

POLICY COMMITTEE

on Tuesday, 4th December 2018 at 6.30pm
in the Belle Vue Suite at the Belle Vue Square Offices, Skipton

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

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

AGENDA

Exclusion of the Public - In accordance with the Council's Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of Items \$5, \$6, \$7 and \$8 (Appendix B) on the grounds that it is likely that if Members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding the information) and/or Paragraph 1 (relates to an individual) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and notification of substitutes**
2. **Confirmation of Minutes** – 23rd October 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. Select Committee Commercial Waste Service : Proposed Charging Model** – Report of the Select Committee. Attached.
- Purpose of Report – To present to Members the Select Committee's consideration of proposed commercial waste collection fees and charges.
- \$6. Commercial Waste Collection Charging Model** - Report of the Director of Services. Attached.
- Purpose of Report – To outline the proposed charging model for the collection of commercial waste from the 1st April 2019.
- \$7. Select Committee Disabled Facilities Grants Service Review** – Report of the Select Committee. Attached.
- Purpose of Report – To present to Members the Select Committee's review of disabled facilities grants.
- \$8. Fees and Charges 2019/20** – Report of the Chief Finance Officer. Attached.
- Purpose of Report – To present to Members the fees and charges for the 2019/2020 financial year.
- 9. Revenue Budget Monitoring Report Quarter 2 – 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 2 review of income and expenditure to the end of September 2018.
- 10. Capital Budget Monitoring Report Quarter 2 Report – 2018/2019** – Report of the Chief Finance Officer. Attached.
- Purpose of Report – To inform Members of the Council's capital budget position, based on the quarter 2 review of income and expenditure to the end of September 2018.
- 11. Performance Monitoring Report Quarter 2 – 2018/-2019** – Report of the Chief Finance Officer. Attached.
- Purpose of Report – To present the Council's Performance Monitoring Report for Quarter 2 2018/2019 in accordance with arrangements set out in the Council's Performance Management Framework.
- 12. Treasury Management Mid-Year Review Report 2018/19** – Report of the Chief Finance Officer. Attached.
- Purpose of Report – To update Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates.
- 13. Dog Fouling and Introduction of a Public Space Public Order (PSPO)**– Report of the Director of Services. Attached.
- Purpose of Report – Members are asked to consider the option of retaining existing controls or introducing changes that include a Public Spaces Public Order (PSPO).
- 14. ICT Strategy** – Report of the Director of Services. Attached.
- Purpose of Report – To approve Craven District Council's ICT Strategy.
- 15. Digital Strategy** – Report of the Director of Services. Attached.

Purpose of Report – To approve Craven District Council's Digital Strategy.

16. **Grassington Village Action Plan** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To highlight the work of the Grassington Forum to improve the long term economic success of Grassington and the Council's role in supporting key projects. Also, to support this work, to reallocate funding from the Threshfield Quarry Public Art Project to help deliver the Grassington Village Action Plan.

17. **Skipton Business Improvement District** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To introduce the business plan for the Skipton Business Improvement District and agree the Craven District Council position in the vote on the third term of the Business Improvement District

18. **Minutes from Sub-Committees** – Attached as follows:

Craven Spatial Planning Sub-Committee – 28th August 2018.

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

20. **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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26 November 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.

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

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

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

POLICY COMMITTEE

23rd October 2018

Present – The Chairman (Foster) and Councillors Barrett, Dawson, Ireton, Lis, Madeley, Morrell, Mulligan, Myers, Place and Welch.

Also in Attendance – Councillors Hull and Staveley.

Officers – Chief Executive, Director of Services, Chief Finance Officer, Solicitor to the Council, Environmental Services and Housing Manager, Human Resources Manager and Committee Administrator.

Apologies for absence were received from Councillors Brockbank, Heseltine and Rose.

Start: 6.32pm

Finish: 8.08pm

The minutes of the Committee's meeting held on 11th September 2018 were confirmed and signed by the Chairman.

Exclusion of the Public - That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minutes POL.952 below on the grounds that it is not in the public interest to disclose the Category 3 (financial or business affairs of any particular Person (including the Council)) exempt information therein

Minutes for Report

POL.944

SELECT BEREAVEMENT SERVICES REVIEW

The Chairman of the Select Committee presented the working group's findings following their review of the finance and structure of the service together with scrutinising the implementation of the new business plan as well as looking at potential opportunities for enhancing and improving the service.

In order to inform their review and gain an understanding of bereavement services the Working Group sought the views of relevant officers and considered recent national research on cemeteries and crematoria and other relevant documents.

The Select Committee made the following recommendations:

- a. Particular emphasis should be placed on the need for a clear business strategy with a costed and funded improvement and investment plan for the service; consideration should be given as to whether a reserve should be established and whether investment in the facility should receive priority before surpluses are drawn off in support of other services, it is acknowledged that this approach could present challenges for other service areas.
- b. The service needs to be innovative and to be encouraged to be innovative but in so doing needs to be mindful of the need to maintain a quality core service which meets the needs and aspirations of its customers, and retains the support of funeral directors.
- c. Memorial trees and woodland burial is seen as a key development area for the Service, if no suitable land is available within its portfolio the Council should endeavour to acquire land in a suitable location to enable diversification into woodland burial and memorial trees. Care will be needed in the choice of location which in this Group's opinion should be within a rural, as opposed to urban, environment.

- d. A significant longer term issue to be addressed by the Service is future burial space. A long term strategic plan is therefore needed as indicated in the business development plan; in preparing that strategic plan the Service will need to engage with the Planning Department / Planning Policy Team to enable it to understand what, if anything, would be required to facilitate support for that provision through the planning / planning policy process.
- e. The crematorium should be operated in the most efficient and environmentally responsible way. Holding over enables such an approach and therefore it is suggested that consideration be given to establish a position whereby holding over becomes the default position, with the pricing structure revised, if necessary, in such a way as to encourage this approach.
- f. Steps should be taken to ensure an uninterrupted power supply to the chapel to ensure services at Waltonwrays can continue in the event of a mains power failure.
- g. There is a need to understand why the Muslim burial area isn't being used to the extent originally envisaged, the Leader should seek a meeting with the local Iman to explore with him the use of Waltonwrays Cemetery by the local Muslim community.

During the ensuing debate, Members discussed future investment for the service and the advantages of having a specific reserve should significant expenditure be required to expand the chapel and parking and perhaps, dependent on demand, the purchase of land for the creation of a woodland burial ground.

In receiving the report, Members thanked the Select Committee and officers for their work on the review, and it was

Resolved – That, the recommendations are accepted.

POL.945 **LEEDS CREDIT UNION PARTNERSHIP ARRANGEMENT –
PROJECT UPDATE**

The Director of Services submitted a report updating Members on the progress of the Craven District Council (CDC) and Leeds Credit Union (LCU) partnership arrangement. The LCU offered a range of products to suit individual circumstances and had provided 126 Craven members with £64,635.27 worth of low cost loans. The LCU had given members, some of whom who had experienced financial hardship, access to a responsible lender with low interest rates, who might otherwise have decided to use a 'payday loan' company with high interest rates.

In debating the matter, Members noted that whilst the partnership arrangement was working well, year three had seen a significant reduction in new members and accounts. Members all agreed that Policy Committee should be presented with an update in twelve months' time particularly highlighting the number of accounts and loans opened/closed.

Resolved – That, the report is noted.

POL.946 **IMPLEMENTING ENERGY COMPANY OBLIGATION
FLEXIBLE ELIGIBILITY – ANNUAL UPDATE**

The Director of Services submitted a report updating Members on the impact of setting a local criteria for Energy Company Obligation (ECO) funding. The report set out the definition of a household in fuel poverty and according to the Office of National Statistics lower quartile earning in 2015 across the District was £17,624 per annum compared to £18,998 for North Yorkshire and £19,719 for England. The result of Craven's low waged economy was that 2,611 (10.4%) of households were estimated to be in fuel poverty.

The focus of the funding was to help improve the quality of life for those most vulnerable and to encourage the uptake of energy efficiency improvements to their homes. The Council Plan and Craven's Housing and Homelessness Integrated Action Plan 2017/18 supported the objectives of the funding scheme.

During the ensuing debate, Members requested that a further monitoring report be presented to Policy Committee in twelve months' time which would enable them to analyse the take up of the grant funding by those households identified as having a low income and at the risk of being in fuel poverty.

Resolved – That, the report is noted.

POL.947 **REDEPLOYMENT, RETRAINING, REDUNDANCY AND
RETIREMENT AGREEMENT**

The Chief Executive submitted a report seeking approval to implement a revised and updated Redeployment, Retraining, Redundancy and Retirement Agreement (4Rs). Amendments were required due to legislative changes and other developments.

Consultation on the changes had taken place with the Trades Unions and Craven employees and an agreement was reached at the Employees' Consultative Group (ECG) held on 14th May 2018.

Resolved – That, with effect from 1st November 2018, the implementation of the revised Redeployment, Retraining, Redundancy and Retirement Agreement, as now submitted, is approved.

Minutes for Decision

POL.948 **CONFIRMATION OF THE COUNCIL TAX BASE – 2019/20**

The Chief Finance Officer submitted a report seeking approval of the Council Tax Base for the 2019/20 financial year. The Committee was advised that the formula used to calculate the base was complex requiring forward projections of a number of key variables such as new builds, demolitions and council tax discounts and exemptions. The Chief Finance Officer circulated a revised Appendix A at the meeting.

For every £1 of Council Tax levied, the tax base, as proposed, would enable the Authority to meet £22,525 of expenditure in 2019/20 compared with £22,455 in 2018/19.

RECOMMENDED – (1) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2019/20 financial year is set at 22,525.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2018/19 financial year is that as set out in the revised Appendix A to the report now submitted.

POL.949 **THE ANIMAL WELFARE (LICENSING OF ACTIVITIES
INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018**

The Director of Services submitted a report asking Members to consider adopting the new Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 including new fees and charges for licensing of different types of animal businesses. The new regulations meant there would be one generic licence which would contain both general and activity specific conditions. Authorities would have the opportunity to increase their enforcement of the regulations thereby promoting and encouraging higher welfare standards.

RECOMMENDED – (1) That, the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 are adopted.

(2) That, the proposed fees and charges as set out in the Appendix to the report now submitted are approved.

POL.950 **HOMES ENGLAND: ACCELERATED CONSTRUCTION FUND**

The Director of Services presented a report requesting Members accept the offer of a grant awarded to the Council from the Accelerated Construction Fund. The fund was designed to help local authorities overcome barriers to developing their own land and it offered tailor made solutions to housing delivery, aiming to deliver up to 15,000 starts nationwide on surplus, public sector landholdings.

The Council's bid was to help with capacity building and infrastructure costs at Horse Close, Skipton, including the construction and adoption of a new bridge over the canal at Cawder Road. The Accelerated Construction Fund's award was £2,376,394 and followed Home England's technical appraisals and due diligence. The award was a grant not a loan and should the transfer value of the land exceed the estimated 'clean site' land value of £2,250,000, Homes England would claw back up to 96% of any surplus up to the level of the grant.

In accepting the grant, the Council would be able to speed up the delivery of its land at Horse Close for housing and deliver a number of benefits including effective and efficient use of Council assets to provide much needed housing, including affordable housing, for Craven communities.

RECOMMENDED – (1) That, the Accelerated Construction Fund grant offer of £2,376,394 for remediation and infrastructure works to release land at Horse Close, Skipton for housing development is accepted.

(2) That, delegated authority is given to the Director of Services in discussion with the Monitoring Officer to enter into negotiation and contract with Homes England to secure the grant offer.

(3) That, the Chief Executive is authorised in consultation with the Leader and Deputy Leader to make arrangements to deliver the infrastructure works.

(4) That, a report is brought to Policy Committee during the first quarter of 2019 setting out a proposed development scheme and financial appraisal.

POL.951 **REVIEW OF GOVERNANCE ARRANGEMENTS FOR COMMERCIAL ACTIVITY**

The Solicitor to the Council (Monitoring Officer) submitted a report proposing an amendment to the Scheme of Delegation to Officers. In order to ensure timely decisions could be made where acquisition opportunities for commercial activities presented themselves.

In January 2016, a report to Policy Committee had asked Members to consider delegating authority to the Chief Executive but after much debate, the Committee resolved that all decisions to acquire assets were brought to a meeting of the Policy Committee.

However, during a recent Peer Review, it was reported that decision making amongst officers and politicians was slow, frustrating and burdensome, hampering the Council's ability to be agile, particularly around the commercial agenda should vendors require swift action/decision.

Members noted that the Council operated a modernised committee system, limiting the options to delegation to officers or approval by Committee (Council) and wanted reassurance that steps would be taken to obtain the views of local ward members and Group Leaders before the Chief Executive consulted with the Leader, Deputy Leader and the two Lead Members and a decision was made.

RECOMMENDED – (1) That, the report is noted.

(2) That, the Scheme of Delegation to Officers is amended to include the following authority:

“Subject to consultation with the Leader and Deputy Leader of the Council; the Lead Member for Financial Resilience and Enterprising Craven and also the Chief Financial Officer, the Chief Executive is authorised to agree commercial acquisitions up to a monetary value of £3 million. Such decisions to be reported to the next meeting of the Policy Committee.”

POL.\$952

SHARED OWNERSHIP HOUSING DEVELOPMENT

The Director of Services submitted a report seeking approval for the acquisition of land together with a supplementary capital estimate to develop four shared ownership housing units.

[A separate excluded full minute has been prepared for this item. It is published (on pink paper) in an Appendix to Members, relevant officers and others who are entitled to all details.]

Chairman

Policy Committee – 4th December 2018

Fees & Charges 2019/20 Report



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 Present the Fees & Charges for the 2019/20 financial year.

2. Recommendations

- 2.1 That Members Approve the discretionary fees & charges that are subject to Policy Committee approval.
- 2.2 Note the discretionary fees & charges that are subject to Delegated Authority approval.

3. Fees & Charges for Approval

- 3.1 The Council's Fees and Charges Policy 2015 provides that discretionary fees and charges for a number of core areas will be presented to Policy Committee for approval, with the remainder being approved under delegated authority by the Council's Corporate Leadership Team in consultation with the relevant Lead Member.
- 3.2 The Council's Licensing Committee will continue to be responsible for approving fees and charges in relation to Licensing & Hackney Carriages.
- 3.3 In line with the Policy, the following fees and charges for 2019/20 are presented for Member Approval, see Appendix A for detailed schedules.

Fee / Charge	Charging Policy	Proposal
Car Parking	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> No proposed increase in Parking Fees & Charges. (last increase was July 2017). Short Stay Parking Permits have increased from £57.50 to £70.00 (22%). Medium Stay Permit has increased from £105.00 to £120.00 (14%). The wording on the medium stay permit has been corrected to state "2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar" rather than the 4 stated in err last year. See Appendix A1 for detailed schedule.
Garden Waste Collection Service	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> It is proposed that the fee will increase to £36.00 This is an increase of £3.50. This equates to £1.71 per collection, it is currently £1.55. See Appendix A2 sensitivity analysis of increases.
Burial and Cremation fees – subject to Member Approval	Fair charging / Commercial	<ul style="list-style-type: none"> Varying increases proposed most within a range of 2.1% to 12.7%. Notable increases include; <ul style="list-style-type: none"> ~ A 4.2% increase in the "Same Day Cremation Fees" to £750 for a week day and £1877 for a Saturday. ~ 12.5% increase for "Purchase of Ashes Grave - Section B" to £450.00. ~ 7.7% increase to the "Moorland Above Ground Vault 30 years lease period" to £700.00. There has also been a number of Fees & Charges removed for 2019/20; <ul style="list-style-type: none"> ~ 7 Foot interment fee – removed as no longer required. ~ Bearing Fee – due to Health & Safety restrictions this can no longer be offered. ~ Purchase of burial rights - half grave - non-resident – to encourage take up. See Appendix A3 for detailed schedule of all the Fees and Charges subject to Member Approval.
Burial and Cremation fees – new for 2019/20	Fair charging / Commercial	<ul style="list-style-type: none"> These are the newly proposed fees that will in future be approved by delegated authority. This is the introduction of the ability to "Reserve Next entry - full inscription payment also required at time of inscription. (BofR/Card/Booklet). This is introduced at £25.00. See Appendix A4 for detailed schedule. A comprehensive list of all the Bereavement Services Fees and Charges can be found in Appendix C.
Craven Leisure – New Charges for 2019/20	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> New charges for 2019/20 and so requires Member Approval. <ul style="list-style-type: none"> – Junior Member (8-14) – No Gym – Junior Member – No Gym (8-14) age brackets changed from (8-16). – Junior Member (14-18) – was (14-16). See Appendix A5 for detailed schedule.
Environmental Health	Fair Charging	<ul style="list-style-type: none"> New Charges for 2019/20 and so require Member Approval; <ul style="list-style-type: none"> – The introduction of an Animal Boarding Application fee, additional to that of the on-going licence fee. – Introduction of an application fee for Animal Breeding, additional that to the on-going licence fee. – Introduction of a combined fee for those applying and receiving a licence for both Cat

		<p>and Dog Boarding, with a discount be afforded to those that have combined applications.</p> <ul style="list-style-type: none"> - Cleaner Neighbourhoods have introduced a "Community Protection Notice" charge at £100.00. <ul style="list-style-type: none"> ▪ See Appendix A6 for detailed schedule.
Trade Waste Collection Charges	<p>Commercial</p> <p><i>With a recognition of local competitors and the need to remain competitive.</i></p>	<ul style="list-style-type: none"> ▪ For the 2019/20 financial year, it has been determined that the Fees and Charges Proposed shall be exempt from publication. ▪ It is proposed that the Charging Model be changed to a "By Weight" rather than "By Volume" pricing structure. This is to be in line with our competitors. ▪ See exempt Appendix B1 for existing model and B2 for the detailed schedule and supporting evidence.

3.4 For information a full list of all fees and Charges for 2019/20 is presented to Policy Committee in Appendix C. This will also be presented as part of the 2019/20 Budget Setting report in February 2019.

3.5 From January 2018 the Statutory Fees & Charges for Planning Applications in England was increased nationally. The new charges are as detailed in The Town and Country Planning (fees for applications, deemed applications, requests and site visits) (England) Regulations 2012, as amended. These revised Fees & Charges are shown in Appendix D.

4. Implications

4.1 Financial and Value for Money Implications

Impacts of the proposed increases or decreases to the fees and charges will be included in the relevant Budgets, where appropriate, as part of the Budget Setting Process.

4.2 Legal implications

There is a variety of legislation enabling the Council to apply charges for the services covered by this report. Legislative powers in relation to charging for discretionary services are primary contained within the Local Government Act 2003.

4.3 Contribution to Council Priorities

Income generation is essential to a cost-effective Council. It also contributes to all of the Council's Priorities, notably Financial Sustainability.

4.4 Risk Management

There is a significant risk to the 2019/20 Revenue Budget if the proposed fees are not approved. In that event, further savings will have to be identified to balance the budget.

There is also a risk of the non-achievement of fees once set, which could lead to a shortfall in the relevant departments budget. Care is needed not to set unachievable rates of fees and charges and make the target realistic.

Credit Risk could also be a factor, although provision is made for some bad debts it is important that any increase in Fees & Charges will not increase the chance of the debtors being unable to pay.

4.5 **Equality Impact Assessment**

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

5. **Consultations with Others**

- Lead Members
- Corporate Leadership Team
- Service Managers

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

Fees and Charges Policy (*Approved; Policy Committee – 3rd November 2015*)

7. **Author of the Report**

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8. **Appendices**

Appendix A(1-6) – Proposed Fees & Charges 2019/20 – Subject to Member Approval

Appendix B – **NOT FOR PUBLICATON**: Commercial Waste Fees & Charges 2019/20

Appendix C – Proposed Fees & Charges 2019/20 – Full Schedule

Appendix D – English Planning App Fees (2018)

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20		
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle (Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	0.50	0.50	Standard	N/a	0.50	0.50	Standard	N/a	N/a	N/a
1 to 2 hours	1.10	1.10	Standard	N/a	1.10	1.10	Standard	N/a	N/a	N/a
2 to 3 hours	2.10	2.10	Standard	N/a	2.10	2.10	Standard	N/a	N/a	N/a
3 to 4 hours	3.10	3.10	Standard	N/a	3.10	3.10	Standard	N/a	N/a	N/a
Over 4 Hours	4.50	4.50	Standard	N/a	4.50	4.50	Standard	N/a	N/a	N/a
Skipton - Town Hall Car Park - (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0.20	0.20	Standard	0%	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	3.50	3.50	Standard	0%	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	4.50	4.50	Standard	0%	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	2.20	2.20	Standard	0%	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%	0%
Skipton - High Street Car Park - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
1 to 2 hours	5.00	5.00	Standard	0%	5.00	5.00	Standard	0%	0%	0%
3 to 4 hours	9.00	9.00	Standard	0%	9.00	9.00	Standard	0%	0%	0%
Up to 9 hours	15.00	15.00	Standard	0%	15.00	15.00	Standard	0%	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	0%	1.20	1.20	Standard	0%	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	3.50	3.50	Standard	0%	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	4.50	4.50	Standard	0%	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	N/a	4.50	Standard	N/a	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	2.20	2.20	Standard	0%	0%	0%
Skipton - Waller Hill - Car & Motor Cycle Max Stay 2 hours. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	0%	1.20	1.20	Standard	0%	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	2.20	2.20	Standard	0%	0%	0%
Skipton - Coach Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0.20	0.20	Standard	0%	0%	0%
0 to 1 hour	1.20	1.20	Standard	0%	1.20	1.20	Standard	0%	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	3.50	3.50	Standard	0%	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	4.50	4.50	Standard	0%	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	5.50	5.50	Standard	0%	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	0%	£2.20	£2.20	Standard	0%	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	0%	£5.00	£5.00	Standard	0%	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	0%	£15.00	£15.00	Standard	0%	0%	0%

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20		
Skipton - Cavendish Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.10	1.10	Standard	0%	0%	1.10	1.10	Standard	0%	0%
1 to 2 hours	2.00	2.00	Standard	0%	0%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	0%	0%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- Ashfield Only (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars only - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun	Standard			Mon - Sat	Sun	Standard		
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Settle - Greenfoot - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	0.90	0.90	Standard	0%	0%	0.90	0.90	Standard	0%	0%
1 to 2 hours	1.70	1.70	Standard	0%	0%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20		
Parking Permits										
Short Stay (12 months) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	57.50	N/a	Standard	0%	N/a	70.00	N/a	Standard	22%	N/a
Medium Stay (12 month) - (not High St, Waller or Bunkers Hill Skipton) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	105.00	N/a	Standard	0%	N/a	120.00	N/a	Standard	14%	N/a
Long Stay (12 month) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident, non-residents and businesses)	320.00	N/a	Standard	0%	N/a	320.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	0%	N/a	100.00	N/a	Standard	0%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	0%	N/a	320.00	N/a	Standard	0%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	150.00	N/a	Standard	0%	N/a	165.00	N/a	Standard	10%	N/a
CDC Staff - Craven Pool	100.00	N/a	Standard	0%	N/a	110.00	N/a	Standard	10%	N/a
NYCC Staff	150.00	N/a	Standard	0%	N/a	175.00	N/a	Standard	17%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	0%	N/a	15.00	N/a	Standard	0%	N/a

Blue Badge Holders

Blue Badge holders are entitled for an additional hour for every hour paid for and an extra 30 minutes in pop and shop spaces.

Support for Local Events

The Council has for a number of years supported a number of local events by allowing events to take place on its pay and display car parks, use of car parks as coach drop off/pick up points and/or allowing free parking in support of the events.

A licence for the use of the car park area by the event organiser will be required at a cost per licence of £35.83 (proposed fee for 2017/18)

The following events are supported by the Council by the suspension of car parking fees and charges as started in the table below.

SUSPENSION OF PARKING CHARGES

Event	Area Covered By Suspension	Dates
Skipton Waterways Festival	Section of Coach Street car park adjacent to Canal Basin	May day bank holiday weekend from 6.00pm Thu to 8.00am
Skipton Puppet Festival	Section of Coach Street car park adjacent to Canal Basin	Event held every two years at the end Sept/early Oct.
Skipton, Christmas Markets	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off/pick up	Every 1st, 2nd and 3rd Sun in Dec 6.00pm Sat to 8.00am Mon
Aire Valley Transport Group event	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off / pick up	Event held early October 8.00am Sun to 5.00pm Mon
Settle, Christmas lights switch on	Parking charges suspended on Low Greenfoot car park.	Last Sat in Nov. Noon Sat to 8.00am Sun
1940's weekend	Community Centre car park, Ingleton. Pop and shop area adj to PC's and section on opposite side of	1st weekend in July 4pm Fri to 4pm Sun
Ingleton Gala	Sections of Community Centre car park, if adverse weather conditions	Middle Saturday in July 8.00am Sat to 6.00pm Sat
Folk Weekend, Ingleton	Use of coach bays in Community Centre car park	Last weekend in September 1pm on Friday to 6pm on

Observation and Grace Periods

The observation and grace period is 5 minutes from the vehicle first being observed that is not displaying a pay and display ticket and 10 minutes after the paid for parking period has ended.

2018/2019 - FEES AND CHARGES								
WASTE MANAGEMENT SERVICES								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
		V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc v.a.t where applicable)	% increase 19/20
Garden Waste								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	32.50	32.50	10%	36.00	36.00	11%

Sensitivity Analysis
Of a change in the GWS Licence Fee
2018/19 to 2019/20

No. of Licences Issued in 18/19	Amount £	Sub Total £
9257	32.50	300,852.50
* Figure based on income		

Fee Proposed for 2019/20	£	18/19 sales	£
	36.00	9257	333,252

% Drop offs for £36.00 Approved price					
% drop	Reduction in Licences	Revised No of Licences	Approved Fee £	Amended Expected Income	
0	0	9,257	36.00	333,252	
1	93	9,164	36.00	329,919	
2	185	9,072	36.00	326,587	
3	278	8,979	36.00	323,254	
4	370	8,887	36.00	319,922	
5	463	8,794	36.00	316,589	
10	926	8,331	36.00	299,927	

Further Sensitivity Analysis for differing prices / drop off:

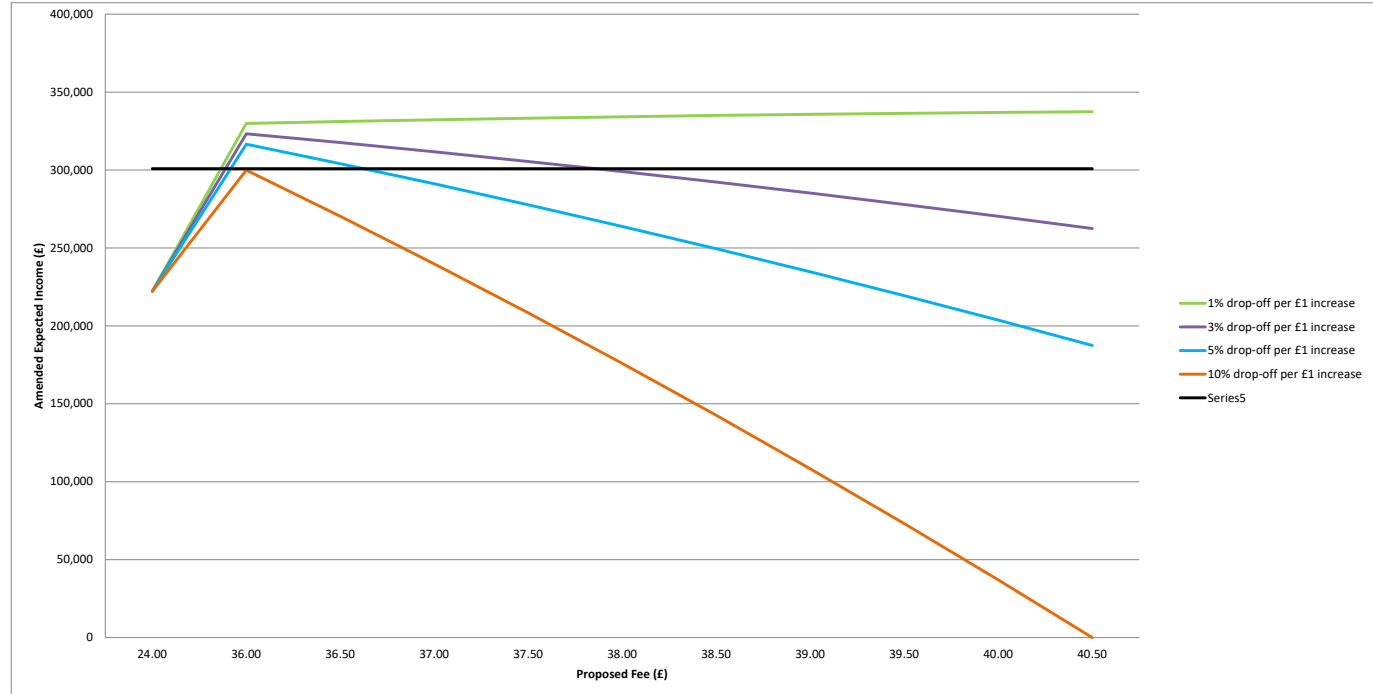
1% drop-off per £1 increase					
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income	% Margin of Safety
1	93	9,164	36.00	329,919	9.96
2	185	9,072	36.50	331,123	10.16
3	278	8,979	37.00	332,234	10.33
4	370	8,887	37.50	333,252	10.47
5	463	8,794	38.00	334,178	10.58
6	555	8,702	38.50	335,011	10.67
7	648	8,609	39.00	335,751	10.72
8	741	8,516	39.50	336,399	10.75
9	833	8,424	40.00	336,955	10.75
10	926	8,331	40.50	337,418	10.73

3% drop-off per £1 increase					
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income	% Margin of Safety
3	278	8,979	36.00	323,254	7.96
6	555	8,702	36.50	317,608	6.16
9	833	8,424	37.00	311,683	4.33
12	1,111	8,146	37.50	305,481	2.47
15	1,389	7,868	38.00	299,001	0.58
18	1,666	7,591	38.50	292,243	-1.33
21	1,944	7,313	39.00	285,208	-3.28
24	2,222	7,035	39.50	277,895	-5.25
27	2,499	6,758	40.00	270,304	-7.25
30	2,777	6,480	40.50	262,436	-9.27

5% drop-off per £1 increase				
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income
5	463	8,794	36.00	316,589
10	926	8,331	36.50	304,092
15	1,389	7,868	37.00	291,133
20	1,851	7,406	37.50	277,710
25	2,314	6,943	38.00	263,825
30	2,777	6,480	38.50	249,476
35	3,240	6,017	39.00	234,665
40	3,703	5,554	39.50	219,391
45	4,166	5,091	40.00	203,654
50	4,629	4,629	40.50	187,454

10% drop-off per £1 increase				
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income
10	926	8,331	36.00	299,927
20	1,851	7,406	36.50	270,304
30	2,777	6,480	37.00	239,756
40	3,703	5,554	37.50	208,283
50	4,629	4,629	38.00	175,883
60	5,554	3,703	38.50	142,558
70	6,480	2,777	39.00	108,307
80	7,406	1,851	39.50	73,130
90	8,331	926	40.00	37,028
100	9,257	0	40.50	0

To Achieve 18/19	Proposed Fee £	Number of Licences needed	% of 18/19 Licences needed
300,853	36.00	8,357	90
300,853	36.50	8,243	89
300,853	37.00	8,131	88
300,853	37.50	8,023	87
300,853	38.00	7,917	86
300,853	38.50	7,814	84
300,853	39.00	7,714	83
300,853	39.50	7,617	82
300,853	40.00	7,521	81
300,853	40.50	7,428	80
300,853	41.00	7,338	79



2019/2020 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member Approval.

LEAD MEMBER: COUNCILLOR LIS

BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Cremation Fees									
Cremation Fees - Held Over	member approval	Exempt	0	692.00	692.00	3.0%	713.00	713.00	3.0%
Cremation Fees - Same Day	member approval	Exempt	0	720.00	720.00	4.5%	750.00	750.00	4.2%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	0	450.00	450.00	-17.9%	463.00	463.00	2.9%
Early morning cremation service - 9.10 am - held over only	member approval	Exempt		600.00	600.00		600.00	600.00	0.0%
Cremation - 5 yrs to 16 years - non resident only	member approval	Exempt	0	200.00	200.00	N/a	200.00	200.00	0.0%
Cremation - Baby upto 1 month	member approval	Exempt			Free of Charge			Free of Charge	N/a
Cremation - Child 1 month up until 5 years - non resident only	member approval	Exempt		18.50	18.50		18.50	18.50	0.0%
Late Afternoon Service 3 p.m - additional charge	member approval	Exempt	0	78.00	78.00	0.0%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	0	150.00	150.00	20.0%	150.00	150.00	0.0%
Cremation of adult organs	member approval	Exempt	0	55.00	55.00	0.0%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	0	1374.00	1374.00	3.0%	1415.00	1415.00	3.0%
Cremation Fees - Saturday - same day	member approval	Exempt	0	1802.00	1802.00	6.0%	1877.00	1877.00	4.2%
Bearing Fee	member approval	Standard	S1	15.00	18.00	0.0%	Removed in 2019/20	Removed in 2019/20	N/a
Over running funeral service	member approval	Exempt	0	125.00	125.00	0.0%	125.00	125.00	0.0%
Scatter of cremated remains from another crematoria	member approval	Exempt	0	115.00	115.00	10.6%	115.00	115.00	0.0%
Scatter of Cremated Remains from own Crematorium - family present	member approval	Exempt		100.00	100.00		100.00	100.00	0.0%
Scatter of cremated remains from own crematorium - NO family present	member approval	Exempt	0	0.00	0.00	N/a	0.00	0.00	N/a
Scatter of Cremated Remains from own or another crematorium for saturday and evenings	member approval	Exempt	0	207.00	207.00	0.0%	207.00	207.00	0.0%
Moorland Above Ground Vault 30 years lease period -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	650.00	650.00	0.0%	700.00	700.00	7.7%
Moorland Inscription including Consent -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	130.00	130.00	N/a	130.00	130.00	N/a
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	0	90.00	90.00	N/a	90.00	90.00	N/a
Purchase of Ashes Grave - Section B - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	400.00	400.00	0.0%	450.00	450.00	12.5%
Interment of cremated remains - Weekend	member approval	Exempt	0	368.00	368.00	0.0%	368.00	368.00	0.0%
Interment of cremated remains	member approval	Exempt	0	188.00	188.00	0.0%	188.00	188.00	0.0%
Interment Fee (Grave for 1 or 2)	member approval	Exempt	0	793.00	793.00	3.0%	817.00	817.00	3.0%
Interment Fee (7ft)	member approval	Exempt	0	793.00	793.00	3.0%	Removed in 2019/20 - no longer required	Removed in 2019/20 - no longer required	N/a
Interment Fee (Grave for 3)	member approval	Exempt	0	1124.00	1124.00	2.9%	1158.00	1158.00	3.0%
Interment Fee for a casket exceeding 29"	Member approval	Exempt		1200.00	1200.00		1236.00	1236.00	3.0%
Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	0	1188.00	1188.00	2.9%	1223.00	1223.00	2.9%
Interment Fee (7ft) NR	member approval	Exempt	0	1188.00	1188.00	2.9%	Removed in 2019/20 - no longer required	Removed in 2019/20 - no longer required	N/a
Interment Fee (Grave for 3) NR	member approval	Exempt	0	1687.00	1687.00	3.0%	1737.00	1737.00	3.0%
Interment Fee for a casket exceeing 29" NR	Member approval	Exempt		1800.00	1800.00		1800.00	1854.00	3.0%
Weekend Interment Fee (Grave for 1 or 2)	member approval	Exempt	0	1586.00	1586.00	3.1%	1633.00	1633.00	3.0%
Weekend Interment Fee (7ft)	member approval	Exempt	0	1586.00	1586.00	3.1%	Removed in 2019/20 - no longer required	Removed in 2019/20 - no longer required	N/a

BEREAVEMENT SERVICES									
	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Weekend Interment Fee (Grave for 3)	member approval	Exempt	0	2248.00	2248.00	3.0%	2315.00	2315.00	3.0%
Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt		2400.00	2400.00		2472.00	2472.00	3.0%
Weekend Interment Fee (Grave for 1 or 2 NR)	member approval	Exempt	0	2376.00	2376.00	3.0%	2447.00	2447.00	3.0%
Weekend Interment Fee (7ft NR)	member approval	Exempt	0	2376.00	2376.00	3.0%	Removed in 2019/20 - no longer required	Removed in 2019/20 - no longer required	N/a
Weekend Interment Fee (Grave for 3 NR)	member approval	Exempt	0	3374.00	3374.00	3.1%	3475.00	3475.00	3.0%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt		3600.00	3600.00		3708.00	3708.00	3.0%
Purchase of burial rights - full grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	1075.00	1075.00	3.0%	1107.00	1107.00	3.0%
Purchase of burial rights - full grave - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	2150.00	2150.00	3.0%	2214.00	2214.00	3.0%
Purchase of burial rights - half grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	540.00	540.00	3.4%	556.00	556.00	3.0%
Purchase of burial rights - half grave - non resident	member approval	Exempt	0	1080.00	1080.00	3.1%	Removed in 2019/20 - no longer charged	Removed in 2019/20 - no longer charged	N/a
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt		2150.00	2150.00		2214.00	2214.00	3.0%
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt		4300.00	4300.00		4429.00	4429.00	3.0%
Purchase of Burial Rights for a Vault/Bricked/Wooden Grave - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt		1612.00	1612.00		1660.00	1660.00	3.0%
Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	Member approval	Exempt		3225.00	3225.00		3321.00	3321.00	3.0%
Purchase of cremation remains plot - Section G	member approval	Exempt	0	414.00	414.00	0.0%	414.00	414.00	0.0%
Transfer of burial rights (up to 2 hrs)	member approval	Exempt	0	94.00	94.00	0.0%	94.00	94.00	0.0%
Transfer of burial rights (per extra hr)	member approval	Exempt	0	47.00	47.00	0.0%	47.00	47.00	0.0%
Transfer of burial rights to a non resident within 2 years of purchasing grave	member approval	Exempt		2150.00	2150.00		2214.00	2214.00	3.0%
Single constructed vault Section V	member approval	Standard	S1	#VALUE!	POA	#VALUE!	#VALUE!	POA	N/A
Open and Inter of constructed vault	member approval	Exempt	0	678.00	678.00	2.9%	699.00	699.00	3.1%
Open and Inter of constructed vault NR	member approval	Exempt	0	1357.00	1357.00	3.0%	1398.00	1398.00	3.0%
Additional inscription on headstone	member approval	Exempt	0	109.00	109.00	0.0%	109.00	109.00	0.0%
Consent to place headstone (including 1st inscription)	member approval	Exempt	0	221.00	221.00	0.0%	221.00	221.00	0.0%
Consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	Member approval	Exempt		331.00	331.00		331.00	331.00	0.0%
Consent to place headstone (including 1st inscription) on a double grave	member approval	Exempt		442.00	442.00		442.00	442.00	0.0%
Consent to place kerbs on half grave	member approval	Exempt	0	290.00	290.00	100.0%	290.00	290.00	0.0%
Consent to place kerbs on full grave	member approval	Exempt	0	440.00	440.00	100.0%	440.00	440.00	0.0%
Consent to place inscription on stone plaque or granite desktop	member approval	Exempt	0	101.00	101.00	0.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	Exempt	0	101.00	101.00	0.0%	101.00	101.00	0.0%

2019/2020 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member Approval.

LEAD MEMBER: COUNCILLOR LIS

BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Cremation Fees									
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Exempt	0	Introduced in FY 2019/20	Introduced in FY 2019/20	Introduced in FY 2019/20	25.00	25.00	N/a

2019/2020 - FEES AND CHARGES								
CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Activity Prices								
Junior Member (8-14) - No Gym	Standard	S1	New Fee in FY 19/20	New Fee in FY 19/20	N/a	8.33	10.00	N/a
Junior Member (14-18)	Standard	S1	16.67	20.00	0.0%	16.67	20.00	0.0%

2019/2020 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Cleaner Neighbourhoods							
Community Protection Notice	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	100.00	100.00	N/a
Animal Establishment Licensing							
Inspection of Performing Animal Site	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	115.00	115.00	N/a
Application for animal boarding licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Application for home boarding licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Application for dog day boarding licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Application for Cat day boarding licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Animal Cat Day Boarding Establishment - Annual Licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	115.00	115.00	N/a
50% reduction of Cat Boarding for Combined Application of Cat and Dog Boarding.		Introduced in FY 19/20	Introduced in FY 19/20	N/a	90.00	90.00	-50.0%
50% reduction of Cat Boarding for Combined inspection of Cat and Dog Boarding.	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	262.50	262.50	-50.0%
Application for Dog breeding licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	80.00	80.00	N/a
Application for Pet shop licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Application for Horse Riding Est. Licence	Outside Scope	Introduced in FY 19/20	Introduced in FY 19/20	N/a	80.00	80.00	N/a



Craven District Council

Fees & Charges

2019/20

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19		CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20	
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle (Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.50	0.50	Standard	N/a	N/a	0.50	0.50	Standard	0%	N/a
1 to 2 hours	1.10	1.10	Standard	N/a	N/a	1.10	1.10	Standard	0%	N/a
2 to 3 hours	2.10	2.10	Standard	N/a	N/a	2.10	2.10	Standard	0%	N/a
3 to 4 hours	3.10	3.10	Standard	N/a	N/a	3.10	3.10	Standard	0%	N/a
Over 4 Hours	4.50	4.50	Standard	N/a	N/a	4.50	4.50	Standard	0%	N/a
Skipton - Town Hall Car Park - (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Skipton - High Street Car Park - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
1 to 2 hours	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%	0%
3 to 4 hours	9.00	9.00	Standard	0%	0%	9.00	9.00	Standard	0%	0%
Up to 9 hours	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	0%	N/a	4.50	Standard	N/a	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
Skipton - Waller Hill - Car & Motor Cycle Max Stay 2 hours. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
Skipton - Coach Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	0%	0%	£2.20	£2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	0%	0%	£5.00	£5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	0%	0%	£15.00	£15.00	Standard	0%	0%
Skipton - Cavendish Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19		CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20	
Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.10	1.10	Standard	0%	0%	1.10	1.10	Standard	0%	0%
1 to 2 hours	2.00	2.00	Standard	0%	0%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	0%	0%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- Ashfield Only (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars only - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun	Standard			Mon - Sat	Sun	Standard		
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Settle - Greenfoot - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.90	0.90	Standard	0%	0%	0.90	0.90	Standard	0%	0%
1 to 2 hours	1.70	1.70	Standard	0%	0%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										

CAR PARKING 2019/2020 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 19/20	Sunday % increase 19/20		
Parking Permits										
Short Stay (12 months) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	57.50	N/a	Standard	0%	N/a	70.00	N/a	Standard	22%	N/a
Medium Stay (12 month) - (not High St, Waller or Bunkers Hill Skipton) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	105.00	N/a	Standard	0%	N/a	120.00	N/a	Standard	14%	N/a
Long Stay (12 month) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident, non-residents and businesses)	320.00	N/a	Standard	0%	N/a	320.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	0%	N/a	100.00	N/a	Standard	0%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	0%	N/a	320.00	N/a	Standard	0%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	150.00	N/a	Standard	0%	N/a	165.00	N/a	Standard	10%	N/a
CDC Staff - Craven Pool	100.00	N/a	Standard	0%	N/a	110.00	N/a	Standard	10%	N/a
NYCC Staff	150.00	N/a	Standard	0%	N/a	175.00	N/a	Standard	17%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	0%	N/a	15.00	N/a	Standard	0%	N/a

Blue Badge Holders		
Blue Badge holders are entitled for an additional hour for every hour paid for and an extra 30 minutes in pop and shop spaces.		
Support for Local Events		
<p>The Council has for a number of years supported a number of local events by allowing events to take place on its pay and display car parks, use of car parks as coach drop off/pick up points and/or allowing free parking in support of the events.</p> <p>A licence for the use of the car park area by the event organiser will be required at a cost per licence of £35.83 (proposed fee for 2017/18)</p> <p>The following events are supported by the Council by the suspension of car parking fees and charges as started in the table below.</p>		
SUSPENSION OF PARKING CHARGES		
Event	Area Covered By Suspension	Dates
Skipton Waterways Festival	Section of Coach Street car park adjacent to Canal Basin	May day bank holiday weekend from 6.00pm Thu to 8.00am Mon
Skipton Puppet Festival	Section of Coach Street car park adjacent to Canal Basin	Event held every two years at the end Sept/early Oct.
Skipton, Christmas Markets	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off/pick up	Every 1st, 2nd and 3rd Sun in Dec 6.00pm Sat to 8.00am Mon
Aire Valley Transport Group event	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off / pick up	Event held early October 8.00am Sun to 5.00pm Mon
Settle, Christmas lights switch on	Parking charges suspended on Low Greenfoot car park.	Last Sat in Nov. Noon Sat to 8.00am Sun
1940's weekend	Community Centre car park, Ingleton. Pop and shop area adj to PC's and section on opposite side of Community Centre	1st weekend in July 4pm Fri to 4pm Sun
Ingleton Gala	Sections of Community Centre car park, if adverse weather conditions	Middle Saturday in July 8.00am Sat to 6.00pm Sat
Folk Weekend, Ingleton	Use of coach bays in Community Centre car park	Last weekend in September 1pm on Friday to 6pm on Sunday
Observation and Grace Periods		
The observation and grace period is 5 minutes from the vehicle first being observed that is not displaying a pay and display ticket and 10 minutes after the paid for parking period has ended.		

