opportunity to all local authorities to become 75% Business Rates Retention Pilots in 2019/20. An invitation was issued in late July with a deadline for submission of 25 September 2018. The pilot will be for one year only.
- 3.2 75% pilots will retain all locally-collected business rates and as a minimum, will forego Revenue Support Grant, Rural Services Delivery Grant (this will be adjusted for from the rates retained). The creation of the pilots will be “fiscally neutral” at baseline, but authorities will gain from retaining 75% of any above-baseline growth – we currently retain 50%.
- 3.3 The government will use the 2019/20 pilots to deepen its understanding of how different local arrangements, including governance and information systems, work in relation to 75% business rates retention.

- 3.4 Participating authorities will be expected to work with MHCLG officials on the system design of the new business rates retention system and share additional data and information, as required. Pilot bids should clearly confirm the participating authorities' willingness to aid MHCLG officials in this work.
- 3.5 The government is interested in exploring how 75% rates retention can operate across more than one authority to promote financial sustainability and to support coherent strategic decision-making across functional economic areas. Accordingly, the government would like to see authorities form pools (either on existing or revised boundaries) and, with agreement in place from all participating authorities, to apply jointly for pilot status. MHCLG would expect a proposed pool to comprise a county council and all of the associated district councils; a group of unitary authorities; or a two-tier area and adjoining unitaries, but it should extend across a functional economic area. Proposals will need to set out tier split arrangements of all precepting authorities, including Fire and Rescue authorities.
- 3.6 MHCLG will consider all applications to pilot 75% business rates retention that are received by the deadline at midnight on 25 September 2018 and conform to the scheme as outlined in Section 3 of the prospectus (a copy of which is available on the Government's website). There is likely to be a competitive process, with applications measured in the first instance against the following criteria:
- Proposed pooling arrangements operate across a functional economic area;
 - Proposal demonstrates how pooled income from growth will be used across the pilot area to either boost further growth, promote financial sustainability or a combination of these;
 - Proposal sets out robust governance arrangements for strategic decision-making around the management of risk and reward and outlines how these support the participating authorities' proposed pooling arrangements.

Further assessment criteria will be used if MHCLG deem it necessary.

- 3.7 Pilots will have a safety net at 97% of Baseline Funding Level we currently have 92.5% as an individual authority. No levy will be payable by the pilot or the individual authorities. MHCLG has stated that the "no detriment" clause, whereby the pilot as a whole cannot be worse-off than under the existing 50% scheme will be removed in exchange for the higher safety net. This change to previous pilots is being factored into the decision making process
- 3.9 All authorities covered by the proposed pilot will have to give their agreement. This has implications for how the pilot is developed by a group of authorities: every authority needs to have an incentive to join the pilot. Governance is also important to the MHCLG because they will want to ensure that prospective candidates will deliver.
- 3.10 Decisions about successful pilots will be announced later in the year alongside the Provisional Settlement information is expected. If our application is unsuccessful then we will continue with the North Yorkshire

rates pool (under the current 50% system), and those arrangements will be made in parallel.

4. The Report

- 4.1 Following the unsuccessful bid for a Business Rates Pilot in 2018/19 the North Yorkshire Chief Finance Officers have decided to explore the opportunity and benefit of applying to be a Business Rates Pilot in 2019/20. The view is that if research shows it is beneficial then an application should be made.
- 4.2 The services of Pixel Financial Management were commissioned to provide advice and also to undertake the financial modelling required. Pixel already provides advice to the North Yorkshire Rates Pool, and is well placed to understand the complexities that we have. They are also advisors to the Rural Services Network (SPARSE).
- 4.3 The proposed submission will again cover the existing members of the North Yorkshire Business Rates Pool (NYCC, Craven, Hambleton, Richmondshire, Ryedale, and Scarborough) plus Selby and East Riding of Yorkshire Council. Harrogate and City of York are part of the Leeds City region pool and wish to continue with that.
- 4.4 Participating pools will be treated as one entity by the Department for the purposes of business rates retention and one calculation will be made regarding top-up/ tariff and the safety net payment. Therefore, the pool must nominate a Lead Authority to receive payments from and make payments to the Department on behalf of the entire pool. Any authority within the pool is eligible to fulfil this role. Applications must state which authority will be acting as the Lead Authority for the duration of the pilot. For North Yorkshire this will be Scarborough BC.
- 4.5 The financial appraisal calculations have taken a worst case scenario and a best case scenario. The figures are based on the 2018/19 Non Domestic Rates Returns (NNDR1) that each district billing authority completed in January 2018.
- 4.6 At the time of writing the report the initial calculations are currently being worked through with our advisors to assess that an application is based on sound financial evidence and that it will be of benefit to the authorities involved. There is always a risk that the benefits may not be as expected, however, that currently happens with the pooling arrangements already in place.
- 4.7 Further information on the actual submission will be made available to members once it is finalised.