2019/2020 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member Approval.

LEAD MEMBER: COUNCILLOR LIS

BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Cremation Fees									
Cremation Fees - Held Over	member approval	Exempt	0	692.00	692.00	3.0%	713.00	713.00	3.0%
Cremation Fees - Same Day	member approval	Exempt	0	720.00	720.00	4.5%	750.00	750.00	4.2%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	0	450.00	450.00	-17.9%	463.00	463.00	2.9%
Early morning cremation service - 9.10 am - held over only	member approval	Exempt		600.00	600.00	N/a	600.00	600.00	0.0%
Cremation - 5 yrs to 16 years - non resident only	member approval	Exempt	0	200.00	200.00	N/a	200.00	200.00	0.0%
Cremation - Baby upto 1 month	member approval	Exempt	0	Free of Charge			Free of Charge		
Cremation - Child 1 month up until 5 years - non resident only	member approval	Exempt	0	18.50	18.50		18.50	18.50	
Late Afternoon Service 3 p.m - additional charge	member approval	Exempt	0	78.00	78.00	0.0%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	0	150.00	150.00	20.0%	150.00	150.00	0.0%
Cremation of adult organs	member approval	Exempt	0	55.00	55.00	0.0%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	0	1374.00	1374.00	3.0%	1415.00	1415.00	3.0%
Cremation Fees - Saturday - same day	member approval	Exempt	0	1802.00	1802.00	6.0%	1877.00	1877.00	4.2%
Bearing Fee	member approval	Standard	S1	15.00	18.00	0.0%	Removed in 19/20.	Removed in 19/20.	N/a
Web Cam of Service	delegated authority	Standard	S1	30.00	30.00	-44.4%	30.00	30.00	0.0%
Web Cam 31 Days viewing access	delegated authority	Standard	S1	54.00	54.00	107.7%	54.00	54.00	0.0%
DVD of service	delegated authority	Standard	S1	48.33	58.00	0.0%	48.33	58.00	0.0%
Single Photo	delegated authority	Standard	S1	10.00	12.00	N/a	10.00	12.00	0.0%
Simple Slideshow - max 25 photos	delegated authority	Standard	S1	37.50	45.00	N/a	37.50	45.00	0.0%
Additional Photos - upto 25	delegated authority	Standard	S1	16.67	20.00	N/a	16.67	20.00	0.0%
Professional Photo Tribute - max 25 photos set to music	delegated authority	Standard	S1	58.33	70.00	N/a	58.33	70.00	0.0%
Family supplied video checking	delegated authority	Standard	S1	15.00	18.00	N/a	15.00	18.00	0.0%
Storage of cremated remains per week	delegated authority	Exempt	0	20.00	20.00	0.0%	20.00	20.00	0.0%
Over running funeral service	member approval	Exempt	0	125.00	125.00	0.0%	125.00	125.00	0.0%
Late cremation forms	delegated authority	Exempt	0	32.00	32.00	0.0%	32.00	32.00	0.0%
Duplicate Cremation Certificate	delegated authority	Exempt	0	15.00	15.00	N/a	15.00	15.00	0.0%
Cremation Charges									
Scatter of cremated remains from another crematoria	member approval	Exempt	0	115.00	115.00	10.6%	115.00	115.00	0.0%
Scatter of Cremated Remains from own Crematorium - family present	member approval	Exempt	0	100.00	100.00	N/a	100.00	100.00	0.0%
Scatter of cremated remains from own crematorium - NO family present	member approval	Exempt	0	0.00	0.00	N/a	0.00	0.00	N/a
Scatter of Cremated Remains from own or another crematorium for saturday and evenings	member approval	Exempt	0	207.00	207.00	0.0%	207.00	207.00	0.0%

BEREAVEMENT SERVICES									
	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Sales - Crematorium									
Book of Remembrance - 2 line entry	delegated authority	Standard	S1	45.83	55.00	34.1%	47.21	56.65	3.0%
Book of Remembrance - 5 line entry	delegated authority	Standard	S1	66.67	80.00	21.2%	69.17	83.00	3.8%
Book of Remembrance - 8 line entry	delegated authority	Standard	S1	83.33	100.00	22.0%	85.83	103.00	3.0%
Book of Remembrance - 5 line entry with floral emblem	delegated authority	Standard	S1	109.17	131.00	12.0%	112.50	135.00	3.1%
Book of Remembrance - 8 line entry with floral emblem	delegated authority	Standard	S1	120.00	144.00	14.3%	123.33	148.00	2.8%
Book of Remembrance - 5 line entry with badge shield crest	delegated authority	Standard	S1	136.67	164.00	9.3%	140.83	169.00	3.0%
Book of Remembrance - 8 line entry with badge shield crest	delegated authority	Standard	S1	142.50	171.00	11.8%	146.67	176.00	2.9%
Book of Remembrance - 5 line entry with illuminated capital	delegated authority	Standard	S1	134.17	161.00	9.5%	138.33	166.00	3.1%
Book of Remembrance - 8 line entry with illuminated capital	delegated authority	Standard	S1	145.83	175.00	11.5%	150.00	180.00	2.9%
Book of Remembrance - 8 line entry with full coat of arms	delegated authority	Standard	S1	170.00	204.00	9.7%	175.00	210.00	2.9%
Memorial Card (plus cost of inscription)	delegated authority	Standard	S1	9.17	11.00	0.0%	10.00	12.00	9.1%
Deluxe Booklet (plus cost of inscription)	delegated authority	Standard	S1	18.33	22.00	0.0%	19.17	23.00	4.5%
Card/Booklet - 2 line entry	delegated authority	Standard	S1	16.67	20.00	0.0%	17.50	21.00	5.0%
Card/Booklet - 5 line entry	delegated authority	Standard	S1	28.33	34.00	0.0%	29.17	35.00	2.9%
Card/Booklet - 8 line entry	delegated authority	Standard	S1	40.00	48.00	0.0%	40.83	49.00	2.1%
Card/Booklet - 5 line entry with floral emblem	delegated authority	Standard	S1	87.50	105.00	0.0%	90.00	108.00	2.9%
Card/Booklet - 8 line entry with floral emblem	delegated authority	Standard	S1	100.00	120.00	0.0%	103.33	124.00	3.3%
Card/Booklet - 5 line entry with badge shield crest	delegated authority	Standard	S1	98.33	118.00	0.0%	101.67	122.00	3.4%
Card/Booklet - 8 line entry with badge shield crest	delegated authority	Standard	S1	110.00	132.00	0.0%	113.33	136.00	3.0%
Card/Booklet - 5 line entry with illuminated capital	delegated authority	Standard	S1	112.50	135.00	0.0%	115.83	139.00	3.0%
Card/Booklet - 8 line entry with illuminated capital	delegated authority	Standard	S1	124.17	149.00	0.0%	127.50	153.00	2.7%
Card/Booklet - 8 line entry with full coat of arms	delegated authority	Standard	S1	128.33	154.00	0.0%	132.50	159.00	3.2%
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Exempt	0	Introduced in FY 2019/20	Introduced in FY 2019/20	Introduced in FY 2019/20	25.00	25.00	N/a
Family history search (per 15 minutes)	delegated authority	Exempt	0	16.00	16.00	0.0%	16.00	16.00	0.0%
Tree of Life	delegated authority	Exempt	0	158.00	158.00	0.0%	158.00	158.00	0.0%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	0	25.00	25.00	N/a	25.00	25.00	0.0%
Walton Gallery	delegated authority	Exempt	0	105.00	105.00	0.0%	105.00	105.00	0.0%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	0	25.00	25.00	N/a	25.00	25.00	0.0%
Four Seasons stone vase and bronze plaque	delegated authority	Exempt	0	525.00	525.00	0.0%	525.00	525.00	0.0%
Four Season replacement / additional plaque	delegated authority	Exempt	0	102.00	102.00	0.0%	102.00	102.00	0.0%
Four Season re-new lease period existing plaque	delegated authority	Exempt	0	408.00	408.00	0.0%	408.00	408.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x4"	delegated authority	Standard	S1	140.00	168.00	0.0%	152.50	183.00	8.9%
Replacement plaque existing lease period 6"x4"	delegated authority	Standard	S1	85.00	102.00	0.0%	92.50	111.00	8.8%
Re-new lease period existing plaque 6"x4"	delegated authority	Standard	S1	95.83	115.00	0.0%	95.83	115.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x6"	delegated authority	Standard	S1	202.50	243.00	0.0%	216.67	260.00	7.0%
Replacement plaque existing lease period 6"x6"	delegated authority	Standard	S1	117.50	141.00	0.0%	125.83	151.00	7.1%
Re-new lease period existing plaque 6"x6"	delegated authority	Standard	S1	85.00	102.00	0.0%	95.83	115.00	12.7%
Commemorative bench with bronze plaque	delegated authority	Standard	S1	900.00	1080.00	0.0%	900.00	1080.00	0.0%
Additional bronze plaque on a Commemorative bench	delegated authority	Standard	S1	72.50	87.00	0.0%	72.50	87.00	0.0%
Stone paving flag	delegated authority	Exempt	0	408.00	408.00	0.0%	Removed in 19/20.	Removed in 19/20.	N/a
Eller (bio cremation casket)	delegated authority	Standard	S1	3.33	4.00	0.1%	3.33	4.00	0.0%
Polytainer	delegated authority	Standard	S1	3.33	4.00	0.1%	3.33	4.00	0.0%
Carleton cremation casket in solid oak with plate	delegated authority	Standard	S1	45.83	55.00	0.0%	45.83	55.00	0.0%
Transit cost of cremated remains UK Mainland only	delegated authority	Standard	S1	POA	POA	N/a	Removed in 19/20.	Removed in 19/20.	N/a

BEREAVEMENT SERVICES									
	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Sales - Waltonwrays & Ingleton Cemetery									
Airedale Memorial (Lease of Memorial)- Available to be purchased on a Instalment payment plan - over 12 or 6 months	delegated authority	Exempt	0	368.00	368.00	0.0%	368.00	368.00	0.0%
Airedale Memorial (Inscription)- Available to be purchased on a Instalment payment plan - over 12 or 6 months	delegated authority	Standard	S1	87.50	105.00	0.0%	87.50	105.00	0.0%
Waltonwrays - Wharfedale stone vase with bronze plaque for grave	delegated authority	Exempt	0	563.00	563.00	0.0%	Removed in 19/20.	Removed in 19/20.	N/a
Purchase of stone plaque 15" x 15"	delegated authority	Standard	S1	76.67	92.00	0.0%	76.67	92.00	0.0%
Purchase of stone plaque 15" x 20"	delegated authority	Standard	S1	80.83	97.00	0.0%	80.83	97.00	0.0%
Lettering of memorial	delegated authority	Standard	S1	2.50	3.00	0.0%	2.50	3.00	0.0%
Cleaning Stone Plaque or Vase	delegated authority	Standard	S1	39.17	47.00	0.0%	39.17	47.00	0.0%
Purchase of stone vase with flower insert	delegated authority	Standard	S1	74.17	89.00	0.0%	74.17	89.00	0.0%
Preparing of grave for planting	delegated authority	Standard	S1	52.50	63.00	0.0%	52.50	63.00	0.0%
Summer and winter flowering plants	delegated authority	Standard	S1	105.00	126.00	0.0%	105.00	126.00	0.0%
Memorial Shoe	delegated authority	Standard	S1	77.50	93.00	0.0%	77.50	93.00	0.0%
Vase Insert	delegated authority	Standard	S1	5.00	6.00	0.0%	5.00	6.00	0.0%
Moorland Above Ground Vault 30 years lease period -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	650.00	650.00	0.0%	700.00	700.00	7.7%
Moorland Inscription including Consent -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	0	90.00	90.00	N/a	90.00	90.00	0.0%
Purchase of Ashes Grave - Section B - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	400.00	400.00	0.0%	450.00	450.00	12.5%
Exhumation of cremated remains	delegated authority	Exempt	0	POA	POA	N/a	POA	POA	N/A
Exhumation of (Full Burial)	delegated authority	Exempt	0	POA	POA	N/a	POA	POA	N/a
Burial Charges - Waltonwrays & Ingleton Cemetery									
Interment of cremated remains - Weekend	member approval	Exempt	0	368.00	368.00	0.0%	368.00	368.00	0.0%
Interment of cremated remains	member approval	Exempt	0	188.00	188.00	0.0%	188.00	188.00	0.0%
Interment Fee (Grave for 1 or 2)	member approval	Exempt	0	793.00	793.00	3.0%	817.00	817.00	3.0%
Interment Fee (7ft)	member approval	Exempt	0	793.00	793.00	3.0%	Removed in 19/20.	Removed in 19/20.	N/a
Interment Fee (Grave for 3)	member approval	Exempt	0	1124.00	1124.00	2.9%	1158.00	1158.00	3.0%
Interment Fee for a casket exceeding 29"	Member approval	Exempt	0	1200.00	1200.00	N/a	1236.00	1236.00	3.0%
Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	0	1188.00	1188.00	2.9%	1223.00	1223.00	2.9%
Interment Fee (7ft) NR	member approval	Exempt	0	1188.00	1188.00	2.9%	Removed in 19/20.	Removed in 19/20.	N/a
Interment Fee (Grave for 3) NR	member approval	Exempt	0	1687.00	1687.00	3.0%	1737.00	1737.00	3.0%
Interment Fee for a casket exceeing 29" NR	Member approval	Exempt	0	1800.00	1800.00	N/a	1800.00	1854.00	3.0%
Weekend Interment Fee (Grave for 1 or 2)	member approval	Exempt	0	1586.00	1586.00	3.1%	1633.00	1633.00	3.0%
Weekend Interment Fee (7ft)	member approval	Exempt	0	1586.00	1586.00	3.1%	Removed in 19/20.	Removed in 19/20.	N/a
Weekend Interment Fee (Grave for 3)	member approval	Exempt	0	2248.00	2248.00	3.0%	2315.00	2315.00	3.0%
Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	0	2400.00	2400.00	N/a	2472.00	2472.00	3.0%
Weekend Interment Fee (Grave for 1 or 2 NR)	member approval	Exempt	0	2376.00	2376.00	3.0%	2447.00	2447.00	3.0%

BEREAVEMENT SERVICES									
	Member Approval / Delegated Authority	V.A.T Status	TAX Codes	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20
Weekend Interment Fee (7ft NR)	member approval	Exempt	0	2376.00	2376.00	3.0%	Removed in 19/20.	Removed in 19/20.	N/a
Weekend Interment Fee (Grave for 3 NR)	member approval	Exempt	0	3374.00	3374.00	3.1%	3475.00	3475.00	3.0%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	0	3600.00	3600.00	N/a	3708.00	3708.00	3.0%
Purchase of burial rights - full grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	1075.00	1075.00	3.0%	1107.00	1107.00	3.0%
Purchase of burial rights - full grave - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	2150.00	2150.00	3.0%	2214.00	2214.00	3.0%
Purchase of burial rights - half grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	540.00	540.00	3.4%	556.00	556.00	3.0%
Purchase of burial rights - half grave - non resident	member approval	Exempt	0	1080.00	1080.00	3.1%	Removed in 19/20.	Removed in 19/20.	N/a
Purchase of Burial Rights for a grave for the internmnet of a casket exceeding 29" wide - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	2150.00	2150.00	N/a	2214.00	2214.00	3.0%
Purchase of Burial Rights for a grave for the internmnet of a casket exceeding 29" wide - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	4300.00	4300.00	N/a	4429.00	4429.00	3.0%
Purchase of Burial Rights for a Vault/Bricked/Wooden Grave - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	0	1612.00	1612.00	N/a	1660.00	1660.00	3.0%
Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	Member approval	Exempt	0	3225.00	3225.00	N/a	3321.00	3321.00	3.0%
Purchase of cremation remains plot - Section G	member approval	Exempt	0	414.00	414.00	0.0%	414.00	414.00	0.0%
Transfer of burial rights (up to 2 hrs)	member approval	Exempt	0	94.00	94.00	0.0%	94.00	94.00	0.0%
Transfer of burial rights (per extra hr)	member approval	Exempt	0	47.00	47.00	0.0%	47.00	47.00	0.0%
Transfer of burial rights to a non resident within 2 years of purchasing grave	member approval	Exempt		2150.00	2150.00		2214.00	2214.00	3.0%
Single constructed vault Section V	member approval	Standard	S1	POA	POA	N/a	POA	POA	N/a
Open and Inter of constructed vault	member approval	Exempt	0	678.00	678.00	2.9%	699.00	699.00	3.1%
Open and Inter of constructed vault NR	member approval	Exempt	0	1357.00	1357.00	3.0%	1398.00	1398.00	3.0%
Additional inscription on headstone	member approval	Exempt	0	109.00	109.00	0.0%	109.00	109.00	0.0%
Consent to place headstone (including 1st inscription)	member approval	Exempt	0	221.00	221.00	0.0%	221.00	221.00	0.0%
Consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	Member approval	Exempt	0	331.00	331.00	N/a	331.00	331.00	0.0%
Consent to place headstone (including 1st inscription) on a double grave	member approval	Exempt	0	442.00	442.00	N/a	442.00	442.00	0.0%
Consent to place kerbs on half grave	member approval	Exempt	0	290.00	290.00	100.0%	290.00	290.00	0.0%
Consent to place kerbs on full grave	member approval	Exempt	0	440.00	440.00	100.0%	440.00	440.00	0.0%
Consent to place inscription on stone plaque or granite desktop	member approval	Exempt	0	101.00	101.00	0.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	Exempt	0	101.00	101.00	0.0%	101.00	101.00	0.0%

Waltonwray's Only Weekends Evenings and Bank Holiday charges not covered in charges will be 100% Extra or P.O.A
Evening is classed as any time after 16:30

2019/2020 - FEES AND CHARGES							
ELECTORAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Register of Electors - Certificates and Testations							
Letter/Certificate of Residence (charge applies per person, per property , per year of registration , per request - two copies)	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Testation of Overseas Pensions	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%

ELECTORAL SERVICES							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Sale of Register of Electors							
Sale of data copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Sale of data copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Sale of printed copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Sale of printed copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	5.00	5.00	0%	5.00	5.00	0%

2019/2020 - FEES AND CHARGES									
LEGAL SERVICES									
DISCRETIONARY CHARGES									
Charges are indicative charges for each type of work undertaken. All work will be charged on an hourly rate basis at £85 or £95 per hour depending on the fee earner undertaking the work.									
LEAD MEMBER: COUNCILLOR DAWSON									
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	Proposed 2020/21 £	% Increase 20/21
*V.A.T. exempt status applies if part of service delivery, otherwise standard rate applies									
Conveyancing - Freehold Land/Property Transactions (including easements)									
up to £5,000	Exempt	421.00	421.00	0%	463.10	463.10	10%		
£5,001 - £10,000	Exempt	447.00	447.00	0%	491.70	491.70	10%		
£10,001 - £25,000	Exempt	552.00	552.00	0%	607.20	607.20	10%		
£25,001 - £40,000	Exempt	663.00	663.00	0%	729.30	729.30	10%		
Over £40,000	Exempt	663.00	663.00	0%	729.30	729.30	10%		
Auction Sales: Informal/Formal Tender	Exempt	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge		
Non Commercial Licence Agreements	Exempt	305.00	305.00	0%	335.50	335.50	10%		
Sealing Fee	Exempt	New in FY 19/20	New in FY 19/21	New in FY 19/22	50.00	50.00	N/a		
Commercial Leasers/Tenancy Agreements/Licences									
Rent up to £1,000	Exempt	421.00	421.00	0%	421.00	421.00	0%		
Rent up to £5,000	Exempt	720.00	720.00	0%	720.00	720.00	0%		
Rent over £5,000	Exempt	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	0%	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	0%		
Commercial Supplemental Lease/Renewals	Exempt	363.00	363.00	0%	363.00	363.00	0%		
Licence to Assign/Underlet/Surrender of Lease (also includes Licence for Change of Use/Alterations)	Exempt	363.00	363.00	0%	363.00	363.00	0%		
Registration of Assignment (Commercial) (unless fee otherwise stated in Lease)	Exempt	63.00	63.00	0%	63.00	63.00	0%		
Rent Review (subject to terms of Lease)	Exempt	147.00	147.00	0%	147.00	147.00	0%		
Section 106 Agreements									
Basic	Exempt	750.00	750.00	24%	750.00	750.00	0%		
Complex	Exempt	1250.00	1250.00	40%	1250.00	1250.00	0%		
Release / Variations	Exempt	750.00	750.00	24%	750.00	750.00	0%		
Costs over the minimum rate to be charged at an hourly rate plus expenses and disbursements.									
Road Closures									
Legal costs	Exempt	89.00	89.00	5%	89.00	89.00	0%	100.00	11%
Disbursements		At cost	At cost	N/a	At cost	At cost	N/a	At cost	N/a
Advertising Charge		At cost	At cost	N/a	At cost	At cost	N/a	At cost	N/a
Discretion to waive charge in relation to charitable events (proof of registration required)									

2019/2020 - FEES AND CHARGES							
Craven Museum and Gallery and Tourist Information Centres							
ALL DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Craven Museum and Gallery							
Gallery Commission Sales	Standard	25% commission including V.A.T	25% commission including V.A.T	0%	25% commission including V.A.T	25% commission including V.A.T	0%
Education Visit - Per child from within Craven	Exempt	2.00	2.00	0%	2.00	2.00	0%
Education Visit - Per child from outside Craven	Exempt	3.00	3.00	0%	3.00	3.00	0%
Hire of gallery for meetings - per hour	Exempt	16.00	16.00	0%	16.00	16.00	0%
Gallery Tours and Talks	Standard	Subject to event	Subject to event	N/a	Subject to event	Subject to event	N/a
Special Events and Workshops	Standard	Subject to event	Subject to event	N/a	Subject to event	Subject to event	N/a
Museum Shop/Skipton Tourist Information Centre							
Shop Sales - Gift and Souvenirs	Standard - S1/Exem pt - 0 Dependin g on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%
TIC 40" Screen Promotions - 4 week	Standard	75.00	90.00	0%	75.00	90.00	0%
TIC 40" Screen Promotions - 4 week promotion - Voluntary and Community Groups (30% discount)	Standard	52.50	63.00	0%	52.50	63.00	0%
Photograph Printing (per copy)	Standard	3.75	4.50	0%	3.75	4.50	0%
Commission for event ticket sales	Standard	5- 10% subject to event	5- 10% subject to event	N/a	5- 10% subject to event	5- 10% subject to event	N/a
Settle Tourist Information Centre							
Shop Sales - Gift and Souvenirs	Standard or Exempt - Dependin g on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%

2019/2020- FEES AND CHARGES								
SKIPTON TOWN HALL HIRE								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR MYERS								
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	
Hire Charges - Hourly Rates								
Monday – Wednesday 8am – 5pm: Rate per hour								
Main Hall	Standard	25.00	30.00	0%	25.00	30.00	0%	
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%	
Main Hall & Annex	Standard	35.00	42.00	0%	35.00	42.00	0%	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%	
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a	
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%	
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%	
Monday – Wednesday 5pm - midnight: Rate per hour								
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%	
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%	
Main Hall & Annex	Standard	45.00	54.00	0%	45.00	54.00	0%	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%	
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a	
Setts (Commerical Promotion)	Standard	55.00	66.00	N/a	55.00	66.00	0%	
Stand In Foyer	Standard	15.00	18.00	N/a	15.00	18.00	0%	
Thursday - Saturday 8am - midnight : Rate per Hour								
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%	
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%	
Main Hall & Annex	Standard	45.00	54.00	0%	45.00	54.00	0%	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%	
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a	
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%	
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%	
Sunday or Bank Holiday: Rate per Hour								
Main Hall	Standard	45.00	54.00	0%	45.00	54.00	0%	
Annex, Gallery or Backstage Room	Standard	36.00	43.20	0%	36.00	43.20	0%	
Main Hall & Annex	Standard	65.00	78.00	0%	65.00	78.00	0%	
Kitchen	Standard	36.00	43.20	125%	36.00	43.20	0%	
Annex & Kitchen	Standard	45.00	54.00	0%	45.00	54.00	0%	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a	
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%	
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%	
Hire Charges - Full Day Rates								
Monday - Wednesday: 8am - 5pm (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	450.00	540.00	0%	450.00	540.00	0%	
Thursday - Saturday: 8am - 5pm (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	550.00	660.00	0%	550.00	660.00	0%	
Sunday: 8am - 5pm (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%	
Monday - Wednesday: 8am - Midnight (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%	
Thursday - Saturday: 8am - Midnight (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	800.00	960.00	0%	800.00	960.00	0%	
Sunday: 8am - Midnight (Whole Time Hire)								
Main Hall , Annexe and Kitchen	Standard	1000.00	1200.00	0%	1000.00	1200.00	0%	
Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Hourly Rates								
A 30% reduction on core hire rates applies								
Monday – Wednesday 8am – 5pm: Rate per hour								
Main Hall	Standard	17.50	21.00	0%	17.50	21.00	0%	
Annex, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%	
Main Hall & Annex	Standard	24.50	29.40	0%	24.50	29.40	0%	
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%	
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a	
Setts (Charity and Community Groups)	Standard	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	0%	
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%	

2019/2020- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Monday – Wednesday 5pm - midnight: Rate per hour							
Main Hall	Standard	24.50	29.40	0%	24.50	29.40	0%
Annex, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%
Main Hall & Annex	Standard	31.50	37.80	0%	31.50	37.80	0%
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	0%
Stand in Foyer	Standard	15.00	18.00	N/a	15.00	18.00	0%
Thursday - Saturday: Rate per Hour							
Main Hall	Standard	24.50	29.40	0%	24.50	29.40	0%
Annex, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%
Main Hall & Annex	Standard	31.50	37.80	0%	31.50	37.80	0%
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	0%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
Sunday or Bank Holiday: Rate per Hour							
Main Hall	Standard	31.50	37.80	0%	31.50	37.80	0%
Annex, Gallery or Backstage Room	Standard	25.20	30.24	0%	25.20	30.24	0%
Main Hall & Annex	Standard	45.50	54.60	0%	45.50	54.60	0%
Kitchen	Standard	25.20	30.24	125%	25.20	30.24	0%
Annex & Kitchen	Standard	31.50	37.80	0%	31.50	37.80	0%
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	0%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Full Day Rates							
Monday - Wednesday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	315.00	378.00	0%	315.00	378.00	0%
Thursday - Saturday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	378.00	453.60	-2%	378.00	453.60	0%
Sunday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	420.00	504.00	0%	420.00	504.00	0%
Monday - Wednesday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	420.00	504.00	0%	420.00	504.00	0%
Thursday - Saturday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	560.00	672.00	0%	560.00	672.00	0%
Sunday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	700.00	840.00	0%	700.00	840.00	0%
Sundry Items							
Provision of flip chart, paper and pens*	Standard	10.00	12.00	0%	10.00	12.00	0%
Refreshments and Catering							
Tea, Coffee and Water - per head -- per serving	Standard	2.00	2.40	0%	2.00	2.40	0%

2019/2020 - FEES AND CHARGES							
INFORMATION SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (exc. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Street Naming and Numbering							
Development - New dwelling Note - Additional charge of £75 each additional unit applies	Outside Scope	120.00	120.00	0%	125.00	125.00	4%
Change of Residential or Commercial Property Name	Outside Scope	90.00	90.00	0%	94.00	94.00	4%
Conversions Note - Additional charge of £75 per unit on street applies	Outside Scope	120.00	120.00	0%	125.00	125.00	4%
ReNaming/ReNumbering Streets Note - Additional charge of £60 per unit on street applies	Outside Scope	330.00	330.00	0%	343.00	343.00	4%
Development - New Street	Outside Scope	90.00	90.00	0%	94.00	94.00	4%
Minor Amendments	Outside Scope	45.00	45.00	0%	47.00	47.00	4%

2019/2020 - FEES AND CHARGES							
INFORMATION SERVICES							
STATUTORY CHARGE							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where	% Increase 19/20
Data Protection							
Data Protection Act - Subject Access Request (statutory)	Outside Scope	10.00	10.00	0%	0.00	0.00	-100%

2019/2020 - FEES AND CHARGES						
REVENUES AND BENEFITS SERVICE						
STATUTORY/DISCRETIONARY (Summons Costs and Housing Benefit Overpayment Costs are Discretionary)						
LEAD MEMBER: COUNCILLOR MULLIGAN						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where	% Increase 19/20
Revenues and Benefits Enforcement Costs						
Liability Order Summons Costs	65.00	65.00	0%	68.00	68.00	5%
Council Tax/ Business Rates - Collection Fee - Compliance Stage	75.00	75.00	0%	75.00	75.00	0%
Council Tax/ Business Rates - Collection Fee - Enforcement Stage	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%
Housing Benefit Overpayments						
Housing Benefit Overpayments - Admin Penalty (Civil Penalty)	10.00	10.00	0%	10.00	10.00	0%

2019/2020 - FEES AND CHARGES								
CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Activity Prices								
Adult Swim	Standard	S1	3.75	4.50	0.0%	4.38	5.25	16.7%
Junior Swim (under 18 years)	Standard	S1	2.21	2.65	0.0%	2.33	2.80	5.6%
Concession Swim (60+)	Standard	S1	2.33	2.80	0.0%	2.50	3.00	7.3%
Family Swim	Standard	S1	11.04	13.25	0.0%	11.75	14.10	6.4%
Sauna/Steam and Swim (Now included within swim price)	Standard	S1	5.08	6.10	0.0%	Removed in 19/20	Removed in 19/20	N/a
Sauna/Steam and Swim (Now included within swim price)	Standard	S1	3.88	4.66	0.0%	Removed in 19/20	Removed in 19/20	N/a
10 Swim Card Adult	Standard	S1	37.50	45.00	0.0%	43.54	52.25	16.1%
11 Swim Card Junior (under 18 years)	Standard	S1	22.08	26.50	0.0%	22.92	27.50	3.8%
10 Swim Card Concession (60+)	Standard	S1	23.33	28.00	0.0%	25.00	30.00	7.2%
Child Swimming Lesson	Exempt	0	4.65	4.65	0.0%	5.10/4.75 (DD)	5.10/4.75 (DD)	9.7%/2.2%
Adult Swimming Lesson	Standard	S1	5.00	6.00	0.0%	5.38	6.45	7.5%
Inflatable Junior	Standard	S1	3.08	3.70	0.0%	3.29	3.95	6.9%
Inflatable Adult	Standard	S1	3.83	4.60	0.0%	4.00	4.80	4.4%
Family Fun Swim (Inflatable)	Standard	S1	11.92	14.30	0.0%	13.75	16.50	15.4%
Aqua Babes	Standard	S1	3.75	4.50	0.0%	3.96	4.75	5.6%
Aqua Tots	Standard	S1	3.75	4.50	0.0%	3.96	4.75	5.6%
Exercise to Music Classes	Standard	S1	4.42	5.30	0.0%	4.58	5.50	3.7%
Aquarobics	Standard	S1	4.42	5.30	0.0%	4.58	5.50	3.7%
1:1 Swimming (30 mins)	Standard	S1	15.92	19.10	0.0%	16.67	20.00	4.7%
1:1 swimming (60 mins or 2:1 for 30 mins)	Standard	S1	23.75	28.50	0.0%	25.00	30.00	5.3%
10 x hydro card	Standard	S1	44.17	53.00	0.0%	45.83	55.00	3.8%
Shower Only	Standard	S1	2.21	2.65	0.0%	2.42	2.90	9.4%
Fitness Suite and Studio								
Fitness Induction	Standard	S1	8.33	9.99	0.0%	8.75	10.50	5.1%
Fitness Induction (Under 18)	Standard	S1	4.17	5.00	0.0%	5.21	6.25	24.9%
Fitness Induction (Concession)	Standard	S1	5.83	7.00	0.0%	7.08	8.50	21.5%
Pay and Workout	Standard	S1	5.25	6.30	0.0%	5.58	6.70	6.3%
Pay and Workout (under 18 year)	Standard	S1	3.92	4.70	0.0%	4.17	5.00	6.3%
Pay and Workout (Concession)	Standard	S1	4.08	4.90	0.0%	4.33	5.20	6.2%
Personal Training (60 mins)	Standard	S1	25.50	30.60	0.0%	Removed in 19/20	Removed in 19/20	N/a
Studio Classes	Standard	S1	4.42	5.30	0.0%	4.71	5.65	6.5%
Dance Studio (per hr) *	Standard	S1	21.46	25.75	0.0%	22.92	27.50	6.8%
*some block bookings of the dance studio exempt from V.A.T								

CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Memberships (Monthly Rate)								
Freedom (Month to month)	Standard	S1	Introduced in 19/20	Introduced in 19/20	N/a	38.75	46.50	N/a
Joint Membership (Couples)		S1	Introduced in 19/20	Introduced in 19/20	N/a	27.65	33.18	N/a
Loyalty	Standard	S1	29.17	35.00	0.0%	30.42	36.50	4.3%
Swim Member	Standard	S1	20.00	24.00	0.0%	21.67	26.00	8.3%
Access Gym Membership (Min 3 months)	Standard	S1	21.88	26.26	0.0%	22.92	27.50	4.7%
Access Swim Membership (Min 3 months)	Standard	S1	15.00	18.00	0.0%	16.25	19.50	8.3%
Junior Member (8-14) - No Gym	Standard	S1	Introduced in 19/20	Introduced in 19/20	N/a	8.33	10.00	N/a
Junior Member (14-18)	Standard	S1	16.67	20.00	0.0%	16.67	20.00	0.0%
Replacement Smart Cards	Standard	S1	3.33	4.00	0.0%	3.54	4.25	6.4%
Joining Fee*	Standard	S1	15.00	18.00	0.0%	15.42	18.50	2.8%
*Joining Fee - compulsory with Freedom, but discretionary with all other memberships (not conc memberships)								
Pool Hire								
Per Hour Main Pool	Standard	S1	64.58	77.50	0.0%	70.83	85.00	9.7%
Per Hour Main Pool (Clubs) *	Exempt	0	52.50	52.50	0.0%	56.00	56.00	6.7%
Per Lane Per Hour *	Exempt	0	9.40	9.40	0.0%	10.00	10.00	6.4%
Small Pool Hire (per hr)	Standard	S1	24.17	29.00	0.0%	25.83	31.00	6.9%
* Block booking v.a.t exemption applies								
Pool Parties								
Small Pool Party - fun floats + food (minimum 8 children)	Standard	S1	58.33	70.00	0.0%	Removed in 19/20	Removed in 19/20	N/a
Small Pool Party - fun floats + food - additional child	Standard	S1	7.29	8.75	0.0%	Removed in 19/20	Removed in 19/20	N/a
Small Pool Party - with inflatable lobster + food (per hr)	Standard	S1	71.67	86.00	0.0%	66.67	80.00	-7.0%
Large Pool Party - with inflatable hire (max. 74 children)	Standard	S1	166.67	200.00	0.0%	170.83	205.00	2.5%
School Swimming								
Teacher per half hour	Exempt	0	9.00	9.00	0.0%	9.60	9.60	6.7%
Child per half hour	Exempt	0	0.75	0.75	0.0%	0.85	0.85	13.3%

CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Multi Use Games Area (MUGA)								
Adult	Standard	S1	18.96	22.75	0.0%	18.96	22.75	0.0%
Child	Standard	S1	10.83	13.00	0.0%	10.83	13.00	0.0%
Tennis	Standard	S1	5.58	6.70	0.0%	5.58	6.70	0.1%
Pitch and Putt								
Adult	Standard	S1	3.92	4.70	0.0%	3.92	4.70	-0.1%
Child and Concession	Standard	S1	2.88	3.46	0.0%	2.92	3.50	1.3%
Adult season	Standard	S1	32.50	39.00	0.0%	33.33	40.00	2.6%
Child and Concession season	Standard	S1	24.17	29.00	0.0%	25.00	30.00	3.4%
Club Deposit (refundable subject to conditions)	Standard	S1	4.17	5.00	0.0%	4.17	5.00	-0.1%
Family	Standard	S1	11.33	13.60	0.0%	11.33	13.60	0.0%
Sales of Goods								
Sale of Swim Suits, Goggles, and Other Items	Standard - S1/ Zero Rated	S1/ S0	Various based on RRP	Various based on RRP	N/a	Various based on RRP	Various based on RRP	N/a
Swim Certificates	Standard	S1	2.75	3.30	0.0%	2.75	3.30	0.0%
Café and Vending Machine Sales								
Cafe Sales	Standard	S1	Various	Various	n/a	Various	Various	N/a
Vending Products	Standard	S1	Various	Various	n/a	Various	Various	N/a
GP Referral Scheme								
GP Referral - monthly fee	Exempt	0	17.50	17.50	0.0%	18.50	18.50	5.7%

2019/2020 - FEES AND CHARGES							
ASSET AND FACILITIES MANAGEMENT							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2018/19 £ (exc. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Business Tenancies , Leases and Licences							
Licence to assign/sublet/change Use/Alter Premises	Exempt	140.16	168.19	6%	147.59	177.10	5%
Agreement to occupy land and property on short-term temporary basis by licence, exchange of correspondence, where rental is market rate	Exempt	37.98	45.58	6%	39.99	47.99	5%
Easements							
Easement (Residential or Commercial)	Exempt	128.88 to 324.44	128.88 to 324.45	6%	131.46 to 330.93	131.46 to 330.94	2%
Additional Items							
Preparation of Plans	Standard	42.41	50.89	6%	43.26	51.91	2%
Provision of additional sets of keys to tenants	Standard	34.60	41.52	6%	35.29	42.35	2%
Allotments							
Allotment plots - Granville Street	Exempt	Range from £31.99 to £63.97 depending on plot	Range from £31.99 to £63.97 depending on plot	RPI + 3%	Range from £34.01 to £68.00 depending on plot	Range from £34.01 to £68.00 depending on plot	RPI + 3%
Allotment plots - Aireville	Exempt	Range from £31.99 to £63.97 depending on plot	Range from £31.99 to £63.97 depending on plot	RPI + 3%	Range from £34.01 to £68.00 depending on plot	Range from £34.01 to £68.00 depending on plot	RPI + 3%
Garages							
Garage Sites - Excluding South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%
Garage Sites - South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%
East Castle Street Plots	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
Garage Plots excluding East Castle Street	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
Public Conveniences							
Skipton High Street Toilets	Outside Scope	£0.20	£0.20	0%	£0.20	£0.20	0%
Rental of Council Land and Property							
Fees for Parking Bay Rental	Standard /Exempt	Subject to contract	Subject to contract	N/A	Subject to contract	Subject to contract	N/A
Rental of Council Land/Property	Exempt	By negotiation for each individual site	By negotiation for each individual site	N/A	By negotiation for each individual site	By negotiation for each individual site	N/A
Sale of Council Land							
Charges for sales of land and property	Exempt	By negotiation but minimum charge of £200	By negotiation but minimum charge of £200	100% for minimum charge	By negotiation but minimum charge of £200	By negotiation but minimum charge of £200	100% for minimum charge
Miscellaneous Charges							
Roundabout Sponsorship	Standard	By negotiation	By negotiation	N/A	By negotiation	By negotiation	N/A
Skipton Bus Station departure charge to bus operators (per departure)	Standard	0.39	0.47	6%	0.41	0.49	5%
Administration charge to Parishes for administering street lighting accounts	Standard - S	50.00 net	Most transferred if not all to Parishes		52.50 net	Most transferred if not all to Parishes	5%