5. Implications

5.1 Financial and Value for Money Implications

Financial implications are exemplified in the report. However, the precise implications will not be available until the NNDR1 returns for 2019/20 are prepared in January 2019.

5.2 Legal implications

The offer for the pilots from the MHCLG for 2019/20 is made on the understanding that agreement has been secured locally from all relevant authorities to be designated as a pool (in accordance with Part 9 of Schedule 7B to the Local Government Finance Act 1988) and that local arrangements are put in place to pool the additional business rates income.

Pools are required to submit a governance agreement setting out how the pooling arrangements will work in terms of financial distribution and service provision and evidencing how business rates income growth will be shared. The governance agreement should also include how balances and liabilities will be treated if the pool were to be dissolved.

The s.151 officer of each authority has to sign off the proposal before it is submitted. The Department will work closely with all successful applicants to support the implementation and running of the pilot.

5.3 Contribution to Council Priorities

Business rates income is an important contribution to support all the priorities of the Council. The outcome of the next round of Business Retention Rates Pilots at 75% will inform how this major income receipt for the Council is shaped in the future to help sustain our financial resilience.

5.4 Risk Management

Applying to be a pilot is not without risk and the risks have been factored in as far as possible to the decision to proceed or not.

Within the prospectus the proposed changes in “no detriment” and the safety net place much more risk on authorities, and the mitigation of this will form an important part of the financial appraisal.

5.5 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.

6. Consultations with Others

Chief Finance Officers and Chief Executives from North Yorkshire County Council, North Yorkshire District Councils, Craven DC Leader and Deputy Leader, Lead Member Finance and Group Leaders.

7. Access to Information : Background Documents

Ministry of Housing, Communities and Local Government (MHCLG) prospectus and supporting documents for 2019/20 pilots.
<https://www.gov.uk/government/publications/75-business-rates-retention-pilots-2019-to-2020-prospectus>

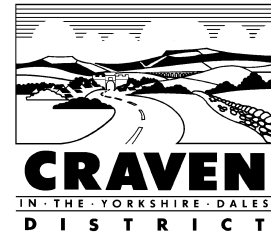
8. Author of the Report

Nicola Chick, Chief Finance Officer (s151 Officer)
Telephone: 01756 706418
E-mail: NChick@cravendc.gov.uk

9. Appendices

None

Policy Committee – 11th September 2018



REVIEW OF THE BOUNDARIES OF LOCAL ENTERPRISE PARTNERSHIPS COVERING CRAVEN

Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: All Wards

1. Purpose of Report

- 1.1 To inform Members about the current situation regarding the review of the boundaries of the Local Enterprise Partnerships that cover Craven.

2. Recommendations

Members are recommended to:

- 2.1 Endorse the preferred emerging option to create a "North and West Yorkshire Local Enterprise Partnership.
- 2.2 Give authority the Chief Executive in consultation with the Leader of the Council to negotiate and agree the option to merge the York, North Yorkshire and East Riding LEP and the Leeds City Region LEP.

3. Background

- 3.1 There are currently 38 Local Enterprise Partnerships across the country and they are responsible for leading economic growth and job creation within their local areas. Craven is currently covered by two Local Enterprise Partnerships (LEPs), the York, North Yorkshire and East Riding LEP (YNYER LEP) and the Leeds City Region LEP (LCR LEP). There are currently four local authorities that are members of both, Craven, Harrogate, Selby and York and in addition the East Riding of Yorkshire Council is a member of both YNYER LEP and the Humber LEP.
- 3.2 Craven has benefited from this arrangement since 2011 as we have gained from the scale and capacity of the LCR LEP to provide superfast broadband, business start-up support and business grants. At the same time YNYER LEP is much more focused on the needs and opportunities of market towns and so we have secured funding for the development of Skipton. Both LEPs jointly funded the flood defences in Skipton.
- 3.2 In the paper "Strengthened Local Enterprise Partnerships, July 2018, the Ministry of Housing, Communities and Local Government said that LEPs needed "To be fit for purpose

as their roles and responsibilities are expanded once again, we need to ensure that Local Enterprise Partnership geographies provide simplicity, accountability and practicability. Whilst in most areas the existing arrangement has worked in practice, greater clarity and consistency is required if they are to meet Government's increased ambition. It is therefore the right time to revisit geographic boundaries".