2019/2020 - FEES AND CHARGES																	
BUILDING CONTROL SERVICES																	
DISCRETIONARY CHARGES																	
LEAD MEMBER: COUNCILLOR FOSTER																	
	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2019/20 £ (ex. v.a.t)		V.A.T £	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
SCHEDULE																	
Charges for New Residential Buildings (including Flats & Maisonettes) - Applicable where the total internal floor area does not exceed 300m2 and the building has no more than three storeys																	
Number of Dwellings	Plan Fee				Inspection Fee				Plan Fee				Inspection Fee				
From																	
1	228.38	45.68	274.06	1%	572.67	114.53	687.21	1%	232.95	46.59	279.54	2%	584.13	595.81	116.83	700.95	2%
2	286.34	57.27	343.61	1%	926.84	185.37	1112.21	1%	292.07	58.41	350.48	2%	945.38	964.29	189.08	1134.46	2%
3	377.77	75.55	453.33	1%	1177.12	235.42	1412.55	1%	385.33	77.07	462.39	2%	1200.67	1224.68	240.13	1440.80	2%
4	467.93	93.59	561.52	1%	1360.85	272.17	1633.03	1%	477.29	95.46	572.75	2%	1388.07	1415.83	277.61	1665.69	2%
5	563.23	112.65	675.87	1%	1505.52	301.10	1806.63	1%	574.49	114.90	689.39	2%	1535.64	1566.35	307.13	1842.76	2%
6	663.69	132.74	796.42	1%	1692.27	338.45	2030.73	1%	676.96	135.39	812.35	2%	1726.12	1760.64	345.22	2071.34	2%
7	691.59	138.32	829.90	1%	1807.75	361.55	2169.30	1%	705.42	141.08	846.50	2%	1843.90	1880.78	368.78	2212.69	2%
8	719.50	143.90	863.40	1%	2107.39	421.48	2528.87	1%	733.89	146.78	880.66	2%	2149.54	2192.53	429.91	2579.45	2%
9	746.97	149.39	896.36	1%	2407.90	481.58	2889.47	1%	761.91	152.38	914.29	2%	2456.05	2505.17	491.21	2947.26	2%
10	753.41	150.68	904.09	1%	2736.31	547.26	3283.57	1%	768.47	153.69	922.17	2%	2791.03	2846.85	558.21	3349.24	2%
11	761.57	152.31	913.88	1%	2997.32	599.46	3596.78	1%	776.80	155.36	932.16	2%	3057.27	3118.41	611.45	3668.72	2%
12	768.43	153.69	922.12	1%	3256.18	651.24	3907.42	1%	783.80	156.76	940.56	2%	3321.30	3387.73	664.26	3985.56	2%
13	775.74	155.15	930.88	1%	3518.91	703.78	4222.69	1%	791.25	158.25	949.50	2%	3589.28	3661.07	717.86	4307.14	2%
14	781.74	156.35	938.09	1%	3733.56	746.71	4480.27	1%	797.38	159.48	956.85	2%	3808.23	3884.39	761.65	4569.87	2%
15	789.89	157.98	947.87	1%	3993.27	798.65	4791.93	1%	805.69	161.14	966.83	2%	4073.14	4154.60	814.63	4887.77	2%
16	797.63	159.53	957.15	1%	4252.57	850.51	5103.09	1%	813.58	162.72	976.29	2%	4337.62	4424.38	867.52	5205.15	2%
17	804.49	160.90	965.39	1%	4511.86	902.37	5414.23	1%	820.58	164.12	984.70	2%	4602.10	4694.14	920.42	5522.52	2%
18	811.37	162.27	973.64	1%	4770.29	954.06	5724.35	1%	827.59	165.52	993.11	2%	4865.70	4963.01	973.14	5838.84	2%
19	818.66	163.73	982.39	1%	4971.63	994.33	5965.96	1%	835.03	167.01	1002.04	2%	5071.06	5172.48	1014.21	6085.28	2%
20	825.95	165.19	991.15	1%	5227.06	1045.41	6272.48	1%	842.47	168.49	1010.97	2%	5331.61	5438.24	1066.32	6397.93	2%
21	832.83	166.57	999.40	1%	5345.55	1069.11	6414.66	1%	849.49	169.90	1019.38	2%	5452.46	5561.51	1090.49	6542.95	2%
22	840.98	168.20	1009.18	1%	5527.56	1105.51	6633.08	1%	857.80	171.56	1029.36	2%	5638.12	5750.88	1127.62	6765.74	2%
23	848.28	169.66	1017.94	1%	5707.87	1141.57	6849.44	1%	865.25	173.05	1038.30	2%	5822.02	5938.47	1164.40	6986.43	2%
24	855.15	171.03	1026.18	1%	5889.46	1177.89	7067.35	1%	872.25	174.45	1046.70	2%	6007.24	6127.39	1201.45	7208.69	2%
25	862.44	172.49	1034.93	1%	6071.91	1214.38	7286.29	1%	879.69	175.94	1055.63	2%	6193.35	6317.22	1238.67	7432.02	2%
26	869.75	173.95	1043.70	1%	6252.64	1250.53	7503.17	1%	887.14	177.43	1064.57	2%	6377.69	6505.25	1275.54	7653.23	2%
27	876.61	175.32	1051.94	1%	6434.23	1286.85	7721.08	1%	894.14	178.83	1072.97	2%	6562.91	6694.17	1312.58	7875.50	2%
28	883.92	176.78	1060.70	1%	6614.96	1322.99	7937.95	1%	901.59	180.32	1081.91	2%	6747.26	6882.21	1349.45	8096.71	2%
29	892.07	178.41	1070.48	1%	6796.55	1359.31	8155.86	1%	909.91	181.98	1091.89	2%	6932.48	7071.13	1386.50	8318.98	2%
30	898.94	179.79	1078.73	1%	6897.44	1379.49	8276.92	1%	916.92	183.38	1100.31	2%	7035.39	7176.09	1407.08	8442.46	2%
31	906.24	181.25	1087.48	1%	6994.89	1398.98	8393.86	1%	924.36	184.87	1109.23	2%	7134.78	7277.48	1426.96	8561.74	2%
Additional Charge for each dwelling over 31	7.29	1.46	8.75	1%	127.93	25.59	153.52	1%	7.44	1.49	8.93	2%	130.49	133.10	26.10	156.59	2%

2018/2019 - FEES AND CHARGES																						
BUILDING CONTROL SERVICES																						
DISCRETIONARY CHARGES																						
LEAD MEMBER:																						
COUNCILLOR FOSTER																						
	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase		
SCHEDULE 2																						
Charges for Extensions to Dwellings, Loft Conversions, Replacement Windows & Doors & Garages																						
	FULL PLANS SUBMISSION					BUILDING NOTICE						FULL PLANS SUBMISSION					BUILDING NOTICE					
	First Fee		Inspections Fee			Building Notice Charge			First Fee			Inspections Fee			Building Notice Charge							
Garages and Carports																						
1. Erection or extension of a detached or attached building or an extension to a dwelling which consists of a garage, carport, or both, having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room.	206.92	41.38	248.30	n/a	n/a	n/a	206.92	41.38	248.30	1%	211.06	42.21	253.27	n/a	n/a	n/a	211.06	42.21	253.27	2%		
2. Where the garage extension exceeds a floor area of 40m2 but does not exceed 60m2.	299.65	59.93	359.58	n/a	n/a	n/a	299.65	59.93	359.58	1%	305.64	61.13	366.77	n/a	n/a	n/a	305.64	61.13	366.77	2%		
Extension(s) to dwellings (not shown in items 1, 2, 6 & 7)																						
3. Internal floor area not exceeding 10m2	165.70	33.14	198.84	165.70	33.14	198.84	331.40	66.28	397.68	1%	169.01	33.80	202.82	169.01	33.80	202.82	338.03	67.61	405.64	2%		
4. Internal floor area over 10m2 but not exceeding 40m2	165.70	33.14	198.84	300.66	60.13	360.79	466.36	93.27	559.63	1%	169.01	33.80	202.82	306.67	61.33	368.00	475.68	95.14	570.82	2%		
5. Internal floor area over 40m2 but not exceeding 60m2	165.70	33.14	198.84	439.17	87.83	527.00	604.87	120.97	725.84	1%	169.01	33.80	202.82	447.95	89.59	537.54	616.97	123.39	740.36	2%		
Formation of room in roof space, including means of access thereto. For galleries please refer to Schedule 3																						
6. Loft Conversion & Dormers floor area <=10m2	165.70	33.14	198.84	165.70	33.14	198.84	331.40	66.28	397.68	1%	169.01	33.80	202.82	169.01	33.80	202.82	338.03	67.61	405.64	2%		
7. Loft Conversion & Dormers floor area >10m2 & <=40m2	165.70	33.14	198.84	299.65	59.93	359.58	465.35	93.07	558.42	1%	169.01	33.80	202.82	305.64	61.13	366.77	474.65	94.93	569.59	2%		
Where the total or the aggregation of the floor areas of all the extensions exceeds 60m2, the fee will be individually determined																						
8. Replacement windows/doors/roof windows in a building where the total estimated cost of works does not exceed £10,000	68.01	13.60	81.62	n/a	n/a	n/a	68.01	13.60	81.62	1%	69.37	13.87	83.25	n/a	n/a	n/a	69.37	13.87	83.25	2%		
Where the estimated cost exceeds £10,000, our fee will be individually determined																						
9. Work to improve the thermal performance of a thermal element.	76.56	15.31	91.87	n/a	n/a	n/a	76.56	15.31	91.87	1%	78.09	15.62	93.71	n/a	n/a	n/a	78.09	15.62	93.71	2%		
10. Controlled domestic electrical work.	187.01	37.40	224.41	n/a	n/a	n/a	187.01	37.40	224.41	1%	190.75	38.15	228.90	n/a	n/a	n/a	190.75	38.15	228.90	2%		
Measurement of Floor Area is taken as internal floor areas. Each floor is added where there is more than one storey including garages and basements, where work comprises more than one domestic extension, the total floor areas may be added together to determine the charge																						
WHEN IT IS INTENDED TO CARRY OUT ADDITIONAL ALTERATIONS TO A DWELLING AT THE SAME TIME AS ANY OF THE WORKS IN SCHEDULE 2, THEN THE CHARGE FOR THIS ADDITIONAL WORKS SHALL BE DISCOUNTED BY 50%, SUBJECT TO A MAXIMUM ESTIMATED COST OF £9,000 (excluding paragraphs 8, 9 & 10).																						
Additional Charges																						
To resolve case and issue completion certificate where work has been completed or occupied for 12 to 24 months and subsequent request made for a certificate	n/a	n/a	n/a	n/a	n/a	n/a	42.50	8.50	51.00	1%	n/a	n/a	n/a	n/a	n/a	n/a	43.35	8.67	52.02	2%		
To resolve case and issue completion certificate where work has been completed or occupied for more than 24 months and subsequent request made for a certificate	n/a	n/a	n/a	n/a	n/a	n/a	85.01	17.00	102.01	1%	n/a	n/a	n/a	n/a	n/a	n/a	86.71	17.34	104.05	2%		
Copies of completion certificates, notices, approvals, letters etc	n/a	n/a	n/a	n/a	n/a	n/a	25.50	5.10	30.60	1%	n/a	n/a	n/a	n/a	n/a	n/a	26.01	5.20	31.22	2%		

2018/2019 - FEES AND CHARGES

BUILDING CONTROL SERVICES

DISCRETIONARY CHARGES

LEAD MEMBER:
COUNCILLOR
FOSTER

	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase
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SCHEDULE 3

Charges for All Other Building Work not in Schedule 1 or 2

	FULL PLANS SUBMISSION						BUILDING NOTICE					FULL PLANS SUBMISSION						BUILDING NOTICE				
Estimated Cost of Works	Plan Fee			Inspection Fee			Building Notice Charge					Plan Fee			Inspection Fee			Building Notice Charge				
0 – 1000	21.46	4.29	25.76	66.54	79.85	146.39	88.00	17.60	105.60	1%	21.89	4.38	26.27	67.87	81.44	149.31	89.76	17.95	107.71	2%		
1,001 - 2,000	48.51	9.70	58.21	130.93	157.11	288.04	179.44	35.89	215.32	1%	49.48	9.90	59.38	133.54	160.25	293.80	183.03	36.61	219.63	2%		
2,001 - 5,000	70.83	14.17	85.00	187.17	224.61	411.78	258.00	51.60	309.61	1%	72.25	14.45	86.70	190.92	229.10	420.02	263.16	52.63	315.80	2%		
5,001 - 7,000	70.83	14.17	85.00	208.64	250.36	459.00	279.47	55.89	335.36	1%	72.25	14.45	86.70	212.81	255.37	468.18	285.06	57.01	342.07	2%		
7,001 - 9,000	70.83	14.17	85.00	219.37	263.25	482.62	290.20	58.04	348.24	1%	72.25	14.45	86.70	223.76	268.51	492.27	296.01	59.20	355.21	2%		
9,001 - 20,000	To Ex excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT					To Ex excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT				
20,001 -100,000	To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT					To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT				
“ For works costing over £100,000 the fee will be individually determined - please contact Building Control for an estimate.	“ For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate.											“ For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate.										
“ Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.	“ Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.											“ Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.										

EXPLANATORY NOTES

1. Regularisation Certificate
Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

EXPLANATORY NOTES

1. Regularisation Certificate
Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

2. Exemptions/Reduction in Charges

- Works to provide access and/or facilities for disabled people to existing dwellings and building to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons whom Section 29(1) of the National Assistance Act 1948 applied, as that Section was extended by virtue of Section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to Section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.
- Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

EXPLANATORY NOTES

1. Regularisation Certificate
Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

2. Exemptions/Reduction in Charges

- Works to provide access and/or facilities for disabled people to existing dwellings and building to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons whom Section 29(1) of the National Assistance Act 1948 applied, as that Section was extended by virtue of Section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to Section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.
- Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

2018/2019 - FEES AND CHARGES							
DEVELOPMENT CONTROL							
DISCRETIONARY CHARGES - NOTE STATUTORY PLANNING APPLICATION CHARGES NOT INCLUDED IN THIS LIST - SEE SEPARATE SCHEDULE							
LEAD MEMBER: COUNCILLOR FOSTER							
	V.A.T Status	CHARGE 2018/19 £ (exc. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase 18/19	CHARGE 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase 19/20
Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice							
Category 1 - Written Advice Only	Standard	262.50	315.00	5%	262.50	315.00	0%
Category 1 - Follow up Request	Standard	131.50	157.80	5%	131.50	157.80	0%
Category 2 - Written Advice Only	Standard	525.00	630.00	5%	525.00	630.00	0%
Category 2 - Follow up Request	Standard	262.50	315.00	5%	262.50	315.00	0%
Category 3 - Written Advice Only	Standard	1050.00	1260.00	5%	1050.00	1260.00	0%
Category 3 - Follow up Request	Standard	525.00	630.00	5%	525.00	630.00	0%
Preparation of Planning Performance	Standard	1050.00	1260.00	5%	1050.00	1260.00	0%
Preparation of Planning Performance	Standard	525.00	630.00	5%	525.00	630.00	0%
A charge of 50% of the original fee will be required for any follow up meetings							
The charges exclude specialist advice such as highways, arboricultural matters, contaminated							
Advice and Enquiries							
Tree Applications - Pre-application meeting with tree officer - 30 min on site meeting inclusive of mileage	Standard	52.50	63.00	5%	52.50	63.00	0%
Permitted development enquiries	Outside Scope	25.00	25.00	0%	30.00	30.00	20%
Other							
Copy of Environmental Statement on a CD to accompany a planning application	Standard	8.33	10.00	0%	8.33	10.00	0%

2019/2020 - FEES AND CHARGES							
FINANCIAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Credit Card Charges							
Fee for paying the Council using a credit card	Outside Scope	0.00%	0.00%	-100%	0.00%	0.00%	0%
Sundry Debtor Recovery Costs							
Sundry Debtor Admin Penalty (applied at legal debt recovery stage) <u>Fixed Legal Rep charge</u> <u>plus 1 Hr of Finance</u> <u>Officer Evidence Collation</u>	Standard	50.00	60.00	0%	see below for additonal breakdown in 19/20	see below for additonal breakdown in 19/20	N/a
<i>Where – the value of the claim exceeds £25 but does not exceed £500</i>		Introduced in 19/20	Introduced in 19/20	N/a	71.50	85.80	43%
<i>Where – the value of the claim exceeds £500 but does not exceed £1,000</i>		Introduced in 19/20	Introduced in 19/20	N/a	91.50	109.80	N/a
<i>Where – the value of the claim exceeds £1,000 but does not exceed £5,000; or the only claim is for delivery of goods and no value is specified or stated on the claim form</i>		Introduced in 19/20	Introduced in 19/20	N/a	101.50	121.80	N/a
<i>Where – the value of the claim exceeds £5,000</i>		Introduced in 19/20	Introduced in 19/20	N/a	121.50	145.80	N/a
Summons Costs in respect of Sundry Debtors	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/a	Cost to Council recharged to customer	Cost to Council recharged to customer	N/a
Court Costs	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/a	Cost to Council recharged to customer	Cost to Council recharged to customer	N/a

2019/2020 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR DAWSON						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Room Hire Charges						
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs (9am to 5pm)	210.00	210.00	0%	210.00	210.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	125.00	125.00	0%	125.00	125.00	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	40.00	40.00	0%	40.00	40.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs (9am to 5pm)	105.00	105.00	0%	105.00	105.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	65.00	65.00	0%	65.00	65.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs (9am to 5pm)	160.00	160.00	0%	160.00	160.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	85.00	85.00	0%	85.00	85.00	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs (9am to 5pm)	80.00	80.00	0%	80.00	80.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Dewhirst Room - Full Day 8 hrs (9am to 5pm)	55.00	55.00	0%	55.00	55.00	0%
Meeting Room Hire - Dewhirst Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Dewhirst Room - Hourly Rate	15.00	15.00	0%	15.00	15.00	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs (9am to 5pm)	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	10.00	10.00	0%	10.00	10.00	0%

2019/2020 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR DAWSON						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Room Hire Charges - Not for Profit, Voluntary or Charitable Organisation Charges - (30% concession on main prices)						
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs (9am to 5pm)	147.00	147.00	0%	147.00	147.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	87.50	87.50	0%	87.50	87.50	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	28.00	28.00	0%	28.00	28.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs (9am to 5pm)	73.50	73.50	0%	73.50	73.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	45.50	45.50	0%	45.50	45.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs (9am to 5pm)	112.00	112.00	0%	112.00	112.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	59.50	59.50	0%	59.50	59.50	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs (9am to 5pm)	56.00	56.00	0%	56.00	56.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Dewhurst Room - Full Day 8 hrs (9am to 5pm)	38.50	38.50	0%	38.50	38.50	0%
Meeting Room Hire - Dewhurst Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	24.50	24.50	0%	24.50	24.50	0%
Meeting Room Hire - Dewhurst Room - Hourly Rate	10.50	10.50	0%	10.50	10.50	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs (9am to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs (9am to 1pm) or (1pm to 5pm)	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	7.00	7.00	0%	7.00	7.00	0%

2019/2020 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR DAWSON						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Sundry Items						
Note: if applied as ancillary						
Hire of TV screen*	30.00	36.00	0%	30.00	36.00	0%
Hire of additional TV screen*	15.00	18.00	0%	15.00	18.00	0%
Hire of wireless table top microphone system* (subject to availability)	50.00	60.00	0%	50.00	60.00	0%
Hire of projector and overhead screen system*- (Staincliffe Room only)	30.00	36.00	0%	30.00	36.00	0%
Provision of flip chart, paper and pens*	12.00	14.40	0%	12.00	14.40	0%
Reception Services per Hour (pro rata)	Intoduced in 19-20	Intoduced in 19- 20	Intoduced in 19-20	16.00	19.20	N/a
Refreshments and Catering						
Tea, Coffee and Water - per head -- per serving	2.00	2.40	0%	2.00	2.40	0%
Catering Arrangement and Clean Up Fee - per hour	15.00	18.00	0%	15.00	18.00	0%
Buffets on request - at cost**	at cost	at cost	N/a	at cost	at cost	N/a

**Note catering offer/prices dependent on supplier. Any increases in prices from

2019/2020 - FEES AND CHARGES							
TAXI LICENSING FEES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Hackney							
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	173.83	173.83	0%	173.83	173.83	0%
Hackney Carriage Vehicle Licence (Inc. Plate)	Outside Scope	303.21	303.21	0%	303.21	303.21	0%
Hackney Carriage Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Private Hire							
Private Hire Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	88.06	88.06	0%	88.06	88.06	0%
Private Hire Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	151.31	151.31	0%	151.31	151.31	0%
Private Hire Vehicle Licence (Inc. Plate)	Outside Scope	270.94	270.94	0%	270.94	270.94	0%
Private Hire Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	163.00	163.00	0%	163.00	163.00	0%
Private Hire Operator's Licence	Outside Scope	193.63	193.63	0%	193.63	193.63	0%
Combined HCD & PHD (Combined Drivers Licence)							
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 1 Year	Outside Scope	149.58	149.58	0%	149.58	149.58	0%
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 3 Years	Outside Scope	212.83	212.83	0%	212.83	212.83	0%
New Driver							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 3 Years	Outside Scope	173.00	173.00	0%	173.00	173.00	0%
Change Of Vehicle							
Retaining same plate to a new vehicle (Inc. Plate)	Outside Scope	120.35	120.35	0%	120.35	120.35	0%
Transfer of Vehicle & Licence to New Operator/Driver							
Fee payable by the new driver/operator	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Other Fees							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Badge & ID Card	Outside Scope	2.00	2.00	0%	2.00	2.00	0%
Pouch Only	Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Plate	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Brackets	Outside Scope	8.80	8.80	0%	8.80	8.80	0%
Door Stickers – each	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Admin Fee for change of registration number etc	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Admin Fee for removal of suspension	Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Vehicle Test (included in vehicle licence fees)	Outside Scope	48.00	48.00	0%	48.00	48.00	0%

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203 (Fees) Regulations 2006							
LEAD MEMBER:							
COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Alcohol Premises Licences							
Premises Licences - New Application and Variation							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	900.00	900.00	0%	900.00	900.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1905.00	1905.00	0%	1905.00	1905.00	0%
Premises Licences - Annual Charge*							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	640.00	640.00	0%	640.00	640.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1050.00	1050.00	0%	1050.00	1050.00	0%
Club Premises Certificate - New Application and Variation							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Club Premises Certificates - Annual Charge							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
*There are additional fees for premises licence applications and the annual fee for exceptionally large							
Additional Fees							
Additional Premises licence fee							
Number in attendance at one time 5000 to 9999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	40,000	40000.00	0%	40,000	40000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	48,000	48000.00	0%	48,000	48000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	56,000	56000.00	0%	56,000	56000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	64,000	64000.00	0%	64,000	64000.00	0%

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203 (Fees) Regulations 2006							
LEAD MEMBER:							
COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Additional annual fee payable if applicable							
Number in attendance at one time 5000 to 9999	Outside Scope	500	500.00	0%	500	500.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	12,000	12000.00	0%	12,000	12000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	20,000	20000.00	0%	20,000	20000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	28,000	28000.00	0%	28,000	28000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%
Other Fees							
Application for a grant or renewal of personal licence	Outside Scope	37.00	37.00	0%	37.00	37.00	0%
Temporary event notice	Outside Scope	21.00	21.00	0%	21.00	21.00	0%
Theft, loss, etc. of premises licence or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application for a provisional statement where premises being built, etc.	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Notification of change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application to vary licence to specify individual as premises supervisor	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Application for transfer of premises licence	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Interim authority notice following death etc. of licence holder	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Theft, loss etc. of certificate or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Notification of change of name or alteration of rules of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Change of relevant registered address of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of temporary event notice	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of personal licence	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Duty to notify change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Right of freeholder etc. to be notified of licensing matters	Outside Scope	21.00	21.00	0%	21.00	21.00	0%

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Gambling Premises Licences							
Charges in accordance with Gambling Act 2005 (Fees)							
Traditional Fast Track Application							
Existing Casino	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
New Small Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
New Large Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
Regional Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
Bingo Club	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Betting Premises (excluding tracks)	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Tracks	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Family Entertainment Centres	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Adult Gaming Centre	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Traditional Non-Fast Track Application							
Existing Casino	Outside Scope	2,000.00	0.00	0%	2,000.00	0.00	0%
New Small Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
New Large Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
Regional Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
Bingo Club	Outside Scope	1,750.00	0.00	0%	1,750.00	0.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	0.00	0%	1,500.00	0.00	0%
Tracks	Outside Scope	1,250.00	0.00	0%	1,250.00	0.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
New Application							
Existing Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Annual Fee							
Existing Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Small Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Betting Premises (excluding tracks)	Outside Scope	600.00	600.00	0%	600.00	600.00	0%
Tracks	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Family Entertainment Centres	Outside Scope	750.00	750.00	0%	750.00	750.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Application to Vary							
Existing Casino	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
New Small Casino	Outside Scope	4,000.00	4000.00	0%	4,000.00	4000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	7,500.00	7500.00	0%	7,500.00	7500.00	0%
Bingo Club	Outside Scope	1,750.00	1750.00	0%	1,750.00	1750.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	1500.00	0%	1,500.00	1500.00	0%
Tracks	Outside Scope	1,250.00	1250.00	0%	1,250.00	1250.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Application to Transfer							
Existing Casino	Outside Scope	1,350.00	1350.00	0%	1,350.00	1350.00	0%
New Small Casino	Outside Scope	1,800.00	1800.00	0%	1,800.00	1800.00	0%
New Large Casino	Outside Scope	2,150.00	2150.00	0%	2,150.00	2150.00	0%
Regional Casino	Outside Scope	6,500.00	6500.00	0%	6,500.00	6500.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Application for Re-Instatement							
Existing Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Licence Application (provisional Statement holders)							
Existing Casino	Outside Scope	N/a	N/a	N/a	N/a	N/a	N/a
New Small Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Copy Licence							
Existing Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Small Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Large Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Regional Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Bingo Club	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Betting Premises (excluding tracks)	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Tracks	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Family Entertainment Centres	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Adult Gaming Centre	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Notification of Change							
Existing Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Small Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Large Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Regional Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Bingo Club	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Betting Premises (excluding tracks)	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Tracks	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Family Entertainment Centres	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Adult Gaming Centre	Outside Scope	50.00	50.00	0%	50.00	50.00	0%

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
PERMITS							
Application Fee							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Alcohol Licences Premises - Notification of	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Alcohol Licences Premises - More than 2	Outside Scope	150.00	150.00	0%	150.00	150.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Small Society Lottery Registration	Outside Scope	40.00	40.00	0%	40.00	40.00	0%
Annual Fee							
Alcohol Licences Premises - More than 2	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Permits	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Machine Permit	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Small Society Lottery Registration	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Renewal Fee							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Transational Application Fee							
FEC Gaming Machine	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Prize Gaming	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Permits	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Machine Permit	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
PERMITS - MISCELLANEOUS FEES							
Change of Name							
FEC Gaming Machine	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Prize Gaming	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Alcohol Licences Premises - More than 2	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Copy of Permit							
FEC Gaming Machine	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Prize Gaming	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Permits	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Machine Permit	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Transfer							
Alcohol Licences Premises - More than 2 machines	Outside Scope	25.00	25.00	0%	25.00	25.00	0%

2019/2020 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Dog Warden Service/Stray Dogs						
Sale of Dog Waste Bags to Retail Outlets - Per Box of 3000	20.83	25.00	0.0%	20.83	25.00	0.0%
Costs of kennelling	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a
Penalty Charge	25.00	25.00	0.0%	25.00	25.00	0.0%
Environmental Protection						
Environmental Search	100.00	100.00	0.0%	0.00	0.00	-100.0%
Littering Fines/Penalties						
Litter Fixed Penalty	80.00	80.00	0.0%	150.00	150.00	87.5%
Dog Fouling Fixed Penalty	80.00	80.00	0.0%	50.00	50.00	-37.5%
Cleaner Neighbourhoods						
Abandoned Vehicles Collection	200.00	200.00	0.0%	200.00	200.00	0.0%
Smoking in a smoke free place	50.00	50.00	0.0%	50.00	50.00	0.0%
Failure to display required no smoking signs	200.00	200.00	0.0%	200.00	200.00	0.0%
Fly tipping	400.00	400.00	0.0%	400.00	400.00	0.0%
Failure to produce a waste transfer note	300.00	300.00	0.0%	300.00	300.00	0.0%
Domestic waste receptacle offences	80.00	80.00	0.0%	80.00	80.00	0.0%
Industrial and commercial waste receptacle offences	110.00	110.00	0.0%	110.00	110.00	0.0%
Graffiti	80.00	80.00	0.0%	80.00	80.00	0.0%
Fly Posting - Unauthorised distribution of free literature on designated land	80.00	80.00	0.0%	80.00	80.00	0.0%
Community Protection Notice	Introduced in FY 19/20	Introduced in FY 19/20	N/a	100.00	100.00	N/a

2019/2020 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER:						
COUNCILLOR LIS						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Animal Establishment Licen						
Inspection of Performing Animal Site	Introduced in FY 19/20	Introduced in FY 19/20	N/a	115.00	115.00	N/a
Performing Animals Registration	50.00	50.00	0.0%	60.00	60.00	20.0%
Application for animal boarding licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Animal Boarding Est* - Annual Licence	130.00	130.00	10.2%	175.00	175.00	34.6%
Application for home boarding licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Animal Home Boarding - Annual Licence	110.00	110.00	46.7%	115.00	115.00	4.5%
Application for dog day boarding licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Animal Dog Day Boarding Establishment - Annual Licence	110.00	110.00	N/a	115.00	115.00	4.5%
Application for Cat day boarding licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Animal Cat Day Boarding Establishment - Annual Licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	115.00	115.00	N/a
50% reduction of Cat Boarding for Combined Application of Cat and Dog Boarding.	Introduced in FY 19/20	Introduced in FY 19/20	N/a	90.00	90.00	-50.0%
50% reduction of Cat Boarding for Combined inspection of Cat and Dog Boarding.	Introduced in FY 19/20	Introduced in FY 19/20	N/a	262.50	262.50	-50.0%
Application for Dog breeding licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	80.00	80.00	N/a
Dog Breeding* - Annual Licence	120.00	120.00	1.7%	230.00	230.00	91.7%
Application for Pet shop licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	60.00	60.00	N/a
Pet Shops* - Annual Licence	120.00	120.00	1.7%	115.00	115.00	-4.2%
Dangerous Wild Animals* - Annual Licence	200.00	200.00	0.0%	230.00	230.00	15.0%
Zoo Licence* - Initial - 4 year Licence	500.00	500.00	0.0%	600.00	600.00	20.0%
Zoo Licence* Renewal - 6 year Licence	750.00	750.00	0.0%	800.00	800.00	6.7%
Application for Horse Riding Est. Licence	Introduced in FY 19/20	Introduced in FY 19/20	N/a	80.00	80.00	N/a
Riding Establishment - 1-10 horses* (Annual)	200.00	200.00	0.0%	230.00	230.00	15.0%
Riding Establishment - 11 - 20 horses* (Annual)	260.00	260.00	0.0%	300.00	300.00	15.4%
Riding Establishment - 21 and over horses* (Annual)	290.00	290.00	0.0%	335.00	335.00	15.5%
* Vets Fees are payable where applicable in addition to the licensing fee						
Vet Fees	Cost to Council recharged	Cost to Council recharged	#	Cost to Council recharged	Cost to Council recharged	n/a
* Vets Fees are payable where applicable in addition to the licensing fee						
Food Safety						
Food Export Certificates	80.00	80.00	0.0%	80.00	80.00	0.0%
Issue of Certificate of Inventory of Condemmed Food	105.00	105.00	0.0%	105.00	105.00	0.0%
Voluntary surrender	105.00	105.00	0.0%	105.00	105.00	0.0%
Food Hygiene Rating Scheme - Revisit Fee	180.00	216.00	2.9%	180.00	216.00	0.0%
Charge for copy of whole food register	150.00	150.00	0.0%	150.00	150.00	0.0%
Food reg per A4 sheet	10.00	10.00	0.0%	10.00	10.00	0.0%
Advisory FH Visits/Pre-food hygiene rating visits (per hour)	60.00	72.00	0.0%	60.00	72.00	0.0%

2019/2020 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Health Licensing						
Cosmetic piercing, Acupuncture, Electrolysis Tattooing, Semi - Permanent Colouring (premises)	125.00	125.00	0.0%	150.00	150.00	20.0%
Cosmetic Piercing, Acupuncturist, Electrolysis, Tattooist, Semi- Permanent Colouring (personal)	80.00	80.00	14.3%	80.00	80.00	0.0%
Variation Fee	50.00	50.00	0.0%	50.00	50.00	0.0%
Other						
Health & Safety investigation factual statement (rate per hour)	60.00	60.00	0.0%	60.00	60.00	0.0%
Houses in Multiple Occupation Licences - Notices and Orders made under Housing Act 2004 (as amended)	450.00	450.00	15.4%	520.00	520.00	15.6%
Service of statutory notices	350.00	350.00	6.1%	350.00	350.00	0.0%
Alterations to HMO licences	50.00	50.00	0.0%	50.00	50.00	0.0%
Copy of HMO register - full/individual	25.00	25.00	0.0%	25.00	25.00	0.0%
Scrap Metal Licences						
Scrap Metal Site Licences (3 years)	350.00	350.00	0.0%	420.00	420.00	20.0%
Scrap Metal Collectors Licence (3 years)	200.00	200.00	0.0%	200.00	200.00	0.0%
Variation fee	50.00	50.00	0.0%	75.00	75.00	50.0%
Park Homes/ Caravan sites						
New Application: 1-5 pitches	171.54	171.54	0.0%	171.54	171.54	0.0%
New Application: 6-24 pitches	457.44	457.44	0.0%	457.44	457.44	0.0%
New Application: 25-99 pitches	514.62	514.62	0.0%	514.62	514.62	0.0%
New Application: 100-199 pitches	628.98	628.98	0.0%	628.98	628.98	0.0%
New Application: 200+ pitches	654.57	654.57	0.0%	654.57	654.57	0.0%
Annual Fee: 1-5 pitches	0.00	0.00	0.0%	0.00	0.00	0.0%
Annual Fee: 6-24 pitches	285.90	285.90	0.0%	285.90	285.90	0.0%
Annual Fee: 25-99 pitches	343.08	343.08	0.0%	343.08	343.08	0.0%
Annual Fee: 100-199 pitches	457.44	457.44	0.0%	457.44	457.44	0.0%
Annual Fee: 200+ pitches	486.03	486.03	0.0%	486.03	486.03	0.0%
Annual Fee: Deposting Site Rules	50.00	50.00	0.0%	50.00	50.00	0.0%
Annual Fee: Variation/Transfer	250.00	250.00	0.0%	250.00	250.00	0.0%

2019/2020 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Private Water Sampling						
Risk Assessment - Commercial Premises	120.00	120.00	0.0%	120.00	120.00	0.0%
Risk Assessment - Domestic Premises	110.00	110.00	0.0%	110.00	110.00	0.0%
Sampling Visit	75.00	75.00	0.0%	75.00	75.00	0.0%
Investigation	100.00	100.00	0.0%	100.00	100.00	0.0%
Granting and authorisation	100.00	100.00	0.0%	100.00	100.00	0.0%
Bathing Water/Health & Safety Sampling	100.00	100.00	0.0%	100.00	100.00	0.0%
Analysis of Samples						
Taken under regulation 10 for small supplies and single dwellings (plus £75 Sampling visit)	100% of actual laboratory costs up to £25.00 maximum	100% of actual laboratory costs up to £25.00 maximum	n/a	100% of actual laboratory costs up to £28.00 maximum	100% of actual laboratory costs up to £28.00 maximum	n/a
Taken during check monitoring	80.00	80.00	0.0%	60.00	60.00	-25.0%
Taken during audit monitoring	28.00	28.00	0.0%	600.00	600.00	2042.9%
Bathing Water/Health & Safety analysis	35.00	35.00	0.0%	35.00	35.00	0.0%

2019/2020 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Environmental Protection - Local Air Pollution and Prevention Control (LAPPC) CHARGES subject to change pending notification from DEFRA							
Charges apply where relevant and are subject to change pending notification from DEFRA							
Application Fee							
Standard process	Outside Scope	1,650.00	1,650.00	4.5%	1,650.00	1,650.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	4.5%	1,188.00	1,188.00	0.0%
PVRI, SWOBs and Dry Cleaners	Outside Scope	155.00	155.00	4.7%	155.00	155.00	0.0%
PVR I & II combined	Outside Scope	257.00	257.00	4.5%	257.00	257.00	0.0%
Vehicle refinishers (VRs) and other Reduced Fee Activities	Outside Scope	362.00	362.00	4.6%	362.00	362.00	0.0%
Reduced fee activities: Additional fee for operating without a permit	Outside Scope	71.00	71.00	4.4%	71.00	71.00	0.0%
Mobile screening and crushing plant - not using simplified permit	Outside Scope	1,650.00	1,650.00	4.5%	1,650.00	1,650.00	0.0%
for the third to seventh applications	Outside Scope	985.00	985.00	4.5%	985.00	985.00	0.0%
for the eighth and subsequent applications	Outside Scope	498.00	498.00	4.4%	498.00	498.00	0.0%
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amount .							
Annual Subsistence Charge							
Standard process Low	Outside Scope	772.00 (+104.00)	772.00 (+104.00)	4.0%	772.00 (+104.00)	772.00 (+104.00)	0.0%
Standard process Medium	Outside Scope	1161.00(+15	1161.00(+156.	5.0%	1161.00(+15	1161.00(+156.	0.0%
Standard process High	Outside Scope	1747.00+(207.00)	1747.00+(207.00)	4.0%	1747.00+(207.00)	1747.00+(207.00)	0.0%
PVRI, SWOBs and Dry Cleaners Low/Med/High	Outside Scope	79.00/ 158.00/ 237.00	79.00/ 158.00/ 237.00	4.0%	79.00/ 158.00/ 237.00	79.00/ 158.00/ 237.00	0.0%
PVR I & II combined Medium component	Outside Scope	113.00/226.00/341.00	113.00/226.00/ 341.00	5.0%	113.00/226.00/ 341.00	113.00/226.00/ 341.00	0.0%
Vehicle refinishers (VRs) and other Reduced Fees Low/Med/High	Outside Scope	228.00/365.00/548.00	228.00/365.00/ 548.00	5.0%	228.00/365.00/ 548.00	228.00/365.00/ 548.00	0.0%
Mobile screening and crushing plant, for first and second permits Low/Med/High	Outside Scope	626.00/1034.00/1551.00	626.00/1034.0 0/1551.00	1.0%	626.00/1034.00/1551.00	626.00/1034.0 0/1551.00	0.0%
for the third to seventh permits Low/Med/High	Outside Scope	385.00/617.00/924.00	385.00/617.00/ 924.00	5.0%	385.00/617.00/ 924.00	385.00/617.00/ 924.00	0.0%
eighth and subsequent permits Low/Med/High	Outside Scope	198.00/316.00/473.00	198.00/316.00/ 473.00	5.0%	198.00/316.00/ 473.00	198.00/316.00/ 473.00	0.0%
Late Payment Fee	Outside Scope	52.00	52.00	4.0%	52.00	52.00	0.0%
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation							
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts.							

2019/2020 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Transfer and Surrender							
Standard process transfer	Outside Scope	169.00	169.00	4.3%	169.00	169.00	0.0%
Standard process partial transfer	Outside Scope	497.00	497.00	4.4%	497.00	497.00	0.0%
New operator at low risk reduced fee activity	Outside Scope	78.00	78.00	4.0%	78.00	78.00	0.0%
Surrender: all Part B activities	Outside Scope	0.00	-	N/a	0.00	-	N/a
Reduced fee activities: transfer	Outside Scope	0.00	-	N/a	0.00	-	N/a
Reduced fee activities: partial transfer	Outside Scope	47.00	47.00	4.4%	47.00	47.00	0.0%
Temporary transfer for mobiles							
First transfer	Outside Scope	53.00	53.00	3.9%	53.00	53.00	0.0%
Repeat following enforcement or warning	Outside Scope	53.00	53.00	3.9%	53.00	53.00	0.0%
Substantial Change							
Standard process	Outside Scope	1,050.00	1,050.00	4.5%	1,050.00	1,050.00	0.0%
Standard process where the substantial change results in a new PPC activity	Outside Scope	1,650.00	1,650.00	4.5%	1,650.00	1,650.00	0.0%
Reduced fee activities	Outside Scope	102.00	102.00	4.1%	102.00	102.00	0.0%
LAPPC mobile plant charges (not using simplified permits)							
1 or 2 Permits							
Application Fee	Outside Scope	1,650.00	1,650.00	4.5%	1,650.00	1,650.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	646.00/1034.00/1506.00	646.00/1034.0	0.0%	646.00/1034.00/1506.00	646.00/1034.00/1506.00	0.0%
3 to 7 Permits							
Application Fee	Outside Scope	985.00	985.00	4.5%	985.00	985.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	385.00/617.00/924.00	385.00/617.00/924.00	0.0%	385.00/617.00/924.00	385.00/617.00/924.00	0.0%
8 and Over Permits							
Application Fee	Outside Scope	498.00	498.00	4.4%	498.00	498.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	198.00/316.00/473.00	198.00/316.00/473.00	0.0%	198.00/316.00/473.00	=Y56	0.0%

2019/2020 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20
Environmental Protection - LA- IPPC CHARGES							
NB – every subsistence charge in the table below includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.							
Application Fee	Outside Scope	3,363.00	3,363.00	4.5%	3,363.00	3,363.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	4.5%	1,188.00	1,188.00	0.0%
Annual Subsistence LOW	Outside Scope	1,343.00	1,343.00	-3.0%	1,343.00	1,343.00	0.0%
Annual Subsistence MEDIUM	Outside Scope	1,507.00	1,507.00	-2.2%	1,507.00	1,507.00	0.0%
Annual Subsistence HIGH	Outside Scope	2,230.00	2,230.00	-0.1%	2,230.00	2,230.00	0.0%
Late Payment Fee	Outside Scope	52.00	52.00	4.0%	52.00	52.00	0.0%
Substantial Variation	Outside Scope	3,363.00	3,363.00	156.9%	3,363.00	3,363.00	0.0%
Transfer	Outside Scope	235.00	235.00	4.4%	235.00	235.00	0.0%
Partial Transfer	Outside Scope	698.00	698.00	4.5%	698.00	698.00	0.0%
Surrender	Outside Scope	698.00	698.00	4.5%	698.00	698.00	0.0%
In accordance with the legislation as specified by DEFRA, the Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the Council will be increased by £38.							

2019/2020 - FEES AND CHARGES							
PREMISES LICENSING							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Sexual Establishment							
Grant/ Annual Fee	Outside Scope	2,000.00	2000.00	0.0%	2,000.00	2000.00	0.0%
Variation to license	Outside Scope	1,000.00	1000.00	0.0%	1,000.00	1000.00	0.0%
Transfer of license	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Name Change	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Sex Shop	Outside Scope	153.00	153.00	0.0%	153.00	153.00	0.0%

2019/2020 - FEES AND CHARGES							
COMMUNICATIONS, PARTNERSHIPS AND ENGAGEMENT & SPORTING EVENTS							
All DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20
Inflatable Start and Finish Banner							
Hire of Inflatable Start and Finish Banner - Day Rate Self Collection and Return - maxium 3 day hire	Standard	104.00	124.80	4%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - additional day	Standard	104.00	124.80	4%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - Day Rate including delivery and collection up to 20 miles radius	Standard	207.00	248.40	4%	207.00	248.40	0%
Delivery Surcharge over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Timing System Hire - Single Day events up to 500 participants							
Timing System Hire, set up, delivery and collection up to 20 miles radius	Standard	520.00	624.00	4%	520.00	624.00	0%
Timing chip per entrant	Standard	0.25	0.30	0%	0.25	0.30	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Timing System Hire - Single Day Events over 500 participants							
Timing System Hire, set up, delivery and collection up to 20 miles radius and timing chip - fee per entrant	Standard	1.25	1.50	0%	1.25	1.50	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Bikeability Courses							
Level 1 Bikeability Course - 3 hrs (per head)	Exempt-0	25.00	25.00	0%	25.00	25.00	0%
Level 2 Bikeability Course - 4 hrs (per head)	Exempt-0	45.00	45.00	0%	45.00	45.00	0%
Level 3 Bikeability Course - 2 hrs (per head)	Exempt-0	40.00	40.00	0%	40.00	40.00	0%
Skipton Triathlon							
Early-bird/special offer race entry fee (individual) BT Member	Standard	31.67	38.00	3%	31.67	38.00	0%
Standard entry fee (individual) BT Member	Standard	35.83	43.00	2%	35.83	43.00	0%
Early-bird/special offer race entry fee (individual) Non -BT Member	Standard	34.17	41.00	2%	34.17	41.00	0%
Standard entry fee (individual) Non - BT Member	Standard	38.33	46.00	2%	38.33	46.00	0%
Early-bird/special offer race entry fee (team)	Standard	50.00	60.00	0%	50.00	60.00	0%
Standard entry fee (team)	Standard	58.33	70.00	0%	58.33	70.00	0%

2019/2020 - FEES AND CHARGES							
STRATEGIC HOUSING							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR FOSTER							
LHA rate charged may increase /or decrease if allowable Local Housing Association Rent Rate is amended - these are set by the Valuation Office Agency							
	V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase 19/20
Aireview House Rents							
Unit 1, Unit 1, Unit 2 ,Unit 3,Unit 4,Unit 5,Unit 6,Unit 7 & Unit 8 - per week							
Concierge	Exempt & Outside Scope	4.55	4.55	0%	37.73	37.73	729%
Service Charges	Exempt & Outside Scope	27.40	27.40	3%	44.68	44.68	63%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	80.55	80.55	0%	Removed in 19/20	Removed in 19/20	N/a
Base Rent (introduced 19/20)	Exempt & Outside Scope	Introduced 19/20	Introduced 19/20	N/a	81.88	81.88	N/a
Total Charge to Housing Benefits	Exempt & Outside Scope	112.50	112.50	1%	164.29	164.29	46%
Client Service Charge	Exempt & Outside Scope	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	137.00	137.00	1%	188.79	188.79	38%
Unit 9 (2 bed unit) - per week (Formerly unit 5)							
Concierge	Exempt & Outside Scope	4.55	4.55	0%	37.73	37.73	729%
Service Charges	Exempt & Outside Scope	33.14	33.14	-2%	47.24	47.24	43%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	97.81	97.81	0%	Removed in 19/20	Removed in 19/20	N/a
Base Rent (introduced 19/20)	Exempt & Outside Scope	Introduced 19/20	Introduced 19/20	N/a	95.00	95.00	N/a
Total Charge to Housing Benefits	Exempt & Outside Scope	135.50	135.50	-1%	179.97	179.97	33%
Client Service Charge	Exempt & Outside Scope	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	160.00	160.00	0%	204.47	204.47	28%

2019/2020 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2018/19 £ (inc. v.a.t if applicable)			% Increase 18/19	CHARGE 2019/20 £ (inc. v.a.t if applicable)			% Increase 19/20
			Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
Form LLC1 Only (Residential)		Outside Scope	29.00	29.00	23.50	0%	29.00	29.00	23.50	0%
Form LLC1 Only (Non Residential)		Outside Scope	43.50	43.50	35.67	N/a	43.50	43.50	35.67	0%
Form CON29R (Residential) individual questions can be asked, for the prices see below		Standard	107.85	107.85	N/A	0%	107.85	107.85	N/A	0%
Form CON29R (Non-Residential) individual questions can be asked, for the prices see below		Standard	172.15	172.15	N/A	N/a	172.15	172.15	N/A	0%
Form CON29R Only (Residential)		Standard	136.85	136.85	112.22	0%	136.85	136.85	112.22	0%
Form CON29R Only (Non-Residential)		Standard	215.65	215.65	176.83	N/a	215.65	215.65	176.83	0%
Con 290 (optional enquiries) Questions 1 - 22 (each)		Standard	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Additional Enquiries(Each)		Outside Scope	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Each extra parcel of land (CON29)		Standard	15.00	15.00	15.00	0%	15.00	15.00	15.00	0%
Extra parcel of land (LLC1) (each)		Outside Scope	15.00	15.00	15.00	0%	15.00	15.00	15.00	0%
Search in any part of the register		Outside Scope	5.50	5.50	5.50	0%	5.50	5.50	5.50	0%
'REFRESH' service. This will apply to a resubmission of a previous full Local Authority search (i.e. LLC1 and Con29R) providing any subsequent search meets the relevant criteria		Outside Scope - LLC1 & Standard - Con29R	95.00	95.00	95.00	0%	95.00	95.00	95.00	0%
Con290 enquiries on refresh searches are charged at the full price		Standard	21.00	21.00	N/a	0%	21.00	21.00	N/a	0%
Non-standard planning history search 1974 to date (Residential).		Outside Scope	17.50	17.50	N/a	N/a	17.50	17.50	N/a	0%
Non-standard planning history search 1974 to date (Non-Residential).		Outside Scope	35.00	35.00	N/a	N/a	35.00	35.00	N/a	0%
1.1 Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements? Bold Price is for Non-Residential.	(a) to (i) This information is publicly available. (a) to (i) Information also available by tailored report if required. Information available from 1/4/1974 to date. For information prior to this there will be an additional charge.	Outside Scope			(a) £3.50 / £7.00 (b) £3.50 / £7.00 (c) £3.50 / £7.00 (d) £3.50 / £7.00 (e) £3.50 / £7.00 (f) £0.75 / £1.25 (g) £0.75 / £1.25 (h) £0.75 / £1.25 (i) £0.75 / £1.25				(a) £3.50 / £7.00 (b) £3.50 / £7.00 (c) £3.50 / £7.00 (d) £3.50 / £7.00 (e) £3.50 / £7.00 (f) £0.75 / £1.25 (g) £0.75 / £1.25 (h) £0.75 / £1.25 (i) £0.75 / £1.25	0%
	(j) – (l) Full Building Control information is not currently available on public register. In the meantime information is available by tailored report only.	Outside Scope			(j) £4.00 / £8.00 (k) £4.00 / £8.00 (l) £4.00 / £8.00				(j) £4.00 / £8.00 (k) £4.00 / £8.00 (l) £4.00 / £8.00	0%
1.2 Planning Designations and Proposals What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan? Bold Price is for Non-Residential.	This information is publically available. Information also available by tailored report if required.	Outside Scope			£2.00 / £4.00				£2.00 / £4.00	0%
3.3. Drainage Matters 3.3(a–b) Bold Price is for Non-Residential.	Information also available by tailored report if required.				£4.00 / £8.00				£4.00 / £8.00	0%

2019/2020 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2018/19 £ (inc. v.a.t if applicable)			% Increase 18/19		CHARGE 2019/20 £ (inc. v.a.t if applicable)		
			Postal	Electronic (In House)	Electronic (via a third party)			Postal	Electronic (In House)	Electronic (via a third party)
3.5. Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail? Bold Price is for Non-Residential.	Information is also available by tailored report if required.	Outside Scope			£2.00 / £4.00	0%				£2.00 / £4.00 0%
3.7. Outstanding Notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this schedule:- Bold Price is for Non-Residential. (a) building works (b) environment (c) health and safety (d) housing (e) highways (f) public health		Outside Scope			(a) £0.80 / £1.60 (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.				(a) £0.80 / £1.60 (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.	0%
3.8. Contraventions of Building Regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations? Bold Price is for Non-Residential.	Information is also available by tailored report if required.	Outside Scope			£0.80 / £1.60					£0.80 / £1.60 0%
3.9. Notices, Orders, Directions and Proceedings under Planning Acts Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:- (a) enforcement notice (b) stop notice (c) listed building enforcement notice (d) breach of condition notice (e) planning contravention notice (f) other notice relating to breach of planning control (g) listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) building preservation notice (j) direction restricting permitted development (k) order revoking or modifying a planning permission (l) order requiring discontinuance of use or removal of building works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution? Bold Price is for Non-Residential.	(a) to (e) This information is publicly available. (a) to (e) This information is also available by tailored report if required. (f) to (l) This information is available by tailored report only. (m) This information is publicly available. (m) This information is also available by tailored report if required. (n) This information is available by tailored report only.	Outside Scope			(a) £1.00 / £2.00 (b) £1.00 / £2.00 (c) £1.00 / £2.00 (d) £1.00 / £2.00 (e) £1.00 / £2.00 (f) £1.00 / £2.00 (g) £1.00 / £2.00 (h) £1.00 / £2.00 (i) £1.00 / £2.00 (j) £1.00 / £2.00 (k) £1.00 / £2.00 (l) £1.00 / £2.00 (m) £1.50 / £3.00 (n) £1.50 / £3.00				(a) £1.00 / £2.00 (b) £1.00 / £2.00 (c) £1.00 / £2.00 (d) £1.00 / £2.00 (e) £1.00 / £2.00 (f) £1.00 / £2.00 (g) £1.00 / £2.00 (h) £1.00 / £2.00 (i) £1.00 / £2.00 (j) £1.00 / £2.00 (k) £1.00 / £2.00 (l) £1.00 / £2.00 (m) £1.50 / £3.00 (n) £1.50 / £3.00	0%
3.10. Community infrastructure levy (CIL) Bold Price is for Non-Residential.	This information is available by tailored report only.				£0.50 / £1.00					£0.50 / £1.00 0%
3.11. Conservation Areas Do the following apply in relation to the property:- (a) the making of the area a Conservation Area before 31 August 1974; or (b) an unimplemented resolution to designate the area a Conservation Area? Bold Price is for Non-Residential.	(a) and (b) This information is publicly available. FOC (a) and (b) This information is also available by tailored report.	Outside Scope			£1.60 / £3.20					£1.60 / £3.20 0%
3.13. Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm of pollution of controlled waters might be caused on the property). Bold Price is for Non-Residential.	This information is available by consulting the Contaminated Land Register. FOC This information is also available by tailored report.	Outside Scope			£1.60 / £3.20					£1.60 / £3.20 0%
3.15. Assets of Community Value Bold Price is for Non-Residential.	This information is also available by tailored report.	Outside Scope			£4.00 / £8.00					£4.00 / £8.00 0%

2019/2020 - FEES AND CHARGES								
WASTE MANAGEMENT SERVICES								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
		V.A.T Status	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc v.a.t where applicable)	% increase 18/19	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc v.a.t where applicable)	% increase 19/20
Bulky Waste								
Bulky Waste Collection: up to and including 3 items	Delegated Authority	Exempt	28.00	28.00	0%	30.00	30.00	7%
Bulky Waste Collection: additional items (charge per item)*	Delegated Authority	Exempt	8.00	8.00	0%	9.00	9.00	13%
Domestic Litter Bins								
Green 140L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	52.00	52.00	0%	52.00	52.00	0%
Green 240L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	40.00	40.00	0%	42.00	42.00	5%
Green 360L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	46.00	46.00	0%	48.00	48.00	4%
Blue/Brown (recycling) 140L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	0.00	No Charge	N/a	0.00	No Charge	N/a
Blue/Brown (recycling) 240L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	40.00	No Charge	N/a	40.00	No Charge	N/a
Litter Picking Equipment	Delegated Authority	Standard Rated	22.61	27.13	0%	22.61	27.13	0%
Garden Waste								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	32.50	32.50	10%	36.00	36.00	11%
Refuse Collection Private Work - Charges per hour								
Vehicle & Driver	Delegated Authority	Standard Rated	110.00	132.00	0%	113.00	136.00	3%
Vehicle & Driver + 1 operative	Delegated Authority	Standard Rated	180.00	216.00	0%	185.00	222.00	3%
Vehicle & Driver + 2 operatives	Delegated Authority	Standard Rated	250.00	300.00	0%	258.00	309.60	3%
Disposal Charges per disposal	Delegated Authority	Standard Rated	Determined by NYCC	Determined by NYCC	n/a	Determined by NYCC	Determined by NYCC	n/a
On Street Litter Bins								
Supply and Installation of Litter Bin	Delegated Authority	Outside Scope	At Cost + £30 fitting fee	At Cost + £30 fitting fee	7%	At Cost + £30 fitting fee	At Cost + £30 fitting fee	0%
MOT Testing								
MOT Private Test	Delegated Authority	Outside Scope	40.00	40.00	0%	42.00	42.00	5%

Craven District Council
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Broughton Road
Skipton
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BD23 1FJ

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If you would like this information in a way
which is better for you, please telephone
01756 706494.



INVESTOR IN PEOPLE



A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards.

This document is based upon [‘The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012’ \(as amended\)](#)

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

Outline Applications		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare

Householder Applications		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
New dwellinghouses (for <i>more</i> than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse

Continued on next page...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000

Continued on next page...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m	£2,580
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£234
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000

Continued on next page...

Applications other than Building Works continued...		
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

Continued on next page...

Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96

Continued on next page...

Prior Approval continued...	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due

Continued on next page...

Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£234
Request for confirmation that one or more planning conditions have been complied with	£34 per request for Householder otherwise £116 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462

Advertising	
Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

Application for a Non-material Amendment Following a Grant of Planning Permission	
Applications in respect of householder developments	£34
Applications in respect of other developments	£234

Application for Permission in Principle (valid from 1 June 2018)	
Site area	£402 for each 0.1 hectare (or part thereof)

Continued on next page...

Concessions
Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.
Exemptions from payment
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing: <ul style="list-style-type: none"> Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or Facilities designed to secure that person's greater safety, health or comfort.
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> For a withdrawn application: Within 12 months of the date the application was received For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

Continued on next page...

Concessions continued...

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

Prior Approval for a Proposed Larger Home Extension

Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.

ENDS

Policy Committee – 4th December 2018

REVENUE BUDGET MONITORING REPORT - QUARTER 2 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 2 review of income and expenditure to the end of September 2018.

2. Recommendations

- 2.1 Members to note the Revenue Budget position as at 30th September 2018.
- 2.2 Members note the £9k 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.
- 2.4 Members approve the supplementary estimate of £85k from the Planning Reserve, to fund the External Service costs associated with the Local Plan.
- 2.5 Members approve the transfer of a proportion of the current balance of the revenue budget surplus to earmarked reserves. The allocations to be delegated to the Chief Finance Officer (S151 Officer).

3. Background Information

- 3.1 On 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 2 Financial Performance – Revenue Budget

- 4.1 Based on the September Budget Monitoring exercise the Council's performance against budget is a forecasted underspends of £234k for the financial year. However, the volatility of the Councils 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 Q2 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 £165k, this includes the £9k 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 2 performance, net forecasted underspends in staffing costs are £183k. This consists of salary cost underspends equal to £420k, in all services, being offset by spending on Agency staff usage, in some services, of £237k.
- 4.5 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 Q3. The council carries a vacancy factor of £70k to be offset by such savings. Appendix C shows the detailed breakdown of the Services using Agency staff and in those service's salary costs
- 4.6 Some of the Savings presented with the Salaries are attributed to the employment of Trainees or Modern Apprentices, fulfilling the substantive of a vacancy. The Council is currently part of the Modern Apprentice Scheme and as such has access to Government funding to contribute towards the training of these staff members. There are currently 10 trainee or Modern Apprentice employees across Council Services, these include Planning, Finance, Information Services and The Business Support Service employs a Pool of Modern Apprentices that can be utilised by other departments. The employment of staff who are develop skills and knowledge as they contribute

to the Service's team objectives, is essential to the succession planning of the Council.

4.7 Enterprising Craven:

- ✓ A receipt of unexpected Grant Funding from the DCLG for Housing Initiatives, Custom Builds and Brownfield Site register totalling circa £66k.
- ✓ Reduced operational cost of the Town Hall resulting from its closure for capital works.

4.8 Resilient Communities:

- ✓ Unexpected additional grant income totalling 50K. for Revenues & Benefits.
- X NNDR higher than budgeted for the High Street Car Park – due to significant reduction in the transitional rate relief in 18/19.
- ✓ Sponsorship from Friends of Airville Park brought forward from previous financial year of 39K.
- ✓ High increase of income for Trade Waste of 51K however this leads to increase in cost of expenditure.
- X Contributions of 34.5K to the Great Place Project increasing the Economic Development budget.

4.8 Financial Sustainability:

- X Equipment and Maintenance has been overspent on various properties, totalling circa £20k.

4.9 Corporate

At the end of the Quarter 2 the Corporate Costs outside the Net Cost of Service are forecasting as expected. The Investment Income is forecasted to achieve an outturn of £150k (£93k at Q1). This is due to there being more cash available to invest than originally forecast and the achievement of better rates than those anticipated.

4.10 Projected financial performance at the end of Q2 is summarised in Table 1 overleaf....

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

	Original Budget 2018/19 £	Revised Budget 2018/19 £	Forecast Outturn 2018/19 £	(Under)/ Overspend 2018/19 £	%	Paragrap h ref.
<u>Council Priority</u>						
Enterprising Craven	470,625	548,766	485,551	(63,215)	11.52%	4.5
Resilient Communities	1,825,786	1,801,408	1,800,391	(1,017)	0.06%	4.6
Financial Sustainability	3,420,247	3,435,125	3,322,343	(112,782)	3.28%	4.7
Total Service Related Costs per Priority	5,716,658	5,785,299	5,608,285	(177,014)		
<u>Corporate Costs</u>						
Investment Income	(92,820)	(92,820)	(150,000)	(57,180)	61.60%	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	66,868	66,868	0		4.8
Net Revenue Budget Before Contributions	6,788,688	7,469,794	7,235,600	(234,194)	3.14%	
Transfers to/from reserves, NHB & Grant	(1,355,820)	(2,031,927)	(2,031,927)	0		
Total Revenue Budget 2017/18	5,432,868	5,432,867	5,198,673	(234,194)	4.31%	
Amount to met by C. Tax & Business Rates	(5,432,869)	(5,432,869)	(5,432,869)	0		

4.11 Within Q2 there has been a request for a supplementary estimate (recommended approval in this report, 2.4) to fund the costs associated with moving the Local Plan forward into its final stages and inspection. It is also proposed in this report to repay the draw down on the Planning Reserve, from the surplus forecasted at the end of September 2018.

4.12 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.

- 4.13 Appendix B details the summary of the current Savings plan information at 30th September 2018. The target for 2018/19 is currently £300k. The projects that have been achieved by Q2 are shown in the green savings and total £12k. Of the £12k, £9k of Green savings achieved in Q2 are included in the £214k forecasted underspend and will be reflected in a revision to the budget ahead of the Quarter 3 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.

4.14 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.

4.15 Waste Collection:

The Original Budget for the Domestic Waste Collection was £708k. The current forecasted outturn is £796k; this is a variance of 12.43%. 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 Q3.

4.16 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2018/19 there was £426k allocated for the payment for processing the recyclable commodities collected by the Council. The latest forecast remains at £415k, 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 and Q1 2018/19 data, so once Q2 data is received this forecast may change. This will be updated at the Q3 report.

4.17 Planning Application Fees

The Original Budgeted income for planning fees was £419k. The Budget Setting report indicated what the effects of adverse variances may be, up to 10%. The 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 Q3 report.

4.18 Skipton Town Hall

The original budget for Town Hall income was £150k. The current total forecast is £136k. The Budget Setting report listed this risk as a high impact and fortunately these income streams are currently forecasting overachievement of the target.

4.19 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

September these were 3.2% 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.

- 4.20 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.21 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 4.22 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix D.
- 4.23 Business Rates:
The Council is continuing its membership of the North Yorkshire Business Rates Pool in 2018/19.
- 4.24 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 Q2 is still estimated to be £1,600k. It is assumed that any surpluses will be transferred into the Business Rates Reserve.
- 4.25 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 £1,088k means an estimated balance at 31st March 2018 of £4,823k. The details are shown in table 2.

- 5.5 It is proposed that some of the Q2 Revenue Surplus be transferred to earmarked reserves. £85k to the Planning Reserve, to offset the supplementary estimate proposed in this report. £9k from the Income & Savings Plan to the Enabling Efficiencies fund. £50k into the Vehicle Replacement Fund, to ensure the vehicles can facilitate the introduction of a Weight based charging system.

Table 2: 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	-	-	(85)	390
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)	0
Elections Reserve	35	-	(7)	-	28
Partial Exemption Reserve	800	-	-	(82)	718
Other	89	-	-	-	89
Total Earmarked Reserves	6,342	553	(984)	(1,088)	4,823

(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 £2,072k means an estimated balance at 31st March 2018 of £4,823k.

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 – Agency usage and Salary provision.

Appendix D – 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)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	470,625	78,141	548,766	485,551	(63,215)	11.52%	
A3	Resilient Communities	1,825,786	(24,378)	1,801,408	1,800,391	(1,017)	0.06%	
A4	Financial Sustainability	3,420,247	14,878	3,435,125	3,322,343	(112,782)	3.28%	
Total Service Related Costs		5,716,658	68,641	5,785,299	5,608,285	(177,014)		

Corporate Costs

Investment Income	(92,820)	0	(92,820)	(150,000)	(57,180)	61.60%	
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	(13,132)	61,868	61,868	0	0.00%	£5k to Corporate Training and £8k to fund BID Levy costs (unbudgeted)
Net Revenue Budget Before Contributions	6,788,688	676,106	7,464,794	7,230,600	(234,194)	3.14%	
Transfers to/from reserves, NHB & Grant	(1,355,820)	(676,107)	(2,031,927)	(2,031,927)	0	0.00%	
Total Revenue Budget 2017/18	5,432,868	(1)	5,432,867	5,198,673	(234,194)	4.31%	
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)/Overspend 2018/19 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	284	(3,725)	(3,441)	(5,190)	(1,749)	50.83%	Reduction in salaries due to staff leaving.
Liquor Licencing	(28,812)	(3,725)	(32,537)	(35,026)	(2,489)	7.65%	Reduction in salaries due to staff leaving.
Street Signs & GIS	51,514	0	51,514	31,193	(20,321)	39.45%	£15k Increase in income.
Historic Buildings	3,000	0	3,000	7,026	4,026	134.20%	Increase in external services
Building Control - Non Fee Earning	37,612	0	37,612	36,850	(762)	2.03%	
Building Control - Fee Earning	(48,938)	0	(48,938)	(29,438)	19,500	39.85%	£15k reduction in income.
Local Plan	197,371	85,000	282,371	275,784	(6,587)	2.33%	
Local Land Charges	(83,888)	0	(83,888)	(82,400)	1,488	1.77%	
Development Control	94,832	0	94,832	127,557	32,725	34.51%	£99k overspend in agency staff only partially set off by a £51k saving in salaries & related
Planning (Service unit)	0	0	0	(66,925)	(66,925)	#DIV/0!	£70k DCLG grant given for Self- & Custom-build Housing initiatives and Brownfield Site Register Grant
Total Cultural Services incl. Museum & Skipton TH	207,910	591	208,501	186,620	(21,881)	10.49%	Reduced operational cost of the building resulting from its closure for capital works
Total Arts Development	39,740	0	39,740	39,500	(240)	0.60%	
Total Enterprising Craven	470,625	78,141	548,766	485,551	(63,215)		

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	38,353	(995)	2.53%	
Customer Services	286,409	0	286,409	279,994	(6,415)	2.24%	
Revenues & Benefits Services (Including Cost of Collection)	126,987	0	126,987	49,417	(77,570)	61.08%	£50k additional grant income. Savings in salaries and related due to a vacant post.
Partnerships & Communications and Sporting Events	164,650	(18,490)	146,160	138,940	(7,220)	4.94%	
Democratic Services	94,101	0	94,101	88,648	(5,453)	5.79%	
Democratic Representation	182,242	0	182,242	181,659	(583)	0.32%	
Elections	84,975	0	84,975	103,114	18,139	21.35%	Not enough budget for salaries in Elections and too much budget for salaries in Electoral registration
Electoral Registration	69,067	0	69,067	54,709	(14,358)	20.79%	See above
Shared Ownership Scheme	(38,100)	0	(38,100)	(37,506)	594	1.56%	
Joint Venture	0	0	0	0	0	#DIV/0!	Additional Investment of Capital re Craven Barnfield Regeneration
Car Parks	(1,188,817)	2,782	(1,186,035)	(1,157,002)	29,033	2.45%	Overspend due to paying more NNDR than budgeted
Public Conveniences	56,234	(10,790)	45,444	56,659	11,215	24.68%	Overspend due to maintenance
Amenity Areas/Aireville Park	106,102	0	106,102	67,407	(38,695)	36.47%	Sponsorship brought forward from previous financial year.
Private Garage Sites	(30,712)	0	(30,712)	(30,683)	29	0.09%	

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
Community Services (Credit Unions)	3,165	0	3,165	3,165	0	0.00%	
Refuse Collection - Domestic	707,620	0	707,620	796,114	88,494	12.51%	£65k overspend in Salaries & related. £23k increase in External Services due to rental vehicle.
Refuse Collection - Commercial	(197,477)	0	(197,477)	(214,358)	(16,881)	8.55%	£51k increase in income. £34k increase in cost of trade waste expenditure
Street Cleansing	334,850	0	334,850	328,197	(6,653)	1.99%	
Recycling	280,223	0	280,223	245,948	(34,275)	12.23%	£25k savings to salaries & related. £11k savings to disposal fees.
Clean Neighbourhoods	87,204	0	87,204	87,682	478	0.55%	
Mechanics Workshop	(2,171)	0	(2,171)	1,268	3,439	158.41%	An increase in salaries.
Waste Management Service Unit	233,242	0	233,242	229,804	(3,438)	1.47%	
Garden Waste Scheme	(125,637)	0	(125,637)	(112,521)	13,116	10.44%	£29k increases in salaries & related and agency fees. £16k increase in income.
Environmental Health Services	294,744	0	294,744	283,190	(11,554)	3.92%	
Flooding	0	0	0	0	(0)		
Aireview House	50,065	0	50,065	47,824	(2,241)	4.48%	
Homelessness	282,660	(40,840)	241,820	233,150	(8,670)	3.59%	
Private Sector & Housing Enabling	46,460	42,340	88,800	45,150	(43,650)	49.16%	Underspend due to vacant posts
Housing Service Unit	22,824	(1,500)	21,324	21,320	(4)	0.02%	
Total Economic Development	292,720	0	292,720	327,050	34,330	11.73%	£34,600 CDC contribution to Great Place project
Total Leisure Services	(17,337)	2,120	(15,217)	49,016	64,233	422.12%	A £100k increase in salary & related & timesheet work. This was due to poor budget setting forecasting lower costs than actual.
Total Bereavement Services	(419,855)	0	(419,855)	(405,318)	14,537	3.46%	
Total Resilient Communities	1,825,786	(24,378)	1,801,408	1,800,391	(1,017)		

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)/Over spend 2018/19 (+ve)/-ve £	% Variance	Comments
CLT	482,204	0	482,204	463,615	(18,589)	3.86%	Savings to salaries & related. Budgeted wages higher than actuals.
Business Support	199,097	7,449	206,546	172,752	(33,794)	16.36%	Savings in salaries & related-staff leaving & vacant post
Human Resources & Training	144,820	5,000	149,820	144,053	(5,767)	3.85%	
Legal Services	123,463	39,759	163,222	171,022	7,800	4.78%	£32k savings to salaries & related. overspend in external services due to costs of legal service manager, being funded from savings in other services
Corporate Costs	818,273	0	818,273	891,221	72,948	8.91%	Vacancy provision
Financial Services	508,137	0	508,137	431,791	(76,346)	15.02%	Savings re salaries & related-Due to staff leaving/unfilled posts
Properties; Misc, Bus, Depots, BVS, SU, Estates	611,358	2,430	613,788	633,462	19,674	3.21%	An increase in equipment and maintenance.
ICT & Transformation	532,895	(39,760)	493,135	414,427	(78,708)	15.96%	
Total Financial Sustainability	3,420,247	14,878	3,435,125	3,322,343	(112,782)		

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2018/19 - 2021/22 v6 at October 2018

Key:

Green

Income / Savings achieved - low risk

Reporting Spreadsheet

Income Generation/Cost Savings Ideas		RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Serv Ref	Description				2018/19	2019/20	2020/21	2020/21						
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
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
Fi	External Audit Fee Savings as a consequence of PSAA negotiations	Green	H	L	5,000	5,000	5,000	5,000	N	N	PSAA have renegotiated the external audit contracts and savings are being handed back to LA's on an annual basis until March 2019 when the new contracts commence. The reductions are included in the base for the new contracts.	Patrick Mulligan	Nicola Chick	James Hordern
IT	Network / Firewall Replacement	Green	H	H	2,000	2,000	2,000	2,000	N	N	Complete	John Dawson	Paul Ellis	Darren Maycock
PrSe	Estate Rationalisation	Green	H	H	2,000	2,000	2,000	2,000	Y	N	Crosshills Toilets, Wilson Street Sutton and Embsay Car Park all disposed	Patrick Mulligan	Paul Ellis	Darren Maycock
TOTAL GREEN SAVINGS					11,780	11,780	11,780	11,780						
TOTAL ALL SAVINGS					65,680	160,180	251,180	261,180						

Total Green 11,780 11,780 11,780 11,780

Previous Month Figures Green 7,780 7,780 7,780 7,780

Budget Gap 299,000 409,000 655,000 737,000
Savings To Target Impact Amber & Greens 236,320 394,820 572,820 872,820

Target 300,000 500,000 700,000 1,000,000

Agency Budget Analysis of Services and Forecasted Spend in Salaries;

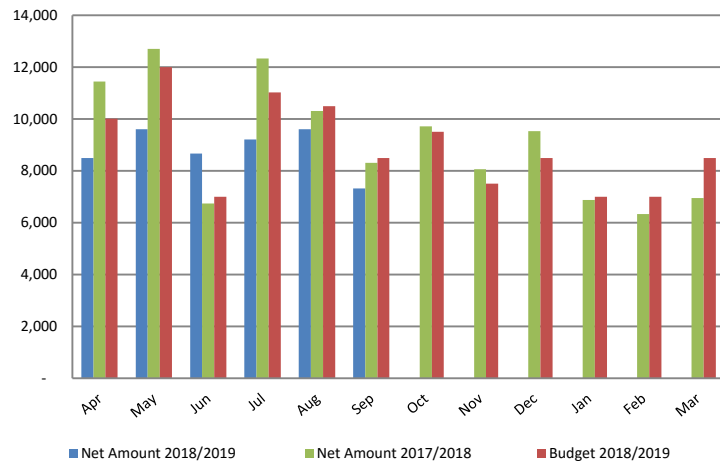
Agency Actual as at Q2 2017/18 £	Agency Actual Outturn 2017/18 £	Service	Agency Actual as at Q1 2018/19 £	Agency Actual as at Q2 2018/19 £	Agency Revised Budget as at Q2 2018/19 £	Agency Variance End Sept 18 -ve/+(ve) £	Agency Revised Full Year Budget 2018/19 £	Agency Forecast Outturn 2018/19 £	Agency Forecast (Under)/Over spend 2018/19 £	Salaries Forecast (Under)/Over spend 2018/19 £	Reason for Agency Appointment
423	-	Craven Leisure	8,961	-	-	-	-	-	-	2,438	
-	20,225	Revive - Craven Leisure Cafe	-	29,726	-	29,726	-	42,767	42,767	(21,119)	Covering Chef Role - intention to recruit permanently in the New Year
10,550	15,057	Bereavement Services	-	-	-	-	-	-	-	(14,956)	
31,206	63,547	Refuse Collection-Domestic	7,126	32,093	15,000	17,093	30,000	50,000	20,000	45,559	covering Waste Management operational roles
22,917	46,252	Refuse Collection-Commercial	1,939	5,805	-	5,805	-	13,545	13,545	(21,059)	covering Waste Management operational roles
16,818	32,812	Street Cleansing	15,716	31,371	-	31,371	-	40,000	40,000	(40,330)	covering Waste Management operational roles
19,306	28,178	Recycling	959	959	-	959	-	1,000	1,000	(22,042)	covering Waste Management operational roles
-	-	Assets & Commercial Services	5,400	18,113	-	18,113	-	32,400	32,400	(57,012)	Fulfilling Surveyor Role
17,312	40,634	Garden Waste Service	9,309	13,881	-	13,881	-	18,995	18,995	10,044	covering Waste Management operational roles
83,000	158,380	Planning Policy	31,190	77,367	-	77,367	-	81,178	81,178	(78,923)	Planning Policy cover
6,139	13,255	Development Control	34,896	66,117	5,500	60,617	11,000	110,000	99,000	(51,114)	Planners dealing with a wide caseload of all types of planning applications. Both on 3 month contracts.
-	-	Legal Services	13,254	38,626	39,759	(1,133)	39,759	80,000	40,241	(32,325)	Covering Legal Services Manager maternity absence.
-	-	Financial Services	-	6,375	23,000	(16,625)	23,000	24,375	-	(74,106)	Covering Senior Accountant role until trainee started in mid September, also providing resilience to get budget prepared.
211,638	423,550		128,750	320,433	83,259	237,174	103,759	494,260	389,126	(347,804)	

Parking Fees April - Sept 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 2018/2019 £	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	£9,212	£12,326	£11,021	£11,499	£10,610	£10,705	£44,078	£42,178	£40,994	£57,047	£62,240	£61,007	£1,809	£1,643	£1,700
August	£9,602	£10,302	£10,497	£12,800	£11,935	£11,994	£51,552	£50,702	£48,007	£63,933	£60,892	£63,578	£1,563	£1,648	£1,599
September	£7,313	£8,311	£8,496	£10,076	£10,903	£11,005	£40,263	£42,886	£40,451	£53,932	£57,572	£55,490	£1,688	£2,034	£1,801
October															
November															
December															
January															
February															
March															
	£52,890	£61,810	£59,012	£66,267	£65,717	£65,680	£259,176	£241,627	£234,902	£336,667	£342,501	£338,519	£10,275	£10,137	£9,399
Variance	(8,920)		(6,122)	(550)		(587)	17,549		24,274	(5,834)		(1,852)	£138		£876

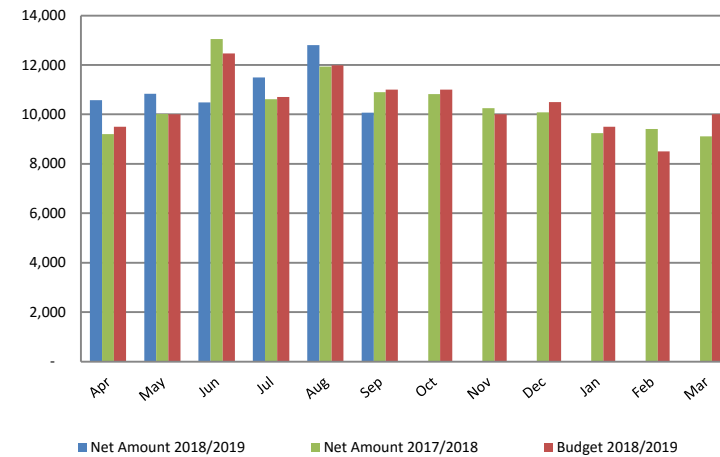
2018/19	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	Amount 2018/2019 £	Amount 2017/2018 £	Budget 2018/2019 £	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	£5,124	£5,699	£5,701	£6,706	£6,458	£6,301	£3,454	£2,710	£2,499	£2,767	£2,542	£2,500	£5,121	£1,586	£4,500
August	£6,889	£6,545	£6,491	£8,487	£7,124	£7,505	£5,201	£2,560	£2,499	£2,630	£4,003	£3,002	£6,310	£5,191	£5,006
September	£5,304	£5663	£5,701	£5,398	£6,020	£5,798	£3,243	£4,335	£2,499	£1,865	£1,431	£2,000	£4,376	£4,857	£5,001
October															
November															
December															
January															
February															
March															
	£33,097	£34,063	£34,200	£39,025	£36,658	£36,603	£20,434	£16,826	£14,099	£14,692	£13,638	£12,700	£30,057	£11,634	£26,507
Variance	(966)		(1,103)	2,367		£2,422	3,607	of 20	6,335	1,054		1,992	15807 4173		3,550

Cavendish Street



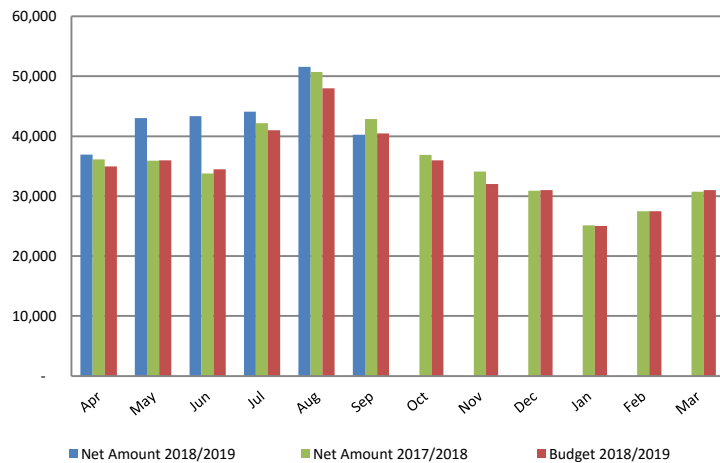
Comments: Income decreased by 14.29% (£8,920) over same period last Year and down by 10.22% (£6,122) on budget

Waller Hill



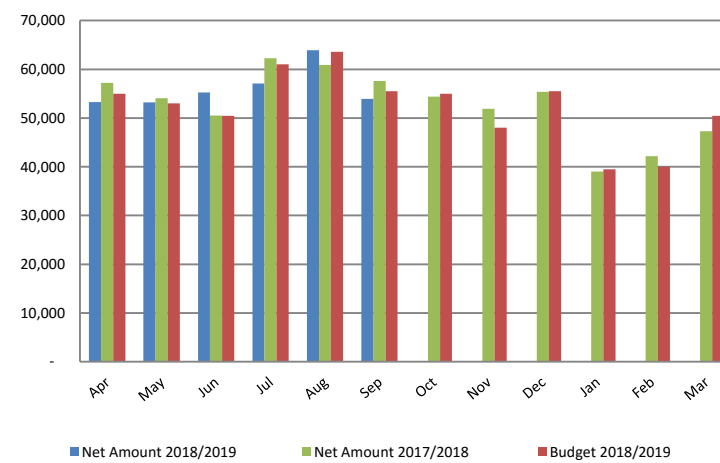
Comments: Income increased by 0.84% (£550) over same period last year and up by 0.89% (£587) on budget

Coach Street

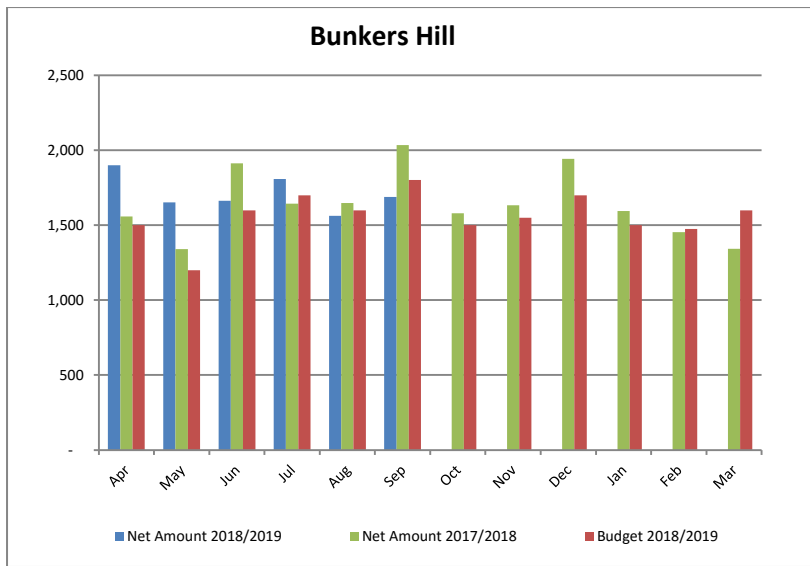


Comments: Income increased 7.26% (£17,549) over same period last year and up by 10.33% (£24,274) on budget

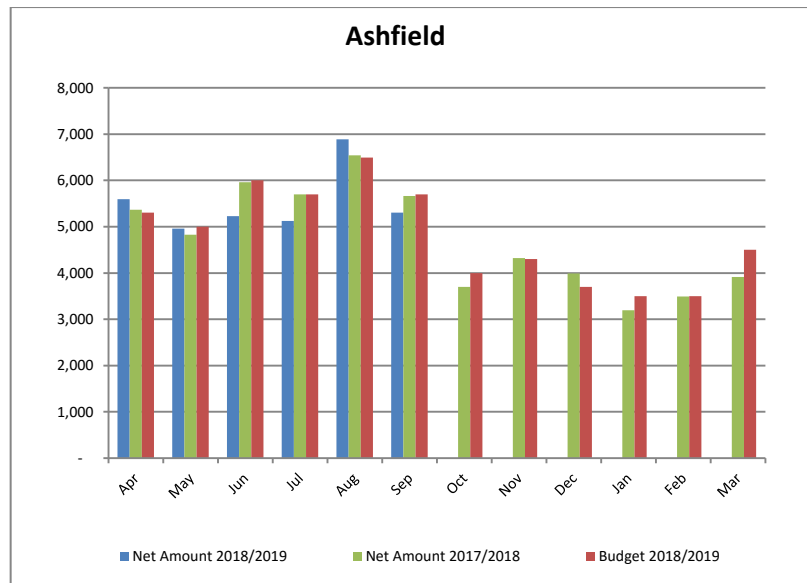
High Street



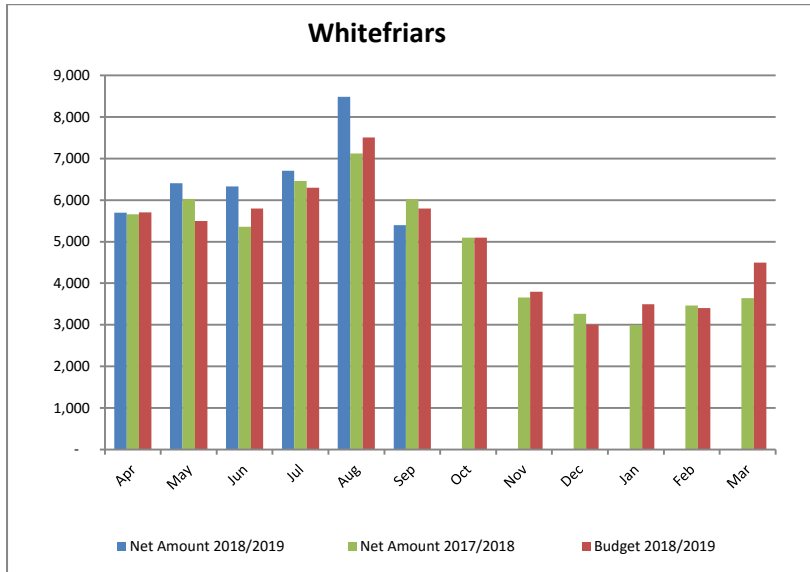
Comments: Income decreased by 1.7% (£5834) over same period last year and down by 0.55% (£1,852) on budget