The Paper goes on to say that "..... (the) Government will ask Local Enterprise Partnership Chairs and local stakeholders to come forward with considered proposals by the end of September on geographies which best reflect real functional economic areas, remove overlaps and, where appropriate, propose wider changes such as mergers".

- 3.4 Therefore it is clear that the Government will no longer allow the current arrangements to continue and that each local authority must be in only one LEP. In order to address the overlaps between LCR, YNYER and the Humber LEP there are a number of options but clearly the status quo is not possible. We understand that the Government want the Humber LEP to continue so the East Riding of Yorkshire will leave the YNYER LEP. Also as it is not possible for NYCC to be in two LEPs it is not possible for Craven to leave the YNYER LEP and join the LCR LEP.

4.0 Options

- 4.1 There are two options for Craven: a reduced York and North Yorkshire area or a merged North and West Yorkshire area.
- 4.2 York and North Yorkshire – The area would be on the pre 1996 North Yorkshire boundary that includes the seven districts plus York. Although reduced in size this geographic area builds on current strong partnership model and has advantages as the area is coterminous with many of our existing structures and institutions. This option could be enhanced with formal partnership agreement with the East Riding of Yorkshire.
- 4.2 North and West Yorkshire – This option will see the merger of the two LEPs to create a LEP covering 14 local authorities. The links between Craven's economy and West Yorkshire is much greater than our links to the rest of North Yorkshire so being part of a genuine functioning economy is important. Also the scale of a merged LEP will provide greater capacity and range of expertise that we will benefit from.
- 4.3 The consensus appears to be that the merger of the two LEPs provides the best opportunity to positively meet the requirements of the Government and create a strong LEP that can deliver our growth aspirations. There are still a number of issues that need to be concluded including the decision making structure, the role of the accountable body, the ability for all local authorities to be develop projects, ensuring rural proofing of governance and also an appropriate name is required.

5.0 Next Steps

- 5.1 The local authorities do not have the power to decide which option is chosen. The decision is the responsibility of the two LEPs as they are independent organisations with the majority of each board made up of the private sector. It is expected that the Government will want evidence that the LEP's decision has a good degree of local support.
- 5.2 The key dates the decision will be made are:

14th September - YNYER LEP Board Meeting

20 th September	- LCR LEP Board Meeting
28 th September	- submission date to MHCLG
30 th October	- implementation plan produced.

6. **Implications**

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

There are no financial implications directly deriving from this report.

6.2 **Legal Implications –**

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

6.3 **Contribution to Corporate Priorities**

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

6.4 **Risk Management**

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

7. **Consultations with Others**

Legal Team

8. **Access to Information: Background Documents**

Strengthened Local Enterprise Partnerships, July 2018, Ministry of Housing, Communities and Local Government

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728058/Strengthened_Local_Enterprise_Partnerships.pdf

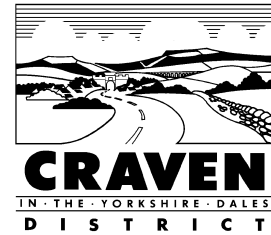
9. **Author of the Report**

David Smurthwaite, Strategic Manager, Planning and Regeneration
 Telephone: 01756 706409
 Email: dsmurthwaite@cravenc.gov.uk

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

10. **Appendices**

None

Policy Committee – 11 September 2018**CRAVEN GREEN APPLE AWARDS**

Report of the Chief Executive

Lead Member Cllr C Lis

Ward(s) affected: All

1. **Purpose of Report**

To request Members approval for the implementation of the Craven District Council Green Apple Awards Scheme which it is proposed will be launched in January 2019.

2. **Recommendations**

Members are recommended to:

- 2.1 Approve the implementation of the Green Apple Awards Scheme as set out in the body of this report.
- 2.2 A budget for 2018/19 of up to £2,000 will be allocated from underspends in identified services. A growth proposal will be included in the budget process for 2019/20

3. **Background**

3.1 **Proposal for Craven**

The Chief Executive was asked to look at a scheme which would promote and acknowledge the development of good practice across a range of businesses in Craven, with regard to the green environmental agenda.

- 3.3 During the initial research, it became apparent that a national scheme was already in operation, which covered the philosophy behind the initial idea. Thus rather than creating our own stand-alone green awards scheme, it is proposed that Craven 'piggy back' the established Green Apple Programme in order to:-

- Benefit from the awareness and credibility of this established national programme

- Utilise the Green Apple categories and nomination process as a basis for our own programme and thus save on the time and resources that would be required to devise a separate programme
- A clear benefit is that this approach would enable us to more easily feed the winner/s from our awards into the national award programme and this would be part of the prize to the Craven District Council winners.
- By working closely with The Green Organisation we can benefit from their expertise; the organisation's General Manager has welcomed our approach and has offered to sit on the Craven District Council Green Apple Awards judging panel.

- 3.4 The Green Apple Awards are run by the Green Organisation, an independent, non-political, non-profit environment group dedicated to recognising, rewarding and promoting environmental best practice around the world. They were launched in 1994 and have become well established as one of the most popular environmental campaigns in the world.
- 3.5 Subject to members' approval, the proposal is for us to launch the awards scheme in January 2019. The initiative will be promoted on the Council's website, on social media and a press release will be sent out to local and specialist press. We will also utilise our existing database of local businesses to send out a flyer providing details about the initiative. Councillors could also play a key role in disseminating information to local businesses and contacts in their wards.
- 3.6 Businesses will be asked to complete an application form for submission by the end of March 2019. It would seem sensible to ask for submissions using the same categories as for the Green Apple Awards. The categories are extensive and seem to cover every conceivable green initiative that we would wish to promote. The categories are as follows:

Categories	Categories
Business Travel Plans	Habitat and Diversity
Carbon Reduction	Innovation
Climate Change Benefits	Land Regeneration
Conservation and Wildlife Projects	Lighting Efficiency
Domestic Energy Generation	Pollution and Emission Reduction
Energy Management	Renewable Heat
Energy from Waste	Sustainable Water Management
Energy Saving	Waste Management
Fuel Efficiency	Water Efficiency

A copy of Green Apple's application form, which we are proposing to use, is included in Appendix A.

- 3.7 Entries will be judged by our 'green panel' which will be chaired by the Chairman of the Council (currently Cllr. Wendy Hull), the lead member for the green agenda

(currently Cllr. Carl Lis), and also include Mark Wolens, Managing Director, The Green Organisation; potentially up to two other appropriate judges.

- 3.8 The winners will be presented with their certificates (see Appendix B) at the annual Council meeting by the outgoing Chairman and their entries will be submitted into the national Green Apple Awards Programme. Further, a donation will be made on behalf of the winners to the Dales Woodland Restoration Programme, who, since they started out in 1996, have helped to plant around 1.4 million broadleaf trees, creating native woodlands of all shapes and sizes throughout the Yorkshire Dales and Nidderdale.

4. **Implications**

5.1 **Financial Implications**

The associated costs of launching the programme are estimated at:

Activity	Total Cost £	Budget £
PR, social media and page developed for the Website (staff costs)	0	0
Leaflet to promote the programme and certificates produced	200	200
Cost of Entries into National Green Apple Awards	0	0
Donation to Woodland Restoration Programme	200	200
Buffet for 40 people at Full Council Meeting in May	200	200
Project Expenses	500	500
Miscellaneous: up to		900
Total		2,000

5.2 **Legal Implications**

A SLA between Craven District Council and The Green Organisation has been drawn up to ensure transparency of each role within the relationship. The signed SLA is attached in Appendix C.

5.3 **Contribution to Council Priorities**

Creating greener communities is a key to delivering our priority to provide resilient communities. This scheme will assist in raising awareness of the importance of encouraging and recognising green initiatives.

- 5.4 **Risk Management –**
None identified

- 5.5 **Equality Analysis –**
The initial screening has been undertaken and the completed form is included in Appendix D. The impact of the programme is only expected to bring positive benefits from an equality perspective and these could potentially be through improved accessibility for the elderly and disabled.

5. **Consultations with Others**

The Green Organisation.
Leader and Lead Members

6. **Access to Information : Background Documents**

Information on The Green Organisation's website (thegreenorganisation.info) has been used to assist in the compilation of this document.