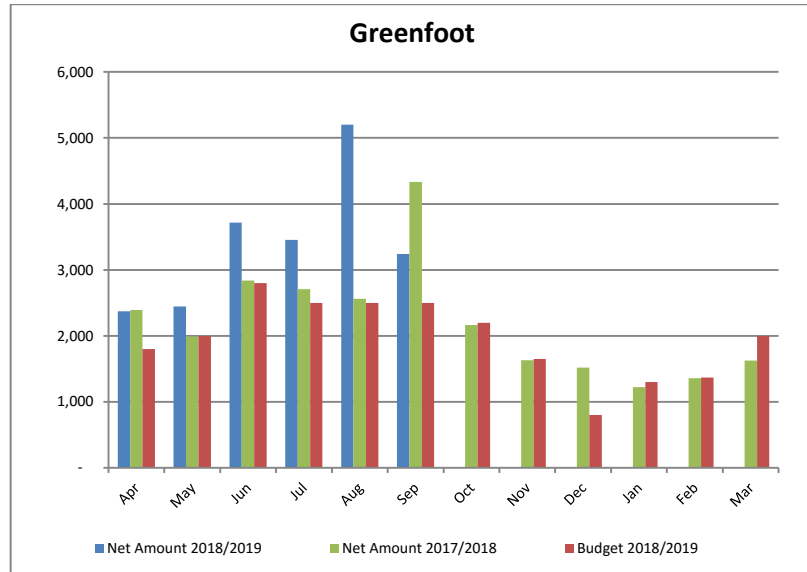
Comments: Income increased by 1.36% (£138) over same period last year and up by 10.02% (£876) on budget



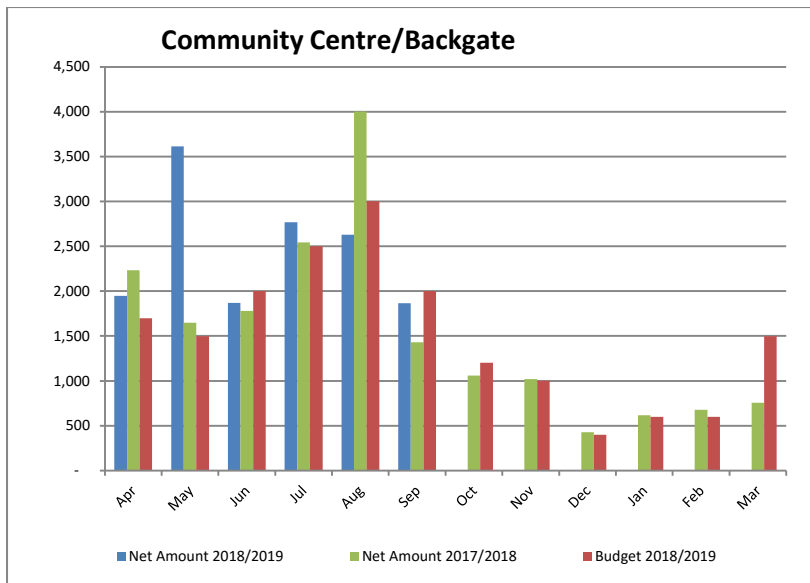
Comments: Income decreased by 2.83% (£966) over same period last year and down by 3.23% (£1103) on budget



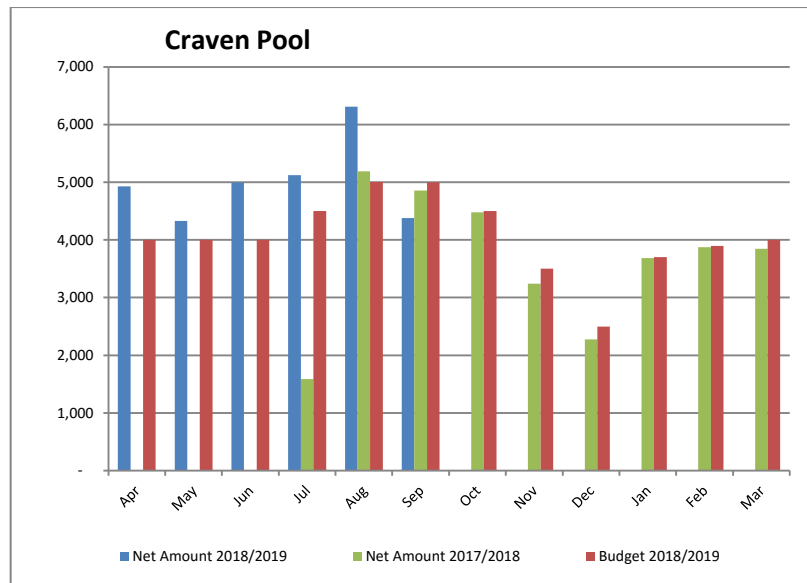
Comments: Income increased by 6.45% (£2,367.) over same period last year and up by 6.61% (£2,422) on budget



Comments: Income increased by 21.44% (£3,608) over same period last year and up by 44.93% (£6,335) on budget



Comments: Income increased by 7.72% (£1,054) over same period last year and up by 15.68% (£1,992) on budget

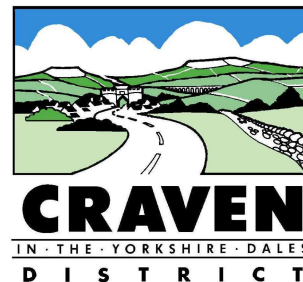


Went live 17th July 2017

Compared from July, Aug, Sept 17 to same period this year. Income increased by 35.86% (£4,173) Budget compared fully up by 13.39% (£3350)

Policy Committee – 4th December 2018

Q2 CAPITAL PROGRAMME MONITORING REPORT – 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 2 review of income and expenditure to the end of September 2018.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2018/19 capital programme as at the 30th September 2018.
- 2.2 Members Approve the Virement of funds equalling £7k to the Car Parking Machine Project, to fund the replacement card hardware so they comply with the latest, unforeseen changes to Banking regulations. It is to be funded from the Car Park Maintenance Project.
- 2.3 Members note the 2018/19 Capital Programme and the proposed funding - including the Supplementary Estimates for new projects agreed in Q2.

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 £2,085k. £96k for the digitisation and archiving of the Council's paper records. £720k for the Skipton Waterfront scheme and Water management Project on Ings Beck and Gallow Syke, but this has now been deferred to the 2019/20 programme. £1,187k for shared ownership builds and the £82k for the Cremator project. In addition, there was a supplementary estimate for £7k, for the Car Parking Machine Hardware update, however this is being funding from surplus on another project so adds no further costs to the programme. This gave a total

Capital programme of £9,954k.

4. Quarter 2 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, £82k for the VAT on the cremator project and £1,187k for shared ownership builds. As part of this report, there is an additional request for £7k for the Car Parking Machine Project, to be funded with the already agreed programme. 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 September expenditure on the programme was £1,065k.

Table 1: Planned Capital Programme Performance

	Approved Revised Programme 2018/19 £	Expenditure to end of Quarter 2 2018/19 £	Forecasted Outturn 2018/2019 £
Council Properties	2,671,838	444,010	2,671,838
ICT	290,211	34,349	264,705
Private Sector Hsg & Empty Homes	2,041,507	586,587	1,558,959
Recreation & leisure	4,779,940	-	3,834,940
Town / Village Plans	62,643	-	62,643
Vehicle	107,000	-	20,000
Total Capital Programme Costs	9,953,139	1,064,946	8,413,085

- 4.3 The £1,540k difference between the revised programme and the forecasted outturn is made up of projects that are all going to be slipped into the 2019/20 programme. £320k and £400k for the Skipton Canal waterfront and Ings Beck/Gallow Syke works projects. £87k on the vehicle replacement programme, £225k for the Leeds & Liverpool Canal improvements and £17k for the Asset Management System. There is also forecasted carry forward of the Shared Ownership funding allocation of £483k. Also contributing to this is the carry forward of the £12k for the I-trent improvements, but no further details are known at the stage. This is reduce by the overspend on the Computer Replacement programme of £3k.

- 4.4 The Payroll System improvement project is to be ceased, with the latter phase of rolling out a self-service function being terminated. The reason for the cessation of this project is due to the efficiencies anticipated as a result of the work, are not as beneficial as first thought. 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	1,761	1,041	1,041
In Year resources - (Capital Grants/receipts received)	1,237	664	715	720
Use of in Year Capital grants	1,351	1,284	615	670
Use of Capital Receipts	1,895	100	100	50
Total Use of Capital Resources	3,246	1,384	715	720
Contribution From NHB Reserve	274	225	-	-
Contribution From Enabling Efficiencies Reserve	12	-	-	-
Contribution From Vehicles Reserve	20	187	220	-
Contribution from IT Reserve	265	57	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)	1,000	-	-	-
Total Use of Reserves/Borrowing	5,167	513	270	-
Forecasted Capital expenditure in year as per Appendix A	8,413	1,897	985	720
Capital Receipts at end of Year (CRR)	1,761	1,041	1,041	1,041

- 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 Q2 costs of £325k has 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 – Accountancy Services Manager
Telephone: 01756 706316
E-mail: JHordern@cravendc.gov.uk

10. Appendices

Appendix A – Capital programme detailed analysis

Capital Programme 2018/19

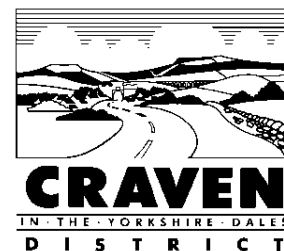
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q2 2018/19 £	Remaining Budget 2018/19 £	Forecast Outturn 2018/19 £	Q2 Comments - including timeline for procurement and delivery & Justification
Financial Management	Payroll System improvements	James Hordern	6200		12,000		12,000	-	12,000	-	Project to be incorporated into a wider implementation of a HR module for the system instead. Budget will not ne required for this item.
Assets & Commercial Services - Property	Integrated Asset Management System	Darren Maycock	6277	16,550			16,550	-	16,550	-	This project will not be delivered within the current financial year, slipped to 2019/20
Assets & Commercial Services - Property	Redevelopment of Town Hall/Museum HLF	David Smurthwaite	6032	136,000	371,702		507,702	145,092	362,610	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	8,253	61,747	70,000	Completion planned for Q4
Information Services	Computer Replacement Programme	Darren Maycock	6210	20,000			20,000	23,044	(3,044)	23,044	Project Complete, overspend to be reviewed incorrect allocation of budget to be recoded, budget is to plan.
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	Under Review completion TBC
Information Services	IDOX Implementation	Darren Maycock	6266		24,881		24,881	3,052	21,829	24,881	Completion planned for Q4, remaining area Planning Policy
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Darren Maycock	6050 PC04		74,880		74,880	-	74,880	74,880	Scheduling work underway completion TBC
Information Services	Digitisation and Archiving Project	Darren Maycock	TBC			96,000	96,000	-	96,000	96,000	Completion planned for Q4, procurement exercise currently 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	Cremator replacement	Hazel Smith	6049	1,000,000		82,000	1,082,000	264,650	817,350	1,082,000	The first cremator has now been replaced and is operational. The second cremator works have commenced together with additional building works requirements. The changes required to the catafelque and hatch have been completed. The project remains on target for completion in February 2019.
Assets & Commercial Services - Car Parking	Parking payment machine replacement	Hazel Smith	6009	40,000		6,911	46,911	33,068	13,843	46,911	Order placed with delivery & installation anticipated by December 2018. Remaining funds together with underspend from 6010 (now vired to 6009) are to be used to ensure the required card payment hardware replacement recently imposed can be delivered. Order placed for replacement card payment hardware. Completion anticipated by March 2019.
Assets & Commercial Services - Car Parking	- 4 Year programme of maintenance of the Council Car Parks	Hazel Smith	6010	9,000		(6,911)	2,089	-	2,089	2,089	Current maintenance requirements have been completed with the remainder of the budget being vired to 6009 to ensure required card payment hardware can be replaced due to banking regulation changes.
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113	225,000			225,000	-	225,000	225,000	tender process completed, contract awarded and order placed. Installation scheduled for December 2018.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q2 2018/19 £	Remaining Budget 2018/19 £	Forecast Outturn 2018/19 £	Q2 Comments - including timeline for procurement and delivery & Justification
Communication & Engagement	New Playground at Aireville Park	Darren Maycock / 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	-	Confirmation of grant funding from the European Agriculture Fund for Rural Development (EAFRD) expected in November 2019. On-site works scheduled to be carried out in 2019/20.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138		62,643		62,643	-	62,643	62,643	Designs for the refurbishment of the village centre pedestrian signs being finalised with the Parish Council. Work on schedule for completion in March 2019.
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC			320,000	320,000	-	320,000	-	Final designs with bill of quantities produced. Preparation of invitation to tender due to commence in November 2018 for delivery in 2019/20.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC			400,000	400,000	-	400,000	-	Following feedback from the Environment Agency and North Yorkshire County Council (Flood Authority) application for permits to carryout the work underway. Work is on schedule to commence procurement in February 2019.
Assets & Commercial Services - Property	* Shared Ownership	Stanislav Andryszewski	6026 - Purchases 7666 -Sales			1,187,000	1,187,000	324,809	862,191	704,452	
Environmental Services & Housing	Disabled Facilities Grants	Wyn Ashton	6145	517,400	44,010		561,410	113,531	447,879	561,410	From 1st April to 30th September - 17 grants totalling £ 179,208 had completed with a further 2 interim payments made. 18 Grants totalling £183,490 are due for completion in Q3 and a maximum of 17 Grants totalling £ 108,600 in Q4. The total projected spend on DFGs for 2018/19 is £ 471,298. This figure does not include eligible salary costs for the provision of technical services and support or additional funding received from Registered Providers contributing to works at their properties.
Waste Management	InCab Communications and Web Portal Systems	Wyn Ashton / Darren Maycock	6276	24,780			24,780	-	24,780	24,780	InCab solution and associated hardware/software will be procured in Q3. Full expenditure will be achieved in Q4
Waste Management	Web Portal Systems	Wyn Ashton / Darren Maycock	6276	26,000			26,000	-	26,000	26,000	First stage implementation will complete in Q3 with partial payment made to the provider in that quarter. Final implementation is on track for Q4 which will achieve full expenditure

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2018/19 £	2017/18 Slippage/ B/fwd into 2018/19 £	Supplementary Estimates 2018/19 £	Total Programme 2018/19 £	Expenditure at Q2 2018/19 £	Remaining Budget 2018/19 £	Forecast Outturn 2018/19 £	Q2 Comments - including timeline for procurement and delivery & Justification
Waste Management	Vehicle Lift Project	Wyn Ashton	6136		20,000		20,000	-	20,000	20,000	As the vehicle lift is portable it is now intended to order this equipment in Q3. Should the re-design of the existing Depot site go ahead or another suitable Depot site is located the vehicle lift can be moved to accommodate any changes of a Depot Site.
Waste Management	Vehicle Replacement Project	Wyn Ashton	6305		87,000		87,000	-	87,000	-	The vehicle requirements have now changed which will deliver a cheaper option of £50,000 for total expenditure. Whilst the vehicle will be ordered in Q3, there is significant 'lead in time' which will not see expenditure until Q1 of 2019/20
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	6022		293,097		293,097	148,248	144,849	293,097	The main re-modelling works for the hostel have now completed and we are awaiting the final accounts from our Assets Team. Some external minor works will complete in Q3. We have drawn down the Homes England Grant for the major works.
Total Capital Programme 2018/19				3,163,840	4,704,299	2,085,000	9,953,139	1,064,946	8,888,193	8,413,085	

Policy Committee – 4th December 2018

PERFORMANCE MONITORING REPORT – QUARTER 2 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 2 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. 12 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

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

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven				8
Resilient Communities				4
Financial Sustainability		1	2	0
Total	0 (0%)	1 (7%)	2 (13%)	12 (80%)

Status	Action	Details available at -
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 18/21/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council
Council Plan Action showing 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	8
Number with targets	6
Number failing to achieve target (Shown below)	5

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	25 affordable homes were delivered against the target of 35 for the half year. Starts on sites have been slow; however, improved performance is expected later in 2018/19. An affordable housing policy will be developed once the local plan is in place which should lead to additional improvement in performance.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	26 businesses were assisted against a target of 50. A workshop to assist businesses with training and skills development has been organised and should address the shortfall. Further events are being planned for the remainder of the financial year.
	RP 13.Q - Planning & Building Control - Net additional homes provided	Several large sites are under construction and it is expected that the rate of completions will increase significantly as the year progresses. Site visits will be undertaken towards the end of the year.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs. (Q)	Quarter 2 figures estimated. The waste recycling centre at Allerton Park is currently unable to extract as much recyclate as the old service providers. Previously much more glass was extracted at this stage. The Waste Partnership is working to resolve this issue.
	EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	The reduction in recyclate extracted has impacted on the overall percentage recycled. We continue to encourage correct recycling on our website, and through stickers and inserts when appropriate.

FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated	<p>Estimated value required to balance budget in 2019/20 £409k for year. Target deliverable by end 2018/19 set at £300k - £105k projects identified to achieve by 31 March 2019. Still £195k gap to identify. At end of Q2 £12k of savings achieved.</p> <p>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</p>
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A summary showing all Council Plan Indicators is available at Annex D.

3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. 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 now in place 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 vacant posts have continued to impact on performance to the half year point. Two Planning Officer positions are currently being advertised. If recruitment is successful this should lead to improvements in processing times in the next quarter.

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**

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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	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 and approved. £2m loan to support the regeneration pipeline which includes a range of employment, housing and regeneration sites. Homes England have awarded £2.5m to support housing development in Skipton. Local Plan - Inspection complete. Amendments will be made prior to consultation on the changes, aiming for adoption in March 2019.	DS	31/10/18	Green	
Stimulate business growth								
<ul style="list-style-type: none"> - Development of the South Skipton Employment Zone - Creation of new employment sites in Bentham, Ingletton and Settle - Development of employment space at Threshfield Quarry and Skipton Rock Quarry - Undertaking activity to raise the profile of the Craven District as an attractive location for businesses 	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	Delivery of the Skipton Employment and Housing Growth scheme is progressing. Consultation with the Environment Agency and North Yorkshire County Council concerning proposed work to manage the conveyance of the watercourses known as Gallow Syke and Ings Beck is ongoing, with a view to applying for the required consents in February 2019. This work is the first phase of the proposed highway improvements within the Engine Shed Lane/Ings Lane area. Outline planning approval has been granted for the development of an employment-led mixed use site in Settle. The proposed scheme aims to provide 145,312 square feet of new workspace for light and general	SS	19/10/18	Green	

				industry uses.				
- 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	Apr 2018 - Business case submitted to LEP Oct 2018 - Outcomes for the Skipton Station masterplan agreed Mar 2019 - Procurement of multi-disciplinary team to prepare the Skipton Station masterplan completed Mar 2019 - Masterplan tender released Sep 2019 - Lobbying - Transport for the North release preferred option	Economic Development	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. An all Member session was held and a report seeking approval of the scope of the masterplan research will go to Policy Committee in December. Lobbying - The release of the Transport for the North options is expected to be delayed until the end of the year.	DS	31/10/18	Green	
- 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	All the Yorkshire Dales LEADER funding has now been allocated; a total of £692,293 has been awarded to projects in Craven. An application requesting funding of £5million to extend the Leeds City Region Digital Enterprise Programme for a further three-years has been submitted to the European Regional Development Fund. The Leeds City Region Business Rate Pool has approved a bid for £250,000 to cover the local authority matched funding contribution.	SS	19/10/18	Green	
- Support for the delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme - Working with businesses and communities to support delivery of alternative broadband technologies	CP 18/21/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	Sep 2018 - Guidance on broadband connectivity in new developments launched	Economic Development	The rollout plan for the third phase of the Superfast North Yorkshire (SFNY) has been announced. It was also announced that SFNY had been awarded a grant of £11million through the Rural Development Programme for England. The Government managed initiative, Local Full Fibre Network (LFFN),	SS	19/10/18	Green	

including wireless and fibre to the home network - Investigation and delivery of municipal Wi-Fi networks in market towns				has approved £15million for investment in improving availability and benefit of gigabit capable broadband services in North Yorkshire. It is expected that some of this funding will be used to improve services in Settle and Skipton. Working with NYnet, promotion has taken place in rural south Craven, including Carleton and Lothersdale to raise awareness of the availability of access to superfast broadband.				
Improve the economic vitality of Craven's market towns and villages								
- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District	CP 18/21/06 - Enhance the quality of the trading environment within the District's core retail centres	Oct 2018 - Refurbishment of East Keltus Square, Cross Hills completed Nov 2018 - Development Plan for Castlebergh Crag, Settle completed Dec 2018 - Interpretation of the Railway Heritage in Ingleton completed Mar 2019 - Scheme for delivery of the Woodland proposals in the Riverside Park (Ingleton) masterplan	Economic Development	Cross Hills - refurbishment of East Keltus Square is underway and on schedule for completion in October 2018 Settle - preparation of design proposals for the development of Castlebergh Crag are progressing. A brief for the design and construction of a new website for the town has been prepared by the Chamber of Trade, who will be managing this component of the agreed Action Plan. Ingleton - preparation of interpretation boards for Ingleton Viaduct is progressing. Work is underway with the Parish Council to finalise proposals for the refurbishment of the village centre pedestrian signs. Grassington - initial discussions have been held involving members of the Chamber of Trade and Parish	SS	19/10/18	Green	

				Council to look at the challenges facing the village and identify possible solutions. The aim is to prepare an agreed scheme of work(s).				
- Development of Skipton Town Hall into a vibrant cultural community venue - Delivery of the Access Development Plan for the Leeds & Liverpool Canal	CP 18/21/07 - Improve access to and enjoyment of Craven's great heritage and culture	Oct 2018 - Skipton Town hall Project Manager in post Nov 2018 - Skipton Town Hall construction started Feb 2019 - Leeds and Liverpool Canal construction started Mar 2019 - Skipton Canal Waterfront scheme completed	Skipton Town Hall & Museum	Leeds and Liverpool Canal - the proposed scheme of works to improve the quality of the Canal corridor through the town centre has been approved by Policy Committee. The development of detailed designs is on-going, in readiness for submission to the Canal & River Trust in November 2018. Work on the Kildwick/Gargrave towpath is expected to start in April 2019. Skipton Town Hall - The procurement process has started and is expected to be completed by the end of December.	SS	31/10/18	Green	
- 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	A conference is to be held at Broughton Hall at the end of November to launch the findings of the research and the RIBA design competition for affordable housing in the Dales. A work programme is to be launched in January for activities in 2019/20. In conjunction with Broadacres Housing Association a cultural hub with housing and workspaces is being developed in Skipton.	DS	31/10/18	Green	

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

INDICATORS

	Ref.	Name	Annual Target 18/19	17/18 Outturn	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
E C	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	69 in line with Council Plan	23	17	12		35	25	
E C	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	Context Indicator - no target set	31.1%		11.1%			1.1%	
E C	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	100	95	25	11		50	26	
E C	RE 16.Q	Economic Development - The number of new business formations (Q)	Context Indicator - no target set	287		80			133	
E C	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)*	8 by 2020 per Council Plan	0						
E C	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)*	Context Indicator - no target set	408.7						
E C	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230 for CDC	230	58	17		115	37	

* Data 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	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	<p>Terms of Reference Agreed for the Craven Communities Together Leadership Team comprising representatives from AWC CCG, Morecombe Bay CCG, CDC, NYCC, Bradford District Care Trust, Airedale NHS Trust, GPs and Voluntary Sector. Funding allocated from CCG for specific project to address loneliness across 4 areas of the district (Greatwood and Horseclose, Benthams and Settle plus pilot run in Sutton in Craven). Also supported bid for voluntary sector. Conference planned on asset based community development approach for 5/6th November to kick start the project. Skipton DfC registered as working towards becoming Dementia Friendly and supporting Craven wide steering group. 2 scam awareness sessions delivered at community cafes by Community Safety Officer, more being planned.</p>	SH	26/10/18	Green	

		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 now on site with Phase 1 of playground due to be completed by November 2018. Planning Gain report completed and taken to September CLT.</p> <p>Ward Member Grants - 7 projects awarded funding to date (some are joint councillor supported projects)</p>	SH	26/10/18	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 of a new software system to deliver the new Commercial Waste model has been completed and we are on track to deliver the new model by the 1st April 2019.</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 the Autumn.</p>	WA	23/10/18	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 has been reviewed and re-drafted. Cleaner Neighbourhoods Enforcement Policy currently in draft form will be considered by Policy Committee in December.	WA	23/10/18	Green	
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Updaters:- Sharon Hudson (SH), Wyn Ashton (WA)

INDICATORS

	Ref.	Name	Annual Target 18/19	17/18 Outturn	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
RC	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	443 kgs. Q2 estimated.	452	111	124		222	246	
RC	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	43.32%. Q2 estimated.	42.47%	43.32%	40.97%		43.32%	40.36%	

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

Key Delivery Mechanisms	Action	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	Budget consultation is running in accordance with the timetable as part of the preparation of the budgets for 2019/20. The Long term financial strategy was rescheduled for presentation to Policy Committee in December rather than September due to the timeline for applications for Business Rates Pilots being after Policy Committee. Thus enabling the potential financial impact from this to be worked up into the strategy.	NC	16/10/18	Amber	
- 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 £12k by end of Q2 with further £52k expected to be delivered by 31 March. The year on year impact of these initiatives is £105k going forward.	NC	16/10/18	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	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	Property Services	The tender process for the new grounds maintenance contract is underway and we are on track to award in January 2019. Aireville Park Phase One is due to finish at the end of November/early December. Back Gate, Ingleton - Planning application now to be submitted in January. Changes were required due to proximity of sports areas. Low Demesne, Ingleton - Layout has had to be redesigned due to the cost of providing split level housing. Planning application should now be submitted in the new year. North parade, Skipton - planning in February. Townend Close, Glusburn - Four houses completed. Harper Grove, Sutton - Three houses due for completion in the year.	SA	14/11/18	Amber	

owned marginal land sites to support regeneration and growth across the District		Nov 2018 - Submit planning application for Low 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							
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Updaters:- Nicola Chick (NC), Stanislaw Andryszewski (SA)

INDICATORS

	Ref.	Name	Annual Target 18/19	17/18 Outturn	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
FS	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	£5,716, 658 / Q1 £5,726,341 / Q2 £5,692,166	4,897,704	5,726,341	5,455,617		5,692,166	5,620,285	
FS	FM 14.Q	Financial Management - Additional savings and income generated (Q)	£300,000	112,000	75,000	3,000		150,000	12,000	

Annex D – Council Plan Indicators

	Reference	Name	Annual Target 18/19	17/18 Outturn	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
EC	EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	69 in line with Council Plan	23	17	12		35	25	
EC	RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	Context Indicator - no target set	31.1%		11.1%			1.1%	
EC	RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	100	95	25	11		50	26	
EC	RE 16.Q	Economic Development - The number of new business formations (Q)	Context Indicator - no target set	287		80			133	
EC	RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)*	8 by 2020 per Council Plan	0						
EC	RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)*	Context Indicator - no target set	408.7						
EC	RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	230 for CDC	230	58	17		115	37	
RC	EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	443 kgs. Q2 estimated.	452	111	124		222	246	
RC	EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	43.32%. Q2 estimated.	42.47%	43.32%	40.97%		43.32%	40.36%	
FS	FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	£5,716, 658 / Q1 £5,726,341 / Q2 £5,692,166	4,897,704	5,726,341	5,455,617		5,692,166	5,620,285	
FS	FM 14.Q	Financial Management - Additional savings and income generated (Q)	£300,000	112,000	75,000	3,000		150,000	12,000	

* Data 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	Q2/18/19 Target	Q2 Actual	
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		2,826	
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	7.0	8.2	
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	22.0	20.2	
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%	60.00%	41.67%	
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%	65.00%	43.31%	
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%	80.00%	67.48%	

Policy Committee – 4th December 2018

Treasury Management Mid-year Review Report 2018/19



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 update Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates.

2. **Recommendations**

- 2.1 Members are recommended to Note the Treasury Management Mid-year Review Report for 2018/19.

3. **Background Information**

3.1 Capital Strategy

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. As from 2019/20, all local authorities will be required to prepare a Capital Strategy which is intended to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

A report setting out our Capital Strategy will be taken to the full council before 31st March 2019 as part of the budget setting process.

- 3.2 The Council operates a balanced budget which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimizing investment return.
- 3.3 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of

the Council, essentially the longer term cash flow planning, to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

- 3.4 Accordingly, treasury management is defined as:
“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

4. Introduction

- 4.1 This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council’s treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council that body is the Policy Committee.

- 4.2 This mid-year report has been prepared in compliance with CIPFA’s Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2018/19 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council’s capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council’s investment portfolio for 2018/19;
- A review of the Council’s borrowing strategy for 2018/19;
- A review of any debt rescheduling undertaken during 2018/19;
- A review of compliance with Treasury and Prudential Limits for 2018/19.

5. The Economy

- 5.1 The first half of 2018/19 has seen UK economic growth post a modest performance,

but sufficiently robust for the Monetary Policy Committee, (MPC), to unanimously (9-0) vote to increase Bank Rate on 2nd August from 0.5% to 0.75%. Although growth looks as if it will only be modest at around 1.5% in 2018, the Bank of England's August Quarterly Inflation Report forecast that growth will pick up to 1.8% in 2019, albeit there were several caveats – mainly related to whether or not the UK achieves an orderly withdrawal from the European Union in March 2019.

- 5.2 Some MPC members have expressed concerns about a build-up of inflationary pressures, particularly with the pound falling in value again against both the US dollar and the Euro. The Consumer Price Index (CPI) measure of inflation rose unexpectedly from 2.4% in June to 2.7% in August due to increases in volatile components, but is expected to fall back to the 2% inflation target over the next two years given a scenario of minimal increases in Bank Rate. The MPC has indicated Bank Rate would need to be in the region of 1.5% by March 2021 for inflation to stay on track. Financial markets are currently pricing in the next increase in Bank Rate for the second half of 2019.
- 5.3 As for the labour market, unemployment has continued at a 43 year low of 4% on the Independent Labour Organisation measure. A combination of job vacancies hitting an all-time high in July, together with negligible growth in total employment numbers, indicates that employers are now having major difficulties filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to 2.9%, (3 month average regular pay, excluding bonuses) and to a one month figure in July of 3.1%. This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 0.4%, near to the joint high of 0.5% since 2009. (The previous high point was in July 2015.) Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This tends to confirm that the MPC were right to start on a cautious increase in Bank Rate in August as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy. However, the MPC will need to tread cautiously before increasing Bank Rate again, especially given all the uncertainties around Brexit.
- 5.4 In the political arena, there is a risk that the current Conservative minority government may be unable to muster a majority in the Commons over Brexit. However, our central position is that Prime Minister May's government will endure, despite various setbacks, along the route to Brexit in March 2019. If, however, the UK faces a general election in the next 12 months, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up.
- 5.5 In Europe growth was unchanged at 0.4% in quarter 2, but has undershot early forecasts for a stronger economic performance in 2018. In particular, data from Germany has been mixed and it could be negatively impacted by US tariffs on a significant part of manufacturing exports e.g. cars. For that reason, although growth is still expected to be in the region of 2% for 2018, the horizon is less clear than it seemed just a short while ago.
- 5.6 In America President Trump's massive easing of fiscal policy is fuelling a (temporary) boost in consumption which has generated an upturn in the rate of

strong growth which rose from 2.2%, (annualised rate), in quarter 1 to 4.2% in quarter 2, but also an upturn in inflationary pressures. With inflation moving towards 3%, the Fed increased rates another 0.25% in September to between 2.00% and 2.25%, this being four increases in 2018, and indicated they expected to increase rates four more times by the end of 2019. The dilemma, however, is what to do when the temporary boost to consumption wanes, particularly as the recent imposition of tariffs on a number of countries' exports to the US, (China in particular), could see a switch to US production of some of those goods, but at higher prices. Such a scenario would invariably make any easing of monetary policy harder for the Fed in the second half of 2019.

6. Interest Rate Forecast

- 6.1 The Council's treasury advisor, Link Asset Services, has provided the following forecast:

Link Asset Services Interest Rate View											
	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate View	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%
3 Month LIBID	0.75%	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%
6 Month LIBID	0.85%	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%
12 Month LIBID	1.00%	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%
5yr PWLB Rate	2.00%	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%
10yr PWLB Rate	2.40%	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%	3.50%	3.50%
50yr PWLB Rate	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%

The flow of generally positive economic statistics after the end of the quarter ended 30 June meant that it came as no surprise that the MPC came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, to 0.75%. However, the MPC emphasised again, that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary or contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time but they declined to give a medium term forecast. It is unlikely that the MPC will increase the Bank Rate in February 2019, ahead of the deadline in March for Brexit. It is more likely that the MPC will wait until August 2019, than May 2019, before the next increase, to be followed by further increases of 0.25% in May and November 2020 to reach 1.5%. However, the cautious pace of even these limited increases is dependent on a reasonably orderly Brexit.

- 6.2 The overall balance of risks to economic growth in the UK is probably neutral. The balance of risks to increases in Bank Rate and shorter term PWLB rates, are probably also even and are broadly dependent on how strong GDP growth turns out, how slowly inflation pressures subside, and how quickly the Brexit negotiations move forward positively.

- 6.3 The downside risks to current forecasts for UK gilt yields and PWLB rates currently include:
- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
 - A resurgence of the Eurozone sovereign debt crisis, possibly in Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system, and due to the election in March of a government which has made a lot of anti-austerity noise. This is likely to lead to friction with the EU when setting the target for the fiscal deficit in the national budget. Unsurprisingly, investors have taken a dim view of this and so Italian bond yields have been rising.
 - Austria, the Czech Republic and Hungary now form a strongly anti-immigration bloc within the EU while Italy, this year, has also elected a strongly anti-immigration government. In the German general election of September 2017, the CDU party was left in a vulnerable minority position as a result of the rise of the anti-immigration AfD party. To compound this, the result of the Swedish general election in September 2018 has left an anti-immigration party potentially holding the balance of power in forming a coalition government. The challenges from these political developments could put considerable pressure on the cohesion of the EU and could spill over into impacting the euro, EU financial policy and financial markets.
 - The imposition of trade tariffs by President Trump could negatively impact world growth. President Trump's specific actions against Turkey pose a particular risk to its economy which could, in turn, negatively impact Spanish and French banks which have significant exposures to loans to Turkey.
 - Weak capitalisation of some European banks.
 - Rising interest rates in the US could negatively impact emerging countries which have borrowed heavily in dollar denominated debt, so causing an investor flight to safe havens e.g. UK gilts.
 - Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- 6.4 Upside risks to current forecasts for UK gilt yields and PWLB rates
- President Trump's fiscal plans to stimulate economic expansion causing a significant increase in inflation in the US and causing further sell offs of government bonds in major western countries.
 - The Fed causing a sudden shock in financial markets through misjudging the pace and strength of increases in its Fed. Funds Rate and in the pace and strength of reversal of QE, which then leads to a fundamental reassessment by investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.
 - The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
 - UK inflation, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

7. **The Council's Capital Position**

7.1 This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

7.2 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget:

Capital Expenditure by Service	2018/19 Original Estimate £'000	Current Position £'000	2018/19 Revised Estimate £'000
Assets & Commercial Services	2,099	7,498	7,029
Communication & Engagement	182	182	182
Economic Development	225	1,008	63
Environmental Health & Housing	568	1,042	925
Financial Services	0	12	0
Information Services	90	211	214
Total capital expenditure	3,164	9,953	8,413

7.3 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2018/19 Original Estimate £'000	Current Position £'000	2018/19 Revised Estimate £'000
Total capital expenditure	3,164	9,953	8,413
Financed by:			
Capital receipts	658	1,895	1,895
Capital grants	923	2,891	1,351
Other Capital Contributions	0	3,358	3,358
Revenue Reserves	583	809	809
Total financing	2,164	8,953	7,413
Borrowing requirement	1,000	1,000	1,000

7.4 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary.

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

	2018/19 Original Estimate £'000	Current Position £'000	2018/19 Revised Estimate £'000
Prudential Indicator – Capital Financing Requirement			
CFR – non housing	6,325	6,529	6,529
Total CFR	6,325	6,529	6,529
Net movement in CFR	1,000	753	753
Prudential Indicator – the Operational Boundary for external debt			
Borrowing	10,500	10,500	10,500
Other long term liabilities	0	0	0
Total debt (year end position)	5,988	5,988	6,488

7.5 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and next two financial years. This allows some flexibility for limited

early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

The following table shows the gross borrowing compared to the CFR:

	2018/19 Original Estimate £'000	Current Position £'000	2018/19 Revised Estimate £'000
Borrowing	5,988	5,988	6,488
Other long term liabilities	0	0	0
Total debt	5,988	5,988	6,488
CFR (year end position)	6,325	6,529	6,529

The Chief Finance Officer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

- 7.6 A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

The following table shows the Authorised Limit:

Authorised limit for external debt	2018/19 Original Indicator £'000	Current Position £'000	2018/19 Revised Indicator £'000
Borrowing	12,750	12,750	12,750
Other long term liabilities	0	0	0
Total	12,750	12,750	12,750

8. Investment Portfolio 2018/19

- 8.1 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. As shown by forecasts in section 6, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be

gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

- 8.2 The Council held £18.753m of investments as at 30 September 2018 (£12.830m at 31 March 2018) and the investment portfolio yield for the first six months of the year is 0.87% against the 7 day LIBID benchmark of 0.11%.
- 8.3 The Chief Financial Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2018/19.
- 8.4 The Council's budgeted investment return for 2018/19 is £93k, and performance for the year to date is forecast to give an outturn of £150k which is £57k above budget.

9. Investment Counterparty Criteria

- 9.1 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function for 2018/19.
- 9.2 The Council's Treasury officers will continue to monitor credit reports and review the counterparty selection and lending limits criteria.

10. Borrowing

- 10.1 The Council's capital financing requirement (CFR) for 2018/19 is forecast at £6.259m after utilising £1.0m of funds set aside as the Minimum Revenue Provision.
- 10.2 The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The use of the MRP is a prudent and economic approach in the current climate.
- 10.3 The following table shows the Council's current borrowing:

Lender	Date of Borrowing	Date of Maturity	Value £	Interest Rate	Interest Paid £
PWLB	01/12/2005	01/02/2031	700,000	4.25%	14,875
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	45,500
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	52,055
PWLB	04/11/2013	04/05/2021	500,000	2.89%	7,225
PWLB	04/11/2013	04/05/2023	500,000	3.28%	8,200

- 10.4 Further borrowing may be undertaken during this financial year, but that is dependent on a number of factors which includes prospects for interest rates, progress of the capital programme, cash flows and success in finding alternative

sources to fund elements of the capital programme.

11. Debt Rescheduling

- 11.1 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent restructure of interest rates, and following the increase in the margin added to gilt yields which has impacted PWLB borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year.

12 Other

- 12.1 Revised CIPFA Codes – The Chartered Institute of Public Finance and Accountancy (CIPFA) is currently conducting an exercise to consult local authorities on revising the Treasury Management Code of Practice and Cross-sectoral Guidance Notes, and the Prudential Code, and is aiming to issue revised codes during November.
- 12.2 A particular focus is how to deal with local authority investments which are not treasury type investments – e.g. property purchased with the intention of generating more income than can be achieved by treasury investments. One recommendation is that local authorities should produce a new report to Members to give a high-level summary of the overall capital strategy and to enable Members to see how the cash resources have been apportioned between treasury and non-treasury investments.
- 12.3 Officers are monitoring developments and will report to Members on the likely impact on this authority once the new codes have been agreed and issued.

13. Implications

- 13.1 Financial and Value for Money Implications
There are no financial implications associated with this report.
- 13.2 Legal implications
There are no legal implications attached to this report.
- 13.3 Contribution to Council Priorities
The Treasury Management function does not contribute directly to the Council's Corporate Priorities albeit the delivery of the Treasury Management Strategy supports the Council's budget strategy which in turn is a fundamental element of the Council's service and financial planning approach to achievement of the Council Plan.
- 13.4 Risk Management
There are no direct risk management implications arising from this report. Regular review provides assurance that treasury management activities are being managed in line with the Treasury Management Strategy.

13.5 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.

14. Consultations with Others

None

15. Access to Information : Background Documents

Working papers held in Financial Services.