8. **Author of the Report –**
Paul Shevlin, Chief Executive – pshevlin@cravendc.gov.uk and Claire Bentley, Marketing Officer – cbentley@cravendc.gov.uk
Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

9. **Appendices**

Appendix A – Green Apple Application Form
Appendix B – Proposed certificate for the winners of the Craven Green Apple Awards
Appendix C- Proposed Service Level Agreement
Appendix D - Equality Impact Assessment Initial Screening Form



GREEN APPLE AWARDS FOR ENVIRONMENTAL BEST PRACTICE

CONTACT PERSON

NAME OF COMPANY

ADDRESS

POSTCODE

EMAIL ADDRESS

TELEPHONE

PROJECT TITLE

ENVIRONMENTAL IMPROVEMENT

SUBMITTED IN THE CATEGORY FOR:

Please give contact details (company name, address, telephone, contact person) of any other organisation involved with this

PLEASE INDICATE YOUR MOST APPROPRIATE SECTOR AND CATEGORY BY USING THE TICK BOXES. ANY ENTRY MAY BE TRANSFERRED TO ANOTHER CATEGORY AT THE DISCRETION OF THE JUDGES, IF THEY THINK IT APPROPRIATE.

COMMERCE AND INDUSTRY SECTOR

- ☐ AUTOMOTIVE INDUSTRY
- ☐ BANKING/FINANCE/INSURANCE
- ☐ BUILDING & CONSTRUCTION
- ☐ DISTRIBUTION & LOGISTICS
- ☐ ECO-TOURISM
- ☐ EDUCATION & TRAINING
- ☐ ELECTRICAL & ELECTRONICS
- ☐ ENGINEERING & MANUFACTURING
- ☐ FARMING & AGRICULTURE
- ☐ FOOD & DRINK
- ☐ FUEL, POWER & ENERGY
- ☐ HEALTH
- ☐ INDIVIDUAL
- ☐ LEGAL
- ☐ LEISURE/TRAVEL
- ☐ MEDIA, MARKETING, ADVERTISING, PR
- ☐ PAPER & PACKAGING
- ☐ PARTNERSHIPS
- ☐ PRINTING & PUBLISHING
- ☐ PRODUCTS
- ☐ PROPERTY & ESTATE MANAGEMENT
- ☐ RECYCLED PRODUCTS
- ☐ RETAIL & WHOLESALE
- ☐ SCIENCE, TECHNOLOGY, AEROSPACE
- ☐ SERVICE INDUSTRIES
- ☐ SPORT
- ☐ TRANSPORT/FREIGHT & HIGHWAYS
- ☐ UTILITIES
- ☐ YOUTH ORGANISATIONS

GREEN PRACTICES SECTOR

- BUSINESS TRAVEL PLANS
- CARBON REDUCTION
- CLIMATE CHANGE BENEFITS
- CONSERVATION & WILDLIFE PROJECTS
- DOMESTIC ENERGY GENERATION
- ENERGY MANAGEMENT
- ENERGY FROM WASTE
- ENERGY SAVING
- FUEL EFFICIENCY
- HABITAT & DIVERSITY
- INNOVATION
- LAND REGENERATION
- LIGHTING EFFICIENCY
- POLLUTION & EMISSION REDUCTION
- RENEWABLE HEAT
- SUSTAINABLE WATER MANAGEMENT
- WASTES MANAGEMENT
- WATER EFFICIENCY

IF YOUR ENTRY FALLS OUTSIDE THESE CATEGORIES, PLEASE INDICATE HERE

IF 'YES', WHAT IS DIFFERENT ABOUT THIS SUBMISSION?

PROJECT AIM

(200 WORDS MAXIMUM) INCOMPLETE ENTRIES WILL NOT BE CONSIDERED.

PROJECT ACHIEVEMENTS

(200 WORDS MAXIMUM) INCOMPLETE ENTRIES WILL NOT BE CONSIDERED.

YOUR WRITTEN SUBMISSION

PLEASE DESCRIBE YOUR PROJECT IN NO MORE THAN 1,000 WORDS AND WITHOUT CROSS-REFERENCE TO ANCILLARY MATERIAL. PLEASE COVER THE FOLLOWING ASPECTS OF YOUR PROJECT, AS THESE WILL FORM THE BASIS OF ASSESSMENT BY THE JUDGES

WHAT DID THE PROJECT INVOLVE DOING?

WHY DID YOU DO IT?

WHAT DID IT COST AND WHERE DID THE MONEY COME FROM?

IF QUANTIFIABLE, WHAT DID THE PROJECT ACHIEVE IN TERMS OF SUSTAINABLE DEVELOPMENT, ECONOMY, ENVIRONMENT AND/OR EQUITY?

WHO AND WHAT BENEFITED?

LONGER TERM BENEFITS?

WAS THERE ANYTHING INNOVATIVE ABOUT THE PROJECT?

CAN OTHER ORGANISATIONS/COMMUNITIES BENEFIT FROM IMPLEMENTING YOUR METHODS?