16. Author of the Report

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10. Appendices

Appendix A – Treasury Indicators at 30 September

Appendix B – Investments at 30 September

APPENDIX A

Treasury Indicators	2018/19 Budget	2018/19 Mid-Year Actual
Authorised Limit for External Debt	£12.75m	£12.75m
Operational Boundary for External Debt	£10.5m	£10.5m
Capital Financing Requirement	£6.325m	£6.259m
Gross External Debt	£5.988m	£5.988m
Investments	£11.8m	£18.75m
Net Investments	£5.812m	£12.762m
Maturity Structure of Fixed Rate Borrowing		
Under 12 Months	10%	0
12 Months to 2 Years	15%	0
2 Years to 5 Years	15%	8.4%
5 Years to 10 Years	20%	8.4%
10 Years to 25 Years	40%	11.7%
Over 25 Years	90%	71.6%
Upper limit of fixed interest rates based on net debt	100%	100%
Upper limit of variable interest rates based on net debt	30%	30%
Upper limit for principal sums invested over 364 days	£4.4m	£2.0m
Upper limit for principal sums invested over 365 days	£4.4m	£2.0m

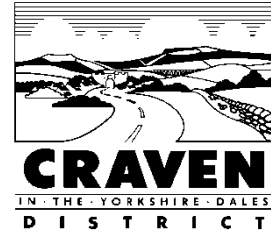
APPENDIX B

Investments at 30 September 2018

Counterparty	Date of Investment	Date of Maturity	Value £	Interest Rate	Interest Accountable in 2018/19 £
Fixed term:					
Newcastle BS	02/10/2017	01/10/2018	500,000	0.80%	2,005.48
Progressive BS	02/10/2017	01/10/2018	1,000,000	0.78%	3,910.68
Broxtowe Borough Council	19/04/2018	19/11/2018	1,000,000	0.60%	3,517.81
Eastleigh Borough Council	03/04/2018	03/10/2018	1,000,000	0.62%	3,108.49
National Counties BS	04/04/2018	04/10/2018	1,000,000	0.72%	3,609.86
Blackpool Borough Council	13/09/2018	12/10/2018	1,000,000	0.65%	516.44
Eastleigh Borough Council	23/04/2018	23/10/2018	1,000,000	0.75%	3,760.27
Skipton BS	02/01/2018	02/01/2019	1,000,000	0.80%	6,071.23
Monmouthshire County Council	28/09/2018	04/01/2019	1,000,000	0.80%	2,147.95
Walsall Metropolitan Borough Council	31/01/2018	30/01/2019	1,000,000	0.70%	5,849.32
Cambridge BS	02/08/2018	04/02/2019	1,000,000	0.80%	4,076.71
Metropolitan Housing Association	09/07/2018	09/07/2019	1,000,000	1.20%	8,712.33
Nottingham BS	02/07/2018	01/07/2019	1,000,000	0.90%	6,706.85
Principality BS	02/07/2018	01/07/2019	1,000,000	0.86%	6,408.77
Monmouthshire BS	01/08/2018	01/08/2019	1,000,000	0.95%	6,298.63
Long Term Loan	21/02/2018	20/02/2022	347,459	6.00%	20,914.96
Bank of Scotland	n/a	n/a	273	0.40%	80.00
Money Market Funds:					
CCLA	n/a	n/a	1,500,000	0.54%	4,050
Insight	n/a	n/a	1,000,000	0.51%	2,550
Legal & General Stg Liq Fnd	n/a	n/a	1,000,000	0.49%	0
Standard Life Sht Dur Mngd Fnd	n/a	n/a	405,054	0.55%	2,200
Total Investments at 30 September			18,752,786		
Call Accounts:					
Lloyds Bank Current Account	n/a	n/a	86,438	0.40%	2,000

Policy Committee – 4th December 2018

Dog Fouling and introduction of a Public Space Public Order (PSPO).



Report of the Director of Services

Lead Member: Cllr Lis

Ward(s) affected: All

1. Purpose of Report:

- 1.1 Members are asked to consider the option of retain existing Dog Fouling controls or introducing changes that include introducing a Public Spaces Public Order (PSPO).

2. Recommendations; Members are asked to approve the following:

- 2.1 That the existing controls are making an impact and that an order making it an offence not to have the means to pick up dog waste is not introduced at this time.
- 2.2 That the matter is kept under review.

3. Background

- 3.1 As members will be aware at the Council meeting on 7th August 2018 a motion was put forward and approved that:

“That this Council investigates how other Councils, including Burnley and Peterborough, have introduced and enforced a local by-law whereby anyone stopped who is walking a dog and is not carrying a dog-waste bag is liable for fine / prosecution. In addition, that a report be brought back to Policy Committee to enable further debate of this matter.”

- 3.2 Since 1996 Local Authorities have been able to use a number of Regulations and Acts when dealing with Dog Fouling. These include: The Dog Fouling on Land Act 1996 currently used, Designated Public Place Orders (DPPOs), Gating Orders and Dog Control Orders. The Clean Neighbourhood and Environment Act 2005 and the Anti-Social Behaviour Crime & Policing Act 2014.

The existing ‘Craven District Dogs (Fouling of Land) Order 1998 (**Appendix A**) does currently make it an offence not to pick up and not having the means to remove animal faeces. The existing Order states –

“3(4)(c) being unaware of the defecation (whether by reason of not being

in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces, shall not be a reasonable excuse for failing to remove the faeces”.

4 Current Prevention and Enforcement Activity

- 4.1 In Craven we provide not only dog waste bins but also allow dog walkers to place bagged dog waste in normal litter bins.
- 4.2 The Council provides dog bags for sale in commonly accessible locations throughout the district. The number of dog bags being purchased from the Council has increased year on year which would seem to suggest that dog walkers have taken on board the message that they are responsible for the proper disposal of such waste.
- 4.3 In 2017/18 there were 112 reported instances of dog fouling across the district compared to 145 in 2016/17. The figure thus far for 2018/19 is 49.
- 4.4 Two Fixed Penalty Notices (FPNs) for dog fouling were issued in 2017/18, one in 2016/17 and there have been no FPNs issued at this time for 2018/19.
- 4.5 Obtaining evidence is extremely difficult, the offender must be ‘caught in the act’ by a Council enforcement officer for the Council to take enforcement action or is witnessed by a member of the public who is willing to act as a witness in the event that formal action is taken against the alleged offender.
- 4.6 During 2017/18 the Council was successful in delivering a programme of educational talks in local schools in Skipton and south Craven on the impacts of dog fouling. The programme was well received and it’s now our intention to extend these talks in 2019 to the northern parts of the District to not only include dog fouling but also littering.

5. The Case for a Changed Approach

- 6.1 In order to inform the case for change, overt patrols were undertaken in early 2018 in South Craven, Benthams, Settle, Ingleton, Skipton and Embsay between the hours of 7am and 10pm over the current year.
- 5.2 During these patrols, dog walkers we interviewed and it was noted that all were carrying dog waste bags and that they were being used for their intended purpose. Little or no evidence was found that there was a significant issue of dog fouling in the patrolled areas.
- 5.2 If the Council were minded to adopt and use Public Space Protection Orders (PSPOs) to make it a specific offence of not carrying dog waste bags it would do so under the provisions of The Anti-social Behaviour, Crime and Policing Act 2014. The Act provides a broad legal framework within which PSPOs can be implemented.

- 5.3 Orders can be introduced in a specific public area where the local authority is satisfied on reasonable grounds that certain conditions have been met. The first test concerns the nature of the anti-social behaviour, requiring that:
- activities that have taken place have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will take place and that they will have a detrimental effect
 - the effect or likely effect of these activities:
 - a) is, or is likely to be, persistent or continuing in nature is, or is likely to be, unreasonable
 - b) justifies the restrictions being imposed.
- 5.4 As a minimum, each PSPO must set out:
- what the detrimental activities are
 - what is being prohibited and/or required, including any exemptions
 - the area covered
 - the consequences for breach
 - the period for which it has effect.
- 5.5 A PSPO can last for up to three years, after which it must be reviewed. If the review supports an extension and other requirements are satisfied, it may be extended for up to a further three years. There is no limit on the number of times an Order may be reviewed and renewed.
- 5.6 The legislation sets out a number of additional requirements for consultation and communication before an Order is introduced, once it is implemented and where it is extended, varied or discharged. PSPOs can be legally challenged under the 2014 Act on certain grounds.
- 5.7 As previously mentioned if the Council was to use the Orders there would be a need for a full public consultation before they were introduced which would be costly. After adoption the Council would incur additional set up costs including the acquisition of new and suitable signage for the area/s of the PSPOs and the further cost of employing additional members of staff to enforce the Order/s. It is estimated that this additional staffing resource requirement would be 2 Full Time Equivalents (FTE).
- 5.7 The introduction of such Orders would also require the Council to rescind the existing 'Craven District Dogs (Fouling of Land) Order 1998'

6. The Experience of other Councils

- 6.1 A number of North of England Councils have introduced PSPOs, namely:
- a) Burnley Borough Council

- b) Leeds City Council, and
- c) Wyre District Council

- 6.2 Despite enquiring with those Councils we have been unable to ascertain the success or otherwise of the introduction of PSPOs. Burnley Borough Council have commented that their introduction had been costly and that it required significant resources to patrol the areas covered under the Order/s which was having a detrimental impact on the policing of fly tipping and littering.

7. Conclusion

- 7.1 There is no evidence to suggest that the issue of dog fouling is a significant problem in the District at present with the number of complaints declining together with the number FPNs issued. This would seem to indicate that the work of our Enforcement Officers in education and enforcement is having a positive impact.
- 7.2 Having regard to all of the above, the Report Author does not see the merit of introducing PSPOs in the District at this time, however he does recommend that the number of dog fouling complaints is closely monitored and if necessary a further report brought back to Members.
- 7.3 Finally it is our intention to continue with timely overt patrols as well as increasing our education work with local communities and schools. These talks would not only give information on the impacts of dog fouling but also the impacts of other environmental crime.

8 Financial Implications

- 8.1 Were the Council to consider the use of Public Space Protection Orders there would be significant costs for their introduction as set out below.

Set up Costs and Consultation	£20,000
Signage	£3,000
Set-up Sub -Total	£23,000
Staff Costs (2FTEs)	£42,000
Support Costs/annum (mileage, desk, IT etc.)	£5,000
Staffing & Support Costs Sub- Total	£47,000
Total Year 1 Costs	£70,000

8.2 Legal Implications

These are set out in the body of the report

9. Contribution to Council Priorities:

Resilience and Communities

10. Access to Information: Background Documents:

Anti-social Behaviour Crime and Policing Act 2014
Public Spaces Protection Orders – Guidance for Councils 2018

11. Author of the Report:

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01756 706434
Email: rabdoollah@cravendc.gov.uk

12. Appendix A - Craven District Dogs (Fouling of Land) Order 1998

APPENDIX A**CRAVEN DISTRICT DOGS (FOULING OF LAND) ORDER 1998****NOTICE**

CRAVEN DISTRICT COUNCIL (in this Notice called “the council”) have made an order under section 2 of the Dogs (Fouling of Land) Act 1996 (“the Act”) designating the land described in the Schedule below for the purposes of the Act. The title of the Order is the Craven District Dogs (Fouling of Land) Order 1998, and it will come into force on 1st April 1998.

The effect of the Order is that it will be an offence under section 3 of the Act if any person in charge of a dog (except where the person in charge of a dog is registered as a blind person) fails to clear up immediately after the dog has defecated on any designated land.

The Act and the Order apply both to publicly owned and privately owned land. But it will not be an offence to fail to remove dog faeces if the owner, occupier or other person in control of the land has consented to it being left there (for example, by setting that particular piece of land aside for use as a “dog loo” and putting up a notice advertising it as such).

A person guilty of such offence will be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000).

Section 4 of the Act gives the Council power to operate a fixed penalty scheme for an offence under section 3 and the Council has resolved to do so. The level of the fixed penalty is currently £50.

SCHEDULE

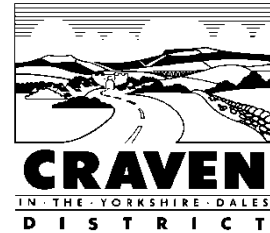
All land within the District of Craven to which the Act applies, namely land which is in the open air (including, but not limited to, land which is covered but is open to the air on at least one side) and to which the public have access with or without payment, with the exception of the five categories of land listed below:-

1. Carriageways with a speed limit of more than 40 miles per hour and the land running alongside them
2. Land used for agriculture
3. Land used for woodlands, (i.e. commercial woodland as opposed to woodland used predominantly for other purposes)
4. Land which is predominantly marsh land, moor or heath
5. Common land

The Order may be inspected between the hours of 9 am and 4.30 pm (on Mondays to Fridays inclusive) at the following address, from which copies of the Order may also be obtained: The Council Offices, Granville Street, Skipton, North Yorkshire, BD23 1PS.

Policy Committee – 4th December 2018

ICT STRATEGY



Report of Chief Information Officer

Lead Member; Councillor John Dawson

Ward(s) affected: All

1 Purpose of the Report

To approve Craven District Council's ICT Strategy

2 Recommendations

Members are recommended to:

Approve adoption of the ICT Strategy along with the approach and standards defined therein as set out at Appendix A.

3 Background

3.1 An ICT Strategy was developed in 2016 which aimed to deliver stability and good practice in the provision of this service to the Council. Since then, a number of the objectives in the original strategy have been achieved and there are on-going activities in progress to achieve the remaining objectives under the original themes. A sample of the key achievements from the 2016-2019 Strategy are as follows:

- Restructured the ICT Service to ITIL standards including the 1st, 2nd and 3rd line support model, in line with best practice.
- Creation and embedding of a knowledge base and standard working processes that support the ITIL best practice.
- Network infrastructure replacement that provides better governance capabilities for bandwidth and security.
- SAN replacement providing the Council with greater capacity and reliability to see the council through the next 6 years.
- Migration to a new web platform which provides a more cost effective and flexible content management / development solution.
- Established the Town Hall as the Council's DR site to ensure continuity of service in the event of a disaster.

3.2 The ICT Strategy defined within this document seeks to address six key themes aligned with the Council Plan, the ICT Mission Statement, and the principles underlying the Council's Transformation approach of Effectiveness, Efficiency and Economy:

- Leveraging the value of ICT investment
- Promoting an excellent customer experience
- Increase ability to work in effective partnerships
- Create a positive environmental impact

AGENDA ITEM 14

- Provide appropriate information management and governance
- Implement effective business continuity and security

Whilst these themes remain largely unchanged from the original strategy, the expected outcomes do however build on the foundation set by that strategy, specifically:

- The Council will implement SIP Trunking telephony technology within the 2019/20 financial year to reduce cost and improve resilience.
- The Council will arrange for further Cyber Security & technical awareness training for staff and Councillors as part of its security arrangements which will be made available annually from 2019.
- The Council will implement Self Service and User Provisioning for tasks such as password reset and file recovery during the life of the strategy.
- The Council will continue to maintain mobile email facilities through a Mobile Device Management Solution for senior management, Councillors and where appropriate critical business users offering greater choice of mobile device, preparation for which will begin in 2019.

- 3.3 While the strategy contains broad strategic objectives along with the rationale behind those objectives, including the benefits and outcomes that will be achieved it does not set out to provide a strict formula dictating the approach. An emerging strategy will therefore exist enabling an agile approach to operational delivery, taking advantage of new and proven developments linking closely with the Digital and Information Governance strategies and associated delivery plans.

4 Financial Implications

The ICT Strategy has been prepared to support the Council Plan and the Council's Long Term Financial Strategy, it is anticipated that the strategy will continue to assist in the control of ICT costs and not directly increase them.

5 Legal Implications

The ICT Strategy sets the foundation for ensuring the Council continues to maintain legal compliance in terms of licensing and gives assurance that controls are in place to ensure compliance with the Council's legislative, regulatory and statutory commitments.

6 Contributions to Corporate Priorities

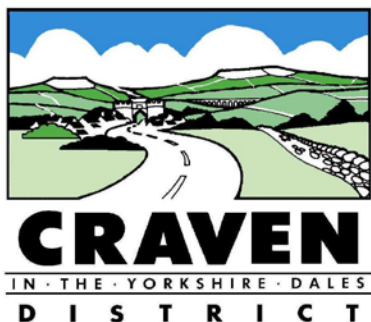
The proposals in this report supports the Council's priority of 'Financial Sustainability' by ensuring the Council maintains provision of the necessary technologies to continue delivering essential front line services. The proposal also supports maintaining an effective and modern Infrastructure which underpins all of the priorities and actions within the Council's key priorities and provides the necessary security and continuity arrangements necessary for safeguarding the Council's data and essential services.

7 Appendices

Appendix A –ICT Strategy 2019-2022

8 Author of the Report

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ICT Strategy

2019 - 2022

Craven District Council



*ICT Services Mission Statement:
"To provide appropriate information and communications
technology services that, in terms of effectiveness, efficiency
and economy, our customers regard as second to none"*

www.cravendc.gov.uk

Craven District Council

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1 INTRODUCTION

1.1 Purpose

This document sets out the Council's strategy for Information Communication and Technology (ICT) over the period 2019 to 2021. The role of ICT is essential to the delivery of all of the Council's services and is fundamental to effective business transformation across the organisation.

Employees rely on access to ICT equipment, systems and online information to perform their day to day jobs. Customers increasingly expect more services to be online and available on an anytime and anywhere basis in addition to the traditional access channels of telephone and face-to-face.

The Council is continually looking to achieve maximum value for money from its ICT investments. Connectivity solutions will continue to rapidly evolve and be key in supporting greater accessibility, flexibility and information provision. The increasing complexity of ICT solutions, their rapid evolution and the need to be agile in responding to partnership opportunities that reduce cost, increase resilience and improve quality requires a more flexible approach to ICT strategy moving forward.

While the strategy contains broad strategic objectives along with the rationale behind those objectives, including the benefits and outcomes that will be achieved, it does not set out to provide a strict formula or action plan dictating the approach. An emerging strategy will therefore exist enabling an agile and flexible approach to operational delivery, taking advantage of new proven developments and partnership opportunities.

The ICT Strategy reflects the Council's vision and priorities. The Council's vision as articulated in the Council Plan is:

The Council's vision is for Craven to be an increasingly prosperous place with strong, vibrant communities that celebrate their unique rural and urban settings, and where all residents enjoy a good quality of life.

The council plan identifies three key priorities, which form the key action areas to achieve the vision for the Council, these priorities are:

ENTERPRISING CRAVEN - facilitating economic growth across Craven

What we will do:

- *Enable the provision of 214 homes per year across Craven to meet the needs of our current and future communities*
- *Stimulate business growth*

- *Improve the economic vitality of Craven's market towns and villages*

RESILIENT COMMUNITIES - creating sustainable communities across Craven

What we will do:

- *Enable active communities and improve quality of life*
- *Create greener communities*

FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council

What we will do:

- *Eliminate the reliance on Government Revenue Support Grant by 2020*

Our Values:

We believe our first responsibility is to the people and communities who live in, work in, or visit Craven.

In serving those communities everyone within Craven District Council will:

- Treat everyone with respect;
- Act with integrity and honesty;
- Show commitment and flexibility;
- Strive for improvement and excellence

The ICT Strategy is an enabler to assist the Council in achieving its vision.

1.2 Background

During the life of the previous strategy (2016-2018), a number of key actions were successfully delivered, these include;

- Removal of the VDI desktop solution and replaced with physical desktops & laptops at a substantial cost saving for the council.
- Introduction of Govroam, a technology allowing us to connect to a Public Sector WiFi system allowing secure connection back to Craven from any enabled Public Authority in the country.
- Self-service password reset so that users working remotely can change their own passwords when not on the network or ICT support is unavailable.

- Restructured the ICT Service to ITIL standards including the 1st, 2nd and 3rd line support model, in line with best practice.
- Creation and embedding of a knowledge base and standard working processes that support the ITIL best practice.
- Network infrastructure replacement that provides better governance capabilities for bandwidth and security.
- SAN replacement providing the Council with greater capacity and reliability to see the council through the next 6 years.
- Firewall replacement providing improved security, malicious attempt alerting and an enhanced remote connection service (Global Protect).
- Migration to a new web platform hosted by Meritec which provides a more cost effective and flexible content management / development solution.
- Established the Town Hall as the Council's DR site.
- Installed tools that allowed the monitoring of permissions and other security objects within the Council's technical infrastructure, allowing for much quicker and easier detection of covert or malicious changes to the security environment.
- Introduced SCCM, a system for building devices consistently to an agreed standard improving quality of deployed devices.

1.3 ICT Vision

The ICT Strategy defined within this document seeks to address six key themes aligned with the Council Plan, the ICT Mission Statement, and the principles underlying the Council's Transformation approach of Effectiveness, Efficiency and Economy:

1. Leveraging the value of ICT Investment
2. Promoting an excellent customer experience
3. Increase ability to work in effective partnerships
4. Create a positive environmental impact
5. Provide appropriate information management and governance
6. Implement effective business continuity and security

1.4 Council Plan – Strategic Alignment

The six themes for ICT set out above supports the Council Plan and the Council's Long Term Financial Strategy. In particular, the successful implementation of the ICT strategy will: -

- Improve the **Financial Sustainability** of the Council through **Efficiency** by implementing new or improved methods of working that are either more cost effective (for example by reducing travel or reducing paper consumption) or by enabling employees to be more efficient with their time

(for example by using mobile technologies to maximise the presence of employees in their primary place of work). These efforts will also directly support a further corporate priority of the Council, which is to promote **Resilient Communities** through conserving energy and minimising waste to **create a positive environmental impact**.

- Encourage and facilitate **Partnership** working by creating shared good practice strategies, policies, processes and the alignment of technologies and systems to support further **Financial Sustainability** and promote **Enterprise**.
- Enhance management and **Leadership** by improving business processes to provide standardised and streamlined systems promoting an **Excellent Customer Experience**. This will continue to optimise the use of resources whilst improving accessibility, service levels and choice to Craven's customers.
- Provide employees with the most appropriate ICT tools and processes to enable them to deliver cost effective and efficient **Customer Focused** services.
- Through effective **Business Intelligence** and **Information Governance**, improve the information available to Councillors and Officers so that it is of a high quality, up-to-date, complete, presented in an appropriate format and is available at anytime and at any place, creating transparency and informing the Council's decision making process.
- Empower Craven's **Customers** by providing them with greater accessibility to the Council's public and information services.
- Improve **Communications** with customers, with other organisations and within the Council through effective and flexible electronic communication channels (anytime, anywhere).
- Maintain an effective and robust infrastructure which underpins all of the Council's key priorities and actions, and provides the necessary **Security and Continuity** arrangements to safeguard the Council's data and services.

2 CONTEXT

2.1 National

Key to the national picture is the austerity measures that have been introduced and their resulting impact on Local Government where reduction in funding and resources are continuing to be imposed. Additional sources have been considered in the development of the six strategic themes including:

- Government ICT Strategy (Updated May 2016)
- Central Governments Localism Act
- General Data Protection Regulations (May 2018)

2.2 Local

Key to the local picture is alignment with the Council Plan. The ICT Strategy should be read in the context of the Council Plan and underpinning Long Term Financial Strategy. Including the above the six themes have been informed by a number of other sources including:

- Alignment with service based strategies
- Consultation with CLT & SLT members
- Consultation with members of the ICT Team
- Member consultation via the Lead Member for Internal Services
- The ICT Services Mission Statement
- ICT Governance arrangements

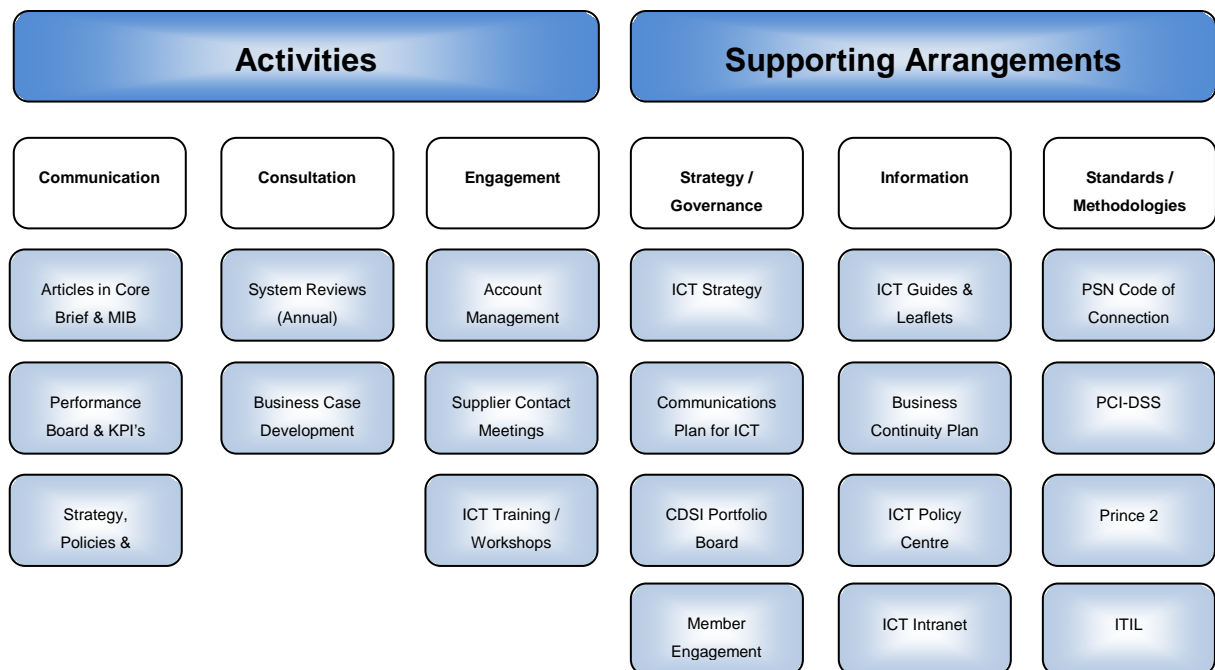
3 ICT PORTFOLIO

Improvements expected as a direct result of the measures implemented through the ICT strategy covering this period, should show a reduction in the number of service desk calls resulting from improved quality, security and stability of the underlying infrastructure.

Active PC's / Laptops (Approx)	200
Annual Average Number of ICT Service Desk Calls	2617
Number of Users (Approx)	200
Servers – Physical	9
Servers – Virtual	62

4 COMMUNICATION, CONSULTATION AND ENGAGEMENT

Many of the communication, consultation and engagement elements of ICT service delivery is embedded in the service culture. The communication strategy depicted below makes explicit the activities that are delivered under each element. This strategy is supported by a clear and comprehensive Communications Plan.



5 STRATEGIC OBJECTIVES

5.1 Strategic Themes

This Strategy consists of the following strategic themes:

1. Leveraging the value of ICT Investment
2. Promoting an excellent customer experience
3. Increase ability to work in effective partnerships
4. Create a positive environmental impact
5. Provide appropriate information management and governance
6. Implement effective business continuity and security

These themes have been selected for;

- Their importance as key transformation drivers for the Council; and
- Their alignment to the Council Plan and core strategies; and
- Their alignment with the vision for ICT

5.2 Leveraging the value of ICT Investment

Strategic Impact:

Automation and enablement of business processes, enabling and supporting remote and flexible working. Recognising employees as a key organisational resource and ensuring access to appropriate technology and information to promote efficient and effective working.

Benefits:

Operational efficiency through the effective use of existing or new technologies. Reduced waste through automated processing and streamlined manual procedures taking opportunities to remove bureaucracy. Improved service delivery through operational consistency.

Outcomes:

- Supporting the Council's priority of 'Financial Sustainability'.
- Review and exploit established technology to ensure greatest operational benefit being gained
- Capture efficiencies and lessons learned to avoid cost and effort
- Staff and Councillors are proficient in the use of ICT

5.3 Promoting an excellent customer experience

Strategic Impact:

Ensuring customers experience consistent services through appropriate access channels (web, telephony and face to face). To facilitate Channel Shift where appropriate by moving simple enquiries and transactions away from Face to Face and Telephony towards self-service facilities. Helping the community to gain access to online services and investigating technologies which support community engagement.

Benefits:

Improve customer experience with greater first line resolution and provide a consistent customer experience across services.

Making services digital and therefore more accessible, offering the customer greater choice on how and when they contact us (24/7/365).

Enables a higher level of customer engagement resulting in stronger communities reducing the dependencies on face to face so that resources can be better deployed in dealing with customers most at risk (vulnerable).

Maximises income generating opportunities from commercial services

Outcomes:

- Support the Council's priorities of Enterprising Craven, Financial Sustainability and Resilient Communities.
- Leverage the use of electronic communication and social media as a means of disseminating information to our customers, improving communication.
- Promote Digital Services assisting in the management of demand

5.4 Increase ability to work in effective partnerships

Strategic Impact:

To promote closer working relationships enabling shared service and commercial opportunities with regional partners and Local Businesses. To drive out cost and create opportunities for greater resilience, efficiencies and savings.

Benefits:

Improvements to service delivery and consistency through common policies, processes, standards, systems and infrastructure.

Increased resilience, succession planning, flexibility and opportunities to share resources.

Alignment of procurement opportunities to achieve economies of scale.

Outcomes:

- Supporting the Council's priority of 'Enterprising Craven' and 'Financial Sustainability'.
- Through demonstrating professionalism and excellence become the 'partner of choice'.
- Promote technology alignment (systems / infrastructure / security)
- Promote procedural alignment (policies / procedures / standards)
- Promote training across partnerships for common services
- Establish greater resilience through procedural and technical alignment

5.5 Create a positive environmental impact

Strategic Impact:

Providing technology which allows services to be taken to the residents, allowing employees to work more flexibly outside the office environment and reducing unnecessary travel. Ensuring appropriate technologies are deployed to make maximum use of the available architecture in order to create an efficient, cost effective and green technical environment. Leveraging virtual technologies where appropriate.

Benefits:

More efficient methods of working to release capacity and reduce costs. Improved environmental impact by reducing our carbon footprint. Improved accessibility and choice for our customers reducing need for face to face visits. Newer technologies incorporating more power efficient operation and flexible functionality that offer cost reduction and energy efficiency opportunities.

Outcomes:

- Supporting the Council's priority of 'Resilient Communities'.
- Introduction of robust remote and flexible working facilities.
- Ensure compliance with relevant ISO standards (i.e. ISO 15489, 17799, 27001).
- Open data principles supporting and reducing FOI requests.

5.6 Provide appropriate Information Management and Governance

Strategic Impact:

Improving the quality and effectiveness of management through the use of technology and Business Intelligence by utilising the Council's information assets. To proactively improve services to our customers and refine working practices to create efficiencies and corporate standards. Ensuring our information assets are effectively managed in line with all relevant legislation through the deployment of appropriate technical standards and solutions.

Benefits:

Improved Risk Management of our information assets ensuring information is stored and accessed appropriately.

Use business intelligence from our information assets to form the basis for sound decision making to improve managing change and increasing quality in service delivery.

Improved access to information for our customers and increased engagement resulting in stronger communities.

Outcomes:

- Supporting the Council's priority of Financial Sustainability.
- Implement appropriate software / technology / procedures to support archiving and retention supporting the Information Management & Governance strategy.
- Investigate the use of collaboration and information sharing tools including extended use of existing technologies to reduce paper based activities and storage.
- Open / Big data principles supporting and reducing FOI requests and providing service insights.
- Leveraging the benefit of data held in our existing systems.

5.7 Implement effective Business continuity and security

Strategic Impact:

Reliance on ICT Systems requires secure, robust and resilient safeguards, ensuring on going availability of priority services and a means of recovery in the

event of a disaster. Safeguarding the Council's data by ensuring compliance with all relevant Legislative, Financial and Central Government security standards.

Benefits:

Ensures availability and continuity of services to our customers and the management of risk related to the Council's ICT assets.

Outcomes:

- Supporting the Council's priority of 'Financial Sustainability.
- Compliance with appropriate security standards
- Business continuity testing and planning
- Technology up skilling for employees and councillors

6 RISKS

The delivery of the ICT Strategy will be through a portfolio of managed programmes and projects linked to the strategic components within the CDSI (Craven District Service Improvement) Programme and will be subject to ICT Governance arrangements (see section 6).

Risks associated with the implementation of this strategy will be reduced through the use of structured techniques for programme and project management, the methodology is described more fully in the ICT Governance section.

Some of the key risks associated with the delivery will be:

- Funding constraints, if the funds identified in the CDSI Portfolio business cases are not forthcoming or at the appropriate time.
- Changes in scope which may impact on cost, quality, timescales and resourcing.
- Resource constraints associated with running significant concurrent programmes of work.
- Important and urgent organisational business priorities emerging which require significant ICT resourcing, necessitating the redeployment of ICT resources as priorities dictate.
- The technical complexity and interdependencies inherent in the concurrent deployment of large technical projects.
- Cultural challenges associated with new ways of working, the use of technology and the desire for customised local solutions.
- Appropriate skills, support and training in place to empower employees and members to deal with organisational changes.

7 CRITICAL SUCCESS FACTORS

The successful implementation of this Strategy depends on maximising the value the Council achieves through its use of existing ICT systems, equipment, and human resources. In particular, the Council will aim to ensure that: -

- The **ICT strategy is embraced by the whole organisation** and the delivery of action plans are facilitated by appropriate communications, skills development, training and the application of best practice
- **Business change management** is strengthened through clear governance by the Craven District Service Improvement Programme Board and by making effective use of key business resources
- **Future investment plans** give sufficient emphasis to Information and Communication Technology where investment is necessary to maintain and enhance the environment
- A corporate approach to **Information Management** continues to be supported including the implementation of relevant standards
- **Transformation** is achieved by moving simple enquiries and transactions away from Face to Face and Telephony to other technology channels to create capacity and efficiencies
- The **Automation and Enablement** of key processes is achieved
- Taking the opportunity to work with Local Authority and public body partners in **Joint Working or Shared Service** initiatives
- The issues of **Physical or Information Security, Disaster Recovery** and **Business Continuity** are given appropriate priority.

Recognising the importance of and the benefits derived from ICT, the Council is investing to ensure the ICT Service continues to meet the needs of the business. The likely levels of additional investment required for the period of this strategy have still to be finalized and will form part of the annual budget process.

8 ICT GOVERNANCE

8.1 ICT Governance Arrangements

The programme of projects resulting from this strategy will be managed in accordance with good practice governance arrangements, ICT Governance is made up of five golden strands namely: -

- *Risk Management*
- *Strategic Alignment*
- *Performance Management*
- *Resource Management*
- *Value Delivery*

Risk Management

The ICT related projects that the Council implements are often expensive and delivered over a number of months so it is important that sound risk management is in place both in managing projects and the day to day operation. Using the PRINCE2 project management methodology helps to mitigate the risks by enabling the Council to consistently work to identify the risks associated with a given project and regularly report on progress to the programme board.

Strategic Alignment

Key to achieving strategic alignment is good communication and a good relationship between ICT and service / section heads. Regular ICT Account Management meetings facilitate this relationship. The aim is to ensure that ICT systems are only implemented once a full understanding of appropriate business strategies exists and that any investment is able to support the planned development of the business with the underlying objective of improved and efficient services delivered to customers.

Performance Management

In order to ensure that the ICT service delivers solutions on time and is able to support those solutions it is necessary for a series of internal Service Level Agreement (SLA's) to be place. These targets are used to ensure openness and transparency exists. Monthly reports are to be generated for the Corporate and Senior Leadership Teams (CLT/SLT) and should be considered by the programme board.

Resource Management

Resource management covers the resource in a number of areas. It is not only important to ensure that there is enough ICT resource with the requisite skills

(SFIA) to deliver the project management, the technical installations and the support of new systems / solutions but it is also essential that capacity exists within the service area to enable successful change / implementations to take place.

Value Delivery

Once a solution has been delivered, ensuring that the organisation is realising the improvements and efficiencies that were highlighted in the business case supporting the original investment come under the strand of Value Delivery, benefits realisation should be reported on a monthly basis to CLT.

8.2 Craven District Service Improvement (CDSI) Portfolio

The Craven District Service Improvement (CDSI) Portfolio was established in 2015. This Portfolio forms part of the ICT Governance framework and is used to ensure that there is a mechanism in place to manage the programme of ICT developments and Service Improvements.

8.3 ICT Account Management Meetings

In order to maintain a close working relationship between the ICT function and the business regular Account Management meetings are organised. These should include regular meetings between the ICT Service Manager and System Owners, annual meetings between the CIO or ICT Service Manager with CLT & SLT members.

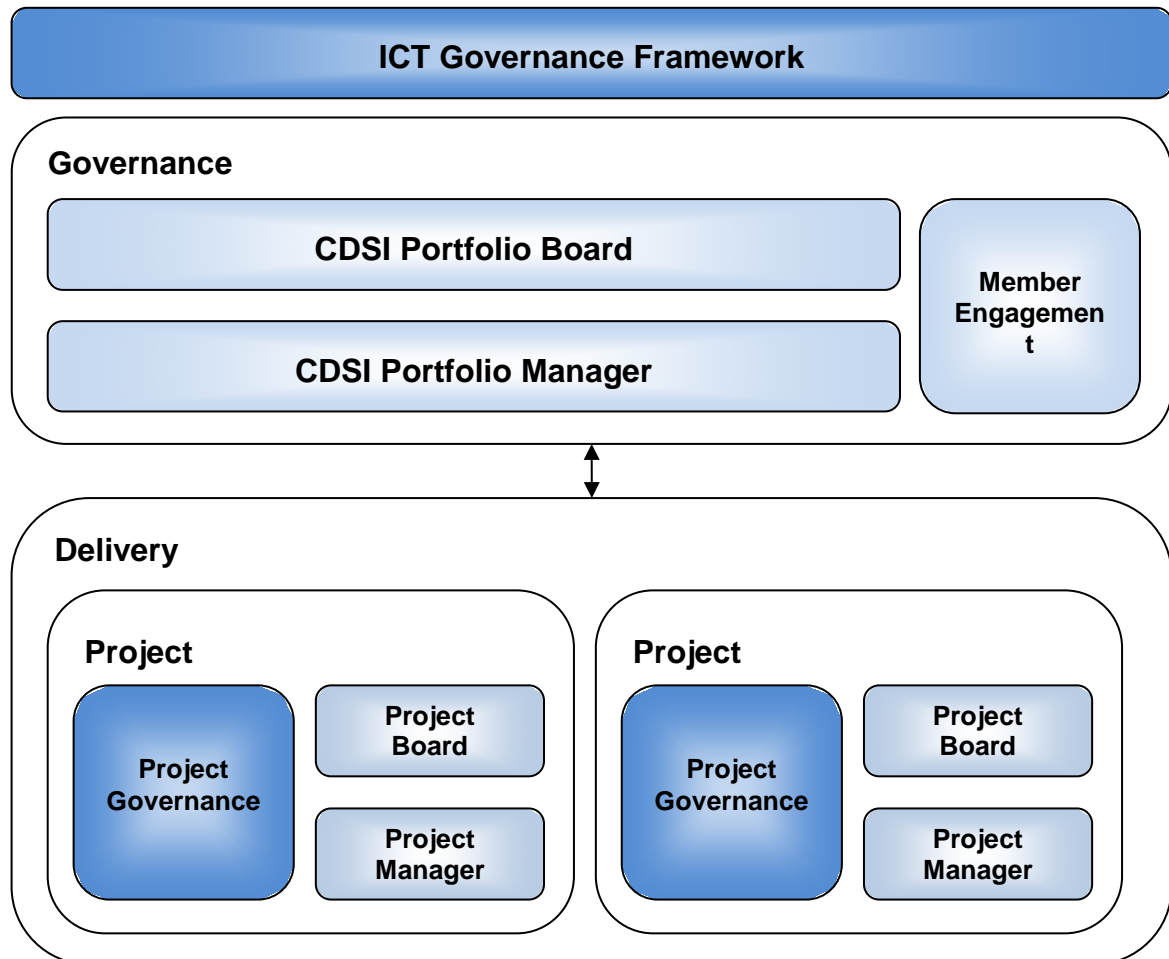
8.4 Programme Management

The CDSI portfolio and the associated reporting mechanisms (for example the CDSI Highlight Report) ensure that openness and transparency exists. Using a simple to understand traffic light system, Red, Amber, Green (RAG) status the programme board can see immediately where issues exist and are able to react in order to apply the appropriate measures to address the circumstances.

8.5 Project Management

Risks associated with the implementation of any programme will be reduced through the use of structured techniques for programme and project management. PRINCE2 (**P**rojects **I**N **C**ontrolled **E**nvironments) is a structured methodology for effective project management. It is common practice for ICT Services and its contractors to use PRINCE2 and it is not restricted for use in ICT related projects but is a generic methodology that promotes best practice in project management and as such it should be the aim of the organisation to ensure that the all corporate projects benefit from this.

8.6 ICT Governance Framework Diagram



8.7 Performance Management and Progress Monitoring

A number of measures are to be established to ensure that regular performance management and progress monitoring is carried out.

The ICT Management KPI report is to be produced monthly for CLT. This document contains details of security incidents, the number of calls received by the services desk, the percentage of responses achieved within the service level targets, the percentage of time the systems are available and the customer satisfaction survey results.

The CDSI Highlight Report is to be produced whenever the CDSI programme board meet. The report is sent to CLT giving full transparency to the state of all projects contained within the programme.

The Service Delivery Plan for ICT should contain local indicators, which are monitored throughout the life of the programme. A percentage is recorded to indicate how much of the programme has been delivered.

APPENDIX A GLOSSARY

Term	Description
Big Data	Big Data defines the multitude of high volume information assets owned by the council which used collectively can provide unique insights into service delivery through a process known as Business Intelligence.
Business Intelligence	Business Intelligence, or BI, is an umbrella term that refers to solutions or processes used to analyse an organisation's raw data to help inform business decisions.
CLT	Corporate Leadership Team
GDPR	General Data Protection Regulations
IAAS	Cloud infrastructure services, also known as 'Infrastructure as a Service' (IAAS) which delivers a server infrastructure environment as a service. Rather than purchasing servers, software, data-center space or network equipment the service is billed on a utility computing basis i.e. by the amount of resources consumed.
ICT	Information & Communication Technology
ITIL	<p>ITIL® (the IT Infrastructure Library) is the most widely accepted approach to IT service management in the world. ITIL® provides a cohesive set of best practice, drawn from the public and private sectors internationally. It is supported by a comprehensive qualifications scheme, accredited training organisations, and implementation and assessment tools. The best practice processes promoted in ITIL® support and are supported by, the British Standards Institution's standard for IT service Management (BS15000). The standard includes the following components: -</p> <ul style="list-style-type: none"> • Service Management: • Financial Management: • Capacity Management: • Continuity Management: • Availability Management: • Configuration Management: • Service Desk:

Term	Description
	<ul style="list-style-type: none"> • Incident Management: • Problem Management: • Change Management • Release Management
Open Data	Open Data is any data of a non-sensitive nature that can be freely used and distributed subject to provenance being maintained
PCI DSS	Payment Card Industry Data Security Standards
PSN	The Governments Public Services Network (PSN) is a central government facility providing a secure private Wide-Area Network (WAN) between connected Local Authorities and other public organisations.
SAAS	Cloud application services or 'Software as a Service' (SAAS) deliver software as a service over the Internet, eliminating the need to install and run the application locally and simplifying maintenance and support.
SLA	<p>Service Level Agreement.</p> <p>An agreement between the service provider (internal or external) and the end user that defines the level of service expected from the service provider.</p>
SLT	Senior Leadership Team.
SFIA	<p>Skills Framework for the Information Age.</p> <p>The Skills Framework for the Information Age (SFIA) provides a common reference model for the identification of the skills needed to develop effective Information Systems (IS) making use of Information Communications Technologies (ICT).</p>
WAN	Wide Area Network, a computer network that extends over a large geographic area.