WHAT DID YOU LEARN FROM THE PROJECT AND ARE YOU PLANNING ANY FURTHER DEVELOPMENT?

PLEASE ALSO BE SURE TO PROVIDE DETAILS OF ANY RELEVANT ACCREDITATION OR AWARDS GAINED.

STATE IF ANY ENFORCEMENT ACTION HAS EVER BEEN TAKEN AGAINST THE ORGANISATION, TOGETHER WITH ANY MEASURES ADOPTED TO PREVENT THIS HAPPENING AGAIN.

EVIDENCE TO SUPPORT OR SUBSTANTIATE CLAIMS IS ALWAYS USEFUL

PLEASE NOTE* ENSURE THAT ALL UPLOADED FILES HAVE FULLY UPLOADED BEFORE YOU SUBMIT YOUR APPLICATION – THANK YOU.

File Upload

Browse ...

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This is to certify that

is the winner of a

**Craven District Council
Green Apple Award for
Environmental Best Practice**

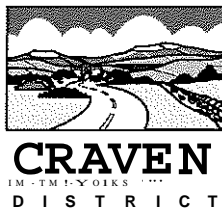
This was presented during a
presentation ceremony at

on

A donation has been made on the winner's behalf to the
Dales Woodland Restoration Programme

who have helped to plant around 1.4
million broadleaf trees, creating native
woodlands of all shapes and sizes
throughout the Yorkshire Dales and
Nidderdale





Service Level Agreement
Between Craven District Council and The Green Organisation

Purpose: To Define the Role of Both Parties in the Formulation of the Craven Green Apple Awards Scheme

Craven District Council

- Will launch the Craven Green Apple Awards programme using the categories (these may be grouped together for our District scheme) and application process from the national Green Apple Awards programme.
- Will use the Green Apple Logo on the winner's certificates and on the web page which will be devised to promote the programme
- Will coordinate the application process and arrange the presentation of the awards.

The Green Organisation

- Agree to let Craven District Council use the Green Apple Award scheme logo and application process to launch their own Green Apple Awards Programme
- Will provide logos and material for use in marketing the Craven Awards Scheme
- Sit on the Craven Green Awards judging panel
- Enter the winners from the Craven awards programme into the national programme free of charge.

Signature: _____ On Behalf of Craven District Council Date: _____

Signature: _____ On Behalf of The Green Organisation Date: _____



Equality Impact Assessment Initial Screening Form

This form records the equality screening process to determine the relevance of equality to a proposal and the decision whether or not a full EIA would be appropriate or proportionate.

You should complete this form if you are carrying out any of the activities listed in the box on the first page of this document.

Service Area	Assets and Commercial Services
Officer(s) carrying out screening	Claire Bentley
Proposal being screened	Craven Green Apple Awards
What is the reason for carrying out the proposal and what are the desired outcomes?	To recognise businesses across the district who are innovating and leading the way in terms of green practices
What information or evidence do you have on current and future service users and the impacts that carrying out the proposal could have on them?	The scheme is aimed at the business community of Craven. In addition to highlighting the good work they are doing environmentally, the programme could also help to highlight how green initiatives have benefited minority groups by for example, improving accessibility or providing cleaner processes.
What other information and evidence has been used to support this equality analysis?	NA

Please use the table on the next page to list any impacts that the proposal might have on people with protected characteristics as defined by the Equality Act 2010. As part of this assessment, please consider:

- How the proposal will impact on members of our community or people we employ with protected characteristics
- Whether there is any evidence that any part of the proposed policy could discriminate unlawfully, directly or indirectly, against particular groups of people.
- Any indication that different groups have or will have different needs, experiences, issues and priorities in relation to the proposal.

If for any characteristic it is considered that there is likely to be a significant adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate.

Protected Characteristic	No Impact	Positive Impact	Negative Impact	Don't know/ No info available	Description of any Impacts			
Age		X			Potentially some of the nominated schemes could have improved such things as accessibility			
Disability		X			As above			
Sex (gender)	X							
Race	X							
Sexual orientation	X							
Marriage or civil partnership	X							
Religion or belief	X							
Pregnancy or maternity	X							
Gender reassignment	X							
Decision (Please tick one option)	Initial Screening indicates EIA not relevant or proportionate			X	Initial Screening indicates Full EIA required			
Reason for Decision It is anticipated that the scheme will only have positive benefits from a equality perspective								
Signed Head of Service P. G. Sw2.				Date				