Document Information

Project Name	Craven ICT Strategy
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Status	First Draft Release
Date	29/10/2018

Purpose

The purpose of this document is to define the ICT Strategy for the period 2019-2022.

Distribution

Copy to	CLT
	SLT
	ICT Staff
	Lead member for Internal Services
	File

Document History

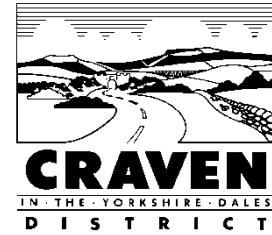
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Policy Report – 4th December 2018

DIGITAL STRATEGY



Report of Chief Information Officer

Lead Member; Councillor John Dawson

Ward(s) affected: All

1 Purpose of the Report

To approve Craven District Council's Digital Strategy

2 Recommendations

Policy are recommended to:

Approve adoption of the Digital Strategy along with the approach and standards defined therein as set out at Appendix A.

3 Background

- 3.1 A Digital Strategy was developed in 2016 which aimed to deliver improved web services for the Council. Since then, a number of the objectives in the original strategy have been achieved and there are on-going activities in progress to achieve the remaining objectives under the original themes. A sample of the key achievements from the 2016-2019 Strategy are as follows:
- Redesign of the Craven District Council website: a new Council website was launched in January 2018. This redesign has also ensured that web accessibility standards are improved evidenced by the newly designed site passing an independent accessibility review in June 2018.
 - Introduction of a new Customer Relationship Management system which allows the Council to easily develop self-service processes for customers and for Customer Service Advisors to complete on behalf of customers.
 - Creation of a staff intranet allowing staff to find documents, policies and view news in one central location
- 3.2 The Digital Strategy defined within this document seeks to address six key themes aligned with the Council Plan, central governments Digital Transformation Strategy and the principles underlying the Council's Transformation approach of Effectiveness, Efficiency and Economy:
- Website Presentation: the customer experience
 - Digital Engagement: digital and social media
 - Digital Engagement: channel shift and service redesign

- Enable a digital culture
- Service Insights: exploiting data / open data / big data
- Best Practice: working with partners and learning from others

Whilst these themes have some consistency with the previous themes, the previous website presentation themes have been consolidated and a new theme concerned with Best Practice has been added. Expected outcomes build on the foundation set by the outgoing strategy, specifically:

- Increase Evidence based approach to website content creation and customer journeys: using Google Analytics figures and customer feedback to redevelop service's content pages in line with customer's expectations and behaviour.
- Increase the number of self-serve options available: work with services to move paper based processes online to achieve a channel shift aim of 70% of transactions self-serve online, 20% telephone and 10% face to face where practical.
- Increase opportunities for personalisation: utilise the MyAccount function and the Services in my Area function on the website to provide relevant and personalised information to the customer in a secure way.
- Identifying and learning from best practice: working in partnership with other local authorities to identify opportunities to collaborate on digital services and learn from best practice. Incorporating the Government Digital Service's Digital Service Standard's into on-going service design and website content.

- 3.3 While the strategy contains broad strategic objectives along with the rationale behind those objectives, including the benefits and outcomes that will be achieved it does not set out to provide a strict formula dictating the approach. An emerging strategy will therefore exist enabling an agile approach to delivery, taking advantage of new and proven developments linking closely with the ICT and Information Governance strategies and associated delivery plans.

4 Financial Implications

The Digital Strategy has been prepared to support the Council Plan, the ICT Strategy, The information Management & Governance Strategy and the Council's Long Term Financial Strategy, it is anticipated that the strategy will assist in the control and reduction of costs, it should be recognised that in order to achieve these benefits additional resource and effort will be required to carry out the programme of activity and this should be considered on a per business case basis.

5 Legal Implications

The Strategy assists in setting the foundation for ensuring the Council continues to maintain and handle its information assets appropriately.

6 Contributions to Corporate Priorities

The proposals in this report supports the Council's priority of 'Financial Sustainability' by ensuring the Council remains sustainable and ensures provision of the necessary technologies to continue delivering essential front line services. The proposal also supports maintaining an effective and modern Infrastructure which underpins all of the priorities and actions within the Council's key priorities and provides the necessary security and continuity arrangements necessary for safeguarding the Council's data

and essential services.

7 Risk Management

The implementation of the proposals in this report will be subject to the Council's formal project and programme management procedures which ensure risks are considered and mitigated as appropriate and highlighted through the established governance arrangements.

8 Equality Impact Assessment

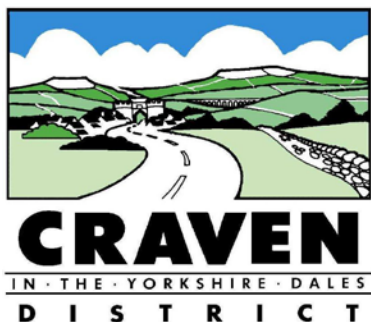
The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the production of the strategy as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed strategy, procedure or function **does not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

9 Appendices

Appendix A – Digital Strategy 2019-2022

10 Author of the Report

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Digital Strategy 2019-2022

Craven District Council



Mission Statement:

“To enable a digitally exploiting culture in order to provide an excellent customer experience”

www.cravendc.gov.uk

Craven District Council

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1 INTRODUCTION

1.1 Purpose

This document sets out the Council's digital strategy over the period 2019 to 2022. Digital facilities are essential to the delivery of all of the Council's services and are fundamental to the Digital Transformation Programme, launched in April 2018.

In Quarter 1 of 2018, 90% of adults in the UK had recently used the internet¹, an increase from 77% in 2010². This trend for increased engagement with online services is applicable across all demographic groups, including those who may, (wrongly), be characterised as being less familiar with digital technology. ONS figures show that recent internet usage by retired adults had increased by almost 22% from 39% in 2011 to 61% in 2017, in addition, 41% of those aged over 75 had used the internet recently – this has doubled from 20% in 2011³.

Smartphone ownership also echoes these trends. A smartphone is a mobile phone that possesses the operating capabilities of a personal computer. In October 2017, smartphone uptake in the UK eclipsed laptop penetration for the first time with 85% of citizens using smartphones, compared to 78% using laptops⁴. As with internet usage, ownership of smartphones amongst older demographics is also on the rise with 71% of those aged 55-75 owning a smartphone, an increase of 19% since 2012⁵.

These figures are important because they correlate with the way in which people expect to access services and interact with organisations, including councils.

If it is possible to book a taxi; order a pizza; and check a bank statement using only a mobile phone, then people will also expect to be able to check when their bin will be emptied; pay their council tax; or apply for a taxi licence using the same method.

This sets an expectation of how residents expect to use services and given that local authorities deliver an estimated 80% of local public services, it is essential that those services are as accessible to as many people as possible, using their access channel of choice.

¹ Prescott, C. (2017), 'Statistical bulletin: Internet users in the UK: 2018', Office of National Statistics; available on: <https://www.ons.gov.uk/businessindustryandtrade/itandinternetindustry/bulletins/internetusers/2018> ; accessed on: 11/07/2018

² Office for National Statistics. (2010), 'Internet Users UK', available on: <https://www.ons.gov.uk/businessindustryandtrade/itandinternetindustry/bulletins/internetusers/2018>; accessed on 03/07/2018

³ As above

⁴ Deloitte. (2017), 'UK public are 'glued to smartphones' as device adoption reaches new heights'; available on: <https://www2.deloitte.com/uk/en/pages/press-releases/articles/uk-public-glued-to-smartphones.html>; accessed on 14/05/2018

⁵ As above

These societal trends, combined with the new functionality and flexibility for development offered by Craven's current digital tools and developing technology presents an excellent opportunity for CDC to leverage the efficiencies, improved data quality and enhanced customer experience arising from channel shift of service delivery to digital methods.

The Digital Strategy 2019-2022 will be an emerging strategy to ensure that the Council takes advantage of technological improvements and on-going customer and organisational needs; making digital customer's access channel of choice. Where appropriate, a digital media approach to service delivery needs to be adopted. This is vital when engaging with customers and is an important part of any service design moving forward.

1.2 Background

A Customer Access and Digital Strategy was written in spring 2016. Since then, the Council's website and CRM system have both been replaced and a number of the objectives in the original strategy have either been achieved or there are on-going activities in progress to achieve these.

Achievements since the 2016-2018 Strategy are as follows:

- Redesign of the Craven District Council website: a new Council website was launched in January 2018. The new website included a number of developments that were committed to in the previous Strategy, including:
 - a top ten service panel promoting the most popular digital services
 - mobile responsive web design, negating the need for a separate mobile site to be maintained
 - improving visibility of social media links through the use of a footer on each web pages with social media icons
 - simplification of the user journey, reducing the number of clicks required to find information
 - review of content and a reduction of the number of web pages from 1600 to 690
 - branded sub-sites within the main Council website for Skipton Town Hall, Craven Leisure and Craven museum
- The redesign of the Council website has also ensured that web accessibility standards are maintained and this has been evidenced by the newly designed site passing an independent accessibility review in June 2018
- Introduction of a new Customer Relationship Management system, to replace the Lagan system. This is provided by the same supplier as the website and allows the Council to easily develop self-service processes and for Customer Service Advisors to complete these on behalf of customers; improving the quality, consistency and availability of customer data and providing the Council with greater flexibility to develop online services

- Creation of a staff intranet allowing staff to find documents, policies and view news in one central location
- Establishment of Web Editor Review Meetings with Service Managers and the Webmaster to incorporate their feedback into the on-going development of the website.

1.3 The Vision for Digital Service Delivery

The vision for the Council is that; the Council will be recognised as a digitally exploiting organisation, and where digital solutions are provided they will operate to the following principles:

- secure
- easy to use
- aim to save both the customer and the organisation time
- aim to save both the customer and the organisation money
- informative
- accessible

The Council intends to achieve both the Council and Digital visions following the above principles. This will help our customer's engage in our digital service provision with confidence.

2 CONTEXT

2.1 National

The Digital Strategy has been informed by national research conducted by a number of organisations:

- Government ICT Strategy 2016⁶
- Government Transformation Strategy 2017-2020⁷
- Society of Information and Technology Management (SOCITM) 'UK Digital Strategy - the next frontier in our digital revolution' (2016)⁸

2.2 Local

Key to the local picture is alignment with the Council's published Council Plan and ICT Strategy. The Digital Strategy should be read in the context of the Council Plan and underpinning ICT Strategy, Information Governance Strategy, Long Term Financial Strategy, People Strategy and the Customer Services Charter.

The Digital Strategy sits alongside the Digital Transformation Programme and supports its objectives by establishing overarching digital goals and metrics on an organisational basis, in addition to those that will be worked through on an individual service review basis. The Digital Strategy will be aligned with the Council's Transformation activities to capture opportunities for service redesign

Including the above, the strategic themes highlighted in this document have been informed by a number of other sources including:

- Alignment with service based strategies
- Consultation with CLT and SLT members
- Member consultation via the Lead Member for Internal Services
- ICT Governance arrangements

⁶ gov.uk, (2016), 'Government Information Technology (IT)', available on: <https://www.gov.uk/government/collections/ict-strategy-resources>; accessed on 31/10/2018

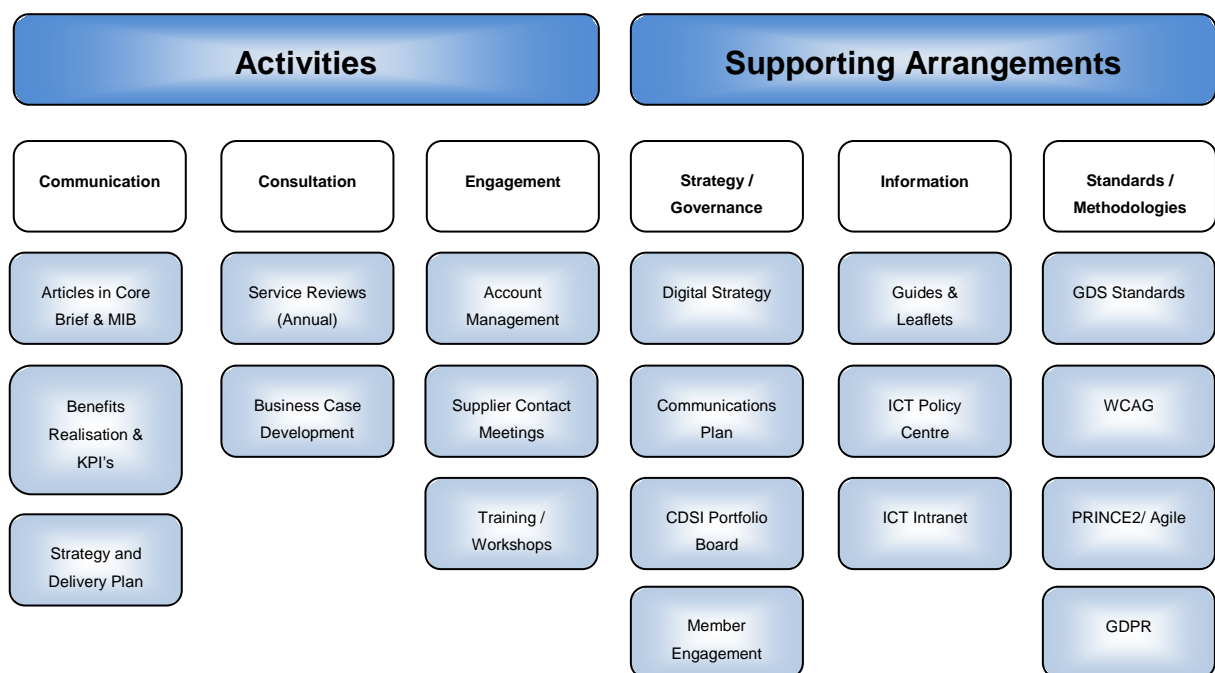
⁷ gov.uk, (2017), 'Government Transformation Strategy 2017 to 2020', available on: <https://www.gov.uk/government/publications/government-transformation-strategy-2017-to-2020> ; accessed on 31/10/2018

⁸ SOCITM, (2016), 'UK Digital Strategy - the next frontier in our digital revolution', available on: <https://www.socitm.net/publications/digital-insights>; accessed on 31/10/2018

3 COMMUNICATION, CONSULTATION AND ENGAGEMENT

Communications will be achieved through the Communications Plan as described below. The communication strategy depicted below makes explicit the activities that are delivered under each element.

Consultation will be achieved through engagement with key groups consisting of CLT, SLT and Lead member for internal Services.



4 STRATEGIC OBJECTIVES

The Council's Digital Strategy is line with central government's Digital Transformation Strategy

It will look to enhance the customer experience, generate service insights by exploiting data, leverage benefits from social and digital media such as online content and create a digital culture within the organisation.

In addition we will create digital services that our customer's view as their access channel of choice.

4.1 Strategic Themes

Our focus will cover the following six strategic themes:

- Website Presentation: the customer experience
- Digital Engagement: digital and social media
- Digital Engagement: channel shift and service redesign
- Enable a digital culture
- Service Insights: exploiting data / open data / big data
- Best Practice: working with partners and learning from others

These themes have been selected for;

- Their importance as key transformation drivers for the Council; and
- Their alignment to the Council Plan and core strategies; and
- Their alignment with the vision for digital service delivery.

4.2 Website Presentation: the customer experience

Strategic aim:

To create a secure, easy to use mobile responsive website that our customer's view as their access channel of choice

How this will be delivered:

- To improve the mobile experience of the website
- Use Google Analytics data to redevelop content and landing pages to ensure the structure of the site matches customers' expectations and content is easy to find
- To improve the search functionality on the site

Progress monitoring:

- Use analytical tools to monitor successful / failed user journeys
- Monitoring reports shared with CLT/SLT
- User testing and feedback

4.3 Digital Engagement: digital and social media

Strategic aim:

To enhance engagement with citizens and customers

How this will be delivered:

- Promote the MyAccount function to customers
- Increase the opportunities for customers to personalise their website experience
- Incorporate user testing into the redevelopment of any online user pages
- Use social media channels to promote self-serve options for customers and to reduce avoidable contact into Customer Services

Progress monitoring:

- Increased number of views
- Increased number of MyAccount users
- Increased number of followers / likes / subscriptions

- Increased digital services take up
- Monitoring reports shared with CLT/SLT
- Monitor income generated

4.4 Digital Engagement: channel shift and service redesign

Strategic aim:

To increase the number of secure digital services available, designed to save both our customers and the organisation time and money.

How this will be delivered:

- Align activity with the Council's Digital Transformation Programmes to capture opportunities for service redesign
- Identify high volume transactions that customers are not able to conduct online and develop online services for these
- Adopt a transactional, non-silo'ed approach to online services, focussing on overarching customer journeys where a customer may engage with multiple services to complete their transaction
- Digital inclusion to ensure no-one is disadvantaged through the use of assisted digital methods

Progress monitoring:

- Ongoing analysis of channel activity
- Increasing digital services take up with reducing telephony and face to face transactions working towards the aim of 70% Digital; 20% Telephone; 10% Face to Face
- Monitoring reports shared with CLT/SLT
- Monitor income generated

4.5 Enable a Digital Culture

Strategic aim:

To enhance digital awareness and digital skills of employees and members to drive digital service redesign adopting digital techniques for working practices.

How this will be delivered:

- To encourage a 'thinking digitally' mind-set amongst officers and members
- Providing management data to inform decision making
- Promoting the Digital Strategy, website and CRM and raising awareness of digital amongst staff

Progress monitoring:

- Employees and members demonstrate greater digital awareness and digital skills
- Improved quality of website content monitored through take up of services
- Increased digital services take up by customers, employees and members
- Monitoring reports shared with CLT/SLT

4.6 Service Insights: exploiting data / open data / big data

Strategic aim:

To extract service insights from data in order to inform decision making, to publish 'open data' sets to improve transparency.

How this will be delivered:

- Analyse data to inform our approach to customer service provision
- Identify and publish 'open data' sets to enhance current 'open data' provision
- Identify opportunities to work with partners to 'mash' data sets in order to obtain service insights (i.e. 'big data')
- Ensure that any activity is complimentary to other requirements including for example the Local Government Transparency Code.

- Ensure future software procurements allow for relevant data extraction to support 'open data' principles

Progress monitoring:

- Increased number of 'open data' sets published
- Increased number of opportunities to engage with partners in relation to the use of 'big data'
- Monitoring reports shared with CLT/SLT

4.7 Best practice: working with partners and learning from others

Strategic aim:

Adopt and tailor the Government Digital Service standards and identify and learn from best digital practice within the wider public sector

How this will be delivered:

- Align website and online service development with the Government Digital Service 'Digital Service Standard'⁹
- Learn lessons from and collaborate, where relevant, with other local authorities and public sector bodies
- Utilise, where possible, the Government Digital Service's open source tools such as Gov Pay and Gov Notify

Progress monitoring:

- Number of services re-designed to meet Government Digital Service standards
- Monitoring reports shared with CLT/SLT

⁹ Government Digital Service, Digital Service Standard. Available on: <https://www.gov.uk/service-manual/service-standard>; accessed on: 20/08/2018

5 RISKS

The delivery of the Digital Strategy will be through a portfolio of managed activities linked to the strategic components within the CDSI (Craven District Service Improvement) Portfolio (as described in the ICT Strategy) and the Digital Transformation Programme. These activities will be subject to the governance arrangements via the Digital Transformation Programme – namely monthly Project Board meetings and adoption of PRINCE2 methods to manage risk.

Risks associated with the implementation of this strategy will be reduced through the use of structured techniques for programme and project management.

Some of the key risks associated with the delivery will be:

- Funding constraints, if the resources allocated to the delivery of the Digital Strategy are not continued during the period of the strategy.
- Loss of skilled resource to lead on the implementation activities, and also loss of key resources in other parts of the Council providing support.
- Failure of individuals (officers and members) to understand their responsibilities and application of the principles defined within this strategy.
- Lack of support from the Council's leadership team, including support of the Service Managers.
- Changes in scope of any resulting projects which may impact on cost, quality, timescales and resourcing.
- Resource constraints associated with running significant concurrent work activities.
- Important and urgent organisational business priorities emerging which require significant assistance outside of the planned activities associated with this strategy.

6 CRITICAL SUCCESS FACTORS

Although the successful implementation of this Strategy obviously depends on the Implementation of the principles defined herein, success will be measured by the following (in no particular order):

- The **strategy is embraced by the whole organisation** and the delivery of action plans are facilitated by appropriate communications, skills development, training and the application of best practice;
- Success of channel shift will be measured through **increased self-service submissions** working towards the aim of 70% Digital, 20% Telephone, 10% Face to Face. New online services will be continually monitored to evaluate uptake of self-service submissions and feedback from customers will be taken into account to identify on-going improvements to increase uptake;
- The number of **self-service forms submitted outside of CDC's opening hours will also be monitored** as this indicates that customers are able to interact with the site without the need for officer support;
- To ensure the **site remains developed in line with accessibility standards**, each year the site will be independently tested by SOCITM Better Connected's Accessibility Review;
- In practical terms, **an increase in the amount of services available as end to end online customer journeys** and a reduction in paper based processes or Word and PDF forms will demonstrate success against the channel shift agenda and the strategic aim to increase the number of secure online services available;
- As a cashable benefit, **decreases in consumables such as printing, postage and stationery costs** across the council should be realised as a side effect of fewer paper based services provided to customers;
- To **extract service insights from data** in order to inform decision making, to publish 'open data' sets to improve transparency;
- **Business change management is strengthened** through clear governance by the Craven District Service Improvement Programme Board and via the Digital Transformation Programme made up of CLT and

the Portfolio Manager (ICT & Transformation Manager) to ensure effective use of key business resources on a priority basis;

Recognising the importance of and the benefits derived from an effective Digital Strategy, the Council is investing to ensure that public facing services continue to meet the needs of citizens and customers. The likely levels of additional investment required for the period of this strategy have still to be finalised and will form part of the annual budget process and the development / approval of appropriate business cases.

7 GOVERNANCE

The programme of activities resulting from this strategy will be managed in accordance with good practice governance arrangements highlighted in the ICT Strategy made up of the five golden strands namely: -

- *Value Delivery*
- *Strategic Business Alignment*
- *Resource Management*
- *Risk Management*
- *Performance Management*

Web enhancements will be managed as part of the Programme Plan for the Digital Transformation Project and reported on via the Transformation Programme Highlight Report.

Specific governance for the Digital Strategy will be via the governance arrangements outlined in the Digital Transformation Programme and will include key stakeholder representation from service areas and customer services.

APPENDIX A GLOSSARY

Term	Description
Agile	Agile in the context of this strategy refers to a Project Management method, typically but not exclusively used for software projects that focuses on the division of tasks into short phases of work and frequent reassessment and adaptation of plans.
Big Data	Big Data defines the multitude of high volume information assets owned by the council which used collectively can provide unique insights into service delivery through a process known as Business Intelligence.
Business Intelligence	Business Intelligence, or BI, is an umbrella term that refers to solutions or processes used to analyse an organisation's raw data to help inform business decisions.
CDSI Portfolio	Craven District Service Improvement – a collection of projects and programmes managed on an annual basis to improve and develop the Council.
Channel Shift	Channel Shift is a term used to describe moving service provision to cheaper and more effective online channels, recognising that Face to Face services are more costly than Telephone services which in turn are more expensive than online Digital services.
CLT	Corporate Leadership Team.
CRM	Customer Relationship Management - a system that records contact with customers and their interaction with the organisation.
Digital	Digital in the context of this strategy refers to electronic delivery of services typically through online web facilities, but also includes other electronic methods of communication such as Email and SMS.
GDPR	General Data Protection Regulation a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area, introduced in May 2018.
GDS	The Government Digital Service – a unit of the Cabinet Office tasked with transforming the provision of central government digital services

Term	Description
ICT	Information and Communication Technology.
Open Data	Open Data is any data of a non-sensitive nature that can be freely used and distributed subject to provenance being maintained.
PRINCE2	PRINCE2 is a widely adopted Project Management methodology which focusses on a collection of generic themes, processes and principles.
SLT	Senior Leadership Team.
Social Media	Typically websites and applications that enable users to create and share content or to participate in social networking.
WCAG	Web Content Accessibility Guidelines – a set of best practice guidelines for website accessibility to ensure that websites can be used by as many people as possible, including those with disabilities.

Document Information

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Status	Draft Release
Date	09/11/2018

Purpose

The purpose of this document is to define the Digital Strategy for the period 2019-2022.

Distribution

Copy to	CLT
	SLT
	ICT and Transformation Team
	Lead member for Internal Services
	File

Document History

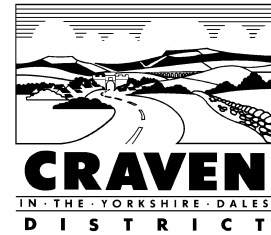
Version	Date of Production	Version Description	Author
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1.0	09/11/2018	Draft Release	SW/DM

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Owner	Darren Maycock, ICT & Transformation Manager Susie Whitaker, ICT and Transformation Project Manager

Policy Committee – 4th December 2018

GRASSINGTON VILLAGE ACTION PLAN



Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: Grassington and Upper Wharfedale and Barden Fell

1. Purpose of Report

- 1.1 To highlight the work of the Grassington Forum to improve the long term economic success of Grassington and the Council's role in supporting key projects. Also, to support this work, to reallocate funding from the Threshfield Quarry Public Art Project to help deliver the Grassington Village Action Plan.

2.0 Recommendations

Members are recommended to:

- 2.1 To note the projects identified to improve the economic performance of Grassington village.
- 2.2 Agree to re-allocate £22,000 from the Threshfield Quarry Public Art project towards the delivery of the Grassington Village Action Plan.
- 2.3 Give delegated authority to the Director of Services in consultation with the Lead Members for Enterprising Craven and the ward members for Grassington and Upper Wharfedale and Barden Fell to agree how the monies are assigned.

3.0 Background

- 3.1 Grassington is the main service centre in Wharfedale and it is one of the most important visitor destinations in the southern Yorkshire Dales. The village attracts visitors from across the United Kingdom but predominantly from Yorkshire and the North West. For a village with a population of just over 1,100, the visitor economy provides a level of services that is in excess of other villages in the district.
- 3.2 The success of Grassington has relied on the beauty of the landscape and historic built environment of the village core. Grassington has a number of long running and successful festivals – Grassington Festival, 40's Weekend, and Dickensian Festival – that successfully raise the profile of the village.
- 3.3 Over recent years retailers have experienced a steady but continuous decline in footfall and income. Past success has meant that Grassington has not needed to develop some of the basic tourism infrastructure such as visitor signs or even a leaflet that are essential to other areas. The Grassington Chamber of Trade no longer believes that this is sustainable.

- 3.4 Places that are usually regarded as competitor or at least comparator towns and villages such as Helmsley, Pateley Bridge, Haworth and Hebden Bridge are all constantly improving their offer including visitor infrastructure, public realm and also products such as the quality of the retail offer and the food and drink experience. Grassington has not had any significant changes in recent years. Also there is a shift in people's leisure habits and in particular there is a movement towards experiential activities (immersion in the activities of an area). Therefore there needs to be some consideration of the unique proposition for the village as passively walking around the village or along the river may no longer be sufficient to compete with the offer of other towns and villages.
- 3.5 The Grassington Forum has been created to pull together the interests of Grassington Parish Council, the Town Hall, festivals, Grassington Hub and the Chamber of Trade so that the village can work effectively together.
- 3.6 Grassington, like many rural communities, is experiencing an aging population and so the Forum would like to explore how affordable housing for younger people can be developed. Housing needs to be accompanied with better jobs and as the range of jobs across the Dales is limited so the provision of employment space to attract new businesses is required.
- 3.7 The Devonshire Institute and the Town Hall require significant structural improvements such as a new roof and upgraded health and safety provision. Options are being developed to assess whether the upgrade is cost effective or a new building is a more sustainable option.
- 3.8 Allocations, from the New Homes Bonus, of £100,000 each were awarded to the service centres outside of Skipton - Cross Hills, Settle, Bentham and Ingleton. When these allocations were made, Grassington was considered to be performing well, and although the service centre for Wharfedale and one of our former area forum locations, Grassington was not awarded funds at that time.

4.0 Priorities and Key Projects

- 4.1 The Grassington Forum has identified six priorities that if tackled will contribute to addressing the current and future problems of Grassington.
- 1) Increase the visitor offer
 - 2) Increase the services and facilities for residents
 - 3) To attract younger families to the area
 - 4) To create new businesses and job opportunities
 - 5) To encourage environmental sustainability
 - 6) Branding and Marketing
- 4.2 A list of projects has been identified by the members of the Forum to address their priorities. Craven DC will not be able to support the development and implementation of all of these projects, so it is proposed that a more limited list under 5.1 will be supported by the Economic Development, Strategic Housing and Partnerships teams.
- 4.3 The full list of projects identified is:
- New Town Hall
 - Build low cost housing
 - Light Industry/ business units
 - Craft/studio spaces
 - Improved car parking inc. metering
 - Improved public toilets
 - Improved coach drop-off

- Cycle racks
- Local signposting
- Faster broadband
- Quad bike train
- Disabled access riverside path
- Village branding
- Events and Festival
- Arts/heritage trails
- Exhibitions
- Shop signs
- Public realm
- Dark skies activities
- Indoor attractions
- Build maypole

5.0 Grassington Village Action Plan

- 5.1 The initial projects identified by the Grassington Forum that will involve Craven DC are in the table below. It is felt that these projects clearly contribute to the wider agenda of attracting families and younger people by supporting more affordable housing, better jobs and vibrant communities.

Project	Leads Organisation	Initial Role of Craven DC
Low cost housing	Forum	<ul style="list-style-type: none"> • Strategic housing team to discuss community led housing and other approaches • Support the identification of potential sites
Light Industry/business units	Forum	<ul style="list-style-type: none"> • CDC economic development team and YDNPA planning team to support the development of available sites inc. Threshfield Quarry and Linton Camp
Craft/studio spaces	Forum	<ul style="list-style-type: none"> • CDC Arts Development Officer and YDNP planning team to identify potential/available sites in and around Grassington • Support the development of a demand study
Local signposting	GCT	<ul style="list-style-type: none"> • Support the development of a signage scheme • Provide a financial contribution to the scheme • Assist in securing funding package
Faster broadband	Hub	<ul style="list-style-type: none"> • Assess network coverage and identify gaps • Engage NYCC and private sector to design solution
'Access for all' route along the river	YDNP/Hub	<ul style="list-style-type: none"> • Support YDNPA with securing funding
Village branding	Forum	<ul style="list-style-type: none"> • Engage Welcome to Yorkshire to provide advice on developing a tourism marketing strategy • Engage a marketing company to produce a strategy and materials • Provide a financial contribution to the scheme

- 5.2 Although the initial actions identified will, in part, rely on the support of Craven District Council, it is clear that the funding available from Craven District Council will not be

sufficient to fund all of these actions. We will therefore provide assistance to organisations in Grassington to secure additional funding including:

- Big Lottery
- Yorkshire Dales National Park Authority's Sustainable Development Fund
- RDPE – Rural Tourism Fund
- Heritage Lottery
- Tarmac Landfill Communities Fund
- Homes England
- Local Enterprise Partnerships

6. Implications

6.1 Financial and Value for Money (vfm) Implications

The £22,000 funding request is a transfer of budget allocated to the Threshfield Quarry Public Arts project. The budget originated from the New Homes Bonus.

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

8. Access to Information : Background Documents

None

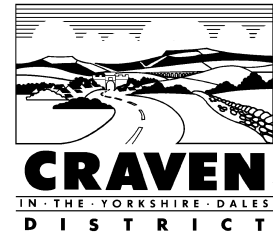
9. Author of the Report

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

10. Appendices

None

Policy Committee – 4th December 2018**Skipton Business Improvement District**

Report of the Strategic Manager for Planning and Regeneration

Lead Member - Enterprising Craven: Councillor Myers

Ward(s) affected: All Skipton Wards

1. **Purpose of Report**

To introduce the business plan for the Skipton Business Improvement District and agree the Craven District Council position in the vote on the third term of the Business Improvement District.

2. **Recommendations**

Members are recommended to:

- 2.1 Note the Skipton Business Improvement District Business Plan
- 2.2 Agree that Craven District Council will vote in favour of the renewal of the Skipton Business Improvement District.
- 2.3 Delegate authority to the Director of Services to vote in the Business Improvement District ballot in accordance with the decision made under recommendation 2.2.

3. **Background to the Skipton Business Improvement District?**

- 3.1 The Skipton Business Improvement District (BID) is an initiative that has been in existence since 2009. The BID model operates in a defined geographical area where businesses are invited to come together to decide how to improve their trading environment. The creation of the first Skipton BID was funded by Craven DC and Yorkshire Forward and was overseen by Skipton Chamber of Trade.
- 3.2 Although Skipton was only the second BID in Yorkshire, the approach is increasingly seen as an essential tool for towns to compete. In the last five years there have been successful votes in Keighley, Otley, Northallerton and Colne and future votes in Ripon, Harrogate and Richmond are planned.
- 3.3 A BID is private sector led and driven by the businesses of the area. Through consultation, the key issues are identified, a range of projects and services are agreed, and these are then put to a democratic vote involving all the eligible businesses in the area. If the vote is successful then the projects are implemented through a levy on the rateable value of a hereditament that is charged in addition to standard business rates.

4. Profile of the Proposed Skipton Business Improvement District

- 4.1 A key stage in the development process is the identification of an appropriate BID boundary and the size of the potential levy and the funding required to deliver the necessary projects. For the third term the BID area is proposed to expand to cover most of Skipton inside the by-pass.
- 4.2 All business ratepayers in the area covered by the BID have a vote on the proposals, and to go ahead, more than 50% have to vote 'yes'. Those in favour must also represent at least 50% of the rateable value in the area. If these criteria are met, then the Business Plan will be activated and **all** eligible businesses within the BID district boundary will be charged the BID levy. The persons entitled to vote, and be liable for the levy, are the ratepayers of premises in the BID area. Properties with a rateable value of less than £6,000 will be excluded from both the vote and the levy to ensure that the cost of collection and administration do not exceed the income raised.
- 4.3 In addition to the value threshold, other exclusions include schools, hospitals, manufacturing premises and warehousing and non-commercial voluntary sector buildings.
- 4.4 Following a successful vote, neither the BID arrangements, nor the levy percentage can be changed without an alteration ballot. This must follow the same criteria as the original vote – the majority must vote in favour of the alterations, and this majority must represent at least 50 % of the total rateable value of the BID.
- 4.3 The BID proposals will be funded through a levy on business rates. The Skipton BID will apply a levy of 1% of rateable value on all properties with a rateable value of over £6,000 located within the eligible area. The levy will be applied on the basis of the most recent rateable values as supplied by Craven District Council. This will generate approximately £800,000 over the five-year life of the Skipton BID, to fund the projects identified in the Business Plan and achieves the plan's strategic objectives.
- 4.4 If successful the Skipton BID third term will operate between April 2019 and the end of March 2024 and after this it can again be extended or renewed, subject to a new vote. Over these five years the Business Plan will be subject to ongoing review and evaluation.

5. Skipton BID Company

- 5.1 Skipton BID Limited will undertake the management and operation of the Skipton BID. All businesses in the BID area will be eligible to join the BID Company and appoint its directors. It is envisaged that after Craven District Council collect the levy and pass to Skipton BID Ltd that they will commission activities to meet the objectives within their business plan.

6. Key Milestones

- 6.1 The following milestones set out of process for the ballot:

11 th January 2019	Ballot opened for Skipton BID vote
7 th February 2019	Ballot closed for Skipton BID vote
8 th February 2019	Outcome of the ballot announced
1 st April 2019	If the vote is successful the third term's levy collection begins

7.0 Local Authority Standards of Service

- 7.1 The funding from the BID is to meet the aims of the Skipton BID Company and so there is a need for BIDs to demonstrate the additionality of their activities. This, in particular, relates to a requirement that the level and type of services provided are different from those of Craven District Council, North Yorkshire County Council, and Skipton Town Council. To support this it is advised that each local authority provides a Standard of Service that forms the basis of dialogue between the BID and the local authorities.
- 7.2 If a local authority intends to change the level or purposes of expenditure they must inform the BID Company. This does not prohibit changes in services but instead acts as a consultation mechanism with Skipton businesses.

8 Implications

8.1 Financial Implications

The following hereditaments in the BID area are owned by Craven District Council with the expected annual levy that would be due.

Property	Type	Rateable Value	1% BID Levy
Eligible for the Levy			
1 Belle Vue Square	offices	£201,000	£2,010
Skipton Town Hall (main)	offices	£48,250	£482.50
Skipton Town Hall (Unit 2)	Shop	£7,100	£71
Craven Pool	pool	£216,000	£2,160
Waller Hill Bus Station	bus station	£35,250	£352.50
High Street Car Park	car park	£249,000	£2,490
Coach Street Car Park	car park	£118,000	£1,180
Cavendish Street Car Park	car park	£55,000	£550
Waller Hill Car Park	car park	£26,500	£265
High Street Car Park PCs	toilets	£9,300	£93
Beneath the Levy Threshold			
Waller Hill PCs	toilets	£3,450	£0
Rectory Lane Car Park	car park	£2,900	£0
Ineligible uses			
Engine Shed Lane Depot	warehouse	£49,000	£0
Waltonwrays Cemetery	crematorium	£48,150	£0
Unit 21, Airedale Business Centre	warehouse	£7,900	£0
Craven DC payment			£9,654

If there is a successful ballot the estimated £9,654 that would be raised from a 1% levy on Craven District Council properties would be a five year growth item in the 20019/20 budget round.

8.2 Legal Implications

BIDs can be established through the powers conferred by section 150 (1), (2) and (3) of the Local Government and Housing Act 1989 and the Local Government Act 2003. Detailed provisions concerning the development, introduction and administration of BID arrangements, and the subsequent alteration or termination of such arrangements, are made by the Business Improvement Districts (England) Regulations 2004.

8.3 Contribution to Council Priorities

A successful BID vote would contribute to achieving the following corporate priorities:

- Enterprising Craven
- Resilient Communities

8.4 Risk Management – There are no risks relating to this report.

9. Consultations with Others –

Democratic Services, Finance, Legal, Non Domestic Rates

10. Access to Information: Background Documents –

Link to Skipton BID area map:

<https://cravencdc.maps.arcgis.com/apps/webappviewer/index.html?id=8142dab8c5df4f99a3892015d13c7b76>

11. Author of the Report –

David Smurthwaite, Strategic Manager, Planning and Regeneration
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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

12. Appendices –

Appendix A – Skipton Business Improvement District Business Plan



SKIPTON BID

BUSINESS PLAN

THIRD TERM
2019-2024



Dear Levy Payer,

In January 2019 you will be asked to vote to decide whether Skipton should continue to have a Business Improvement District (BID).

It's an important decision for the Town. Much has changed in the period since the last vote in 2014. Life continues to be tough on the 'high street' – and the demands on your time and, most importantly, your money are relentless.

It would be easy to take the view that the cost of the BID levy is something which could usefully remain directly in the pocket of your business – but we mustn't lose sight of the bigger picture.

Over the last ten years, Skipton BID has invested over £1.5m in our Town – improving the environment; improving the offer to our hugely important visitors; improving the safety and security of our businesses and residents.

We are passionate about our Town but we haven't always been good at spreading the word about the projects we've invested in. That's why we have produced this Business Plan to showcase our vision for the next five years.

What is for certain is that, without the BID, the ongoing investment will be lost forever. The money will simply not come from elsewhere. Local authorities are no longer in a position to step up to the mark and fill the gap.

Don't just take our word for it, though. Since 2014 the number of BIDs in the UK has increased dramatically. Skipton is now surrounded by other towns and cities, each with a BID doing great work – Keighley; Otley; Colne; Halifax; Leeds. Others are on the way soon – Ilkley; Harrogate; Bradford; Burnley; Knaresborough.

All of these places can't be wrong – and it would be disastrous if Skipton, having been a pioneer of BIDs in the north of the country, was to lose its own. We really can't afford to lose that investment at a time when surrounding places are 'upping their game'.

And the 'game' is all about coming together for the greater good. The value of your BID levy, on its own, is unlikely to transform your business – but the value of all those levies, put together, can make a HUGE difference to our fantastic Town.

Please take the time to read through our plans – and make sure you **'VOTE YES'** when the ballot takes place in the New Year.

Yours sincerely
Andrew Mear
Chairman
Skipton BID



ANDREW MEAR
Local Property Owner and Businessman

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In 2010, Skipton BID funded the hugely successful 'Flock to Skipton' project, where around 40 life-size, highly decorated, sheep formed a trail around the town. The trail attracted regional and national media attention and brought thousands of extra visitors. At the end of the project, the sheep were auctioned off, raising over £20,000 for local charities.

WHAT IS A BID? A BRIEF HISTORY

WHAT IS A BID?

"A BUSINESS IMPROVEMENT DISTRICT IS A DEFINED AREA IN WHICH A LEVY IS CHARGED ON BUSINESS RATE PAYERS IN ADDITION TO THE BUSINESS RATES BILL. THIS LEVY IS USED TO DEVELOP PROJECTS WHICH WILL BENEFIT BUSINESSES IN THE LOCAL AREA."

That's the official government definition. But it doesn't give the whole picture.

In practice, it is the businesses themselves who decide whether a BID should operate – and a ballot of those who would be liable to pay the levy must take place before the BID can start to operate.

The rate at which the levy is set is usually small with the majority of BIDs in the UK setting their rate at 1.5% or 2%.

In Skipton the rate has been set at just 1% during the first two terms, and the proposal for the third term is that it should remain at 1%.

Each BID term runs for five years and there is no limit as to what projects or services can be provided. The only requirement is that it should be something that is in addition to services already provided by local authorities. Projects can enhance or improve what is already in place – or can bring something entirely new to the area.

SKIPTON BID

Work on the first Skipton BID commenced in 2007 and was championed by the Skipton Chamber of Trade & Commerce. The first ballot was held in early 2009, with the first term of the BID itself commencing in April of that year.

The BID is managed via a separate not-for-profit company – and by a Board of Directors comprising representatives of key stakeholders and levy payers.

In 2014 the Skipton BID was renewed for a second term which ends on 31st March 2019.

The launch of this Business Plan for a third term marks the start of the process towards a new Skipton BID commencing from 1st April 2019 and running through to 31st March 2024.

BIDS - A BRIEF HISTORY

BIDs are not a new idea. The concept dates back nearly 50 years – and the first ever BID was set up in 1970 at Bloor West Village, a small suburb of Toronto in Canada.

By 1973 BIDs had moved into the United States – in Downtown New Orleans – and then, a year later, to the Times Square area of New York. Such has been the success of the BID concept in North America that there are now (in 2018) a total of 67 separate BIDs in New York City alone!

BIDs were a little later arriving into the UK. The 2003 Local Government Act set out the guiding legislation and the BID Regulations themselves were approved by parliament in 2004.

The first UK BID was launched in 2005 at Kingston-Upon-Thames.

By 2010 there were over 100 BIDs in the UK (including Skipton). That total reached 200 in 2016, with the Leeds City BID – and earlier this year the Penrith Industrial BID became the UK's 300th.





Skipton BID funds our popular Town Centre Ambassadors. They act, not only as a 'mobile tourist information' service, but as a valuable additional on-street presence, assisting with the Skipton Crime Reduction Partnership and monitoring for litter, graffiti, fly-posting and issues with street furniture and other infrastructure.

TOWARDS A THIRD TERM THE IMPORTANCE OF RENEWAL

THE STORY SO FAR

Skipton BID was one of the very first BID's in the north of the country. Local Business Rate payers voted in favour of the BID in a ballot held in early 2009 – and the first term commenced in April 2009.

Since then, the BID has invested more than £1.5million in supporting the vibrancy and vitality of our town. This is investment that wouldn't have come our way from existing or alternative sources. It is investment that has really made a difference.

It is impossible to list all of the projects supported over the last ten years – but here are just a few highlights:

CCTV & SCRP ¹

One of the most recent investments by the Skipton BID has been to fund the reintroduction – after an absence of almost a decade – of Closed Circuit TV monitoring in Skipton Town Centre. This £50,000 scheme, which will be fully operational in the autumn of 2018, provides over 40, new, state-of-the-art cameras which will help play a key role in reducing crime and anti-social behaviour.

Linked to this is the BID funded Skipton Crime Reduction Partnership – a network of levy payers – shops, offices, pubs, restaurants – joined together by access to crime reduction intelligence and our 'ShopWatch' radio scheme, already a proven success.

SKIPTON IN BLOOM & OUR TOWN CENTRE AMBASSADORS

Skipton BID has been instrumental in funding the impressive work of the 'Skipton in Bloom' Community Group who work tirelessly across the year making Skipton a brighter and more attractive area with floral features, hanging baskets, barrel and railing planters – and much more.

Our Town Centre Ambassadors, in their bright red uniforms, provide a welcome to our thousands of visitors who can tap into their local knowledge. All first aid qualified, they make our town centre a safer and friendlier place – and they provide additional pairs of eyes to help monitor and deal with litter, graffiti, fly-posting and issues with street infrastructure.

The Ambassadors are also a vital link in our Crime Reduction Partnership

CHRISTMAS

Skipton's impressive Christmas lighting display – which receives hundreds of positive comments each year – is a funding partnership with the Town Council, and has allowed the scheme to be extended away from just the High Street into many other streets across our town centre.

Skipton BID also provides additional funding for the associated switch-on event and to enhance the annual Christmas Markets which bring essential additional trade to our town centre retailers and market.

EVENTS & FESTIVALS

There is no doubt that Skipton punches way above its weight in providing a first-class programme of events and festivals appealing to both visitors and residents – and each one benefiting the local economy as a whole.

Skipton BID provides substantial funding for Sheep Day, the Waterway Festival, the International Puppet Festival and many others. It has also provided seed funding to help others create and develop their own events – Yarndale and the Skipton Car Show are just a couple of examples.

BUSINESS SUPPORT

It is important that the BID provides direct support to businesses too – and there are many examples over the last decade, ranging from the installation of accurate footfall counting technology so we can compare the ongoing performance of our town, the impact of marketing initiatives and the success of events and festivals to the Best Bar None scheme providing a Home Office approved accreditation scheme for best practice in licensed premises.

The BID has supported the 'ShopAppy' scheme for independent businesses – and provides the GRANTfinder funding solution aimed at identifying grant funding options for building renovations, employment, art and culture.

A range of free or heavily subsidised training courses have been funded in areas such as health and safety, account keeping and social media – and we've helped facilitate initiatives such as the Women@Work networking group.

PROMOTING OUR TOWN

Using the 'Visit Skipton' brand, Skipton BID invests substantial amounts into promoting and marketing our town both regionally and nationally. It funds advertisements, magazine articles, and other incentives to ensure that the town and its businesses and attractions remain a popular visitor destination in an increasingly competitive market.

Skipton BID funds, in partnership, representation at key tourism, leisure and group travel shows at the NEC in Birmingham – again ensuring that our town continues to feature in the itineraries of coach operators and group travel organisers.

THE LIST GOES ON ...

As we've already said, it is impossible to list everything. Dozens of other smaller initiatives have been supported, many through the provision of small grants or by underwriting costs. In many cases, these have been repaid and have been utilised again.

Skipton BID is as much a facilitator as it is a funding provider. In many instances the initial funding from the BID levers in other grant funding from elsewhere – one of the best examples being the Puppet Festival, where our BID funding has realised hundreds of thousands of pounds of Arts Council grants.

SKIPTON BID MAKES A REAL DIFFERENCE TO OUR TOWN!

THE IMPORTANCE OF RENEWAL

Skipton BID was a pioneer in our part of the UK. Whilst we led the way for others, it was a steep learning curve for us with few existing BIDs to follow or ask for guidance.

That situation has changed radically – and now a long list of BIDs in surrounding areas have either been approved or are in development. Many have modelled themselves on Skipton, and many have sought advice from the Skipton BID team.

All of them have realised the benefits the BID has brought to their town – or have identified what a new BID would bring. With an increased density of BIDs all bringing additional investment to our adjacent towns, it is more important than ever that we maintain the investment in our own town.

It is very clear that BIDs are here to stay. There were less than 100 BIDs across the UK at the time of Skipton BIDs first ballot. Now, ten years later, there are well over 300 – each of them investing directly in their own towns or cities and providing valuable additional funding to help maintain their position in an increasingly competitive world.

It's not the time for Skipton to be left behind.

In the following pages, we'll explore the renewal further. We'll explain a little more about why it is so important and what we might lose if the BID isn't renewed; we'll dispel a few common myths about the BID by answering some of the regular comments we receive – and we'll hear from a selection of supporters from across our town about why they **will** be backing Skipton BID for a third term.

EXISTING BIDS

Since the launch of the Skipton BID, Business Rate payers in the following towns and cities have all voted **'YES'** – and BIDs are now operating in:

- Keighley
- Halifax
- Wakefield
- York
- Blackburn
- Preston
- Otley
- Leeds
- Northallerton
- Colne
- Lancaster

BIDS IN DEVELOPMENT

The growth of BIDs in our area is relentless. In addition to those already in existence, BIDs in the following locations are at various stages of development (including those at the steering Group stage):

- Bradford
- Morley
- Brighouse
- Knaresborough
- Richmond
- Burnley
- Ilkley
- Harrogate
- Ripon

SUPPORTING THE BID

DAVID CUTTER

Chief Executive,
Skipton Building Society

"Skipton Building Society (SBS) takes its role in the local community very seriously – and we have supported Skipton BID since day one. As the town's largest employer, with both our headquarters and High Street branch in the BID area, our contribution is substantial."

"Looking in isolation, some might argue that the Society gains no direct benefit from the BID, but this would be missing the bigger picture. A thriving town is of huge benefit to our employees, and to our business in general. The combined investment of all levy payers is vital to Skipton and makes a real difference."

"As a Society, we've played a very active role in the BID over the last ten years and this is something we would wish to continue."

"SBS will again be voting 'YES' in the forthcoming ballot – and we would encourage all our partners in our local business community to do the same."



FELICITY GREEN

Director, AWB Charlesworth Solicitors;
LIZ SMITH

Relationship Manager, Nat West Bank
Both Co-organisers of Women@Work

"The Skipton BID has supported two Women@Work business events in the last year which have attracted over a hundred professionals from among the local business community. Thanks to the funding provided by the BID, we have been able to source first class guest speakers – and keep the events affordable for the many sole traders and small businesses who attend."

"We are committed to building further on the high standard and quality of business networking and training in Skipton and we recognise the key part that Skipton BID has played in helping us achieve this goal."

"Both AWB Charlesworth and Women@Work fully endorse the BID renewal."



HAZEL MAXWELL

Proprietor, C&H Brown, Newmarket Street

"For many years, before the BID, it regularly fell to small groups of independent retailers, working mainly with the Chamber of Trade, to find the funds to support events and projects like Skipton's Christmas lights."

"The introduction of the BID has not only meant that the burden no longer falls on such a small group, but it has allowed so many of these projects to be improved way beyond what was possible before."

"The additional finance provided by Skipton BID is a boon for the town – and I fully support the renewal for a third term."



THE IMPORTANCE OF RENEWAL (CONTINUED)

Most businesses Skipton BID speak with share our vision for the BID and understand fully the benefits it brings to our Town. From the minority who don't share that view, we've pretty much heard it all!

To try and dispel some of the myths, we've put together a selection of the most common statements we hear – and why there are some dangerous assumptions to be made:

"THE 'COUNCIL' WILL FIND THE CASH"

No it won't. All three of our local Councils – North Yorkshire County Council, Craven District Council and Skipton Town Council – are already having to make difficult spending decisions each year. In the case of NYCC savings of multiple millions are having to be found. Councils have to focus on their core responsibilities, providing the services they have to provide by law. Whilst the funding currently provided by our Councils in support of some projects may continue, there is simply no way they could replace the cash provided by the BID.

"THERE IS NO WAY 'THEY' WILL LET THAT DISAPPEAR"

Sadly, there is no 'they'. There is no easy replacement for any of the BID funding. Events or other projects supported by the BID will simply stop or be dramatically cut back if the unthinkable happens and the BID doesn't move forward into a third term.

There is quite simply nobody waiting in the wings to take over the reins.

"SKIPTON DOESN'T NEED THE BID – IT'S A SUCCESSFUL TOWN ANYWAY"

Skipton **is** a successful town. And the BID has played a key role in that. Skipton hasn't remained a vibrant market town by accident. A whole lot of work goes on behind the scenes to make sure Skipton retains the high profile it deserves. And a good chunk of that work is funded by the BID.

"THE TOURISTS & VISITORS WILL COME ANYWAY"

Some will, yes. But some may choose to divert to one of the other towns or cities where their own BIDs (most of them formed over the last five years) are investing in new initiatives to promote their towns and attract visitors.

Skipton BID funds a great deal of promotional and marketing activity which ensures that visitors and coach and group travel operators never forget that Skipton is here.

If Skipton doesn't continue to sing its own praises well, nobody will do it for us.

“THERE ARE ALREADY TOO MANY EVENTS ANYWAY – WE DON’T NEED ANY MORE TOURISTS”

Yes we do. Love it or loath it, Skipton **is** a tourist destination. Yes, we have our core employers (like Skipton Building Society) but a huge part of our local economy is based around tourism. And, even if your own business doesn’t appear to directly benefit from the tens of thousands who visit each year, it undoubtedly benefits indirectly. Visitors support businesses. Businesses support employees, Employees live in the Town – and then spend money on local businesses and services.

Skipton BID helps to ensure that the wheels turn in the right direction.

“THE CASH IS BETTER IN MY POCKET”

Well, yes. Everybody wants a bit of extra cash in their pocket – and businesses are no different. But the bigger picture is more important. How far will that £200 BID levy go to develop or promote your business? It might buy you one newspaper advert. But what about next week, or the week after?

Investing your £200 in the BID helps to provide three-quarters of a million pounds over five years – all of which will be used to benefit and promote the whole of the Town throughout the year!

Never underestimate the power of pooling resources and working together!

“I ALREADY PAY FOR ALL THIS THROUGH MY BUSINESS RATES”

Well, actually, no you don’t. Your Business Rates go to central government. Only a small proportion is returned to local Councils in the form of government grants – and none of that can be spent on the projects supported by the BID.

Your BID levy stays in Skipton. It goes directly to the BID to provide additional investment over and above that provided by the Council.

Most importantly, the BID levy **can’t** be used to replace funding provided by local authorities. So, everything the BID does is over and above what your Business Rates pay for.

“VOLUNTEERS WILL DO THAT”

Volunteers already do an awful lot. Many are already involved heavily in the success of projects supported by Skipton BID. Projects like Skipton in Bloom and our Town Centre Ambassador scheme.

But without the core funding to support the work of the volunteers, most of the projects will falter. It is simply not realistic to expect those volunteers to source the alternative funding for, say, the thousands it costs to provide, maintain and water the floral displays across Skipton.

WHAT SKIPTON COULD LOSE

Skipton BID is all about being positive – and looking towards a successful future for our beautiful Town.

But, there's no getting away from it, without the BID the Town **will** lose a lot.

THESE ARE JUST **A FEW** OF THE THINGS SKIPTON WOULD ALMOST CERTAINLY LOSE ...

- CCTV... again!
- The Crime Reduction Partnership
- The majority of our stunning Christmas Lights
- The vast majority of our floral displays
- Virtually **all** external marketing, advertising and promotion of Skipton
- Business support tools – footfall counters, grant finding software, training courses and accreditations
- The Town Centre Ambassador Scheme
- Bunting street decorations
- Many of the key events and festivals
 - Sheep Day
 - The Waterway Festival
 - Skipton Christmas Lights & Switch-On
 - The Christmas Markets
 - International Puppet Festival
 - Skipton Cycle Races

...the list goes on!

We're sure you will agree, this is **TOO MUCH** to lose. And none of it can easily be funded from alternative sources.

Perhaps more importantly, our surrounding towns and cities would continue to invest in similar projects taking vital visitors and trade away from our own Town.

Make sure you support Skipton's future – '**VOTE YES**' for a third term.



SUPPORTING THE BID (CONTINUED)

LIZ LEMPEN

Skipton International
Puppet Festival

"Skipton's International Puppet Festival has grown over its seven biennial editions into a major jewel in the crown of Skipton's calendar. With more than 15,000 visitors over the course of each event it also generates a significant audience from further afield contributing to the local economy. Hotels are full. Restaurants and shops benefit from the additional trade."

"Skipton BID has been an important partner in supporting the festival but perhaps what many people don't realise is that, without the BID, this famous Festival simply would not happen."

"Around 75% of the cost comes from an Arts Council grant. However the application process is complicated and increasingly competitive. To have any kind of chance we must make the strongest application we can with a minimum of 10% partner funds in place. For the last four festivals Skipton BID has come forward with a grant offer to lay the foundations for a realistic budget in advance of that crucial application. Without the Arts Council the festival can't happen - and without the BID, the Arts Council would not fund it."

"We know that the BID helps attracts similar funding for other organisations. In plain terms if this kind of external funding is to continue, we all need to vote for the BID in January."



WENDY LAWSON

Co-Ordinator, Skipton Chamber
of Trade & Commerce

"It is a pivotal time for Skipton BID, one of the leading examples of an organisation of its kind in the UK."

"Over ten years ago a dedicated team of business representatives; members of Skipton Chamber of Trade & Commerce, formulated a plan to create Skipton BID. Since then it has been fantastic to see how the business community funds have contributed to events and projects which have enhanced Skipton's place in the UK nation's hearts."

"The Chamber loves to hear from visitors about how they came to a Skipton event and then returned, bringing more people with them. Skipton is repeatedly mentioned in the media as one of the 'happiest' places to work and live and it is testament to the community spirit and support of the Skipton business community."

"Let's continue the good work and vote for a third term!"



Cllr CHRIS CLARK

Leader, Skipton Town Council

"Skipton Town Council fully supports the BID renewal proposals. Having worked in close partnership with Skipton BID over the last ten years, the Council knows, first hand, the positive impact it continues to make on the economic well-being of our town."

"BID funding, in conjunction with the Council's own contributions and resources, has enabled the development of a range of initiatives and improvements which have helped Skipton weather difficult times better than most. It is vital that this work continues."





Skipton BID works in partnership with Skipton Town Council and other local organisers to enhance and improve our range of events and festivals – including Sheep Day, the annual celebration of Skipton's heritage and its place as the 'Gateway to the Yorkshire Dales'.

THE BID VISION OUR THREE OBJECTIVES

BUILDING ON THE FIRST TEN YEARS...

Skipton BID has invested over £1.5m in our Town over the last ten years. The overwhelming part of that investment has resulted in the long list of hugely successful projects we've detailed elsewhere in this Business Plan. The BID has also 'seed-funded' a significant number of other projects which are now able to stand on their own, without further investment from the BID.

It would also be fair to say that the BID team has learnt a lot along the way about what works and what doesn't.

We've listened to feedback from across the Skipton business community and, moving into a third term, our key vision is to build on what has been achieved so far; to consolidate and protect for another five years those projects which have the greatest impact, bring the greatest benefit and have been the most successful; and to ensure that the investment made by each and every levy payer is used to the town's best advantage.

To help us achieve this, our Business Plan for this crucial third term is based on investing in **three key objectives**:

OBJECTIVE ONE: VISIT SKIPTON

- We will continue to develop the Visit Skipton brand by investing in promotional and marketing initiatives aimed at maintaining and enhancing Skipton's position as a high quality tourist destination.
- We will continue to support a programme of quality events and festivals aimed at attracting visitors and residents into the BID area.

OBJECTIVE TWO: BUSINESS SUPPORT

- We will continue to support initiatives aimed at making our town a safer and more secure place to visit and to run a business.
- We will provide a 'toolbox' of services, training, data and information aimed at helping businesses improve the quality of their offer and make better informed choices.

OBJECTIVE THREE: ATTRACTIVE & CLEAN

- We will continue to invest in, and improve further, the attractiveness and cleanliness of our town.
- We will invest in appropriate infrastructure improvements in our town centre area.

Over the next pages, we'll examine each of these areas in more detail.

VISIT SKIPTON

DEVELOPING THE BRAND

Over the last five years, Skipton BID has developed the 'Visit Skipton' brand into a regionally and nationally recognised Destination Management Organisation, helping to promote the town and ensure Skipton holds on to its position as a tourist attraction in its own right. Skipton BID has also continued to support, enhance, seed fund and develop Skipton's range of events and festivals.

Our first core objective is to ensure this essential work can continue.

PROPOSED INVESTMENT: £300,000 OVER THE NEXT BID TERM

TOURISM

In Skipton BID's Third Term we will:

- Continue to develop the VISIT SKIPTON Destination Management Branding
- Redevelop the Visit Skipton website as the key source of information for visitors
- Develop and enhance social media
- Promote the town regionally and nationally
- Continue to build relationships with coach and group travel operators through attendance at high profile industry events
- Investigate the promotion of Skipton to international markets
- Work with partner organisations to maintain and enhance the profile of the town

EVENTS & FESTIVALS

Skipton BID will:

- Continue to develop and enhance the range of events and festivals in Skipton by helping to seed-fund and support new events and projects in the town.
- Support the development of Sheep Day as a week-long nationally recognised and multi-faceted festival.
- Support the redevelopment and enhancement of the Waterway Festival and Christmas Markets.
- Support the continued development of the Puppet Festival as a high-quality internationally renowned event.
- Celebrate the tenth anniversary of the 'Flock to Skipton' event with a new 'Flock Back to Skipton' project.
- Introduce new initiatives to enhance the benefit of the range of events and festival for the whole business community and for local residents.

BUSINESS SUPPORT

A SAFER & MORE PRODUCTIVE BUSINESS ENVIRONMENT

In our third term, Skipton BID will look to improve substantially on the range of support services provided to businesses within the BID area. This will include further development of safety and security measures aimed at making our town safer to live, work and visit – and to make Skipton much less attractive to opportunist criminals.

We will also develop a new 'Toolbox' of services and initiatives available to levy payers at either no cost or at substantially favourable rates.

PROPOSED INVESTMENT: £250,000 OVER THE NEXT BID TERM

SAFETY & SECURITY

In Skipton BID's Third Term we will:

- Continue to fund, maintain, enhance and raise awareness of the newly installed CCTV system in the town centre.
- Continue to fund and develop the Skipton Crime Reduction Partnership
- Continue to fund and promote the 'ShopWatch' radio scheme to encourage better 'live' communication between town centre businesses on security and safety issues
- Continue to fund and promote 'S.T.A.N.D.'² managing their banned lists; and for both ShopWatch and S.T.A.N.D. managing mugshots, suspicious activity, offenders profiles, news, alerts, documents and ID-sought images.
- Continue to fund and promote the 'Best Bar None' scheme for licensed premises
- Continue to fund and develop our Town Centre Ambassador Scheme
- To fund and promote additional security advice and assistance to levy payers

THE BID TOOLBOX

Skipton BID will:

- Continue to contribute to the funding of footfall counters and other data capture services to facilitate better monitoring of the performance of our town and its businesses
- Develop a 'mystery shopper' scheme to assist retail and other businesses in evaluating the 'public face' of our town
- Continue to support and develop schemes aimed at encouraging the use of local retail and service providers – including ShopAppy; Voucher and other discount and loyalty schemes; promotional trails and sector-related printed and online materials.
- Develop a portfolio of free and heavily discounted business training opportunities
- Develop a range of subsidised business support tools – including the provision of grant-finding software; access to HR advice and staffing and business support schemes.

² S.T.A.N.D. Stopping Trouble and Night-time Disorder (a.k.a. a PubWatch scheme)

ATTRACTIVE & CLEAN

IMPROVING OUR TOWN

Regardless of the nature of your business – a clean and attractive town is a must. Over the last ten years, Skipton BID has invested substantial amounts of money in improving the 'look' of the town centre area – but there is more to be done.

In the third term we will look to develop this further, aiming to ensure Skipton gains a reputation for its cleanliness and attention to detail.

**PROPOSED INVESTMENT: £250,000
OVER THE NEXT BID TERM**

ATTRACTIVENESS & CLEANLINESS

In Skipton BID's Third Term we will:

- Continue to fund and support the substantial work of the Skipton in Bloom community group – maintaining, enhancing and adding to the floral displays across the town.
- Fund a new initiative to provide additional cleaning in the town centre, throughout each working day, to achieve a higher standard and specification of cleanliness.
- Continue a scheme to improve the condition, cleanliness and attractiveness of ginnels and alleyways in our town centre area.
- Continue with the provision of themed bunting, lamp post banners and other similar materials to brighten the town centre area.
- Continue to work with landlords and business owners to enhance the look of empty properties and properties in general through seasonal window painting schemes.

INFRASTRUCTURE

Skipton BID will:

- Develop and fund, with partner organisations, a new five-year Christmas lighting scheme covering the whole of the town centre area.
- Develop a scheme to improve signage, signposting and other initiatives to ensure visitors can enjoy all parts of our town centre area.
- Work with partners to improve and enhance the quality of seating and other street furniture within the town centre.
- We will look to resolve the long-standing issue of unsightly railway bridges on the entrances to our town.



Skipton BID funds, almost entirely, the substantial work undertaken by the Skipton in Bloom community group who work tirelessly throughout the year to brighten up the town with floral displays, hanging baskets, barrel planters and other colourful features.

**THE BID BUDGET
HOW MUCH WILL IT COST YOU?**

PROPOSED EXPENDITURE 2019-2024

This section of our Business Plan summarises the basis on which the BID will plan and operate its finances over the **next five-year term**. It sets out who will pay, how much they will pay – and, of course, it sets out the amount the BID plans to invest in the three core areas covered in the previous section.

So, how much will Skipton BID spend? We’ve simplified it a little for the purposes of this Business Plan – but wanted to give you an overview of how Skipton BID proposes to invest the income generated during the **next five-year term** across each of our three key objectives.



The figures shown cover the full five-year term of the BID from 1st April 2019 to 31st March 2024.

The figures have been rounded to provide a general guide to the proposed income and expenditure. The actual figures will, of course, be more precise – and the BID will operate to a fully detailed budget and audit process.

Income estimates do not take account of likely additional sources of revenue from, for example, associate or voluntary membership of the BID or from matched and grant funding exercises. Previous experience has shown that the availability of BID funding significantly increases the likelihood of attracting additional funding arrangements both for the BID itself and for partner organisations. Any such additional funds will be distributed across the

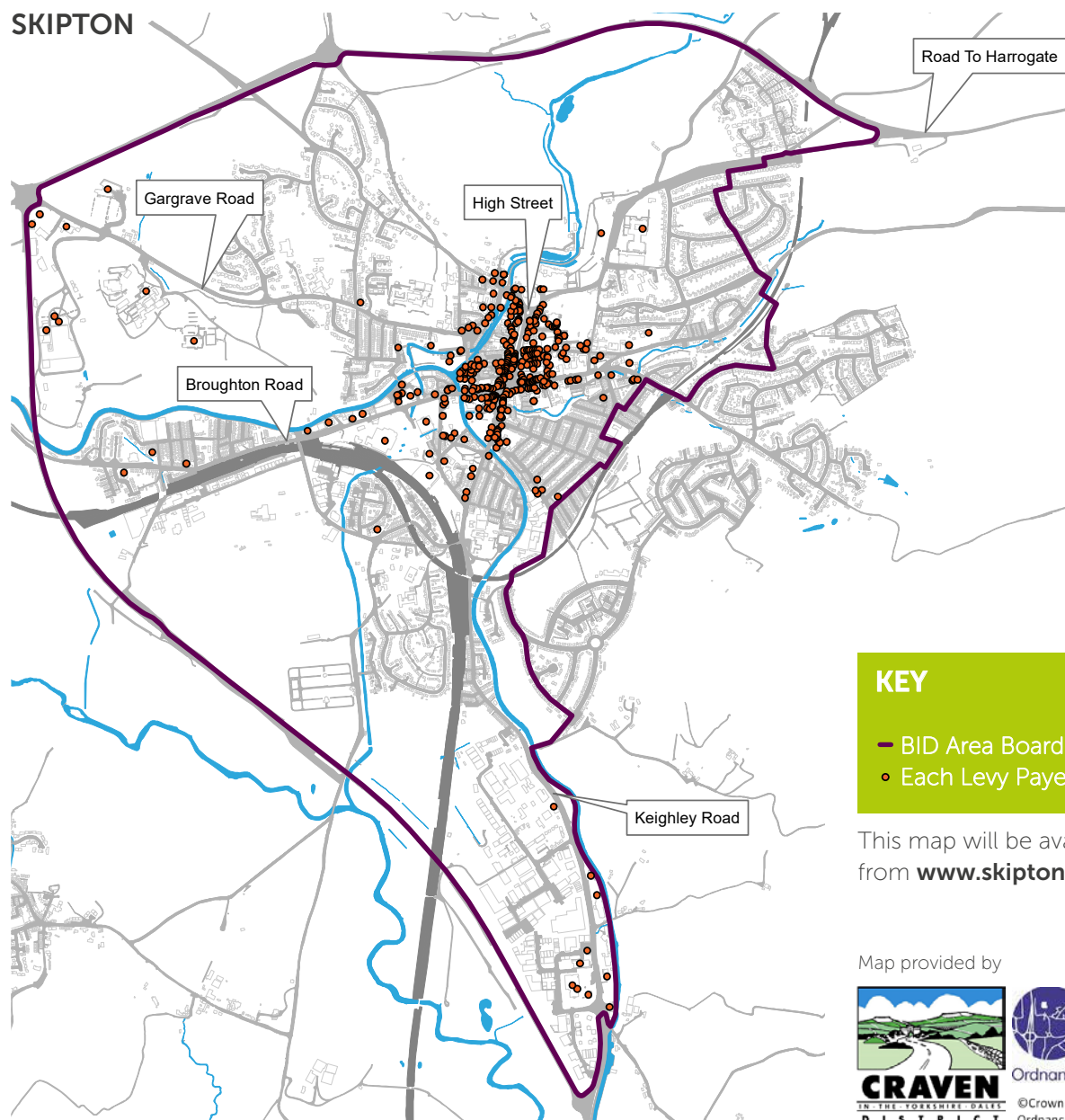
appropriate budgets – or will be used to support additional specific projects.

The inevitable associated administrative costs (such as staff salaries; office and utility charges; office supplies and associated on-costs) are distributed across each of the budget headings – and will aim to keep within a maximum of 20% of income from the BID levy.

BID levy collection costs are also included in the above figures. There is an industry guideline on the amounts which can be charged.

It is always prudent to allow for a contingency to cover any unexpected expenditure – and an allowance for this will be incorporated into the detailed budget plans for each of the three core objectives.

THE BID AREA 2019-2024



KEY

- BID Area Boarder
- Each Levy Payer's Location

This map will be available online from www.skiptonbid.com

Map provided by



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Ordnance Survey 10024694



THE MAIN STREETS

All BID areas operate within a carefully constructed boundary, although this does not mean that they act in an exclusive way, actually quite the opposite.

The BID area has changed and considers current BID guidelines. The area map on page 27, includes the following **main** streets.

Albert Street	Keighley Road
Albion Square	Low Bradley
Albion Yard	Mill Bridge
Alma Terrace	Millenium Road
Belle Vue Terrace	Mount Pleasant
Belmont Street	Newmarket Street
Belmont Wharf	Otley Road
Brewery Lane	Otley Street
Brook Street	Providence Place
Brougham Street	Raikes Road
Broughton Road	Rectory Lane
Canal Street	Rope Walk
Carleton New Road	Rowland Street
Carleton Road	Russell Street
Caroline Square	Sackville Street
Cavendish Street	Salisbury Street
Chapel Hill	Sheep Street
Coach Street	Shortbank Road
Court Lane	Skipton Castle
Craven Street	Skipton Road
Duckett Street	Swadford Street
Duke Street	The Bailey
Gargrave Road	Victoria Square
Gas Street	Victoria Street
High Street	Water Street
Jerry Croft	

WHO IS IN & WHO IS OUT?

WHO IS IN?

Generally, the BID covers retail and service businesses – and includes such business categories as:

- shops, markets, stores, showrooms and superstores
- car showrooms
- auction rooms
- accommodation providers
- licensed premises
- offices and premises
- colleges
- libraries
- restaurants, cafes and fast food
- banks, insurance, building societies and post offices
- professional services
- hairdressers and beauty salons
- dentists and clinics
- laundrettes
- sales kiosks
- funeral parlours
- leisure and entertainment
- workshops, warehouses and foodstores
- betting offices
- car washes
- car parks
- public conveniences
- bus stations

WHO IS NOT IN?

Skipton BID is not an Industrial BID – so, generally, businesses on industrial estates within the area have been excluded.

- There is the exemption based on rateable value – so the smallest businesses will not pay a levy, unless they get in touch to become an Associate or Voluntary Member.
- Schools, day nurseries and hospitals are examples of exempt business categories.
- Voluntary Organisations with premises of a non-commercial nature will remain exempt.

The above list is not exhaustive, the detailed list of inclusions and exclusions will be listed in the BID Proposal. This can be viewed by appointment at Craven District Council offices, once the information has been checked and verified.

HOW MUCH WILL IT COST YOUR BUSINESS?

BID legislation is designed to be fair to all levy payers. Larger businesses invest more than smaller businesses – but everybody above the exemption threshold makes a contribution, creating the central pool of funding which benefits the whole Town, regardless of sector.

1% OF RATEABLE VALUE

THE COST OF THE LEVY FOR EACH BUSINESS IS A PERCENTAGE OF ITS RATEABLE VALUE.

Skipton BID has, throughout its ten year existence, set the levy at the lowest possible level of 1% of rateable value. It is not proposed to make any increase for the third term – and the rate will stay at 1%.

Despite setting the levy at this low level, the combination of contributions from ALL levy payers creates a substantial pool of funding amounting to around £800,000 over the five-year term.

The ‘pooling’ of relatively small amounts make a real difference to everybody’s business – directly and indirectly – as the general wellbeing and vitality of Skipton has a knock-on effect for everyone.

£6K EXEMPTION THRESHOLD

THE BID LEVY WILL NOT APPLY TO ANY RATEABLE VALUE OF £6,000 OR LESS.

If your business has a Rateable Value of £6,000 or less you won’t pay the BID levy.

Below this level, the proportion of cost associated with administering and collecting the levy starts to become an issue – so the BID generally exempts those who would be paying lower amounts.

HOWEVER, this doesn’t mean you can’t play your part. You can join as an ASSOCIATE or VOLUNTARY MEMBER of the BID. You can choose to pay the amount you would have paid – and you can have your say in the way the BID is run. Your contribution, however small, will always make a difference.

As we’ve said before, it is the combination of everybody coming together that creates the power behind the BID.

The BID Office will be delighted to let you know how you can become an Associate or Voluntary Member.

AVERAGE COST

Based on an annual collection of £160,000 and approximately 410 levy paying businesses, the average amount collected is:

AVERAGE RATEABLE VALUE	LEVY RATE	ANNUAL	THIS EQUATES TO: WEEKLY	THIS EQUATES TO: DAILY
£39,024	1%	£390.24	£7.50	£1.07

However, removing the top 25 levy payers, whose support is invaluable, the average cost for the remaining levy payers is:

AVERAGE RATEABLE VALUE	LEVY RATE	ANNUAL	THIS EQUATES TO: WEEKLY	THIS EQUATES TO: DAILY
£20,909	1%	£209.09	£4.02	£0.57

Rateable values for Skipton BID's third term are based on 2017 business rateable values.

THE POWER OF WORKING TOGETHER

The weekly cost of the BID levy, taken in isolation, is unlikely to transform your business. For a small business it won't even cover the cost of a cup of coffee on your way into work.

But the key to Skipton BID – and to the hundreds of other BID's in the UK and the thousands of BID's around the world – is the concept of working together, as a team, to maintain the viability and vitality of our Town.

Since the last Skipton BID renewal in 2014 a dozen new BID's have been created in surrounding towns and cities. Now is **NOT** the time to pull back and watch others invest while Skipton falls behind.

That is too big a price to pay!



Skipton's Award Winning Christmas Markets attract in excess of 40,000 visitors each year, bringing vital additional customers to our street market and to retailers across the town centre. Skipton BID provides substantial funding to ensure it remains as one of the most popular Christmas Markets in the UK.

WHAT HAPPENS NEXT? THE RENEWAL PROCESS

THE BID BALLOT & TIMETABLE

THE RENEWAL PROCESS

The launch of this Business Plan is a key step in the process towards renewal. As we said in our introduction, this Plan can only give you an outline of the proposals.

A more detailed BID proposal will be submitted as part of our application process. This details the purpose of the BID, each proposed levy paying business address and rateable value, and the geographical area. It also sets the value of the levy, thresholds, exemptions and inclusions. Once this information is checked and verified, the ballot process can start.

KEY FACTS TO NOTE ARE:

- Only the levy paying businesses will get a vote. So, if you fall below the threshold, are in a business category exempted (schools or hospitals, for example) you won't be involved in the ballot.
- To be returned for a third term, the BID ballot will need to meet both of two separate criteria:
 - The number of **'YES'** votes needs to be greater than the 'no' votes.
 - The aggregate rateable value of the **'YES'** votes needs to be greater than the 'no' votes.
- If these two criteria are met, the BID levy becomes legally binding for everyone – regardless of how they voted.

THE RENEWAL TIMETABLE

3RD OCTOBER 2018	Launch of business plan
11TH NOVEMBER 2018	Submission of (draft) BID proposals
7TH JANUARY 2019	Ballot papers issued
11TH JANUARY 2019 - 7TH FEBRUARY 2019	Ballot open for voting
8TH FEBRUARY 2019	BID ballot result announced
1ST APRIL 2019	Third term starts (assuming a 'YES' vote)
BID TERM RUNS TO 31ST MARCH 2024	

The Ballot process is independently managed and scrutinised by the Electoral Reform Society.

In the event that the BID renewal is not successful, the Skipton BID would cease to exist on 31st March 2019.

WHAT CAN YOU DO?

There is plenty you can do to help us ensure Skipton BID move to our vital third term. You can display a **'VOTE YES'** sticker in the window of your business; you can provide us with a testimonial showing your support for the BID; you can tell others how important it is that the BID continues. Most important of all, when the time comes, make sure you look out for your ballot paper – and make sure you **'VOTE YES'**.

SO, WHAT CAN YOU DO?

- ✓ DISPLAY A 'VOTE YES' STICKER
- ✓ TELL OTHERS TO SUPPORT THE BID
- ✓ SEND US A TESTIMONIAL
- ✓ LOOK OUT FOR YOUR BALLOT PAPER
- ✓ MAKE SURE YOU VOTE!
- ✓ TELL OTHERS TO 'VOTE YES'





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CRAVEN SPATIAL PLANNING SUB-COMMITTEE

28th August 2018

Present – Councillors Barrett, Brockbank, Dawson, Madeley (substitute for Rose), Shuttleworth and Staveley.

Officers – Strategic Manager for Planning and Regeneration, Legal Services Manager, Spatial Planning Manager, Planning Consultant, and Committee Officer.

Apologies for absence were received from Councillor Rose and Sutcliffe.

Start: 6.30pm

Finish: 7.25pm

Minutes for Report

CSP.158

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

Resolved – (1) That Councillor Dawson is appointed Chairman for the current municipal year.

(2) That Councillor Staveley is appointed Vice-Chairman for the current municipal year.

CSP.159

CONFIRMATION OF MINUTES

Resolved – That the minutes of the Sub-Committee's meeting held on 27th November 2017 are confirmed and signed as a correct record.

CSP.160

GARGRAVE NEIGHBOURHOOD PLAN - EXAMINATION

Further to Minute CSP.114(a)/16-17, the Strategic Manager for Planning and Regeneration submitted a report explaining the process for examination of a neighbourhood plan and the appointment of independent examiners to examine submitted plans.

In May 2018, Gargrave Parish Council had formally submitted its neighbourhood plan to this Council, under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. As required, a six week period of public consultation on the draft plan had then been carried out over the period 25th June to 6th August 2018. In addition to conducting the consultation exercise it was also the role of this Council as the Local Planning Authority to appoint an appropriately qualified and experienced person to carry out an independent examination of the proposed neighbourhood plan; to this end the Neighbourhood Planning Independent Examiner Referral Service, a body established in 2013 to enable local planning authorities and qualifying bodies to source independent examiners for neighbourhood plans, had been contacted and it had referred two potential examiners, Mr Terry Heselton and Mr Robert Bryan, who both had a wealth of experience in examining neighbourhood plans.

Having considered both referrals and consulted Gargrave Parish Council it was now recommended and

Resolved – (1) That the process of examining a neighbourhood plan and appointing an independent examiner is noted.

(2) That the appointment of Mr Terry Heselton, as the examiner to undertake the examination of the Gargrave Neighbourhood Plan is agreed.

(3) That delegated authority is granted to the Strategic Manager for Planning and Regeneration, in consultation with the Chairman of the Craven Spatial Planning Sub-Committee and the relevant Ward Member(s), to appoint an independent examiner to examine neighbourhood plans submitted to Craven District Council in the future, in agreement with the qualifying body.

Note : In terms of timings for the proposed examination, Mr Heselton had indicated that he was available to run the examination in November 2018; examination of the Gargrave Neighbourhood Plan had therefore been timetabled to take place following examination of the Craven Local Plan in October 2018.

CSP.161

**CLAPHAM-CUM-NEWBY NEIGHBOURHOOD PLAN –
NEIGHBOURHOOD AREA**

The Strategic Manager for Planning and Regeneration submitted a report informing the Sub-Committee of an application made by Clapham cum Newby Parish Council in May 2018 to designate a neighbourhood area covering the Parish of Clapham-cum-Newby.

With the Parish split by the National Park Boundary, both the Yorkshire Dales National Park Authority and this Council as the two relevant local planning authorities had been required to carry out a six week consultation on the proposed neighbourhood area. That consultation exercise had concluded on Monday 30th July 2018; only one comment had been received, neither objecting or supporting the application. The Yorkshire Dales National Park Authority had agreed to act as lead authority and would make the formal decision to designate, or not, the neighbourhood area at a meeting on 25th September 2018. In the meantime because a comment had been received during the six week period the Strategic Manager for Planning and Regeneration had consulted the Chairman of this Sub-Committee and ward members, and would report the outcome of that exercise to the National Park Authority ahead of its meeting on 25th September 2018.

Once the neighbourhood area was approved, both the Park Authority and this Council as the local planning authorities, had a legal requirement to assist or advise, however as lead authority the National Park Authority would lead in liaising with the Parish Council, with this Council assisting as required

Following the designation of the neighbourhood area Clapham cum Newby Parish Council would be able to start the process of preparing a Neighbourhood Plan for the Parish. A copy of the neighbourhood area application had been circulated with the Strategic Manager's report.

Resolved – That the stage reached in designating a neighbourhood area for Clapham cum Newby Parish is noted.

Note : In responding to a Member's questions the Spatial Planning Manager undertook to inform all Members of the outcome of the National Park Authority meeting on 25th September 2018, and also clarify for members of this Sub-Committee the position in respect of financial support where two local planning authorities were involved.

CSP.162

CRAVEN LOCAL PLAN – EXAMINATION PROCESS

Further to Minute CL.1002/17-18, the Strategic Manager for Planning and Regeneration submitted a report informing the Sub-Committee of the dates, arrangements and procedures for the Examination Hearings on the Submission Draft Craven Local Plan.

Hearing sessions for the examination would be taking place over a three week period commencing Tuesday 9th October 2018 and finishing on Friday 26th October 2018, with a reserve hearing day, if required, fixed for Wednesday, 31st October. The hearings would be held in the Belle Vue Suite at the Belle Vue Square Offices, Skipton. Members were reminded that the Inspector's role was to examine whether or not the Local Plan had been prepared in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and associated Regulations, and whether or not it met the tests of 'soundness' set out in the National Planning Policy Framework (NPPF). Although a revised Framework had been published on 24th July 2018 policies in the previous NPPF still applied for the purpose of examining plans submitted on or before 24th January 2019.

On 14th August 2018, the Inspector released details of the following documents, all of which had been circulated with the Strategic Manager's report.

- Inspector's Matters, Issues and Questions (MIQs).
- Examination Hearing Programme.
- Examination Guidance Note.

The Council was required to produce a hearing statement which responded directly to the points raised in the Inspector's MIQs. The Inspector had raised in excess of 500 questions relating to 22 matters with a submission deadline of 25th September 2018, and whilst challenging the Spatial Planning Manager expressed confidence that responses to the Inspector's questions would be prepared and submitted by the stated deadline.

The appointed Inspector for the examination was Matthew Birkinshaw BA (Hons) Msc MRTPI, and an independent Programme Officer, Tony Blackburn had also been appointed to administer the examination process.

Resolved – That, the dates, arrangements and procedures for the examination hearings on the Submission Draft Craven Local Plan are noted.

CSP.163

MEETINGS START TIME

Further to Minute CL.1031/17-18, the Sub-Committee was asked to agree the normal start time for its meetings for the remainder of the current municipal year.

Resolved – That 6.30pm is retained as the normal start time for meetings of this Sub-Committee in 2018/19.

CSP.164

DATE OF NEXT MEETING

To be arranged, if required, in consultation with the Chairman and Sub-Committee Membership.

Chairman.